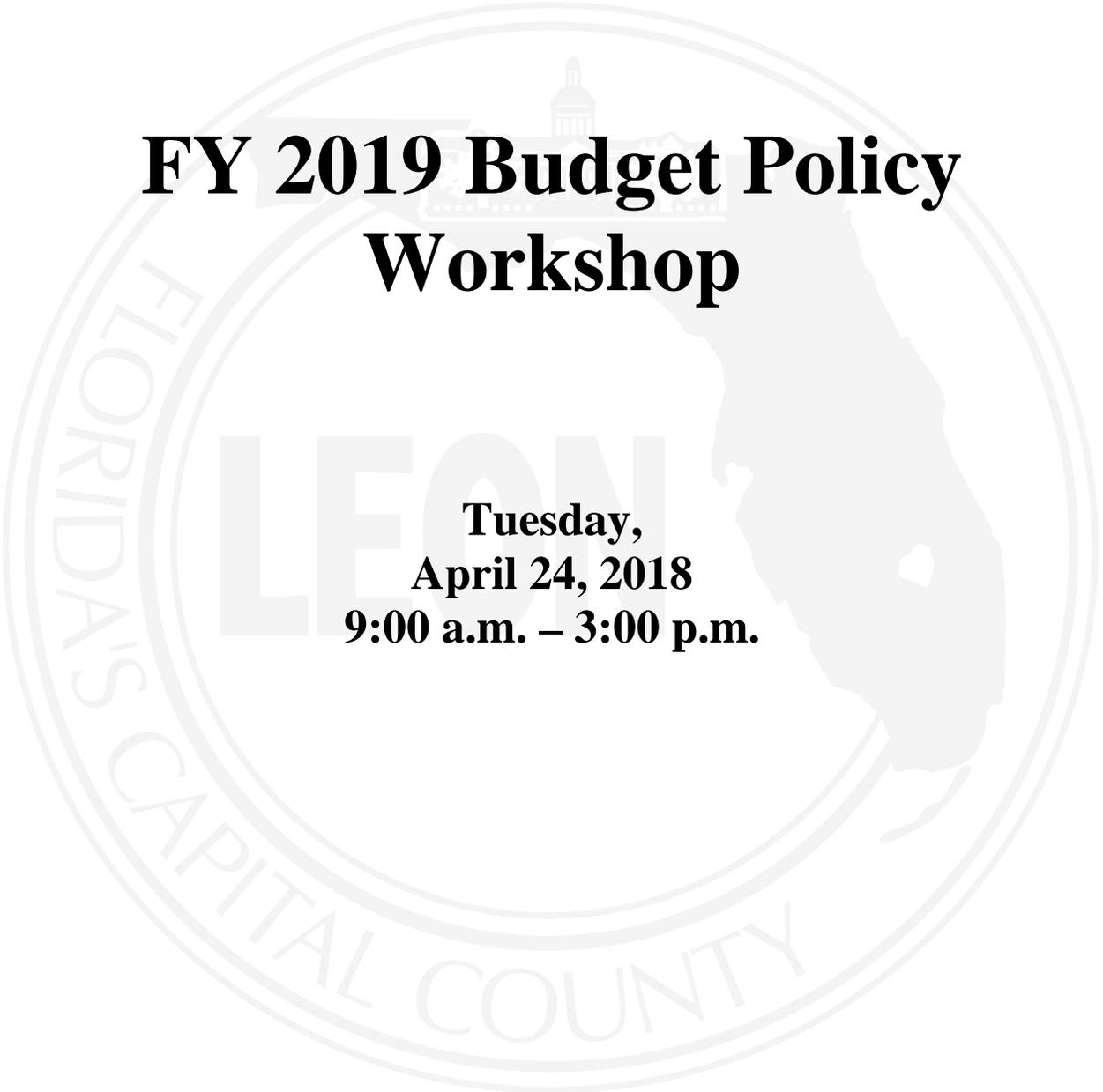


**Board of County Commissioners  
Leon County, Florida**



**FY 2019 Budget Policy  
Workshop**

**Tuesday,  
April 24, 2018  
9:00 a.m. – 3:00 p.m.**

**Leon County Board of County Commissioners  
Leon County Courthouse, 5<sup>th</sup> Floor**

**Board of County Commissioners  
Leon County, Florida**

**Fiscal Year 2019 Budget Workshop  
April 24, 2018**

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<b>Item Number</b>	<b>Workshop Item Title</b>
<b>1</b>	Fiscal Year 2019 Preliminary Budget Overview
<b>2</b>	Reduction in Emergency Medical Services Fees and Modifications to the Hardship Policy
<b>3</b>	Sheriff's Office Proposed Training Facility
<b>4</b>	Miccosukee Rural Community Sense of Place Plan
<b>5</b>	Status Update on the "Livable Infrastructure for Everyone" (L.I.F.E.) Program
<b>6</b>	Funding Request from Big Bend Crime Stoppers Inc.
<b>7</b>	Annual Review of Funding Recommendations of Outside Agency Contracts
<b>8</b>	Funding to Construct Dog Parks in Unincorporated Leon County
<b>9</b>	Expansion of Solar Energy at County Facilities

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #1**

# Leon County Board of County Commissioners

## Budget Workshop Item #1

April 24, 2018

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

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

**Title:** Fiscal Year 2019 Preliminary Budget Overview

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Ken Morris, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Scott Ross, Director, Office of Financial Stewardship Tim Barden, Budget Manager

**Statement of Issue:**

This agenda item seeks Board guidance on preparing the FY 2019 Preliminary Budget for presentation at the June 19, 2018 Budget Workshop.

**Fiscal Impact:**

This item has a fiscal impact and establishes Board direction in developing the FY 2019 Preliminary Budget.

**Staff Recommendation:**

Option # 1: Accept staff's report on the preliminary budget.

## Report and Discussion

### **Background:**

#### *Recession, Storms and Property Tax Reform*

Though the County adopts a budget annually, the historic context of prior budget development is important and informative for subsequent budget cycles. Each budget is interdependent on prior actions and influences the future financial condition of the County.

