



**Wednesday, August 26, 2026
City Commission Meeting**

CITY COMMISSION MEETING

3:00 PM

City Hall, 2nd Floor

City Commission Chambers

Citizens wishing to provide input on the Wednesday, August 26, 2026 City Commission meeting agenda may provide comments in person at the meeting.

Watch the commission meeting LIVE through: WCOT Channel 13, Talgov.com Homepage, CityofTLH Facebook, CityofTLH Twitter

1. CALL TO ORDER

- 1.1 This is the portion of the meeting where the call to order takes place. There is no written content.

2. INVOCATION

- 2.1 This is the portion of the meeting where the invocation takes place. The public may participate if they wish. There is no written content.

3. PLEDGE OF ALLEGIANCE

- 3.1 This is the portion of the meeting where the pledge of allegiance takes place. There is no written content.

4. AGENDA MODIFICATION

- 4.1 Modifications

5. PRESENTATIONS

- 5.1 Honor Flight Tallahassee Presentation -- Mayor John E. Dailey
- 5.2 Presentation of the Florida Municipal Electric Association (FMEA) Lifetime Achievement Award -- Amy Zubaly, Florida Municipal Electric Association
- 5.3 Presentation of the Florida League of Cities 2026 Municipal Achievement Award for Public Engagement -- Chris Holley, Florida League of Cities
- 5.4 Presentation of the E. Harris Drew Municipal Official Lifetime Achievement Award -- Chris Holley & Eryn Alcorn, Florida League of Cities
- 5.5 Special Presentation -- Mayor John E. Dailey

6. ANNOUNCEMENTS

- 6.1 This is the portion of the meeting for announcements. There are no announcements for this meeting.

7. APPEARANCES BY CITY COMMISSION APPOINTED BOARDS AND COMMITTEES, AND OTHER GOVERNMENTS

- 7.1 This is the portion of the meeting where appearances by City Commission appointed boards and committees, and other governments take place. There is no written content.

8. CONSENT

- 8.1 Approval of Resolution No. 26-R-28 Authorizing the Acceptance and Execution of the Florida Department of Transportation Joint Participation Agreement and Approval of Construction Contract Award for the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project (IFB-055-26-RR) -- David Pollard, Aviation
- 8.2 Approval of IFB 056-26-RM – Term Contract for Valve Repair Services for the Electric Generating Stations -- Tony Guillen, Electric & Gas
- 8.3 Authorization to Accept and Expend the Federal Grant No. EMW-2025-SS-05192 via Execution of the Associated State Homeland Security Grant Program Contract from the Florida Division of Emergency Management -- Chief Gene Sanders, Fire
- 8.4 Approval to Accept and Expend the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements for City of Tallahassee Fire Department -- Chief Gene Sanders, Fire
- 8.5 Approval IFB-087-26-KM for Citywide Towing, Vehicle Recovery, Transport, and Storage Services -- Jeffery Shepard, Fleet Management
- 8.6 (ITEM PULLED FROM CONSENT AND RENUMBERED AS 9.2) Authorization to Accept and Expend FDOT Pedestrian and Bicycle Safety Funds, FY26/FY27 FDLE Task Force Funds, and Equipment -- Chief Lawrence Revell, Police
- 8.7 Approve Recommendation to Award Contracts for Continuing Consulting Real Estate Appraisal Services (RFP-052-26-RR) -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 8.8 Authorize a Joint Project Agreement with Leon County for the Relocation of City Water Infrastructure: Ford's Arm South -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 8.9 (ITEM PULLED FROM CONSENT AND RENUMBERED AS 9.1) Authorize a Joint Project Agreement with Blueprint Intergovernmental Agency for the Northeast Corridor Connector: Bannerman Road Project -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 8.10 Approval of a Continuing Services Contract to provide Magnesium Hydroxide for Odor and Corrosion Control (IFB-067-26-CPW) -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 8.11 Approval of Resolutions 26-R-26 and 26-R-27, Authorizing the City Manager, or Designee, to Execute Tri-Party Agreements with the Florida Department of Transportation and Florida Gulf & Atlantic Railroad LLC for Traffic Control Devices -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 8.12 Approval of Minutes -- James O. Cooke, IV, City Treasurer-Clerk

9. ITEMS PULLED FROM CONSENT

- 9.1 (PREVIOUSLY ITEM 8.9) Authorize a Joint Project Agreement with Blueprint Intergovernmental Agency for the Northeast Corridor Connector: Bannerman Road Project -- Rob McGarrah, Underground Utilities & Public Infrastructure
- 9.2 (PREVIOUSLY ITEM 8.6) Authorization to Accept and Expend FDOT Pedestrian and Bicycle Safety Funds, FY26/FY27 FDLE Task Force Funds, and Equipment -- Chief Lawrence Revell, Police

10. CITY COMMISSION

- 10.1 Board of Adjustment & Appeals Appointment -- James O. Cooke, IV, City Treasurer-Clerk
- 10.2 Audit Committee Appointment -- James O. Cooke, IV, City Treasurer-Clerk

11. INTRODUCTION OF ORDINANCES

- 11.1 Introduction of Ordinance No. 26-O-11, the Voluntary Annexation Petition for Parcel IDs: 3121206010000, 3121206110000, and 3121206070000 -- Robert Wigen, Resource Management

12. POLICY FORMATION AND DIRECTION

- 12.1 City Manager Recruitment Update -- S. Renée Narloch & Associates
- 12.2 Approval of Resolution No. 26-R-24 for the Acceptance and Execution of the Florida Department of Transportation Public Transportation Grant Agreement for the Terminal HVAC Improvements Project at the Tallahassee International Airport -- David Pollard, Aviation
- 12.3 Authorize the City Manager, or Designee, to finalize negotiations and execute the necessary agreement(s) with PPK Aviation TLH Alpha, LLC, dba AirBOSS Hangars for the development and lease of Airport property at the Tallahassee International Airport -- David Pollard, Aviation

13. UNAGENDAED SPEAKERS (30 MINUTES)

- 13.1 This is the portion of the meeting for unagendaed business/speakers. There is no written content.

14. CITY COMMISSION SHARING OF IDEAS

- 14.1 This is the portion of the meeting for City Commission information and sharing of ideas. There is no written content.

15. BREAK

- 15.1 This is the portion of the meeting where a break takes place prior to the public hearings. There is no written content.

16. 6:00 P.M. PUBLIC HEARINGS

- 16.1 Public Hearing Regarding the Southwood Development of Regional Impact (DRI) -- John Reddick, Growth Management & Louis Norvell, Deputy City Attorney
- 16.2 First of Two Public Hearings on Development Agreement with D.R. Horton for Portions of Property Within Southwood; Second Public Hearing Scheduled for September 9, 2026 -- John Reddick, Growth Management

- 16.3 First and Only Public Hearing on Resolution No. 26-R-23, A Resolution Abandoning a Portion of the Right-of-Way Known as Old Paul Russell Road, Located West of Paul Russell Road, Just North of Orange Avenue in the City of Tallahassee, Leon County, Florida -- John Reddick, Growth Management
- 16.4 First and Only Public Hearing on Resolution No. 26-R-22, Approving the Inventory List of All Real Property Within City Jurisdiction, to Which the City Holds Fee Simple Title, That is Appropriate for Use as Affordable Housing -- Kimball Thomas, Housing & Community Resilience and Rob McGarrah, Underground Utilities & Public Infrastructure



**Wednesday, August 26, 2026
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Subject 4.1 Modifications

Item Updated:

12.1 - City Manager Recruitment Update -- S. Renée Narloch & Associates

Pulled from Consent:

8.9 - (ITEM PULLED FROM CONSENT AND RENUMBERED AS 9.1) Authorize a Joint Project Agreement with Blueprint Intergovernmental Agency for the Northeast Corridor Connector: Bannerman Road Project -- Rob McGarrah, Underground Utilities & Public Infrastructure

This item was pulled from Consent by Commissioner Matlow.

8.6 - (ITEM PULLED FROM CONSENT AND RENUMBERED AS 9.2) Authorization to Accept and Expend FDOT Pedestrian and Bicycle Safety Funds, FY26/FY27 FDLE Task Force Funds, and Equipment -- Chief Lawrence Revell, Police

This item was pulled from Consent by Commissioner Porter.



**CITY OF
TALLAHASSEE**

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**Subject 5.1 Honor Flight Tallahassee Presentation -- Mayor
John E. Dailey**

Tom Napier of Honor Flight Tallahassee will be in attendance to recognize the Commission for its participation in and support of Honor Flight.



**Wednesday, August 26, 2026
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Subject 5.2 Presentation of the Florida Municipal Electric Association (FMEA) Lifetime Achievement Award -- Amy Zubaly, Florida Municipal Electric Association

The Florida Municipal Electric Association (FMEA) represents the unified interests of 33 public power communities across the state, which collectively provide electricity to more than 4 million residential and commercial customers. For more than a century, municipal electric utilities have provided affordable, reliable electric service to Florida communities. As community-owned and locally managed organizations, these utilities are uniquely focused on meeting local needs while reinvesting in the communities they serve.

This summer, FMEA honored City Manager Reese Goad with the E.C. Shreve Jr. Lifetime Achievement Award, one of the association's highest honors. The award recognizes an individual who has devoted a significant portion of their career to advancing public power in Florida. In the award's past 25-years, only nine individuals have previously received the distinction. Goad became the 10th recipient and the first to be honored since 2022.

Throughout his career, Goad has been a steadfast advocate for public power, championing innovation while maintaining a strong focus on affordability and community benefit. Early in his career, he helped lead Tallahassee's adoption of electric, gas and water smart-grid technology, making the City the first utility in the nation to implement the technology across all three services. Today, smart-grid technologies are widely used across the country to enhance communication and the flow of information between customers and their utility providers.

That commitment to innovation continues today, from pioneering smart-grid technology to the recent unveiling of the City's first publicly owned EV fast-charging stations. At the same time, Goad has remained focused on ensuring that advancements in utility services deliver meaningful value to the community. Under his leadership, Tallahassee's utility costs have consistently ranked among the lowest when benchmarked against comparable municipal utility providers across Florida.

Together, these efforts reflect Goad's longstanding commitment to the core principles of public power: embracing innovation, delivering reliable and high-quality services, maintaining

affordability and ensuring that the benefits of a community-owned utility remain with the community it serves. This approach has helped earn Tallahassee national recognition, including being named the No. 1 Public Utility in America and a Utility of the Future, Today.

Amy Zubaly, Executive Director of the Florida Municipal Electric Association will be in attendance to present the award.



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**Subject 5.3 Presentation of the Florida League of Cities
2026 Municipal Achievement Award for Public
Engagement -- Chris Holley, Florida League of
Cities**

The Florida League of Cities' Municipal Achievement Awards recognizes excellence and innovation in municipal government across four categories: Economic Advancement, Environmental Stewardship, Local Action, and Public Engagement.

The City of Tallahassee has been selected as the recipient of the 2026 Public Engagement Award for its Longest Table event, an innovative community-building initiative that brought together more than 1,000 residents for meaningful conversation and shared experiences. Held on October 12, 2025, the event transformed Duval Street into one continuous community dining table where neighbors gathered to break bread, build relationships, and discuss the future of Tallahassee.

The Public Engagement Award honors programs that strengthen civic participation by increasing awareness of local government, promoting community involvement, and encouraging collaboration among residents, businesses, and visitors. Through guided conversations led by volunteer Table Captains, Longest Table fostered dialogue about neighborhoods, community opportunities, and shared aspirations for the city.

The event generated significant community engagement both in person and online, resulting in more than 813,000 social media impressions, 58,000 engagements, and 14 news stories reaching an estimated 250,000 people.

This marks the City of Tallahassee's first Florida League of Cities Municipal Achievement Award since 2009.

As Florida League of Cities President Holly D. Smith noted, "These projects show what is possible when local leaders, staff, and partners work side-by-side to turn great ideas into real results."

The Longest Table 2025 - YouTube

Chris Holley, Florida League of Cities Director of Member Services and Training will present the award.



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**Subject 5.4 Presentation of the E. Harris Drew Municipal
Official Lifetime Achievement Award -- Chris Holley
& Eryn Alcorn, Florida League of Cities**

The Florida League of Cities (FLC) recently honored Tallahassee Mayor John E. Dailey with the 2026 E. Harris Drew Municipal Official Lifetime Achievement Award, recognizing his nearly three decades of service to local government and public policy.

Presented annually, the E. Harris Drew Municipal Official Lifetime Achievement Award is one of the Florida League of Cities' most prestigious honors for municipal leaders. Named for Florida Supreme Court Justice E. Harris Drew, who coined the League's motto, "Local self-government, the key to American democracy," the award recognizes local elected officials who have made lasting and worthwhile contributions to Florida's citizens through their dedication and service at the local level.

Mayor Dailey's career in public service began in 1996 with the Florida League of Cities, where he advocated on behalf of more than 400 municipal governments before the Florida Legislature and state administration. He later represented municipalities nationwide through his work with the National League of Cities in Washington, D.C., advancing local government priorities before Congress and the federal administration. In 2006, Mayor Dailey was elected to the Leon County Commission, where he served three terms and twice served as chairman. He was elected Mayor of Tallahassee in 2018 and reelected in 2022.

Throughout his career, Mayor Dailey has remained a strong advocate for local government and the role cities play in strengthening communities and improving residents' quality of life. During his tenure as Mayor, Tallahassee has received numerous national distinctions, including recognition for its strong economy and effective governance and designation as a three-time All-America City.

In presenting the award, 2025-2026 FLC President Holly D. Smith recognized Mayor Dailey's lifelong commitment to local government and the meaningful impact of his service on not only the City of Tallahassee, but other communities throughout Florida.

Chris Holley, Director of Member Services and Training & Eryn Alcorn, Member Services Administrator from the Florida League of Cities will be in attendance to recognize Mayor John Dailey for receiving the 2026 E. Harris Drew Municipal Official Lifetime Achievement Award and his longstanding commitment to public service and local government.



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Subject 5.5 Special Presentation -- Mayor John E. Dailey

TO: Office of the City Manager

FROM: Courtney Thomas, Director of External Affairs and Special Projects,
Office of the Mayor

DATE: August 26, 2026

RE: Presentation

Mayor Dailey will be making a special presentation.



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Subject

6.1 This is the portion of the meeting for announcements. There are no announcements for this meeting.



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Subject

7.1 This is the portion of the meeting where appearances by City Commission appointed boards and committees, and other governments take place. There is no written content.



**Wednesday, August 26, 2026
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Subject

**8.1 Approval of Resolution No. 26-R-28
Authorizing the Acceptance and Execution of the
Florida Department of Transportation Joint
Participation Agreement and Approval of
Construction Contract Award for the TLH Capital
Circle SW/Lake Bradford Road Traffic Signal
Installation Project (IFB-055-26-RR) -- David
Pollard, Aviation**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	\$913,086.00
Budgeted	Yes
Budget Source	Funding will be provided through a Florida Department of Transportation Joint Participation Agreement with the required local share being funded through the Airport's Capital funding sources.
Recommended Action	Option 1: Adopt Resolution No. 26-R-28 authorizing the acceptance and execution of the Florida Department of Transportation Joint Participation Agreement; approve construction contract award for IFB-055-26-RR, including 7.5% contingency, to Griffin Traffic Signals for the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project; and authorize the City Manager, or designee, to negotiate and execute the Contract.

For more information, please contact: David Pollard, Aviation, (850) 891-7815

Statement of Issue

The Tallahassee International Airport (TLH) Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project will provide for the installation of a permanent traffic signal at the Airport's eastern entrance to improve safety for Airport customers, employees, and the traveling public. The installation of a permanent mast arm traffic signal includes associated roadway improvements and related construction activities necessary to complete the project.

This item requests approval of Resolution No. 26-R-28 authorizing the acceptance and execution of the Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA), approval of the construction contract award for the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project (IFB-055-26-RR) of \$849,382.25, approval of a 7.5% project contingency, and authorization for the City Manager, or designee, to negotiate and execute the contract. The total project budget is \$913,086, which includes \$424,691 being provided through the FDOT JPA and the remaining balance of \$488,395 being funded from the Airport's approved Capital Funding Sources and includes the 50% local share and 7.5% project contingency.

Recommended Action

Option 1: Adopt Resolution No. 26-R-28 authorizing the acceptance and execution of the Florida Department of Transportation Joint Participation Agreement; approve construction contract award for IFB-055-26-RR, including 7.5% contingency, to Griffin Traffic Signals for the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project; and authorize the City Manager, or designee, to negotiate and execute the contract.

Fiscal Impact

Funding will be provided through a Florida Department of Transportation Joint Participation Agreement with the required local share being funded through the Airport's approved Capital Funding Sources.

Supplemental Material/Issue Analysis

History/Facts & Issues

The Florida Department of Transportation (FDOT) realigned the Capital Circle SW/Lake Bradford Road intersection during the Capital Circle SW Widening Project that was completed in June 2026. The roadway and intersection changes created a potential traffic safety concern for Airport customers and employees exiting the Airport. To evaluate the intersection, Kimley-Horn & Associates performed a traffic signal warrant analysis, which concluded that a traffic signal was needed. As an interim measure, a temporary traffic signal was installed by the City while Kimley-Horn designed a permanent mast arm traffic signal.

To construct the permanent signal, the City must enter into a Joint Participation Agreement (JPA) with FDOT, which will provide \$424,691 in funding from FDOT for its share of the

project cost. The project was publicly advertised as IFB-055-26-RR with two responsive bids received. Griffin Traffic Signals submitted the lowest responsive and responsible bid for \$849,382.25. Staff recommends approval of the construction contract award and execution of the JPA.

Department(s) Review

Resource Management; Procurement; City Attorney's Office

Options

1. Adopt Resolution No. 26-R-28 authorizing the acceptance and execution of the Florida Department of Transportation Joint Participation Agreement; approval of construction contract award for IFB-055-26-RR, including 7.5% contingency, to Griffin Traffic Signals for the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation Project; and authorization for the City Manager, or designee, to negotiate and execute the contract.
2. Do not approve.

Attachments/References:

1. Attachment 1 - Resolution No. 26-R-28
2. Attachment 2 - Notice of Intent to Award (IFB-055-26-RR)

RESOLUTION NO. 26-R-28

A RESOLUTION APPROVING THE ACCEPTANCE AND EXECUTION OF
A JOINT PARTICIPATION AGREEMENT WITH THE STATE OF
FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE

**TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation
Project – FDOT No. 458606-1-58-01
At the Tallahassee International Airport**

WHEREAS, the City of Tallahassee has been offered a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) for costs associated with the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation project at the Tallahassee International Airport; and

WHEREAS, FDOT requires a resolution from the City Commission to effectuate transfer and acceptance of funding.

NOW, THEREFORE, be it resolved by the City Commission of the City of Tallahassee of the following:

The City Manager, or designee, is hereby authorized to accept and execute the JPA with the State of Florida Department of Transportation for FDOT No. 458606-1-58-1, and any other documents related to the JPA, for the purpose of funding the TLH Capital Circle SW/Lake Bradford Road Traffic Signal Installation at the Tallahassee International Airport.

ADOPTED by the City Commission of the City of Tallahassee this 26th day of August 2026.

CITY OF TALLAHASSEE

By: _____

John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____

James O. Cooke, IV
City Treasurer-Clerk

By: _____

Amy M. Toman
City Attorney

 CITY OF TALLAHASSEE NOTICE OF INTENT TO AWARD Invitation to Bid No. and Title: IFB-055-26-RR - TLH Capital Circle SW/Lake Bradford Road Signal Installation Bid Due Date and Time: May 19, 2026 @ 2:30 pm ET Purchasing Agent: ReGina Register Award Date and Time: June 18, 2026 @ 11:00 am ET						
	1	2	3	4	5	6
VENDOR NAMES: (from lowest to highest BID TOTAL)	Griffin Traffic Signals	M of Tallahassee, Inc.				
Responsive (Y/N)	N/A	N/A				
Satisfies MWBE/DBE Goal (Y/N)	N/A	N/A				
Local Vendor Preference (Y/N)	N/A	N/A				
Bid	\$849,382.25	\$1,079,528.31				
Alternates/Options	N/A	N/A				
BID TOTAL	\$849,382.25	\$1,079,528.31				

Awarded Vendor: Griffin Traffic Signals*
 Purchasing Agent Signature: ReGina Register
 Department Representative Signature: Eric Houge

Non-Responsive Reason Codes

- 1 - Late Bid
- 2 - Did not provide MWBE documentation
- 3 - Conditioned or Qualified their Bid
- 4 - Failed to Submit Mandatory Documentation
- 5 - Not Qualified or Licensed
- 6 - Not Responsible (suspended, disbarred or in default)
- 7 - Incomplete Response or Bid

*Please note the award to **Griffin Traffic Signals**, may be subject to City Commission Approval. Additionally, this award may be subject to negotiation.

BID PROTEST: For protest related to the evaluation of proposals or staff recommendation of award, a written notice of intent to protest must be filed with Procurement Services Division at Veronica.McCrackin@talgov.com within 72 hours (excludes weekends and holidays) after posting of the Notice of Inten to Award and a written protest must be filed with Procurement Services Division at the aforementioned email address no later than 5:00 p.m. Eastern Time, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. (See Grievance Procedures of the foregoing solicitation for more details)



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**Subject 8.2 Approval of IFB 056-26-RM – Term Contract for
Valve Repair Services for the Electric Generating
Stations -- Tony Guillen, Electric & Gas**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	\$1,600,000.00
Budgeted	Yes
Budget Source	Funding will be provided from the approved operating budget at the time the service is procured.
Recommended Action	Option 1: Approve the award of IFB 056-26-RM, a term contract for Valve Repair Services for the Electric Generating Stations, to all responsive bidders, Valve and Actuation Services, LLC and APV Valve, Inc. The contract is for four years with the option to extend for two additional years.

For more information, please contact: Tony Guillen, General Manager - Electric & Gas Utility, 850-891-5534 or Eric Walters, Assistant General Manager - Energy Supply, 850-891-5034

Statement of Issue

Each of the City's generating plants has a variety of equipment and systems that utilize valves, which are necessary for the reliable operation of the generating units. Valve repair services are used when the needed repairs are beyond the expertise of plant personnel or resources are not readily available. This agenda item is seeking approval to award a term contract to all responsive bidders for four years with an option to extend the contract for two additional years.

Recommended Action

Option 1: Approve the award of IFB 056-26-RM, a term contract for Valve Repair Services for the Electric Generating Stations, to all responsive bidders, Valve and Actuation Services, LLC and APV Valve, Inc. The contract is for four years with the option to extend for two additional years.

Fiscal Impact

Estimated at \$1,600,000.00 for the six-year term. The actual fiscal impact will depend on the services utilized at the power plants.

Supplemental Material/Issue Analysis

History/Facts & Issues

Many of the valves installed on the City's generating units are specialty valves that require both routine preventive maintenance and corrective maintenance when failures occur. Routine preventive maintenance is typically performed during scheduled generating unit outages. These planned outages are scheduled during the spring and fall to reduce operational impacts and ensure maintenance activities can be completed during periods of lower system demand.

The City has historically utilized multiple contracts to ensure adequate staffing and resources are available to meet operational requirements. The City currently has three active valve repair contracts that will expire at the end of this calendar year: Contract No. 4786 with Flotech, Inc.; Contract No. 4799 with Valve and Actuation Services, LLC; and Contract No. 4785 with APV Valve, Inc.

To ensure the City continues to have access to specialized valve repair services, Electric & Gas Utility staff developed technical specifications, and Procurement Services issued an Invitation for Bid (IFB No. 056-26-RM). Two responsive bids were received, and staff recommend awarding term contracts to both responsive bidders.

Department(s) Review

Procurement; Resource Management

Options

1. Approve the award of IFB 056-26-RM, a term contract for Valve Repair Services for the Electric Generating Stations, to all responsive bidders, Valve and Actuation Services, LLC and APV Valve, Inc. The contract is for four years with the option to extend for two additional years.
2. Re-bid the services.

Attachments/References:

1. Attachment 1 - Bid Tabulation (IFB-056-26-RM)



NOTICE OF INTENT TO AWARD

Invitation to Bid No. and Title: IFB 056-26-RM Valve Repair Services for Electric Power Plants

Bid Due Date and Time: , May 12,2026 @ 2:30 PM

Purchasing Agent: Ron Mayo

Award Date and Time: May 21, 2026 @5:00 PM

	1	2	3	4
BIDDERS	Valve and Actuation Services LLC.	APV Valve, Inc.		
Responsive (Y/N)	Yes	Yes		
Satisfies MWBE/DBE Goal (Y/N)	N/A	N/A		
Local Vendor Preference (Y/N)	N/A	N/A		
Shop Rates Total	\$63,218.28	\$87,124.00		
Field Service Total	\$63,218.28	\$165,914.40		
BID AWARD TOTAL	\$126,436.56	\$253,038.40		

Awarded Vendor(s):

Valve and Actuation Services LLC. And APC Valve Inc.

Purchasing Agent Signature:

Ron Mayo

Department Representative Signature:

Karla Harris



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Subject **8.3 Authorization to Accept and Expend the Federal Grant No. EMW-2025-SS-05192 via Execution of the Associated State Homeland Security Grant Program Contract from the Florida Division of Emergency Management -- Chief Gene Sanders, Fire**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	\$69,200
Budgeted	No
Budget Source	No matching funds are required. Existing staff will manage the grant and donation, if approved by the City Commission.
Recommended Action	Option 1: Authorize the Mayor to sign Agreements with the State of Florida, Division of Emergency Management in the amount of \$69,200, enabling staff to expend the grant funding and authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the subaward agreement.

For more information, please contact: Allen Willis, Special Operations Chief - TFD, (850) 891-5443

Statement of Issue

The City is requesting the City Commission's approval to authorize the Mayor to execute agreements for the 2024 State Homeland Security Grant Program (SHSGP), thereby accepting Federal Grant No. EMW-2025-SS-05192. The agreement will provide \$69,200 for equipment

to mitigate Hazardous Materials (Hazmat) incidents and replace end-of-life equipment. The period of funding is through August 31, 2028. Sustainment, training, and equipment grants for these programs have been received on an annual basis through the SHSGP since 2002.

City Commission approval is needed to accept and appropriate grant funds.

Recommended Action

Option 1: Authorize the Mayor to sign Agreements with the State of Florida, Division of Emergency Management in the amount of \$69,200, enabling staff to expend the grant funding and authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the subaward agreement.

Fiscal Impact

No matching funds are required. Existing staff will manage and implement the grant, if approved by the City Commission.

Supplemental Material/Issue Analysis

History/Facts & Issues

In 2002, the City received grant funding under the Hazardous Materials Emergency Preparedness Grant Program through the U.S. Department of Transportation and established a Regional Hazardous Materials Team. At that time, this newly formed team served eight surrounding counties. Over the years, five additional counties were added bringing the total to 13 North Florida counties.

In 2003, the City entered into an agreement with the State of Florida Division of Emergency Management (FDEM) to take possession of a Mutual Aid Radio Communications (MARC) system. The agreement also obligated the City to activate the grant-provided equipment whenever requested by authorized State or Local Government agencies. Eight mobile MARC units are strategically placed throughout Florida and operated by local jurisdictions.

In 2004, the City entered into a contractual agreement with the State of Florida, Department of Financial Services/Division of State Fire Marshall (DFS/SFM) to establish the Florida Urban Search and Rescue Task Force-7 (FL-USAR-TF-7). Funding for training, sustainment, and equipment purchases has been awarded annually since the original agreements were accepted. Grant funds have been utilized to maintain the City's special operations teams in a state of readiness.

This agenda item requests City Commission acceptance of the federally funded grants from the Department of Homeland Security and passed through FDEM. Funding is provided on a reimbursement basis, and the period is from the date of execution of these Agreements through August 31, 2028.

These requests align with the City's Five-Year Strategic Plan of actively seeking grants that support organizational effectiveness and public safety.

Department(s) Review

City Attorney's Office; Resource Management; Grants & Enterprise Resources

Options

1. Authorize the Mayor to sign Agreements with the State of Florida, Division of Emergency Management in the amount of \$69,200, enabling staff to expend the grant funding and authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the subaward agreement.
2. Do not authorize the Mayor to sign Agreements with the State of Florida, Division of Emergency Management in the amount of \$69,200, enabling staff to expend the grant funding and do not authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the subaward agreement.

Attachments/References:

1. Attachment 1 - FY 2025 SHSGP - Tallahassee Fire HMA2A Federally Funded SubGrant Agreement 1345Revised

FEDERALLY FUNDED SUBAWARD AND GRANT AGREEMENT

2 C.F.R. § 200.1 states that a “subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.”

As defined by 2 C.F.R. § 200.1, “pass-through entity” means “a non-federal entity that provides a subaward to a Subrecipient to carry out part of a federal program.”

As defined by 2 C.F.R. § 200.1, “Subrecipient” means “a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal award.”

As defined by 2 C.F.R. § 200.1, “Federal award” means “federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity.”

As defined by 2 C.F.R. § 200.1, “subaward” means “an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a federal award received by the pass-through entity.”

The following information is provided pursuant to 2 C.F.R. § 200.332. The pass-through entity shall comply with the Federal Funding Accountability and Transparency Act (FFATA), including reporting requirements under 2 C.F.R. Part 170, as applicable.

Subrecipient's name:	<u>Tallahassee Fire HM2A</u>
Subrecipient's unique entity identifier:	<u>_____</u>
Federal Award Identification Number (FAIN):	<u>EMW-2025-SS-05192</u>
Federal Award Date:	<u>09/1/2025 - 08/31/2028</u>
Subaward Period of Performance Start and End Date:	<u>09/1/2025 - 08/31/2028</u>
Budget Period Start and End Date:	<u>09/1/2025 - 08/31/2028</u>
Amount of Federal Funds Obligated by this Agreement:	<u>\$69,200.00</u>
Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity to include this Agreement:	<u>_____</u>
Total Amount of the Federal Award committed to the Subrecipient by the pass-through entity:	<u>\$69,200.00</u>
Federal award project description (see FFATA):	<u>See Article 1, Agreement Articles</u>
Name of Federal awarding agency:	<u>Dept. of Homeland Security</u>
Name of pass-through entity:	<u>FL. Division of Emergency Mgmt.</u>
Contact information for the pass-through entity:	<u>Kevin Guthrie, Executive Director</u> <u>2489 Shumard Oak Boulevard</u> <u>Tallahassee, Florida 32399</u>
Assistance Listings Number and Title	<u>97.067-Homeland Security</u> <u>Grant Program</u>
Whether the award is R&D:	<u>N/A</u>
Indirect cost rate for the Federal award:	<u>38.80%</u>

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as "FDEM"), and **Tallahassee Fire HM2A** (hereinafter referred to as the "Subrecipient").

For the purposes of this Agreement, FDEM serves as the pass-through entity for a federal award, and the Subrecipient serves as the recipient of a subaward.

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Subrecipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein;

B. The State of Florida received these grant funds from the Federal Government, and FDEM has the authority to subgrant these funds to the Subrecipient upon the terms and conditions outlined below; and,

C. FDEM has statutory authority to disburse the funds under this Agreement.

THEREFORE, FDEM and the Subrecipient agree to the following:

(1) APPLICATION OF STATE LAW TO THIS AGREEMENT

2 C.F.R. § 200.302(a) provides: "Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. . ." Therefore, section 215.971, Florida Statutes, entitled "Agreements funded with federal or state assistance," applies to this Agreement.

(2) LAWS, RULES, REGULATIONS AND POLICIES

a. The Subrecipient's performance under this Agreement is subject to 2 C.F.R. Part 200, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

b. As required by Section 215.971(1), Florida Statutes, this Agreement includes:

i. A provision specifying a scope of work that clearly establishes the tasks that the Subrecipient is required to perform.

ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by FDEM before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

iii. A provision specifying the financial consequences that apply if the Subrecipient fails to perform the minimum level of service required by the agreement.

iv. A provision specifying that the Subrecipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.

v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to FDEM.

vi. A provision specifying that any funds paid in excess of the amount to which the Subrecipient is entitled under the terms and conditions of the agreement must be refunded to FDEM.

c. In addition to the foregoing, the Subrecipient and FDEM shall be governed by all applicable State of Florida and Federal laws, rules and regulations, including those identified in Attachment D. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(3) CONTACT

a. In accordance with section 215.971(2)(a)1, Florida Statutes, FDEM's Grant Manager shall be responsible for enforcing performance of this Agreement's terms and conditions and shall serve as FDEM's liaison with the Subrecipient. The Grant Manager for FDEM shall:

- i. Monitor and document Subrecipient performance; and,
- ii. Review and document all deliverables for which the Subrecipient requests payment.

b. FDEM's Grant Manager for this Agreement is:

Name: Novella Tise
2489 Shumard Oak Boulevard
Tallahassee, Florida 32399
Telephone: 448-220-7160
Email: Novella.Tise@em.myflorida.com

c. The name and address of the Representative of the Subrecipient responsible for the administration of this Agreement is:

Telephone: _____
Email: _____

d. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title, and address of the new representative shall be provided to the other party.

(4) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(5) EXECUTION

This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. This Agreement shall be signed by the Subrecipient and returned to FDEM for execution no later than forty-five (45) days following initial notification of receipt. Failure to return the signed agreement by the deadline may result in termination of the grant award. Except for eligible and allowable obligations and procurements incurred in accordance with federal grant rules during the approved, backdated Period of Performance (beginning September 1,

2025), subrecipients must have an executed agreement by both parties prior to carrying out work, procurement and expending of funds for this agreement and shall comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

(6) MODIFICATION

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

Subrecipients may initiate a one-time extension of the period of performance by up to six (6) months unless one or more of the conditions outlined in (i) through (iii) of this section apply. For one-time extensions, the subrecipient shall notify FDEM in writing with the supporting reasons and revised period of performance at least one hundred eighty (180) calendar days before the end of the period of performance. This one-time extension shall not be exercised merely for the purpose of spending down the award balance. Extensions require explicit prior FDEM approval when:

- (i) The terms and conditions of the federal award prohibit the extension.
- (ii) The extension requires additional federal funds.
- (iii) The extension involves any change in the approved objectives or scope of the project.

(7) SCOPE OF WORK.

The Subrecipient shall perform the work in accordance with the Budget and Scope of Work, Attachments A and B of this Agreement.

(8) PERIOD OF AGREEMENT.

This Agreement shall begin on **September 1, 2025, and shall end August 31, 2028,** unless terminated earlier in accordance with the provisions of Paragraph (17) of this Agreement. Consistent with the definition of “period of performance” contained in 2 C.F.R. § 200.1, the term “period of agreement” refers to the time during which the Subrecipient “may incur new obligations to carry out the work authorized under” this Agreement. In accordance with 2 C.F.R. § 200.1, the Subrecipient may receive reimbursement under this Agreement only for “allowable costs incurred during the period of performance.” In accordance with section 215.971(1)(d), Florida Statutes, the Subrecipient may expend funds authorized by this Agreement “only for allowable costs resulting from obligations incurred during” the period of agreement.

(9) FUNDING

- a. This is a cost-reimbursement agreement, subject to the availability of funds.
- b. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either Chapter 216, Florida Statutes, or the Florida Constitution.
- c. FDEM shall reimburse the Subrecipient only for allowable costs incurred by the Subrecipient in the successful completion of each deliverable. The maximum reimbursement amount for

each deliverable is outlined in Attachment A and B of this Agreement (“Budget and Scope of Work”). The maximum reimbursement amount for the entirety of this Agreement is **\$69,200.00..**

d. As required by 2 C.F.R. § 200.415(a), any request for payment under this Agreement shall include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

e. FDEM shall review any request for reimbursement by comparing the documentation provided by the Subrecipient against a performance measure, outlined in Attachment B, that clearly delineates:

- i. The required minimum acceptable level of service to be performed; and,
- ii. The criteria for evaluating the successful completion of each deliverable.

f. The performance measure required by section 215.971(1)(b), Florida Statutes, remains consistent with the requirement for a “performance goal”, which is defined in 2 C.F.R. § 200.1 as “a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared.” It also remains consistent with the requirement, contained in 2 C.F.R. § 200.329, that FDEM and the Subrecipient “relate financial data to performance goals and objectives of the Federal award.”

g. If authorized by the federal awarding agency, then FDEM shall reimburse the Subrecipient for overtime expenses in accordance with 2 C.F.R. § 200.430 (“Compensation—personal services”) and 2 C.F.R. § 200.431 (“Compensation—fringe benefits”). If the Subrecipient seeks reimbursement for overtime expenses for periods when no work is performed due to vacation, holiday, illness, failure of the employer to provide sufficient work, or other similar cause (see 29 U.S.C. § 207(e)(2)), then FDEM shall treat the expense as a fringe benefit. 2 C.F.R. § 200.431(a) defines fringe benefits as “allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.” Fringe benefits are allowable under this Agreement as long as the benefits are reasonable and are required by law, Subrecipient-employee agreement, or an established policy of the Subrecipient. 2 C.F.R. § 200.431(b) provides that the cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- i. They are provided under established written leave policies;
- ii. The costs are equitably allocated to all related activities, including federal

awards; and,

iii. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-federal entity or specified grouping of employees.

h. If authorized by the federal awarding agency, then FDEM shall reimburse the Subrecipient for travel expenses in accordance with 2 C.F.R. § 200.475. Reimbursement for travel shall be in accordance with section 112.061, Florida Statutes, which includes submission of the claim on the approved state travel voucher. If the Subrecipient seeks reimbursement for travel costs that exceed the amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner), then the Subrecipient shall provide documentation that:

i. The costs are reasonable and do not exceed charges normally allowed by the Subrecipient in its regular operations as a result of the Subrecipient's written travel policy; and,

ii. Participation of the individual in the travel is necessary to the Federal award.

i. FDEM's grant manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the grant agreement period and produce a final reconciliation report. The final report shall identify any funds paid in excess of the expenditures incurred by the Subrecipient.

j. As defined by 2 C.F.R. § 200.1, the term "improper payment" means or includes:

i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and,

ii. Any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

k. Any advance payment under this Agreement is subject to section 216.181(16), Florida Statutes. All advances are required to be held in an interest-bearing account and may not exceed fifty percent of the grant award. If an advance payment is requested, an estimated expense table and justification statement shall be included with this Agreement as indicated in Attachment E, Justification of Advance Payment. Attachment E shall specify the amount of advance disbursement requested and provide an explanation of the necessity for and proposed use of the funds.

(10) RECORDS

a. As required by 2 C.F.R. § 200.337, the federal awarding agency, Inspectors General, the Comptroller General of the United States, and FDEM, or any of their authorized representatives, shall enjoy the right of access to any documents, papers, or other records of the Subrecipient which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Subrecipient's personnel for the purpose of

interview and discussion related to such documents. Finally, the right of access is not limited to the required retention period but lasts as long as the records are retained.

b. As required by sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, FDEM, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Subrecipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents.

c. As required by 2 C.F.R. § 200.334, the Subrecipient shall retain sufficient records to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement for a period of three (3) years from the date of submission of the final expenditure report. The following are the only exceptions to the three (3) year requirement: Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award shall be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a Subrecipient. federal awarding agencies and pass-through entities shall not impose any other record retention requirements upon non-federal entities.

- i. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- ii. When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- iii. Records for real property and equipment acquired with federal funds shall be retained for three (3) years after final disposition.
- iv. When records are transferred to or maintained by the federal awarding agency or pass-through entity, the three (3) year retention requirement is not applicable to the non-federal entity.
- v. Records for program income transactions after the period of performance. In some cases, recipients shall report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-federal entity's fiscal year in which the program income is earned.
- vi. Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular

group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

1. If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the three (3) year retention period for its supporting records starts from the date of such submission.
2. If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the federal Government (or to the pass-through entity) for negotiation purposes, then the three (3) year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

d. In accordance with 2 C.F.R. § 200.335, the federal awarding agency shall request transfer of certain records to its custody from FDEM or the Subrecipient when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, the federal awarding agency may make arrangements for the non-federal entity to retain any records that are continuously needed for joint use.

e. In accordance with 2 C.F.R. § 200.336, FDEM shall always provide or accept paper versions of Agreement information to and from the Subrecipient upon request. If paper copies are submitted, then FDEM shall not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

f. As required by 2 C.F.R. § 200.303(e), the Subrecipient shall take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or FDEM designates as sensitive or the Subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

g. Section 286.011, Florida Statutes (Florida's Government in the Sunshine Law), provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) meetings of public boards or commissions shall be open to the public; (2) reasonable notice of such meetings shall be given; and (3) minutes of the meetings shall be taken and promptly recorded. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the open government requirements. However, Section 286.011, Florida Statutes (Florida's Government in the Sunshine Law), also applies to private entities that provide services to governmental agencies and that act on behalf of those agencies in the agencies' performance of their public duties. If a public agency delegates the performance of its public purpose to a private entity, then, to the extent that private entity is performing that public purpose, Section 286.011, Florida

Statutes, the Government in the Sunshine Law applies. For example, if a volunteer fire department provides firefighting services to a governmental entity and uses facilities and equipment purchased with public funds, then Section 286.011, Florida Statutes, (Government in the Sunshine Law) applies to board of directors for that volunteer fire department. Thus, to the extent that the Government in the Sunshine Law applies to the Subrecipient based upon the funds provided under this Agreement, the meetings of the Subrecipient's governing board or the meetings of any subcommittee making recommendations to the governing board may be subject to open government requirements. These meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119, Florida Statutes.

h. Chapter 119, Florida Statutes (Florida's Public Records Law), provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the public record requirements. However, when a public entity delegates a public function to a private entity, the records generated by the private entity's performance of that duty become public records. Thus, the nature and scope of the services provided by a private entity determine whether that entity is acting on behalf of a public agency and is therefore subject to the requirements of chapter 119, Florida Statutes.

i. The Subrecipient shall maintain all records for the Subrecipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Program Budget and Scope of Work - Attachment A and B - and all other applicable laws and regulations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 815-7671, Records@em.myflorida.com, or 2489 Shumard Oak Boulevard, Tallahassee, FL 32399.

(11)AUDITS

a. The Subrecipient shall comply with the audit requirements contained in 2 C.F.R. Part 200, Subpart F.

b. In accounting for the receipt and expenditure of funds under this Agreement, the Subrecipient shall follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. § 200.1, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."

c. When conducting an audit of the Subrecipient's performance under this Agreement, FDEM shall use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. § 200.1, GAGAS, "also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits."

d. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Subrecipient shall be held liable for reimbursement to FDEM of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after FDEM has notified the Subrecipient of such non-compliance.

e. The Subrecipient shall have all audits completed by an independent auditor, which is defined in section 215.97(2)(i), Florida Statutes, as "an independent certified public accountant licensed under chapter 473." The independent auditor shall state that the audit complied with the applicable provisions noted above. The audit shall be received by FDEM no later than nine (9) months from the end of the Subrecipient's fiscal year.

f. The Subrecipient shall send copies of reporting packages for audits conducted in accordance with 2 C.F.R. Part 200, by or on behalf of the Subrecipient, to FDEM at the following address:

DEMSingleAudit@em.myflorida.com

OR

Office of the Inspector General
2489 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

g. The Subrecipient shall send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at:

<https://facides.census.gov>

h. The Subrecipient shall send any management letter issued by the auditor to FDEM at the following address:

DEMSingleAudit@em.myflorida.com

OR

Office of the Inspector General
2489 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(12)REPORTS

a. Consistent with 2 C.F.R. § 200.329, the Subrecipient shall provide FDEM with quarterly reports and a close-out report. Performance and financial reporting shall also comply with 2 C.F.R. §§ 200.301 and 200.302, as applicable. These reports shall include the current status and progress by the Subrecipient and all subcontractors in completing the work described in Attachment B-

Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by FDEM.

b. Quarterly reports are due to FDEM no later than thirty (30) days after the end of each quarter of the program year and shall be sent each quarter until submission of the close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31.

c. The close-out report is due sixty (60) days after termination of this Agreement or thirty (30) days after completion of the activities contained in this Agreement, whichever first occurs.

d. If all required reports and copies are not sent to FDEM or are not completed in a manner acceptable to FDEM, then FDEM may withhold further payments until they are completed or may take other action as stated in Paragraph (16) REMEDIES. "Acceptable to FDEM" means that the work product was completed in accordance with Attachments A and B of this Agreement.

e. The Subrecipient shall provide additional program updates or information that may be required by FDEM.

f. The Subrecipient shall provide additional reports and information identified in Attachment B.

(13) MONITORING.

a. Consistent with 2 C.F.R. § 200.329 the Subrecipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment B to this Agreement and reported in the quarterly report.

b. In addition to reviews of audits, monitoring procedures may include, but not be limited to, On-site visits by FDEM staff, limited scope audits, and/or other procedures. The Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by FDEM. In the event that FDEM determines that a limited scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by FDEM to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, FDEM shall monitor the performance and financial management by the Subrecipient throughout the contract term to ensure timely completion of all tasks.

(14) LIABILITY

a. Unless Subrecipient is a State agency or subdivision, as defined in section 768.28(2), Florida Statutes, the Subrecipient is solely responsible to parties it deals with in carrying out the terms of this Agreement; as authorized by section 768.28(19), Florida Statutes, Subrecipient shall hold FDEM harmless against all claims of whatever nature by third parties arising from the work performance under

this Agreement. For purposes of this Agreement, Subrecipient agrees that it is not an employee or agent of FDEM but is an independent contractor.

b. As required by section 768.28(19), Florida Statutes, any Subrecipient which is a state agency or subdivision, as defined in section 768.28(2), Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against FDEM, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Subrecipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

c. As defined in section 2 C.F.R. § 200.310 Insurance Coverage: The non-federal entity shall, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the federal award.

(15)DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of FDEM to make further payment of funds shall terminate and FDEM has the option to exercise any of its remedies set forth in Paragraph (16); however, FDEM may make payments or partial payments after any events of default without waiving the right to exercise such remedies, and without becoming liable to make any further payment if:

a. Any warranty or representation made by the Subrecipient in this Agreement or any previous agreement with FDEM is or becomes false or misleading in any respect, or if the Subrecipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with FDEM and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

b. Material adverse changes occur in the financial condition of the Subrecipient at any time during the term of this Agreement, and the Subrecipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by FDEM;

c. Any reports required by this Agreement have not been submitted to FDEM or have been submitted with incorrect, incomplete, or insufficient information; or,

d. The Subrecipient has failed to perform and complete on time any of its obligations under this Agreement.

(16)REMEDIES

If an Event of Default occurs, then FDEM shall, after thirty (30) calendar days written notice to the Subrecipient and upon the Subrecipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

a. Terminate this Agreement, provided that the Subrecipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (3) herein;

b. Begin an appropriate legal or equitable action to enforce performance of this Agreement;

c. Withhold or suspend payment of all or any part of a request for payment;

d. Require that the Subrecipient refund to FDEM any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

e. Exercise any corrective or remedial actions, to include but not be limited to:

i. Request additional information from the Subrecipient to determine the reasons for or the extent of non-compliance or lack of performance,

ii. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

iii. Advise the Subrecipient to suspend, discontinue or refrain from incurring costs for any activities in question or

iv. Require the Subrecipient to reimburse FDEM for the amount of costs incurred for any items determined to be ineligible;

f. FDEM may Administratively close an Agreement. FDEM may use the administrative close-out process when a Subrecipient is not responsive to reasonable efforts to collect required reports needed to complete the standard close-out process. FDEM shall make three (3) written attempts to collect required reports before initiating administrative close-out. In addition, if an agreement is administratively closed, FDEM may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards. If FDEM needs to administratively close an agreement, this may negatively impact a Subrecipient's ability to obtain future funding; and

g. Exercise any other rights or remedies which may be available under law.

Pursuing any of the above remedies shall not stop FDEM from pursuing any other remedies in this Agreement or provided at law or in equity. If FDEM waives any right or remedy in this Agreement or fails to insist on strict performance by the Subrecipient, it shall not affect, extend or waive any other right or remedy of FDEM, or affect the later exercise of the same right or remedy by FDEM for any other default by the Subrecipient.

(17)TERMINATION

a. FDEM may terminate this Agreement for cause after thirty days (30) written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations,

failure to perform on time, and refusal by the Subrecipient to permit public access to any document, paper, letter, or other material subject to disclosure under chapter 119, Florida Statutes, as amended.

b. FDEM may terminate this Agreement for cause after rejecting an appeal submitted due to noncompliance, nonactivity, and/or a lack of expenditures for four (4) consecutive quarterly reporting periods.

c. FDEM may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Subrecipient with thirty (30) calendar days prior written notice.

d. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

e. In the event that this Agreement is terminated, the Subrecipient shall not incur new obligations for the terminated portion of the Agreement after the Subrecipient has received the notification of termination. The Subrecipient shall cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice shall be disallowed. The Subrecipient shall not be relieved of liability to FDEM because of any breach of Agreement by the Subrecipient. FDEM may, to the extent authorized by law, withhold payments to the Subrecipient for the purpose of set-off until the exact amount of damages due FDEM from the Subrecipient is determined.

(18)PROCUREMENT

a. The Subrecipient shall ensure that any procurement involving funds authorized by the Agreement complies with all applicable federal and state laws and regulations, to include 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200 (entitled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards"). All procurement methods shall be applied in accordance with the applicable method categories set forth in 2 C.F.R. § 200.320.

b. As required by 2 C.F.R. § 200.318(i), the Subrecipient shall "maintain records sufficient to detail the history of procurement. These records shall include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price."

c. As required by 2 C.F.R. § 200.318(b), the Subrecipient shall "maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders." In order to demonstrate compliance with this requirement, the Subrecipient shall document, in its quarterly report to FDEM, the progress of any and all subcontractors performing work under this Agreement.

d. Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Subrecipient chooses to subcontract any of the work required under this Agreement, then the Subrecipient shall forward to FDEM a copy of any solicitation (whether competitive or non-competitive) at least ten (10) days

prior to the publication or communication of the solicitation. FDEM shall review the solicitation and provide comments, if any, to the Subrecipient within seven (7) business days. Consistent with 2 C.F.R. § 200.325, FDEM shall review the solicitation for compliance with the procurement standards outlined in 2 C.F.R. § 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), FDEM shall not substitute its judgment for that of the Subrecipient. While the Subrecipient does not need the approval of FDEM in order to publish a competitive solicitation, this review may allow FDEM to identify deficiencies in the vendor requirements or in the commodity or service specifications. FDEM's review and comments shall not constitute approval of the solicitation. Regardless of FDEM's review, the Subrecipient remains bound by all applicable laws, regulations, and agreement terms. If during its review FDEM identifies any deficiencies, then FDEM shall communicate those deficiencies to the Subrecipient as quickly as possible within the seven (7) business day window outlined above. If the Subrecipient publishes a competitive solicitation after receiving comments from FDEM that the solicitation is deficient, then FDEM may:

- i. Terminate this Agreement in accordance with the provisions outlined in paragraph (17) above; and,
- ii. Refuse to reimburse the Subrecipient for any costs associated with that solicitation.

e. Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Subrecipient chooses to subcontract any of the work required under this Agreement, then the Subrecipient shall forward to FDEM a copy of any contemplated contract prior to contract execution. FDEM shall review the unexecuted contract and provide comments, if any, to the Subrecipient within seven (7) business days. Consistent with 2 C.F.R. § 200.325, FDEM shall review the unexecuted contract for compliance with the procurement standards outlined in 2 C.F.R. § 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), FDEM shall not substitute its judgment for that of the Subrecipient. While the Subrecipient does not need the approval of FDEM in order to execute a subcontract, this review may allow FDEM to identify deficiencies in the terms and conditions of the subcontract as well as deficiencies in the procurement process that led to the subcontract. FDEM's review and comments shall not constitute an approval of the subcontract. Regardless of FDEM's review, the Subrecipient remains bound by all applicable laws, regulations, and agreement terms. If during its review FDEM identifies any deficiencies, then FDEM shall communicate those deficiencies to the Subrecipient as quickly as possible within the seven (7) business day window outlined above. If the Subrecipient executes a subcontract after receiving a communication from FDEM that the subcontract is non-compliant, then FDEM may:

- i. Terminate this Agreement in accordance with the provisions outlined in paragraph (17) above; and,

ii. Refuse to reimburse the Subrecipient for any costs associated with that subcontract.

f. The Subrecipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold FDEM and Subrecipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. effected

g. As required by 2 C.F.R. § 200.318(c)(1), the Subrecipient shall "maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts."

h. As required by 2 C.F.R. § 200.319(b) contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. The Subrecipient or pass-thru entity shall disclose to FDEM, in writing, any real or potential conflict of interest that may arise during the administration of the Federal award, as defined by federal statutes or regulations, or their own existing policies, within five (5) days of learning of the conflict of interest. "Conflict of interest" is considered as any situation where an employee, officer, or agent, any members of his or her immediate family, or his or her partner has a close personal relationship, business relationship, or professional relationship, with a recipient or Subrecipient.

i. As required by 2 C.F.R. § 200.319(a), the Subrecipient shall conduct any procurement under this agreement "in a manner providing full and open competition." Accordingly, the Subrecipient shall not:

i. Place unreasonable requirements on firms in order for them to qualify to do business;

ii. Require unnecessary experience or excessive bonding;

iii. Use noncompetitive pricing practices between firms or between affiliated companies;

iv. Execute noncompetitive contracts to consultants that are on retainer contracts;

v. Authorize, condone, or ignore organizational conflicts of interest;

vi. Specify only a brand name product without allowing vendors to offer an equivalent;

vii. Specify a brand name product instead of describing the performance, specifications, or other relevant requirements that pertain to the commodity or service solicited by the procurement;

viii. Engage in any arbitrary action during the procurement process; or,

ix. Allow a vendor to bid on a contract if that bidder was involved with developing or drafting the specifications, requirements, statement of work, invitation to bid, or request for proposals.

j. "Except in those cases where applicable Federal statutes expressly mandate or encourage" otherwise, the Subrecipient, as required by 2 C.F.R. § 200.319(c), shall not use a geographic preference when procuring commodities or services under this Agreement.

k. The Subrecipient shall conduct any procurement involving invitations to bid (i.e. sealed bids) in accordance with 2 C.F.R. § 200.320(b)(1) as well as section 287.057(1)(a), Florida Statutes.

l. The Subrecipient shall conduct any procurement involving requests for proposals (i.e. competitive proposals) in accordance with 2 C.F.R. § 200.320(b)(2) as well as section 287.057(1)(b), Florida Statutes.

m. The Subrecipient shall comply with the requirements of 2 C.F.R. § 200.321 ("Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms"). However, in accordance with Executive Order 14173, no contract shall be awarded based on a demographic preference or quota. Selection must remain merit-based, and the Subrecipient certifies that its procurement process does not violate federal anti-discrimination laws.

n. The Federal Emergency Management Agency (FEMA) has developed helpful resources for Subrecipients using federal grant funds for procurements. These resources are generally available at <https://www.fema.gov/grants/procurement>. FEMA periodically updates this resource page so please check back for the latest information. While not all the provisions discussed in the resources are applicable to this subgrant agreement, the Subrecipient may find these resources helpful when drafting its solicitation and contract for compliance with the Federal procurement standards outlined in 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200.

(19) ATTACHMENTS AND EXHIBITS

a. All attachments to this Agreement are incorporated as if set out fully.

b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

c. This Agreement has the following attachments:

- i. Exhibit 1 – Federal Programs and Resources Awarded
- ii. Exhibit 2 – Certification Regarding Telecommunications and Video Restrictions
- iii. Exhibit 3 – Certification Regarding Lobbying
- iv. Exhibit 4 – Certification Regarding Fusion Center Analyst Requirements
- v. Exhibit 5 – State and Federal Procurement Acknowledgement
- vi. Attachment A – Program Budget

- vii. Attachment B – Scope of Work
- viii. Attachment C – Deliverables and Performance
- ix. Attachment D – Program Statutes and Regulations
- x. Attachment E – Warranties and Representations
- xi. Attachment F – Statement of Assurances
- xii. Attachment G – Mandatory Contract Provisions
- xiii. Attachment H – Financial and Program Monitoring Guidelines
- xiv. Attachment I – EHP Guidelines
- xv. Attachment J – Foreign Country of Concern Attestation – PUR 1355

(20)PAYMENTS

a. If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (9)b. of this Agreement, all obligations on the part of FDEM to make any further payment of funds shall terminate, and the Subrecipient shall submit its closeout report within thirty (30) days of receiving notice from FDEM.

b. Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. The final invoice shall be submitted within thirty (30) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to FDEM grant manager as part of the Subrecipient's quarterly reporting as referenced in Paragraph (12) of this Agreement.

c. Any advance payment under this Agreement is subject to 2 C.F.R. § 200.305 and, as applicable, section 216.181(16), Florida Statutes. All requests for advance payments shall be reviewed and considered on a case-by-case basis. All advances are required to be held in an interest-bearing account and shall not exceed fifty percent of the grant award. If an advance payment is requested, an estimated expense table and justification statement shall be included in this Agreement. All advance requests shall be submitted at the time of execution of the original agreement, unless an Environmental Historical Preservation (EHP) review is required. If an EHP is required advance payments shall not be processed until approval from FEMA has been received. Advance requests can only be made by completing the Justification of Advance Payment form and shall specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment. After the initial advance, if any, payment shall be made on a reimbursement basis as needed.