In considering the development of the FY2019 budget, it is important to remember that over the last ten years the County/Nation experienced the worst recession since the Great Depression, followed by a slow economic recovery. The slow economic recovery caused continuous reductions in property and sales tax revenues for five consecutive years, and property tax collections only returned to pre-recession levels in FY 2017. Due to the slow economic recovery, the Board was deliberate in providing relief to citizens, during the toughest years that the economy was in decline and at its bottom, by not raising fees and passing on property tax savings to the community.

Coming out of the recession, the Board tackled significant long-term chronic fiscal issues (such as stormwater and transportation funding) by aligning fees with direct services. The County has been very deliberate in the budget process in the pre-recession economy, by providing services that align with the County's strategic planning process. The Board most recently adopted the updated FY 2017-2021 Strategic Plan at the January 23, 2018 meeting subsequent to actions taken at the December 11, 2017 retreat. In recognition of the continued emphasis the County places on fiscal stewardship and transparency, the FY2017-2021 Strategic Plan Governance Priority includes:

*(G5) "Exercise responsible stewardship of County resources, sound financial management, and ensure the provision of community services and community enhancements are done in a fair and equitable manner."*

The Board's actions have provided the necessary resources to continue maintaining the County as a financially viable organization.

In recognition of the County's fiscal stewardship, last year, Fitch conducted an updated financial review of Leon County. ***Fitch affirmed the General Obligation Bond rating for Leon County at 'AA+' with an outlook of stable.*** In addition, Moody's Investors Services conducted a financial review in January 2018, and provided Leon County a GO rating of Aa2 and stated,

*"The credit position of Leon County is very good...  
The financial position of the County is very strong..."*

In addition to the Bond rating agencies recognition, the County's fiscal policies and the strong financial condition were also tested during Hurricane Hermine and Hurricane Irma during the past two hurricane seasons. By having available budgeted funds in the Catastrophe Reserve account, the County could immediately address the impacts the storm had on County roads through necessary debris removal without having to wait for Federal assistance.