(21)REPAYMENTS

a. All refunds or repayments due to FDEM under this Agreement are to be made payable to the order of "Division of Emergency Management", and mailed directly to the following address:

Division of Emergency Management
Cashier
2489 Shumard Oak Boulevard
Tallahassee FL 32399-2100

b. In accordance with section 215.34(2), Florida Statutes, if a check or other draft is returned to FDEM for collection, Subrecipient shall pay FDEM a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(22) MANDATED CONDITIONS

a. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Subrecipient in this Agreement, in any later submission or response to a FDEM request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of FDEM and with thirty (30) days written notice to the Subrecipient, cause the termination of this Agreement and the release of FDEM from all its obligations to the Subrecipient.

b. The laws of the State of Florida shall govern this Agreement. FDEM and the Subrecipient submit to the jurisdiction of the courts of the State of Florida exclusively for any legal action related to this Agreement. Further, the Subrecipient hereby waives any and all privileges and rights relating to venue it may have under chapter 47, Florida Statutes, and any and all such venue privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. The Subrecipient hereby submits to venue in the county chosen by FDEM, to wit: Leon County, Florida.

c. Any power of approval or disapproval granted to FDEM under the terms of this Agreement shall survive the term of this Agreement.

d. The Subrecipient agrees to comply with the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

e. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list shall not submit a bid on a contract to provide any goods or services to a public entity, shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of \$25,000.00 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

f. Any Subrecipient which is not a local government or state agency, and which receives funds under this Agreement from the Federal Government, certifies, to the best of its knowledge and belief, that it and its principals:

i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

ii. Have not, within a five (5) year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph (22) f. ii. of this certification; and,

iv. Have not within a five (5) year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

g. If the Subrecipient is unable to certify to any of the statements in this certification, then the Subrecipient shall attach an explanation to this Agreement.

h. In addition, the Subrecipient shall send to FDEM (through Division of Emergency Management Enterprise Solution (DEMES) platform or by email) the completed “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion” form for each intended subcontractor which Subrecipient plans to fund under this Agreement. The form shall be received by FDEM before the Subrecipient enters into a contract with any subcontractor.

i. FDEM reserves the right to unilaterally cancel this Agreement if the Subrecipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of chapter 119, Florida Statutes, which the Subrecipient created or received under this Agreement.

j. If the Subrecipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to FDEM or be applied against FDEM's obligation to pay the contract amount.

k. The State of Florida shall not intentionally award publicly funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (“INA”)]. FDEM shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Subrecipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by FDEM.

l. Section 287.05805, Florida Statutes, requires that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision

granting to the state a security interest in the property at least to the amount of state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

m. Unless preempted by federal law, FDEM may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under section 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

n. If applicable, pursuant to section 255.0993, Florida Statutes, the Subrecipient shall ensure that any iron or steel product, as defined in section 255.0993(1)(b), Florida Statutes, that is permanently incorporated in the deliverable(s) resulting from this project, must be produced in the United States.

(23) LOBBYING PROHIBITION

a. 2 C.F.R. § 200.450 prohibits reimbursement for costs associated with certain lobbying activities.

b. Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency."

c. No funds or other resources received from FDEM under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

d. The Subrecipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

i. No federal appropriated funds have been paid or shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

ii. If any funds other than federal appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

iii. The Subrecipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose.

iv. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

v. If this subgrant agreement amount is \$100,000 or more, the Subrecipient, and subcontractors, as applicable, shall sign Exhibit-3 – Certification Regarding Lobbying.

(24) COPYRIGHT, PATENT AND TRADEMARK

EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA; AND, ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE SUBRECIPIENT TO THE STATE OF FLORIDA.

a. If the Subrecipient has a pre-existing patent or copyright, the Subrecipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

b. If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Subrecipient shall refer the discovery or invention to FDEM for a determination whether the State of Florida shall seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Subrecipient shall notify FDEM. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Subrecipient to the State of Florida.

c. Within thirty (30) days of execution of this Agreement, the Subrecipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Subrecipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose shall indicate that no such property exists. FDEM shall then, under Paragraph (24) b., have the right to all patents and copyrights which accrue during performance of the Agreement.

d. If the Subrecipient qualifies as a state university under Florida law, then, pursuant to section 1004.23, Florida Statutes, any invention conceived exclusively by the employees of the Subrecipient shall become the sole property of the Subrecipient. In the case of joint inventions, that is inventions made jointly by one or more employees of both parties hereto, each party shall have an equal,

undivided interest in and to such joint inventions. FDEM shall retain a perpetual, irrevocable, fully-paid, nonexclusive license, for its use and the use of its contractors of any resulting patented, copyrighted or trademarked work products, developed solely by the Subrecipient, under this Agreement, for Florida government purposes.

(25)LEGAL AUTHORIZATION

The Subrecipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Subrecipient also certifies that the undersigned person has the authority to legally execute and bind Subrecipient to the terms of this Agreement.

(26)EQUAL OPPORTUNITY AND MERIT-BASED SELECTION

a. In accordance with Executive Order 14173, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," the Subrecipient hereby agrees that all procurement and employment actions funded in whole or in part with federal funds shall be identity-neutral and merit-based.

i. The Subrecipient and its contractors shall not discriminate against any employee, applicant for employment, or bidder because of race, color, religion, sex, sexual orientation, gender identity, or national origin.

ii. The Subrecipient certifies that no contract award or employment decision shall be based on a demographic preference, quota, or "workforce balancing" requirement.

iii. All contract awards must be based solely on technical merit, cost-effectiveness, and the bidder's demonstrated ability to perform the work.

b. The Subrecipient acknowledges that compliance with this Section (26) is **material** to the federal government's decision to provide and reimburse funds. The Subrecipient further agrees that:

i. Failure to adhere to merit-based selection standards while certifying compliance through the submission of reimbursement requests may subject the Subrecipient to civil and/or criminal penalties under the False Claims Act (31 U.S.C. §§ 3729–3733).

ii. The Subrecipient shall include the provisions of this Section (26) in every subcontract or purchase order so that such provisions shall be binding upon each subcontractor or vendor.

- iii. In the event of the Subrecipient's noncompliance with the merit-based provisions of this clause, FDEM may cancel, terminate, or suspend this Agreement in whole or in part and refer the matter to the Department of Justice for appropriate legal proceedings.

(27) COPELAND ANTI-KICKBACK ACT

The Subrecipient hereby agrees that, unless exempt under federal law, it shall incorporate or cause to be incorporated into any contract for construction work, or modification thereof, the following clause:

- i. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- ii. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- iii. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

(28) CONTRACT WORK HOURS AND SAFETY STANDARDS

If the Subrecipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$100,000 and involves the employment of mechanics or laborers, then any such contract shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

(29) CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

If the Subrecipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$150,000, then any such contract shall include the following provision:

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C.

1251-1387) and shall report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

(30)SUSPENSION AND DEBARMENT

If the Subrecipient, with the funds authorized by this Agreement, enters into a contract, then any such contract shall include the following provisions:

i. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

ii. The contractor shall comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and shall include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

iii. This certification is a material representation of fact relied upon by FDEM. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to FDEM, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

iv. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

(31)BYRD ANTI-LOBBYING AMENDMENT

If the Subrecipient, with the funds authorized by this Agreement, enters into a contract, then any such contract shall include the following clause:

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it shall not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.

If the Subrecipient enters into a contract with a subcontractor for an award of \$100,000 or more, the subcontractor shall sign Exhibit 3 – Certification Regarding Lobbying.

(32) CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

a. If the Subrecipient, with the funds authorized by this Agreement, seeks to procure goods or services, then, in accordance with 2 C.F.R. § 200.321, the Subrecipient shall take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs i. through v. of this subparagraph.

b. The requirement outlined in subparagraph a. above, sometimes referred to as "socioeconomic contracting," does not impose an obligation to set aside either the solicitation or award of a contract to these types of firms. Rather, the requirement only imposes an obligation to carry out and document the six affirmative steps identified above.

c. The "socioeconomic contracting" requirement outlines the affirmative steps that the Subrecipient shall take; the requirements do not preclude the Subrecipient from undertaking additional steps to involve small and minority businesses and women's business enterprises.

d. The requirement to divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, does not authorize the Subrecipient to break a single project down into smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. "project splitting").

(33) ASSURANCES

The Subrecipient shall comply with any Statement of Assurances incorporated as Attachment F.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

SUBRECIPIENT: Tallahassee Fire HM2A

By: _____

Name and Title: _____

Date: _____

FID# _____

If signing electronically: *By providing this electronic signature, I am attesting that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. I am also confirming that internal controls have been maintained, and that policies and procedures were properly followed to ensure the authenticity of the electronic signature.*

I acknowledge that typewritten and/or script fonts are not acceptable as a digital signature. All electronic signatures shall be certified digital signatures and include: the signee's name, time and date stamp.

This statement is to certify that I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

By: _____

Name and Title: Kevin Guthrie, Executive Director

Date: _____

EXHIBIT – 1

Federal Programs and Resources Awarded

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE SUBRECIPIENT UNDER THIS AGREEMENT:

Federal Program: **STATE HOMELAND SECURITY GRANT PROGRAM (HSGP)**

Federal Agency: U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)

Catalog of Federal Domestic Assistance title and number: 97.067

Award amount: \$69,200.00

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

Federal Program: State Homeland Security Grant Program (SHSGP)

List applicable compliance requirements as follows:

1. Subrecipient is to use funding to perform eligible activities as identified FY 2025 Department of Homeland Security Notice of Funding Opportunity.
2. Subrecipient is subject to all administrative and financial requirements as set forth in this Agreement or shall not be in compliance with the terms of the Agreement.
3. Subrecipient shall comply with specific laws, rules, or regulations that pertain to how the awarded resources shall be used or how eligibility determinations are to be made.

NOTE: 2 C.F.R. Part 200, and section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Subrecipient.

Subrecipient: Tallahassee Fire HM2A

By: _____ Date: _____

Printed Name and Title

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EXHIBIT – 2

Certification Regarding Telecommunications and Video Restrictions

Effective August 13, 2020, DHS/FEMA Subrecipients, as well as their contractors and subcontractors, shall not use grant funds under the Nonprofit Security Grant Program covered by this Agreement and provided in FY 2025 or previous years to:

1. Procure or obtain, extend, or renew a contract to procure or obtain, or enter into a contract to procure or obtain any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology of any system; or
2. Enter into, extend, or renew contracts with entities that use or provide, as part of its performance of this agreement or any other contractual instrument, any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system.

This prohibition regarding certain telecommunications and video surveillance services or equipment is mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018), and 2 C.F.R. § 200.216, 200.327, 200.471, AND Appendix II to 2 C.F.R. Part 200. Subrecipients may use DHS/FEMA grant funding to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the FY 2024 Preparedness Grants Manual, applicable appendix to the Manual, and applicable NOFO. DHS/FEMA shall publish additional guidance in a subsequent Information Bulletin or similar notice. Per section 889(f)(2)-(3) of the FY 2019 NDAA, covered telecommunications equipment or services means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People’s Republic of China.

In the event the Subrecipient identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance or at any time or by any other source, the Subrecipient shall report the information to FDEM:

1. Within one (1) business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

2. Within ten (10) business days of submitting the aforementioned information: Any further available information about mitigation actions undertaken or recommended. In addition, the Subrecipient shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that shall be incorporated to prevent future use or submission of covered telecommunications equipment or services.

Subrecipient: Tallahassee Fire HM2A

By: _____ Date: _____

Printed Name and Title

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EXHIBIT – 3

Certification Regarding Lobbying

Check the appropriate box:

- ☐ This Certification Regarding Lobbying is required because the Contract, Grant, Loan, or Cooperative Agreement shall exceed \$100,000 pursuant to 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.
- ☐ This Certification is not required because the Contract, Grant, Loan, or Cooperative Agreement shall be equal to or less than \$100,000.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Subrecipient or subcontractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Ch. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Subrecipient/subcontractor's Authorized Official

Name and Title of Subrecipient/subcontractor's Authorized Official

Date

EXHIBIT – 4

Certification Regarding Fusion Center Analyst Requirements

State fusion centers receiving HSGP grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment.

Through the Program Performance Report (PPR), fusion centers will report on the compliance with measurement requirements within the fusion centers through the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA. Subrecipients will be required to provide information regarding their information sharing partnerships, including how they will identify, address, and overcome any existing laws, policies, and practices that prevent information sharing, via the Information and Intelligence National Priority Investment and supporting data via the annual Fusion Center Assessment.

Documentation of the satisfactory submission of the completed Program Performance Report through the Fusion Center Assessment will be required prior to reimbursement of grant funds.

Fusion Center Performance Measures

Reference Number	Performance Measures
2023.1	Percentage of federal Information Intelligence Reports (IIRs) originating from fusion center information that address a specific Intelligence Community need
2023.2	Percentage of federal IIRs originating from fusion center information that the Intelligence Community otherwise used in performing its mission (e.g., contained first-time reporting; corroborated existing information; addressed a critical intelligence gap; or helped to define an issue or target)
2023.3	Number of SARs vetted and submitted by fusion centers that result in the initiation or enhancement of an investigation by the FBI
2023.4	Number of SAR vetted and submitted by fusion centers that involve an individual on the Watchlist
2023.5	Percentage of Requests for Information (RFIs) from the Terrorist Screening Center (TSC) for which fusion centers provided information for a TSC case file
2023.6	Percentage of I&A Watchlist nominations that were initiated or updated existing case files based on information provided by fusion centers
2023.7	Number of distributable analytic products co-authored by one or more fusion centers and/or federal agencies
2023.8	Percentage of fusion center distributable analytic products that address Homeland Security topics
2023.9	Percentage of fusion center distributable analytic products that address state/local customer information needs
2023.10	Percentage of key customers reporting that fusion center products are relevant
2023.11	Percentage of key customers reporting that fusion center services are relevant
2023.12	Percentage of key customers reporting that fusion center products are timely for mission needs
2023.13	Percentage of key customers reporting that fusion center services are timely for mission needs
2023.14	Percentage of key customers reporting that fusion center products influenced their decision making related to threat response activities within their AOR
2023.15	Percentage of key customers reporting that fusion center services influenced their decision making related to threat response activities within their AOR
2023.16	Percentage of key customers reporting that fusion center products resulted in increased situational awareness of threats within their AOR
2023.17	Percentage of key customers reporting that fusion center services resulted in increased situational awareness of threats within their AOR
2023.18	Number of tips and leads vetted by the fusion center

2023.19	Number of tips and leads vetted by the fusion center that were provided to other F/SLTT agencies for follow up action
2023.20	Number of responses to RFIs from all sources
2023.21	Number of situational awareness products developed and disseminated by fusion centers
2023.22	Number of case support and/or tactical products developed and disseminated by fusion centers
2023.23	Percentage of federally designated special events in which fusion centers played a direct role
2023.24	Percentage of federally declared disasters in which fusion centers played a direct role
2023.25	Number of public safety incidents in which fusion centers played a direct role

Sub-Recipient: Tallahassee Fire HM2A

By: _____ Date: _____

Printed Name and Title

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EXHIBIT--5

State and Federal Procurement Acknowledgement

The purpose of the procurement process is to ensure that all goods and services are obtained at a fair and reasonable price. All procurement transactions must be conducted in a manner that provides **full and open competition** and must comply with the standards and requirements set forth in:

- **2 C.F.R. Part 200**
- **Chapter 287, Florida Statutes**
- **Subrecipient's Local Procurement Policy**

Except for eligible and allowable obligations and procurements incurred in accordance with federal grant rules during the approved, backdated Period of Performance (beginning September 1, 2025), subrecipients **must have an executed agreement by both parties** prior to initiating any procurement activities under this agreement. In addition, all procurement methods must be properly conducted and documented **before** any funds—whether issued as an advance or reimbursement—can be disbursed. Failure to comply with these requirements may result in administrative remedies, including but not limited to **delays in reimbursement or forfeiture of their agreement**.

By signing this form, I acknowledge that I have read and understand the contents of the grant agreement and the procurement requirements referenced above. I further acknowledge that I am responsible for ensuring compliance with all applicable policies and regulations under the **State Homeland Security Grant Program (SHSGP)**.

Sub-Recipient: Tallahassee Fire HM2A

By: _____ Date: _____

Printed Name and Title

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ATTACHMENT A

Program Budget

Below is a general budget which outlines eligible categories and their allocation under this award. The Sub-Recipient is to utilize the "Program Budget" as a guide for completing the "Budget Detail Worksheet" below.

The Equipment category shall require the Authorized Equipment List (AEL) reference number. The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into sub-categories, tertiary categories, and then individual equipment items. The AEL can be found at <http://www.fema.gov/authorized-equipment-list>.

Per § 200.308 (i)(2) Revision of budget and program plans. The Division may restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the project exceeds ten (10) percent of the total budget awarded as last approved by the Division. The Division cannot permit a transfer that would cause any Federal appropriation to be used for purposes other than those consistent with the appropriation. The **transfer of funds between the categories** listed in the "Program Budget and Scope of Work" **is permitted**. However, the **transfer of funds between Issues is strictly prohibited**.

Grant	FY 2025 Homeland Security Grant Program – State Homeland Security Grant Program (SHSGP)	
Recipient Agency	Tallahassee Fire HM2A	
Category(s)	Issue Number/Project Title	Amount Allocated
Planning Expenditures		
Organizational Expenditures		
Exercise Expenditures		
Training Expenditures		
Equipment Expenditures	Issue #43 SRT HazMat PRND Augmentation	\$67,000.00
	Issue #10SRT Hazmat Sustainment	\$2,200.00
Management and Administration (up to 5%)		
Total Award	\$69,200.00	

BUDGET DETAIL WORKSHEET

The Sub-Recipient is required to provide a completed budget detail worksheet, to the Division, which accounts for the total award as described in the “Proposed Program Budget”.

If any changes need to be made to the “Budget Detail Worksheet”, after the execution of this agreement, contact the Grant Manager listed in this agreement via email or letter.

Allowable Planning Costs	Quantity	Unit Cost	Total Cost	Issue #
Developing hazard/threat-specific annexes				
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives				
Developing related terrorism and other catastrophic event prevention activities				
Developing and enhancing plans and protocols				
Developing or conducting assessments				
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities				
Materials required to conduct planning, engagement, and volunteer management activities				
Travel/per diem related to planning, engagement, and volunteer management activities				
Overtime and backfill costs (in accordance with operational Cost Guidance)				
Issuance of WHTI-compliant Tribal identification cards				
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency				
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs				
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs				
Update governance structures and processes and plans for emergency communications				
Development, and review and revision of continuity of operations plans				
Development, and review and revision of the THIRA/SPR and continuity of operations plans				
TOTAL PLANNING EXPENDITURES			\$	
Allowable Organizational Activities (HSGP and LETP)	Quantity	Unit Cost	Total Cost	Issue #
Program management				
Development of whole community partnerships				

Structures and mechanisms for information sharing between the public and private sector				
Implementing models, programs, and workforce enhancement initiatives				
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors				
Operational support				
Utilization of standardized resource management concepts				
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event				
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)				
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)				
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)				
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses				
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT				
Cost of migrating online services to the “.gov” domain				
LETP Activities				
Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection				
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)				
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism				

Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events				
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology				
Coordination between fusion centers and other operational analytic and investigative efforts				
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative				
Implementation of the "If You See Something, Say Something®" campaign				
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure locations				
TOTAL ORGANIZATIONAL EXPENDITURES			\$	
Allowable Exercise Costs	Quantity	Unit Cost	Total Cost	Issue #
Design, Develop, Conduct and Evaluate an Exercise				
Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities.				
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises.				
Implementation of HSEEP				
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs				
Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s)				
Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment)				
Interoperable communications exercises				

Activities to achieve planning inclusive of people with limited English proficiency				
TOTAL EXERCISE EXPENDITURES			\$	
Allowable Training Costs	Quantity	Unit Cost	Total Cost	Issue #
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes				
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training				
Training Workshops and Conferences				
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency				
Full or Part-Time Staff or Contractors/Consultants				
Travel				
Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment)				
Instructor certification/re-certification				
Coordination with Citizen Corps Councils and CERT in conducting training exercises				
Interoperable communications training				
Activities to achieve training inclusive people with limited English proficiency				
Immigration enforcement training				
TOTAL TRAINING EXPENDITURES			\$	
Eligible Equipment Acquisition Costs The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, are listed on the web-based version of the Authorized Equipment List (AEL) at http://www.fema.gov/authorized-equipment-list .	Quantity	Unit Cost	Total Cost	Issue #
Personal protective equipment				
Explosive device mitigation and remediation equipment				
CBRNE operational search and rescue equipment				
Information technology				
Cybersecurity enhancement equipment				

Interoperable communications equipment				
Detection Equipment				
Decontamination Equipment				
Medical countermeasures				
Power equipment (generators, batteries, power cells)				
CBRNE Reference Materials				
CBRNE Incident Response Vehicles				
Terrorism Incident Prevention Equipment				
Physical Security Enhancement Equipment				
Inspection and Screening Systems				
Animal Care and Foreign Animal Disease				
CBRNE Prevention and Response watercraft				
CBRNE Prevention and Response Unmanned Aircraft				
CBRNE Aviation Equipment				
CBRNE Logistical Support Equipment				
Intervention Equipment (e.g., tactical entry, crime scene processing)				
Critical emergency supplies				
Specialized vehicle acquisition, lease, and rental				
Other authorized equipment costs (include any construction or renovation costs in this category; Written approval must be provided by FEMA prior to the use of any funds for construction or renovation)				
TOTAL EQUIPMENT EXPENDITURES			\$69,200.00	
Eligible Management and Administration Costs	Quantity	Unit Cost	Total Cost	Issue #
Hiring full-time or part-time staff or contractors/consultants: to assist with the management of the respective grant program; application requirements, and compliance with reporting and data collection requirements				

<i>*Time & Effort documentation shall be required for hired staff.</i>				
<i>*Contract between the organization and contractor/consultant shall be required for reimbursement.</i>				
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls				
Overtime and backfill costs – Overtime expenses are defined as the result of personnel who worked over and above 40 hours of weekly work time in the performance of FEMA – approved activities within the scope of this grant. Backfill Costs also called “Overtime as Backfill” are defined as expenses from the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to FEMA – approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full – Time Equivalent (FTEs) employees.				
Travel				
Meeting-related expenses				
Authorized office equipment: including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.				
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program.				
Leasing or renting of space for newly hired personnel during the period of performance of the grant program.				
Completing the Civil Rights Evaluation Tool				
Conducting activities related to evaluating project effectiveness for HSGP-funded projects				
TOTAL M&A EXPENDITURES			\$	
TOTAL AWARD EXPENDITURES			\$69,200.00	

[Remainder of page intentionally left blank]

ATTACHMENT B

SCOPE OF WORK

Except for eligible and allowable obligations and procurements incurred in accordance with federal grant rules during the approved, backdated Period of Performance (beginning September 1, 2025), subrecipients must have an executed agreement by both parties prior to carrying out work and expending of funds for this agreement and shall comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All Subrecipients must comply with any such requirements set forth in the NOFO. If the condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

Funding is provided to perform eligible activities as identified in the Domestic Homeland Security – Federal Emergency Management Agency National Preparedness Directorate Fiscal Year 2025 (HSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

Issue and Project Description:

Issue #10 SRT Hazmat Sustainment: The use of chemical, biological, radiological, nuclear, and explosive (CBRNE) agents as mechanisms of terror is well-established. Historically, CBRNE agents were specifically designed to cause mass casualties and required significant support to sustain. Today, CBRNE threats also include common commodities transported through our communities, which are vulnerable to exploitation by malicious individuals. This weaponization of everyday bulk commodities presents an ever-expanding challenge for Hazmat teams in their response and mitigation efforts. As aggression between governments, ideological groups, and political parties rises, these CBRNE agents can prove to be effective mechanisms of terror for all nefarious actors, regardless of their size or funding. This project specifically addresses equipment needed to maintain current capabilities and replace end of life equipment.

Issue #43 SRT HazMat PRND Augmentation: This project aims to enhance Florida's capabilities in responding, managing, and mitigating larger, more complex incidents involving radiation and radioactive materials. Working with the already recognized and funded Hazardous Materials Teams this proposed equipment will improve response to the release or use of radioactive energy or substances, specifically enabling teams to decontaminate exposed individuals, establish safe and unsafe zones, and track responder radiation doses.

I. Categories and Eligible Activities

FY 2025 State Homeland Security Grant Program (SHSGP) allowable costs are divided into the following categories: **Planning, Organization, Equipment, Training, Exercise, and Management and Administration**. Each category's allowable costs have been listed in the "Budget Detail Worksheet" above.

A. Allowable SHSGP Planning Related Costs

SHSGP funds may be used for a range of emergency preparedness and management planning activities, such as those associated with the development, review, and revision of the THIRA, SPR, continuity plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) that conforms to the guidelines outlined in [Comprehensive Preparedness Guide \(CPG\) 101 v3](#). Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical

systems, on which security depends, using the [Infrastructure Resilience Planning Framework](#) and related CISA resources.

Additionally, SHSGP funds may be used for planning efforts related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

Planning efforts may include:

- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities;
- Developing and implementing homeland security support programs and adopting DHS/FEMA national initiatives;
- Developing related terrorism and other catastrophic event prevention activities;
- Developing and enhancing plans and protocols;
- Developing or conducting assessments;
- Hiring of full-or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties);
- Materials required to conduct planning, engagement, and volunteer management activities;
- Travel/per diem related to planning, engagement, and volunteer management activities;
- Overtime and backfill costs (in accordance with operational Cost Guidance);
- Issuance of WHTI-compliant Tribal identification card;
- Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency;
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs;
- Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs
- Update governance structures and processes and plans for emergency communications;
- Development, and review and revision of continuity of operations plans;
- Development, and review and revision of the THIRA/SPR continuity of operations plans;

B. Allowable SHSGP Organization Related Costs

Sub-Recipients proposed expenditures of SHSGP funds to support organization activities include:

1. Program management;
2. Development of whole community partnerships, through groups such as Citizen Corp Councils;
3. Structures and mechanisms for information sharing between the public and private sector;
4. Implementing models, programs, and workforce enhancement initiatives to address ideologically inspired radicalization to violence in the homeland;
5. Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors;
6. Operational Support;
7. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
8. Responding to an increase in the threat level under the NTAS or needs resulting from a National Special Security Event;
9. Paying salaries and benefits for personnel to serve as qualified Intelligence Analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act (PRICE Act)*, Pub. L. No. 110-412, § 2, codified in relevant part, as amended, at 6 U.S.C. § 609(a), SHSGP funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support

existing intelligence analysts previously covered by SHSGP funding. See 6 U.S.C. § 609(a). To be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
 - Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.
10. All fusion center analytical personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request; and
 11. Migrating online services to the ".gov" internet domain.
 12. Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.
 13. Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT

All SAAs are allowed to use up to 50% of their SHSGP funding for personnel costs per 6 U.S.C. § 609(b)(2)(A). Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include, but are not limited to training and exercise coordinators, program managers and planners, intelligence analysts, and SWICs.

At the request of a recipient, the FEMA Administrator (or their designee) may grant a waiver of this 50% limitation under 6 U.S.C. § 609(b)(2)(B). Requests for waivers to the personnel cap must be submitted by the authorized representative of the SAA to FEMA in writing on official letterhead, with the following information:

1. Documentation explaining why the cap should be waived;
2. Conditions under which the request is being submitted; and
3. A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount.

Intelligence Analyst Activities Allowable Costs

All fusion center analytical personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal Intelligence Analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request; and Migrating online services to the ".gov" internet domain.

The following analytic courses have been reviewed for compliance with the [Common Competencies for State, Local, and Tribal Intelligence Analysts](#) and approved by FEMA for inclusion in the [FEMA National Preparedness Directorate \(NPD\), National Training and Education Division \(NTED\) Course Catalog](#) and the [FEMA NPD, NTED State and Federal Sponsored Course Catalog](#).

Visit [FEMA's National Training and Education Division \(NTED\)](#) for additional information on approved courses and the course submission processes.

These courses also meet analytic training requirements for fusion center analysts set forth in the [Homeland Security Grant Program \(HSGP\)](#):

- DHS Basic Intelligence and Threat Analysis Course (BITAC) (DHS-008-PREV)

- DHS Critical Thinking and Analytic Methods (CTAM) (AWR-231)
- DHS Introduction to Risk Analysis Course
- DHS Intermediate Risk Analysis Course
- DHS Principles of Intelligence Writing and Briefing (PIWB) (PER-301)
- Foundations in Intelligence Analysis Training (FIAT) (WV-001-PREV)
- Fundamentals of Suspicious Activity Reporting Analysis (DHS-034-PREV)
- Intelligence Analyst Professional Development Program (IAPDP) – Texas (DHS-032-PREV)
- Intermediate Fusion Center Analyst Training: Analysis and Terrorism Prevention (CA-026-PREV)
- Intermediate Fusion Center Analyst Training: Strategic Analysis and Oral Briefings (CA-025-PREV)
- Law Enforcement Analyst Program (FL-002-PREV)
- ODNI Analysis 101 (DHS-007-PREV)
- Suspicious Activity Reporting: The Analytic Role (DHS-035-PREV)
- Terrorism Intelligence Analysis (CA-018-PREV)

Organizational activities under SHSGP include:

Operational Overtime Costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP recipients are urged to consider using grant funding to support soft target preparedness activities. SHSGP funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below:

- Backfill and overtime expenses for staffing State or Major Urban Area fusion centers;
- Hiring of contracted security for critical infrastructure sites;
- Participation in Regional Resiliency Assessment Program (RRAP) activities;
- Public safety overtime;
- Title 32 or State Active-Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package);
- Increased border security activities in coordination with CBP;
- National Terrorism Advisory System;
- Designated National Security Events;
- Special Event Assessment Rating (SEAR) Level 1 through 4 Events
- States of Emergency;
- National Critical Infrastructure Prioritization Program (NCIPP);
- Directed Transit Patrols; and
- Operational Support to a Federal Agency.

Administration of Operational Overtime Requests:

- Except for an elevated NTAS alert, SHSGP funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing to its assigned FEMA HQ Preparedness Officer. FEMA will consider requests for special event activities up to one year in advance. However, such requests must be within the award's current POP and must not result in the need for a request to extend the period of performance. SAAs should contact FEMA Grants News by e-mail at fema-grants-news@fema.dhs.gov or by phone at (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET, for clarification.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment

as it relates to the event or activity requiring operational overtime support and explain how the overtime activity is responsive to the threat. Request letters sent to FEMA must be UNCLASSIFIED but may be labeled "For Official Use Only." If explaining the threat will require the sharing of classified information, the letter should state that fact. FEMA will then plan for the sharing of classified information through official channels;

- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity;
- Under no circumstances may FEMA grant funding be used to pay for costs already supported by funding from another federal source; and
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests.

Personnel Costs

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. All recipients and subrecipients of HSGP funds, including SHSGP allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA [IB 421b](#), Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. HSGP funds may not be used to support the hiring of any personnel to fulfill traditional public health and safety duties nor to supplant traditional public health and safety positions and responsibilities. The following definitions apply to personnel costs:

- **Hiring.** State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA grant activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-FEMA HSGP program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- **Overtime.** These expenses are limited to the additional costs that result from personnel working over and above 40 hours of weekly work time as the direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- **Backfill-Related Overtime.** Also called "Overtime as Backfill," these expenses are limited to overtime costs that result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- **Supplanting.** Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Law Enforcement Terrorism Prevention (LETP) Activities Allowable Costs

LETP Activities eligible for use of LETPA focused funds include but are not limited to:

- Intelligence analysis and information sharing capabilities, including the maturation and enhancement of designated state and major urban area fusion centers, to include reporting of tips, leads, and suspicious activity reports, information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions);

- Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism;
- Training exercises to enhance preparedness for and response to mass casualty and active shooter incidents and security events at public locations, including airports and mass transit systems; and
- Law enforcement chemical, biological, radiological, nuclear, and high yield explosives detection capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, which can include canine teams, robotics platforms, and x-ray technology.

Additional examples of allowable LETPA projects include but are not limited to:

- Efforts to enhance coordination between fusion centers and other intelligence, operational, analytic, or investigative efforts including, but not limited to, Joint Terrorism Task Forces, Field Intelligence Groups, High Intensity Drug Trafficking Areas, Regional Information Sharing Systems Centers, criminal intelligence units, real-time crime analysis centers, and DHS intelligence, operational, analytic, and investigative entities;
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative, including training for front-line personnel on identifying and reporting suspicious activities, tips/leads, and online/social media-based threats, as well as the execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of terrorism, targeted violence, threats to human life, and other criminal activity;
- Management and operation of activities that support the execution of the intelligence process and fusion centers, including but not limited to Fusion Liaison Officer programs, security programs to protect the facility, personnel, and information, and the protection of privacy, civil rights, and civil liberties;
- Implementation of the “If You See Something, Say Something®” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS requires that all public and private sector partners wanting to implement and/or expand the DHS “If You See Something, Say Something®” campaign using grant funds work directly with the DHS Office of Partnership and Engagement (OPE) to ensure all public awareness materials (e.g., videos, posters, tri-folds, etc.) are consistent with DHS’s messaging and strategy for the campaign and compliant with the initiative’s trademark, which is licensed to DHS by the New York Metropolitan Transportation Authority. Coordination with OPE, through the Campaign’s Office (seesay@hq.dhs.gov), must be facilitated by your FEMA Preparedness Officer;
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure sites or at-risk nonprofit organizations;
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative;
- Integration and interoperability of systems and data, such as computer aided dispatch and record management systems, to facilitate the collection, evaluation, and assessment of suspicious activity reports, tips/leads, and online/social media-based threats; and
- Development of prevention-focused programs, projects, and initiatives to address violent extremism, including training on roles of law enforcement and how to effectively partner with law enforcement; developing and promoting training specifically for law enforcement executives and frontline officers on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; and supporting community and law enforcement engagement strategies, plans, and projects to increase the awareness of violent extremist threats and community mitigation solutions.

In addition to the allowable LETPA referenced in the National Prevention Framework noted above, the LETPA identified in Section 2006 of the Homeland Security Act of 2002, as amended, remain allowable and are listed below:

- Information sharing and analysis;
- Target hardening;
- Threat recognition;
- Terrorist interdiction;
- Overtime expenses consistent with a state homeland security plan, including for the provision of enhanced law enforcement operations in support of federal agencies, including for increased border security and border crossing enforcement;
- Establishing, enhancing, and staffing with appropriately qualified personnel state, local, and regional fusion centers that comply with the guidelines established under section 210A(i) of the Homeland Security Act of 2002, as amended;
- Paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts; and
- Any other terrorism prevention activity authorized by the Administrator of FEMA.

Law Enforcement Readiness

SHSGP grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. SHSGP subrecipients with agreements under section 287(g) of the Immigration and Nationality Act (INA) (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis.

C. Allowable Exercise Related Costs

Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>. Allowable exercise activities include:

- Design, Develop, Conduct, and Evaluate an Exercise
- Full or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercise
- Implementation of HSEEP
- Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs
- Travel
- Supplies associated with allowable approved exercises
- Interoperable communications exercises
- Activities to achieve planning inclusive of people with limited English

Additional Exercise Information

Sub-Recipients that decide to use SHSGP funds to conduct an exercise(s) are encouraged to complete a progressive exercise series. Exercises conducted by states and high risk urban areas may be used to fulfill similar exercise requirements required by other grant programs. Sub-Recipients are encouraged to invite representatives/planners involved with other Federally mandated or private

exercise activities. States and high risk urban areas are encouraged to share, at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan.

- **Validating Capabilities.** Exercises examine and validate capabilities-based planning across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The extensive engagement of the whole community, including but not limited to examining the needs and requirements for individuals with disabilities, individuals with limited English proficiency, and others with access and functional needs, is essential to the development of an effective and comprehensive exercise program. Exercises are designed to be progressive – increasing in scope and complexity and drawing upon results and outcomes from prior exercises and real-world incidents – to challenge participating communities. Consistent with Homeland Security Exercise and Evaluation Program guidance and tools, the National Exercise Program (NEP) serves as the principal exercise mechanism for examining national preparedness and measuring readiness. Exercises should align with priorities and capabilities identified in an IPP.
- **Special Event Planning.** If a state or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training or exercise activity for the purpose of the IPP. States must include all confirmed or planned special events in the IPP. The state or Urban Area may plan to use SHSGP funding to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.
- **Regional Exercises.** States should also anticipate participating in at least one Regional Exercise annually. States must include all confirmed or planned special events in the IPP.
- **Role of Non-Governmental Entities in Exercises.** Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, Tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies.

FDEM State Training Office conditions for Exercises: For the purposes of this Agreement, any exercise which is compliant with HSEEP standards and contained in the State of Florida (and County or Regional) IPP qualifies as an authorized exercise. The Sub-Recipient can successfully complete an authorized exercise either by attending or conducting that exercise.

- In order to receive payment for successfully attending an authorized exercise, the Sub-Recipient shall provide FDEM with a certificate of completion or similar correspondence signed by the individual in charge of the exercise; additionally, the Sub-Recipient shall provide FDEM with all receipts that document the costs incurred by the Sub-Recipient in order to attend the exercise.
- In order to receive payment for successfully conducting an authorized exercise, the Sub-Recipient shall provide FDEM with an ExPLAN, AAR/IP, IPC/MPC/FPC Meeting Minutes and Sign-in Sheet for exercise attendees; additionally, the Sub-Recipient shall provide FDEM with all receipts that document the costs incurred by the Sub-Recipient in order to conduct the exercise. *The Sub-Recipient shall include with the reimbursement package a separate copy of the page(s) from the Exercise Plan which identifies the participant agencies and a printed page(s) from the State (and County or Regional) IPP reflecting the exercise.*

- If you require food/water for this event, the request shall come FDEM within 25 days prior to the event, in the following format:

Exercise Title:
 Location:
 Exercise Date:
 Exercise Schedule:
 Estimated Number of Participants that will be fed:
 Estimated Cost for food/water:
 Description of the Exercise:

Certain exercise activities require Environmental Planning and Historic Preservation (EHP) Review, including exercises, drills or training that require any land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Please reference the EHP sections in the NOFO and this Agreement for more information

D. Allowable Training Related Costs

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSGP program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have access or functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Sub-Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, Sub-Recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation (ADDIE) model of instructional design. Allowable training activities include:

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
- Training workshops and conferences
- Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies associated with allowable approved training that are expended or consumed during the course of the planning and conduction of the exercise project(s)
- Instructor certification/re-certification
- Coordination with Citizen Corps Councils and CERTS in conducting training exercises
- Preparedness training for community preparedness initiatives and programs
- Interoperable communications training
- Activities to achieve training inclusive of people with limited English proficiency
- Immigration enforcement training

Additional Training Information

Per DHS/FEMA Grant Programs Directorate Policy IB 432, *Review and Approval Requirements for Training Courses Funded Through Preparedness Grants*, issued on July 19, 2018, states, territories, Tribal entities and high-risk urban areas are no longer required to request approval from FEMA for personnel to attend non-DHS FEMA training as long as the training is coordinated with and approved by the state, territory, Tribal or high-risk urban area Training Point of Contact (TPOC) and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan (EOP). The only exception to this policy is for Countering Violent Extremism courses. DHS/FEMA will conduct periodic reviews of all state, territory, and Urban Area training funded by DHS/FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, Sub-Recipients will be asked to repay grant funds expended in support of those efforts.

For further information on developing courses using the instructional design methodology and tools that can facilitate the process, TPOCs are encouraged to review the [NTED Responder Training Development Center \(RTDC\)](#) website.

DHS/FEMA Provided Training. These trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and the National Training and Education Division's (NTED) Training Partner Programs (TPP). TPP includes the Center for Homeland Defense and Security, National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and training partners through the Continuing Training Grants program.

Approved State and Federal Sponsored Course Catalogue. This catalogue lists state and Federal sponsored courses that fall within the DHS/FEMA mission scope and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at: www.firstrespondertraining.gov.

Training Not Provided by DHS/FEMA. Trainings not provided by DHS/FEMA include courses that are either state-sponsored or federal-sponsored (non-DHS/FEMA), coordinated and approved by the SAA or their designated Training Point of Contact (TPOC), and fall within the FEMA mission scope to prepare SLTT personnel to prevent, protect against, mitigate, and respond to acts of terrorism or catastrophic events. These trainings often pertain to the HSGP.

- **State Sponsored Courses.** These courses are developed for and/or delivered by institutions or organizations other than federal entities or FEMA and are sponsored by the SAA or their designated TPOC.
- **Joint Training and Exercises with the Public and Private Sectors.** These courses are sponsored and coordinated by private sector entities to enhance public-private partnerships for training personnel to prevent, protect against, mitigate, and respond to acts of terrorism or catastrophic events. In addition, states, territories, Tribal Nations, and high-risk urban areas are encouraged to incorporate the private sector in government-sponsored training and exercises.

Additional information on both FEMA provided training and other federal and state training can be found at firstrespondertraining.gov.

Training Information Reporting System ("Web-Forms"). Web-Forms is an electronic form/data management system built to assist the SAA and its designated State, territory and Tribal Training Point of Contact (TPOC). Reporting training activities through Web-Forms is not required under FY 2025 SHSGP, However, the system remains available and can be accessed through the [Web-Forms section of the FEMA National Preparedness Course Catalog](#) to support recipients in their own tracking of training deliveries. Users need to request First Responder Training System (FRTS) Admin rights from NTED to access the Web-Forms in order to support grantees in their own tracking of training deliveries.

FDEM State Training Office Conditions: For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Sub-Recipient can successfully complete an authorized course either by attending or conducting that course.

- In order to receive payment for successfully attending an authorized training course, the Sub-Recipient shall provide FDEM with a certificate of course completion; additionally, the Sub-Recipient shall provide FDEM with all receipts that document the costs incurred by the Sub-Recipient in order to attend the course.
- In order to receive payment for successfully conducting an authorized course, the Sub-Recipient shall provide FDEM with the course materials and a roster sign-in sheet; additionally, the Sub-Recipient shall provide FDEM with all receipts that document the costs incurred by the Sub-Recipient in order to conduct the course."
- For courses that are non-DHS approved training, Sub-Recipient shall request approval to conduct training through the use of the Non-TED Form and provide a copy, along with email, showing approval granted for conduct.
- For the conduct of training workshops, Sub-Recipient shall provide a copy of the course materials and sign-in sheets.
- The number of participants shall be a minimum of 15 in order to justify the cost of holding a course. For questions regarding adequate number of participants please contact the FDEM State Training Officer for course specific guidance. Unless the Sub-Recipient receives advance written approval from the State Training Officer for the number of participants, then FDEM shall reduce the amount authorized for reimbursement on a pro-rata basis for any training with less than 15 participants.
- The Sub-Recipient shall include with the reimbursement package a separate copy of the page(s) from the State (and County or Regional) Integrated Preparedness Plan (IPP) reflecting the training.

Certain training activities require Environmental Planning and Historic Preservation (EHP) Review, including exercises, drills or training that require any land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Please reference the EHP sections in the NOFO and this Agreement for more information.

E. Allowable Equipment Related Costs

The 21 allowable prevention, protection, mitigation, and response equipment categories for HSGP are listed on the [Authorized Equipment List \(AEL\)](#). Some equipment items require prior approval from FEMA before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Recipients and subrecipients may purchase equipment not listed on the AEL, but **only** if they first seek and obtain **prior approval** from FEMA.

Unless otherwise stated, all equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Investments in emergency communications systems and equipment must meet applicable [SAFECOM Guidance on Emergency Communications Grants \(SAFECOM Guidance\)](#) recommendations. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body to ensure interoperability and long-term compatibility. For personal protective equipment (PPE), recipients are encouraged to give procurement preference to domestic manufacturers of PPE or PPE raw materials to the maximum practicable and allowed by law.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer federal funds from the Department of Health and Human Services for this purpose and with existing Metropolitan Medical Response System committees where available, to sustain their long-term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's Period of Performance (POP) for HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

The equipment, goods, and supplies ("the eligible equipment") purchased with funds provided under this agreement are for the purposes specified in "Florida's Domestic Security Strategy". Equipment purchased with these funds will be utilized in the event of emergencies, including, but not limited to, terrorism-related hazards. The Sub-Recipient shall place the equipment throughout the State of Florida in such a manner that, in the event of an emergency, the equipment can be deployed on the scene of the emergency or be available for use at a fixed location within two (2) hours of a request for said deployment. The Florida Division of Emergency Management (FDEM) must approve any purchases of equipment not itemized in a project's approved budget in advance of the purchase.

The Sub-Recipient will, in accordance with the statewide mutual aid agreement or other emergency response purpose as specified in the "Florida Domestic Security Strategy," ensure that all equipment purchased with these funds is used to respond to any and all incidents within its regional response area as applicable for so long as this Agreement remains in effect. Prior to requesting a response, the FDEM will take prudent and appropriate action to determine that the level or intensity of the incident is such that the specialized equipment and resources are necessary to mitigate the outcome of the incident.

Additional Equipment Information

FEMA Policy 207-22-0002: **Prohibited or Controlled Equipment Under FEMA Awards** establishes both a prohibited equipment list and a controlled equipment list.

Prohibited Equipment List: Identifies items that are prohibited from purchase under FEMA awards. The list also includes exceptions for otherwise prohibited items that are allowable under certain circumstances, as well as procedures for obtaining FEMA approval for those items. Subrecipients should refer to applicable program guidance or contact appropriate SAA program staff to determine whether a particular type of equipment is allowable under a specific grant program. The list of prohibited items includes, but is not limited to:

- Weapons, weaponized aircraft, vessels, and vehicles of any kind
- Weaponized drones and weapons systems
- Ammunition
- Camouflage uniforms
- Explosives
- Armored and Tactical Vehicles, with certain exceptions

Controlled Equipment List: Identifies certain items that may only be purchased with FEMA awards if additional certifications and controls are imposed on their acquisition or use. Even if equipment is listed as controlled equipment and is not outright prohibited, that does not automatically make it

allowable under a particular FEMA program. Subrecipients should refer to applicable program guidance or contact applicable SAA program staff to determine if a particular type of equipment is allowable under that program. The list of controlled items includes, but is not limited to:

- Manned Aircraft, Fixed and Rotary Wing
- Unmanned Aircraft Systems (UAS) and Small Unmanned Aircraft Systems (SUAS)
- Kinetic Entry/Breaching Apparatus

For some controlled equipment that is allowable under the SHSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties.

Grant subrecipients may not modify equipment acquired using federal resources in a manner that would cause it to be considered prohibited equipment. In addition, grant recipients and subrecipients may not modify equipment acquired using federal resources that would cause it to be considered controlled equipment, absent specific written approval from FEMA and adherence to all relevant requirements.

Grant funds under this program must comply with the aforementioned [FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards](#). As per this FEMA Policy, excepted or controlled equipment must remain in the possession of the original FEMA grant recipient and may not be transferred. The use of controlled equipment under a Memorandum of Understanding or other regional sharing agreement (see Section D.6 of this FEMA Policy) does *not* constitute a transfer of controlled equipment.

Unallowable Equipment Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with SHSGP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with **IB 426** and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Unauthorized exercise-related costs include:
 - Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
 - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with **IB 426** and **IB 438** and include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment.

Acquisition and Use of Technology to Mitigate UAS (Counter-UAS)

Prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, Sub-Recipients should seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws. Sub-Recipients should conduct their own legal and technical analysis of each UAS detection and/or mitigation system and should not rely solely on vendors' representations of the systems' legality or functionality. For further information please see the DHS press release on this topic:

F. Allowable Management and Administration (M&A) related costs

Management and administration (M&A) activities are those directly relating to the management and administration of SHSGP funds, such as financial management and monitoring. Sub-Recipients awarded M&A costs under this agreement can retain a maximum of up to 5% of their total agreement award amount for M&A costs.

Allowable M&A activities include:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of the respective grant program.
 - To assist with application requirements.
 - To assist with compliance reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls
- Overtime and backfill costs
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
- Leasing or renting of space for newly hired personnel during the period of performance of the grant program
- Completing the Civil Rights Evaluation Tool
- Conducting activities related to evaluating project effectiveness for SHSGP-funded projects

G. Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts or agreements, warranty coverage, repair or replacement costs, licenses, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted in the program-specific NOFO. Warranty and sustainment coverage may exceed the POP if purchased as part of the original purchase of the system or equipment if the original purchase of the system or equipment is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment system, coverage purchased may not exceed the POP of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this extends to licenses and user fees, as well.

Grant funds are intended to support the Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats and hazards that pose the greatest risk to the security of the Nation. To assist recipients in meeting this objective, the expansion of eligible maintenance and sustainment costs must be:

1. In direct support of existing capabilities;
2. An otherwise allowable expenditure under the applicable grant program;
3. Tied to one of the core capabilities in the five mission areas contained within the Goal; and
4. For the SHSGP, shareable through the Emergency Management Assistance Compact (EMAC).

Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant funding or any other source of funding other than FEMA preparedness grant program dollars.

For HSGP, stand-alone warranties can only cover equipment purchased with HSGP funds or for equipment dedicated for HSGP-related purposes

H. Critical Emergency Supplies

Critical emergency supplies—such as shelf stable products, water, and basic medical supplies—are an allowable expense under the SHSGP. Each state must have FEMA's approval of a five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes. The Inventory Management Plan should address how critical supplies will be maintained and sustained by the grant recipient and include a distribution strategy and related sustainment costs if the grant expenditure for these items is over \$100,000.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA.

I. Construction and Renovation

Project construction using SHSGP funds shall not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by DHS/FEMA prior to the use of any SHSGP funds for construction or renovation. When applying for construction funds, recipients shall submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C form with budget detail citing the project costs, and an SF-424D Form for standard assurances for the construction project.

Recipients using funds for construction projects must comply with the Davis-Bacon Act (codified as amended at 40 U.S.C. §§ 3141 et seq.). Recipients shall ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the State in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available online at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Recipients using funds for construction projects shall also comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Recipients must comply with the "Build America, Buy America" provisions of the Infrastructure Investment and Jobs Act and E.O. 14005.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers: When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements. A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

Definitions: For definitions of the key terms of the Build America, Buy America Act, please visit [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

J. Communications Towers

When applying for funds to construct communication towers, Sub-Recipients shall submit evidence that the Federal Communication Commission's Section 106 of the National Historic Preservation Act, Pub. L. No. 89-665, as amended, review process has been completed and submit all documentation resulting from that review to FEMA with an EHP Screening Form and supporting materials for EHP review.

K. Disposition

When original or replacement equipment, including excepted and controlled items, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, except as otherwise provided in federal statutes, regulations, or federal awarding agency disposition instructions, the Sub-Recipient shall request disposition instructions from FDEM Office of Domestic Preparedness and the State Administrative Agency shall request disposition instructions from federal awarding agency as required by the terms and conditions of the federal award. ***Excepted or controlled equipment shall not be transferred and shall remain in the possession of the original FEMA grant recipient.***

The Sub-Recipient shall notify the FDEM Office of Domestic Preparedness at: 2489 Shumard Oak Blvd., Tallahassee, Florida 32399 one (1) year in advance of the expiration of the equipment's posted shelf-life or normal life expectancy or when it has been expended. The Sub-Recipient shall notify FDEM immediately if the equipment is destroyed, lost, or stolen.

L. Ensuring the Protection of Civil Rights

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Sub-Recipients shall carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 308 of the Stafford Act, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964, Age Discrimination Act, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age,

disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

Monitoring and oversight requirements in connection with Sub-Recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R Part 7.

In accordance with civil rights laws and regulations, Sub-Recipients shall ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: [HTTTPs://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited](https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited) and additional resources on <http://www.lep.gov>.

M. National Incident Management System (NIMS) Implementation

NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. and Sub-Recipients of federal preparedness (non-disaster) grant awards, jurisdictions and organizations must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. The objectives can be found on the NIMS webpage at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

N. FirstNet

FirstNet provides public safety entities with mission-critical broadband data capabilities and services including, but not limited to messaging, image sharing, video streaming, group text, voice, data storage, application, location-based services, and Quality of Service, Priority, and Preemption. Public safety entities seeking to enhance their operational capabilities using broadband technology may seek grant funding from appropriate programs to support the following:

- Planning for integration of information technology (IT) infrastructure, software, and site upgrades necessary to connect to FirstNet;
- Handheld broadband devices including smartphones, feature phones, tablets, wearables, push-to-talk (PTT) devices;
- Vehicle-mounted or otherwise field operated data devices, such as ruggedized laptops;
- Network access devices, including portable Wi-Fi devices, Universal Serial Bus (USB) modems/dongles, trunk-mounted modems, routers;
- Customer-Owned and Managed (COAM) broadband deployable equipment, enabling public safety to own and dispatch coverage expansion or capacity enhancement equipment within their jurisdiction;
- Broadband device accessories that enable efficient and safe public safety operations such as headsets, belt clips, earpieces, remote Bluetooth sensors, ruggedized cases;
- Subscriber Identification Modules (SIMs)/Universal Integrated Circuit Cards (UICCs) to allow public safety users to update existing devices to operate on public safety prioritized services; and

- One-time purchase and subscription-based applications for public safety use which could include, among several other options, enterprise mobility management (EMM), mobile device management (MDM), mobile Virtual Private Network (VPN), identity services, or cloud service tools.

Sub-Recipients must be coordinated with the Statewide Interoperability Coordinator (SWIC) and FirstNet on the planning, deployment timelines, and operational availability of the network deployment within a specific state or territory and to ensure that project does not conflict with network planning efforts and complies with all technical requirements. FirstNet requires participating agencies to demonstrate a subscription to public safety-prioritized broadband services to purchase FirstNet broadband devices or applications. Recipients must coordinate with FirstNet in advance of any strategic acquisition of broadband LTE equipment to ensure that purchases adhere to all applicable standards for public safety entities. FirstNet requires participating agencies to demonstrate a subscription to public safety-prioritized broadband services to purchase FirstNet broadband devices or applications. Sub-Recipients must coordinate with FirstNet in advance of any strategic acquisition of broadband LTE equipment to ensure that purchases adhere to all applicable standards for public safety entities.

O. SAFECOM

All Sub-Recipients using preparedness grant funding to support emergency communications investments are required to comply with the [SAFECOM Guidance](#). Sub-Recipients must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

P. Cybersecurity

Sub-Recipients must use SHSGP funds for cybersecurity projects that support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Sub-Recipients of FY 2025 SHSGP grant awards will be required to complete the 2025 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The NCSR is an annual requirement and Sub-Recipients must complete the first available NCSR offered after this subaward has been issued.

Q. Unique Entity Identifier and System for Award Management (SAM)

Sub-Recipients for this award shall:

- Apply for a UEI Number in SAM;
- Provide a valid UEI/SAM number; and
- Continue to maintain an active UEI with current information at all times during which it has an active federal award.
- FDEM may not make subawards unless the subrecipient has obtained and provided the UEI.

R. Reporting Requirements

1. Quarterly Programmatic Reporting:

The Quarterly Programmatic Report is due within thirty (30) days after the end of the reporting periods (March 31, June 30, September 30, and December 31) for the life of this contract.

- If a report(s) is delinquent, future financial reimbursements shall be withheld until the Sub-Recipient's reporting is current.
- If a report goes three (3) consecutive quarters from date of execution without the Sub-Recipient reflecting any activity and/or expenditures it shall result in the issuance of a noncompliance letter, and a written justification shall then be provided.

- Based on the FDEM's determination, the Sub-Recipient shall have thirty (30) days to submit a letter of appeal to FDEM.
- Sub-Recipients shall only be allowed one opportunity to appeal.
- If the appeal is denied, or if there is no response to the notification of noncompliance, the Sub-Recipient's funds shall be terminated.
- If a report goes four (4) consecutive quarters from date of execution without the Sub-Recipient reflecting any activity and/or expenditures, it shall result in termination of the agreement.

Programmatic Reporting Schedule

Reporting Period	Report due to FDEM no later than
October 1 through December 31	January 31
April 1 through June 30	July 31
July 1 through September 30	October 31
January 1 through March 31	April 30

2. Programmatic Reporting- Biannual Strategic Implementation Report (BSIR):

After the end of each reporting period, for the life of the contract unless directed otherwise, the SAA, will complete the Biannual Strategic Implementation Report in the Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>. The reporting periods are **January 1-June 30 and July 1-December 31**. Data entry is scheduled for December 1 and June 1 respectively. Future awards and reimbursement may be withheld if these reports are delinquent.

3. Reimbursement Requests:

A request for reimbursement may be sent to your grant manager for review and approval at any time during the contract period. Reimbursements shall be requested within ninety (90) calendar days of expenditure of funds, and quarterly at a minimum. Failure to submit request for reimbursement within ninety (90) calendar days of expenditure shall result in denial of reimbursement. The Sub-Recipient should include the category's corresponding line-item number in the "Detail of Claims" form. This number can be found in the "Proposed Program Budget". A line-item number is to be included for every dollar amount listed in the "Detail of Claims" form.

4. Close-out Programmatic Reporting:

The Close-out Report is due to the Florida Division of Emergency Management no later than sixty (60) calendar days after the agreement is either completed or the agreement has expired.

5. Administrative Closeout

An administrative closeout may be conducted when a recipient is not responsive to FDEM's reasonable efforts to collect required reports, forms, or other documentation needed to complete the standard award and/or closeout process. FDEM shall make three (3) written attempts to collect required information before initiating an administrative closeout. If an award is administratively closed, FDEM may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

S. Period of Performance (POP) Extensions

An extension to the period of performance identified in the agreement is allowable under limited circumstances and shall only be considered through formal, written requests to FDEM. All extension

requests shall contain justifications as to why an extension is required, and shall address the following:

1. The grant program, fiscal year, and agreement number;
2. Reason for the delay—including details of the legal, policy, or operational challenges that prevent the final expenditure of awarded funds by the deadline;
3. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and

Extension requests are typically granted for no more than a six (6) month period, and shall be granted only due to compelling legal, policy, or operational challenges. Extension requests shall only be considered for the following reasons:

- Contractual commitments by the recipient or Sub-Recipient with vendors prevent completion of the project within the existing POP;
- The project shall undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Subrecipient's shall be limited to one (1) extension over the grant period of performance. Extension requests shall not be considered within the last one hundred eighty (180) days of the grant period of performance.