Total project costs related to Hurricane Hermine that have been paid by the County are \$11.4 million. All costs have been determined eligible for reimbursement and are obligated by FEMA. \$9.4 million will be paid by the Federal Government and \$1.01 million by each the State and County. To date, Leon County has received \$8,084,783 in reimbursement from Hurricane Hermine.

Without the Catastrophe Fund and healthy reserves, alternative resources would have been necessary; such as, bank loans, reductions in existing services and/or the elimination of capital projects. Though not as impactful in costs, staff is currently working with FEMA to seek reimbursement for costs related to Hurricane Irma. Current storm damage estimates to the County are \$1.4 million. Between \$1.0 and \$1.2 million are estimated for reimbursement, depending on final reconciled costs.

In addition to the significant financial impact of the hurricanes, the County has also been preparing for the possible passage of the November 2018 property tax referendum to increase the current \$50,000 homestead exemption to \$75,000. If passed, the referendum will have a significant financial impact to the County budget beginning in FY 2020. An analysis conducted by staff, and confirmed by the Property Appraiser's Office, indicated that \$1.0 billion in taxable value would be lost from the tax roll costing the County \$7.2 million at the current 8.3144 millage rate.

As part of the FY 2018 budget process the Board reviewed several financial strategies in order to address the long-term fiscal impacts the passage of the referendum would have on Leon County. These options ranged from completely off-setting the \$7.2 million in lost property tax revenue by increasing the millage rate by 0.5 mills; to not raising the millage rate, eliminating County services and cease funding certain capital projects (such as the Apalachee Regional Park); to phasing out the Downtown CRA, increasing the use of fund balance by \$1.3 million and only funding a maintenance CIP. After thorough deliberation, the Board opted on a long-term fiscal plan to:

- Negotiate with the City to withdraw from the Downtown CRA by FY 2020 and saving \$1.4 million
- Increase the countywide millage rate by 0.4 mills in FY 2020, which would increase ad valorem revenue by \$5.8 million.

The County did successfully negotiate a withdrawal from the Downtown CRA, but the final agreement extended beyond the Downtown CRA. The final agreement provides long-term financial savings to the County and was primarily achieved by negotiating millage parity in the Frenchtown/Southside CRA. Currently, the County pays the full countywide millage rate of 8.3144 in this District, while the City pays 4.1 mills. Through this millage reduction, beginning in FY 2019, the County will save \$1.0 million. As part of the FY2019 preliminary budget, the \$1.0 million is being set aside in a reserve account to offset the potential future shortfall if the referendum passes.

Initial FY 2019 Policy Guidance

To ensure the budget is developed in a transparent manner, the Board adopted a Budget Calendar at the January 23, 2018 meeting. Subsequent to the adoption of the Budget Calendar, at the February 27, 2018 meeting, the Board provided initial policy direction by establishing maximum discretionary funding levels, including:

- Maintaining Community Human Service Partnership (CHSP) funding at \$1.2 million.
- \$100,000 for the final year of funding to support the capital construction of the Kearney Center.
- \$27,000 in Special Event Funding.

The Board has also provided guidance on the three following items.

- Allocated \$552,200 in Transportation Fund Reserves to fund the purchase of debris removal equipment in advance of the hurricane season, and reclassify three equipment operator positions to heavy equipment operators. This was in response to a review of recommendation of the Hurricane Irma After-Action Report Recommendation 85.1 *Prepare a budget discussion item for Board consideration during the FY 2018-19 budget cycle to evaluate the purchase of debris removal trucks and equipment for Public Works in order to deploy additional resources for debris removal needs and to expedite day-to-day operations.* However, waiting until the budget workshop would have delayed a decision on purchasing the equipment, and the delay of its delivery until after hurricane season ended.
- The Board also provided \$41,450 from general fund contingency to purchase enhanced cyber security monitoring for the remainder of the fiscal year. Subsequent to the hacking of the County's website last year, Management Information Systems (MIS) engaged industry experts to conduct a cyber-security review of the County's technology infrastructure. As presented in the February 27, 2018 agenda item, staff is recommending providing a full year of funding for cyber security in the FY 2019 budget.
- At the March 27, 2018 meeting, the Board allocated \$87,783 to the Bethel Empowerment Foundation for the Bethel/Ready4Work-Tallahassee Reentry Program. During the December 11, 2017 retreat, the Board requested a budget discussion pertaining to Ready4Work. By providing the resources to extend resources to approximately 20 former Leon County Detention Facility Inmates in FY 2018, immediate assistance towards crime prevention was provided.