T. Programmatic Point of Contact

Contractual Point of Contact	Programmatic Point of Contact
Novella Tise FDEM 2489 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (448) 220-7160 Novella.Tise@em.myflorida.com	Jerrold People FDEM 2489 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (448) 220-7113 Jerrold.People@em.myflorida.com

U. Contractual Responsibilities

- The FDEM shall determine eligibility of projects and approve changes in Scope of Work.
- The FDEM shall administer the financial processes.

V. Failure to Comply

- Failure to comply with any of the provisions outlined above shall result in disallowance of reimbursement for expenditures.

ATTACHMENT C

DELIVERABLES AND PERFORMANCE

Homeland Security Program (HSGP): HSGP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability levels are assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Planning Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual cost of successfully completing planning activities consistent with the guidelines contained in the Comprehensive Planning Guide CPG 101 v.2. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf or grant guidance (Notice of Funding Opportunity). For the purposes of this Agreement, any planning activity such as those associated with the Threat and Hazard identification and Risk Analysis (THIRA), State Preparedness Report (SPR), and other planning activities that support the National Preparedness Goal (NPG) and place an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) are eligible. The Subrecipient can successfully complete a planning activity either by creating or updating such plan(s).

Organization Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual eligible costs for contracted security personnel.

Equipment Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual cost of purchasing an item identified in the approved Investment Justification and budget of this agreement and listed on the DHS Authorized Equipment List (AEL). For the purposes of this Agreement, any item listed on the AEL qualifies as an authorized item. In addition, agencies shall be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Training Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual cost of successfully completing a training course listed on the Department of Homeland Security (DHS) approved course catalog. The DHS course catalog is available online. For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Subrecipient can successfully complete an authorized course either by attending or conducting that course.

Exercise Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual cost of successfully completing an exercise which meets the Department of Homeland Security Homeland Security Exercise and Evaluation Program (HSEEP) standards and is listed in A) the State of Florida Integrated Preparedness Plan (IPP), and B) County or Regional TEP for the region in which the Subrecipient is geographically located. Information related to TEPs and HSEEP compliance can be found online at: <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>. For the purposes of this Agreement, any security-related exercise which is compliant with HSEEP standards and contained in the State of Florida IPP qualifies as an authorized exercise. The Subrecipient can successfully complete an authorized exercise either by attending or conducting that exercise.

Management & Administration Deliverable: Subject to the funding limitations of this Agreement, FDEM shall reimburse the Subrecipient for the actual cost of successfully completing a planning initiative that is in line with Attachment B (Scope of Work) and also with guidance outline in FY 2025 NSGP Notice of Funding Opportunity (NOFO).

ATTACHMENT D

PROGRAM STATUTES AND REGULATIONS

- 1) Assurances, Administrative Requirements, Cost Principles, Representations and Certifications 2 C.F.R. Part 200
- 2) General Acknowledgements and Assurances 2 C.F.R. Part 200, 2 C.F.R. Part 3002.10, 2 C.F.R. §200.337 and §200.455.
- 3) Acknowledgement of Federal Funding from DHS.
- 4) Activities Conducted Abroad.
- 5) Age Discrimination Act of 1975 Pub. L. No. 94-135 and 42 U.S.C. § 6101 *et seq.*
- 6) Americans with Disabilities Act of 1990 Pub. L. No. 101-336 (1990) and 42 U.S.C. § 12101-12213
- 7) Best Practices for Collection and Use of personally Identifiable Information
- 8) CHIPS and Science Act of 2022, Public Law 117-167 CHIPS
- 9) Civil Rights Act of 1964-Title VI Pub. L. No. 88-352, 42 U.S.C. § 2000d *et seq.*, 6 C.F.R. Part 21 and 44 C.F.R. Part 7
- 10) Civil Rights Acts of 1968 Pub. L. No. 90284, 42 U.S.C. § 3601 *et seq.*, 24 C.F.R. Part 100
- 11) Communication and Cooperation with the Department of Homeland Security and Immigration Officials 8 U.S.C. §1373, §1324 and §1644 and 28 U.S.C. §1746
- 12) Copyright 17 U.S.C. §§ 401 or 402 and 2 C.F.R. §200.315
- 13) Debarment and Suspension Executive Orders 12549 and 12689, 2 C.F.R. Part 180 and 2 C.F.R. Part 3000
- 14) Drug Free Workplace Regulations, 2 C.F.R. Part 3001, 2.C.F.R. Part 182 and 41 U.S.C. § 8101-8106
- 15) Duplicative Costs 2 C.F.R. § 200.403 (f)
- 16) Education Amendments of 1972 – (Equal Opportunity in Education Act)-Title IX Pub. L. No. 92-318, 20 U.S.C. § 1681 *et seq.*, 6 C.F.R Part 17 and 44 C.F.R Part 19
- 17) Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) and 42 U.S.C. § 6201 *et seq.*
- 18) Equal Treatment of Faith-Based Organizations 6 C.F.R. Part 19
- 19) Anti-Discrimination 31 U.S.C. §372(b)(4), Section 2(b) of Executive Order 14190, 8 U.S.C §1101(a)(3) and 2 C.F.R. §200.346
- 20) False Claims Act and Program Fraud Civil Remedies 31 U.S.C. § 3729-3733 also 31 U.S.C. § 3801-3812
- 21) Federal Debt Status OMB Circular A-129
- 22) Federal Leadership on Reducing Text Messaging While Driving Section 3(a) E.O. 13513
- 23) Fly America Act of 1974 49 U.S.C. § 49 U.S.C. § 40118 and Comptroller General Decision B-138942.

- 24) Hotel and Motel Fire Safety Act of 1990 15 U.S.C. § 2225a
- 25) John S. McCain National Defense Authorization Act of Fiscal Year 2019, Pub. L. No. 115-232 (2018 and 2 C.F.R. § 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200.
- 26) Limited English Proficiency (Civil Rights Act of 1964, Title VI) 42 U.S.C §2000d et seq.
- 27) Lobbying Prohibitions 31 U.S.C. § 1352 and 6 C.F.R. Part 9
- 28) National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) and 42 U.S.C § 4321 et seq.
- 29) National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Scient Act of 2022, Pub. L. 117-167, Section 10254, 42 U.S.C. §18951
- 30) Non-Supplanting Requirement
- 31) Notice of Funding Opportunity Requirements
- 32) Patents and Intellectual Property Rights 35 U.S.C. § 200 et seq. and 37 C.F.R Part 401 and §401.14
- 33) Presidential Executive Orders
- 34) Procurement of Recovered Materials 42 U.S.C § 6962, 2 C.F.R. §200.323, 40 C.F.R. Part 247 and section 6002 of Solid Waste Disposal Act
- 35) Rehabilitation Act of 1973 Section 504, 29 U.S.C. § 794
- 36) Reporting Recipient Integrity and Performance Matters 2 C.F.R. Part 200 Appendix XII
- 37) Reporting Subawards and Executive Compensation 2 C.F.R. Part 170 Appendix A
- 38) Required Use of American Iron, Steel, Manufactured Products, and Construction Materials 2 C.F.R. § 184.3
- 39) SAFECOM
- 40) Subrecipient Monitoring and Management 2 C.F.R § 200.331-333
- 41) System for Award Management and Unique Entity Identifier Requirements 2 C.F.R. Part 25, Appendix A
- 42) Termination of a Federal Award
- 43) Terrorist Financing E.O. 13224
- 44) Trafficking Victims Protection Act of 2000 (TVPA) 22 U.S.C. § 7104 and 2 C.F.R. § 175.15
- 45) Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. 107-56 Section 817
- 46) Use of DHS Seal, Logo and Flags
- 47) Whistleblower Protection Act 10 U.S.C. § 470141 and U.S.C. § 4712
- 48) Environmental Planning and Historic Preservation (EHP) Review
- 49) Acceptance of Post Award Changes
- 50) Disposition of Equipment Acquired Under the Federal Award 2 C.F.R. section 200.313
- 51) Prior Approval for Modification of Approved Budget 2.C.f.R. section 200.308
- 52) Indirect Cost Rate 2.C.F.R. section 200.211(b)(16)
- 53) Build America, Buy America Act (BABAA) Required Contract Provision & Self Certification 2C.F.R section 184.4
- 54) Non-Applicability of Specific Agreement Articles
- 55) State Homeland Security Program: Compliance with Federal Immigration Law
- 56) State Homeland Security Program: Non-Applicability of Specific Terms and Agreement Articles
- 57) Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code
- 58) Section 287.138, Florida Statutes
- 59) Chapter 473, Florida Statutes
- 60) Chapter 215, Florida Statutes
- 61) Chapter 252, Florida Statutes

[Remainder of page intentionally left blank]

ATTACHMENT E
WARRANTIES AND REPRESENTATIONS

Financial Management

The Subrecipient's financial management system shall comply with 2 C.F.R. § 200.302.

Procurements

Any procurement undertaken with funds authorized by this Agreement shall comply with the requirements of 2 C.F.R. § 200, Part D—Post Federal Award Requirements—Procurement Standards (2 C.F.R. §§ 200.318 through 200.327).

Business Hours

The Subrecipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from:

Licensing and Permitting

All subcontractors or employees hired by the Subrecipient shall have all current licenses and permits required for the particular work for which they are hired by the Subrecipient.

ATTACHMENT F
STATEMENT OF ASSURANCES

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All Subrecipients shall comply with any such requirements set forth in the program NOFO.

All Subrecipients who receive awards made under programs that prohibit supplanting by law shall ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

All Subrecipients shall acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Any cost allocable to a particular federal award provided for in 2 C.F.R. Part 200, Subpart E shall not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or terms and conditions of the federal awards, or for other reasons. However, this prohibition would not preclude a Subrecipient from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the terms and conditions of the federal award.

Subrecipients are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which incorporated here by reference in the terms and conditions of your award.

All Subrecipients shall acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Subrecipient shall cooperate with any compliance review or compliant investigation conducted by the State Administrative Agency or DHS.
2. Subrecipient shall give the State Administrative Agency, DHS or through any authorized representative, access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipient shall submit timely, complete, and accurate reports to FDEM and maintain appropriate backup documentation to support the reports. Subrecipients shall also comply with all other special reporting, data collection and evaluation requirements, as prescribed by law or detailed in program guidance.
4. Subrecipient shall acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
5. Subrecipient who receives awards made under programs that provide emergency communications equipment and its related activities shall comply with SAFECOM Guidance for Emergency Communications Grants, including provisions on technical standards that ensure and enhance interoperable communications.
6. When original or replacement equipment acquired under this award by the Subrecipient is no longer needed for the original project or program or for other activities currently or previously

supported by DHS/FEMA, you shall request instructions from FDEM to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

7. DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. If ground disturbing activities occur during construction, applicant shall monitor ground disturbance, and if any potential archeological resources are discovered, applicant shall immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.
8. Subrecipients are required to comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers.
9. Subrecipient shall comply with the applicable provisions of the following laws and policies prohibiting discrimination:
 - a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
 - b. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination based on disability.
 - c. Title IX of the Education Amendments Act of 1972, as amended, which prohibits discrimination based on sex in education programs or activities.
 - d. Age Discrimination Act of 1975, which prohibits discrimination based on age.
 - e. U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

ATTACHMENT G
MANDATORY CONTRACT PROVISIONS

Any contract or subcontract funded by this Agreement shall contain the applicable provisions outlined in Appendix II to 2 C.F.R. Part 200. It is the responsibility of the Subrecipient to include the required provisions. The following is a list of sample provisions from Appendix II to 2 C.F.R. Part 200 that may be required:¹

**Appendix II to Part 200—Contract Provisions for Non-Federal Entity
Contracts Under Federal Awards**

In addition to other provisions required by the federal agency or non-federal entity, all contracts made by the non-federal entity under the federal award shall contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 shall address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The non-federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract shall be conditioned upon the acceptance of the wage determination. The non-federal entity shall report all suspected or reported violations to the federal awarding agency. The contracts shall also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or Subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity shall report all suspected or reported violations to the federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided

¹ For example, the Davis-Bacon Act is not applicable to other FEMA grant and cooperative agreement programs, including the Public Assistance Program or Hazard Mitigation Grant Program; however, Sub-Recipient may include the provision in its subcontracts.

that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of “funding agreement” under 37 CFR § 401.2(a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or Subrecipient shall comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 shall contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR § 180.220) shall not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)—Contractors that apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it shall not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

(J) See 2 C.F.R. § 200.323 Procurement of recovered materials.

(K) See 2 C.F.R. § 200.216 Prohibition on certain telecommunication and video surveillance services or equipment.

(L) See 2 C.F.R. § 200.322 Domestic preferences for procurements
(Appendix II to Part 200, Revised Eff. 11/12/2020).

Please note that the Subrecipient alone is responsible for ensuring that all language included in its contracts meets the requirements of 2 C.F.R. § 200.327 and 2 C.F.R. Part 200, Appendix II.

ATTACHMENT H

FINANCIAL AND PROGRAM MONITORING GUIDELINES

Florida has enhanced state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. FDEM has a responsibility to track and monitor the status of grant activity and items purchased to ensure compliance with applicable State Homeland Security Program grant guidance and statutory regulations. The monitoring process is designed to assess a Subrecipient agency's compliance with applicable state and federal guidelines.

Monitoring is accomplished utilizing various methods including desk monitoring and on-site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic monitoring. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements. It involves the review of records associated with the purchase and disposition of property, projects and contracts. Programmatic monitoring seeks to validate and assist in the grant progress, targeting issues that may be hindering project goals and ensuring compliance with the purpose of the grant and overall grant program. Programmatic monitoring involves the observation of equipment purchased, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during the monitoring process.

Pursuant to 2 C.F.R. § 200.337, FDEM has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FDEM shall review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients shall permit FDEM, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients shall respond in a timely and accurate manner to FDEM's requests for information relating to the award.

Monitoring Selection and Scheduling:

Each year FDEM shall conduct monitoring based on a "Risk Assessment". The risk assessment tool is used to help in determining the priority of Subrecipients that should be reviewed and the level of monitoring that should be performed. Note that although a given grant may be closed, it is still subject to either desk or on-site monitoring for a five (5) year period following closure.

Areas that shall be examined include:

- Management and administrative procedures;
- Grant folder maintenance;
- Equipment accountability and sub-hand receipt procedures;
- Program for obsolescence;
- Status of equipment purchases;
- Status of training for purchased equipment;
- Status and number of response trainings conducted to include number trained;
- Status and number of exercises;
- Status of planning activity;
- Anticipated projected completion;
- Difficulties encountered in completing projects;
- Agency NIMS/ICS compliance documentation;
- Equal Employment Opportunity (EEO Status);
- Procurement Policy

FDEM may request additional monitoring/information of the activity, or lack thereof, generates questions from the region, the sponsoring agency or FDEM's leadership. The method of gathering this information shall be determined on a case-by-case basis.

Monitoring Activities:

Desk reviews and site visits are two forms of monitoring. Desk monitoring is the review of projects, financial activity and technical assistance between FDEM and the applicant via e-mail and telephone. On-site monitoring are actual visits to the Subrecipient agencies by FDEM representatives who examines records, procedures and equipment.

Desk monitoring is an on-going process. Subrecipients shall be required to participate in desk top monitoring as determined by FDEM. This contact shall provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if FDEM determines that a Subrecipient is having difficulty completing their project.

As difficulties/deficiencies are identified, the respective region or sponsoring agency shall be notified by the program office via email. Information shall include the grant Subrecipient agency name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the regional or sponsoring agency level. Issues that require further TA shall be referred to FDEM for assistance. Examples of TA include but are not limited to:

- Equipment selection or available vendors
- Eligibility of items or services
- Coordination and partnership with other agencies within or outside the region or discipline
- Record Keeping
- Reporting Requirements
- Documentation in support of a Request for Reimbursement

On-site monitoring shall be conducted by FDEM or designated personnel. On-site monitoring visits shall be scheduled in advance with the Subrecipient agency POC designated in the grant agreement.

FDEM shall also conduct coordinated financial and grant file monitoring. If utilizing a 3rd party consultant, the Subrecipient must have a member of the organization in attendance during desktop and onsite monitoring. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

On-Site Monitoring Protocol

On-site monitoring visits shall begin with those grantees that are currently spending or have completed spending for that federal fiscal year (FFY). Site visits may be combined when geographically convenient. There is a financial/ programmatic On-site monitoring checklist to assist in the completion of all required tasks.

Site Visit Preparation

A letter shall be sent to the Subrecipient agency Point of Contact (POC) outlining the date, time and purpose of the site visit before the planned arrival date. The appointment shall be confirmed with the grantee in writing (email is acceptable) and documented in the grantee folder.

The physical location of any equipment located at an alternate site should be confirmed with a representative from that location and the address should be documented in the grantee folder before the site visit.

On-Site Monitoring Visit

Once FDEM personnel have arrived at the site, an orientation conference shall be conducted. During this time, the purpose of the site visit and the items FDEM intends to examine shall be identified. All objectives of the site visit shall be explained during this time.

FDEM personnel shall review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of equipment shall be conducted.

Each item selected for review shall be visually inspected whenever possible. Larger items (computers, response vehicles, etc.) shall have an asset decal (information/serial number) placed in a prominent location on each piece of equipment as per Subrecipient agency requirements. The serial number shall correspond with the appropriate receipt to confirm purchase. Photographs shall be taken of the equipment (large capital expenditures in excess of \$1,000. per item).

If an item is not available (being used during time of the site visit), the appropriate documentation shall be provided to account for that particular piece of equipment. Other programmatic issues can be discussed at this time, such as missing quarterly reports, payment voucher/reimbursement, equipment, questions, etc.

Post Monitoring Visit

FDEM personnel shall review the On-site monitoring worksheets and backup documentation as a team and discuss the events of the On-site monitoring.

Within forty-five (45) calendar days of the site visit, a post monitoring letter shall be generated and sent to the grantee explaining any issues and corrective actions required or commendations. Should issues or findings be identified, a noncompliance letter to that effect shall be generated and sent to the Subrecipient. The Subrecipient shall submit a Corrective Action Plan (CAP) within a timeframe as determined by FDEM. Noncompliance on behalf of sub-grantees is resolved by management under the terms of the Sub-Grant Agreement. The On-site monitoring report and all back up documentation shall then be included in the Subrecipient's file.

Monitoring Responsibilities of Pass-thru Entities

Subrecipients who are pass-through entities are responsible for monitoring their Subrecipients in a manner consistent with the terms of the Federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the Subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Subrecipient responsibilities also include but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

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ATTACHMENT I EHP GUIDELINES

ENVIRONMENTAL PLANNING & HISTORIC PRESERVATION (EHP) COMPLIANCE GUIDELINES

The following types of projects are to be submitted to FEMA for compliance review under Federal Environmental Planning and Historic Preservation (EHP) laws and requirements prior to initiation of the project:

- New Construction, Installation and Renovation, including but not limited to:
 - Emergency Operation Centers
 - Security Guard facilities
 - Equipment buildings (such as those accompanying communication towers)
 - Waterside Structures (such as dock houses, piers, etc.)
- Placing a repeater and/or other equipment on an existing tower
- Renovation of and modification to buildings and structures that are fifty (50) years old or older
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure including security enhancements to improve perimeter security
- Physical Security Enhancements, including but not limited to:
 - Lighting
 - Fencing
 - Closed-circuit television (CCTV) systems
 - Motion detection systems
 - Barriers, doors, gates and related security enhancements

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects shall be submitted to FEMA for EHP review.

Some training and exercise activities require Environmental and Historic Preservation (EHP) Review, including exercises, drills or trainings that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. A thorough, detailed description of projects listed under these categories shall be required in order to determine allowability. Additional information on training requirements and EHP review can be found online at Environmental & Historic Preservation Guidance for FEMA Grant Applications | FEMA.gov.

EHP SCREENING FORM SUBMISSION

- I. For projects requiring EHP review, the Subrecipient shall submit the EHP Screening Form to the State Administrative Agency (SAA) for review prior to funds being expended. The SAA Point of Contact for EHP review is:

Ms. Kizzy Caban
Bureau of Preparedness – Domestic Security
2489 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: 850-815-4348
Kizzy.Caban@em.myflorida.com

- II. The SAA POC shall forward EHP Screening Forms to DHS/FEMA for review and approval.

- III. Subrecipient's shall receive written approval from the SAA prior to the use of grant funds for project implementation. **THE PROJECT SHALL NOT BEGIN UNTIL FINAL FEMA APPROVAL IS RECEIVED.**

[Remainder of page intentionally left blank]

ATTACHMENT J
FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:



**Wednesday, August 26, 2026
City Commission Meeting**

Subject 8.4 Approval to Accept and Expend the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements for City of Tallahassee Fire Department -- Chief Gene Sanders, Fire

Category	Consent
Fiscal Impact	Yes
Dollar Amount	249,000.00
Budgeted	No
Budget Source	No matching funds are required. Existing staff will manage the grant, if approved by the City Commission.
Recommended Action	Option 1: Authorize the City Manager, or designee, to sign the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements with the State of Florida, Department of Financial Services in the amount of \$249,000, enabling staff to expend the grant funding and authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the agreement.

For more information, please contact: Allen Willis, Jr. - Special Operations Chief - TFD, (850) 891-54443

Statement of Issue

Previously, federal grants from the Department of Homeland Security and passed through the Florida Department of Emergency Management (FDEM) to the Tallahassee Fire Department (TFD) provided funding for TFD's Urban Search and Rescue (USAR) team sustainment, Hazardous Materials (Hazmat) team sustainment and Mutual Aid Radio Communications

(MARC) equipment. Continuation funding is provided in the 2027 budget for the State of Florida.

The Tallahassee Fire Department is requesting the City Commission's authorization for the City Manager, or designee, to execute State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements with the State of Florida, Department of Financial Services thereby accepting the \$249,000 funding for sustainment and equipment purchases.

Recommended Action

Option 1: Authorize the City Manager, or designee, to sign the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements with the State of Florida, Department of Financial Services in the amount of \$249,000, enabling staff to expend the grant funding and authorize the City Manager, or designee, to sign ancillary forms and attachments accompanying the agreement.

Fiscal Impact

No matching funds are required. Existing staff will manage and implement the grant, if approved by the City Commission.

Supplemental Material/Issue Analysis

History/Facts & Issues

In 2002, the City received grant funding under the Hazardous Materials (HazMat) Emergency Preparedness Grant Program through the U.S. Department of Transportation and established a Regional Hazardous Materials Team. At that time, this newly formed team served eight surrounding counties. Over the years, five additional counties were added bringing the total to 13 North Florida counties.

In 2003, the City entered into an agreement with the State of Florida Division of Emergency Management (FDEM) to take possession of a Mutual Aid Radio Communications (MARC) system. The agreement also obligated the City to activate the grant-provided equipment whenever requested by authorized State or Local Government agencies. Eight mobile MARC units are strategically placed throughout Florida and operated by local jurisdictions.

In 2004, the City entered into a contractual agreement with the State of Florida, Department of Financial Services/Division of State Fire Marshall (DFS/SFM) to establish the Florida Urban Search and Rescue Task Force-7 (FL-USAR-TF-7). Funding for training, sustainment, and equipment purchases has been awarded annually since the original agreements were accepted. In 2018, FL-USAR-TF-7 was deployed for the first time and assisted our neighbors in the Florida panhandle after Hurricane Michael. Subsequent deployments include:

- 2021 - Surfside Building Incident rescue operations
- 2022 - Hurricane Ian, one the deadliest storms to impact the State of Florida
- 2023 - Hurricane Idalia
- 2024 - Hurricanes Debby, Helene and Milton
- 2026 - Putnam County Wildfires and Swift Water Rescue assistance in the State of Texas

This agenda item requests authorization to sign the Grant Acceptance Confirmation with the State of Florida, Department of Financial Services in the amount of \$249,000, enabling staff to expend the grant funding.

Department(s) Review

City Attorney's Office; Resource Management; Grants & Enterprise Resources

Options

1. Authorize the City Manager, or designee, to sign the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements with the State of Florida, Department of Financial Services in the amount of \$249,000, enabling staff to expend the grant funding and authorize the City Manager or designee to sign ancillary forms and attachments accompanying the agreement.
2. Do not authorize the City Manager, or designee, to sign the State-Funded Grant FL-TF 7, HM2A and MARC 2 Agreements with the State of Florida, Department of Financial Services in the amount of \$249,000, enabling staff to expend the grant funding and authorize the City Manager or designee to sign ancillary forms and attachments accompanying the agreement.

Attachments/References:

1. Attachment 1 - FY 2026-27 USAR, HazMat, and MARC Sustainment Grant Award Letter



DIVISION OF
STATE FIRE MARSHAL
FLORIDA DEPARTMENT OF FINANCIAL SERVICES



August 10, 2026

SENT VIA ELECTRONIC MAIL ONLY

City of Tallahassee Fire Department
Chief Gene Sanders
gene.sanders@talgov.com

Re: State-Funded FL-TF 7, HM-2A, and MARC 2 Sustainment Award

Dear Chief Sanders:

As Director of the Division of State Fire Marshal within the Florida Department of Financial Services, I am pleased to inform you that the 2026 Florida Legislature appropriated funding to support the continued readiness and sustainment of Florida's Urban Search and Rescue (USAR), Hazardous Materials (HazMat), and Mutual Aid Radio Communications (MARC) teams.

As the sponsoring agency for FL-TF 7, HM-2A, and MARC 2, the City of Tallahassee Fire Department has been identified to receive funding for the following:

<u>Funding Use</u>	<u>Award Amount</u>
USAR Sustainment	Up to \$187,500
HazMat Sustainment	Up to \$55,000
MARC Sustainment	Up to \$6,500

To confirm acceptance of this funding, please complete and sign the Grant Acceptance Confirmation on the following page and return it to ESF49Grants@myfloridacfo.com by August 31, 2026. Upon receipt of the completed and signed form, a Contract Manager will contact your agency regarding the grant agreement and associated documentation, including additional guidance on eligible expenditures and grant requirements. The performance period for this award will end on June 30, 2027.

Funding will be provided on a reimbursement basis for eligible expenditures made in accordance with the executed grant agreement. No expenses are eligible for reimbursement until the grant agreement has been fully executed by both parties.

We appreciate Tallahassee Fire Department's continued partnership and commitment to maintaining Florida's emergency response capabilities. We look forward to working with you throughout the grant period and supporting the continued readiness of FL-TF 7, HM-2A, and MARC 2.

Sincerely,

JoAnne E. Rice, Director
Division of State Fire Marshal

bh

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

JoAnne E. Rice • Director
Division of State Fire Marshal
200 East Gaines St. • Tallahassee, FL 32399-0340 • Tel. 850-413-3610
Email • ESF49Grants@myfloridacfo.com



DIVISION OF
STATE FIRE MARSHAL
FLORIDA DEPARTMENT OF FINANCIAL SERVICES



GRANT ACCEPTANCE CONFIRMATION

Grantee Information

Grantee:	
	<i>The Grantee name MUST exactly match the legal entity name registered with the Florida Department of State and MyFloridaMarketplace (MFMP).</i>
Federal ID (FEIN):	
Mailing Address:	
City, State, ZIP:	
Physical Address:	
City, State, ZIP:	

Fire Chief or Agency Head

Name:	
Title:	
Phone:	
Email:	

Project Manager – Primary Point of Contact:

Name:	
Title:	
Phone:	
Email:	

Grant Manager or Financial Point of Contact:

Name:	
Title:	
Phone:	
Email:	

Alternate Point of Contact:

Name:	
Title:	
Phone:	
Email:	

By digitally signing below, the undersigned certifies that they are authorized to act on behalf of the Grantee identified above and confirms the Grantee's acceptance of the funding identified in the accompanying award notification. The Grantee acknowledges that the award is subject to the terms and conditions of a fully executed grant agreement and that costs incurred prior to execution of the grant agreement may not be eligible for reimbursement.

Signature of Authorized Official

Title of Authorized Official



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 8.5 Approval IFB-087-26-KM for Citywide Towing,
Vehicle Recovery, Transport, and Storage Services
-- Jeffery Shepard, Fleet Management**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	100,000.00
Budgeted	Yes
Budget Source	The estimated cost for the services is approximately \$100,000 per year or \$500,000 over a five-year period. The estimate is based on the expenditures under the previous agreement for these same services. Funding will be provided from the approved operating budget.
Recommended Action	Option 1: Approve the award under IFB 087-26-KM to the only responsive bidder, Parkway Wrecker Service, Inc., for citywide towing, vehicle recovery, transport, and storage services and to enter into a three-year (3) contract with two (2) one-year renewal options not to exceed \$500,000 authorizing the City Manager, or designee, to execute the same in accordance with the terms of the solicitation.

For more information, please contact: Jeff Shepard, Fleet Director, (850) 891-5656 or Kathy Crum, Fleet Contract Manager, (850) 891-5229

Statement of Issue

This agenda item is seeking for the City Commission to approve the award under IFB 087-26-

KM to the only responsive bidder, Parkway Wrecker Service, Inc., and allow for the execution of a three-year contract with two one-year renewal options for City-wide Towing, Vehicle Recovery, Transport, and Storage Services for the Fleet Management Department (FMD), Tallahassee Police Department (TPD), and the Tallahassee Fire Department (TFD).

Recommended Action

Option 1: Approve the award under IFB 087-26-KM to the only responsive bidder, Parkway Wrecker Service, Inc., for citywide towing, vehicle recovery, transport, and storage services and to enter into a three-year (3) contract with two (2) one-year renewal options not to exceed \$500,000 authorizing the City Manager, or designee, to execute the same in accordance with the terms of the solicitation.

Fiscal Impact

The estimated cost for the services is approximately \$100,000 per year or \$500,000 over a five-year period. The estimate is based on the expenditures under the previous agreement for these same services. Funding will be provided from the approved operating budget.

Supplemental Material/Issue Analysis

History/Facts & Issues

The current agreement (City Contract No. 4845) for these services is approaching expiration, requiring the City to procure a new vendor to ensure the uninterrupted provision of towing, transportation, vehicle recovery, and storage services. These services include City-owned vehicles; vehicles held as evidence or seized for forfeiture by TPD and TFD; and improperly parked, abandoned, recovered, or impounded vehicles requiring towing at the direction of TPD and/or Parking Enforcement. Services for City-owned vehicles are compensated at the rates identified in the Vendor's proposal, while public impound and trespass tows are charged in accordance with the Vendor's approved rates under Section 20-168 of the City of Tallahassee Code of Ordinances. The selected Vendor is responsible for complying with all applicable federal, state, and local laws governing towing, storage, fee schedules, lien procedures, and the collection of lawful towing and storage charges.

Department(s) Review

Procurement; Resource Management; City Attorney's Office

Options

1. Approve the award under IFB 087-26-KM to the only responsive bidder, Parkway Wrecker Service, Inc., for citywide towing, vehicle recovery, transport, and storage services and to enter into a three-year (3) contract with two (2) one-year renewal options not to exceed \$500,000 authorizing the City Manager, or designee, to execute the same in accordance with the terms of the solicitation.
2. Re-bid for these services.

Attachments/References:

1. Attachment 1 - Notice of Intent to Award IFB-087-26-KM



NOTICE OF INTENT TO AWARD

Invitation to Bid No. and Title: IFB-087-26-KM - Vehicle Towing & Storage Services for the City of Tallahassee

Bid Due Date and Time: June 25, 2026 @ 2:30 pm EDT

Purchasing Agent: ReGina Register

Award Date and Time:

	1	2	3	4	5	6
VENDOR NAMES: <i>(from lowest to highest BID TOTAL)</i>	Parkway Wrecker Service, Inc.					
<i>Responsive (Y/N)</i>	Y					
<i>Satisfies MWBE/DBE Goal (Y/N)</i>	NA					
<i>Local Vendor Preference (Y/N)</i>	Y					
Bid	\$12,271.00					
Alternates/Options	NA					
BID TOTAL	12271					

Awarded Vendor:

Parkway Wrecker Service, Inc.

Purchasing Agent Signature:

ReGina Register

Department Representative Signature:

Non-Responsive Reason Codes

- 1 - Late Bid
- 2 - Did not provide MWBE documentation
- 3 - Conditioned or Qualified their Bid
- 4 - Failed to Submit Mandatory Documentation
- 5 - Not Qualified or Licensed
- 6 - Not Responsible (suspended, disbarred or in default)
- 7 - Incomplete Response or Bid

BID PROTEST: For protest related to the evaluation of proposals or staff recommendation of award, a written notice of intent to protest must be filed with Procurement Services Division at Veronica.McCrackin@talgov.com within 72 hours (excludes weekends and holidays) after posting of the Notice of Inten to Award and a written protest must be filed with Procurement Services Division at the aforementioned email address no later than 5:00 p.m. Eastern Time, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. (See [Grievance Procedures of the foregoing solicitation for more details](#))



**CITY OF
TALLAHASSEE**

**Wednesday, August 26, 2026
City Commission Meeting**

Subject

**8.6 (ITEM PULLED FROM CONSENT AND
RENUMBERED AS 9.2) Authorization to Accept and
Expend FDOT Pedestrian and Bicycle Safety Funds,
FY26/FY27 FDLE Task Force Funds, and Equipment
-- Chief Lawrence Revell, Police**

Item pulled from Consent by Commissioner Porter and renumbered as 9.02)



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 8.7 Approve Recommendation to Award Contracts
for Continuing Consulting Real Estate Appraisal
Services (RFP-052-26-RR) -- Rob McGarrah,
Underground Utilities & Public Infrastructure**

Category	Consent
Fiscal Impact	No
Recommended Action	Option 1: Approve recommendation to award contracts for continuing Consulting Real Estate Appraisal Services (RFP-052-26-RR), and authorize the City Manager, or designee, to negotiate and execute three-year appraisal contracts, with an option to extend services for three, one-year extensions with Diskin Property Research, CBRE, Inc., Cureton Johnson & Associates, LLC, Ketcham Group, BBG, Inc., and Cushman & Wakefield Regional, LLC.

For more information, please contact: Rob McGarrah, General Manager-Underground Utilities & Public Infrastructure, (850) 891-5109 or Robert Culverhouse, Underground Utilities & Public Infrastructure, (850) 891-8068

Statement of Issue

This item seeks City Commission approval to award contracts for continuing Consulting Real Estate Appraisal Services (RFP-052-26-RR), and authorize the City Manager, or designee, to execute three-year contracts with an option to extend services for three, one-year extensions with Diskin Property Research, CBRE, Inc., Cureton Johnson & Associates, LLC, Ketcham Group, BBG, Inc., and Cushman & Wakefield Regional, LLC. Based upon the City's current volume of work for appraisal services, executing contracts with these six responsive and qualified bidders will ensure appraisal services needs are met in a timely and cost-effective manner. The City's current real estate appraisal services contracts will expire on October 31,

2026.

Recommended Action

Option 1: Approve recommendation to award contracts for continuing Consulting Real Estate Appraisal Services (RFP-052-26-RR), and authorize the City Manager, or designee, to negotiate and execute three-year appraisal contracts, with an option to extend services for three, one-year extensions with Diskin Property Research, CBRE, Inc., Cureton Johnson & Associates, LLC, Ketcham Group, BBG, Inc., and Cushman & Wakefield Regional, LLC.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Supplemental Material/Issue Analysis

History/Facts & Issues

The City routinely solicits appraisers to perform appraisal services on capital projects as well as for numerous miscellaneous real estate sales and purchases. Appraisers are also solicited for consulting assignments and as expert witnesses at valuation trial proceedings.

In 2021-2022, the City Commission approved the award of continuing services contracts for appraisal services to five qualifying firms. The resultant contracts will expire October 31, 2026. The current contract format provides for an hourly rate for specific administrative services as well as for the licensed professional performing the appraisal task. This has allowed staff to accurately forecast costs for appraisals, reviews, and consulting assignments.

On April 8, 2026, a Request for Proposals (RFP) was released anticipating an award of contracts to a minimum of three appraisal firms meeting the qualifications outlined in the RFP. Bids were solicited through the Euna Procurement Portal. On June 9, 2026, the selection committee met and ranked the submissions based on experience/past performance, references, approach and method, local business preference, and costs of services. Due to limited subcontracting opportunities and professional license requirements, the Office of Economic Vitality/MWSBE Office waived the MWBE requirement for this bid. Six proposals were received; all six submissions were deemed substantially responsive.

Based upon the current volume of work for appraisal services, it is apparent there continues to be a need for multiple firms from which to choose due to unique types of appraisal assignments, potential conflicts of interest, workload and scheduling conflicts, and competitive bidding for work assignments.

Department(s) Review

Resource Management; City Attorney's Office

Options

1. Approve recommendation to award contracts for continuing Consulting Real Estate Appraisal Services (RFP-052-26-RR), and authorize the City Manager, or designee, to negotiate and execute three-year appraisal contracts, with an option to extend services for three, one-year extensions with Diskin Property Research, CBRE, Inc., Cureton Johnson & Associates, LLC, Ketcham Group, BBG, Inc., and Cushman & Wakefield Regional, LLC.
2. Do not approve recommendation to award contracts and provide alternate direction to staff.

Attachments/References:

1. Attachment 1 - Notice of Intended Decision - Recommendation of Award (RFP-052-26-RR)



Notice of Intended Decision - Recommendation of Award

RFP-052-26-RR Real Estate Appraisal Consulting Services

ReGina Register

6/9/2026

Time: 01:00 PM

As to the above referenced competitive solicitation, the City of Tallahassee recommends awarding to all six (6) of the following vendors:

- 1) Diskin Property Research – 92.38
- 2) CBRE, Inc. – 80.27
- 3) Cureton Johnson & Associates, LLC – 79.80
- 4) Ketcham Group – 72.81
- 5) BBG, Inc. – 67.16
- 6) Cushman & Wakefield Regional, LLC – 63.85

Please note the award made to all six (6) Respondents listed above., may be subject to City Commission Approval. Additionally, this award may be subject to negotiation.

BID PROTEST: For protest related to the evaluation of proposals or staff recommendation of award, a written notice of intent to protest must be filed with Procurement Services Division at Veronica.McCrackin@talgov.com within 72 hours (excludes weekends and holidays) after posting of the Notice of Intended Decision- Recommendation of Award. (See Grievance Procedures of the foregoing solicitation for more details)

**POSTING IS VALID FOR 72 CONSECUTIVE HOURS FROM THE DATE AND TIME STATED ABOVE,
EXCLUDING SATURDAYS, SUNDAYS, AND CITY HOLIDAYS.**

ReGina Register
Purchase Agent

Department



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **8.8 Authorize a Joint Project Agreement with Leon County for the Relocation of City Water Infrastructure: Ford's Arm South -- Rob McGarrah, Underground Utilities & Public Infrastructure**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	100,000.00
Budgeted	Yes
Budget Source	Funding to support the City's portion of this item has been identified in the Water System Engineering master project within the Five-Year Capital 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 of a City water main.

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 negotiate and execute a Joint Project Agreement (JPA) with Leon County for the relocation of a City water main that conflicts with the County's Ford's Arm South Timberlane Road Culvert Replacement Project.

This relocation will reroute the water main to allow for the installation of new stormwater box culverts.

Recommended Action

Option 1: Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Leon County for the relocation of a City water main.

Fiscal Impact

The City's estimated cost is \$100,000 and includes construction, inspection, and staff costs.

Supplemental Material/Issue Analysis

History/Facts & Issues

Leon County is scheduled to bid the Ford's Arm South Timberlane Road Culvert Replacement Project in Spring 2027. The project includes the construction of multiple stormwater box culverts and channel stabilization improvements to reduce erosion and sediment transport into the Ford's Arm section of Lake Jackson.

The proposed culverts conflict with an existing City water main, making relocation necessary before construction can proceed. A Joint Project Agreement between the City and Leon County establishes the terms under which the County will incorporate the utility relocation into its construction contract.

Incorporating the utility relocation into the County's project is expected to reduce construction costs, improve project coordination, and minimize traffic impacts compared to completing the work under a separate City contract.

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 of a City water main.
2. Provide staff with alternate direction.

Attachments/References:

None



**CITY OF
TALLAHASSEE**

**Wednesday, August 26, 2026
City Commission Meeting**

Subject

**8.9 (ITEM PULLED FROM CONSENT AND
RENUMBERED AS 9.1) Authorize a Joint Project
Agreement with Blueprint Intergovernmental
Agency for the Northeast Corridor Connector:
Bannerman Road Project -- Rob McGarrah,
Underground Utilities & Public Infrastructure**

This item was pulled from Consent by Commissioner Matlow and renumbered as 9.01.



**Wednesday, August 26, 2026
City Commission Meeting**

Subject 8.10 Approval of a Continuing Services Contract to provide Magnesium Hydroxide for Odor and Corrosion Control (IFB-067-26-CPW) -- Rob McGarrah, Underground Utilities & Public Infrastructure

Category	Consent
Fiscal Impact	Yes
Dollar Amount	\$8,753,862.00
Budgeted	Yes
Budget Source	Funding to support purchases under this contract will be provided from appropriated WasteWater operating funds as costs as incurred.
Recommended Action	Option 1: Approve and authorize the City Manager, or designee, to negotiate and execute a five-year contract with an optional one-time, two-year extension to Garrison Minerals, to furnish magnesium hydroxide slurry to the City's wastewater odor control sites.

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 approval to award a five-year continuing services contract with an optional

one-time, two-year extension to Garrison Minerals. Under this contract, the vendor will furnish Magnesium Hydroxide Slurry to the City for odor and corrosion control in the wastewater system. The use of magnesium hydroxide slurry in the wastewater collection system assists in meeting permit and regulatory requirements.

Recommended Action

Option 1: Approve and authorize the City Manager, or designee, to negotiate and execute a five-year contract with an optional one-time, two-year extension to Garrison Minerals, to furnish magnesium hydroxide slurry to the City's wastewater odor control sites.

Fiscal Impact

Based on historical information and projected chemical usage, annual costs under this contract are estimated to be approximately \$1.25 million per year. Funding will be provided from the approved operating budget.

Supplemental Material/Issue Analysis

History/Facts & Issues

Since 2020, the City has used magnesium hydroxide for odor and corrosion control within the wastewater collection system. This product is currently being supplied under a contract with Premier Magnesia, LLC.

The non-hazardous chemical has proven effective in reducing sewer system odors. In addition, this product provides a number of additional benefits including reducing operating costs at the T.P. Smith Water Reclamation Facility, decreased phosphorus buildup on treatment equipment, improved treatment plant performance, and improved effluent water quality while meeting all permit and regulatory requirements. The product has demonstrated significant value to the City's wastewater operations.

The current contract with Premier Magnesia, LLC is expiring. To continue this treatment program, Procurement issued an Invitation for Bid for the furnishing and delivery of magnesium hydroxide slurry in accordance with the City's technical specifications. Three responsive bids were received from qualified vendors, with Garrison Minerals of Denver, Colorado, submitting the lowest responsive and responsible bid. The City's wastewater collection system includes the necessary storage and feed facilities to support the continued use of this treatment program.

Department(s) Review

Procurement Services

Options

1. Approve and authorize the City Manager, or designee, to negotiate and execute a five-

- year contract with an optional one-time, two-year extension to Garrison Minerals, to furnish magnesium hydroxide slurry to the City's wastewater odor control sites.
2. Provide staff with alternate direction.

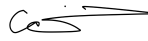
Attachments/References:

1. Attachment 1 - Notice of Intent to Award - IFB-067-26-CPW



NOTICE OF INTENT TO AWARD
 IFB-067-26-CPW Magnesium Hydroxide
 Bid Due Date and Time: 6/30/26 at 2:30 PM
 Purchasing Agent:Carolynn Wilhite
 Award Date and Time: 7/15/2026

	1	2	3	4	5	6
VENDOR NAMES: <i>(from lowest to highest BID TOTAL)</i>	Garrison Minerals	Polytech	Odyssey MFG. Company			
<i>Responsive (Y/N)</i>	Y	Y	Y			
<i>Satisfies MWBE/DBE Goal (Y/N)</i>	NA	NA	NA			
<i>Local Vendor Preference (Y/N)</i>	N	N	N			
Bid	\$23.87	\$24.71	\$26.05			
Alternates/Options						
BID TOTAL	\$23.87	\$24.71	\$26.05			

Awarded Vendor: Garrison Minerals
 Purchasing Agent Signature: 
 Department Representative Signature: 

BID PROTEST: For protest related to the evaluation of proposals or staff recommendation of award, a written notice of intent to protest must be filed with Procurement Services Division at Veronica.McCrackin@talgov.com within 72 hours (excludes weekends and holidays) after posting of the Notice of Intent to Award and a written protest must be filed with Procurement Services Division at the aforementioned email address no later than 5:00 p.m. Eastern Time, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. (See Grievance Procedures of the foregoing solicitation for more details)



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **8.11 Approval of Resolutions 26-R-26 and 26-R-27, Authorizing the City Manager, or Designee, to Execute Tri-Party Agreements with the Florida Department of Transportation and Florida Gulf & Atlantic Railroad LLC for Traffic Control Devices -- Rob McGarrah, Underground Utilities & Public Infrastructure**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	\$3,934.00
Budgeted	Yes
Budget Source	Funding will be provided from appropriated Underground Utilities & Public Infrastructure operating funds through the Traffic Operations Division.
Recommended Action	Option 1: Approve Resolutions 26-R-26 and 26-R-27 and authorize the City Manager, or designee, to enter into and execute Tri-Party agreements with the Florida Department of Transportation and Florida Gulf & Atlantic Railroad LLC.

For more information, please contact: Rob McGarrah, General Manager-Underground Utilities & Public Infrastructure, (850) 891-5109, or Eric Gooch, Underground Utilities & Public Infrastructure, (850) 891-2859

Statement of Issue

At the request of the Florida Department of Transportation (FDOT), this item requests Commission approval of Resolutions 26-R-26 and 26-R-27, authorizing the City Manager, or designee, to enter into and execute Tri-Party agreements with FDOT and Florida Gulf & Atlantic Railroad LLC, to replace the railroad crossing signal infrastructure at Stearns Street and Myers Park Drive. This project supports the City Commission's strategic objective to "enhance the City's network of roads, bike lanes, and sidewalks," (City Strategic Plan, Priority Area: Public Infrastructure, Objective 4.4).

Recommended Action

Option 1: Approve Resolutions 26-R-26 and 26-R-27 and authorize the City Manager, or designee, to enter into and execute Tri-Party agreements with the Florida Department of Transportation and Florida Gulf & Atlantic Railroad LLC.

Fiscal Impact

Approval of this item does not create a new financial obligation. The City's existing annual maintenance responsibility of approximately \$3,934 will continue under these agreements.

Supplemental Material/Issue Analysis

History/Facts & Issues

The railroad crossings located at Stearns Street and Myers Park Drive are currently scheduled for improvements through a Florida Department of Transportation (FDOT) railroad crossing signal upgrade project. FDOT has secured federal funding to replace and upgrade the existing railroad roadway crossing signal equipment at both locations. The construction activities associated with these improvements will be completed by Florida Gulf & Atlantic Railroad LLC on behalf of FDOT.

In accordance with Florida Statutes §§ 334.044 and 335.141 and Florida Administrative Code Rule 14-57.011, the City is responsible for 50% of the railroad crossing signal maintenance costs for crossings located on public roadways. The maintenance cost is \$1,967 per crossing annually, resulting in a combined annual maintenance obligation of approximately \$3,934 for the Stearns Street and Myers Park Drive crossings. The City is already responsible for, and currently pays, its share (50%) of the ongoing maintenance costs associated with these railroad crossing signal systems.

Following completion of the FDOT-funded project, the City's maintenance responsibility will continue at the same established cost-sharing level. The project will replace and upgrade existing railroad crossing signal infrastructure without creating a new financial obligation beyond the City's existing annual maintenance commitment.

The upgraded crossing signal systems will improve the reliability, safety, and operational

performance of the railroad crossings while ensuring continued compliance with current FDOT and railroad safety standards. The City's continued participation in the maintenance program will support the long-term operation and effectiveness of the upgraded crossing infrastructure.

At the direction of FDOT, staff is seeking City Commission action to adopt these Resolutions to execute Agreements.

Department(s) Review

City Attorney's Office

Options

1. Approve Resolutions 26-R-26 and 26-R-27 and authorize the City Manager, or designee, to enter into and execute Tri-Party agreements with the Florida Department of Transportation and Florida Gulf & Atlantic Railroad LLC.
2. Provide staff with alternate direction.

Attachments/References:

1. Attachment 1 - Resolution 26-R-26
2. Attachment 2 - Resolution 26-R-27

CITY RESOLUTION
GRADE CROSSING AND CROSSING TRAFFIC CONTROL DEVICES, FUTURE RESPONSIBILITY

FINANCIAL PROJECT NO.	ROAD NAME OR NUMBER	COUNTY NAME	PARCEL & R/W NUMBER	FAP NUMBER
458259-1-57-01	Myers Park Dr	LEON	1(55000-SIGH)	D326-068-B

A RESOLUTION AUTHORIZING EXECUTION OF A RAILROAD REIMBURSEMENT AGREEMENT FOR THE CONSTRUCTION OF RAILROAD GRADE CROSSINGS, INSTALLATION OF TRAFFIC CONTROL DEVICES FOR RAILROAD GRADE CROSSINGS, AND FUTURE MAINTENANCE AND ADJUSTMENT OF SAID CROSSINGS AND DEVICES AND PROVIDING FOR THE FUTURE EXPENDITURE OF FUNDS.

RESOLUTION NO. 26-R-26

WHEREAS, the State of Florida Department of Transportation is constructing, reconstructing, or otherwise changing a portion of the public road system, on Myers Park Drive, which shall call for the installation and maintenance of railroad grade crossings and traffic control devices for railroad grade crossings over or near said highway; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE:

1. That the City of Tallahassee enter into a RAILROAD REIMBURSEMENT AGREEMENT with the State of Florida Department of Transportation and the Florida Gulf & Atlantic Railroad, LLC Company for the installation and maintenance of certain grade crossings and traffic control devices for grade crossings designated as Financial Project ID 458259-1-57-01 on Myers Park Drive which crosses the right of way and tracks of the Company at FDOT/AAR Crossing No. 625584Y located in Tallahassee, Florida.
2. That the City assumes its share of the costs for future maintenance and/or adjustment of said grade crossings and traffic control devices for grade crossings as designated in the RAILROAD REIMBURSEMENT AGREEMENT.
3. That the City Manager, or designee, is authorized to execute such agreements with the State of Florida Department of Transportation and the Florida Gulf & Atlantic Railroad, LLC Company as herein described.

ADOPTED by the City Commission of the City of Tallahassee, Florida, this 26th day of August 2026.

CITY OF TALLAHASSEE

By: _____
 John E. Dailey
 Mayor

ATTEST:

APPROVED AS TO FORM:

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

By: _____
 Amy M. Toman
 City Attorney

CITY RESOLUTION
GRADE CROSSING AND CROSSING TRAFFIC CONTROL DEVICES, FUTURE RESPONSIBILITY

FINANCIAL PROJECT NO.	ROAD NAME OR NUMBER	COUNTY NAME	PARCEL & R/W NUMBER	FAP NUMBER
458260-1-57-01	Stearns St	LEON	1(55000-SIGH)	D326-068-B

A RESOLUTION AUTHORIZING EXECUTION OF A RAILROAD REIMBURSEMENT AGREEMENT FOR THE CONSTRUCTION OF RAILROAD GRADE CROSSINGS, INSTALLATION OF TRAFFIC CONTROL DEVICES FOR RAILROAD GRADE CROSSINGS, AND FUTURE MAINTENANCE AND ADJUSTMENT OF SAID CROSSINGS AND DEVICES AND PROVIDING FOR THE FUTURE EXPENDITURE OF FUNDS.

RESOLUTION NO. 26-R-27

WHEREAS, the State of Florida Department of Transportation is constructing, reconstructing, or otherwise changing a portion of the public road system, on Stearns Street, which shall call for the installation and maintenance of railroad grade crossings and traffic control devices for railroad grade crossings over or near said highway; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE:

1. That the City of Tallahassee enter into a RAILROAD REIMBURSEMENT AGREEMENT with the State of Florida Department of Transportation and the Florida Gulf & Atlantic Railroad, LLC Company for the installation and maintenance of certain grade crossings and traffic control devices for grade crossings designated as Financial Project ID 458260-1-57-01 on Stearns Street which crosses the right of way and tracks of the Company at FDOT/AAR Crossing No. 625584Y located in Tallahassee, Florida.
2. That the City assumes its share of the costs for future maintenance and/or adjustment of said grade crossings and traffic control devices for grade crossings as designated in the RAILROAD REIMBURSEMENT AGREEMENT.
3. That the City Manager, or designee, is authorized to execute such agreements with the State of Florida Department of Transportation and the Florida Gulf & Atlantic Railroad, LLC Company as herein described.

ADOPTED by the City Commission of the City of Tallahassee, Florida, this 26th day of August 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

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

By: _____
Amy M. Toman
City Attorney



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 8.12 Approval of Minutes -- James O. Cooke, IV,
City Treasurer-Clerk**

Category	Consent
Fiscal Impact	No
Recommended Action	Approve the minutes of the specified meeting(s).

Anyone wishing to obtain a copy of the minutes should contact the Treasurer-Clerk's Office at (850) 891-8130

STATEMENT OF ISSUE

Request approval of the minutes of the following City Commission meeting(s):

June 10, 2026 – Workshop (Budget)

June 10, 2026 – Regular Meeting

July 06, 2026 – Special Meeting (Southwood DRI Notice of Violation Hearing)



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **9.1 (PREVIOUSLY ITEM 8.9) Authorize a Joint Project Agreement with Blueprint Intergovernmental Agency for the Northeast Corridor Connector: Bannerman Road Project -- Rob McGarrah, Underground Utilities & Public Infrastructure**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	9,500,000.00
Budgeted	Yes
Budget Source	Funding to support the City's portion of this item will be sourced from appropriations in the Water and Sewer System Engineering master projects in the Five Year Capital Plan.
Recommended Action	Option 1: Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Blueprint Intergovernmental Agency for the relocation and upgrade of water and sewer infrastructure associated with the Northeast Corridor Connector: Bannerman Road 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 negotiate and execute a Joint Project Agreement with Blueprint for relocation and upgrade of water and sewer infrastructure related to the Northeast Corridor Connector Project. The JPA is required to define the terms and conditions under which the Utility Work (Utility Relocation Work and Utility Upgrade Work) will be performed.

Recommended Action

Option 1: Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Blueprint Intergovernmental Agency for the relocation and upgrade of water and sewer infrastructure associated with the Northeast Corridor Connector: Bannerman Road Project.

Fiscal Impact

The City's estimated cost is \$9,500,000 and includes construction, inspection, and staff costs.

Supplemental Material/Issue Analysis

History/Facts & Issues The Blueprint Northeast Corridor Connector Project (Project) includes widening Bannerman Road from Quail Common Drive to Preservation Road, constructing medians and turn lanes between Quail Common Drive and Meridian Road, and adding multimodal and stormwater improvements.

The Project will impact existing City water and sewer infrastructure, requiring the relocation and adjustment of utilities that conflict with the proposed roadway improvements or would otherwise become inaccessible or difficult to maintain. In conjunction with these required relocations, the City proposes to complete utility system upgrades within the project corridor, including replacing an existing 10-inch water main with a 12-inch water main to improve system capacity and pressure, and installing a new 24-inch sewer force main as part of a regional wastewater system improvement. These utility upgrades are intended to enhance the City's infrastructure and are separate from the utility relocations required to accommodate the roadway project.

To coordinate these efforts, the City and Blueprint propose entering into a Joint Project Agreement (JPA) that establishes the terms and conditions for the design and construction of both the required utility relocations and the City's utility upgrades. Blueprint anticipates beginning construction in late 2027. Delivering the work under a single construction contract will improve project coordination, reduce construction conflicts, minimize impacts to the traveling public, and achieve cost efficiencies.

The City's estimated cost for the utility upgrade work is approximately \$9.5 million, consisting of approximately \$1.5 million for water improvements and approximately \$8 million for sewer improvements. Funding has been identified within the Water System Engineering and Wastewater Collection Engineering master funds, as well as the Northeast Forcemain and Pump Station Improvements project, all included in the City's five-year Capital Improvement Plan. These funds will support the design, construction, inspection, and project management costs associated with the City's utility upgrade work. Blueprint will fund the utility relocation work required for its roadway project.

Department(s) Review

Resource Management; City Attorney's Office; Blueprint Intergovernmental Agency

Options

1. Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Blueprint Intergovernmental Agency for the relocation and upgrade of water and sewer infrastructure associated with the Northeast Corridor Connector: Bannerman Road Project.
2. Provide staff with alternate direction.

Attachments/References:

None



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 9.2 (PREVIOUSLY ITEM 8.6) Authorization to
Accept and Expend FDOT Pedestrian and Bicycle
Safety Funds, FY26/FY27 FDLE Task Force Funds,
and Equipment -- Chief Lawrence Revell, Police**

Category	Consent
Fiscal Impact	Yes
Dollar Amount	75,000.00
Budgeted	No
Budget Source	There are no matching funds required to accept the grants and equipment.
Recommended Action	Option 1: Authorize the City Manager, or designee, to accept and expend FDOT Pedestrian and Bicycle Safety Funds and FY26/FY27 FDLE Task Force Funds, and to accept and utilize donated equipment from the Department of Homeland Security. Authorize additional reimbursement from FDLE if funds are available.