According to the adopted budget calendar, this budget workshop is the next scheduled milestone. While still early in the budget process, this workshop allows the Board time to discuss policy items and provide preliminary guidance to staff for the development and preparation of the FY 2019 budget. Policy items for Board consideration include:

- Reduction in Emergency Medical Services Fees and Modifications to the Hardship Policy
- Sheriff's Office Proposed Training Facility

- Miccosukee Rural Community Sense of Place Plan
- Status Update on the “Livable Infrastructure for Everyone” (L.I.F.E) Program
- Funding Request from Big Bend Crime Stoppers Inc.
- Annual Review of Funding Recommendations of Outside Agency Contracts
- Funding to Construct Dog Parks in Unincorporated Leon County
- Expansion of Solar Energy at County Facilities

While the April 24, 2018 workshop is conducted early in the budget process, revenue projections and expenditure details are still being developed and reviewed by staff. A number of additional key budget elements will occur prior to the Board’s June 19, 2018 budget workshop:

- May 1, 2017 Constitutional Officer budget submissions
- June 1, 2017 Property Appraiser provides preliminary property values.
- County departments have submitted initial operating and capital budget requests to the Office of Management (OMB) for review. OMB is analyzing preliminary budget requests for final review by the County Administrator prior to presentation at the June workshop.

In addition, the Board may wish to provide additional policy guidance at the workshop for use in preparing the FY 2019 Preliminary Budget.

#### Cost Avoidance, Savings and Fee Reductions

Coming out of the recession, the County has been deliberate in continuing to evaluate all expenditures with the same disciplined approach as when revenues were declining. This deliberate approach occurs throughout the year, not only during the formal budget process. Through specific and targeted practices, such as LEADs listening sessions, Cross Departmental Action Teams, and the Employee Innovation Awards Program - I<sup>2</sup> (squared), Leon County employees are continuously empowered to seek and implement cost saving measures throughout the organization. These efforts occur prior to any new taxes, fees, positions, equipment, etc. are brought to the Board for consideration.

The County’s Employee Awards program - I<sup>2</sup> (squared), which commenced in FY 2015, has saved the County just over \$1.9 million to date (\$1.45 million in recurring costs and \$0.45 million in one-time costs, Attachment #1). Current year examples of employee savings include:

- **Ambulance Refurbishment Project (\$135,000):** This project allows for old ambulance module/box to be reused by remounting it on a new ambulance chassis. This results in a savings of \$45,000 per ambulance, of which \$135,000 will be saved during FY 2018. If four ambulances are refitted each year, as is projected in the current CIP, this will save the EMS fund \$900,000 over five years.
- **Restructuring Public Information Advertising (\$54,000):** By consolidating ads, increasing ad placements in the County LINK and strategically picking high volume

publication dates, CMR staff was able to save and avoid costs totaling almost \$54,000 in recurring publication savings.

- **Oracle Licensing Savings (\$282,150):** By negotiating a conversion from standard licensing agreement to an enterprise licensing agreement staff realized a one-time savings of \$282,150 in the GIS Oracle agreement.

In addition, Leon County continuously seeks partners to leverage our limited resources. Over the past six months, Leon County and Leon County Sheriff's Office have worked closely in developing an innovative approach to the Sheriff's long-term training needs. Included as a separate budget discussion item:

- **Sheriff Training Facility (\$800,000):** In order to improve new law enforcement training facilities, a separate budget discussion item considers partnering with the Leon County Sheriff's Department to utilize vacant County owned land and existing Sheriff resources to avoid \$800,000 in property acquisition and construction costs.