For more information, please contact: Mike Suleski, TPD Assistant Chief, 850-891-4297

Statement of Issue

The City of Tallahassee has received notice of two grant awards:

- An award of \$40,500 from the Institute of Police Technology and Management (IPTM) as a sub-award from the Florida Department of Transportation (FDOT) for Pedestrian and Bicycle Safety High Visibility Enforcement and Support.

- An award of \$30,000 from the Florida Department of Law Enforcement for Tallahassee Police Department's (TPD) participation on the Electronic Surveillance Support Team and Cyber High Tech Task Force (ESST). This award provides reimbursement of eligible expenses and may increase based on task force activity and FDLE funding availability.

Additionally, the U.S. Department of Homeland Security Investigations (HSI) provided computer equipment valued at \$4,500 to TPD to be used in the investigation of violent crimes. Commission approval is sought to accept and expend the grant funds and to accept and utilize the computer equipment provided by HSI. These actions align with the Public Safety priority area of the FY2025 – 2029 Strategic Plan.

Recommended Action

Option 1: Authorize the City Manager, or designee, to accept and expend FDOT Pedestrian and Bicycle Safety Funds and FY26/FY27 FDLE Task Force Funds, and to accept and utilize donated equipment from the Department of Homeland Security. Authorize additional reimbursement from FDLE if funds are available.

Fiscal Impact

There are no matching funds required to accept the grants and equipment.

Supplemental Material/Issue Analysis

History/Facts & Issues

The Institute of Police Technology and Management has received a grant award from the Florida Department of Transportation that supports a state-wide program to provide public education and a high-visibility law enforcement campaign devoted to reducing traffic crashes resulting in serious and fatal injuries to pedestrians and bicyclists. IPTM grant funds from FDOT in the amount of \$40,500 will be sub-awarded to the City of Tallahassee in support of TPD overtime expenses for specially trained sworn personnel to conduct this program locally. Enforcement activities are restricted to twenty-one (21) FDOT defined city locations, with further restrictions to days of the week and hours of the day for each site, in accordance with the terms and conditions of the grant.

TPD is a participating agency on the Florida Department of Law Enforcement Electronic Surveillance Support Team and Cyber High Tech Task Force. This task force is utilized in criminal and missing person cases which require specialized expertise and have the potential to cross jurisdictional boundaries. FDLE provides funding for ESST member reimbursement for overtime costs incurred by participating task force members, mileage costs incurred during task force operations, and pre-approved travel and training expenses that support task force initiatives. The actual award amount associated with this grant may increase, as reimbursements are dependent upon workload, approved travel and training expenses, and the availability of additional funds.

TPD also works in cooperation with the Department of Homeland Security in the investigation of gun and drug related violent crimes. HSI has provided TPD with an upgraded computer, monitor, power backup, and accessories to enhance the speed and capability of digital forensic investigations. This equipment will allow for the faster processing of information and additional review of evidence within a reduced timeframe.

Department(s) Review

Resource Management; Grants & Enterprise Resources

Options

1. Authorize the City Manager, or designee, to accept and expend FDOT Pedestrian and Bicycle Safety Funds and FY26/FY27 FDLE Task Force Funds, and to accept and utilize donated equipment from the Department of Homeland Security. Authorize additional reimbursement from FDLE if available.
2. Do not accept the FDOT Pedestrian and Bicycle Safety Funds and FY26/FY27 FDLE Task Force Funds and return equipment provided by HSI.

Attachments/References:

None



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 10.1 Board of Adjustment & Appeals Appointment -
- James O. Cooke, IV, City Treasurer-Clerk**

Category	City Commission Items
Fiscal Impact	No
Recommended Action	Option1: Reappoint Jean Calixte to Seat 1, and Lauren Buecker to Seat 2, on the Board of Adjustment & Appeals.

For more information, please contact: Angela Ivy, (850) 891-8084

Statement of Issue

The Board of Adjustment & Appeals and the Mayor's office respectfully request the City Commission's consideration of the following appointment:

- Seat #1 – Jean Calixte – whose term expired on June 30, 2026, is eligible and interested in reappointment. If appointed, his term will commence on August 26, 2026, and expire on June 30, 2029. This will be his final term.
- Seat #2 – Lauren Buecker – whose term expired on June 30, 2026, is eligible and interested in reappointment. If appointed, her term will commence on August 26, 2026, and expire on June 30, 2029. This will be her final term.

The Board of Adjustment and Appeals has the following powers and duties under the zoning, housing, building, plumbing, gas, and fire prevention codes (regulatory codes) of the City and County: to hear and decide appeals, as set forth in the codes; to hear and decide variances for single-family and duplex dwelling units; and to perform such duties as may by ordinance be delegated to it, and which pertain to the above assigned powers.

The Board of Adjustment and Appeals shall be composed of three members appointed by the City Commission and three members appointed by the Board of County Commissioners, and a seventh member whose position shall alternately be appointed by the City and County. All appointees to the Board of Adjustment and Appeals shall be residents of the county and are required by Florida Statute 112.3144 to file financial disclosure.

Recommended Action

Option 1: Reappoint Jean Calixte to Seat 1, and Lauren Buecker to Seat 2, on the Board of Adjustment & Appeals.

Options

Option 1: Reappoint Jean Calixte to Seat 1, and Lauren Buecker to Seat 2, on the Board of Adjustment & Appeals.

Option 2: Do not appoint the applicants and direct staff to seek additional applicants.

Attachments/References:

1. Attachment 1 - Jean Calixte Application – Redacted
2. Attachment 2 - Lauren Buecker Application – Redacted
3. Attachment 3 - Membership Roster

Application Form

Profile

Date

06/10/2026

Jean
First Name

Calixte
Last Name

mr.calixte1@gmail.com
Email Address

Home: (804) 943-4605
Primary Phone

Alternate Phone

3331 Lenox Mill Road, Tallahassee, FL 32309
Home Address

TALLAHASSEE
City

FL
State

32309
Postal Code

Preferred Mailing Address

☒ Home Address

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

☒ No

Work Address - Address Line 1

215 S Monroe St #100

Work Address - City

Tallahassee

Work Address - State

☒ FL

Work Address - Postal Code

32399

Deloitte
Employer

Government and Public
Services Consultant
Job Title

Which Boards would you like to apply for?

Board of Adjustment & Appeals: Submitted
Affordable Housing Advisory Committee: Submitted
Audit Committee: Submitted
Frenchtown/Southside CRA Advisory Committee: Submitted
Tallahassee Housing Authority: Submitted
Minority, Women & Small Business Enterprise Citizen Advisory Committee: Submitted

Date of Birth

05/04/1981

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have over 21 years of military service. I have a master's in business administration and trained in Project Management Professional (PMP). I'm also a small business owner and have work in the Federal and State government on numerous projects.

Reference 1 (at least one)

Fatou Calixte 804-926-6031 3331 Lenox Mill Rd, Tallahassee Florida.

Reference 2

Richard Williams 850-617-1452 4052 Bald Cypress Way, Tallahassee Florida.

[Raymond_Calixte_Resume_6-26.pdf](#)

Upload a Resume

Education:

University of Mary

Degree received

Master of Business Administration

Graduate School Attended

University of Mary

Degree received

Master of Business Administration

Demographics

Ethnicity *

☒ African American

Gender *

☒ Male

Question applies to multiple boards

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to file such a form, if required? *

☒ yes

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

none

Are you a City resident?

☒ Yes ☐ No

Are you a City utility customer?

☒ Yes ☐ No

Are you a City property owner?

☒ Yes ☐ No

Are you a Leon County resident?

☒ Yes ☐ No

Are you a Leon County property owner?

☒ Yes ☐ No

Can you serve a full three-year term?

☒ Yes ☐ No

Are you younger than eighteen (18) years of age?

☐ Yes ☒ No

Are you a City of Tallahassee employee?

☐ Yes ☒ No

Can you regularly attend meetings?

☒ Yes ☐ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

☐ Yes ☒ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

☐ Yes ☒ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☒ I Agree

JEAN CALIXTE

Tallahassee, FL 32309

(804) 943-4605 | mr.calixte1@gmail.com | www.linkedin.com/in/raymond-calixte

PROFESSIONAL SUMMARY

Operations executive and U.S. Army veteran with more than 21 years of leadership experience driving large-scale programs, operational transformation, and enterprise performance across government and public sector organizations. Brings a strong record of leading complex portfolios spanning logistics, workforce optimization, contract management, grants administration, budget oversight, and resource planning. Known for aligning strategy with execution, strengthening governance, improving financial and operational discipline, and delivering measurable results in high-stakes environments. Combines senior leadership, analytical rigor, and risk management expertise to optimize performance, enhance accountability, and advance continuous improvement. Holds a Master of Business Administration and Project Management Professional certification, reinforcing a disciplined, strategic approach to execution and organizational impact.

- Risk Mitigation
- Contract Negotiation
- Vendor Management
- Strategic Planning
- Legislative Compliance
- Budget Forecasting
- Financial Oversight
- Process Optimization
- Grant Management

PROFESSIONAL EXPERIENCE

Deloitte | Tallahassee, FL Senior Consultant

04/2025 – Present

- Administered financial oversight for \$400 million in federal mitigation grants, delivering rigorous compliance with the Hazard Mitigation Grant Program (HMGP) and FMA Swift Current requirements.
- Input and maintain accurate data in grant management systems, such as the Disaster Emergency Management Electronic System and the Federal Emergency Management Agency Grants Outcomes system and generate required maps and documentation for Environmental and Historic Preservation reviews.
- Coordinate closely with the Project Management Office and Florida Division of Emergency Management reviewers through ongoing quality assurance and quality control processes, maintain thorough records, and contribute to continuous status reporting and data integrity efforts.
- Acted as financial liaisons between the client and their finance department to streamline non-federal cost-share check intake, doubling response from internal trackers to ensure county funding buckets were accurately tracked, withdrawals and refunds were processed, and alleviating client responsibilities so clients could focus on other core day-to-day tasks.
- Develop Smartsheet-based financial tracking tools to monitor project payments, support financial statement reconciliation, and ensure accurate cost remittance reporting.

Florida Department of Health | Tallahassee, FL Snr. Management Analysis Supervisor

02/2023 – 04/2025

- Directed a \$75M Invitation to Negotiate (ITN) contract, ensuring strategic alignment with organizational goals and driving successful outcomes under tight deadlines
- Oversaw a \$32M contract portfolio, managing key milestones and financial impacts to maximize operational efficiency and return on investment
- Led weekly strategic planning sessions with senior vendors and stakeholders, enhancing project delivery and stakeholder engagement
- Spearheaded team management, including talent acquisition, performance optimization, and training to build a high-performing workforce
- Ensured fiscal compliance with legislative budget allocations, aligning financial resources with organizational priorities

Department of Environmental Protection | Tallahassee, FL Community Assistance Consultant

10/2022 – 02/2023

- Delivered executive-level support to 89 grantees, streamlining application preparation and management, achieving a 100% implementation rate for public property access
- Directed \$13 million in contracts, maintaining strategic oversight of milestones and deliverables to ensure compliance and operational excellence
- Implemented federal laws and regulations in contract administration, including the management of change orders, claims, and closeouts, to mitigate risks and enhance operational integrity

- Designed and executed emergency preparedness strategies for key stakeholders and partners, including nationwide evacuation and shelter strategies
- Coordinated high-level disaster response activities, managing emergency operations centers to ensure compliance with state and federal regulatory frameworks

U.S. Army | Fort Irwin, CA

11/2019 – 03/2021

Senior. Logistic Coordinator and Liaison Officer, Logistics Management Division

- Managed a \$23M government and federal contract portfolio, streamlining daily operations for 3K service members and contractors to enhance mission readiness
- Directed the strategic disposition of \$1.5M in federal government equipment during combat operations, achieving a 36% reduction in expenditure
- Oversaw \$680 million in federal equipment assets, maintaining a 98% operational readiness rate through strategic asset management and resource allocation.

U.S Army | Fort Shafter, HI

05/2016 – 11/2019

Assistant Inspector General and Liaison Officer, Inspector General Office

- Oversaw military policy, compliance, and operations for 117,000+ soldiers and civilians across Army activities in Hawaii, Guam, Alaska, Korea, Japan, and California, strengthening accountability, operational effectiveness, and readiness.
- Delivered executive mission-status briefings that converted complex operational data into actionable recommendations, enabling faster decisions and stronger mission execution.
- Built strategic stakeholder partnerships that improved coordination, expanded organizational influence, and enhanced cross-functional execution.

ADDITIONAL MILITARY ROLES (2000 – 2016)

Senior Logistic Coordinator and Liaison Officer | Logistics Manager and Movement Officer
Military Intelligence Logistic Coordinator | Logistics Manager

EDUCATION | CERTIFICATIONS

Master of Business Administration (M.B.A.) Project Management | University of Mary
Bachelor of Arts (B.A.) Criminal Justice | St. Leo University
Associate of Arts (A.A.) Liberal Arts | University of Maryland

Project Management Professional (PMP) | Project Management Institute | 2024
Florida Certified Contract Manager | Florida Department of Management Services
Florida Certified Contract Negotiator | Florida Department of Management Services

Specialized Military Training:

Operational Contract Support Course | Army Logistics University
Contracting Officer Course | Army Logistics University

COMMUNITY INVOLVEMENT

County Chairman

Board of Adjustment and Appeals | Tallahassee, FL

2023 – Present

Appointed by the Board of County Commissioners to serve as a member. Conducts hearings on appeals and variances for the City of Tallahassee and Leon County. Conduct hearings to make findings of fact and, with the assistance of the BOAA attorney. Make conclusions of law to decide on the requested appeal or variance.

Audit Committee | Tallahassee, FL

2023 – Present

Appointed by the Board of County Commissioners to serve as a member. promote, maintain, and enhance the independence and objectivity of the internal audit function by ensuring broad audit coverage; adequate consideration of audit reports; and appropriate action on recommendations.

Application Form**Profile****Date**

03262026

Lauren

First Name

Michelle

Middle
Initial

Buecker

Last Name

Email Address

Primary Phone

Alternate Phone

Home Address

Suite or Apt

Tallahassee

City

FL

State

Postal Code

Preferred Mailing Address☒ Home Address**Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? ***☒ Yes, I now or previously meet any one of the conditions below**If you selected "Yes" to the above question regarding exemption from public records disclosure then please select the exempt person's status:**☒ Dept. of Children and Families investigator**Work Address - Address Line 1****Work Address - City**

Tallahassee

Work Address - State☒ FL**Work Address - Postal Code**

Florida Department of
Revenue

Employer

Operations Review Specialist

Job Title

Computer programmer

Occupation

Which Boards would you like to apply for?

Board of Adjustment & Appeals: Submitted

Other Names used (e.g...: Maiden Name)

n/a

Date of Birth

[REDACTED]

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I am a computer programmer for the state and I am an aviation student at Polk State College

Reference 1 (at least one)

Samantha Renee Dulak

[REDACTED]

[Lauren_TALGOV.pdf](#)

Upload a Resume

Education:

Florida State University

Degree received

Computer Criminology

Demographics

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

Question applies to multiple boards

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to file such a form, if required? *

☒ yes

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

☒ Yes ☐ No

Are you a City utility customer?

☒ Yes ☐ No

Are you a City property owner?

☒ Yes ☐ No

Are you a Leon County resident?

☒ Yes ☐ No

Are you a Leon County property owner?

☒ Yes ☐ No

Can you serve a full three-year term?

☒ Yes ☐ No

Are you younger than eighteen (18) years of age?

☐ Yes ☒ No

Are you a City of Tallahassee employee?

☐ Yes ☒ No

Can you regularly attend meetings?

☒ Yes ☐ No

Schedule Conflicts (Please enter None if no conflicts):

none

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

☐ Yes ☒ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

☐ Yes ☒ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☒ I Agree

LAUREN BUECKER

Operations Review Specialist

Highly skilled and experienced information technology specialist in web site design and computer forensic intelligence.

Areas of Expertise include:

- | | | |
|-------------------------------|---------------------------------|----------------------|
| □ Website Maintenance | □ Automatic Ticketing Systems | □ Programming |
| □ Google Analytics | □ Technological Troubleshooting | □ Customer Service |
| □ Documentation and Reporting | □ Criminology | □ Problem Resolution |

EXPERIENCE & NOTABLE CONTRIBUTIONS

Florida Department of Revenue • Tallahassee, FL • 2015 to Present

Operations Review Specialist

Maintain website and update relevant content. Perform dual testing procedures for the intranet and internet. Evaluate new operating systems and conducts program testing. Maintains proper documentation for Department wide training standards. Utilizes Google Analytics for data relevant to the audience that is visiting the department owned websites.

KEY ACCOMPLISHMENTS:

- Full Stack developer in LAMP (Linux, Apache, MySQL, PHP).
- Disaster Recovery mission essential employee, Developed Incident Management System to conform to NICS.
- SharePoint Migration from 2010 to 2013.
- SharePoint Migration from 2013 to 2016.
- SharePoint Migration from 2016 to 2019 and SharePoint Online.
- SharePoint 2013/2019 On-Premises development, administration, troubleshooting, and updating.
- SharePoint Online development and System Administration.
- PowerApps and Power Automate Design, develop, troubleshoot, and deploy
- Research and testing for future technology and other software to support the agency
- Project leadership and requirement gathering
- Internet Redesign (updating the look and functionality)
- Cloud Computing Testing (AWS-Amazon RDS, Route 53, Lightsail, EC2)
- Problem solving SharePoint 2013/2019/Online issues.
- Windows 10, Office 2016, Disaster Recovery and Direct Access testing
- Time Management in Portfolio and Project Management along with Rev-Trac system. And Cherwell Service Management.

Florida Department of Children and Family Services • Tallahassee, FL • 2014

CRIMINAL INTELLIGENCE TECHNICIAN, DCF ABUSE HOTLINE

Ran background checks on individuals calling in complaints to the Florida Abuse Hotline. Supported field agents by answering their calls for service, updating Florida Safe Families Network intake records and supplying that information to the agents

KEY ACCOMPLISHMENTS:

- Number 1 for 2 months on the number of records collected
- Helped build team moral

EDUCATION & TRAINING

Bachelor of Science in Computer Criminology

FLORIDA STATE UNIVERSITY | Tallahassee, FL | 2014

Associates of Arts General Studies

Valencia Community College | Orlando, FL | 2011

Computer Tutor | Tallahassee FL | 2015

Administering Windows Server 2012 (2015)

Visio 2013

PowerShell

SharePoint 2013 Workflows

FEMA Independent Study Courses

VOLUNTEER

American Red Cross 2015-Present

FSU Student Disability Resource Center 2014-Present

Board of Adjustment & Appeals

Board Roster

Jean Calixte

Email:	mr.calixte1@gmail.com	Appointing Authority:	City Commission
Phone:	Home: (804) 943-4605	Category:	City Appointee
Alt. Phone:		Dais Seat:	01
Address:	3331 Lenox Mill Road, Tallahassee, FL 32309	Gender:	Male
	TALLAHASSEE FL 32309	Race:	African American

Term:	1st Term
1st Appointment Date:	12/13/2023
Term Start Date:	06/01/2023
2nd Appointment Date:	
3rd Appointment Date:	N/A
4th Appointment Date:	N/A
Term Expires:	06/31/2026
Comments:	

Lauren Michelle Buecker

Member is exempt from public record disclosure; please redact before sharing.

Email:		Appointing Authority:	City Commission
Phone:		Category:	City Appointee
Alt. Phone:		Dais Seat:	02
Address:		Gender:	Female
		Race:	Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	08/23/2023
Term Start Date:	07/01/2023
2nd Appointment Date:	
3rd Appointment Date:	N/A
4th Appointment Date:	N/A
Term Expires:	06/30/2026
Comments:	

Jeremy Floyd

Email:	jfloyd@moorebass.com	Appointing Authority:	City Commission
Phone:	Home: (850) 222-5678	Category:	City Appointee
Alt. Phone:		Dais Seat:	03
Address:	1308 Conservancy Dr. E Tallahassee FL 32312	Gender:	Male
		Race:	Caucasian/Non-Hispanic

Term:	2nd Term
1st Appointment Date:	05/08/2024

Term Start Date: 07/01/2022
2nd Appointment Date: 08/20/2025
3rd Appointment Date: N/A
4th Appointment Date: N/A
Term Expires: 06/30/2028
Comments:

Susanne Ryan

Email: sryan25@icloud.com
Phone: : 321-720-2207
Alt. Phone: :
Address: 4116 ALPINE WAY
Tallahassee FL 32303

Appointing Authority: County Commission
Category: County Appointee
Dais Seat: 06
Gender: Female
Race: Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	06/23/2023
Term Start Date:	07/01/2023
2nd Appointment Date:	
3rd Appointment Date:	
4th Appointment Date:	N/A
Term Expires:	06/30/2026
Comments:	Ms. Ryan previously served in Alt. Seat 06, 09/13/2022 through 06/12/2023. She resigned to be appointed to a seat with full voting privilege.

Charles "trey" Friedrich

Email: trey.friedrich@gmail.com
Phone: Mobile: (850) 694-8739
Alt. Phone:
Address: 6908 Tomy Lee Trl
Tallahassee FL 32309

Appointing Authority: County Commission
Category: Alternate - County Appointee
Dais Seat: 07
Gender: Male
Race: Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	06/11/2025
Term Start Date:	07/01/2025
2nd Appointment Date:	
3rd Appointment Date:	
4th Appointment Date:	
Term Expires:	06/30/2028
Comments:	

James A Pfeiffer

Email: pfeifferj621@gmail.com
Phone: Mobile: (864) 323-2157
Alt. Phone:
Address: 15173 Sunray rd
Tallahassee FL 32309

Appointing Authority: County Commission
Category: County Appointee
Dais Seat: 08
Gender: Male
Race: Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	6/10/2025
Term Start Date:	07/01/2025
2nd Appointment Date:	
3rd Appointment Date:	N/A
4th Appointment Date:	N/A
Term Expires:	06/30/2028
Comments:	

Darryl A Williams

Email: willdrryl@aol.com
Phone: Home: (850) 766-3948
Alt. Phone: Home:
Address: 2396 James Street
Tallahassee FL 32310

Appointing Authority: County Commission
Category: County Appointee
Dais Seat: 09
Gender:
Race:

Term:	2nd Term
1st Appointment Date:	07/2019
Term Start Date:	06/01/2017
2nd Appointment Date:	07/01/2020
3rd Appointment Date:	06/13/2023
4th Appointment Date:	
Term Expires:	06/30/2026
Comments:	

Vacancy

Appointing Authority: City Commission
Category: Alternate - City Appointee
Dais Seat: 04
Comments:

Vacancy

Appointing Authority: County Commission / City Commission
Category: Alternately appointed by City/County
Dais Seat: 05
Comments: (City Appts: 2012, 2018, 2024, 2030; County Appts: 2015, 2021, 2027, 2033)

Board Details

Term Details: 3-year term; Begins Jul. 1; Expires Jun. 30

Term Limit: 2 Term

Appointments Made By: City Commission: 3 Seats, 1 Alternate; County Commission: 3 seats, 1 Alternate;
Joint City-County: 1 Seat

Financial Disclosure: Members must file a Financial Disclosure Form 1 from the Florida Commission on

Ethics within 30 days of being appointed and annually by July 1 thereafter. In addition, when leaving the committee members must file a final Form 1F within 60 days of leaving their public position. The final Form 1F covers the disclosure period between January 1 and your last day of office within that year.

Contact Information:

City: Dylan Haase
dylan.haase@talgov.com
850.891.7041

City: Felicia Ronay
felicia.ronay@talgov.com
850.891.7041

County: Anastasia Richmond
richmonda@leoncountyfl.gov
850.606.1321



**Wednesday, August 26, 2026
City Commission Meeting**

Subject 10.2 Audit Committee Appointment -- James O. Cooke, IV, City Treasurer-Clerk

Category	City Commission Items
Fiscal Impact	No
Recommended Action	Option 1: Appoint Tiffany Hurst to fill Seat 2 on the Audit Committee.

For more information, please contact: Angela Ivy, (850) 891-8084

Statement of Issue

The Audit Committee has a seat which is currently vacant. The Mayor's office respectfully requests the City Commission's consideration of the following candidate to fill the vacancy:

- Seat #2 – Tiffany Hurst – to serve out the unexpired portion of the current term for this seat. The term for Seat 2 began on June 1, 2026, and is set to expire on May 31, 2029. If appointed, Ms. Hurst will be eligible to serve one additional full term at that time. Seat 2 was previously held by Sunny Phillips whose term expired effective May 31, 2026.

The Audit Committee exists by the authority of City Code, Chapter 2, Article VI, Division II, and is comprised of no less than three members, but no more than five members. Members shall be City residents, City property owners, or City utility customers who do not have a direct financial interest in the City of Tallahassee business. Members who are not City residents may be appointed to provide experience in accounting, auditing, or with other financial-related expertise.

The Audit Committee serves in the advisory capacity to the City Commission and to the Auditing Department on issues presented to the committee relating to the oversight or audit activities of the City of Tallahassee and by the City Auditing Department. The committee shall also serve as an intermediary between the City Commission and the City Auditor to prevent the exertion of any undue pressure on the City Auditor in regard to the selection of audit projects.

Recommended Action

Option 1: Appoint Tiffany Hurst to fill Seat 2 on the Audit Committee.

Options

Option 1: Appoint Tiffany Hurst to fill Seat 2 on the Audit Committee.

Option 2: Do not appoint the applicant and direct staff to seek additional applicants

Attachments/References:

1. Attachment 1 - Tiffany Hurst Application - Redacted
2. Attachment 2 - Membership Roster

Application Form

Profile

Date

5/10/2026

Tiffany

First Name

Hurst

Last Name

Email Address

Primary Phone

Alternate Phone

Home Address

Tallahassee

City

FL

State

Postal Code

Preferred Mailing Address

☒ Home Address

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

☒ Yes, I now or previously meet any one of the conditions below

If you selected "Yes" to the above question regarding exemption from public records disclosure then please select the exempt person's status:

☒ Office of inspector general or internal audit personnel

Work Address - Address Line 1

Work Address - City

Tallahassee

Work Address - State

☒ FL

Work Address - Postal Code

Which Boards would you like to apply for?

Audit Committee: Submitted

Other Names used (e.g.: Maiden Name)

Tiffany Swords

Date of Birth

04/21/1987

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

With more than ten years of experience in oversight, auditing, and regulatory leadership, I have served in the Office of the Inspector General, beginning as a Management Review Specialist and advancing to the Inspector General for the Florida Public Service Commission. In this role, I led audit, investigative and compliance functions to promote accountability, transparency, and operational excellence. I have also been an active leader with the Tallahassee Chapter of the Internal Auditors since 2019, serving as Vice President of Programs, President Elect, President, and currently as Ex Office member on the Board of Governors. Currently, I serve as the Executive Director of the Florida Commission for Independent Education, providing regulatory oversight and leadership to ensure compliance and quality standards across Florida's independent education institutions. I am a Certified Internal Auditor, Certified Inspector General, and Certified Information Systems Auditor.

Reference 1 (at least one)

M [REDACTED] Florida Department of Education [REDACTED]
[REDACTED]

[2023 Resume -
Tiffany Hurst.docx](#)

Upload a Resume

Education:

Florida State University

Degree received

B.S. - Marketing

Demographics

Ethnicity *

☒ Caucasian/Non-Hispanic

Gender *

☒ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

☒ Yes ☐ No

Are you a City utility customer?

☒ Yes ☐ No

Are you a City property owner?

☒ Yes ☐ No

Are you a Leon County resident?

☐ Yes ☒ No

Are you a Leon County property owner?

☐ Yes ☒ No

Can you serve a full three-year term?

☒ Yes ☐ No

Are you younger than eighteen (18) years of age?

☐ Yes ☒ No

Are you a City of Tallahassee employee?

☐ Yes ☒ No

Can you regularly attend meetings?

☒ Yes ☐ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

☐ Yes ☒ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

☐ Yes ☒ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☒ I Agree

TIFFANY HURST



CERTIFICATIONS

- Certified Inspector General (CIG)
- Certified Internal Auditor (CIA)
- Certified Information Systems Auditor (CISA)
- Florida Certified Contract Manager (FCCM)

SKILLS

- Lead assurance and consulting engagements across complex regulatory environments
- Enterprise risk management and internal controls
- Program and project management
- Audit planning, fieldwork, reporting, and issue remediation
- Executive-level communication and stakeholder engagement
- Research, data analytics, and performance measurement
- Process improvement and operational excellence
- Strategic planning and policy development

EXPERIENCE

APRIL 2023-PRESENT

EXECUTIVE DIRECTOR, COMMISSION FOR INDEPENDENT EDUCATION, FLORIDA DEPARTMENT OF EDUCATION

- Lead the Commission for Independent Education, overseeing licensure and regulatory compliance for approximately 1,000 private (for-profit and nonprofit) postsecondary institutions statewide.
- Ensure compliance with consumer-protection requirements and minimum educational standards established in Florida Statutes and related administrative rules.
- Advance statewide policy priorities for private higher education while safeguarding student interests and institutional accountability.
- Protect the integrity of degrees, diplomas, and other educational credentials issued by licensed private postsecondary institutions.
- Direct planning and execution of regular and special Commission meetings, including agendas, briefing materials, records, and follow-up actions.
- Advise seven gubernatorial appointees (Senate-confirmed) on licensure decisions, performance outcomes (passage and completion rates), and changes in federal guidance, accreditation standards, and Florida law.

- Execute statutory responsibilities, including coordinating appeal hearings and representing the Commission in administrative and judicial proceedings.
- Develop legislative proposals for Commission consideration and represent the Commission in legislative proceedings related to private independent postsecondary education.
- Draft and implement policies and administrative rules aligned to Florida Statutes and regulatory requirements.
- Lead development of the Commission's annual operating budget and present recommendations for Commission approval.
- Administer an approximately \$4.4M budget with strong fiscal controls; oversee the Institutional Assessment Trust Fund and Student Protection Fund.
- Oversee the Consumer Protection Section and ensure complaints are investigated promptly and thoroughly in accordance with Florida Statutes.
- Oversee collection and reporting of institution data, including coordination with FETPIP for graduate outcomes, submissions to the Department of Commerce, and interagency data exchanges to strengthen statewide regulatory consistency.
- Cultivate collaborative relationships with public and private institutions and with local, state, and federal partners.
- Lead Florida's participation in the State Authorization Reciprocity Agreement (FL-SARA), ensuring alignment with national distance-education authorization standards.
- Serve on the Postsecondary Reciprocal Distance Education Coordinating Council, providing guidance to institutions delivering interstate distance-education programs under national standards.

AUGUST 2021-APRIL 2023

INSPECTOR GENERAL, FLORIDA PUBLIC SERVICE COMMISSION

- Strengthened accountability, integrity, and operational efficiency across Commission programs and operations.
- Applied a systematic, disciplined approach to evaluate and improve governance, risk management, and internal controls.
- Reviewed and reported on the effectiveness of Commission programs, systems, and internal control processes.
- Led initiatives to improve economy and efficiency; assessed performance metrics; and coordinated efforts to prevent and detect fraud, waste, and abuse.
- Briefed the Chairman, Commissioners, and Audit Committee on control deficiencies, audit results, and corrective action status.
- Partnered with executive leadership to identify root causes, recommend solutions, and remediate process and audit issues.
- Directed enterprise risk assessments and developed the annual audit plan, including a dedicated cybersecurity audit plan.
- Led and supervised the Office of Inspector General, ensuring independence and adherence to professional standards.
- Managed complex, confidential investigations into alleged violations of statutes, administrative rules, and Commission policy.
- Triaged complaints, determined appropriate audit or investigative

actions, and ensured timely resolution and follow-through.

- Directed audits, special projects, and consulting engagements across operations, programs, controls, and contracts to strengthen accountability and drive process improvement.
- Ensured compliance with section 20.055, Florida Statutes, and the International Standards for the Professional Practice of Internal Auditing.
- Coached and developed internal audit staff to deliver timely, high-quality results.
- Reviewed workpapers, findings, and reports for sufficiency, audit-standard conformance, and compliance with office protocols.
- Served as liaison to the Auditor General's Office and coordinated audit activities and information requests.

JULY 2016-AUGUST 2021

DEPUTY INSPECTOR GENERAL / DIRECTOR OF AUDITING, FLORIDA DEPARTMENT OF EDUCATION

- Promoted to Deputy Inspector General (November 2019).
- Provided executive leadership for the Office of Inspector General in the Inspector General's absence, ensuring continuity of audits, investigations, and advisory services.
- Supported oversight of complex, confidential investigations involving alleged violations of statutes, administrative rules, and agency policy.
- Ensured conformance with section 20.055, Florida Statutes; Chief Inspector General protocols; and the International Standards for the Professional Practice of Internal Auditing.
- Oversaw audits, special projects, and consulting engagements across operations, programs, controls, contracts, and agreements to strengthen governance and performance.
- Evaluated program effectiveness and internal control design; documented results and delivered actionable recommendations to leadership.
- Led enterprise risk assessments and developed the annual, risk-based audit plan aligned to departmental priorities.
- Managed, trained, and mentored internal audit staff; set performance expectations and ensured timely, high-quality deliverables.
- Reviewed workpapers, findings, and reports for sufficiency, accuracy, and adherence to standards and leadership expectations.
- Developed staff capabilities through targeted feedback, mentoring, and goal setting aligned to organizational priorities.
- Served as liaison to the Auditor General's Office; coordinated audit activities and managed responses to information requests.
- Facilitated conferences with leadership and staff to communicate results, align on corrective actions, and implement practical solutions.

FEBRUARY 2016-JULY 2016

SENIOR MANAGEMENT ANALYST II, FLORIDA DEPARTMENT OF TRANSPORTATION

- Served as Senior Auditor in the Performance and Information

Technology section.

- Led audit teams by developing workplans, coordinating fieldwork, and delivering assignments on schedule.
- Provided technical guidance on audit execution, documentation standards, and report development.
- Reviewed workpapers for sufficiency, accuracy, and adherence to internal audit standards and leadership expectations.
- Coached and developed auditors to strengthen performance and support professional growth.
- Planned and executed audits, special projects, and program reviews across operations, controls, contracts, and agreements to improve accountability and processes.
- Defined engagement scope, objectives, and methodology; developed audit programs aligned to risk.
- Designed and performed evaluations of programs, controls, policies, and procedures using audit and analytical techniques.
- Analyzed evidence, documented conclusions, and developed clear findings with actionable recommendations.
- Maintained complete, well-organized workpapers and supporting documentation to substantiate findings and conclusions.
- Ensured deliverables met internal audit quality standards and reporting requirements.
- Prepared and delivered clear oral and written briefings to leadership and key stakeholders.
- Authored draft and final audit reports; incorporated management input and ensured clear, accurate communication of results.
- Validated citations, references, and supporting evidence to ensure accuracy and completeness.

AUGUST 2013–FEBRUARY 2016

MANAGEMENT REVIEW SPECIALIST, FLORIDA DEPARTMENT OF EDUCATION

- Analyzed programs, systems, and processes to improve efficiency, effectiveness, and stewardship of public funds.
- Prepared reports and executive summaries and presented results to senior leadership.
- Developed audit programs and planning memoranda to define objectives, scope, and methodology.
- Identified control weaknesses and key risks; recommended corrective actions to address fraud, abuse, and process gaps.
- Conducted stakeholder interviews to gather requirements, validate controls, and confirm operational practices.
- Performed financial analyses of contracts, systems, and agreements, including payroll and expenditure testing.
- Validated the accuracy of financial statements and supporting documentation across divisions and contractors.
- Strengthened governance by supporting management monitoring and improving internal controls across programs and processes.
- Delivered objective, timely, value-added reviews that strengthened accountability, integrity, and operational performance.

- Ensured work complied with professional standards and applicable Florida Statutes.

MARCH 2012-AUGUST 2013

PROJECT MANAGER, QUEST ENGINEERING

- Planned, coordinated, and managed projects from engagement intake through trial preparation.
- Partnered with the Chief Engineer and Project Engineer to coordinate deliverables and ensure requirements were met.
- Managed schedules and met client and court-appointed deadlines by coordinating tasks across clients and internal teams.
- Coordinated client meetings, fieldwork, depositions, and trial logistics.
- Reviewed and summarized incoming case materials to support engineering analysis and expert testimony preparation.
- Produced case-specific summaries and indexed documentation and photographs for presentations, depositions, and trial testimony.
- Drafted expert reports and prepared interrogatory responses, expert disclosures, and related litigation support documents.
- Researched statutes, handbooks, technical papers, and specifications to inform case analyses.
- Streamlined case-management workflows to improve coordination among internal teams, clients, and co-experts.
- Established procedures to support efficient case management and consistent project execution.
- Created and maintained complete, accurate case files and supporting documentation.
- Managed client communications, including conference calls and status meetings.

JULY 2010-MARCH 2012

MANAGEMENT REVIEW SPECIALIST, FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- Promoted to Lead Auditor (December 2011).
- Analyzed programs, systems, and processes to improve efficiency, effectiveness, and stewardship of public funds.
- Prepared reports and executive summaries and presented results to senior leadership.
- Supported development of the annual, risk-based audit plan aligned to operational priorities.
- Developed audit programs and planning memoranda to define objectives, scope, and testing procedures.
- Identified control weaknesses and key risks; recommended corrective actions addressing fraud, abuse, and operational deficiencies.
- Reviewed and edited audit reports to improve clarity, accuracy, and compliance with reporting standards.
- Performed financial analyses of contracts, systems, and agreements, including payroll and expenditure testing.
- Validated the accuracy of financial statements and supporting documentation across divisions and contractors.
- Strengthened governance by supporting management monitoring and

- improving internal controls across programs and processes.
- Delivered objective, timely, value-added audit and advisory services that strengthened accountability, integrity, and operational performance.
- Ensured work complied with professional standards and applicable Florida Statutes.
- Conducted audits and reviews across finance, grants, compliance, and information technology (including contracts and maintenance agreements).

EDUCATION

DECEMBER 2008

MARKETING, FLORIDA STATE UNIVERSITY

- Florida Bright Futures Scholarship recipient.
- Honors Program member.

ACTIVITIES

- Institute of Internal Auditors (IIA), Member
 - Tallahassee Chapter — Board of Governors/Ex-Officio (June 2024-Present)
 - Tallahassee Chapter — President (June 2022-June 2024)
 - Tallahassee Chapter — President-Elect (June 2021-June 2022)
 - Tallahassee Chapter — Vice President, Programs (July 2019-June 2021)
- Association of Government Accountants, Member
- Association of Inspectors General, Member
- ISACA, Member
- Florida Department of Education Leadership Academy (Participant)

City of Tallahassee
Audit Committee

Board Roster

Jean Calixte

Email:	mr.calixte1@gmail.com	Appointing Authority:	City Commission
Phone:	Home: (804) 943-4605	Category:	City Appointee
Alt. Phone:		Dais Seat:	01
Address:	3331 Lenox Mill Road, Tallahassee, FL 32309	Gender:	Male
	TALLAHASSEE FL 32309	Race:	African American

Term:	1st Term
1st Appointment Date:	12/13/2023
Term Start Date:	06/01/2022
2nd Appointment Date:	06/01/2025
3rd Appointment Date:	
4th Appointment Date:	N/A
Term Expires:	May 31, 2028
Comments:	

Nathan Newton

Email:	nnewton@fsu.edu	Appointing Authority:	City Commission
Phone:	Mobile: (801) 245-9995	Category:	City Appointee
Alt. Phone:	Business: (850) 645-8400	Dais Seat:	04
Address:	1881 Chardonnay Place Tallahassee FL 32317	Gender:	Male
		Race:	Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	07/13/2022
Term Start Date:	06/01/2021
2nd Appointment Date:	06/01/2024
3rd Appointment Date:	
4th Appointment Date:	N/A
Term Expires:	05/31/2027
Comments:	Vice-Chair

John K Kirk

Email:	jkirk@tbl-cpa.com	Appointing Authority:	City Commission
Phone:	Home: (941) 468-9572	Category:	City Appointee
Alt. Phone:	Home: (850) 385-7444	Dais Seat:	05
Address:	8092 Ronds Pointe Court Tallahassee FL 32312	Gender:	Male
		Race:	Caucasian/Non-Hispanic

Term:	1st Term
1st Appointment Date:	07/13/2022

Term Start Date:	06/01/2021
2nd Appointment Date:	06/01/2024
3rd Appointment Date:	
4th Appointment Date:	N/A
Term Expires:	05/31/2027
Comments:	Chair

Vacancy

Appointing Authority:	City Commission
Category:	City Appointee
Dais Seat:	02
Comments:	

Vacancy

Appointing Authority:	City Commission
Category:	City Appointee
Dais Seat:	03
Comments:	

Board Details

Term Details:	3-year term; Begins Jun. 1; Expires May 31
Term Limit:	2 Term
Appointments Made By:	City Commission
Financial Disclosure:	Not required
Contact Information:	Michelle Davis Michelle.Davis@talgov.com 850.891.8397



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 11.1 Introduction of Ordinance No. 26-O-11, the
Voluntary Annexation Petition for Parcel IDs:
3121206010000, 3121206110000, and
3121206070000 -- Robert Wigen, Resource
Management**

Category	Introduction of Ordinance
Fiscal Impact	Yes
Dollar Amount	\$7,153.00
Budgeted	No
Recommended Action	Option 1: Accept the staff recommendation to introduce Ordinance No. 26-O-11 and set the first and only public hearing for Wednesday, September 9, 2026.

For more information, please contact: Robert Wigen, Resource Management, (850) 891-8035

Statement of Issue

Rinkesh Patel, as the owner of Parcel IDs: 3121206010000, 3121206110000, and 3121206070000, has submitted a petition for annexation into the City of Tallahassee. The petition is signed by Rinkesh Patel as the owner of the private parcels in question. A map of the proposed annexation is included as Attachment 1.

The proposed ordinance (Attachment 2) is before the City Commission for introduction and to set the first and only public hearing for Wednesday, September 9, 2026.

Recommended Action

Option 1: Accept the staff recommendation to introduce Ordinance No. 26-O-11 and set the

first and only public hearing for Wednesday, September 9, 2026.

Fiscal Impact

Without any additional build-out, this annexation is expected to generate approximately \$7,153 in additional ad valorem tax revenue for the City of Tallahassee annually. Leon County property tax collections are not affected by annexations. Resource Management has reviewed this agenda item and concurs that it meets budgetary guidelines.

Supplemental Material/Issue Analysis

History/Facts & Issues

The City of Tallahassee's voluntary annexation process is governed by Section 171.044, Florida Statutes. To initiate the process, the petitioner submits a request to the City. After verifying the parcel is contiguous to existing city boundaries, city departments are surveyed for comments and concerns on the potential annexation. Some of the information sought from departments includes the legal sufficiency of the annexation and the availability of services such as electric, water, sewer, gas, police, fire, and transit.

Water and Sewer are available along Capital Circle SE. Stormwater and traffic will be addressed as the developments are proposed to ensure compliance with all applicable requirements.

The property lies within identified closed basins, and any development on the property would be subject to the closed basin requirements of the Tallahassee Land Development Code.

A Transportation and Stormwater Concurrency review is required prior to issuance of a development order, and mitigation is provided for any identified impacts.

The City Attorney's office has determined the referenced parcel meets the geographic requirements for annexation. The proposed ordinance is before the City Commission for introduction and to set the first and only public hearing for Wednesday, September 9, 2026.

Notice of this annexation was sent to County Administrator Vincent Long, County Attorney Chasity H. O'Steen, and the Leon County Development Support & Environmental Management Director Scott Brockmeier on June 16, 2026. In accordance with the Interlocal Agreement, this notice was sent at least twenty calendar days before the first reading for this voluntary annexation, and at least five calendar days before the County Commission's next regularly scheduled meeting, which was on July 14, 2026.

The Leon County Commission voted to object to this application at its July 14, 2026, meeting. The City and County entered into mediation as governed by the Interlocal Agreement on August 10, 2026. The County continues to object to the proposed voluntary annexation. As provided in the Interlocal Agreement, the ordinance is being introduced pursuant to Florida

Statutes 171.044.

Department(s) Review

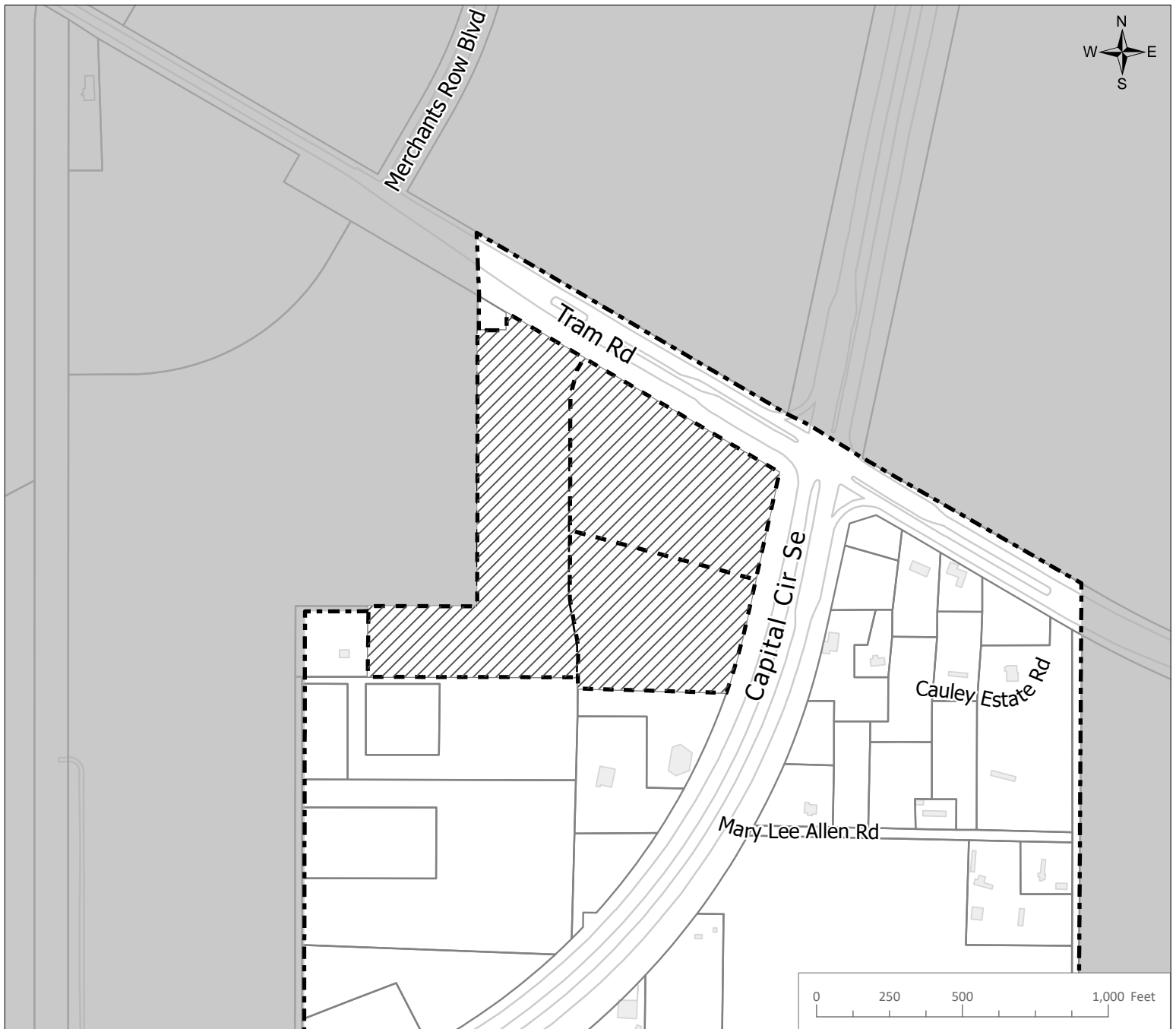
City Attorney's Office; Resource Management; Planning; Growth Management

Options

1. Introduce Ordinance No. 26-O-11 and set the first and only public hearing for Wednesday, September 9, 2026.
2. Do not introduce Ordinance No. 26-O-11 and provide direction to staff.

Attachments/References:

1. Attachment 1 - Capital Circle and Tram Proposed Annexation Map
2. Attachment 2 - Proposed Annexation Ordinance 26-O-11
3. Attachment 3 - Interlocal Agreement for Annexation Procedures



**Ordinance No. 26-O-11
CAPITAL CIRCLE AND TRAM ROAD
PROPOSED ANNEXATION**

Parcel IDs:

31-21-20-601-0000

31-21-20-607-0000

31-21-20-611-0000

LEGEND

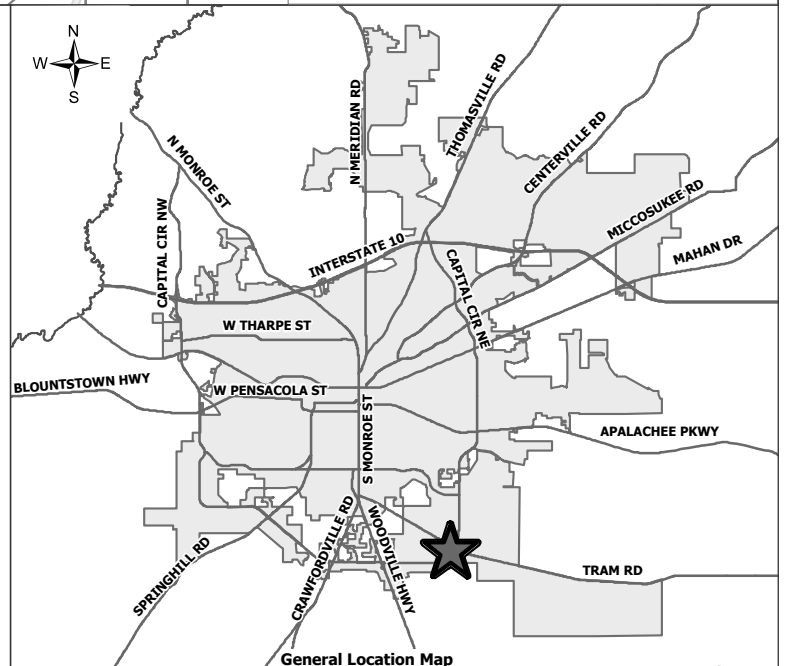


CURRENT CITY LIMITS



PROPOSED CITY LIMITS

TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT



General Location Map

Ordinance No. 26-O-11

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA, AMENDING SECTION SIX OF THE CHARTER OF THE CITY OF TALLAHASSEE, TO ANNEX WITHIN THE CORPORATE AREA OF THE CITY OF TALLAHASSEE, FLORIDA, UPON ADOPTION OF SAID ORDINANCE, PROPERTY BEING SITUATED IN LEON COUNTY, FLORIDA, IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, there has been filed with the City of Tallahassee, Florida, a petition containing the names and signatures of all of the property owners in the area described hereinafter requesting annexation into the corporate area of the City of Tallahassee, Florida; and,

WHEREAS, it has been determined that the property described hereinafter is reasonably compact and contiguous to the corporate area of the City of Tallahassee, Florida, and it has further been determined that the annexation of said property will not result in the creation of any pocket or enclave; and,

FURTHER WHEREAS, the City of Tallahassee, Florida, is in a position to provide municipal services to the property described herein, and that the City Commission of the City of Tallahassee, Florida, deems it in the best interest of the City to accept said petition and to annex said property.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA:

Section 1. That the property described below, situated in Leon County, Florida, be and the same is hereby annexed to and made a part of the City of Tallahassee, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes, to wit:

Parcel ID: 3121206010000

BEGIN at a found 5/8" iron rebar w/ plastic cap (LB #5509), marking the northeast corner of Leon County Parcel No. 31-21-20-643-000-0 as recorded in Official Records Book 4003, Page 1344, thence South 89 degrees 58 minutes 59 seconds West along the north line of said parcel a distance of 622.51 feet to a found 5/8" iron rebar w/ plastic cap (LB #7834), thence North 00 degrees 31 minutes 15 seconds East a distance of 208.38 feet to a found 5/8" iron rebar w/ plastic cap (LB #7834), thence North 89 degrees 59 minutes 59 seconds East a distance of 322. 15 feet to a found 6"x6" concrete monument (S.J.P.C.), thence North 00 degrees 07 minutes 31 seconds West a distance of 812.73 feet to a found 5/8" iron rebar w / plastic cap (LB #5509), thence North 89 degrees 54 minutes 25 seconds East a distance of 86.58 feet to a found 5/8" iron rebar w/ plastic cap (Illegible I.D.). thence North 00 degrees 00 minutes 43 seconds West a distance of 51.46 feet to a found 5/8" iron rebar w/ plastic cap (LB #7834) lying on the southerly right of way of Tram Road, thence South 59 degrees 56 minutes 16 seconds East along said right of way a distance of

265.31 feet, thence leaving said right of way run South 30 degrees 39 minutes 32 seconds West a distance of 39.74 feet, thence South 14 degrees 40 minutes 08 seconds West a distance of 79.72 feet, thence South 00 degrees 01 minutes 24 seconds West a distance of 596.44 feet, thence South 10 degrees 00 minutes 55 seconds East a distance of 141.44 feet, thence South 00 degrees 05 minutes 35 seconds East a distance of 92.58 feet to the POINT OF BEGINNING. Containing 8.11 acres, more or less.

Parcel ID: 3121206110000

COMMENCE at a found 5/8" iron rebar w/ plastic cap (LB #5509), marking the northeast corner of Leon County Parcel No. 31-21-20-643-000-0 as recorded in Official Records Book 4003, Page 1344, thence South 01 degrees 17 minutes 13 seconds West along the east line of said parcel 33.23 feet to a found 4"x4" concrete monument (LS #1254), thence South 88 degrees 27 minutes 49 seconds East a distance of 440.27 feet to a found 5/8" iron rebar w/ aluminum cap (F.D.O.T.) lying on the westerly right of way boundary of Southeast Capitol Circle (U.S. Highway no. 319, S.R. No. 263/261), said point marking a point of non-tangent curve concave westerly, thence along said right of way, and along said curve having a radius of 1910.00 feet, through a central angle of 06 degrees 41 minutes 09 seconds for an arc distance of 222.88 feet (the chord of said arc bears North 15 degrees 40 minutes 08 seconds East, 222.75 feet) to a found 5/8" iron rebar w/ aluminum cap (F.D.O.T.), thence North 12 degrees 19 minutes 17 seconds East a distance of 122.27 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING continue along said westerly right of way North 12 degrees 19 minutes 17 seconds East a distance of 323.30 feet to a found 1/2" iron rebar w/ plastic cap (F.D.O.T.) marking a point of intersection with said westerly right of way boundary of Southeast Capital Circle (U.S. Highway no. 319, S.R. No. 263/261), and the southerly right of way of Tram Road, thence continue along said southerly right of way the following two courses, North 59 degrees 58 minutes 00 seconds West a distance of 128.33 feet to a found 1/2" iron rebar w/ plastic cap (F.D.O.T.), thence North 59 degrees 56 minutes 16 seconds West a distance of 540.23 feet, thence leaving said southerly right of way run South 30 degrees 39 minutes 32 seconds West a distance of 39.74 feet, thence South 14 degrees 40 minutes 08 seconds West a distance of 79.72 feet, thence South 00 degrees 01 minutes 24 seconds West a distance of 395.43 feet, thence South 75 degrees 20 minutes 16 seconds East a distance of 568.80 feet to the POINT OF BEGINNING. Containing 5.82 acres, more or less.

Parcel ID: 3121206070000

BEGIN at a found 5/8" iron rebar w/ plastic cap (LB #5509), marking the northeast corner of Leon County Parcel No. 31-21-20-643-000-0 as recorded in Official Records Book 4003, Page 1344, thence South 01 degrees 17 minutes 13 seconds West along the east line of said parcel 33.23 feet to a found 4"x4" concrete monument (LS #1254), thence South 88 degrees 27 minutes 49 seconds East a distance of 440.27 feet to a found 5/8" iron rebar w/ aluminum cap (F.D.O.T.) lying on the westerly right of way boundary of Southeast Capital Circle (U.S. Highway no. 319, S.R. No. 263/261), said point marking a point of non-tangent curve concave westerly, thence along said right of way, and along said curve having a radius of 1910.00 feet, through a central angle of 06 degrees 41 minutes 09 seconds for an arc distance of 222.88 feet (the chord of said arc bears North

15 degrees 40 minutes 08 seconds East, 222.75 feet) to a found 5/8" iron rebar w/ aluminum cap (F.D.O.T.), thence North 12 degrees 19 minutes 17 seconds East a distance of 122.27 feet, thence leaving said right of way, run North 75 degrees 20 minutes 16 seconds West a distance of 568.80 feet, thence South 00 degrees 01 minutes 24 seconds West a distance of 201.01 feet, thence South 10 degrees 00 minutes 55 seconds East a distance of 141 .44 feet, thence South 00 degrees 05 minutes 35 seconds East a distance of 92.58 feet to the POINT OF BEGINNING. Containing 4.65 acres, more or less.

Section 2. That upon ordinance becoming effective, the property owners and any resident on the property described herein shall be entitled to all the rights and privileges and immunities as are from time to time granted to residents and property owners of the City of Tallahassee, Florida, as further provided in Chapter 171, Florida Statutes, and shall further be subject to the responsibilities of residence or ownership as may from time to time be determined by the governing authority of the City of Tallahassee, Florida, and the provisions of said Chapter 171, Florida Statutes.

Section 3. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby revoked.

Section 5. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED in the City Commission on the ____ day of ____, 2026.

PASSED by the City Commission on the ____ day of ____, 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

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

By: _____
Amy M. Toman
City Attorney

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF TALLAHASSEE AND LEON
COUNTY FOR ANNEXATION PROCEDURES**

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into on this 25th day of July, 2016, by and between LEON COUNTY, FLORIDA, a political subdivision of the State of Florida ("County") and the CITY OF TALLAHASSEE, a Florida municipal corporation ("City").