In addition to direct cost savings, Leon County continues to be sensitive to taxpayer preferences and needs. While the preliminary budget maintains a constant millage rate, and no new or increased fees, the budget also includes a significant recommended reduction in Ambulance Fees:

- **Reduction in Ambulance Fees (\$800,000):** A separate budget discussion item proposes reducing Leon County EMS ambulance fees by 24%, which would save EMS customers \$800,000 annually. As noted in the discussion item, the County continues to utilize existing EMS fund balance to operate EMS. However, based on the funding approach outlined in the budget discussion item to offset the \$800,000 in reduced revenue, the EMS Fund is still on track to not need additional recurring revenues until FY 2021.

Finally, many cost savings and avoidances presented as part of last year's budget process continue to have a significant financial benefit to the County. Some of these recent examples include:

- **Landfill Closure (\$3.6 million):** By using Operations staff to construct a required stormwater facility, closing the class III east and west landfill cells by Solid Waste Management crews using County owned soil, by hiring an independent contractor, and using fill from a County owned borrow pit, and dividing the landfill closure into two phases the County saved \$3.6 million.
- **Chaires Park Ballfield (\$1.0 million):** Public Works staff is near completion of grading work for the stormwater and baseball field construction at Chaires Park. Leveraging existing County staff and resources is saving an estimated \$1.0 million in one-time costs.

In summary, through the ongoing deliberate and targeted practices of Leon County government, including I<sup>2</sup> (squared), Cross Departmental Teams, and the leveraging of partnerships, over \$1.271 million in new cost savings and avoidances have been realized prior to the development of the FY 2019 preliminary budget. Additionally, \$4.6 million in cost savings and avoidances

associated with large-scale multiyear capital projects initially funded during last year’s budget cycle, continue to have a direct benefit by mitigating the need for additional funding in FY 2019. In total, over ***\$5.871 million in cost savings and avoidances*** have been recognized prior to preparing the FY 2019 preliminary budget.

**Analysis:**

Early in the budget process, with the best information available at this time, staff begins forecasting budget revenue scenarios while Departments and Constitutional Officers prepare their budget requests. Possible changes in personnel, operating, and capital expenses are initially modeled and County departments prepare budget proposals for consideration. Table #1 details the preliminary forecasts for major revenue and expenditure changes from FY 2018 to FY 2019.

<b>Table #1: Preliminary FY 2019 Estimated Change in Revenues and Expenditures</b>	
<b>Preliminary Estimated Changes in Revenues</b>	<b>Change from Last Fiscal Year (in Millions)</b>
Property Taxes with current millage rate (8.3144)	\$6.20
General Revenues (Public Services Tax, 1/2 Cent Sales, State Revenue Sharing)	1.20
Interest Allocation	0.30
Gas Taxes	0.22
<b>Revenue Change Subtotal</b>	<b>\$7.92</b>
<b>Preliminary Estimated Changes in Expenses</b>	
Sheriff Personnel and Operating Expenses	\$4.00
County Government Personnel Costs	1.90
Reserve for Impacts of Possible Additional Homestead Exemption	1.00
General Revenue Transfer to Capital	0.50
General Revenue Support for Intervention & Detention Alternatives	0.40
Contractual Obligations & Interlocals (e.g. City)	0.40
Other Constitutional Offices	0.30
Repair and Maintenance	0.30
New Water Quality Specialist Position	0.10
New Attendant & Equipment for Apalachee Regional Park	0.07
Microsoft 365 Conversion (Strategic Initiative)	0.57
Dog Parks (Strategic Initiative)	0.03
State Attorney Diversion Program (Strategic Initiative)	0.02
Additional Funding for Created Equal	0.01
Reduced CRA Payment	(1.0)
Debt Service	(0.48)
Fuel and Utility Savings	(0.20)
<b>Expense Change Subtotal</b>	<b>\$7.92</b>
<b>Preliminary Estimated Budget Shortfall</b>	<b>\$0.0</b>

For the second consecutive year, early budget estimates indicate that the County will be able to balance its budget within the existing resource provided by normal growth in the economy to cover the inflationary costs of government, the anticipated budget requests of the Constitutional Offices, and the funding of Board initiatives, without the need for tax increases or cuts to essential services. However, these forecasts are being made while Constitutional Officers are finalizing their budget submissions for May 1, OMB continues to review departmental operating and capital budget submissions and the Property Appraiser is preparing actual property values for June 1. Dependent upon the finalization of the expenditure requests and analysis, and property value change, the budget shortfall could grow to several million dollars. Alternatively, to continue further strengthening the long-term financial position of the County, if property values increase greater than expected and/or expenditures are further reduced, it is recommended that the capital projects transfer be increased and/or fund balance usage be decreased.