RECITALS

WHEREAS, On May 18, 2016, and on May 24, 2016, the City of Tallahassee City Commission and the Leon County Board of County Commissioners respectively approved an amendment to Policy 2.1.4 of the Intergovernmental Coordination Element of the Tallahassee-Leon County Comprehensive Plan governing annexation of properties into the City of Tallahassee;

WHEREAS, Policy 2.1.4 provides that the County and the City shall set out procedures for annexation by an interlocal agreement; and

WHEREAS, the County and the City desire to enter into an agreement to set out such procedures for annexation.

NOW THEREFORE, in consideration of the mutual promises and covenants, herein contained and set forth, and obligations herein contained, and subject to the terms and conditions herein stated, the City and County hereby agree as follows:

1. City Annexation Plan. Prior to the passage of any ordinance for annexation, the City shall prepare and have available for public inspection a plan for annexation ("City Annexation Plan") setting forth the schedule for the delivery of City-provided urban services to the property subject to annexation and which shall include:
 - a. A specific description of the proposed areas to be annexed, including the annexation of right-of-ways, if any;
 - b. An assurance of land use compatibility;
 - c. The facilities to be provided and the provider for such facilities;
 - d. How level of service standards will be met;
 - e. For voluntary annexation, the amount of any agreed upon water and/or sewer rebate that will be due to the petitioner.
2. Voluntary Annexation. When the City receives a petition for voluntary annexation, it will provide notice of the petition, together with the parcel number(s) and ownership information available from the Leon County Property Appraiser, to the relevant City departments for official review and comment, and to the County Administrator. The City Annexation Plan

together with the petition for each annexation shall be provided by the City to the County Administrator, the County's Director of Development Support and Environmental Management and the County Attorney, and shall be provided at least twenty (20) calendar days before the first reading of the ordinance considering such annexation, where such period shall also be at least five (5) calendar days before the next regularly scheduled Board of County Commissioners ("Board") meeting. The Board shall have the opportunity to review, comment, and suggest changes regarding the proposed annexation at a Board meeting prior to the adoption of the annexation ordinance(s) by the City Commission, and any Board comments will be provided to the City Manager at least five (5) calendar days prior to the public hearing on the annexation ordinance(s).

3. County objections to proposed annexation. In the event that the County objects to the annexation, the City Manager and County Administrator, or their designees, shall meet and confer and fully discuss the areas of concern expressed by the County. The City shall delay the annexation process for a period not to exceed thirty (30) days for the purpose of holding the joint meeting. Should the joint meeting resolve the dispute, such resolution shall be reduced to writing and presented to the City Manager and County Administrator for appropriate action consistent therewith. In the event the County continues to object to the proposed annexation following the joint meeting, the City and County shall submit the dispute to mediation. The expense of a mutually acceptable mediator shall be divided equally between the City and County. The City shall delay the annexation process for a period not to exceed sixty (60) days for the purpose of conducting the mediation proceedings. The City Manager and the County Administrator shall represent the parties at the mediation. Should the mediation resolve the dispute, such resolution shall be reduced to writing and presented to the City Commission and County Commission for appropriate action consistent therewith. In the event the County continues to object to the proposed annexation, then either party may pursue whatever remedies may be available at law, in equity, or otherwise.
4. Dispute Resolution. Any dispute arising under this Agreement, which is not the subject of the procedures set out in section 3, shall be subject to the procedures set out in this section. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this Agreement, as alternative dispute resolution processes are set forth in section 3 and section 4.
 - a. The aggrieved party shall give written notice to the other party in writing, setting forth the nature of the dispute, date of occurrence (if known), and 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 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 Board of County Commissioners.

- c. If a dispute is not resolved by the foregoing step, within forty-five (45) days after delivery 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 Mayor shall represent the City and the Chair shall represent the County. The mediator shall be certified in accordance 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 the American Arbitration Association, 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).
 - i. Such arbitration shall be initiated by delivery, from one party (the "Petitioner") to the other (the "Respondent"), of a written Arbitration Notice therefore containing a statement of the nature of the dispute involved. The Respondent, within ten (10) days following its receipt of such Arbitration Notice, shall deliver an answering statement to the Petitioner. After the delivery of such statements, either party may make new or different claims by providing the other with written notice thereof specifying the nature of such claims involved.
 - ii. Within ten (10) days following the delivery of such Arbitration Notice, each party shall select an arbitrator and shall deliver written notice of that selection to the other. If either party fails to select an arbitrator within such time, the other party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select a third arbitrator.

- iii. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the third arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.
5. Termination. This Agreement shall remain in effect unless terminated by mutual consent of the parties.
6. General provisions.
- a. Governing law and venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement shall be maintained in Tallahassee, Leon County, Florida. The parties waive the right to trial by jury in any litigation arising from, concerning or relating to this Agreement.
 - b. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
 - c. Modification. This Agreement shall not be modified, except in writing duly executed by the parties hereto.
 - d. Entire agreement. This Agreement constitutes the entire agreement between the parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matter are superseded by this Agreement.
 - e. Ambiguity. This Agreement has been negotiated by the parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any party as the author hereof.
 - f. Costs and Attorney's Fees. In the event of litigation between the parties to construe the terms of this Agreement or otherwise arising out of this Agreement, the prevailing party in such litigation shall be entitled to recover from the other party its reasonable costs and attorney's fees incurred in maintaining or defending the subject litigation. The term litigation shall include appellate proceedings.
 - g. Severability. It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.
7. Effective date. This Agreement shall be effective on the date of the last approval hereof.

IN WITNESS WHEREOF, the parties cause this Interlocal Agreement to be executed by their duly authorized representatives this 20th day of July, 2016.

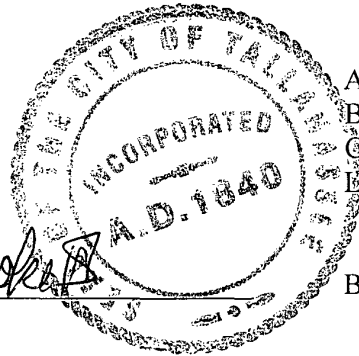
CITY OF TALLAHASSEE

LEON COUNTY, FLORIDA

By: Andrew P. Gillum
Andrew Gillum, Mayor

By: Bill Proctor
Bill Proctor, Chairman
Board of County Commissioners

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

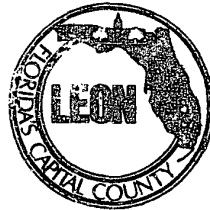


By: James O. Cooke, IV

Approved as to form:
City Attorney's Office

By: Lewis E. Shelley
Lewis E. Shelley, Esq.
City Attorney

ATTEST:
Bob Inzer
Clerk & Comptroller
Leon County, Florida



By: John Stott, Deputy Clerk

Approved as to form:
County Attorney's Office

By: Herbert W.A. Thiele
Herbert W.A. Thiele, Esq.
County Attorney



**Wednesday, August 26, 2026
City Commission Meeting**

Subject 12.1 City Manager Recruitment Update -- S. Renée Narloch & Associates

Category	Policy Formation and Direction
Fiscal Impact	No
Recommended Action	Option 1: Accept the report.

For more information, please contact: S. Renée Narloch, President, S. Renée Narloch & Associates, (850) 391-0000 or info@SRNsearch.com.

Statement of Issue

The City Commission appointed Reese Goad as Interim City Manager for the City of Tallahassee on November 8, 2017 and appointed him as City Manager September 17, 2018. City Manager Reese Goad has announced his retirement effective September 30, 2026, or upon selection of the next City Manager. During its May 15, 2026 meeting, the City Commission authorized the hiring of professional recruiter S. Renée Narloch & Associates (recruiter) to conduct a nationwide City Manager recruitment process that follows best practices as identified by the International City/County Management Association (ICMA). The ICMA recommended recruitment process incorporates four main components, (1) hiring an executive search firm, (2) establishing key skills and desired qualifications for a prospective City Manager, (3) including community engagement in the process, and (4) City Commission selection of a new City Manager.

The recruiter's proposed timeline provides the City maximum use of the summer season to recruit high-quality candidates within a time frame that aligns with fiscal year-end considerations while granting a predictable schedule for interested candidates. The recruiter provided an update on the search process during the June 6 Commission meeting and subsequently met individually with the Mayor and each Commissioner to discuss their ideal

candidate profile and to discuss expectations for the comprehensive national search process. Additionally, the recruiter has conducted preliminary interviews using the candidate profile developed through the individual meetings with the Mayor and Commissioners as a guide.

In total, 37 applications from across the nation were received for the City Manager position, including 13 current or former city and county managers and five deputy and assistant city managers from across nine states and the District of Columbia.

In consideration of the Commission's expressed ideal candidate profile and following a comprehensive recruitment, candidate screening, preliminary interviews and public record searches, S. Renée Narloch and Associates is recommending the City Commission interview the following individuals.

- Scott Andrews, Former County Manager of Dona Ana, NM.
- Karen Jumonville, Deputy City Manager of Tallahassee, FL.
- Valerie Washington, Assistant City Manager of Fort Worth, TX.

This agenda item provides an update on the nationwide recruitment process to date and presents the recommendations received from S. Renée Narloch & Associates for the Commission's review.

Recommended Action

Option 1: Accept the report.

Fiscal Impact

None

Supplemental Material/Issue Analysis

History/Facts & Issues

The City Manager is one of four Appointed Officials designated by the City Charter. The City Manager is the administrative head of the municipal government and reports directly to the City Commission. The City Manager is responsible for the proper administration of all affairs of the City and has powers, duties, and responsibilities including: supervision and direction of internal City operations, appointment and removal of employees, public safety (law enforcement and fire service), external relations, enforcement of franchises, preparation and administration of an operating and capital budget, acting as purchasing agent, research best practices and make recommendations for policy adoption, and carry out Commission policies and direction. The City of Tallahassee has a combined operating and capital budget of approximately \$1.2 billion in Fiscal Year 2026, and assets totaling \$5.98 billion including pension assets. The City Manager is responsible for directing a workforce of nearly 4,000

employees. The City Manager oversees and manages six utilities (electric, gas, water, wastewater, stormwater, and solid waste – including multiple electric generation power plants), the largest law enforcement department in the region, a fire department that operates countywide, a parks and recreation department with more than 100 parks in the city limits, and an international airport with nearly 1 million passengers annually.

To assist the City Commission in the recruitment and selection of the next City Manager, Human Resources & Workforce Development obtained quotes from two executive recruitment firms currently under contract with the City that specialize in executive-level public sector recruitment services, Ad-Vance and S. Renée Narloch & Associates. Both firms provided proposed approaches for conducting a nationwide search for candidates with experience managing large and complex governmental organizations. Based on experience, qualifications, and price, staff recommended hiring S. Renée Narloch & Associates. The cost associated with engaging S. Renée Narloch & Associates for the City Manager recruitment process was \$30,000, inclusive of professional services and related recruitment expenses.

The City Commission approved the hiring of the executive search firm S. Renée Narloch & Associates in May 2026 to support a nationwide recruitment and selection of the next City Manager. The City Commission authorized the following scope of work to commence:

COMPLETED STEPS

Project Initiation: The City has completed the project initiation phase, including executing a contract with S. Renée Narloch & Associates and providing materials for a comprehensive review of organizational documents, position information, strategic plans, and other background materials to establish a strong foundation for the recruitment process. This information informed a personalized candidate profile for the City of Tallahassee's City Manager role.

Stakeholder Engagement: In addition to gathering appropriate positional information and other background materials, the recruiter undertook stakeholder engagement to build out a candidate profile and conducted consultations with the City Manager's Office, the City Attorney, and Human Resources & Workforce Development. In addition, the recruiter has conducted individual meetings with the Mayor and City Commissioners to gather input on the desired qualities, candidate qualifications and characteristics needed to inform the recruitment process.

Initial Job Posting: The position has been posted online on the firm's website and marketing materials were developed for distribution to associations and other professional avenues.

Candidate Profile Development: To develop a candidate profile tailored to Tallahassee's unique needs and priorities, the recruiter engaged with City leadership and key stakeholders to identify the experience, leadership qualities, professional competencies, and compensation considerations that would define a successful City Manager candidate. This process reflected the City Commission's vision for the organization while also recognizing the complexities of leading a full-service municipal government.

During its June 6 meeting, the City Commission affirmed the minimum qualifications outlined in the position description. Minimum requirements include a *“Bachelor’s degree with an emphasis in Public or Business Administration and at least ten (10) years of senior management experience in public administration, preferably with a municipality of similar size and complexity; a Master’s degree is preferred. At least six (6) years of required experience must be in a supervisory capacity. An equivalent combination of education and experience that incorporates the required skills, knowledge, and abilities may be considered.”*

Additionally, the recruiter conducted a comprehensive assessment of the City’s Strategic Plan, organizational structure, governance model, operational environment, community opportunities and challenges, and organizational culture. Information gathered through stakeholder interviews and document reviews was used to craft a recruitment strategy and candidate profile that reflects both the City’s current needs and its long-term aspirations.

Advertising Campaign and Recruitment Brochure: To attract a highly qualified and diverse pool of candidates, the recruiter developed and executed a targeted recruitment and outreach strategy tailored specifically to the City of Tallahassee’s City Manager search. The recruitment effort leverages professional networks and organizations that are well-established in local government executive recruitment, including the International City/County Management Association (ICMA), the National Forum for Black Public Administrators (NFBPA), and the Florida City and County Management Association (FCCMA), among others. As part of the recruitment campaign, the recruiter developed a professional recruitment brochure (Attachment 1) highlighting the City of Tallahassee, the organization, the position, and the compensation package. The brochure has been distributed to an extensive network of local government professionals and prospective candidates to promote awareness of the opportunity and encourage interest from exceptional candidates across the country. This brochure is also listed first out of 89 other listings on the recruiter’s webpage.

Alternative Recruitment/ Headhunting Strategies: As an expert in the field, S. Renée Narloch & Associates also served as a headhunter, identifying and direct sourcing outstanding, qualified executive candidates to strengthen and diversify the candidate pool.

Candidate Screening: Following weeks of active recruiting, the recruiter performed a screening of potential candidates using the criteria established by the tailored candidate profile. An initial review was performed beginning on August 3, 2026, screened against the minimum qualifications of the position description.

Preliminary Interviews: Using the candidate profile as a guide, the recruiter conducted preliminary interviews to gain insight into which candidates have the greatest potential to succeed in the organization.

Public Records Search: The recruiter then conducted a comprehensive review of publicly available documents on each candidate to further inform the screening process within established parameters in profile and law.

Recruiter Recommendations: In consideration of the Commission's expressed ideal candidate profile and following a comprehensive recruitment, candidate screening, preliminary interviews and public record searches, S. Renée Narloch & Associates is recommending the City Commission interview the following individuals.

- Scott Andrews, Former County Manager of Dona Ana, NM.
- Karen Jumonville, Deputy City Manager of Tallahassee, FL.
- Valerie Washington, Assistant City Manager of Fort Worth, TX.

In support of this recommendation, the recruiter has provided the application packet for the recommended candidates (Attachment 2). In addition, the Recruiter has shared with the Mayor and each Commissioner, an in-depth review of the candidate's professional experience, accomplishments, leadership strengths, and potential gaps, as well as relevant background information and findings from public records research. Together with their application, the recruiter's assessment equips the City Commission with the information necessary to conduct a thorough and informed evaluation of each finalist.

NEXT STEPS

Interview and Public Engagement with Recommended Candidates: The recruiter has worked closely with the City to design a finalist interview that reflects the City Commission's preferences and supports a thorough evaluation of each candidate. The process includes traditional individual interviews with the Mayor and each Commissioner on Tuesday September 1st followed by a Community Meet and Greet program open to the public from 4:00PM to 6:00PM at Parkview at Cascades. Afterwards, each candidate will prepare a public presentation of their interest and qualification for the role, followed by a deliberation by the Commission, also open to the public on Wednesday September 2nd in the City Commission Chambers from 9:00AM to 12:00PM. These activities are designed to provide meaningful insight into each finalist's qualifications, leadership style, and vision while providing City officials with the opportunity to thoroughly vet each candidate. The process also creates opportunities for members of the public to engage with the recommended candidates, learn more about their backgrounds and perspectives, and gain a better understanding of their approach to leading the organization and serving the Tallahassee community.

To support a consistent and effective evaluation process, the recruiter will develop recommended interview questions, evaluation criteria, and rating tools tailored to the candidate profile established during the recruitment process. The recruiter may assist with candidate assessments, and guide discussions among Commissioners as they deliberate on their final

selection.

Throughout this phase, the recruiter will coordinate closely with City staff to manage scheduling, logistics, and candidate travel arrangements. Recognizing that each interaction shapes a candidate's perception of the organization, the recruiter will serve as an extension of the City, ensuring that finalists experience a professional, welcoming, and well-organized recruitment process that reflects positively on the City of Tallahassee and its leadership.

Background Checks/Detailed Reference and Education Check: Based on final interviews, the recruiter will conduct a credit, criminal, civil litigation, and motor vehicle record checks for the finalist in alignment with City policy. In addition, the finalist will be the subject of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, the recruiter will talk candidly with people who have direct knowledge of their work and management style. The recruiter will ask the finalists to provide the names of their supervisors, subordinates, and peers for the past several years. Additionally, the recruiter will make a point of speaking confidentially to individuals known to have insight into the finalist's abilities, but who may not be on his/her preferred list of contacts. At this stage in the recruitment process, the recruiter will also verify the finalist's educational backgrounds and any required certifications.

Negotiations: The recruiter will be available to facilitate the finalist negotiation process, representing the City's interests and advising regarding salary, benefits, and employment agreement.

Appointment and Project Closeout: Finally, the recruiter will support the final appointment and acceptance process, including coordination of public announcement activities, development of transition and onboarding recommendations, submission of final project deliverables and closeout documentation, and facilitation of a public hearing for the City Commission's final selection of the new City Manager.

Schedule of Upcoming Events

Date	Activity	Time and Location
Tuesday September 1, 2026	Individual Candidate Interviews with Mayor and City Commissioners	TBD
Tuesday September 1, 2026	Candidate Meet & Greet (Public)	Parkview at Cascades 4:00PM to 6:00PM
Wednesday September 2, 2026	Candidate Presentations & Commission Deliberation (Public)	City Commission Chambers 9:00AM to 12:00PM

Throughout the recruitment, the recruiter has provided the City Commission with updates on the status of the search and a schedule for remaining actions and deliverables. The recruiter will also take care of all administrative details on the City's behalf. Candidates will receive personal

correspondence advising them of their status at each critical point during the recruitment.

The recruitment process has closely followed the scope of work and timeline approved by the Commission and has maximized the use of the summer season to recruit high-quality candidates within a timeframe that coincides with fiscal year-end while also granting a predictable schedule for interested candidates.

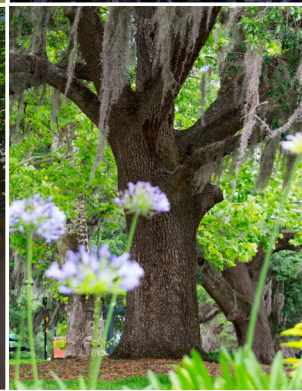
Drawing on its extensive experience in executive recruitment and local government leadership searches, S. Renée Narloch & Associates has provided their recommendations of candidates who possess the professional expertise, leadership capabilities, and strategic vision necessary to successfully lead the organization. The recommendations are provided for the City Commission's review.

Options

1. Accept the report.
2. Commission direction.

Attachments/References:

1. Attachment 1 – City Manager Recruitment Brochure
2. Attachment 2 – Recommended Candidates Provided by S. Renée Narloch & Associates
3. Attachment 3 – Other Applicants Received by S. Renée Narloch & Associates



THE CITY OF TALLAHASSEE, FL

INVITES YOUR INTEREST IN THE POSITION OF

CITY MANAGER

THE COMMUNITY

Rolling hills, a lush tree canopy, and four distinct though enjoyable seasons set Tallahassee apart from your average Florida city. Located in the Big Bend region, Tallahassee has proudly been Florida's Capital City since 1824 and is home to two major universities.

Known for its inviting hospitality, deep-rooted history, ample access to outdoor recreation, and vibrant cultural scene, it offers a fusion of cosmopolitan flair and southern personality, with a diverse and growing population. Museums, festivals, eateries, and year-round events honor and celebrate the heritage of those who call this area home.

Situated roughly 25 miles north of the Gulf of Mexico and 14 miles south of Georgia, Tallahasseeans can easily enjoy a day trip to the coast or explore country backroads. With four major highways (I-10, US 27, US 319, and US 90) leading into town and an expanding airport, residents can easily connect to regional and worldwide destinations. Getting to and around Tallahassee is generally simple and stress-free.

Tallahassee's multiple premier research and education institutions, including Florida State University, Florida A&M University, Tallahassee State College, and Lively Technical College, attract world-class talent. They also provide training, certification, and continuing education programs for a variety of professions and trades. Along with this infusion of knowledge is an infusion of energy on game days as fans cheer on nationally ranked teams in many sports.

THE AGENCY

More than 200,000 residents enjoy a high quality of life in Tallahassee, supported by the City's commitment to providing reliable, essential



municipal services that support daily living. As the region's largest single provider of services, the City delivers police and fire protection, public transportation, electric, gas, water, parks, and many other critical resources that keep the community safe, connected, and thriving.

The City's Mission is to be the national leader in the delivery of public service. Its vision is a creative capital city that supports a strong community with vibrant neighborhoods; an innovative economic and educational hub serving diverse and passionate people; protecting its natural resources; and preserving its unique character.

The City's values include:

- Honor public trust through ethical behavior
- Provide exceptional citizen service
- Lead with integrity at every level
- Collaborate to reach common goals
- Invest in employee excellence
- Promote equity and celebrate diversity

THE POSITION

The City Manager serves as the City's chief executive officer, responsible for the overall management, administration, and operation of municipal government. Reporting directly to the City Commission, the City Manager implements the Commission's policies and directives and provides executive leadership across all City functions and services.

The City Manager attends all Commission meetings, advises the Commission on policy and operational matters, and ensures the Commission is fully and equally informed regarding City activities, priorities, and financial conditions.

The position plays a central role in advancing the City's strategic goals and organizational priorities through effective leadership, fiscal stewardship, and operational oversight.

Key responsibilities include the executive leadership and administration of all City departments and services, including public safety operations (law enforcement and fire services); management of six utility systems (electric, natural gas, water, wastewater, stormwater, and solid waste); and oversight of internal operations, external relations, and franchise enforcement. The City Manager also has authority over the appointment and removal of employees and provides oversight and overall direction to the City's workforce, which consists of nearly 4,000 employees.

The City Manager is responsible for preparing and administering the City's annual operating and capital budgets, serving as purchasing agent, overseeing collective bargaining with public safety personnel, and leading initiatives focused on organizational effectiveness, cost savings, and operational efficiencies. The City of Tallahassee operates with an annual combined operating and capital budget of approximately \$1.2 billion for Fiscal Year 2026 and manages assets totaling approximately \$5.98 billion, including pension assets.

IDEAL CANDIDATE

The ideal candidate will bring a collaborative and transparent leadership style grounded in accountability, ethical decision-making, and strategic vision. Key attributes and competencies include:

- Demonstrated executive leadership experience in a complex public-sector organization;
- Strong knowledge of public administration, organizational management, and municipal operations;
- Proven ability to lead and develop high-performing teams through collaboration, delegation, and accountability;
- Exceptional communication skills, with



the ability to effectively engage elected officials, department directors, employees, and residents;

- Experience guiding strategic initiatives, organizational improvements, and operational efficiencies;
- Ability to balance competing priorities while maintaining high levels of customer service and responsiveness; and,
- Commitment to professionalism, fostering a positive organizational culture, transparency, and public service.

Requirements include possession of a bachelor's degree with an emphasis in Public Administration, Business Administration, or a related field, and at least ten (10) years of senior management experience in public administration, preferably within a municipality of similar size and complexity. A master's degree is preferred.

At least six (6) years of required experience must include supervisory responsibility. An equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities may be considered.

Candidates should also have experience in strategic planning, performance measurement systems, collective bargaining and negotiations, outcome-based financial management, and budget development.

The City Manager will be required to file a financial disclosure statement with the Supervisor of Elections, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement, annually thereafter by no later than July 1 of each year in which the City Manager serves in the position, and within 60 days of leaving the position.

All employees may be required to report to work during a declared disaster and must possess a valid Class E State driver's license at the time of appointment.

COMPENSATION

The starting salary is open and dependent upon qualifications and is accompanied by a competitive benefits package. Florida does not have a state income tax.

Website Links:

- [City of Tallahassee](#)
- [City of Tallahassee - Strategic Plan](#)
- [City of Tallahassee - Year in Review](#)
- [City of Tallahassee - Leadership](#)
- [City Data/Tallahassee](#)
- [Visit Tallahassee](#)



TO APPLY

If interested in this outstanding opportunity, please visit our website, www.SRNsearch.com, and apply online. The first review of resumes will take place on August 3, 2026; the position is open until filled. Resumes will be screened according to the qualifications outlined above.

Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to identify a select group of finalists who will be asked to provide references. References will be contacted only following the candidate's consent. Final interviews will be held with the City of Tallahassee Commission. Candidates will be advised of the recruitment status following the selection of the City Manager.

Questions should be directed to:

S. Renée Narloch, President or
Elliott Pervinich, Vice President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

*In accordance with Florida's Public Records/
Sunshine Laws, resumes and applications are
subject to public disclosure.*



COMPENSATION & EXECUTIVE BENEFITS

BENEFIT	DESCRIPTION	EMPLOYER CONTRIBUTION
Executive Management Supplement & Car Allowance	Biweekly cash supplement to offset the cost of optional benefits & monthly car allowance.	Cash supplement based on position classification. \$250 monthly car allowance or \$3,000 annually.
Pension	Employee mandatory 5% contribution. 2.25% accrual per year. Vested after 5 years.	Employee paid City contributions based on actuarial determinations needed to fund the plan.
Defined Contribution Plan 401(k)	5% contribution by the City from hire date. Vested at 7 years.	100%
Defined Contribution Plan 401(k) Match	Upon retirement, the City will provide a match on contributions if employee selects monthly payments.	50% match on 401(k) funds up to 5%
Defined Contribution Plan Retirement Savings Voluntary Program (457/ROTH 457)	Pre-tax savings program offering a wide variety of funds to allocate your money.	Employee Paid
Executive Management Leave Time	Personal Leave -120 hours per year. (Increases after years 1, 5, 10, and 20) Sick Leave - 48 hours per year. Personal Leave Days - 2 days at 8 hours each day beginning from day one of employment.	100%
Holidays	11 Holidays + 1 Floating Holiday (8 hours)	100%
Parental Leave	Eligible for paid parental leave for a newborn or newly adopted child.	Max of 240 hours to be used within 12 weeks of the birth of a child or placement in the home for adoption.
Pre-Retirement Survivor Benefit	Your beneficiaries are eligible for a lump sum payment immediately upon your death.	A minimum lump sum of \$50,000 regardless of length of service.
Enhanced Disability Pay	Disability pay for those who are temporarily disabled but are not eligible for disability retirement.	100%
Medical Insurance (Including Rx)	Capital Health Plan - HMO Florida Blue - PPO	88% - Employee Only 80% - Employee + 1 74% - Employee + 2/More
Dental Insurance (MetLife Dental)	3 PPO Options	Employee Paid
Flex Bucks	An annual allowance to help pay for benefits such as medical, dental, vision, and more.	\$82.50 biweekly on all 26 payroll checks



**CITY OF TALLAHASSEE, FL
CITY MANAGER**

RECOMMENDED CANDIDATES

August 2026

**CITY OF TALLAHASSEE, FL
CITY MANAGER**

Scott Andrews

Former County Manager, Doña Ana County, NM

Karen Jumonville

Deputy City Manager, City of Tallahassee, FL

Valerie Washington

Assistant City Manager, City of Fort Worth, TX

SCOTT ANDREWS, ED.D.

Las Cruces, NM, (813) 943.3405

Email: Scott@LeadWithLove.io

PROFESSIONAL EXPERIENCE

2024 – 2026	Doña Ana County, NM County Manager/CEO
2022 - 2024	City of Bakersfield, CA Assistant City Manager
2019 - 2022	City of Covington, GA City Manager/CEO
2017 - 2019	City of Smyrna, GA Assistant City Administrator
2014 - 2017	City of Sugar Hill, GA Economic Development Director
2003 - 2014	City of Temple Terrace, FL Recreation Supervisor/Facility Manager/Recreation Leader

EDUCATION

2015	Doctorate of Education (Ed.D.), Organizational Leadership, Argosy University
2009	Master of Public Administration Strayer University
2007	Bachelor of Science – Business Management, University of South Florida/ University of Phoenix

Dr. Scott Andrews, ICMA-CM

CEO | Author | Keynote | Founder | Professor | Convener | Thought Leader

Las Cruces, NM | 813.943.3405 | Scott@LeadWithLove.io | LeadWithLove.io

Leadership Scope

- Leadership within \$789M municipal government budget
- Executive oversight of \$500M county government budget
- Leadership of 2,000 municipal employees
- Executive leadership of 1,000 county employees
- Public services delivered to 240,000 residents across 3,800 square miles
- Founder of leadership network connecting ~20k public sector professionals

Executive Profile

Dynamic public sector executive with 23 years of leadership experience guiding complex municipal and county organizations across four states.

CEO-level leader overseeing large multidisciplinary teams, multi-hundred-million-dollar budgets, and strategic initiatives that modernize public institutions and strengthen communities.

Currently serving as County Manager of Doña Ana County, New Mexico, leading 1,000 employees and overseeing a \$500M budget serving more than 240,000 residents across 3,800 square miles.

Previously Assistant City Manager for Bakersfield, California, the 48th largest city in the United States, helping oversee operations for a government of approximately 2,000 employees and a \$789M budget.

Leadership Philosophy

Andrews is known for his Lead With Love leadership philosophy, emphasizing empathy, authenticity, accountability, and service-centered leadership.

His work focuses on building healthy organizational cultures, empowering teams, and strengthening trust between public institutions and the communities they serve.

Professional Experience

Doña Ana County, New Mexico | County Manager / CEO | Pop. 240k residents

Oct 7, 2024 – Present | \$500M budget | 1,000 employees

- Chief executive responsible for administration and strategic leadership of New Mexico's second largest county government
- Oversee an annual operating budget exceeding \$500 million
- Secured the largest economic development investment in New Mexico state history (Oracle/OpenAI), currently the largest project underway in the United States and 12th largest globally

City of Bakersfield, California | Assistant City Manager | Pop. 430k residents

May 2022 – Sep 2024 | \$789M budget | 2,000 employees

- Served as Acting City Administrator in the absence of the City Manager
- Oversaw major operating departments including HR, Finance, Parks & Recreation, IT, Economic Development, Community Relations, and Safety Risk
- Facilitated adoption and management of the city's \$789M annual budget and capital improvement program

City of Covington, Georgia | City Manager / CEO | Pop. 15k residents

Dec 2019 – May 2022 | \$157M budget | 340 employees

- Chief Administrative Officer for full-service municipal government
- Oversaw electric, gas, police, fire, airport, stormwater, public works, IT, HR, and 911 operations
- Helped secure major economic development investments including Rivian, a Meta/Facebook expansion, Cinelease Studios, and Battery Resources
- Led the creation of Covington Town Center redevelopment initiative

City of Smyrna, GA | Assistant City Administrator | Pop. 58k residents

Sep 2017 – Dec 2019 | \$110M budget

- Oversaw Engineering, Parks & Recreation, Economic Development, IT, Library, and Museums

- Played key role in creating economic development initiatives that were needed to relocate the Braves from Atlanta to 3 miles from Smyrna City Hall

City of Sugar Hill, GA | Economic Development Director | Pop. 30k residents

Apr 2014 – Sep 2017

- Directed downtown redevelopment and economic development strategy
- Executed development agreements for mixed-use and hospitality projects
- Initiated the largest municipal event series in Georgia drawing thousands annually

City of Temple Terrace, Florida | Recreation Supervisor / Facility Manager / Recreation Leader | Pop. 28k residents

July 2003 – Feb 2014

- Managed five recreation facilities and fifteen parks
- Supervised nearly 60 employees
- Served on city pension and labor negotiation teams

Academic Appointments & University Involvement

Strayer University | Adjunct Professor – Public Policy | Dec 2025 – Present

- Teach graduate-level public policy courses within the Master of Public Administration program
- **ICMA Student Chapter - Founder/Mentor:** Georgia Gwinnett College (2015), Clark Atlanta University(2018), Cal State University (2023), and New Mexico State University (2025 to Present)

Education & Executive Leadership Programs

Doctor of Education – Organizational Leadership | Argosy University | 2015

Master of Public Administration | Strayer University | 2009

Bachelor of Science – Business Management | University of South Florida / University of Phoenix | 2007

Executive Leadership Programs

- Senior Executives in State & Local Government – Harvard Kennedy School | 2024
- Local Governance Summer Institute – Stanford University | 2023
- Climate Change and Health – Yale University | 2022
- The Power of Team Culture – University of Pennsylvania | 2022

Professional Leadership & Board Service

International City/County Management Association (ICMA)

- ICMA Credentialed Manager - Since 2018
- ICMA Academic Relations Committee 2021-Present
- Ferguson Scholar – Harvard Kennedy School - 2024
- Selected to Institute on Race, Equity and Inclusion - Kettering Foundation - 2022
- Selected to Gettysburg Institute - 2022
- CCMF Scholarship - Stanford University - 2023
- Cal-ICMA - Board of Directors - 2023
- Georgia City/County Management Association - Board of Directors - 2021
- Rotary International - Executive Officer (Secretary) - Bakersfield, CA - 2021
- Cal State University/New Mexico State University Public Policy Advisory Board - 2024 & 2026
- Boys & Girls Clubs of Kern County - Board Member - 2022-2024

Honors & Awards

- Public Servant of the Year - New Mexico IDEA - 2026
- Ferguson Scholarship – Harvard Kennedy School - 2024
- Visionary City Award – GA Municipal Association - City of Covington - 2022
- Friend of Gwinnett County Tourism Award - 2014
- If You Care, You Do Award – Florida City/County Management Association - 2013

Certifications

- EQ-i 2.0 + EQ 360 Emotional Intelligence Certification – MHS – 2025
- ICMA Credentialed Manager (ICMA-CM) – Maintained since 2018
- Economic Development Finance Professional – National Development Council – 2017
- Certified Parks & Recreation Professional – 2011 to 2017

Thought Leadership

Founder – Lead With Love LLC

Founder – The Violet Movement

National keynote speaker on leadership, emotional intelligence, and the future of public service

Creator and facilitator of national executive leadership roundtables for city and county leaders

Author of:

- Lead With Love
- Humanity in the Age of Robots
- Transforming Leadership, Experiences, and Public Sector Success
- Violet's Are Blue (Amazon Best Seller)

July 21, 2026

Dear Mayor and Members of the Tallahassee City Commission,

When I read the City of Tallahassee's recruitment brochure, I was struck by more than the impressive scale of the organization. I saw a community that values ethical leadership, public trust, operational excellence, and collaboration, principles that have defined my entire career in public service.

It would be an incredible privilege to return home to Florida and serve as your next City Manager.

Throughout my twenty-four years in local government, I have led organizations of increasing complexity across Florida, Georgia, California, and New Mexico. Today, as County Manager for Doña Ana County, I oversee one of New Mexico's largest counties (pop. 235k), leading 1000 employees, administering significant public investments, partnering with elected officials, and helping guide transformative economic development initiatives that have national significance.

Earlier in my career, I served as Assistant City Manager for the City of Bakersfield, California, one of America's largest municipalities (pop. 430k), where I gained executive experience leading complex municipal operations, public safety partnerships, infrastructure investments, and organizational initiatives within a city larger than Tallahassee. That experience, combined with my leadership as a City Manager and executive in multiple organizations, has prepared me to immediately lead an organization of Tallahassee's size and complexity.

What excites me most is not simply managing a large organization, it is helping exceptional organizations become even better. The profile describes a leader who can strengthen organizational performance while building trust with elected officials, employees, and residents. Those priorities align closely with my leadership philosophy.

Throughout my career I have focused on:

- Building high-performing executive teams rooted in accountability and collaboration.

- Creating cultures where employees feel valued, empowered, and inspired to innovate.

- Strengthening relationships between governing boards, executive leadership, employees, and the community.

- Leading complex budgets and capital initiatives with fiscal discipline and transparency.

- Driving measurable organizational improvements while never losing sight of exceptional customer service.

I have also learned that successful local government leadership begins with relationships. Whether navigating significant organizational change, advancing economic development, responding to emergencies, or facilitating difficult policy discussions, I believe people support

what they help create. Listening first, communicating openly, and earning trust every day are leadership disciplines that have guided me throughout my career.

Returning to Florida would be especially meaningful on a personal level.

Florida shaped both my life and my career. It is where I learned the value of public service and where my passion for local government first began. The opportunity to return home and serve the Capital City would represent both a professional honor and a deeply personal milestone for my family.

Beyond my executive experience, I bring a national perspective that benefits local communities. I have been honored to keynote conferences for the International City/County Management Association (ICMA), the Florida City and County Management Association (FCCMA), and the Georgia City-County Management Association (GCCMA). As an author, educator, and keynote speaker, I remain committed to advancing the profession by developing leaders who lead with integrity, emotional intelligence, and service.

I would welcome the opportunity to discuss how my experience leading large, complex organizations, my Florida roots, and my collaborative leadership style can help Tallahassee continue building one of the nation's premier municipal organizations.

Thank you for your consideration and for the opportunity to be considered for this extraordinary position. I look forward to speaking with you.

Respectfully,

Dr. Scott Andrews, ICMA-CM

KAREN JUMONVILLE, PH.D.

Tallahassee, FL, Phone (850) 212-0797

Email karen.jumonville1@gmail.com

PROFESSIONAL EXPERIENCE

1999 - present **City of Tallahassee, FL**
Deputy City Manager (2025-present)
Assistant City Manager (2022-2025)
Growth Management Director (2010-2022)
Land Use and Environmental Services Administrator, Development
Review Administrator, Senior Planner (1999-2010)

Additional Experience:

Leon County, Tallahassee, FL
Senior Planner

City of Quincy, FL
City Planner

Southwest Georgia Regional Development Center, Camilla, GA
Planner

EDUCATION

2015 Ph.D., Public Administration, Florida State University, Tallahassee, FL
1997 Master of Science in Planning, Urban & Regional Planning, Florida State
University, Tallahassee, FL
1994 B.S., Political Science, Florida State University, Tallahassee, FL

Karen Jumonville, PhD

Accomplished local government professional with more than 27 years of leadership experience in a full-service municipal organization, with extensive expertise in city management, including oversight of operations, budget development and fiscal stewardship, strategic planning, infrastructure and capital improvement programs, economic and community development, growth management, environmental sustainability, and organizational administration. Proven ability to lead complex, multi-departmental initiatives and implement organizational changes while ensuring operational excellence, financial stability, and a strong commitment to responsive, high-quality public service.

Recognized for collaborative and transparent leadership with a demonstrated ability to build consensus among elected officials, community stakeholders, employees, and regional partners. Highly experienced in advising and presenting recommendations to City Commissioners and implementing policies, directing enterprise-wide initiatives, managing multi-million-dollar operating budgets and capital improvement programs. Adept at aligning organizational priorities with Commission and community visions, building and strengthening relationships, implementing innovative, results-driven strategies that enhance organizational performance, improve service delivery and advance the overall quality of life for the community.

EXECUTIVE CAREER HISTORY

DEPUTY CITY MANAGER – City of Tallahassee, FL

March 2025 – Present

Provide broad managerial oversight across 30 City departments while directly leading the Resource Management/Budget Office, Underground Utilities and Public Infrastructure, Community Beautification and Waste Management, and Environmental Services teams. Maintain oversight of a combined annual operating and capital budget exceeding \$270M, while leading approximately 675 full-time employees. Highlights include:

- Oversee critical infrastructure investments to improve the City's growth capacity that included \$56M in wastewater, water, and stormwater system improvements, including key projects such as: Southside Triangle Sewer Expansion; FAMU Way Phase IV; Capital Circle SE force-main (combination of pipe replacement and innovative lining process); Magnolia Drive water and wastewater upgrades; Pump Station 12 replacement; Railroad Avenue roadway, stormwater, and utility work; and Richview Road, Lee Avenue, and Victory Garden stormwater and sidewalk improvements.
- Anticipating possible legislative cutbacks in property taxes to local government, led a city-wide workforce reduction program resulting in annual savings of \$8.46M.
- Contributed to the City's recognition by WalletHub as the top-run City in Florida and #18 nationwide and served on the planning delegation that led to the All-America City Award in 2025.
- Ensure continued lab accreditation by the Department of Health (DOH) for a facility responsible for assessing over 368 substances with team passing a third-party audit.
- Maintain compliance with strict EPA and FDEP standards, as confirmed in the 2025 Water Quality Report, where Tallahassee's treatment standards exceed national standards.
- Directed Community Beautification initiatives that resulted in the Tree City USA designation for the 33rd consecutive year, underscoring the City's commitment to prioritize planting and caring for trees, through the implementation of our Urban Forest Master Plan.
- Facilitate permitting efficiency by directing the streamlining of demolition permitting and site plan reviews resulting in better coordination between the aquifer protection team and Growth Management and reduced permitting time.
- City team awarded the Government Finance Officers Association Distinguished Budget Presentation Award, marking the 41st consecutive year of recognition, including Special Recognition for Financial Policies and Capital Program; Maintained AA+ bond ratings, reflecting strong fiscal health.
- Guided the replenishment of the deficiencies fund from 81% to full restoration expected by end of 2026.

- Directed 24 brownfield parcel assessments to support community revitalization/environmental goals.
- Directed efforts to apply for the Florida Disaster Recovery Program (F-ROC) to reduce the timeframe for disaster cost recovery. Received the highest score, which made the City eligible to receive over \$12.3M in reimbursements faster than otherwise would have occurred.

ASSISTANT CITY MANAGER – City of Tallahassee, FL

April 2022 – March 2025

Provided executive leadership for a 580-employee service area while maintaining oversight of a combined annual operating and capital budget exceeding \$225M. Department oversight included Growth Management, Resource Management/Budget Office, Underground Utilities and Public Infrastructure, Community Beautification and Waste Management, and Environmental Services teams. Noteworthy accomplishments include:

- Implemented annual utility and infrastructure capital improvement programs exceeding \$56 million, strengthening system reliability, resiliency, and long-term community growth.
- Secured \$9.6M in grant funds from the USDOT to support the \$12M Jake Gaither Community Pedestrian and Street Safety (PASS) Improvement project.
- Team earned FDEP's 2024 Water Plant Operations Excellence Award, demonstrating exceptional system maintenance, water system performance, and operational leadership.
- Completed updates to the Land Development Code to facilitate the construction of accessory dwelling units to diversify housing supply and enhance affordability.
- Delivered utility operations that consistently maintained greater than 99% system reliability while meeting or exceeding all federal and state drinking water standards. During tenure, City awarded Best Tasting Drinking Water by the Florida Section of the American Water Works Association (FSAWWA) Region 1.
- Implemented proactive environmental initiatives, including advanced PFAS monitoring through the testing of all 27 municipal water wells ahead of regulatory requirements that will go into effect in 2029.
- Affirmed that the City's drinking water system is lead-free, through timely completion of the initial lead service line inventory required by the US EPA's Lead and Copper Rule Revisions.
- Directed community beautification efforts in the planting of 5,000 new trees throughout the community, including an innovative program designed to replenish trees damaged in target neighborhoods affected by the 2024 tornadoes.
- Oversaw permitting for more than 1,000 residential units and approximately 1.4 million square feet of commercial space.
- Reduced residential permit review times to a current average of 2.33 days and achieved 100% compliance with the Residential Guarantee fast track permitting program.
- Delivered environmental permitting performance that met fast tracking goals (which reduced review time targets by 50%) for over 98% of reviews through performance management, delegation, and accountability.
- Provided building plan review services for over 8,600 reviews and over 56,000 building inspections annually.
- Provided plan review and inspection for commercial projects with a combined annual valuation of \$544,000,000.
- Implemented storm-hardening initiatives, including installing permanent generators at 37 of our 120 pump stations, and 22 of our 27 water wells. Grant requests have been submitted to increase permanent generators to 61 pump stations.
- Initiated a system of pre-deploying portable generators to major roadway intersections to support traffic signals during expected prolonged electric outages from major storms, increasing the safety of our traveling public.

GROWTH MANAGEMENT DIRECTOR – City of Tallahassee, Florida

November 2010 – April 2022

Provided executive leadership for 62 employees responsible for building plan review and inspections, environmental management, stormwater, concurrency, sign code, zoning, and code enforcement. Responsible for an annual operating budget exceeding \$8.5M and the primary oversight of the City's development review process, which included multiple departments and functions such as traffic engineering, stormwater management, planning, electric, gas, water, sewer, fire, and police. Noteworthy accomplishments include:

- During tenure, created the Residential Permit Guarantee Program recognized by the Harvard Kennedy School Ash Center for Democratic Governance and Innovation as a Top 25 Innovations in American Government out of 500+ programs.
- Developed and implemented the City's nationally recognized Residential Permit Money-Back Guarantee Program, which institutionalized a reduction in review times for new one and two-family residential building permits from a target of 12 days to an average of 2.6 days (currently 2.33 days).
- Implemented a Fast Track Environmental Permitting Program that reduced review times by 50% from approximately 30 days to 15 days.
- Transformed organizational performance through innovative customer-focused process improvements, including development of simultaneous rather than sequential permit reviews for site plans, environmental permits, building permits, and rezonings, streamlined Natural Features Inventory reviews, and improved site plan processes to reduce review times from one month to one week for projects that meet all code requirements.
- Led implementation of customer service initiatives, including the establishment of an Express Help Center providing same day permitting assistance for certain small projects.
- Successfully developed minimum countywide environmental standards through intergovernmental collaboration.
- Drove the 100% digitization of the Growth Management Department including the complete conversion of the City's building permit application and review processes to become paperless.
- Developed and tracked enterprise-wide performance measures, increasing accountability and enhancing organizational performance for development review and permitting.

LAND USE AND ENVIRONMENTAL SERVICES ADMINISTRATOR, DEVELOPMENT REVIEW

ADMINISTRATOR, SENIOR PLANNER – City of Tallahassee, Florida

July 1999 – November 2010

During the first 11 years with the City of Tallahassee, served in a variety of roles with increased responsibility and oversight, beginning with a senior planner position and culminating in selection as the Land Use and Environmental Services Administrator in Growth Management. Managed a team of 31 employees, including civil engineers, planners, biologists, environmental inspectors, engineering technicians, and technical/administrative staff while overseeing budget of \$3M. Highlights of period include:

- Drove the modernization of the City's site plan and subdivision application processes.
- Digitized historical permit records and developed a system for document retrieval – a first of its kind for Growth Management and the City.
- Recognized in a national benchmarking study performed by the University of North Carolina (UNC) School of Government as being in the top three local governments with exceptionally strong development review operations. Award selection focused on programs that were fair, customer focused, transparent, used advanced technology, and at a program cost matching community growth.

Other Key Positions

- Adjunct Instructor, Florida State University – Public Administration, Tallahassee, FL
- Senior Planner, Leon County FL
- City Planner, City of Quincy, FL
- Planner, Southwest Georgia Regional Development Center, Camilla, GA
- Graduate Assistant, Florida Office of Program Policy Analysis and Government Accountability, Tallahassee, FL

EDUCATION

Doctor of Philosophy (PhD), Public Administration – Florida State University, Tallahassee, FL	2015
Master of Science (MSP), Urban & Regional Planning – Florida State University, Tallahassee, FL	1997
Bachelor of Science (BS), Political Science – Florida State University, Tallahassee, FL	1994

PROFESSIONAL CREDENTIALS

- American Institute of Certified Planners (AICP)
- Certified Public Manager (CPM)

PROFESSIONAL AFFILIATIONS AND COMMUNITY LEADERSHIP

- International City/County Management Association (ICMA)
- Florida City and County Management Association (FCCMA)
- American Planning Association (APA)
- United Way of the Big Bend, Executive Board Member (UWBB)
- Urban Land Institute Capital Region, Past Board Member (ULI)

Karen Jumonville, PhD

Dear Mayor and City Commissioners,

I am pleased to submit to you my application for the role of City Manager. It would be an honor to work directly for the City Commission and continue serving the community I have proudly called home for more than 33 years. My 27 years of dedicated service to the City of Tallahassee and deep institutional knowledge, management experience, and unwavering commitment to collaborative leadership make me uniquely qualified to lead the region's largest single provider of municipal services as Tallahassee's next City Manager.

Beginning my career as a Senior Planner and advancing through positions of increasing responsibility to Assistant City Manager and now Deputy City Manager, I have a comprehensive understanding of every aspect of our full-service municipal government. As you know, the breadth of our services and complexity of our operations are unmatched. With 4,000 employees and 30 departments, we are responsible for every utility our community relies on, including generating electric power, operating a growing international airport, environmental services, public infrastructure, and the full complement of traditional municipal functions.

My career has been defined by a commitment to collaborative leadership, implementing innovative solutions, and fiscal responsibility. From creating the Residential Money-back Guarantee program and reducing permit review times from 12 to 2.3 days to helping advance infrastructure projects like the transformation of a polluted brownfield site into Cascades Park, our city's premier community gathering spot, I have continuously brought people together to address complex community challenges.

I have achieved success by working collaboratively with employees, department directors, elected officials, neighborhood organizations, business leaders, and community partners. This approach has reinforced my belief that success is built on trust, transparency, and accountability. I have earned a reputation for building consensus, resolving difficult issues, and bringing stakeholders together to advance solutions that serve the best interests of our community.

Throughout my career, I have led teams from across the organization in daily operations and in times of emergencies like the tornadoes, hurricanes and flooding that have impacted our community. Times of crisis require strong leadership and a cohesive, well-coordinated response to ensure public safety and timely restoration of critical services like electric, water, sewer, and stormwater utilities. From road clearing and debris collection to pre-deploying generators at pump stations and traffic signals along city, county and state roads, I have been proud to lead preparation and response efforts that have kept our community safe and helped us quickly recover.

At our core, we are a service organization dedicated to community impact. Efforts like the Southside Action Plan are designed to realize this impact by bringing together community-led initiatives with infrastructure and beautification projects performed by City departments like Underground Utilities & Public Infrastructure and Community Beautification & Waste Management. The result? Vacant lots cleaned up, new public greenspaces like the Bond Linear Park, new sidewalks that give kids a safe route to school, and millions invested into expanding

Karen Jumonville, PhD

water and sewer to previously underserved parts of our community. I am excited to continue working on strategic investments like this that strengthen our neighborhoods and benefit our community for generations to come.

Equally important, I have helped ensure the City's financial strength through disciplined fiscal stewardship. As Deputy City Manager, I have helped lead development of the City's budget, balancing nearly \$924 million in operating expenditures with \$268 million in capital investments, while aligning resources with the Commission's strategic priorities and maintaining the City's long-standing commitment to fiscal responsibility. Through disciplined financial management, we have preserved the City's strong financial position, including the recent reaffirmation of our AA+ bond rating and the replenishment of the Deficiencies Reserve, strengthening our ability to respond to future economic uncertainty. I believe sound financial stewardship is about more than balancing a budget—it is about making strategic investments, protecting the City's long-term financial health, and ensuring taxpayers receive exceptional value from every public dollar.

As your City Manager, my priorities will be to ensure alignment with your vision and decisions that reflect our commitment to serving the people of Tallahassee, fiscal responsibility, and operational excellence. The success of our City ultimately depends on our people. I am committed to leading an organization where collaboration is expected, diverse perspectives are valued, innovation is encouraged, and excellence is recognized. By empowering our workforce and strengthening relationships with residents, businesses, neighborhood organizations, and community partners, we will continue building a community that is resilient, innovative, and prepared for the future.

The City of Tallahassee has earned recognitions for exceptional service, responsible governance, and forward-thinking leadership, and I would be honored to further advance this culture of excellence. My professional experience, education, institutional knowledge, collaborative leadership style, and long-standing commitment to public service have all prepared me to serve as your next City Manager.

Thank you for your consideration. I welcome the opportunity to discuss how my experience, leadership philosophy, and commitment to public service will help advance the priorities of the City Commission and the community we all proudly serve.

Sincerely,



Karen Jumonville, PhD

VALERIE WASHINGTON

166 North Judkins Street, Fort Worth, TX 76111, Phone (317) 965-2283

Email valeriehurdwashington@gmail.com

PROFESSIONAL EXPERIENCE

- 2015 - present **City of Fort Worth, TX**
Assistant City Manager
- 2010 - 2015 **City of Indianapolis, IN**
Deputy Director & Chief Financial Officer, Department of Public Safety
(2012-2015)
Assistant Director, Department of Audit & Performance (2010-2012)

EDUCATION

- 2002 Bachelor of Science, Manchester University, North Manchester, IN

VALERIE R. WASHINGTON

Executive Municipal Leader | Assistant City Manager | Public Administration Executive
Fort Worth, TX • (317) 965-2283 • valeriehurdwashington@gmail.com

EXECUTIVE PROFILE

Accomplished municipal executive with more than 20 years of progressive leadership experience guiding complex local government organizations, overseeing enterprise operations, and delivering exceptional public service.

Proven ability to partner with elected officials, lead organizational transformation, manage multi-billion-dollar budgets, and strengthen municipal operations across public safety, infrastructure, aviation, environmental services, capital programs, and administrative functions.

Recognized for building high-performing organizations, fostering collaborative partnerships, implementing innovative financial strategies, and delivering measurable operational improvements while maintaining a steadfast commitment to ethical leadership, transparency, and public trust.

Core Competencies

- Executive Municipal Leadership
- Strategic Planning & Organizational Excellence
- Budget Development & Fiscal Stewardship
- Public Safety & Emergency Services
- Utilities & Infrastructure Management
- Capital Improvement Programs
- Labor Relations & Collective Bargaining
- Public-Private Partnerships
- Organizational Transformation
- Performance Management
- Community & Stakeholder Engagement
- Board & Commission Relations

Accomplishments

- 20+ years of executive municipal leadership
- Executive oversight of a \$2 billion operating budget
- Leadership responsibility for approximately 7,000 employees
- Executive oversight of public safety, aviation, environmental services, EMS, and property management
- Directed approximately \$1.8 billion in voter-approved capital improvement programs
- Frequent Acting City Manager for the City of Fort Worth
- Negotiated public-private partnerships generating \$2.5–\$5 million in recurring annual revenue

PROFESSIONAL EXPERIENCE

CITY OF FORT WORTH, TEXAS

Assistant City Manager | 2015–Present

- Provide executive leadership for one of the nation's fastest-growing full-service municipalities, serving more than one million residents through a workforce of approximately 7,000 employees and a \$2 billion operating budget.
- Partner with the City Manager, Mayor, and City Council to advance strategic priorities, oversee complex municipal operations, and ensure the effective delivery of essential public services.
- Regularly serve as Acting City Manager, providing executive leadership and organizational continuity.

Selected Accomplishments

- Serve as Acting City Manager, providing executive leadership for citywide operations while advising elected officials on strategic, operational, and financial matters.
- Lead executive oversight of Aviation, Environmental Services, Office of the Medical Director, Property Management, Sister Cities, Fire, Police, and EMS.
- Direct cross-departmental initiatives that improve organizational effectiveness, operational performance, and customer service across multiple municipal functions.
- Spearheaded the Neighborhood Improvement Program, aligning capital investment and municipal services to strengthen neighborhoods, improve quality of life, and reduce crime.
- Guided development and implementation of voter-approved bond programs totaling approximately \$1.8 billion, ensuring fiscal accountability, stakeholder alignment, and timely project delivery.
- Designed and implemented citywide fee and rate adjustments through comprehensive financial analysis, stakeholder engagement, and public outreach.
- Led the successful integration of EMS into the Fire Department, overseeing organizational restructuring, workforce integration, financial planning, and implementation affecting more than 400 employees.
- Directed federally funded capital improvement programs across three municipal airports, ensuring FAA compliance while maximizing external funding opportunities.
- Led strategic land acquisition efforts supporting transportation, infrastructure, and long-range community development initiatives.
- Negotiated an innovative landfill gas public-private partnership projected to generate \$2.5–\$5 million in recurring annual revenue.
- Represent the City before business leaders, regional organizations, developers, governmental agencies, neighborhood groups, and community stakeholders to advance strategic initiatives and economic development.

CITY OF INDIANAPOLIS, INDIANA
Deputy Director & Chief Financial Officer
Department of Public Safety | 2012–2015

- Managed a public safety portfolio exceeding \$500 million supporting Police, Fire, EMS, Homeland Security, and Emergency Communications.

Selected Accomplishments

- Directed strategic budget development, long-range financial planning, and fiscal oversight for multiple public safety agencies.
- Advised executive leadership on organizational priorities, operational strategy, and resource allocation.
- Secured federal and state grant funding supporting innovative public safety initiatives.
- Strengthened financial forecasting, accountability, and operational performance through improved management systems.
- Partnered with public safety leadership to align financial resources with organizational priorities and service outcomes.

Assistant Director
Department of Audit & Performance | 2010–2012

Selected Accomplishments

- Led citywide performance management initiatives that improved organizational accountability and operational efficiency.
- Designed executive performance dashboards and measurement systems supporting data-driven decision making.
- Applied Lean Six Sigma methodologies to streamline operations, reduce costs, and improve service delivery.
- Collaborated with elected officials and department leaders to implement sustainable organizational improvements.

EDUCATION

Bachelor of Science
Manchester University

PROFESSIONAL CERTIFICATION

Lean Six Sigma Master Black Belt
Villanova University

BOARD LEADERSHIP

- Executive Committee Member, Tarrant Area Food Bank
- Board Member, Tarrant County 911 District
- Board Member, Fort Worth Sister Cities International

PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA)
- Texas City Management Association
- National Forum for Black Public Administrators

Valerie R. Washington
166 North Judkins Street
Fort Worth, TX 76111
(317) 965-2283
valeriehurdwashington@gmail.com

July 29, 2026

S. Renée Narloch & Associates
Attn: S. Renée Narloch, President
2910 Kerry Forest Parkway, D4-242
Tallahassee, FL 32309

Dear Ms. Narloch,

I am excited to submit my application for the City Manager position with the City of Tallahassee. Throughout more than twenty years in local government leadership, I have dedicated my career to building high-performing organizations, delivering exceptional public services, and leading complex municipal operations with integrity, transparency, and accountability. Tallahassee's commitment to being the national leader in public service, coupled with its emphasis on ethical leadership, collaboration, and employee excellence, closely reflects the values that have guided my career.

As Assistant City Manager for the City of Fort Worth, I serve as an executive leader for one of the nation's largest full-service municipalities, overseeing operations that support more than one million residents, approximately 7,000 employees, and a \$2 billion operating budget. My portfolio includes public safety, aviation, environmental services, emergency medical services, property management, and other essential municipal functions. I have also frequently served as Acting City Manager, ensuring continuity of operations, advising elected officials, and representing the city with residents, business leaders, and regional partners.

My career has been defined by leading transformational initiatives that strengthen organizational performance while improving service delivery. I led the successful transition of Fort Worth's EMS system into the Fire Department, overseeing financial restructuring, workforce integration, labor coordination, and operational implementation involving more than 400 employees. I have negotiated innovative public-private partnerships, including a landmark landfill gas agreement projected to generate millions in recurring annual revenue, directed multiple voter-approved bond programs totaling nearly \$1.8 billion, and guided complex capital improvement initiatives that required thoughtful stakeholder engagement, disciplined fiscal management, and collaborative leadership.

Valerie R. Washington
166 North Judkins Street
Fort Worth, TX 76111
(317) 965-2283
valeriehurdwashington@gmail.com

Earlier in my career, as Deputy Director and Chief Financial Officer for the City of Indianapolis Department of Public Safety, I managed a public safety budget exceeding \$500 million while supporting police, fire, EMS, homeland security, and emergency communications. Combined with my experience leading performance management and organizational improvement initiatives, these roles have provided me with a strong foundation in strategic planning, outcome-based budgeting, labor relations, performance measurement, and continuous improvement—qualities that align closely with the leadership profile outlined for Tallahassee's next City Manager.

What excites me most about this opportunity is the chance to lead an organization that delivers such a broad range of municipal services while partnering with a City Commission committed to serving a vibrant and growing capital city. I believe my collaborative leadership style, experience building trusted relationships with elected officials and community stakeholders, and record of developing high-performing teams would allow me to successfully advance Tallahassee's strategic priorities while maintaining the highest standards of public service.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience, leadership philosophy, and commitment to excellence can contribute to the continued success of the City of Tallahassee. I look forward to speaking with you.

Sincerely,

Valerie R. Washington

CITY OF TALLAHASSEE, FL
CITY MANAGER
CANDIDATE LIST

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
1. Adel AlAdlani	City Manager	City of Hamtramck, MI
2. Scott Andrews	Former County Manager	Doña Ana County, NM
3. Rita Bing	Senior Program Accountant	WorkSource Montgomery, Rockville, MD (Remote from Crawfordville, FL)
4. Brandon Carter	Executive Director of Finance	City of Lake City, SC
5. Steven Carter	City Manager	City of Portsmouth, VA
6. Tosha Chambers	Eligibility Specialist I	Florida Department of Children and Families, Fort Lauderdale, FL
7. Brandon Crews	Information Technology Senior Management Consultant	NTT Data, St. Louis, MO
8. Kirsten Davis	Founder and Principal, Executive Advisory and Operations	Self-Employed, Durham, NC
9. Paula Deboles-Johnson	Human Resources Manager	Leon County Government, Tallahassee, FL
10. George Dickens III	Fire Engineer	City of Savanna, GA
11. Shawn Edmonson	City Manager/Chief Executive Officer	City of Stockbridge, GA
12. Ronald Fraser	Deputy City Manager	City of Pearland, TX
13. Alma Gonzalez	Attorney, Human Resources Department	Pasco County, FL
14. Freddie Harris	Executive Leadership Team Member & Director of Enterprise Strategy	City of Boynton Beach, FL

CITY OF TALLAHASSEE, FL
CITY MANAGER
CANDIDATE LIST

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
15. Stanley Hawthorne	President	DoyleSH Corporation, Kissimmee, FL
16. Aaron Heintz	Capital Finance Director, Department of Administration	State of Wisconsin, Madison, WI
17. Thomas Hutka	Former Town Manager	Town of Newington, CT
18. Terrell Jacobs	City Manager	City of Albany, GA
19. Karen Jumonville	Deputy City Manager	City of Tallahassee, FL
20. William Lawrence	Town Manager	Town of Lady Lake, FL
21. Carollynn Lear	City Manager	City of Bangor, ME
22. T.J. Lewis	Director of Economic Development	Gadsden County Board of County Commissioners, Quincy, FL
23. Jared Mills	City Manager	City of Augusta, ME
24. Michael Navarro	Consultant	AlixPartners
25. Toni Norsworthy-Davis	General Manager	JCPenney, Tallahassee, FL
26. Mark Poland	Chief of Public Safety-Assistant City Manager	City of Sugar Land, TX
27. Christopher Rodriguez	Assistant City Administrator	Government of the District of Columbia, Washington, DC
28. Anthony Schembri	County Administrator and Director of Public Safety	Citrus County, FL

CITY OF TALLAHASSEE, FL
CITY MANAGER
CANDIDATE LIST

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
29. Jeff Shoobridge	Former City Manager	City of Tifton, GA
30. Robert Sivick	County Administrator	County of Whitfield, Dalton, GA
31. Dennis Stark	County Manager	Lyon County, NV
32. Samuel Sulkosky	Former Interim Business Administrator/Chief of Staff	City of Harrisburg, PA
33. Jabarie Walker	Assistant City Manager	City of St. Cloud, FL
34. Valerie Washington	Assistant City Manager	City of Fort Worth, TX
35. James "Jae" Williams	Press Secretary	Florida Office of Attorney General James Uthmeier
36. O. Cordelia Williams	Interstate and Intrastate Team Leader, Department of Social Services, Child Support Enforcement	State Government, Central HQ, Richmond, VA
37. Fred Wollet	Government Operations Consultant III, Bureau of Medicaid Policy	Florida Agency for Healthcare Administration, Tallahassee, FL



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 12.2 Approval of Resolution No. 26-R-24 for the
Acceptance and Execution of the Florida
Department of Transportation Public
Transportation Grant Agreement for the Terminal
HVAC Improvements Project at the Tallahassee
International Airport -- David Pollard, Aviation**

Category	Policy Formation and Direction
Fiscal Impact	Yes
Dollar Amount	\$550,000.00
Budgeted	Yes
Budget Source	Local matching funds will be provided from the Airport's Repairs, Replacement & Improvements Undesignated Fund Balance, the Airport's Passenger Facility Charge (PFC) funds, and Federal Aviation Administration (FAA) funds.
Recommended Action	Option 1: Adopt Resolution No. 26-R-24 and approve the City Manager, or designee, to execute FDOT Public Transportation Grant Agreement (PTGA) and any other documents related to the PTGA for FDOT No. 450038-1 for the Terminal HVAC Improvements Project at the Tallahassee International Airport.

For more information, please contact: David Pollard, Aviation, (850) 891-7815

Statement of Issue

The City has received approval for a matching grant from the Florida Department of Transportation (FDOT) for the Terminal HVAC Improvements Project included in the

Airport's approved Capital Improvement Program (CIP). This matching grant is required to be executed in the form of a Public Transportation Grant Agreement (PTGA) and Resolution authorizing acceptance of the PTGA in the amount of \$550,000 for the Terminal HVAC Improvements project at the Tallahassee International Airport. This Item seeks adoption of Resolution No. 26-R-24, acceptance of the PTGA funds, and approval for the City Manager, or designee, to execute the PTGA and any other documents related to the PTGA.

Recommended Action

Option 1: Adopt Resolution No. 26-R-24 and approve the City Manager, or designee, to execute FDOT Public Transportation Grant Agreement (PTGA) and any other documents related to the PTGA for FDOT No. 450038-1 for the Terminal HVAC Improvements Project at the Tallahassee International Airport.

Fiscal Impact

Funding for the Terminal HVAC Improvements Project is provided through FDOT grant funds in the amount of \$550,000 for the Airport CIP. The required local matching funds will be provided from the Airport's Repairs, Replacement & Improvements Undesignated Fund Balance, the Airport's Passenger Facility Charge (PFC) funds, and FAA funds.

Supplemental Material/Issue Analysis

History/Facts & Issues

This project will provide for improvements to critical building systems within the Airport's Main Terminal including the HVAC, mechanical, and electrical systems that support the comfort of Airport customers as well as the movement passengers and bags. This project provides for the design, engineering, permitting, construction, construction administration, and resident project representative services for replacement, upgrades, and improvements to the Main Terminal HVAC, mechanical, electrical and elevator systems. This project supports the replacement of aging infrastructure and compliance with the latest building codes and regulations.

Department(s) Review

Resource Management; Procurement; City Attorney's Office

Options

1. Adopt Resolution No. 26-R-24 and approve the City Manager, or designee, to execute FDOT Public Transportation Grant Agreement (PTGA) and any other documents related to the PTGA for FDOT No. 450038-1 for the Terminal HVAC Improvements Project at the Tallahassee International Airport.
2. Do not adopt, which will result in the loss of \$550,000 in FDOT funding that will have to be secured from other sources.

Attachments/References:

1. Attachment 1 - Resolution No. 26-R-24

RESOLUTION NO. 26-R-24

A RESOLUTION APPROVING THE ACCEPTANCE AND EXECUTION OF
A PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE

**Terminal HVAC Improvements Project – FDOT No. 450038-1
At the Tallahassee International Airport**

WHEREAS, the City of Tallahassee has been offered a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for costs associated with the Terminal HVAC Project at the Tallahassee International Airport; and

WHEREAS, FDOT requires a resolution from the City Commission to effectuate transfer and acceptance of funding.

NOW, THEREFORE, be it resolved by the City Commission of the City of Tallahassee of the following:

The City Manager, or designee, is hereby authorized to accept and execute the PTGA with the State of Florida Department of Transportation for FDOT No. 450038-1, and any other documents related to the PTGA, for the purpose of funding the Terminal HVAC Improvements Project at the Tallahassee International Airport.

ADOPTED by the City Commission of the City of Tallahassee this 26th day of August 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

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

By: _____
Amy M. Toman
City Attorney



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **12.3 Authorize the City Manager, or Designee, to finalize negotiations and execute the necessary agreement(s) with PPK Aviation TLH Alpha, LLC, dba AirBOSS Hangars for the development and lease of Airport property at the Tallahassee International Airport -- David Pollard, Aviation**

Category	Policy Formation and Direction
Fiscal Impact	Yes
Budgeted	No
Budget Source	Revenue will be deposited into the Aviation Operating Fund.
Recommended Action	Option 1: Authorize the City Manager, or designee, to finalize negotiations and execute the agreement(s) necessary with AirBOSS to enable the development and lease of Airport property at the Tallahassee International Airport.

For more information, please contact: David Pollard, Aviation, (850) 891-7815

Statement of Issue

In accordance with the Airport Master Plan and the City's Strategic Plan, the Tallahassee International Airport advertises and markets available land in targeted aeronautical and non-aeronautical sectors. As a result, PPK Aviation TLH Alpha, LLC, dba AirBOSS Hangars ("AirBOSS") has approached the City regarding aeronautical development of hangar facilities at the Airport. Following discussions, the City and AirBOSS agreed to the terms outlined in Attachment 1, AirBOSS Key Business Terms. Under those terms, AirBOSS seeks to enter into an Airport Development Ground Use and Lease Agreement ("Agreement") to fund, design, permit, and construct the proposed hangar facilities. Upon completion, AirBOSS intends to

sublease the facilities to prospective aeronautical tenants.

The project represents an estimated \$7 million capital investment and is projected to generate \$1.8 million in new Airport revenue over the term of the Agreement, which will be deposited into the Aviation Operating Fund. The proposed development is consistent with both the Airport Master Plan and the City's Five-Year Strategic Plan. Execution of the necessary agreement(s) will address a long-standing need for executive-style business hangars, enhance Airport revenue, and support local economic growth.

Recommended Action

Option 1: Authorize the City Manager, or designee, to finalize negotiations and execute the agreement(s) necessary with AirBOSS to enable the development and lease of Airport property at the Tallahassee International Airport.

Fiscal Impact

Approximately \$7M capital investment plus \$1.8 million of new Airport revenue to the Aviation Operating Fund over the term of the Agreement.

Supplemental Material/Issue Analysis

History/Facts & Issues

AirBOSS is an aviation real estate development company, headquartered in Lake Mary, Florida, engaged in the design, financing, construction, and leasing of customizable aircraft hangar facilities for corporate aviation and maintenance, repair, and overhaul (MRO) operations. The company's developer-lessor model includes entering into ground leases, constructing hangar facilities at its own cost, and subleasing them to qualified aviation tenants, with revenue derived mainly from long-term leases. AirBOSS provides turnkey development services, including project design, permitting, and construction management, for hangar facilities that support general aviation and commercial aviation-related activities.

In accordance with the Airport Master Plan and the City's Strategic Plan, the Tallahassee International Airport advertises and markets available land in targeted aeronautical and non-aeronautical sectors. As a result, in 2025, AirBOSS initiated discussions with the Airport to address a growing interest in the development of multiple executive-style business hangars, creating sublease opportunities to address the rising demand for higher-end aviation facilities in the Tallahassee market. AirBOSS proposes a long-term lease encompassing approximately 2.2 acres of Airport property plus additional space for parking and circulation. Under this proposed arrangement, AirBOSS would fund, design, permit, construct, and sublease hangars and essential infrastructure to support aircraft storage and air transportation operations, addressing a long-standing need for custom-built hangar facilities at the Airport.

This development is projected to result in the creation of approximately 20 direct, 7 indirect, and 6 induced jobs, for a total of 33 permanent jobs and over 54 temporary construction jobs

during the development, with a total economic impact exceeding \$1.8M, as projected by Florida State University's Center for Economic Forecasting and Analysis.

All projected development figures, including square footage, acreage, and investment value, are preliminary and subject to refinement based on updated data and final survey results. The project will undergo required coordination and review by the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA) to ensure compliance with applicable safety, security, and design standards. The project is consistent with the Airport Master Plan, Airport Layout Plan, and the City's Five-Year Strategic Plan.

Department(s) Review

City Attorney's Office; Real Estate Management

Options

1. Authorize the City Manager, or designee, to finalize negotiations and execute the agreement(s) necessary with AirBOSS to enable the development and lease of Airport property at the Tallahassee International Airport.
2. Do not authorize the City Manager, or Designee, to finalize negotiations and execute the agreement(s) necessary with AirBOSS to enable the development and lease of Airport property at the Tallahassee International Airport.

Attachments/References:

1. Attachment 1 - AirBOSS - Key Business Terms



Key Business Terms AirBOSS Hangars, LLC

(Last Update: August 7, 2026)

NEGOTIATED TERMS (PRELIMINARY)	
OFFER EXPIRES	Offer is non-transferable and expires on August 26, 2026, if not signed and agreed upon by the Parties.
LEASE/DEVELOPMENT AGREEMENT	Airport Development Ground Use and Lease Agreement (“Agreement”) – The City/Airport will initiate the preparation of a Development Ground Use and Lease Agreement between the City of Tallahassee (“City”) and PPK Aviation TLH Alpha, LLC doing business as AirBOSS Hangars (“AirBOSS”), (collectively the “Parties”) to establish the general terms and conditions for AirBOSS’s construction of hangar and office facilities, along with adequate apron, parking, circulation, and other supporting infrastructure (the “AirBOSS Hangar Development”) and the lease of property at Tallahassee International Airport (“Airport”) upon which AirBOSS shall construct its hangar facilities.
SUBLEASES	Subleases. All subleases of Lessee’s Leased Premises must be approved in advance by the Director prior to Lessee executing any sublease. All subleases shall require a tri-party Airport Use Agreement, authorizing and setting forth the terms and conditions of the City’s authorization to sublease, and shall include a signed copy of the sublease as an attachment thereto. All Airport Use Agreements must be signed by the City, Lessee, and the Sublessee. Attornment. AirBOSS shall require that all subleases expressly provide that, upon the termination or expiration of the Agreement between the City and AirBOSS for any reason, the sublessee(s) shall attorn to City only upon the express written election of City, in its sole and absolute discretion, and recognize City as landlord. In the event of such election, the sublease(s) may continue as a direct lease between City and sublessee(s) on the same terms and conditions, except as City may otherwise require as a condition of such attornment, unless City elects to terminate such sublease(s), in its sole discretion, upon written notice. City shall have no obligation to accept any attornment or to recognize any sublease. City shall not be liable for any act or omission of AirBOSS, any default arising prior to attornment, any prepaid rent, security deposit, or other sums not actually received by City, or any offsets, defenses, or claims of sublessee(s) against AirBOSS.

	All subleases shall be subordinate to and consistent with the Agreement, and any sublease that fails to comply herewith shall be voidable at the election of City. AirBOSS shall provide City with true and complete copies of all subleases and amendments thereto. Termination for Convenience. AirBOSS further agrees that each sublease shall include a termination for convenience clause granting AirBOSS the unconditional right, in its sole and absolute discretion, to terminate the sublease at any time for any reason or no reason, upon not less than thirty (30) days' prior written notice to the sublessee. Any sublease entered into in violation of the above provisions shall be voidable at City's option and shall constitute a material breach of the Agreement.
CITY COMMISSION MEETING	August 26, 2026
DEVELOPER	AirBOSS shall fund, design, permit, construct, or cause to be constructed, operate and maintain the AirBOSS Hangar Development in accordance with the Airport Master Plan, Airport Layout Plan and the Airport Minimum Standards, and Rules and Regulations as currently exists or as may be amended in the future, all as more fully set forth in the Agreement.
CONTRACT COMMENCEMENT DATE	The Agreement shall commence upon execution.
TERM	Term shall be Thirty (30)-Years and shall carry one 10-Year Option to extend.
MINIMUM CAPITAL INVESTMENT	AirBOSS shall make an initial minimum Capital Investment of \$7 Million, or as otherwise determined by the final negotiated scope of the AirBoss Hangar Development and as set forth in the Agreement.
SCOPE	AirBOSS is a team of aviation, engineering, and construction professionals. AirBOSS is represented in these negotiations by Brian C. Smith, Jr., Chief Pilot and Chief Operating Officer. AirBOSS is a Florida-based aviation services company specializing in hangar and MRO development, with an office located at 7131 Business Park Lane, Lake Mary, Florida 32746. Mr. Smith is the designated point of contact for lease negotiations. AirBOSS proposes to lease approximately 95,835 square feet, 2.2 acres, or as otherwise determined by the final negotiated scope of the AirBoss Hangar Development and as set forth in the Agreement. AirBOSS shall initiate and assume all costs to fund, design, permit, manage, construct, operate, and maintain the AirBOSS Hangar Development for its use and sublease thereof. AirBOSS shall: • Demolish any existing structures (above or below ground), • Design, permit and construct the AirBOSS Hangar Development, and • Provide all construction management and Resident Project Representative services for the project, and

	- Construct any needed infrastructure improvements including parking, circulation, apron improvements, taxiway connections, utility connections, and required stormwater management facilities. AirBOSS proposes the construction of the AirBOSS Hangar Development for the purpose of aircraft storage and operation, and shall construct the following: Approximate Hangar/Office/Parking (subject to final site plan revisions): - Two (2) 16,900 SF Hangar Spaces, inclusive of any office space - 33,800 SF - Apron / Circulation 62,035 SF Approximate Total Leased Square Footage: 95,835 SF For purposes of the Agreement, "Hangar" refers to two (2) aircraft hangars constructed as part of the Project, identified as Hangar A and Hangar B, as shown on the attached Conceptual Development Plan. All square footages are subject to final survey.
OPTIONAL SCOPE	Within ten (10) years following the Agreement Commencement Date, the City and AirBOSS may identify additional available property for the construction of additional executive style business hangars at the Airport under a future contract amendment in accordance with the Airport Master Plan, Airport Layout Plan and Minimum Standards. Such Optional Scope(s) shall be further subject to updated terms and conditions, rates and charges and insurance requirements. The rates and charges and terms and conditions incorporated into any amendment for additional hangar development shall not be unjustly discriminatory against similarly situated tenants making similar use of Airport Property. In no way shall this Optional Scope provision be construed to grant a "right of first refusal" for the future development of vacant space at the Airport. The City retains its right to issue a competitive solicitation for any and all aeronautical and non-aeronautical activities and services contemplated herein.
CONCEPTUAL SITE PLAN	AirBOSS shall submit Conceptual Site Plans to the City for approval within sixty (60) days following the Agreement Commencement Date.
PRELIMINARY CONSTRUCTION PLANS	Preliminary Construction Plans, including a draft construction schedule, must be submitted to the City for approval within one hundred eighty (180) days after the Conceptual Site Plan submittal(s) are approved. The Preliminary Construction Plans must be approved by the City prior to AirBOSS submitting to any local, state, and federal permitting agencies (such approvals may take from 3-12 months).
FINAL CONSTRUCTION PLANS AND SCHEDULE	Final Construction Plans and Schedule shall be submitted by AirBOSS along with all applicable local, state, and federal permits for approval within one hundred eighty (180) days following the approval of Preliminary Construction Plan(s). The Final Construction Schedule(s) shall be negotiated as part of the approval of the Final Site Plan(s) and shall be reasonable based upon the final scope and scale of the project.

CONSTRUCTION COMPLETION	The construction of the AirBOSS Hangar Development on the Leased Premises shall be completed materially in compliance with each and every term and condition of the resulting Agreement in accordance with the approved Final Construction Plans, Schedules, and Permits no later than twenty-four (24) months following the Commencement Date of the Agreement unless otherwise extended in writing by the Director of Aviation. Should AirBOSS not commence construction within this agreed upon timeframe, the property shall revert back to the City and the Agreement shall automatically terminate.
ASSURANCES	AirBOSS agrees to the following: • Performance Bond: Within one hundred eighty (180) days following the Agreement Commencement Date, AirBOSS must provide a Performance Bond executed by its construction contractor and a surety acceptable to City securing contractor's performance of its obligations relating to the construction of the AirBOSS Development, in an amount equal to the value of its construction contract, naming City as obligee thereunder. • Security Deposit: Within thirty (30) days following the Agreement Commencement Date, AirBOSS must provide a Security Deposit in the amount of three (3) months' rent, \$9,741.09 to the City to guarantee the full and faithful performance of all the terms and conditions of this Agreement by Lessee and shall be subject to claim in full or in part by the City in the event of Lessee's default on any of the terms and conditions of the Agreement including, but not limited to, Ground Rent payments due to the City by the Lessee. The Security Deposit shall be annually adjusted to three (3) months' rent at the then-current Ground Rent rate, as adjusted in accordance with the Agreement. • Licenses and Permits: Within the earlier of either receiving approval on the Final Construction Plans and Schedule or twelve (12) months from the Agreement Commencement Date, AirBOSS must obtain all necessary licenses, permits, and approvals from relevant city, state, and federal agencies and demonstrate its ability to fund the development.
DELAYS	In the event of delays due to extenuating circumstances and conditions beyond AirBOSS or its designee's control, the Director may offer a reasonable extension on the demolition and construction timeframes established herein and within the approved Final Demolition and Construction Plans, Schedules and Permits.
FAA GUIDELINES	AirBOSS and its contractor agree to follow all applicable FAA standards/regulations and follow all applicable FAA guidelines and Advisory Circulars pertaining to construction and operation at the Airport, including, but not limited to the current published version of AC 150/5300-13, Airport Design, AC 150/5370-2, Operational Safety on Airports During Construction and 150/5370-10, Standard Specifications for Construction.
OPERATIONS	AirBOSS and any sublessees shall operate its aircraft in accordance with all Airport Rules and Regulations and other published policies as currently exists or may be amended in the future.

REGULATIONS	AirBOSS shall comply with all laws, and any amendments thereto affecting its operation on the Airport, including all federal, state, and local laws, ordinances and the laws and regulations of any governmental agencies having jurisdiction, which affect the intended use of the Leased Premises as set forth in the Agreement.
BADGES & SECURITY	In accordance with the Airport's Schedule of Rates and Charges, https://www.talgov.com/Uploads/Public/Documents/airport/sch-rc.pdf?02 , as currently exists or as may be amended in the future, AirBOSS shall ensure that all employees and contractors are properly badged prior to engaging in activities at the Airport.
MAINTENANCE	City shall maintain and repair the following: A. Following construction completion, all City-installed utility systems on the City's side of the applicable City meter or service connection (Note: The repair of damages caused by the negligence of AirBOSS's employees, agents, and suppliers may be made by City and billed to AirBOSS, in accordance with the Agreement). B. Public-use runways, taxiways, taxilanes, airfield lighting fixtures, and public access roads outside of the Leased Premises. AirBOSS shall maintain and repair the Leased Premises/Hangar Facilities as follows: A. Maintain all buildings, hangars, hangar doors, roof, stormwater facilities, paved and grass areas, and repair all systems and equipment; B. Interior and exterior painting of building and hangar facilities located on the Leased Premises on a routine basis or as often as necessary to maintain the Leased Premises in good condition and repair; C. Damaged or worn-out flooring surfaces such as tile, carpeting, equipment, plumbing fixtures, heating and air conditioning systems, ceiling fans, electrical and light bulbs, ballasts, including routine replacement of air filters within the Leased Premises; D. All obstruction lights on hangars or buildings and similar devices, fire protection and safety equipment and all other equipment of every kind and nature required by any applicable law, rule, order, ordinance, resolution, or regulation of any applicable governmental authority on or within the Leased Premises; and E. Any damage to the aircraft apron areas, paving or other surfaces within the Leased Premises caused by fuel, oil, grease, lubricants or other liquids or hazardous substances having a material corrosive or detrimental effect thereon, caused as a direct result of Lessee's operations. <u>Additionally, AirBOSS shall:</u> A. Remove all Foreign Objects and Debris (FOD) to prevent damage to jet engines through the ingestion of FOD within the Leased Premises; B. Provide all janitorial services including arrangements for adequate sanitary handling and disposal, away from the Leased Premises, of all trash, garbage and other refuse caused as a result of the operation of its business, including suitable covered receptacles and dumpsters (landside only), acceptable to the City, for all such garbage, trash, and other refuse;

	H. Remove all boxes, cartons, limbs, aircraft parts and equipment, barrels, or other similar items ensuring compliance with all applicable laws relating to the collection, and removal of trash, garbage, waste, recycling, and the like; and I. Provide all pest control for the internal and external portions of the Leased Premises/Hangar Facilities.
PERIODIC REFURBISHMENT	AirBOSS, at its sole cost and expense, must routinely refurbish, keep, maintain and promptly repair the facilities including all Improvements, fixtures, facilities, operating equipment (and including any portion of building systems located within the Leased Premises) in first class, safe, clean, neat, sanitary and lawful order, condition and repair, free of pests and vermin, excepting only reasonable wear and tear that does not negatively affect the appearance or structural integrity of the Leased Premises and facilities thereon. If, in the Director of Aviation's sole discretion, the facilities are not being properly maintained, the Director of Aviation shall provide written notice requesting that AirBOSS submit a Refurbishment Plan and Schedule detailing its plans to refurbish any part of the Improvements, including but not limited to, fixtures, facilities, operating equipment, fuel dispensers, and pavement determined by the Director of Aviation to be in a state of disrepair. AirBOSS must submit its Refurbishment Plan within thirty (30) days following the Director of Aviation's written request. The City shall have thirty (30) days to review and provide any comments with respect to the plans. Upon written notice to proceed from the City, AirBOSS shall have thirty (30) days to complete the refurbishment, unless otherwise extended by the Director of Aviation in writing.
GROUND RENT COMMENCEMENT	The Ground Rent for Parking, Apron, and Circulation areas shall be \$0.41 per square foot annually. Annual Ground Rent shall be payable in advance in twelve (12) equal monthly installments. Lessee shall commence payment of Ground Rent on the earlier of: (i) the issuance of a Temporary/Permanent Certificate of Occupancy for any portion of the AirBOSS Hangar Development or (ii) twenty-four (24) months after the Agreement Commencement Date irrespective of construction status.
REVENUE SHARE	Revenue Share: In addition to Ground Rent, AirBoss shall pay the City a revenue share equal to three percent (3%) of all Gross Revenue (the "Revenue Share") derived from each Hangar, as defined below. Definition of Gross Revenue "Gross Revenue" means all revenues, income, fees, and other consideration of any kind received by AirBoss or its affiliates from or in connection with the leasing, licensing, occupancy, or use of a Hangar, including without limitation base rent, additional rent, common area maintenance charges, reimbursements, storage fees, service fees, and any other charges paid by tenants or occupants, but excluding: (a) sales or use taxes collected and remitted to governmental authorities; (b) refundable security deposits (unless and until applied); and (c) insurance proceeds and condemnation awards.

	Phased Applicability The Revenue Share shall apply separately to each Hangar and shall commence independently for each Hangar as set forth below. Commencement of Revenue Share The obligation to pay the Revenue Share for a given Hangar shall commence on the earlier of: (a) the date upon which a tenant or occupant first takes possession of such Hangar (or any portion thereof) for purposes of conducting its operations; or (b) the date upon which rent or any other occupancy-related fee first becomes payable with respect to each Hangar (the "Revenue Share Commencement Date" for that Hangar). For the avoidance of doubt, each Hangar shall have its own Revenue Share Commencement Date, and the Revenue Share shall not apply to any Hangar prior to its respective Revenue Share Commencement Date.
UTILITIES	AirBOSS shall be responsible for providing all site preparation, water and electrical connections, sewer pump station, stormwater, security/access, separate metering, and telecom connections. AirBOSS shall receive bills directly from utility providers and promptly pay for all fees and services when due. During the Term, City shall not be liable to AirBOSS for any interruption in or curtailment of any utility service. <u>AirBOSS agrees:</u> • To pay all utility charges for the Leased Premises, • To pay all charges, including but not limited to deposits, installation cost, if any, connection charges, meter deposit, consumption, use and all service charges for propane and natural gas, electricity, water, sewer, garbage, and other utility services furnished by the City or other utility service corporation servicing the Leased Premises, and • To maintain and repair all utility systems on AirBOSS's side of the applicable City meter or service connection including, without limitation, service lines for the supply of water, gas service lines, electrical power, telephone and telecommunications conduits and lines, lift stations, sanitary sewers and storm sewers primarily servicing the Leased Premises. In all instances where damage to any utility service line is caused by AirBOSS, its employees, contractors, suppliers, agents, or invitees, AirBOSS shall be responsible for the cost of damages resulting therefrom and the repair thereof in accordance with the Agreement.
INTERNET, PHONE & CABLE	Deposits and installation charges for internet, phone, and cable connections along with monthly service charges are specifically excluded and shall be the responsibility of AirBOSS.
ANNUAL ESCALATIONS	The Ground Rent shall be subject to annual adjustment based on changes to the Consumer Price Index for All Urban Consumers (CPI), U.S. City Average, All Items (Unadjusted), as published by the U.S. Bureau of Labor

	Statistics. The index number to be used shall be the latest figure published closest to the anniversary date of each adjustment. The base index shall be determined on the Agreement Commencement Date. The Annual Escalation shall equal the lesser of three percent (3%) or the annual CPI.
INSURANCE	Insurance must be provided to cover the aeronautical and business activities conducted from the Leased Premises in accordance with the Airport's Minimum Standards for Commercial Aeronautical Activities and other coverages as may be required by the City's Risk Manager.
NOTICE TO PROCEED	The Director of Aviation's prior written approval of Final Construction Plan(s) and Schedule(s) shall constitute Notice to Proceed to construct the Facility, provided that required insurance and other requirements set forth in Agreement have been met.
TITLE	Title to improvements vests with AirBOSS upon construction and with the City at the expiration or earlier termination of the Agreement.

**Note: The resulting Agreement may be subject to Federal Aviation Administration ("FAA") and Florida Department of Transportation ("FDOT") review and concurrence and the Director of Aviation and City Leadership's final approval. Final terms may vary slightly, as mutually agreed upon between the Parties, but shall not deviate substantially from the intent of these terms as presented.*



**CITY OF
TALLAHASSEE**

**Wednesday, August 26, 2026
City Commission Meeting**

Subject

**13.1 This is the portion of the meeting for
unagendaed business/speakers. There is no
written content.**



**CITY OF
TALLAHASSEE**

**Wednesday, August 26, 2026
City Commission Meeting**

Subject

14.1 This is the portion of the meeting for City Commission information and sharing of ideas. There is no written content.



**CITY OF
TALLAHASSEE**

**Wednesday, August 26, 2026
City Commission Meeting**

Subject

15.1 This is the portion of the meeting where a break takes place prior to the public hearings. There is no written content.



**Wednesday, August 26, 2026
City Commission Meeting**

**Subject 16.1 Public Hearing Regarding the Southwood
Development of Regional Impact (DRI) -- John
Reddick, Growth Management & Louis Norvell,
Deputy City Attorney**

For more information, please contact: John Reddick, Director of Growth Management, (850) 891-7001 and/or Louis Norvell, Deputy City Attorney, (850) 891-8554

Statement of Issue

This matter is before the City Commission to determine whether there have been violations of the Southwood DRI Development Order.

The current Schedule of Internal Road Improvements (Exhibit G to the Southwood DRI Development Order) provides that Orange Avenue (the “Orange Avenue Extension”) from Biltmore Avenue to Southwood Plantation Road will be completed by December 31, 2025. The Schedule of Internal Road Improvements provides that construction will have commenced for Biltmore Avenue (the “Biltmore Avenue Extension”) from Orange Avenue to Apalachee Parkway by December 31, 2025 with construction completed by December 31, 2026.

The Orange Avenue Extension has not been completed. Construction has not commenced for the Biltmore Avenue Extension.

The St. Joe Company is the master developer of the Southwood DRI Development. NextGen Family Group, LLC is the owner of the land encompassing the Orange Avenue Extension and segments of the Biltmore Avenue Extension.

On August 10, 2026, Growth Management issued notices of violation of the Southwood DRI Development Order to both St. Joe and NextGen Family Group.

Quasi-Judicial Proceeding

This matter is a quasi-judicial proceeding. Any ex-parte communications must be disclosed in accordance with the procedure set out in City of Tallahassee Resolution No. 95-R-54. To access Ex Parte Disclosures related to this agenda item, if any, please visit the following web

portal: <https://clerkpav.talgov.com/exparte/qssearch/>

For any assistance with accessing or requesting copies of Ex Parte records, please contact the City Treasurer-Clerk's Office, Records Division at (850) 891-8130 during business hours.

Supplemental Material/Issue Analysis

History/Facts & Issues At its February 18, 2026, meeting, the City Commission directed staff to bring an agenda item to the March 11, 2026, City Commission meeting providing an update on Southwood DRI, including the Schedule of Internal Road Improvements required per the Development Order and potential violations concerning the roadways.

At its March 11, 2026, meeting, the City Commission discussed the Southwood DRI and the Schedule of Internal Road Improvements. The City Commission directed staff to reject an extension of the current required internal roadway completion timelines and to move forward with enforcement action as outlined in the Southwood DRI Development Order, including the issuance of a notice of violation to the Developer.

City staff scheduled a public hearing for April 21, 2026 to consider the roadways. At the April 15, 2026 City Commission meeting, the Commission directed staff to cancel the planned April 21, 2026 hearing and work with both parties to establish an agreement to transfer the right-of-way for the incomplete portion Orange Avenue in order to have St. Joe construct the roadway. The Commission provided 60 days for the agreement to be made, and to re-start the notice of violation and hearing process if no agreement was in place. The agreement was not reached within that timeframe.

Following discussion at the June 10, 2026, Commission meeting, the City Commission directed staff to send notices of violation to St. Joe and NextGen Family Group and to set an enforcement action for a public hearing.

St. Joe filed suit against NextGen in the Circuit Court of the Second Judicial Circuit in and for Leon County, Florida (case no. 2026-CA-1354) seeking to reform a deed issued to NextGen Family Group.

On July 1, 2026 the St. Joe Company provided a letter (Attachment 3) to the City Commission outlining their position on design and construction of the roadway, ongoing legal efforts against NextGen, and requesting the City continue the hearing set for Monday July 6, 2026 as it relates to St. Joe Company.

On July 6, 2026, the City Commission conducted a public hearing in the enforcement action concerning the roadways. The Commission directed staff to re-notice and expand the enforcement action and to set the public hearing for August 26, 2026.

On July 24, 2026, St. Joe filed a Complaint against the City of Tallahassee in the Second Judicial Circuit (case no. 2026-CA-1547) seeking a declaratory judgment and asserting that St. Joe is entitled to tolling and an extension of time under a declaration of emergency issued by Governor. The City has answered the complaint denying that St. Joe is entitled to any requested relief.

On August 10, 2026, St. Joe and NextGen were provided Notices of Violation regarding the construction and completion deadlines for Biltmore Avenue and Orange Avenue, with a public hearing to consider the violations scheduled for August 26, 2026 (Attachments 1 and 2).

St. Joe moved for a temporary injunction asking the Court to stay the enforcement hearing set for August 26, 2026. The Court has set a hearing on the motion for temporary injunction for August 25, 2026 (Attachment 4).

Enforcement Provisions of the Southwood DRI Development Order

The Development Order provides as follows:

In the event that the Developer, its lessees, agents, successors, or assigns violates any of the conditions of this Development Order or otherwise fails to act in substantial compliance with this Development Order (hereinafter referred to as "Violator"), the City shall stay the effectiveness of this Development Order as to the DRI, tract, or portion of the tract, in which the violative activity or conduct has occurred. All further development permits, approvals and services for development in the said tract or portion of the tract shall be withheld upon passage of any appropriate resolution by the City, adopted in accordance with this section, upon a finding that such violation has occurred.

Additional Background

The Southwood Development of Regional Impact (DRI) is a large phased development in southern Tallahassee that consists of 3,322 acres. The Integrated Development Order (DO) for the DRI was originally approved by both the Tallahassee City Commission and Leon County Board of County Commissioners in 1999, subject to Chapter 380, Florida Statutes. As would be expected of any development with this level of planning and complexity, the Southwood DRI has been under continuous and fluid development for several decades. The Southwood DRI has required extensive coordination with the City throughout its history, and it has been adjusted numerous times over the last 27 years to adapt to shifting real estate and economic cycles, market demands, and construction costs. This close coordination and ongoing adaptation has allowed residential and commercial investment to continue to flow into the area as the DRI approaches full buildout.

The Southwood DRI currently has the following approved development thresholds as of the latest amendment approved by the City:

2,157,117 square feet of office uses;

757,227 square feet of commercial uses;

2,328,381 square feet of industrial uses;

5,330 residential uses (which include the 400 units of the Independence Landing Property);

585,500 GSF of educational/institutional uses; and

1,374 acres of recreation and open space areas.

These thresholds are able to be amended via a process laid out in the DRI DO through a conversion process that trades off individual land uses as long as traffic impacts remain neutral, and further changes to the development plan are possible with approved changes to the DRI DO. As has been outlined in previous items, the Southwood DRI Development Order has been amended numerous times since 2000. The full buildout date for the Southwood DRI is currently September 28, 2038. This date has been adjusted during the course of development by state legislative action resulting from statewide economic circumstances, emergency declarations authorized by the Governor, and changes to the DO to reflect local conditions.

Current Development Activity

Development activity has been continuous in Southwood for more than two decades and it is ongoing. Current development activity within the Southwood DRI, either currently under construction or under permit review, includes:

Southwood MDR-11: This tract, which is on the west side of Merchants Row Blvd between Capital Circle and Tram Road, is also known as Lake Mary Forest. The development includes 100 single-family residential detached units and construction of this area is almost completed.

Southwood LDR-1: This tract, which is north of Old St. Augustine Road, includes 82 single-family residential detached lots.

Southwood MDR-18: This 234-unit multi-family residential development is under construction and is located between Capital Circle and Merchants Row Blvd, west of Tram Road.

The Collection at Central Park: This development is located within Town Center 1 and Town Center 2 tracts in Southwood and will include 72 single-family residential detached units and 46 single-family residential attached (townhome) units. While this development has received permit approval, construction has not yet begun.

Southwood LSF-11: This tract is located at the northwest corner of Biltmore Road and School House Road. The applicant is proposing a 42-unit single-family residential detached

subdivision.

Southwood MDR-19: This tract is located south of the intersection of Merchants Row Blvd and Tram Road. The applicant is proposing a 149-unit single-family residential detached subdivision. This development will also construct another segment of Merchants Row Blvd, as required by the Schedule of Internal Roadway Improvements.

In summary, within Southwood there are currently 534 residential units approved or under construction and an additional 191 residential units in the development review process.

Establishment of the Schedule of Internal Road Improvements

The Schedule of Internal Road Improvements (Exhibit G of the Development Order) was established in 2011, in conjunction with other changes to the DRI that were proposed by St. Joe as part of NOPC No. 7. During the review process of the requested DRI change, the City received public comments about the timing of the completion of Southwood's internal road network and coordinated with the Developer to amend the transportation section of the DRI Development Order (DO) to establish the Schedule of Internal Road Improvements. This new schedule of improvements included requiring that construction of the listed roadways be completed in conjunction with the development pods immediately adjacent to the roadways segment. This also included a construction completion date of the listed roadways of December 31, 2020.

Along with the DO roadway improvements schedule, the City Commission on December 14, 2011, approved a memorandum of agreement with the St. Joe Company that provided for the Developer to construct and maintain a temporary extension of Orange Avenue, from its current terminus to Southwood Plantation Road. The temporary roadway would provide for traffic to travel to/from Orange Avenue directly to/from Southwood Plantation Road. In addition to this temporary extension, other measures to eliminate the ability of vehicles to turn left onto Mossy Creek Lane from Orange Avenue were also included to address traffic issues on that roadway. The agreement required that the Developer complete the design, permitting, and construction process for the temporary extension no later than 14 months after approval of NOPC No. 7, which the Developer complied with.

In November 2021, the City Commission approved a revised Exhibit G as part of the Southwood DRI DO Sixth Amendment. This revised exhibit updated the construction status of the roadways that had been completed to date and updated the completion date of the remaining segments from December 31, 2020, to December 31, 2025.

In June 2024, the City Commission approved another revised Exhibit G as part of the Southwood DRI DO 10th Amendment, which was a DRI Amendment requested by the St. Joe Company. This revised exhibit assigned new deadlines for the commencement and completion of the listed roadway segments, as opposed to the previous exhibit which only listed the completion deadline for construction. The current version of the Schedule of Internal Road Improvements has Orange Avenue from Biltmore Avenue to Southwood Plantation Road being

completed by December 31, 2025 and Biltmore Avenue from Orange Avenue to Apalachee Parkway commencing construction by December 31, 2025, with construction completed by December 31, 2026.

DRIs of this scale often implement multiple models for the completion of the agreed-upon roadway network. In some instances, portions of the roadway network are constructed by the master developer apart from adjacent development; in other instances, portions of the roadway network are constructed in segments so that the roadway network is built out naturally as the development adjacent to the supporting roadway segment was developed, often by a different developer who purchased the land from the master developer. This was a supporting factor in tying the completion schedule to the construction of the adjacent pods or tracts. For example, Orange Avenue was constructed in phases. On one hand, the segment of Orange Avenue from Capital Circle Southeast to Four Oaks Boulevard was constructed by the master developer, St. Joe, on its own. On the other hand, the segment of Orange Avenue from Four Oaks Boulevard to Mossy Creek was constructed in conjunction Southwood Unit 29, a 72-unit single-family residential subdivision, and the segment of Orange Avenue from Mossy Creek to Biltmore Avenue was constructed in conjunction with Southwood Unit 31, a 69-unit single-family residential subdivision. Alternatively, Artemis Way was constructed by Tallahassee Classical School in coordination with the adjacent development of their school. All of these models have been successful in the buildout of the roadway network within the Southwood DRI and all remain as viable options for the completion of the internal roadway network.

This item provides information for the Commission's consideration as it conducts the scheduled public hearing.

Department(s) Review

Growth Management, City Attorney

Options

1. Conduct public hearing and, upon finding St. Joe Company and NextGen Family Group LLC in substantial non-compliance of the Integrated Development Order of the Southwood Development of Regional Impact, adopt Resolution 26-R-25, staying the effectiveness of the Development Order and withholding development permits, approvals, and services on the tracts where the violations have occurred.
2. Commission direction.

Attachments/References:

1. Attachment 1 - August 10, 2026 Notice of Violation - NextGen Family Group LLC
2. Attachment 2 - August 10, 2025 Notice of Violation - The St. Joe Company
3. Attachment 3 - July 1, 2026 Letter from St. Joe Company
4. Attachment 4 - Motion for Temporary Injunction Notice of Hearing
5. Attachment 5 - Resolution 26-R-25



August 10, 2026

Chandra Mullangi
Nextgen Family Group LLC
4969 Hollystone Lane
Tallahassee, FL 32312

RE: Notice of Violation of the Southwood Integrated Development Order

Mr. Mullangi,

This notice is to inform you that you remain in violation of the conditions of the Integrated Development Order for the Southwood Development of Regional Impact, specifically Exhibit G regarding the construction of the Orange Avenue Extension and Biltmore Avenue.

On March 26, 2026, you were issued a Notice of Violation by the City of Tallahassee regarding the conditions of the Integrated Development Order for the Southwood Development of Regional Impact. A public hearing was scheduled for April 21, 2026, for the City Commission to consider the violations and remedies if the violations were not cured.

On April 15, 2026, in lieu of proceeding with the scheduled public hearing the City Commission granted a 60-day period, concluding on June 15, 2026, to take required steps towards remedying the violations which would allow for the design and construction of the required roadway improvements to proceed. The required actions were not completed within the time allotted, and the City subsequently issued another Notice of Violation regarding the conditions of the Integrated Development Order and scheduled a public hearing for July 6, 2026. On July 6, 2026, the City Commission conducted a public hearing concerning the violations and directed further notice and proceedings regarding the requirements for construction of the Orange Avenue Extension and Biltmore Avenue.

Per the General Conditions of the Development Order, unless the violations are cured within 15 days of this notice, the City Commission shall hold the public hearing scheduled for August 26, 2026, at 6:00 PM in the Commission Chambers to consider the referenced violations and the remedies if the violations are not cured. Be advised that remedies may include withholding further development permits, approvals and services to the tract or portion of the tract in which the violations have occurred until the violations are cured.

Please contact my office at (850) 891-7001 if you have any questions.

John Reddick

John Reddick, Director
Growth Management Department



CITY HALL
300 S. Adams St.
Tallahassee, FL 32301-1731
850-891-0000
TDD: 711 • Talgov.com

JOHN E. DAILEY, Mayor
CURTIS RICHARDSON, Mayor Pro Tem
JACQUELINE "JACK" PORTER, Commissioner
JEREMY MATLOW, Commissioner
DIANNE WILLIAMS-COX, Commissioner

REESE GOAD, City Manager
AMY M. TOMAN, City Attorney
JAMES O. COOKE, IV, City Treasurer-Clerk
DENNIS R. SUTTON, Inspector General



August 10, 2026

Elisabeth Walters
The St. Joe Company
130 Richard Jackson Blvd, Suite 200
Panama City Beach, FL 32407

RE: Notice of Violation of the Southwood Integrated Development Order

Ms. Walters,

This notice is to inform you that you remain in violation of the conditions of the Integrated Development Order for the Southwood Development of Regional Impact, specifically Exhibit G regarding the construction of the Orange Avenue Extension and Biltmore Avenue.

On March 26, 2026, you were issued a Notice of Violation by the City of Tallahassee regarding the conditions of the Integrated Development Order for the Southwood Development of Regional Impact. A public hearing was scheduled for April 21, 2026, for the City Commission to consider the violations and remedies if the violations were not cured.

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Please contact my office at (850) 891-7001 if you have any questions.

John Reddick

John Reddick, Director
Growth Management Department



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JOHN E. DAILEY, Mayor
CURTIS RICHARDSON, Mayor Pro Tem
JACQUELINE "JACK" PORTER, Commissioner
JEREMY MATLOW, Commissioner
DIANNE WILLIAMS-COX, Commissioner

REESE GOAD, City Manager
AMY M. TOMAN, City Attorney
JAMES O. COOKE, IV, City Treasurer-Clerk
DENNIS R. SUTTON, Inspector General



Washington, D.C.
Virginia
Florida
Arizona
New York
Tennessee
Utah
holtzmanvogel.com

July 1, 2026

Mayor John Dailey
mayor@talgov.com
City of Tallahassee, Florida
300 S. Adams Street
Tallahassee, Florida 32301

Re: Southwood Plantation DRI/St. Joe Company

Dear Mayor Dailey:

I represent the St. Joe Company ("St Joe") concerning the ongoing efforts of the City of Tallahassee to secure the construction of the Orange Avenue extension, between its current point of termination to the east to Southwood Plantation Road. After a less than ideal beginning to these conversations with the City, St. Joe has (and continues to) worked closely with the City Growth Management team to begin the process of designing and (ultimately) constructing this extension. Unfortunately, as the City is aware, Nextgen Family Group, LLC ("NextGen") is presently the owner of the area where the road right-of-way extends. Both the City and St. Joe have been working with NextGen to secure that right-of-way. To date, those efforts have not succeeded in a transfer of title of the right-of-way.

On Thursday, June 25, 2026, St. Joe filed a lawsuit against NextGen seeking reformation of title to the right-of-way area. Those lands were never intended to be dedicated to NextGen, but due to a mistake in the deed which NextGen has refused for over three (3) years to acknowledge or assist in correcting, NextGen remains the owner of the land in question. St. Joe has suggested that NextGen either dedicate the right-of-way to St. Joe or to the City, following which the Orange Avenue extension can be constructed. Until this happens or a Court takes action on the now filed complaint, the issue will remain unresolved. The only other option would be for the City to condemn the area in question, in which event St. Joe is prepared to proceed with the construction.

Importantly, I note that the issue of constructing the Orange Avenue extension was never ignored by St. Joe. Rather, due to the Governor's Emergency Declaration in Executive Order 24-94 (and the extensions thereto), the period for complying with the amended Development Order was extended by State law. To be clear, St. Joe remains of the opinion that this period is extended (through April of 2028) pursuant to Section 252.363, Fla. Stat. Without waiving the right to that extension for which St. Joe provided notice to the City, and as indicated above, St. Joe remains willing to proceed with the design and construction of the road (and stormwater pond) today, subject to it or the City securing title to the land. St. Joe cannot proceed with construction until ownership of the property at issue is resolved. As the City's staff is aware, St. Joe retained Moore Bass over a month ago to design (and ultimately construct) the roadway. That design has been underway.

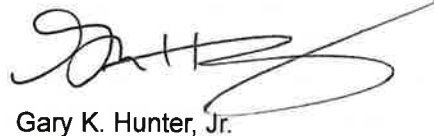
Given St. Joe's willingness to move forward with the Orange Avenue design and construction and St. Joe's ongoing legal efforts against NextGen to resolve the issue of ownership, we respectfully request the City to continue the

N

hearing set for Monday, July 6, 2026, at least as relates to St. Joe. Again, St. Joe has and continues to cooperate and work in good faith with the City to secure the construction of the remaining portion of Orange Avenue. There is nothing to be gained by asserting enforcement rights against St. Joe. However, if enforcement proceedings result in St. Joe being wrongfully identified in violation of the Development Order, it will have no option but to file a complaint against the City seeking a determination of the State extension of this obligation. The result of that lawsuit will be St. Joe making no efforts to advance construction of this portion of Orange Avenue until that lawsuit is resolved.

I write in an effort to resolve what appears to be the absence of a dispute between the City and St. Joe and, perhaps more importantly, to avoid the creation of one. I await the City's reply.

Sincerely,



Gary K. Hunter, Jr.

cc: (Via Email)

Honorable Curtis Richardson, Mayor Pro Tem

Honorable Jacqueline Porter, Commissioner

Honorable Jeremy Matlow, Commissioner

Honorable Diane William-Cox, Commissioner

Reese Goad, City Manager

Amy M. Toman, Esq., City Attorney

Elizabeth Walters, Esq., St. Joe

**IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT
IN AND FOR LEON COUNTY, FLORIDA**

THE ST. JOE COMPANY,
a Florida corporation,

Plaintiff,

v.

Case No. 2026-CA-001547

CITY OF TALLAHASSEE,
a Florida municipal corporation,

Defendant.

NOTICE OF HEARING

PLEASE TAKE NOTICE that the foregoing cause has been set for hearing:

Date: August 25, 2026

Time: 1:00 p.m. to 2:00 p.m.

Judge: Judge David Frank

Location: Chambers 365-J

Motion: Plaintiff's Motion for Temporary Injunction

Dated: August 13 , 2026

/s/ Mohammad O. Jazil

Gary K. Hunter, Jr. (FBN 949779)

Mohammad O. Jazil (FBN 72556)

Robert C. Volpe (FBN 117992)

Alexander M. Purpuro (FBN 1025872)

HOLTZMAN VOGEL BARAN

TORCHINSKY & JOSEFIK, PLLC

119 S. Monroe Street, Suite 500

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(850) 270-5938 (phone)

ghunter@holtzmanvogel.com

mjazil@holtzmanvogel.com

rvolpe@holtzmanvogel.com

apurpuro@holtzmanvogel.com

Attorneys for Plaintiffs

CERTIFICATE OF SERVICE

I certify that a copy of the foregoing was filed on August 13, 2026, and was served on the following attorneys via the Florida Courts E-Filing Portal.

Amy M. Toman, City Attorney
Louis C. Norvell, Deputy City Attorney
Jennifer Painter, Assistant City Attorney
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301
(850) 891-8554
amy.toman@talgov.com
louis.norvell@talgov.com
Jennifer.painter@talgov.com

Counsel for City of Tallahassee

/s/ Mohammad O. Jazil
Attorney

RESOLUTION NO. 26-R-25

A RESOLUTION OF THE CITY OF TALLAHASSEE, FLORIDA,
REGARDING THE SOUTHWOOD DEVELOPMENT OF REGIONAL
IMPACT DEVELOPMENT ORDER; FINDING SUBSTANTIAL NON-
COMPLIANCE WITH THE DEVELOPMENT ORDER; AND STAYING THE
EFFECTIVENESS OF THE DEVELOPMENT ORDER AS TO THE TRACTS
WHERE THE VIOLATIONS HAVE OCCURRED.

WHEREAS, the Southwood Development of Regional Impact (DRI) is a large development in southern Tallahassee consisting of approximately 3,322 acres; and

WHEREAS, the Southwood DRI is governed by a Development Order which was initially adopted in 1999 and has been amended a number of times over the years; and

WHEREAS, the Eleventh Amendment to the Integrated Development Order was approved by the Leon County Board of County Commissioners on July 8, 2025 and the City Commission on August 20, 2025; and

WHEREAS, the Twelfth Amendment to the Integrated Development Order was approved by the Leon County Board of County Commissioners on March 10, 2026 and the City Commission on February 18, 2026; and

WHEREAS, the St. Joe Company is the primary developer of the Southwood DRI; and

WHEREAS, the Eleventh and Twelfth Amendments to the Integrated Development Order both contain a “Schedule of Internal Road Improvements” which is Exhibit G to both documents; and which is the same or substantially the same in the Eleventh and Twelfth Amendments; and

WHEREAS, the Schedule of Internal Road Improvements identifies the Orange Avenue Extension (from Capital Circle SE to Southwood Plantation Road) and provides “construction completed by December 31, 2025”; and

WHEREAS, the Schedule of Internal Road Improvements identifies the Southwood Plantation Road/Biltmore Avenue (from current terminus to Apalachee Parkway as aligned with Sutor Road) and provides “construction started on or before December 31, 2025, and completed by December 31, 2026”; and

WHEREAS, the Orange Avenue Extension was not completed by December 31, 2025; and

WHEREAS, the Southwood Plantation Road/Biltmore Avenue construction did not commence on or before December 31, 2025; and

WHEREAS, the Orange Avenue Extension is on land owned by the NextGen Family

Group, LLC and traverses the parcel with Tax ID no. 3110200160000, depicted on Exhibit A; and

WHEREAS, the Southwood Plantation Road/Biltmore Avenue is on land owned by the NextGen Family Group, LLC and the St. Joe Company and traverses the parcels with Tax ID nos. 3110200160000, 3110200010001, 3103204040000, and 3103200520000, depicted on Exhibit A; and

WHEREAS, the Development Order states as follows:

“In the event that the Developer, its lessees, agents, successors or assigns violates any of the conditions of this Development Order or otherwise fails to act in substantial compliance with this Development Order (hereinafter referred to as "Violator"), the City shall stay the effectiveness of this Development Order as to the DRI, tract, or portion of the tract, in which the violative activity or conduct has occurred. All further development permits, approval and services for development in the said tract or portion of the tract shall be withheld upon passage of any appropriate resolution by the City, adopted in accordance with this section, upon a finding that such violation has occurred.”

(11th Am. Dev. Order at § 3(B)(10); 12th Am. Dev. Order at § 3(B)(10)); and

WHEREAS, on August 10, 2026, the City of Tallahassee issued notices of violation to the St. Joe Company and the NextGen Family Group, LLC; and

WHEREAS, on August 26, 2026, the City of Tallahassee City Commission conducted a properly noticed public hearing concerning violations of the Development Order.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE, FLORIDA:

Section 1. Based on the evidence and testimony presented at the August 26, 2026 public hearing, the City of Tallahassee City Commission finds the St. Joe Company and the NextGen Family Group, LLC to be in substantial non-compliance with the Development Order; specifically, the approximately 900 feet of roadway from the intersection of Biltmore Avenue to Southwood Plantation Road has not been completed in accordance with the Schedule of Internal Road Improvements and the Southwood Plantation Road/Biltmore Avenue construction has not commenced in accordance with the Schedule of Internal Road Improvements.

Section 2. The tracts where the violations have occurred are the parcels with Tax ID nos. 3110200160000, 3110200010001, 3103204040000, and 3103200520000 depicted in Exhibit A.

Section 3. The effectiveness of the Development Order is stayed as to the parcels with Tax ID Nos. 3110200160000, 3110200010001, 3103204040000, and 3103200520000 where the violations have occurred. All further development permits, approvals and services for development in the parcels shall be withheld until the violations are cured.

Section 4. This Resolution is adopted and effective August 26, 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

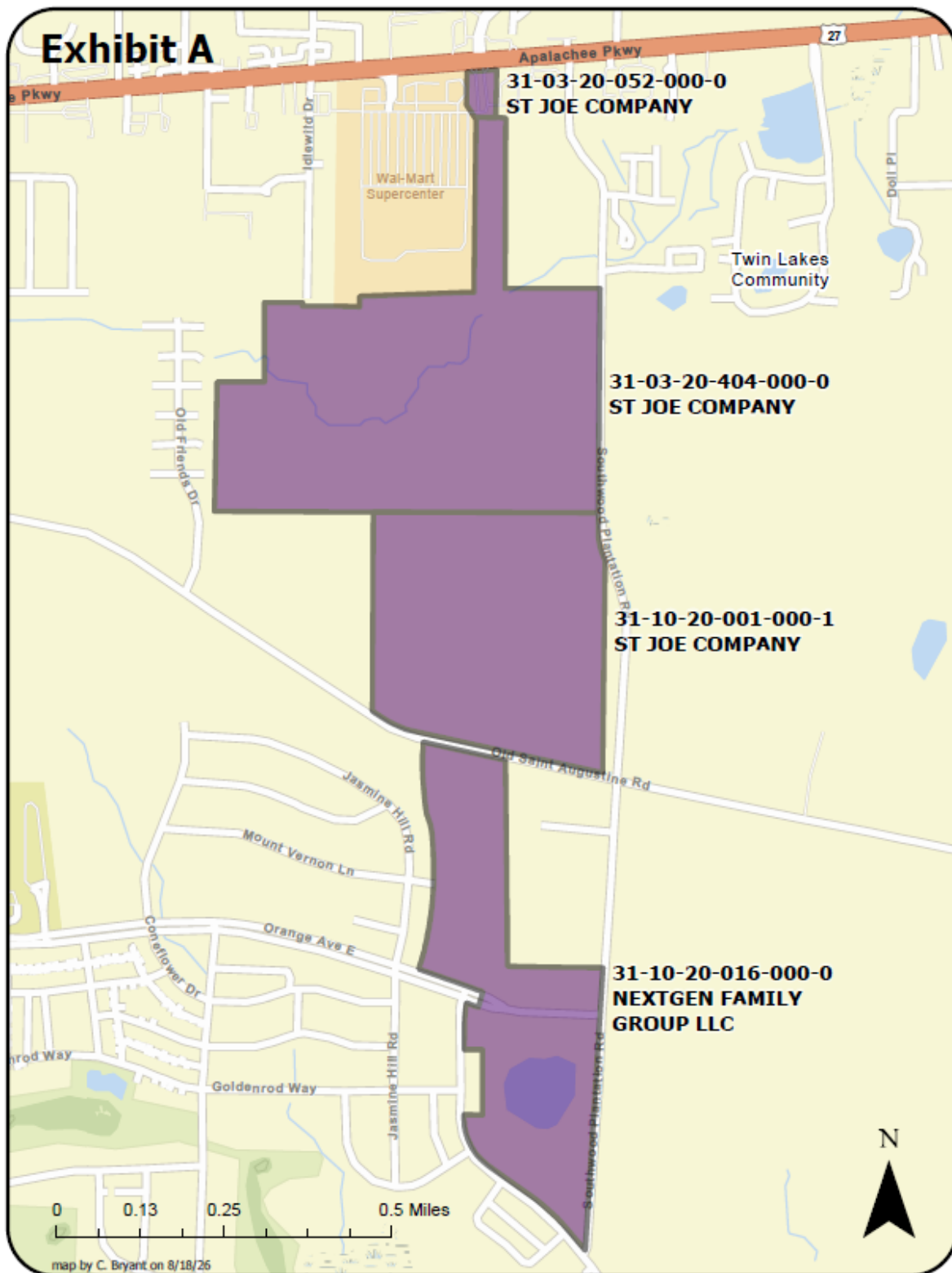
ATTEST:

APPROVED AS TO FORM

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

By: _____
Amy M. Toman
City Attorney

Exhibit A





**Wednesday, August 26, 2026
City Commission Meeting**

Subject 16.2 First of Two Public Hearings on Development Agreement with D.R. Horton for Portions of Property Within Southwood; Second Public Hearing Scheduled for September 9, 2026 -- John Reddick, Growth Management

Category	Public Hearing
Fiscal Impact	No
Recommended Action	Option 1: Hold the first public hearing on the development agreement and schedule the second and final public hearing for September 9, 2026.

For more information, please contact: John Reddick, Growth Management, 850-891-7001

Statement of Issue

This item requests that the City Commission hold the first of two public hearings for a Development Agreement between the City and D.R. Horton, Inc. concerning the development of portions of property identified in the Southwood Development of Regional Impact (DRI) as pods LSF-11, MDR-19, and MDR-20, for single-family and multi-family development. The properties are located at the northwest corner of Biltmore Avenue and Schoolhouse Road (LSF-11), and in an area south of Tram Road and north of Capital Circle SE (MDR-19 and MDR-20). Under the proposed agreement, D.R. Horton would assume St. Joe's obligation to design, permit, and construct Merchants Row Boulevard from Tram Road to Artemis Way and Artemis Way from Capital Circle SE to Tram Road, consistent with the current schedule set forth in the Southwood Development of Regional Impact.

By statute, two public hearings are required for a development agreement (163.3225, Fla. Stat.). The second public hearing is proposed to be scheduled for September 9, 2026.

Recommended Action

Option 1: Hold the first public hearing on the development agreement and schedule the second and final public hearing for September 9, 2026.

Fiscal Impact

The agreement addresses road construction obligations which will be satisfied by D.R. Horton rather than the St. Joe Company; these roadways will become public streets upon completion and acceptance by the City or an alternative public entity.

Supplemental Material/Issue Analysis

History/Facts & Issues

A development agreement is authorized by Florida state law and allows the City and a developer to set out a framework for certain processes and procedures concerning the development. The project will remain subject to further development review and approvals as set out in the existing Land Development Code and the Southwood Development of Regional Impact Development Order.

The applicant, D.R. Horton, Inc. is under contract to purchase portions of Southwood from St. Joe known as development pods LSF-11, MDR-19, and MDR-20 (Attachment 1). These development pods are authorized by the Southwood Development of Regional Impact Development Order and the Southwood Planned Unit Development for single-family and multi-family development. The agreement does not authorize any changes to the approved land uses or development requirements associated with the Southwood Development of Regional Impact or the Southwood Planned Unit Development.

The proposed agreement addresses the roadway obligations for Merchants Row Boulevard from Tram Road to Artemis Way and Artemis Way from Capital Circle SE to Tram Road (see map in Attachment 2). Under the agreement (Attachment 3), D.R. Horton would assume St. Joe's obligation to design, permit, and construct these two road segments under the schedule currently in the Southwood Development of Regional Impact Development Order, which requires St. Joe to begin construction of Merchants Row Boulevard from Tram Road to Artemis Way on or before June 30, 2027, and complete construction by June 30, 2028, and also requires St. Joe to begin construction of Artemis Way from Capital Circle SE to Tram Road on or before December 31, 2027, and complete construction by December 31, 2028. Under the agreement, D.R. Horton would be allowed to continue development of its property regardless of the construction and completion status of other roads required by the Southwood Development of Regional Impact Development Order.

By statute, two public hearings are required for a development agreement (163.3225, Fla. Stat.). The second public hearing is proposed to be scheduled for September 9, 2026.

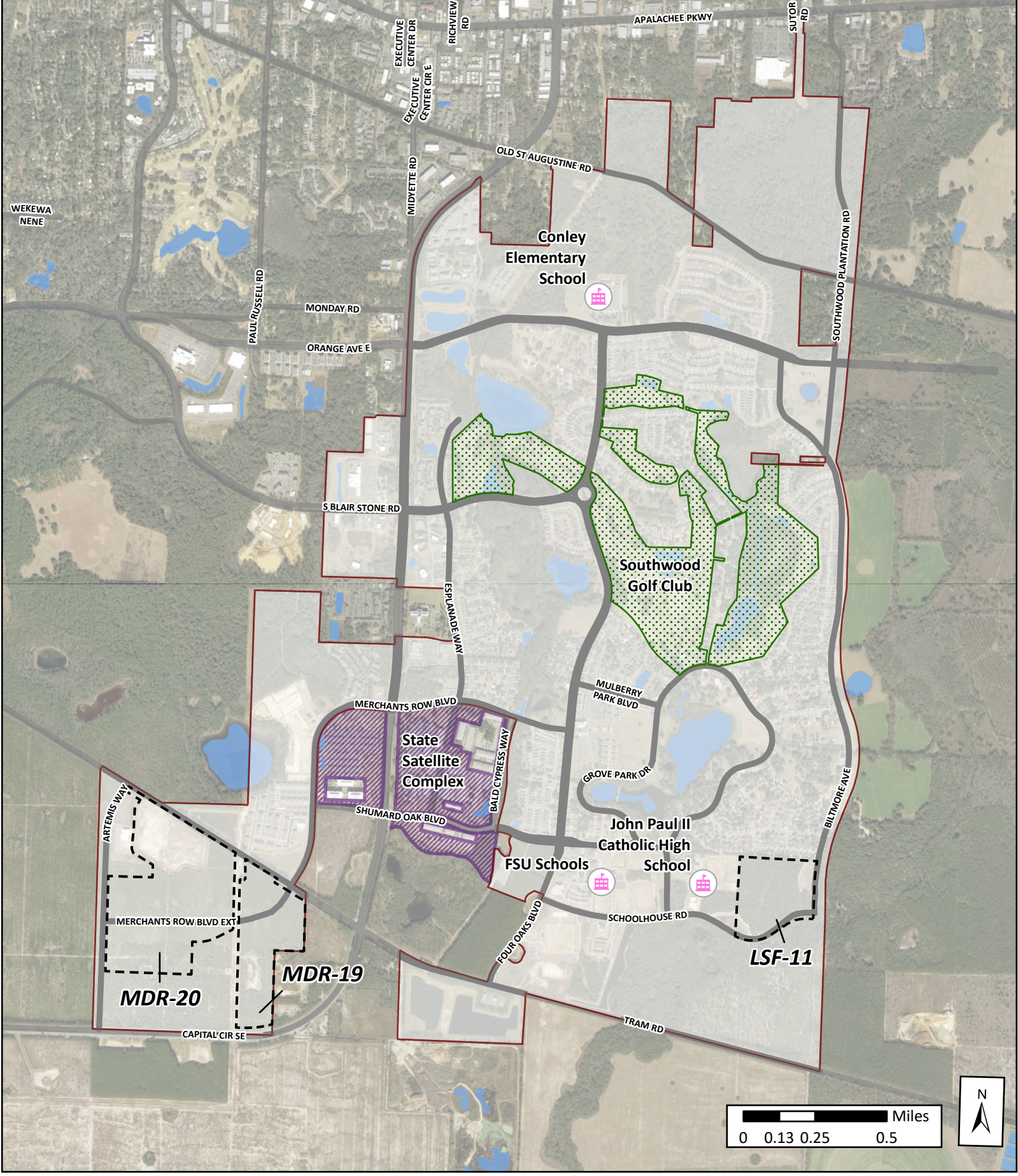
Department(s) Review

Options

1. Hold the first public hearing on the development agreement and schedule the second and final public hearing for September 9, 2026.
2. Do not hold the first public hearing and provide direction to staff.

Attachments/References:

1. Attachment 1 - Map of Affected Development Pods (Subject Property)
2. Attachment 2 - Map of Developer's Assumed Road Improvements
3. Attachment 3 - Proposed Development Agreement

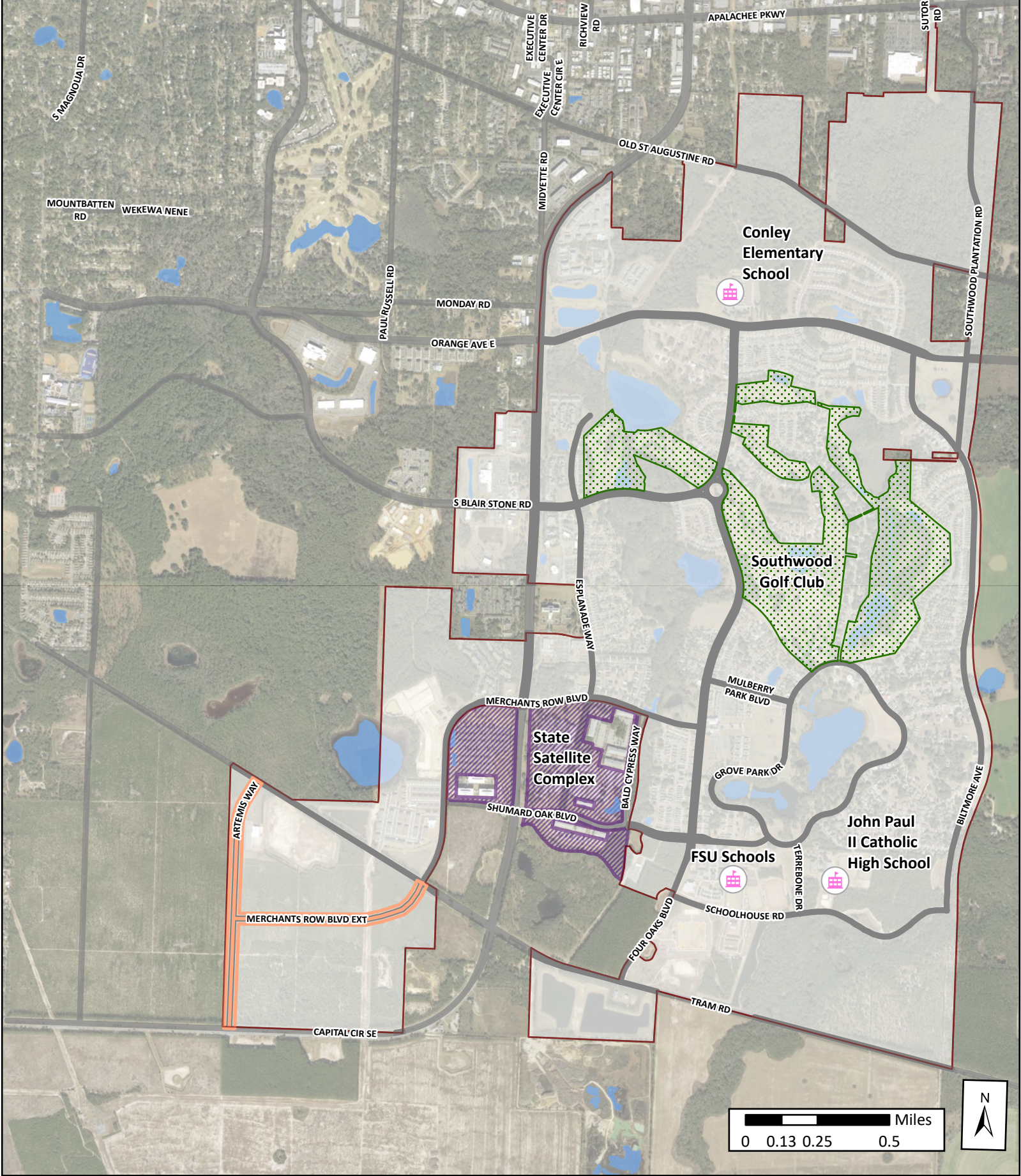


Southwood DRI Boundary

Subject Property

Exhibit A

Subject Property



Developer's Assumed Road Improvements

Southwood DRI Boundary

Exhibit B

Developer's Assumed Road Improvements

EXHIBIT B
Developer's Assumed Road Improvements

1.) Merchants Row Boulevard – Tram Road to Artemis Way

The Developer shall design and construct Merchants Row Boulevard from Tram Road to Artemis Way as a two-lane divided roadway with curb and gutter, a 10-foot wide multi-use trail on one side, and 5-foot wide sidewalk on the other. The design will include a 6-foot planting strip at back of curb on both sides of the roadway.

Stormwater management, treatment, and conveyance to serve the roadway, as well as signage, pavement markings, lighting, pedestrian crossings, and other appurtenant improvements, will be provided consistent with all City of Tallahassee standards and regulatory requirements in effect at the time of permitting.

Associated utility improvements shall generally include construction and extension of a 12-inch potable water transmission/distribution main within the Merchants Row Boulevard corridor extending from Tram Road to Artemis Way. No sanitary sewer, reclaimed water, natural gas, or other utility extensions are contemplated unless otherwise required through the City's development review and permitting process.

The final alignment, cross-sections, dimensions, utility locations, and design details shall be determined during the engineering design and permitting process and may be adjusted as necessary to accommodate regulatory requirements, environmental constraints, traffic engineering considerations, utility coordination, and site-specific conditions while maintaining the overall intent of the improvement.

2.) Artemis Way – Capital Circle SE to Tram Road

The Developer shall design and construct Artemis Way from Capital Circle SE to Tram Road as a two-lane divided roadway with curb and gutter, a 10-foot wide multi-use trail on one side, and 5-foot wide sidewalk on the other. The design will include a 6-foot planting strip at back of curb on both sides of the roadway. Artemis Way will include a landscaped median and right-of-way reservation of a sufficient width to allow for future construction of one additional travel lane in each direction without requiring reconstruction of the roadway sections.

Stormwater management, treatment, and conveyance to serve the roadway, as well as signage, pavement markings, lighting, pedestrian crossings, and other appurtenant improvements, will be provided consistent with all City of Tallahassee standards and regulatory requirements in effect at the time of permitting.

Associated utility improvements shall generally include construction and extension of a 12-inch potable water transmission/distribution main within the Artemis Way corridor extending from Capital Circle SE to Tram Road. No sanitary sewer, reclaimed water, natural gas, or other utility extensions are contemplated unless otherwise required through the City's development review and permitting process.

The final alignment, cross-sections, dimensions, utility locations, and design details shall be determined during the engineering design and permitting process and may be adjusted as necessary to accommodate regulatory requirements, environmental constraints, traffic engineering considerations, utility coordination, and site-specific conditions while maintaining the overall intent of the improvement.

STEARNS WEAVER MILLER
WEISSLER ALHADEFF & SITTERSON, P.A.

Erin J. Tilton
106 East College Avenue, Suite 700
Tallahassee, FL 32301
Direct: (850) 354-7618
Email: etilton@stearnsweaver.com

August 7, 2026

VIA E-MAIL

John Reddick
Growth Management Director
City of Tallahassee
435 N. Macomb Street
Tallahassee, Florida 32301
John.Reddick@talgov.com

RE: Application for Development Agreement

Mr. Reddick:

Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A. represents D.R. Horton, Inc. (“**D.R. Horton**”). Pursuant to Section 2-2 of the City’s Land Development Code, enclosed you will find the following materials in support of D.R. Horton’s application for a Development Agreement under Chapter 163, Florida Statutes:

1. Narrative Summarizing the Requested Development Agreement
2. Proposed Development Agreement
3. Legal Descriptions; and
4. Ownership Affidavit & Designation of Agent

If you have any questions or require additional information, please do not hesitate to contact me. We look forward to working with you on this application.

Sincerely,



Erin J. Tilton

Enclosures as stated.

cc: Louis Norvell, Esq.
Jennifer Painter, Esq.

STEARNS WEAVER MILLER
WEISSLER ALHADEFF & SITTERSON, P.A.

D.R. Horton, Inc.
Chapter 163 Development Agreement
Application Narrative

D.R. Horton, Inc. (“**D.R. Horton**”) is under contract to purchase certain properties from The St. Joe Company (“**St. Joe**”) located within the Southwood Development of Regional Impact (“**Southwood DRI**”), including LSF-11, MDR-19, and MDR-20, for single-family and multi-family development. Under the proposed Development Agreement, D.R. Horton would agree to assume portions of St. Joe’s internal road improvement obligations in Exhibit G to the Southwood DRI. Specifically, D.R. Horton would assume St. Joe’s obligation to design, permit, and construct Merchants Row Boulevard from Tram Road to Artemis Way and Artemis Way from Capital Circle SE to Tram Road, consistent with the schedule set forth in Exhibit G. In recognition of D.R. Horton’s assumption of these internal road improvement obligations, development of LSF-11, MDR-19, and MDR-20 can proceed irrespective of any failure by St. Joe or others to complete the remaining internal road improvements provided in Exhibit G.

This Instrument Prepared By:
Erin J. Tilton, Esq.
Stearns Weaver Miller Weissler
Alhadeff & Sitterson, P.A.
106 East College Avenue, Suite 700
Tallahassee, Florida 32301

DEVELOPMENT AGREEMENT

This **Development Agreement** (“**Agreement**”) is made this ____ day of _____, 2026, by and between D.R. Horton, Inc., a Delaware corporation (“**Developer**”), and the **City of Tallahassee**, a Florida municipal corporation (“**City**”) (collectively, the “**Parties**”).

WITNESSETH

WHEREAS, the Developer is the contract purchaser of certain properties presently owned by The St. Joe Company (“**St. Joe**”) and located within the Southwood Development of Regional Impact in the City of Tallahassee, Florida, which are specifically described in the attached Composite Exhibit “A” (the “**Property**”); and

WHEREAS, development of the Property is governed by the *Tallahassee-Leon County 2050 Comprehensive Plan* (“**Comprehensive Plan**”) and the City of Tallahassee Land Development Code (“**LDC**”) existing as of the Effective Date of this Agreement; and

WHEREAS, development of the Property is also governed by the Integrated Development Order for the Southwood Development of Regional Impact (“**Southwood DRI DO**”), as may be amended from time to time; and

WHEREAS, development of the Property is also governed by the Southwood Planned Unit Development (“**Southwood PUD**”), as may be amended from time to time; and

WHEREAS, the Property includes ± 44 acres designated LSF-11 in the Southwood DRI DO and Southwood PUD, as described in Exhibit “A-1” hereto (“**LSF-11**”); and

WHEREAS, the Southwood DRI DO and Southwood PUD allow LSF-11 to be developed with single-family detached dwellings ranging from a minimum gross density of 1 unit per 5 acres up to a maximum of 3 units per acre, with an average attained density of 1 unit per gross acre; and

WHEREAS, the Property includes $\pm$ 57 acres designated MDR-19 in the Southwood DRI DO and Southwood PUD, as described in Exhibit “A-2” hereto (“**MDR-19**”); and

WHEREAS, the Southwood DRI DO and Southwood PUD allow MDR-19 to be developed with single-family and multi-family dwellings ranging from a minimum gross density of 4 units per acre up to a maximum of 20 units per acre, with an average attained gross density of 10 units per acre; and

WHEREAS, the Property includes $\pm$ 111 acres designated MDR-20 in the Southwood DRI DO and Southwood PUD, as described in Exhibit “A-3” hereto (“**MDR-20**”); and

WHEREAS, the Southwood DRI DO and Southwood PUD allow MDR-20 to be developed with single-family and multi-family dwellings ranging from a minimum gross density of 4 units per acre up to a maximum of 20 units per acre, with an average attained gross density of 10 units per acre; and

WHEREAS, the Developer is in the process of obtaining comprehensive authorizations and permits from the City and other agencies to approve and authorize development of single-family residential on LSF-11, MDR-19, and MDR-20, as well as multi-family residential on MDR-19 (collectively, “**Development Authorizations**”); and

WHEREAS, the Southwood DRI DO requires St. Joe to complete certain internal road improvements within timeframes specified in Exhibit G thereto; and

WHEREAS, the Developer agrees to assume portions of St. Joe’s obligation to complete the internal road improvements identified in Exhibit G to the Southwood DRI DO; and

WHEREAS, the Developer's partial assumption of St. Joe's obligation to complete these internal road improvements will significantly benefit the public health, safety, and welfare; and

WHEREAS, the Parties recognize the benefits of public-private cooperation and are desirous of finalizing an agreement which secures a plan for the permitting and development of the Property, including the design, permitting, and construction of the identified internal road improvements, as provided for below.

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions contained herein, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

1. **Recitals.** The recitals set forth above are true and correct and are incorporated herein by reference.

2. **Purpose.** The purpose of this Agreement is to set forth the rights and obligations of the Parties regarding the future development of the Property.

3. **Authority for Development Agreement.** This Agreement is being entered into pursuant to authority provided in Sections 163.3220-163.3243, *Florida Statutes*, otherwise known as the *Florida Local Government Development Agreement Act* (the "**Act**"), and LDC Section 2-2. As provided by the Act, development of the Property shall not be subject to any City laws and policies governing development of the Property, including but not limited to LDC regulations, codes, policies and/or impact fees, adopted after the Effective Date of this Agreement, except as provided for by Section 163.3233(2), *Florida Statutes*, or as otherwise agreed to by the Parties. Notwithstanding the foregoing, the Developer does not waive any vested rights that may exist under section 380.06, *Florida Statutes*, by entering into this Agreement.

4. **Term and Duration.** The term and duration of this Agreement shall be for a period of fifteen (15) years from the Effective Date of this Agreement. The term of this Agreement may be extended by mutual consent of the Parties, or their respective successors and/or assigns, subject to public hearings being held in accordance with the Act.

5. **Approved Land Uses.** The Property may be developed with those land uses, densities, and intensities approved by the City, as reflected in the Development Authorizations, and as may be amended from time to time. It is anticipated that LSF-11 and MDR-20 will be developed with single-family residential, and that MDR-19 will be developed with both single-family and multi-family residential. Allowable density and intensity for the Property is set forth in the Southwood DRI DO and Southwood PUD.

6. **Completion of Internal Road Improvements.** Exhibit G to the Southwood DRI DO includes a schedule of internal road improvements to be designed, permitted, and constructed by St. Joe as master developer. Specifically, Exhibit G requires St. Joe to begin construction of Merchants Row Boulevard from Tram Road to Artemis Way on or before June 30, 2027, and complete construction by June 30, 2028. Exhibit G also requires St. Joe to begin construction of Artemis Way from Capital Circle SE to Tram Road on or before December 31, 2027, and complete construction by December 31, 2028. As part of its development of the Property, the Developer agrees to assume St. Joe's obligation to design, permit, and construct Merchants Row Boulevard from Tram Road to Artemis Way and Artemis Way from Capital Circle SE to Tram Road, both as shown in the attached Composite Exhibit "B" (the "**Developer's Assumed Road Improvements**"). The Developer will design, permit, and construct the Developer's Assumed Road Improvements in full compliance with the schedule set forth in Exhibit G. Upon completion, the Developer's Assumed Road Improvements will be dedicated to the City or an alternative public

entity for ownership and maintenance, consistent with the terms of the Southwood DRI DO and Southwood PUD.

7. **Developer's Right to Proceed.** The Southwood DRI DO identifies the City's Director of Growth Management as the local official responsible for monitoring compliance and authorizes the City, upon notice and a public hearing, to stay the effectiveness of the Southwood DRI DO as to the tract or portion of a tract in which a violation of any of the conditions of the Southwood DRI DO has occurred. In recognition of the Developer's assumption of St. Joe's obligations to design, permit, and construct the Developer's Assumed Road Improvements, and in recognition of the Developer's significant financial investment in undertaking the Developer's Assumed Road Improvements for the benefit of the public health, safety, and welfare, the City agrees that development of the Property may proceed consistent with the Development Authorizations irrespective of any failure by St. Joe or others to complete the remaining internal road improvements in compliance with Exhibit G to the Southwood DRI DO

8. **Consistency with Comprehensive Plan.** This Agreement is consistent with the Comprehensive Plan and the LDC.

9. **Other Permits.** Failure of this Agreement to address a particular permit, condition, term, or restriction shall not relieve Developer of the necessity of complying with the applicable law governing said permitting requirements, conditions, terms or restrictions.

10. **Binding Effect.** The burdens of this Agreement shall be binding upon, and the benefits of this Agreement shall inure to the benefit of, all successors in interest to and assigns of the Parties to this Agreement.

11. **Applicable Law, Jurisdiction, Venue.** This Agreement, and the rights and obligations of the Parties hereunder, shall be governed by, construed under and enforced in

accordance with the laws of the State of Florida. Additionally, in the event of any breach or default under this Agreement by a party, the non-defaulting or non-breaching party shall have the right to exercise any and all remedies at law or in equity, including specific performance, or which are otherwise provided in this Agreement against the defaulting or breaching party. No remedy available to any party shall exclude any other remedy available to such party under this Agreement or at law or in equity. All remedies shall be cumulative of all other remedies. Venue for any litigation pertaining to this Agreement shall be exclusively in Leon County, Florida.

12. Severability. If any provision of this Agreement, or the application thereof to any person or circumstances, shall to any extent be held invalid or unenforceable by any court of competent jurisdiction, then the remainder of this Agreement shall be valid and enforceable to the fullest extent provided by law.

13. Attorney's Fees. In the event that it becomes necessary for any party to this Agreement to enforce its rights under the terms of this Agreement, then in that event, the prevailing party in such proceeding shall be entitled to recover reasonable attorney's fees and court costs, including all trial and appellate litigation.

14. Captions or Paragraph Headings and Exhibits. Captions and paragraph headings contained in this Agreement are for convenience and reference only, and in no way define, describe, extend or limit the scope or intent of this Agreement, nor the intent of any provision thereof. All exhibits are made a part of this Agreement by incorporation as though they were restated herein.

15. Joint Preparation. Preparation of this Agreement has been a joint effort of the Parties and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against a party to this Agreement.

16. **Recording.** Within fourteen (14) days of approval of this Agreement, the City shall record the Agreement in the public records of Leon County. The Agreement shall become effective upon recording.

17. **Termination.** If, for any reason, the Developer does not close on its purchase of the Property or any portion thereof from St. Joe, the Developer may elect to terminate this Agreement. If the Developer elects to terminate, the Developer will provide the City with written notice and the Agreement will become null and void upon receipt of the notice.

18. **Amendment.** This Agreement may be amended if in writing by mutual consent of the Parties, and consistent with the procedural requirements of the FLGDA Act.

19. **Approvals and Duration of Permits.** Developer acknowledges that, except for those specifically addressed herein, this Agreement does not extend the duration of any other permits or approvals, nor does it obligate the City to approve development that is not consistent with the Comprehensive Plan and the LDC. This Agreement shall not limit or impede the City in the exercise of its governmental authority for purposes of review and final action on the Development Authorizations as defined herein.

20. **Further Assurances.** The Parties hereto agree to do, execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered all other further acts and assurances as shall be reasonably requested by the other party in order to carry out the intent of this Agreement and give effect thereto. Without in any manner limiting their specific rights and obligations set forth in this Agreement, the Parties hereby declare their intention to cooperate with each other in effecting the terms of this Agreement, and to coordinate the performance of their respective obligations under the terms of this Agreement.

21. Notices. Any notice that is to be delivered hereunder shall be in writing and shall be deemed to be delivered (whether or not actually received) when (i) hand delivered to the official hereinafter designated; (ii) upon receipt of such notice when deposited in the United States mail, postage prepaid, certified mail, return receipt requested; or (iii) upon receipt of such notice when deposited with Federal Express or other nationally recognized overnight or next day courier, addressed to the Parties as follows (facsimile transmittal is not acceptable as a form of notice in this Agreement):

As to the City: City Attorney's Office
300 South Adams Street
Tallahassee, FL 32301

As to Developer: Ty Goddard
D.R. Horton, Inc.
3692 Coolidge Court
Tallahassee, FL 32311

With copies to: Sarah O. McLaughlin, Esq.
Gulf Coast Region Counsel
D.R. Horton, Inc.
22000 Town Center Avenue, Suite 100
Spanish Fort, AL 36527

D.R. Horton, Inc.
1361 Horton Circle
Arlington, TX 76011
Attn: Mark Karnes, Esq.

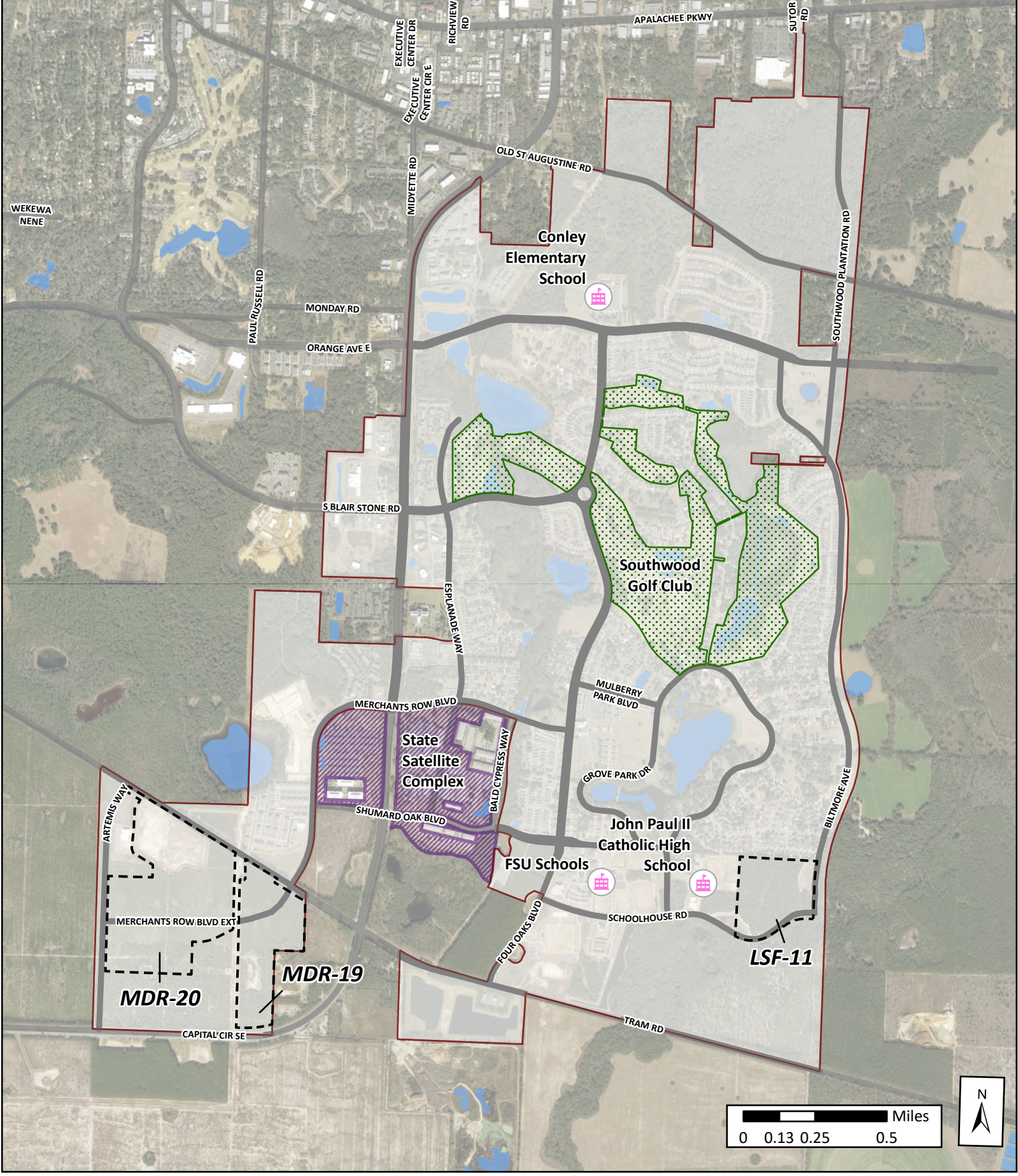
and

Erin J. Tilton
Stearns Weaver Miller
Weissler Alhadeff & Sitterson, P.A.
106 E. College Avenue, Suite 700
Tallahassee, FL 32301

22. Public Hearings. The City Commission approved this Agreement on _____, 2026, after two public hearings before the City Commission, the first of which was on _____, 2026, and the second of which was on _____, 2026.

23. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document. Approval of this Agreement shall expire unless, within thirty (30) days after approval, the Agreement is fully executed by all of the Parties.

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Agreement as of the date set forth below.



Southwood DRI Boundary

Subject Property

Exhibit A

Subject Property

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538
www.trasurveying.com

September 22, 2025

Legal Description of a 39.08 Acre Tract
Certified To: DR HORTON

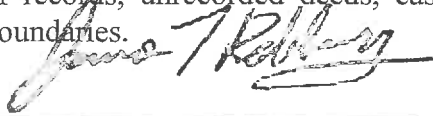
I hereby certify that this is a true and correct representation of the following described property, and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

Commence at the Southeast corner of Section 22, Township 1 South, Range 1 East, Leon County, Florida; thence run North 00 degrees 15 minutes 49 seconds East along the Westerly boundary of said Section 22 a distance of 2,394.33 feet; thence run North 89 degrees 44 minutes 11 seconds West 29.92 feet to a found disk marked (AD PLATT) lying on the intersection of the Northerly right-of-way boundary of Schoolhouse Road and the West boundary of Biltmore Avenue, said point also marking the POINT OF BEGINNING. From said POINT OF BEGINNING run Westerly and Southwesterly along said North right-of-way boundary of Schoolhouse Road the following; North 89 degrees 53 minutes 40 seconds West along said right-of-way boundary 89.11 feet to an iron rod marking the point of curve to the left, having a radius of 631.00 feet; through a central angle of 42 degrees 03 minutes 00 seconds, for an arc distance of 463.10 feet, chord being South 69 degrees 01 minutes 36 seconds West 452.78 feet to an iron rod; thence run South 48 degrees 03 minutes 45 seconds West along said right-of-way boundary 309.85 feet to an iron rod and cap marking the point of curve to the right, having a radius of 567.50 feet; through a central angle of 72 degrees 28 minutes 50 seconds, for an arc distance of 717.90 feet, chord being South 84 degrees 17 minutes 34 seconds West 670.98 feet to a found disk (marked AD PLATT) marking the Southeast corner of John Paul II Catholic High School, a replat of Southwood Catholic School, a subdivision as per map or plat thereof recorded in Plat Book 13, Page 37 of the Public Records of Leon County, Florida; thence leaving said right-of-way boundary run North 01 degrees 38 minutes 30 seconds East along the Easterly boundary of said subdivision 1,394.32 feet to a concrete monument (marked #3293) marking the Northeast corner of said subdivision and said point also lying on the Southerly boundary of Southwood Unit 16, a subdivision as per map or plat thereof recorded in Plat Book 14, Page 97 of the Public Records of Leon County, Florida; thence run South 88 degrees 19 minutes 35 seconds East along the Southerly boundary of said Southwood Unit 16 a distance of 1,404.65 feet to an iron rod and cap (marked #3293) lying on the Westerly right-of-way boundary of Biltmore Avenue, said point also lying on a curve concave to the Easterly; thence run Southwesterly along said right-of-way boundary and curve having a radius of

39.08 Acre Tract Con't....

3,676.50 feet; through a central angle of 07 degrees 46 minutes 58 seconds, for an arc distance of 499.39 feet, chord being South 03 degrees 55 minutes 53 seconds West 499.01 feet to an iron rod and cap; thence run South 00 degrees 02 minutes 02 seconds East along said right-of-way boundary 419.19 feet to the POINT OF BEGINNING containing 39.08 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.



James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261

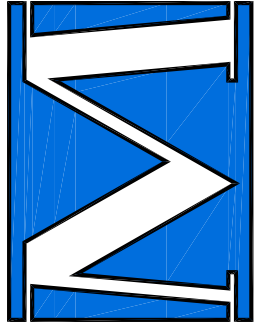
25-547



- 3) THIS PROPERTY LIES IN ZONE "X" AS DETERMINED BY THE FLOOD INSURANCE RATE MAP FOR LEON COUNTY ON PANEL NUMBER 0315F, MAP NUMBER 12073C0315F, EFFECTIVE DATE: 8/18/09.
- 4) THE LOCATION OF UNDERGROUND UTILITIES ARE NOT A PART OF THIS SURVEY.
- 5) ALL DISTANCES ARE IN U. S. SURVEY FEET.
- 6) REVISIONS TO THIS SURVEY BY OTHER THAN THE SIGNING PARTY IS PROHIBITED WITHOUT EXPRESS WRITTEN CONSENT.
- 7) THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

SURVEY IS NOT COMPLETE WITHOUT SHEETS 1-2

PROJECT:
MDR 20
TALLAHASSEE, FLORIDA



Meridian

SURVEYING and MAPPING INC.

3201 Shamrock Street South, Suite #102
Tallahassee, Florida 32309
Office: (850) 668-7641 Fax: (850) 668-7648

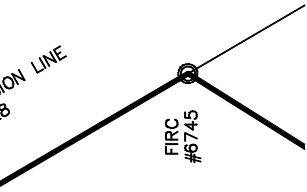
DRAWN BY : KO	REV. No.	DATE	REMARKS	JOB NO.
CHECKED BY : E. WILLS				22351.10
DATE : 05/04/26				
SCALE 1" = 200'				SHEET NO.
FIELD BOOK: 2506				1 of 2
DATE OF SURVEY: 03/03/26				

ALTA/NSPS CERTIFICATION

Delaware Corporation, The St. Joe Company, a Florida Title Agency, LLC and Fidelity National Title Insurance

This map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standards Detail Requirements for Surveys, jointly established and adopted by ALTA and NSPS, and 13, 16, 17, 18 of Table A thereof. The fieldwork was

Surveyor and Mapper #6413



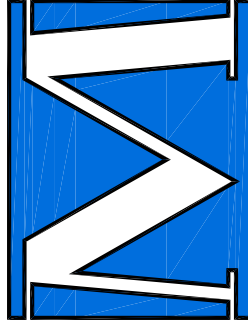
ELOPMENT

PE

SURVEY IS NOT COMPLETE WITHOUT SHEETS 1-2

PROJECT:

MDR 20
TALLAHASSEE, FLORIDA
(POND AREA DETAIL)



Meridian

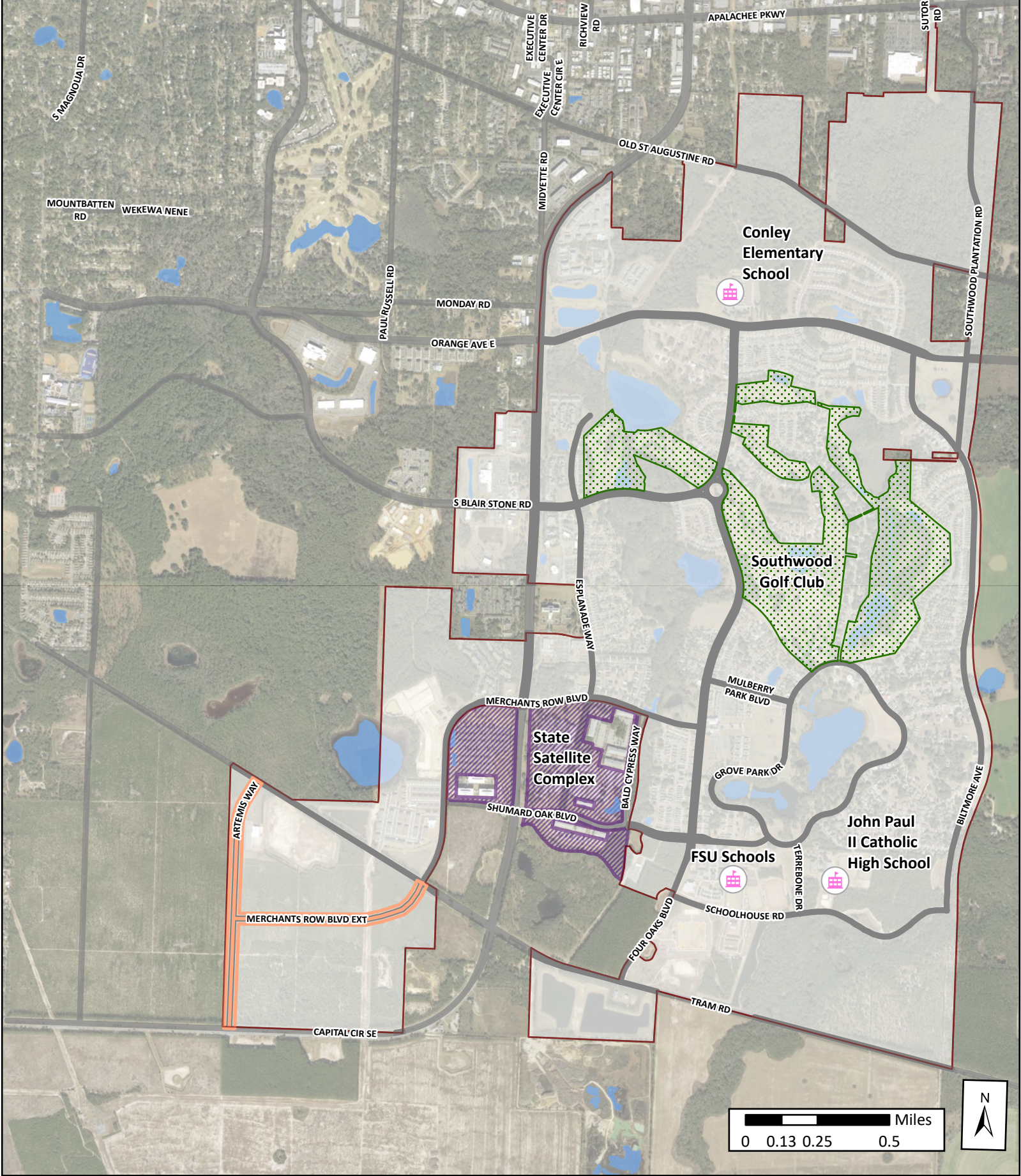
SURVEYING and MAPPING INC.

3201 Shamrock Street South, Suite #102

Tallahassee, Florida 32309

Office: (850) 668-7641 Fax: (850) 668-7648

DRAWN BY : KO	REV. No.	DATE	REMARKS	JOB NO.
CHECKED BY : E. WILLS				22351.10
DATE : 05/04/26				
SCALE 1" = 100'				SHEET NO.
FIELD BOOK: 2506				2 of 2
DATE OF SURVEY: 03/03/26				



Developer's Assumed Road Improvements

Southwood DRI Boundary

Exhibit B

Developer's Assumed Road Improvements

EXHIBIT B
Developer's Assumed Road Improvements

1.) Merchants Row Boulevard – Tram Road to Artemis Way

The Developer shall design and construct Merchants Row Boulevard from Tram Road to Artemis Way as a two-lane divided roadway with curb and gutter, a 10-foot wide multi-use trail on one side, and 5-foot wide sidewalk on the other. The design will include a 6-foot planting strip at back of curb on both sides of the roadway.

Stormwater management, treatment, and conveyance to serve the roadway, as well as signage, pavement markings, lighting, pedestrian crossings, and other appurtenant improvements, will be provided consistent with all City of Tallahassee standards and regulatory requirements in effect at the time of permitting.

Associated utility improvements shall generally include construction and extension of a 12-inch potable water transmission/distribution main within the Merchants Row Boulevard corridor extending from Tram Road to Artemis Way. No sanitary sewer, reclaimed water, natural gas, or other utility extensions are contemplated unless otherwise required through the City's development review and permitting process.

The final alignment, cross-sections, dimensions, utility locations, and design details shall be determined during the engineering design and permitting process and may be adjusted as necessary to accommodate regulatory requirements, environmental constraints, traffic engineering considerations, utility coordination, and site-specific conditions while maintaining the overall intent of the improvement.

2.) Artemis Way – Capital Circle SE to Tram Road

The Developer shall design and construct Artemis Way from Capital Circle SE to Tram Road as a two-lane divided roadway with curb and gutter, a 10-foot wide multi-use trail on one side, and 5-foot wide sidewalk on the other. The design will include a 6-foot planting strip at back of curb on both sides of the roadway. Artemis Way will include a landscaped median and right-of-way reservation of a sufficient width to allow for future construction of one additional travel lane in each direction without requiring reconstruction of the roadway sections.

Stormwater management, treatment, and conveyance to serve the roadway, as well as signage, pavement markings, lighting, pedestrian crossings, and other appurtenant improvements, will be provided consistent with all City of Tallahassee standards and regulatory requirements in effect at the time of permitting.

Associated utility improvements shall generally include construction and extension of a 12-inch potable water transmission/distribution main within the Artemis Way corridor extending from Capital Circle SE to Tram Road. No sanitary sewer, reclaimed water, natural gas, or other utility extensions are contemplated unless otherwise required through the City's development review and permitting process.

The final alignment, cross-sections, dimensions, utility locations, and design details shall be determined during the engineering design and permitting process and may be adjusted as necessary to accommodate regulatory requirements, environmental constraints, traffic engineering considerations, utility coordination, and site-specific conditions while maintaining the overall intent of the improvement.

The ownership, as recorded on the deed, is in the name of: The St. Joe Company, a Florida corporation

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☒

Corporation/Limited Liability Company (LLC)

☐ Partnership

☐ Government Entity

Provide Names of Officers/Members:

Jorge Gonzalez, Marek Bakun, Elizabeth Walters,
Rhea Goff, Patrick Murphy, Christopher Barr,
Lynne Lewis

Provide Names of General Partners:

Dept. of State Registration No.:

59-0432511

Name/Address of Registered Agent:

Elizabeth J. Walters
130 Richard Jackson Blvd., Suite 200
Panama City Beach, FL 32407

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: D.R. Horton, Inc.

Address: 3692 Coolidge Court, Tallahassee, FL 32311

Contact Person: Ty Goddard

Telephone No.: 850-775-2101

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) limited to negotiating and obtaining approval of a development agreement under chapter 163, F.S.

Growth Management Department | Location: 435 N. Macomb Street | Mailing: 300 S. Adams Street Box B 28, Tallahassee, FL 32301
Land Use & Environmental Services Division | Phone: (850) 891-7001, option 4 | Fax: (850) 891-7184
Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948

Print Government Name _____
By: _____
Signature
Print Name: _____
Title: _____
Department: _____

NOTARY INFORMATION (Please use appropriate block.)		
STATE OF <u>FLORIDA</u> COUNTY OF <u>BAY</u>		
• Individual Before me, this _____ day of _____, 20____. By _____ The foregoing instrument was acknowledged before me, by means of physical presence _____ or online notarization _____.	• Corporation/LLC Before me, this <u>29</u> day of <u>JUNE</u>, 20____, personally appeared _____ of _____ The St. Joe Company a <u>Florida</u> <u>(State)</u> corporation/LLC, on behalf of the corporation/LLC, The foregoing instrument was acknowledged before me, by means of physical presence ☒ or online notarization _____.	• Partnership Before me, this _____ day of _____, 20____, personally appeared _____ partner/agent on behalf of _____ a partnership, the foregoing instrument was acknowledged before me, by means of physical presence _____ or online notarization _____.
Signature of Notary <u>James Christopher Barr</u> NOTARY STAMP: _____ My commission expires: _____ Identification Method: ☒ Personally known. _____ Produced I.D. – Type: _____ Print Notary Name _____		



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **16.3 First and Only Public Hearing on Resolution No. 26-R-23, A Resolution Abandoning a Portion of the Right-of-Way Known as Old Paul Russell Road, Located West of Paul Russell Road, Just North of Orange Avenue in the City of Tallahassee, Leon County, Florida -- John Reddick, Growth Management**

Category	Public Hearing
Fiscal Impact	No
Recommended Action	Option 1: Approve Resolution 26-R-23, abandoning the right-of-way known as Old Paul Russell Road.

For more information, please contact: John Reddick, Growth Management, (850) 891-7001

Statement of Issue

An application has been filed by Moore Bass Consulting, Inc. for the right-of-way (ROW) abandonment of a portion of the ROW known as Old Paul Russell Road, located west of Paul Russell road, just north of Orange Avenue. This abandonment request is in association with the proposed redevelopment of adjacent parcel into a multi-family residential complex. The adjacent property owners are Southwood Developers of North Florida, LLC and the City of Tallahassee. The proposed Resolution, including a location map, is included as Attachment #1. The Development Review Committee recommended approval at its June 8, 2026 meeting, and all outstanding conditions have been met.

Recommended Action

Option 1: Approve Resolution 26-R-23, abandoning the right-of-way known as Old Paul Russell Road.

Fiscal Impact

Staff time required to process the application and costs associated with local and state advertising requirements.

Supplemental Material/Issue Analysis

History/Facts & Issues

The proposed right-of-way (ROW) abandonment request is for the abandonment of a portion of the ROW known as Old Paul Russell Road, located west of Paul Russell Road, just north of Orange Avenue. This abandonment request is in association with the proposed redevelopment of adjacent parcel into a multi-family residential complex. The current ROW limits the configuration of the site, which is the reason for the request. The subject site is zoned Critical Planning Area (CPA) and is designated as Planned Development on the Future Land Use Map.

In accordance with Section 8-40 of the Tallahassee Land Development Code (TLDC), the applicant for the abandonment – Southwood Developers of North Florida, LLC – is the adjacent property owner surrounding the subject ROW. The applicant has submitted all the required documentation specified by Section 8-41, TLDC, including a survey of the subject property (see Attachment #2).

The DRC, at its June 8, 2026 meeting, determined that the application meets the TLDC requirements for an abandonment with the specified conditions of approval. Specifically, Section 8-44(h), TLDC states that abandonment of the ROW must be demonstrated to be in the best interest of the general public.

The proposed abandonment is in the public interest, as required by Section 8-44(h), TLDC, because it facilitates the redevelopment of these parcels as encouraged by the applicable Planned Development land use category in the comprehensive plan. The Code also states that the abandonment of the ROW must not be solely for the purpose of placing it on the tax rolls, nor shall it solely benefit an abutting property owner. This standard is met with the proposed abandonment because the proposed multi-family residential complex will provide housing in the area, which will benefit the public.

In addition to the public interest requirement in Section 8-44(h), TLDC includes eight criteria to be taken into consideration for approval, listed below:

- (1) The approval of the application shall not create any safety or public health hazard, including any environmental health hazard.
- (2) The approval of the application shall not result in the substantial diminishment of access to any existing parcel/lot of record.
- (3) The approval of the application shall enhance the public health, safety, and welfare.

(4) The approval of the application shall not result in the substantial diminishment of access to any publicly maintained facility or infrastructure;

(5) The approval of the application shall not create any condition inconsistent with the Tallahassee-Leon County Comprehensive Plan, this Code, or the Long-Range Transportation Plan

(6) The approval of the application will not eliminate or preclude a street or bicycle/ pedestrian interconnection that the city commission intends to retain.

(7) The approval of the application will not eliminate or preclude a bicycle/ pedestrian trail that the city commission intends to retain.

(8) The approval shall not adversely affect service access required for any official public safety, utility service, or waste collection service provider; the United States Postal Service; Leon County Schools buses; or, StarMetro.

On June 8, 2026, the DRC voted unanimously (5-0) to recommend approval of the requested abandonment application, with a finding that it met the above requirements of Section 8-44(h), TLDC.

For the DRC meeting, the City mailed 967 notices to property owners within 1,000 feet of the subject property, published a notice in the Tallahassee Democrat and the Capital Outlook, and posted signs on the subject property. To date, staff has received two inquiries from the public regarding the abandonment, but there are no known objections. The DRC meeting was duly noticed and advertised (Attachment #3).

Department(s) Review

Growth Management; Underground Utilities & Public Infrastructure

Options

1. Approve Resolution 26-R-23, abandoning the right-of-way known as Old Paul Russell Road.
2. Do not approve Resolution 26-R-23 and provide alternative direction.

Attachments/References:

1. Attachment 1 - Resolution 26-R-23
2. Attachment 2 - ROW Abandonment Survey
3. Attachment 3 - ROW Abandonment Advertisement

RESOLUTION NO. 26-R-23

A RESOLUTION ABANDONING A PORTION OF THE RIGHT-OF-WAY KNOWN AS OLD PAUL RUSSELL ROAD, LOCATED WEST OF PAUL RUSSELL ROAD, JUST NORTH OF ORANGE AVENUE IN THE CITY OF TALLAHASSEE, LEON COUNTY, FLORIDA.

BE IT RESOLVED by the City Commission of the City of Tallahassee:

SECTION 1. The right-of-way identified and described in Exhibit A (referred to herein as the "Abandonment Property") is hereby vacated and abandoned by the City of Tallahassee.

SECTION 2. The City will retain a reservation of easement for ingress, egress, utility and/or drainage facilities needed post-abandonment. The reserved easement rights may be released or disclaimed by the City at a future date, as needed. No structures in conflict with such utilities shall be constructed within the easements. An instrument setting out the easements shall be recorded following approval of this resolution.

ADOPTED by the City Commission of the City of Tallahassee this _____ day of _____, 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

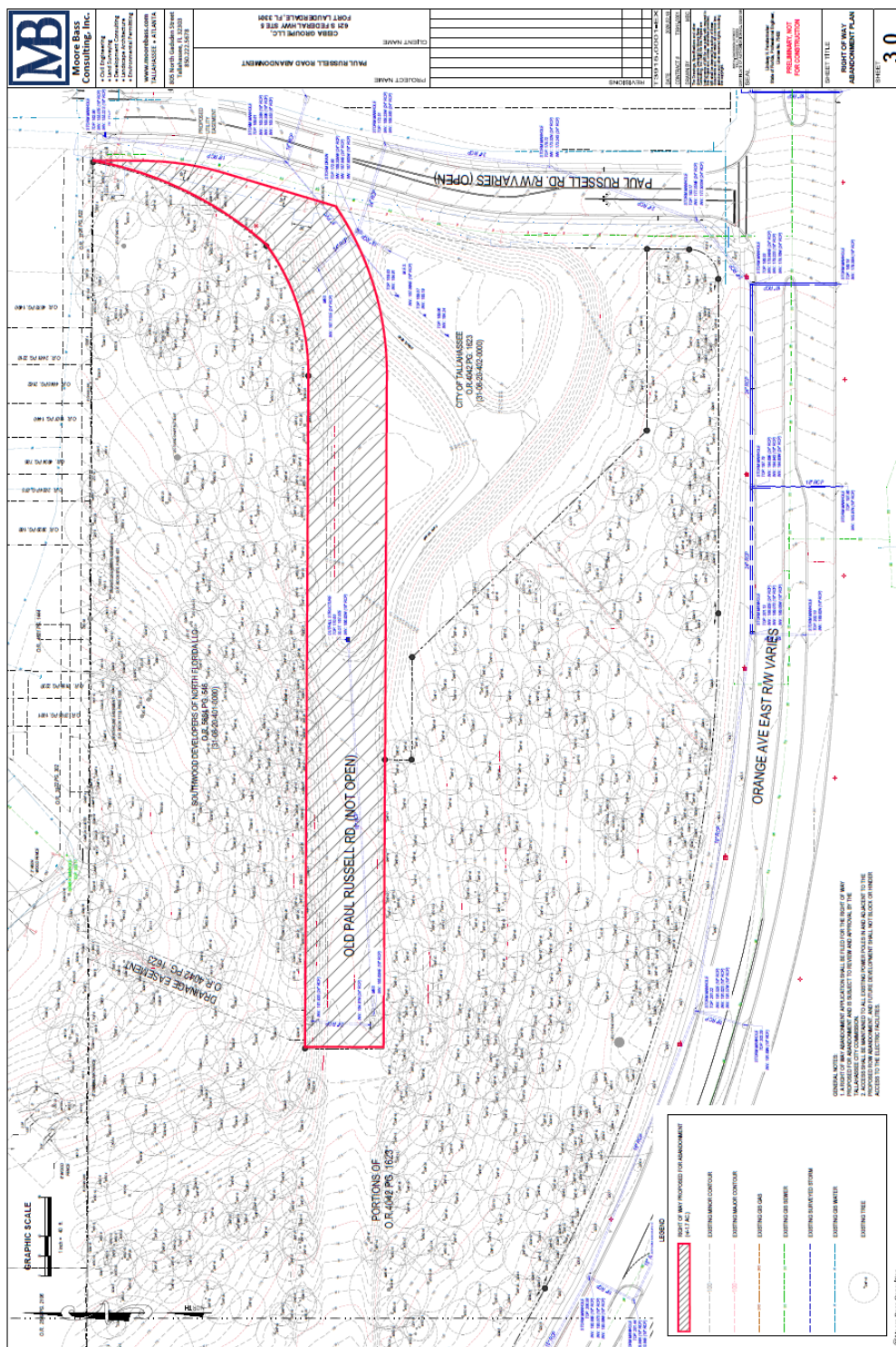
APPROVED AS TO FORM:

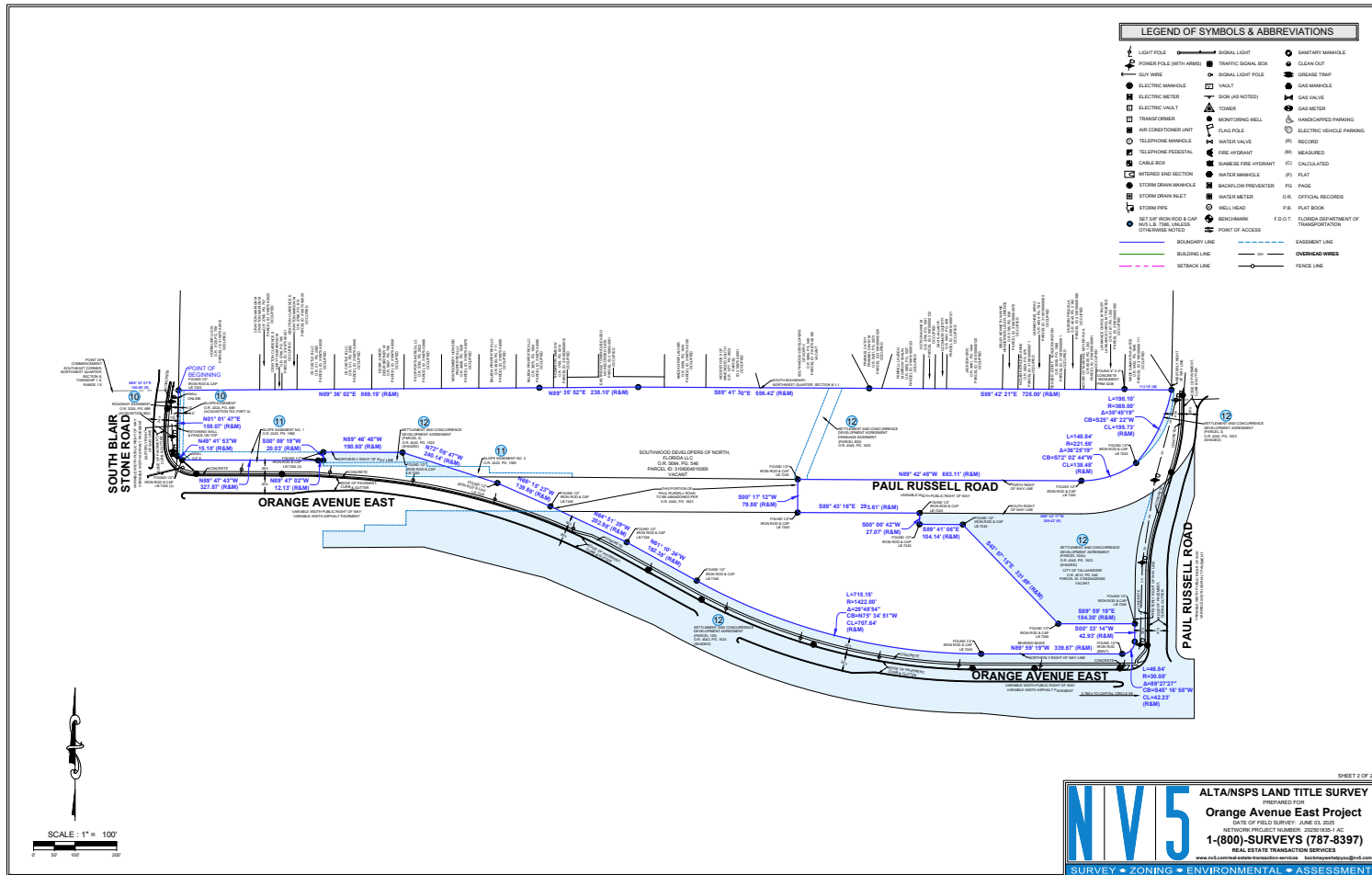
By: _____
James O. Cooke, IV
City Treasurer-Clerk

By: _____
Amy M. Toman
City Attorney

Exhibit A

**Old Paul Russell Road
Right-of-Way Abandonment**





AFFIDAVIT OF PUBLICATION

Felicia Ronay
Growth Management - City Of Tallahassee
435 N Macomb ST # 2
Tallahassee FL 32301-1051

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Tallahassee Democrat, a newspaper published in Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Govt Public Notices, was published on the publicly accessible website of Leon County, Florida, or in a newspaper by print in the issues of, on:

TAL Tallahassee Democrat 05/28/2026
TAL tallahassee.com 05/28/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/28/2026

Legal Clerk

Notary, State of WI, County of Brown

5.15.27

My commission expires

Publication Cost: \$141.44
Tax Amount: \$0.00
Payment Cost: \$141.44
Order No: 12360697 # of Copies:
Customer No: 1124335 1
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NANCY HEYRMAN
Notary Public
State of Wisconsin

City of Tallahassee
DEVELOPMENT REVIEW
COMMITTEE MEETING
June 8, 2026 - 9:00 a.m.
Renaissance Building 1st Floor
Conference Room
435 N. Macomb St.

Until further notice, all Development Review Committee meetings will be held both in person in the 1st Floor Conference Room in the Renaissance Building and remotely through the Webex meeting service. For information about how to attend, view or participate in the meeting, to request a special accommodation, or to provide public comment please contact Land Use and Environmental Services at (850) 891-7001, Option 4, or contact Zoning@talgov.com.

1. Orange Avenue Multifamily - (TA8260003) - is located on 1.75 acres at 3108204010000. The project proposes a right-of-way abandonment of a portion of unimproved Old Paul Russell Road. This abandonment request is in association with the proposed redevelopment of the surrounding parcels. The property is zoned PUD (English Property Planned Unit Development).

Tax I.D. - 31-08-20-401-0000
Agent: Moore Bass Consulting, Inc.
(850) 222-5678

NO TESTIMONY MAY BE HEARD FROM ANY APPLICANT OR MEMBER OF THE PUBLIC DURING THE COURSE OF A DRC MEETING SINCE IT IS AN ADMINISTRATIVE REVIEW NOT SUBJECT TO THE QUASI-JUDICIAL PROVISIONS UNDER FLORIDA STATUTES. AN OPPORTUNITY, HOWEVER, WILL BE PROVIDED FOR MEMBERS OF THE PUBLIC TO SPEAK ON ANY ITEM ON THE DRC AGENDA AT THE BEGINNING OF EACH MEETING. EACH SPEAKER SHALL BE LIMITED TO 3 MINUTES, AND THE TIME SET ASIDE FOR SUCH PUBLIC PARTICIPATION SHALL BE LIMITED TO 30 MINUTES, UNLESS EXTENDED BY THE DRC CHAIR. YOU ARE HEREBY NOTIFIED THAT IN ACCORDANCE WITH SECTION 286.0105, FLORIDA STATUTES, SHOULD YOU DECIDE TO APPEAL ANY DECISION MADE BY THE DRC OR TAKE EXCEPTION TO ANY FINDINGS OF FACT WITH RESPECT TO ANY MATTER CONSIDERED AT THE DRC MEETING, YOU MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE MEETING IS MADE. SUCH A RECORD SHALL INCLUDE EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. OTHER RIGHTS AND RESPONSIBILITIES MAY BE FOUND IN THE CITY CODE OF LAWS, DRC BYLAWS, AND/OR STATE STATUTES. FOR MORE INFORMATION CALL 891-7001.
PUBLICATION: 5/28/26, 12360697



**Wednesday, August 26, 2026
City Commission Meeting**

Subject **16.4 First and Only Public Hearing on Resolution No. 26-R-22, Approving the Inventory List of All Real Property Within City Jurisdiction, to Which the City Holds Fee Simple Title, That is Appropriate for Use as Affordable Housing -- Kimball Thomas, Housing & Community Resilience and Rob McGarrah, Underground Utilities & Public Infrastructure**

Category	Public Hearing
Fiscal Impact	No
Recommended Action	Option 1: Conduct the first and only public hearing and adopt Resolution No. 26-R-22, approving the inventory list of all real property within City jurisdiction, to which the City holds fee simple title, that is appropriate for use as affordable housing.

For more information, please contact: Kimball Thomas, Director-Housing & Community Resilience, (850) 891-8770; Rob McGarrah, General Manager-Underground Utilities & Public Infrastructure, (850) 891-5109; or Robert Culverhouse, Underground Utilities & Public Infrastructure, (850) 891-8068.

Statement of Issue

This item requests City Commission approval of Resolution No. 26-R-22. Per Section 166.0451, Florida Statutes, every three years each municipality in Florida must prepare an inventory of municipally owned real property that may be used for affordable housing. The inventory list must be reviewed at a public hearing and adopted by Resolution by the City Commission (see Resolution, Attachment 1). This item addresses the Strategic Plan Priority of Impact on Poverty, objective 2.2, and encourages affordable housing.

Recommended Action

Option 1: Conduct the first and only public hearing and adopt Resolution No. 26-R-22, approving the inventory list of all real property within City jurisdiction, to which the City holds fee simple title, that is appropriate for use as affordable housing.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Supplemental Material/Issue Analysis

History/Facts & Issues

The State Legislature passed Section 166.0451, Florida Statutes, in 2006. Per Section 166.0451, every three years each municipality shall prepare an inventory list of all real property within its jurisdiction, to which the municipality holds fee simple title, that is appropriate for use as affordable housing. In 2023, the Legislature revised Section 166.0451, requiring each municipality to prepare an inventory list that is adopted by resolution at a public hearing by October 1, 2023 and every three years thereafter. The inventory list must include the address and legal description of each such property and specify whether the property is vacant or improved. The governing body of the municipality must review the inventory list at a public hearing and may revise it at the conclusion of the public hearing. Following the public hearing, the governing body of the municipality shall adopt a resolution that includes an inventory list of such property.

Section 166.0451 further states that properties identified as appropriate for use as affordable housing on the inventory list adopted by the municipality may be offered for sale, and the proceeds may be used to purchase land for the development of affordable housing or to increase the local government fund earmarked for affordable housing, or may be sold with a restriction that requires the development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing. Alternatively, the municipality may otherwise make the property available for use for the production and preservation of permanent affordable housing.

On September 27, 2023, the City Commission reviewed an inventory of 118 City-owned parcels and adopted Resolution 23-R-26, approving the 2023 Affordable Housing Inventory. While Section 166.0451, Florida Statutes, now requires local governments to identify publicly owned land suitable for affordable housing, the City has proactively evaluated its real estate inventory for affordable housing opportunities since 2007. Through the donation of suitable properties to the Community Land Trust, Big Bend Habitat for Humanity, the Big Bend Homeless Coalition, and other affordable housing partners, the City has helped expand the availability of affordable housing throughout the community. To remain in compliance with Section 166.0451, Florida Statutes, the City must conduct its next public hearing and update the inventory before October 1, 2026.

Staff reviewed the City's real estate inventory and assembled a comprehensive list of all vacant City-owned parcels - see Attachment 2. There were a total of 140 parcels identified. Out of the 140 parcels, 29 were identified as appropriate for affordable housing. The overall list was narrowed by excluding land purchased for mitigation purposes (i.e., flood prone or airport noise corridor), parcels with a current City use, parcels better suited for commercial redevelopment, and parcels not large enough for stand-alone development.

In line with the Strategic Plan Priority on Poverty, objective 2.2, the City has implemented several initiatives to encourage affordable housing. Strategies for moving forward with development of the 29 parcels are identified in the notes section of Attachment 2, including CRA affordable housing infill in Frenchtown and Greater Bond; Habitat for Humanity City Build homes; and Missing middle housing (neighborhood-scale multifamily units) through the Community Land Trust among others.

Real Estate Management and Housing & Community Resilience recommend adoption of the Resolution and approval of the affordable housing list. Attachment 3 reflects a map locating these parcels.

Department(s) Review

Housing & Community Resilience; Resource Management; City Attorney's Office

Options

1. Conduct the first and only public hearing and adopt Resolution No. 26-R-22, approving the inventory list of all real property within City jurisdiction, to which the City holds fee simple title, that is appropriate for use as affordable housing.
2. Conduct the first and only public hearing, do not adopt Resolution No. 26-R-22 and provide alternate direction to staff.

Attachments/References:

1. Attachment 1 - Resolution 26-R-22
2. Attachment 2 - Vacant Lot Inventory List
3. Attachment 3 - Map of Affordable Housing Inventory List

RESOLUTION NO. 26-R-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
TALLAHASSEE ADOPTING THE 2026 AFFORDABLE HOUSING
INVENTORY LIST.

WHEREAS, Section 166.0451, Florida Statutes, requires the City of Tallahassee (“City”) to adopt a resolution approving an inventory list of all real property within its jurisdiction, to which the City holds fee simple title, that is appropriate for use as affordable housing; and,

WHEREAS, the inventory list must include the address and legal description of each such property and specify whether the property is vacant or improved; and,

WHEREAS, the governing body of the City must review the inventory list at a public hearing and may revise the inventory list at the conclusion of the public hearing; and,

WHEREAS, following the public hearing, the governing body of the City shall adopt a resolution that includes an inventory list of such property; and

WHEREAS, the properties identified herein as appropriate for use as affordable housing may be offered for sale and the proceeds may be used to purchase land for the development of affordable housing or to increase the local government fund earmarked for affordable housing, or may be sold with a restriction that requires the development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing. Alternatively, the City may otherwise make the property available for use for the production and preservation of permanent affordable housing; and,

WHEREAS, “affordable housing” shall have the meaning as given in Section 420.0004(3), Florida Statutes; and,

WHEREAS, the City of Tallahassee has prepared the inventory list, as required by Section 166.0451, Florida Statutes, and has considered the list at a public hearing held on August 26, 2026.

NOW, THEREFORE, be it resolved by the City Commission of the City of Tallahassee that pursuant to Section 166.0451, Florida Statutes, the inventory list below is hereby adopted:

-	<u>Parcel ID</u>	<u>Acreage</u>	<u>Location</u>	<u>Legal Description</u>	<u>Vacant / Improved</u>
1	<u>212666 B0080</u>	0.07	1330 Idaho Street	SPRING VALLEY RE SUB RE SUB OF LOTS 4-11 BLOCK O LOT 8 BLOCK B	vacant
2	<u>410125 N0130</u>	0.08	Saxon Street at Okaloosa Street	BOND, E 75 FT OF LOT 13, BLOCK N	vacant
3	<u>410125 D0071</u>	0.08	Keith Street	BOND S 1/2 OF LOT 7 BLOCK D	vacant
4	<u>410127 L0020</u>	0.1	2006 Saxon Street	BOND SOUTH, LOT 2, BLOCK L	vacant
5	<u>410125 N0121</u>	0.1	812 Okaloosa Street	BOND, E 45 FT OF W 85 FT OF LOT 12 & E 35 FT OF W 75 FT OF LOT 13N BLOCK N	vacant
6	<u>411165 G0090</u>	0.11	Clara Street	WEST OLIVER HEIGHTS LOT 9 BLOCK G	vacant
7	<u>410125 N0091</u>	0.11	Saxon Stret	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 EAST 100 FEET LOT 9 BLOCK B	vacant
8	<u>212670 A0020</u>	0.12	1400 Jersey Street	THOMAS SUB LOT 2 BLOCK A	vacant
9	<u>212595 A0100</u>	0.14	750 W. 7th Avenue	WESCOTT TERRACE LOT 10 BLOCK A	vacant
10	<u>410125 N0090</u>	0.15	Okaloosa Street	BOND, W 50 FT OF LOT 9, BLOCK N, W 40 FT OF LOTS 12 & 13	vacant
11	<u>311840 B0100</u>	0.16	Mizell Street	CAMPBELL PARK 18 1S 1E LOT 10 BLOCK B	vacant
12	<u>410125 L0030</u>	0.17	1805 Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 3 BLOCK L	vacant
13	<u>410125 L0060</u>	0.17	Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 6 BLOCK L	vacant
14	<u>410125 L0070</u>	0.17	Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 7 BLOCK L	vacant
15	<u>3107202730000</u>	0.226	Dantzler Street	7 1S 1E, .226 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant
16	<u>3107202720000</u>	0.23	Dantzler Street	7 1S 1E, .23 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant
17	<u>411316 I0030</u>	0.24	101 Ritzcraft Avenue	PINE RIDGE MOBILE HOME ESTATES LOT 3 BLOCK I 0.242 A	vacant
18	<u>4111200380000</u>	0.26	2260 Clara Street	11 1S 1W .18 A IN W 1/2 OF NE 1/4	vacant

19	<u>4111700000100</u>	0.27	2334 Clara Street	W OLIVER HTS ADD, LOT 10	vacant
20	<u>210915 0001</u>	0.35	3701 Fred George Road	SETTLER'S SPRINGS UNREC, LOT NW OF LOT 1 BLOCK A	vacant
21	<u>2136500516180</u>	0.38	W. Georgia Street	SUB OF LOT 51, N W A, LOT E	vacant
22	<u>411250 G0030</u>	0.39	307 Wallis Street	GOLF DR MANOR, LOTS 3 & 4, BLOCK G	vacant
23	<u>410230 J0080</u>	0.47	1800 Indian River Street	BLOXHAM HEIGHTS, LOTS 8 & 9 & N 50 FT OF LOTS 10 & 11, BLOCK J	improved
24	<u>411316 B0100</u>	0.52	405 Americana Street	PINE RIDGE MOBILE HOME ESTATES LOTS 10 & 11 BLOCK B	vacant
25	<u>3107202740000</u>	0.84	Dantzler Street	7 1S 1E, .83 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant
26	<u>2125208090000</u>	1.17	N. Bronough Street	25 1N 1W IN NW 1/4 OF NE 1/4, INCLDS AREA BETWEEN BRONOUGH/DUVAL ST R/W BRONOUGH/DUVAL ST R/W MAP	vacant
27	<u>310765 B0010</u>	1.19	Dantzler Street	KILPATRICK TERRACE, LOT 1 THRU 8 INC BLOCK B	vacant
28	<u>112251 E1812</u>	1.93	Forest Oak Lane	CLIFFORD HILL PLACE, 22 1N 1E, 1.88 A IN LOT E	vacant
29	<u>1114208020000</u>	428.54	Welaunee Boulevard	12 13 & 14 1N 1E, 428.54 A LYING IN EA SECT S OF I-10 & N OF MICCOSUKEE RD	vacant

*Note: The 428.54-acre Welaunee property is part of a master plan that includes areas for multifamily, medium-density and high-density residential development. Portions of this property may be available for affordable housing use.

ADOPTED by the City Commission of the City of Tallahassee this 26th day of August, 2026.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

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

By: _____
Amy M. Toman
City Attorney

Surplus & Suitable For Affordable Housing

	Parcel ID	Acreage	Location	Legal Description	Vacant / Improved	Zoning	FEMA Zone	Notes/Potential Development Strategy
1	212666 B0080	0.07	1330 Idaho Street	SPRING VALLEY RE SUB RE SUB OF LOTS 4-11 BLOCK O LOT 8 BLOCK B	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
2	410125 N0130	0.08	Saxon Street at Okaloosa Street	BOND, E 75 FT OF LOT 13, BLOCK N	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
3	410125 D0071	0.08	Keith Street	BOND S 1/2 OF LOT 7 BLOCK D	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
4	410127 L0020	0.1	2006 Saxon Street	BOND SOUTH, LOT 2, BLOCK L	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; CRA Infill Project; CRA District
5	410125 N0121	0.1	812 Okaloosa Street	BOND, E 45 FT OF W 85 FT OF LOT 12 & E 35 FT OF W 75 FT OF LOT 13N BLOCK N	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
6	411165 G0090	0.11	Clara Street	WEST OLIVER HEIGHTS LOT 9 BLOCK G	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
7	410125 N0091	0.11	Saxon Street	SECTION 2 T1S R 1W BONDS SUBDIVISION PB 1/26 EAST 100 FEET LOT 9 BLOCK B	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
8	212670 A0020	0.12	1400 Jersey Street	THOMAS SUB LOT 2 BLOCK A	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
9	212595 A0100	0.14	750 W. 7th Avenue	WESCOTT TERRACE LOT 10 BLOCK A	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
10	410125 N0090	0.15	Okaloosa Street	BOND, W 50 FT OF LOT 9, BLOCK N, W 40 FT OF LOTS 12 & 13	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
11	311840 B0100	0.16	Mizell Street	CAMPBELL PARK 18 1S 1E LOT 10 BLOCK B	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
12	410125 L0030	0.17	1805 Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 3 BLOCK L	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; CRA Infill Project; CRA District
13	410125 L0060	0.17	Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 6 BLOCK L	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; CRA Infill Project; CRA District
14	410125 L0070	0.17	Keith Street	SECTION 2 T1S R1W BONDS SUBDIVISION PB 1/26 LOT 7 BLOCK L	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; CRA Infill Project; CRA District
15	3107202730000	0.226	Dantzer Street	7 1S 1E, .226 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant	Central Urban (CU-45)	FEMA Zones X & AE	1 lot; Multi-Family/Missing Middle Housing by Community Land Trust; CRA District
16	3107202720000	0.23	Dantzer Street	7 1S 1E, .23 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant	Central Urban (CU-45)	FEMA Zones X & AE	1 lot; Multi-Family/Missing Middle Housing by Community Land Trust; CRA District
17	411316 I0030	0.24	101 Ritzcraft Avenue	PINE RIDGE MOBILE HOME ESTATES LOT 3 BLOCK I 0.242 A	vacant	Manufacture Home (MH)	FEMA Zone X	1 lot; single-family
18	4111200380000	0.26	2260 Clara Street	11 1S 1W .18 A IN W 1/2 OF NE 1/4	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
19	4111700000100	0.27	2334 Clara Street	W OLIVER HTS ADD, LOT 10	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family; CRA District
20	210915 0001	0.35	3701 Fred George Road	SETTLER'S SPRINGS UNREC, LOT NW OF LOT 1 BLOCK A	vacant	Residential Preservation (RP-2)	FEMA Zone X	1 lot; single-family
21	2136500516180	0.38	W. Georgia Street	SUB OF LOT 51, N W A, LOT E	vacant	Central Urban (CU-45)	FEMA Zone X	1 lot (oversized) - CRA Infill Project; CRA District
22	411250 G0030	0.39	307 Wallis Street	GOLF DR MANOR, LOTS 3 & 4, BLOCK G	vacant	Central Urban (CU-45)	FEMA Zone X	2 lots; CRA District; Considered for Community Land Trust
23	410230 J0080	0.47	1800 Indian River Street	BLOXHAM HEIGHTS, LOTS 8 & 9 & N 50 FT OF LOTS 10 & 11, BLOCK J	improved	Central Urban (CU-45)	FEMA Zone X	3 lots; current use (community garden & vacated well building); CRA District; Portion of lot will be used for Airport Gateway Expansion; remainder will be for community garden and potential affordable housing
24	411316 B0100	0.52	405 Americana Street	PINE RIDGE MOBILE HOME ESTATES LOTS 10 & 11 BLOCK B	vacant	Manufacture Home (MH)	FEMA Zone X	2 lots; single-family

25	3107202740000	0.84	Dantzler Street	7 1S 1E, .83 A, IN E 1/2 OF NW 1/4 OF NW 1/4	vacant	Central Urban (CU-45)	FEMA Zones X & AE	1 lot (oversized); Multi-Family/Missing Middle Housing by Community Land Trust; CRA District
26	2125208090000	1.17	N. Bronough Street	25 1N 1W IN NW 1/4 OF NE 1/4, INCLDS AREA BETWEEN BRONOUGH/DUVAL ST R/W BRONOUGH/DUVAL ST R/W MAP	vacant	Central Urban (CU-18 & CU-26)	FEMA Zone X	8 lots - Multi-Family/Missing Middle Housing by Community Land Trust; CRA District
27	310765 B0010	1.19	Dantzler Street	KILPATRICK TERRACE, LOT 1 THRU 8 INC BLOCK B	vacant	Central Urban (CU-45)	FEMA Zones X & AE	1 lot (oversized); potential for Missing Middle housing; CRA District
28	112251 E1812	1.93	Forest Oak Lane	CLIFFORD HILL PLACE, 22 1N 1E, 1.88 A IN LOT E	vacant	Residential Preservation (RP)	FEMA Zone X	1 lot (oversized); potential for Missing Middle housing
29	1114208020000	428.54	Welaunee Boulevard	12 13 & 14 1N 1E, 428.54 A LYING IN EA SECT S OF I-10 & N OF MICCOSUKEE RD	vacant	Welaunee Planned Unit Development (PUD 109)	FEMA Zone X	(FUTURE DEVELOPMENT) large acreage - portions of property may be suitable; single or multifamily as part of City planned development for overall parcel

Other Vacant City Parcels

	<u>Parcel ID</u>	<u>Acreage</u>	<u>Location</u>	<u>Legal Description</u>	<u>Vacant / Improved</u>	<u>Zoning</u>	<u>FEMA Zone</u>	<u>Notes</u>
1	2126206030000	0.03	Alabama Street	26 1N 1W IN NE 1/4 OF NW 1/4 OF SW 1/4 OR 705/122 1163/266 (NORTH OF BLOCK A OF THOMAS SUB) R/W DEDUCTED	vacant	Residential Preservation (RP-2)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 30 x 40
2	212666 B0100	0.03	Idaho Street	SPRING VALLEY RE SUB RE SUB OF LOTS 4-11 BLOCK O N 10 FT OF LOT 10 BLOCK B	vacant	Residential Preservation (RP-2)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 18 x 80 x 10 x (50 + 30)
3	212685 E0031	0.04	California Street	VALLEY VIEW 26 1N 1W N 1/4 OF OF S 1/2 LOT 3 BLOCK E	vacant	Central Urban (CU-18)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 13 x 135
4	411160 C0160	0.07	Carver Street & St. Marks Street	OLIVER HTS LOT 16 BLOCK C (less R/W)	vacant	Residential Preservation (RP-2)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 24.06 x (66.81 + 33.76) x 33.81 x 100; CRA District
5	2126208030000	0.07	Alabama Street	26 1N 1W ON ALABAMA ST NORTH OF THOMAS SUB OR 1186/2198 2209	vacant	Residential Preservation (RP-2)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 30 x 60
6	411160 C0010	0.08	Carver Street & Keith Street	OLIVER HTS LOT 1 BLOCK C (less R/W)	vacant	Residential Preservation (RP-2)	FEMA Zone X	partial lot too small for stand-alone use: dimensions 34.49 x 100 x 33.81 x (24.46 + 73.57); CRA District
7	3107203100000	0.11	Red Arrow Road	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District; private road; possible deed issue being investigated
8	3107202260000	0.12	Country Club Drive	7 1S 1E .12 A IN SE COR OF NE 1/4 OF NW 1/4	potential surplus	Central Urban (CU-26)	FEMA Zone X	CRA District; landlocked with no access
9	3107203170000	0.12	Red Arrow Road	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District; private road; possible deed issue being investigated
10	3107203600000	0.12	Compass Lane at Red Arrow Road	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District; private road
11	3107203370000	0.14	Mexico Lane	7 1S 1E .14 A IN SE 1/4 OF NE 1/4 OF NW 1/4	potential surplus	Central Urban (CU-26)	FEMA Zone X	CRA District; landlocked with no access
12	3107202610000	0.19	611 Putnam Drive	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone X	1 lot; CRA District; lot is split by Putnam Drive
13	3107202000000	0.23	Putnam Drive	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zones X & AE	1 lot; CRA District; landlocked with no access
14	3107203020000	0.23	Compass Lane	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District; private road
15	3107203450000	0.24	Putnam Drive	7 1S 1E IN NW 1/4 OF NW 1/4	vacant	Central Urban (CU-26)	FEMA Zone X	1 lot; CRA District; landlocked with no access
16	4110204120020	0.24	Kennedy Drive	SECTION 10 T1S R1W LOT 2 LIMITED PARTITION	vacant	Single-Family Detached & Manufactured Home Residential (R-5)	FEMA Zone X (area of known flooding in Tallahassee)	1 lot
17	3107202650000	0.27	605 Putnam Drive	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District
18	111360 0003	0.27	Victor Hugo Drive	LAFAYETTE OAKS 13 14 23 & 24 1N 1E .274 A IN BLOCK C (WELL SITE)	potential surplus	Residential Preservation (RP)	FEMA Zone X	former well site; UUPI agreed to potential surplus 9/2024

19	2125280000530	0.3	508 Dunn Street	COOPERS ADD PT OF LOTS 53 AND 54	comm. garden	Residential Preservation (RP-2)	FEMA Zone X	UNAVAILABLE community garden use
20	212020030000	0.31	Country Lane	SECTION 20 & 21 T1N R1W	potential surplus	Single-Family Detached & Manufactured Home Residential (R-5) & Medium Density Residential (MR-1)	FEMA Zone X	private road
21	2113206470000	0.34	Fulton Road	13 1N 1W IN SW 1/4	vacant	Medium Density Residential (MR-1)	FEMA Zone X	1 lot; landlocked with no access
22	1133080060001	0.38	Parkbrook Circle	PARK BROOK CROSSING PHASE 6 33 1N 1E IN SW 1/4 OF NW 1/4 ENTRANCE TO PARKBROOKE CIRCLE	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone X	1 lot; includes private road and will need easement reservations if sold
23	410480 A0050	0.47	4002 Roberts Avenue	SEMINOLE MANOR UNIT 1 LOT 5 BLOCK A	comm. garden	Residential Preservation (RP-1)	FEMA Zone X	UNAVAILABLE community garden use
24	3107202910000	0.48	Putnam Drive	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zones X & AE	CRA District; landlocked with no access; mostly Zone X
25	3107203010000	0.52	Compass Lane	SECTION 7 T1S R1E	potential surplus	Central Urban (CU-26)	FEMA Zone AE	CRA District; private road
26	2125280000470	1.05	611 Dent Street	COOPERS ADDITION LOTS 47 48 & 51	comm. garden	Residential Preservation (RP-2)	FEMA Zone X	UNAVAILABLE community garden use
27	4110204120000	1.14	Kennedy Drive	SECTION 10 T1S R1W PARENT TRACT LIMITED PARTITION	vacant	Single-Family Detached & Manufactured Home Residential (R-5)	FEMA Zones X & AE	1 lot (oversized)
28	4112350000010	1.42	S. Monroe Street	MONROE SOUTH SUBDIVISION, 12 1S 1W, 1.42 A, LOT 1	vacant	General Commercial (C-1)	FEMA Zone X	best-suited for commercial development or fire station expansion

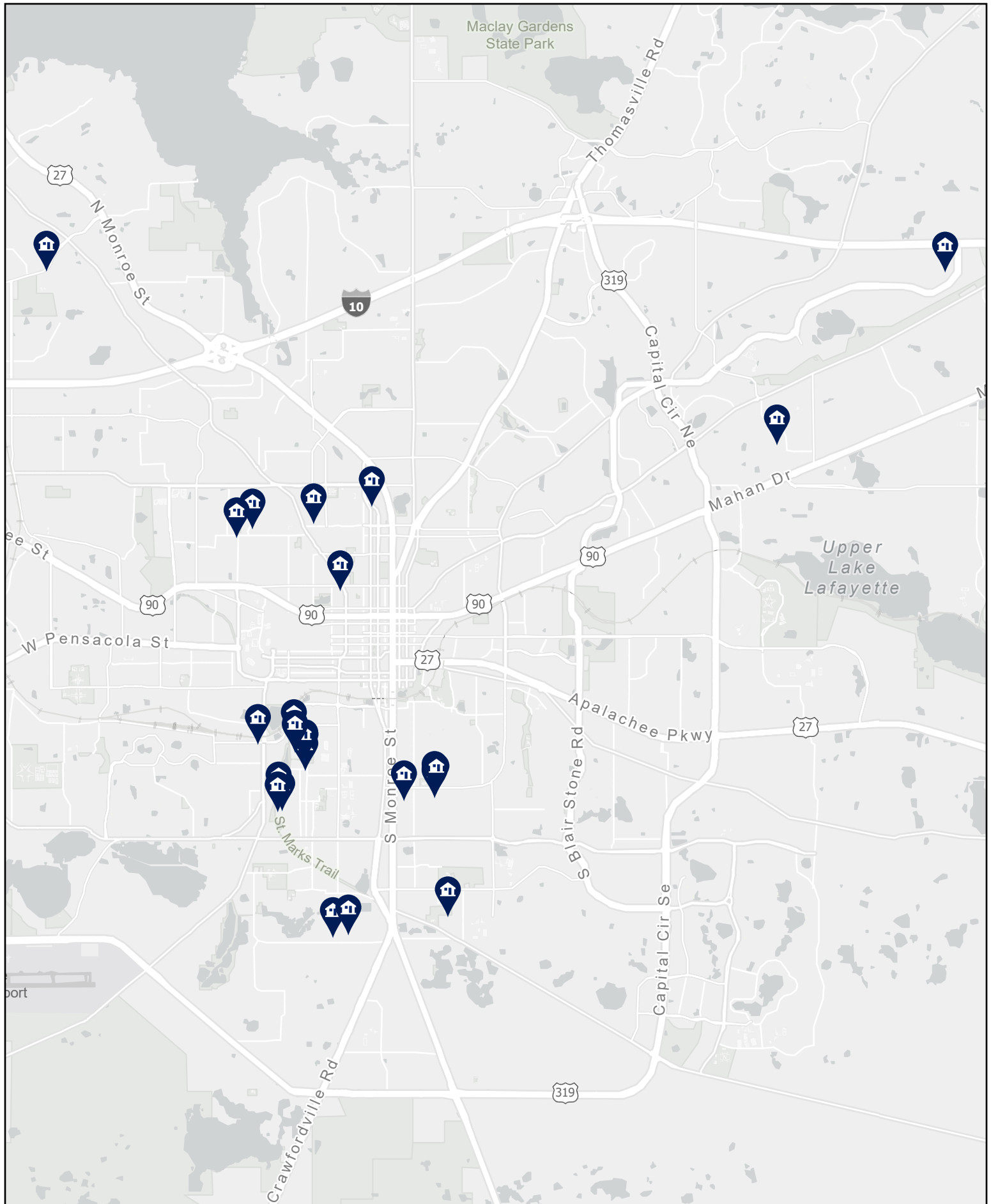
Flood Prone, Airport Sound Corridor, Conservation/Buffer Vacant Parcels

	<u>Parcel ID</u>	<u>Acreage</u>	<u>Location</u>	<u>Legal Description</u>	<u>Vacant / Improved</u>	<u>Zoning</u>	<u>FEMA Zone</u>	<u>Notes</u>
1	1133120000250	0.04	E. Park Avenue	RICHVIEW TRACE UNREC PHASE III 33 1N 1E, UNIT 25	vacant	Medium Density Residential (MR-1)	FEMA Zone AE	flood prone - purchased to cure history of flood issues
2	1133120000260	0.06	E. Park Avenue	RICHVIEW TRACE UNREC PHASE III 33 1N 1E, UNIT 26	vacant	Medium Density Residential (MR-1)	FEMA Zone AE	flood prone - purchased to cure history of flood issues
3	1133120000240	0.07	E. Park Avenue	RICHVIEW TRACE UNREC PHASE III 33 1N 1E UNIT 24 LESS R/W	vacant	Medium Density Residential (MR-1)	FEMA Zone AE	flood prone - purchased to cure history of flood issues
4	1130208070000	0.07	746 Harper Street	SECTION 30 R1N R1E PART OF LOT 9 TECHNICAL AMENDMENT OR 5924/592 OR 5931/1638	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
5	1130202240000	0.09	Gwen Street	SECTION 30 T1N R1E	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	deed restricted: flood mitigation
6	1130202230000	0.09	736 Gwen Street	SECTION 30 T1N R1E OR 5298/1796 TRACT 2 OR 1059/1491 1247/1459 1364/375	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
7	1130202050000	0.09	732 Gwen Street	SECTION 30 T1N R1E OR 4691/1750 PARCEL 8 OR 229/118 2093/1512W 98-110PR	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
8	1130202220000	0.09	737 Gwen Street	SECTION 30 T1N R1E OR 6040/1982	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
9	1130203160000	0.09	742 Gwen Street	SECTION 30 T1N R1E OR 3428/2378 OR 491/126	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
10	111680 R0130	0.1	Centerville Road	TALLAHASSEE HIGHLANDS LOT 13 & PT OF 14 BLOCK R OR 1614/1862 1622/190 ACQUIRED BY CONDEMNATION SUIT IN RIGHT OF WAY	vacant	Residential Preservation (RP-2)	Zone X	conservation buffer - restricted
11	1130202340000	0.12	741 Gwen Street	30 1N 1E IN E 1/2 OF NW 1/4 DB 62/240	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
12	1130208000000	0.14	1526 Payne Street	SECTION 30 R1N R1E PART OF LOT 7 TECHNICAL AMENDMENT OR 5924/592 OR 5931/1638	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues

13	410256 A0440	0.16	Pepper Drive	ELBERTA EMPIRE ADD LOT 44 BLOCK A	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	flood prone - purchased to cure history of flood issues
14	111680 R0440	0.19	Centerville Road	TALLAHASSEE HIGHLANDS LOTS 44 & 45 BLOCK R	vacant	Residential Preservation (RP-1)	FEMA Zone X	conservation buffer - restricted
15	3105200530000	0.19	Linda Ann Drive	5 15 1E .19 A IN SE 1/4 OF NE 1/4	vacant	Office Residential (OR-3)	FEMA Zone X	flood prone - purchased to cure history of flood issues
16	212880 E0060	0.19	Beechnut Lane	VALLEY GREEN LOT 6 BLOCK E	vacant	Open Space (OS)	FEMA Zones X & A	deed restricted: flood mitigation
17	212880 G0040	0.19	Deer Haven Lane	VALLEY GREEN LOT 4 BLOCK G	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
18	113066 D0260	0.19	McDaniel Street	H V MAUND ESTATES W 55.8 FT OF LOTS 26 27 28 29 30 31 & PART OF LOT 32 BLOCK D	vacant	Residential Preservation (RP-2)	FEMA Zone X	flood prone - purchased to cure history of flood issues
19	112940 A0270	0.2	Sauls Street	CAPITAL HILLS UNIT 3 LOT 27 BLOCK A	vacant	Residential Preservation (RP-1)	FEMA Zone X	flood prone - purchased to cure history of flood issues
20	2128100000430	0.21	Peachtree Drive	PARADISE ESTATES UNREC 28 1N 1W .21 A LOT 43	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
21	110203 A0050	0.21	4004 Dutchess Court	SECTION 35 T2N R1E BARRON PARC UNRECORDED LOT 5 BLOCK A	improved	Residential Preservation (RP-2)	FEMA Zone X - local flood area	flood prone - SFR to be demolished
22	111680 R0160	0.23	Olson Road	TALLAHASSEE HIGHLANDS LOTS 16 & 17 BLOCK R PT OF LOT 15 OR 1614/1862 1622/190 ACQUIRED BY CONDEMNATION SUIT IN R/W	vacant	Residential Preservation (RP-1)	FEMA Zone X	conservation buffer - restricted
23	2121510101305	0.24	Trimble Road	PLANTATION OF TALLAHASSEE PECAN CO 21 1N 1W .238 A PART OF LOT 10	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
24	212270 H0080	0.26	Travis Circle	SCENIC HEIGHTS UNIT 5 LOT 8 BLOCK H	vacant	Residential Preservation (RP-1)	FEMA Zone X	deed restricted: flood mitigation
25	212370 Q0010	0.26	Spoonwood Drive	TERRENCE HTS UNIT 1, LOT 1 BLOCK Q	vacant	Residential Preservation (RP-1)	FEMA Zones X & AE	flood prone - purchased to cure history of flood issues
26	112940 D0260	0.28	Sauls Street	CAPITAL HILLS 2 W 84.3 FT OF LOT 26 BLOCK D	vacant	Residential Preservation (RP-1)	FEMA Zone X	flood prone - purchased to cure history of flood issues
27	212745 F0070	0.29	San Pedro Avenue	SAN LUIS RIDGE UNIT 2 LOT 7 (LESS S 20 FT) BLOCK F ALSO 20 FT STRIP ADJ	vacant	Residential Preservation (RP-1)	FEMA Zones X & AE	deed restricted: flood mitigation
28	211530 A0170	0.3	1706 Salmon Drive	ASTORIA PARK 1 REPLAT LOT 17 BLOCK A	vacant	Residential Preservation (RP-2)	FEMA Zone X	flood prone - purchased to cure history of flood issues
29	3118500000060	0.31	Lindgren Avenue	CAMPBELL PARK ADDITION LOT 6	vacant	Residential Preservation (RP-2)	FEMA Zone X	flood prone - purchased to cure history of flood issues
30	3118500000070	0.32	Lindgren Avenue	CAMPBELL PARK ADDITION LOT 7	vacant	Residential Preservation (RP-2)	FEMA Zone X	flood prone - purchased to cure history of flood issues
31	1130202870000	0.33	1560 Payne Street	SECTION 30 T1N R1E OR 4670/1657 DB 20/217 28/341 36/550 54/344 66/324 86/338 86/340 OR 1314/1078	vacant	Single, Two and Multi- Family Residential (R-4)	FEMA Zone X	flood prone - purchased to cure history of flood issues
32	410530 A0140	0.34	Geanie Drive	CASCADE PARK LOT 14 BLOCK A	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
33	3118500000020	0.35	Lindgren Avenue	CAMPBELL PARK ADDITION LOT 2	vacant	Residential Preservation (RP-2)	FEMA Zone X	flood prone - purchased to cure history of flood issues
34	411460 A0210	0.36	Hastie Road	LEE MANOR UNIT 1 LOT 21 BLOCK A	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
35	110250 DE0090	0.36	3886 Paddrick Drive	KILLEARN ESTATES UNIT 32 LOT 9 BLOCK DE	vacant	Residential Preservation (RP-1)	FEMA Zone X - local flood area	flood prone - purchased to cure history of flood issues
36	111730 C0030	0.4	Crestview Avenue	BETTON HILL LOT 3 BLOCK C	vacant	Residential Preservation (RP-1)	FEMA Zone X	flood prone - purchased to cure history of flood issues
37	111680 R0250	0.42	Centerville Road	TALLAHASSEE HIGHLANDS LOTS 25 26 27 & 28 BLOCK R BEING CITY OPEN SPACE OR 1638/656 3103/1833 3124/470	vacant	Residential Preservation (RP-1)	FEMA Zone X	conservation buffer - restricted
38	21287000000860	0.42	Peachtree Drive	MISSION ROAD ESTATES UNIT 2 LOTS 86 & 87 (OPEN SP/FLOOD ZONE)	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
39	1131208020000	0.45	E. Lafayette Street	31 1N 1E IN SW 1/4 OF SE 1/4 (BUFFER ZONE)	vacant	Residential Preservation (RP-1)	FEMA Zone X	wooded buffer between residential and commercial areas
40	112940 D0270	0.46	Sauls Street	CAPITAL HILLS UNIT 2 LOT 27 BLOCK D	vacant	Residential Preservation (RP-1)	FEMA Zone X	flood prone - purchased to cure history of flood issues
41	21287000000560	0.47	Peachtree Drive	MISSION ROAD ESTS 2 LOTS 56 & 57	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
42	212840 D0050	0.52	Cactus Street	BLOXHAM TERRACE 2ND REVISED UNDEDICATED LOT LOT 5 BLOCK D (NOT INCLUDED IN PLAT)	vacant	Residential Preservation (RP-1)	FEMA Zone A	flood prone - purchased to cure history of flood issues
43	212880 G0120	0.55	Peachtree Drive	VALLEY GREEN 28 1N 1W (OPEN SP/FLOOD ZONE) LOTS 12 13 & 14 BLOCK G	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation

44	2128750010130	0.55	Rexwood Drive	REXWOOD UNIT 1 LOTS 13, 14 & 15 BLOCK 1 (OPEN SP/FLOOD ZONE)	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
45	2128700000530	0.55	Peachtree Drive	MISSION ROAD ESTS 2 28 1N 1W (OPEN SP/FLOOD ZONE) LOTS 53 & 54	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
46	410255 A0070	0.6	Hernando Drive	ELBERTA EMPIRE 2 1S 1W (BEING OPEN SP/FLOOD ZONE) LOTS 7 8 9 & 10 BLOCK A	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
47	4105202180000	0.63	Cascade Drive	5 1S 1W .625 AC IN SE 1/4 OF SE 1/4 OF NW 1/4	vacant	Single-Family Detached Residential (R-1)	FEMA Zone A	deed restricted: sound corridor - noise mitigation
48	410256 D0290	0.68	Pepper Drive	ELBERTA EMPIRE ADD 2 1S 1W (BEING OPEN SP/FLOOD ZONE) LOTS 29 THRU 32 BLOCK D	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
49	110465 A0340	0.72	Forsythe Way	ROYAL OAKS UNIT 2 LOT 34 BLOCK A	vacant	Residential Preservation (RP-1)	FEMA Zones X & A	flood prone - purchased to cure history of flood issues
50	2128750030080	0.79	Oakwood Drive	REXWOOD UNREC 28 1N 1W (OPEN SP/FLOOD ZONE) LOTS 8, 9, 48 & EAST 50 FT OF 49 BLOCK 3	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
51	410256 A0460	0.82	Pepper Drive	ELBERTA EMPIRE ADD LOTS 46 THRU 50 BLOCK A (OPEN SPACE/FLOOD ZONE)	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
52	110250 BT0020	0.84	McLaughlin Drive	KILLEARN ESTATES UNIT 25 LOT 2 BLOCK BT	vacant	Residential Preservation (RP-1)	FEMA Zones X & AE	flood prone - purchased to cure history of flood issues
53	2117190000060	0.86	Chinook Street	WESTERN VIEW UNREC ALL UNITS IN LOTS 6 7 & 8 (OPEN SPACE)	vacant	Open Space (OS)	FEMA Zones X & A	deed restricted: flood mitigation
54	2128700000630	0.88	Peachtree Drive	MISSION ROAD ESTATES UNIT 2 28 1N 1W .884 AC (OPEN SP/FLOOD ZONE) LOTS 63 THRU 66	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
55	212880 E0080	0.89	Beechnut Lane	VALLEY GREEN 28 1N 1W (OPEN SP/FLOOD ZONE) LOTS 8 THRU 11 BLOCK E	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
56	212880 D0050	0.91	Vega Drive & Beechnut Lane	VALLEY GREEN 28 1N 1W (OPEN SP/FLOOD ZONE) LOTS 5 6 14 & 15 BLOCK D	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
57	410530 A0020	0.92	Cascade Drive	CASCADE PARK LOTS 2 3 4 & 5 BLOCK A (OPEN SP/SOUND CORRIDOR)	vacant	Single-Family Detached Residential (R-1)	FEMA Zones X & AE	deed restricted: sound corridor - noise mitigation
58	2121510632630	0.92	Pecan & Trimble Road	PLANTATION OF TALLAHASSEE PECAN CO 21 1N 1W .94 A PART OF LOT 63	vacant	Single-Family Detached Residential (R-1)	FEMA Zones X & A	deed restricted: flood mitigation
59	410530 A0160	0.93	Singleton Drive	CASCADE PARK 5 1S 1W (OPEN SP/SOUND CORRIDOR) LOTS 16 17 19 20 & PT OF 18 BLOCK A	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
60	212370 O0040	0.949	Tupelo Terrace	TERRENCE HTS UNIT 1, LOTS 4 5 6 & 7 BLOCK O (DRAINAGE AREA)	vacant	Residential Preservation (RP-1)	FEMA Zones X & AE	flood prone - purchased to cure history of flood issues
61	2121510632600	0.97	Trimble Road	PLANTATION OF TALLAHASSEE PECAN CO 21 1N 1W 1 A S 147.66 FT OF N 528 FT OF LOT 63	vacant	Single-Family Detached Residential (R-1)	FEMA Zone A	deed restricted: flood mitigation
62	4106200510000	1	Sand Road	6 1S 1W 1 A IN S 1/2 OF SE 1/4 OF NE 1/4	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
63	212745 C0400	1.14	San Pedro Avenue	SAN LUIS RIDGE UNIT 4 LOT 40 BLOCK C (DEDICATED BY PLAT TO THE PUBLIC) (PLAY GROUND)	vacant	Residential Preservation (RP-1)	FEMA Zone AE	flood prone - dedicated by plat - conservation area
64	410256 A0370	1.16	Pepper Drive	ELBERTA EMPIRE ADDITION LOTS 37 THRU 43 BLOCK A (OPEN SPACE/FLOOD ZONE)	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
65	410256 D0340	1.27	Pepper Drive	ELBERTA EMPIRE ADDITION 2 1S 1W (BEING OPEN SP/FLOOD ZONE) LOTS 34 THRU 40 BLOCK D	vacant	Single Detached, Attached and Two Family Residential (R-3)	FEMA Zone AE	deed restricted: flood mitigation
66	2121510101340	1.41	Trimble Road	PLANTATION OF TALLAHASSEE PECAN CO 21 1N 1W 1.408 AC PART OF LOT 10	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
67	410530 A0070	1.45	Cascade Drive	CASCADE PARK 5 1S 1W (OPEN SP/SOUND CORRIDOR) LOTS 7 8 9 10 11 & 12 BLOCK A	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
68	410530 B0010	1.51	Nora Drive	CASCADE PARK LOTS 1 THRU 5 BLOCK B (OPEN SP/SOUND CORRIDOR)	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation

69	2128750020050	1.56	Rexwood Drive	REXWOOD UNIT 1 LOTS 5 THRU 12 BLOCK 2 (OPEN/SPFLOOD ZONE)	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
70	3118500000080	1.62	Gaile & Lindgren Avenues	CAMPBELL PARK ADDITION 18 1S 1E (OPEN SP/FLOOD ZONE) LOTS 8 9 12 13 & 14	vacant	Open Space (OS)	FEMA Zone X	deed restricted: flood mitigation
71	2117160000110	1.63	Catawba Street	MISSION CREEK UNREC LOTS 11 THRU 15 (OPEN SPACE)	vacant	Open Space (OS)	FEMA Zones X & A	deed restricted: flood mitigation
72	2128700000180	1.69	Peachtree Drive	MISSION ROAD ESTATES UNIT 1 28 1N 1W 1.69 AC (OPEN SP/FLOOD AREA) LOTS 18 AND 58 THRU 62	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
73	111681 0001	1.77	Centerville Road & Pennlyn Drive	HABITAT ON HIGHLAND REPLAT 16 1N 1E OPEN SPACE/CONSERVATION AREA PB 20/35	vacant & ROW	Residential Preservation (RP-1)	FEMA Zone X	conservation buffer - restricted
74	2128750050050	2.11	Rexwood Drive	REXWOOD UNREC - 28 1N 1W LOTS 5 THRU 10 & LOTS 9 THRU 14 OF REXWOOD 1ST ADDITION	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation
75	3118500000010	2.6	Gaile & Lindgren Avenues	CAMPBELL PARK ADDITION 18 1S 1E (OPEN SP/FLOOD ZONE) LOT 1 (LS S 12.4 FT) & LOTS 3 4 5 16 17 18 & 19	vacant	Open Space (OS)	FEMA Zone X	deed restricted: flood mitigation
76	4106204460000	2.81	Sullivan Road	5 & 6 1S 1W 2.808 AC (OPEN SP/SOUND CORRIDOR) IN NW 1/4 OF SW 1/4 SEC 5 & IN NE 1/4 OF SE 1/4 SEC 6	vacant	Single-Family Detached Residential (R-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
77	4105202500000	2.87	Jackson Bluff Road	5 1S 1W 2.871 AC IN NW 1/4 OF NW 1/4 (OPEN SP/SOUND CORRIDOR)	vacant	Airport Vicinity (OA-1)	FEMA Zone X	deed restricted: sound corridor - noise mitigation
78	410530 C0010	4	Cascade Drive	CASCADE PARK LOTS 1 THRU 11 & 13 14 OF CASCADE PARK & ADJOIN ACREAGE OPEN SP/SOUND CORRIDOR	vacant	Single-Family Detached Residential (R-1)	FEMA Zone A	deed restricted: sound corridor - noise mitigation
79	2121510642640	5.86	Pecan & Trimble Road	PLANTATION OF TALLAHASSEE PECAN CO 21 1N 1W 5.86 AC (OPEN SPACE) PART OF LOT 64 & E 1/2 OF 65	vacant	Single-Family Detached Residential (R-1)	FEMA Zones X & A	deed restricted: flood mitigation
80	410530 A0260	11.29	Nora Drive	CASCADE PARK 5 1S 1W (OPEN SP/SOUND CORRIDOR) LOTS 26 THRU 30 BLOCK A & ADJOINING ACREAGE WEST	vacant	Single-Family Detached Residential (R-1)	FEMA Zones X & AE	deed restricted: sound corridor - noise mitigation
81	1120204010000	15.2	Hill Lake Drive	20 1N 1E 15.204 AC IN NE 1/4 OF SE 1/4 BEING OPEN SPACE/FLOOD ZONE	vacant	Single Detached, Attached and Two Family Residential (R- 3)	FEMA Zones A & AE w/ floodway	deed restricted: flood mitigation
82	4105206360000	16.78	Sullivan Road	5 1S 1W 16.782 AC IN W 1/2 SEC 5 & IN E 1/2 SEC 6 (SOUND CORRIDOR)	vacant	Single-Family Detached Residential (R-1)	FEMA Zone A	deed restricted: sound corridor - noise mitigation
83	2128208530000	29.52	Peachtree Drive	28 1N 1W; 29.463 AC IN E 3/4 INCL LOTS 1-4 OF PARADISE ESTATES UNREC, LOTS 19-21 MISSION RD ESTS UNIT 1, LOTS 1-8 REXWOOD 1ST ADD & LOTS 39, 41 & 42 BLK 1, AND LOTS 1-13 BLOCK 4 REXWOOD 2ND ADD & PART LOT 7 OF TALPECO	vacant	Open Space (OS)	FEMA Zone AE	deed restricted: flood mitigation



0 0.25 0.5 1 Miles
1" = 7,500'

City of Tallahassee Affordable Housing Inventory

PLANNING
DEPARTMENT
Map Created: July 21, 2026