Following is an analysis of the revenues and expenditures outlined in Table #1, that will be reviewed and refined between now and the June 19, 2018 FY 2019 Budget Workshop.

#### ***Preliminary Estimated Changes in Revenues***

Property Taxes: During the “Great Recession”, with declining property values the Board maintained the millage rate resulting in less property tax collections and correspondingly passing on property tax savings to the community. Coming out of the recession, and as part of the County’s deliberate and reasoned long-term fiscal planning, the budget continues to maintain a constant millage rate in order to mitigate inflationary pressures and to support necessary and critical costs increase.

Post-recession Leon County did not experience any growth until a modest 3.0% increase occurred in FY 2015 and FY 2016 followed by 4% in FY 2017. Last year, property values increased by 5.1%, which approaches the level necessary to fund inflationary costs of basic government service levels, and increase the recurring transfer to fund the capital program.

Based on the current local economy, and the Save-Our-Homes taxable value cap being the same as last year (2.1%), property values are projected to increase consistent with last year; however, values could exceed 5.0% given the strong growth in new construction that occurred during 2017. At this preliminary stage of the budget process, the analysis maintains the current millage rate (8.3144) with a projected property value growth of 5.0%. This would result in \$6.2 million in increased property tax collections. While the millage rate remains constant, under the definitions in Florida Statutes, this would still be considered a property tax increase.

General Revenues: Increases in State Shared, ½ Cent Sales Tax and Public Services Tax revenues are estimated to generate additional revenue in the range of \$1.2 million. Total projections for these revenues are slightly above the pre-recession collections, a further indication that the economy is continuing to rebound. Current fiscal year sales tax related revenues are meeting projections, and the FY 2019 forecast are estimated to continue to grow at a moderate 3%.

Interest Allocation: Given the current interest rate environment where the Federal Reserve is slowly increasing interest rates, interest earnings are estimated to modestly increase by \$300,000.

In addition, the County has received \$8.1 million in FEMA and state reimbursement for funds expended during Hurricane Hermine, which will replenish County general fund reserves, thereby increasing average daily balances on interest bearing accounts and investments.

Gas Taxes: Gasoline taxes are preliminary estimated to increase a modest 1.8% or \$220,000. As gas taxes are consumption based (taxes are per gallon, not a percentage of cost) and with the continued increase in fuel efficiency, future revenue increases are projected to grow modestly, or actually decline over time. Current oil prices are below \$63/barrel. Historically, if oil prices stay at \$75/barrel or below, consumers do not change driving habits and gas consumption does not decline.

### **Preliminary Estimated Changes in Expenses**

Sheriff Personnel and Operating Expenses: As stated previously, in accordance with Florida Statutes, most of the Constitutional Officers submit their budget requests on May 1. Historically, the Sheriff's budget has trended consistent with property tax growth. Using this benchmark the Sheriff's budget would increase by approximately \$4.0 million. County staff continues to work closely with the Sheriff's Office on developing their budget request and scenarios in an effort to mitigate overall cost increases.

In order to address the Sheriff's request to increase the number of patrol officers and increase staffing ratios at the jail, during last year's budget development process, County staff and the Sheriff's Office presented a multiyear phasing plan. Beginning last year, the approach contemplates four new patrol deputies and four new correctional officers per year over a three-year period. FY 2019 will be the second year of the phase in plan. In addition, the Sheriff's Office is also evaluating several additional positions to address cybercrimes, fleet management and records management. To mitigate the impact, the cost for the records position is anticipated to be offset by fees associated with public record request related to body camera footage.

In addition to personnel increases, the Sheriff's Office is also aggressively working towards the overall replacement of an aging patrol fleet. Last year, in support of this effort, the County provided onetime capital funding and returned the excess fees to the Sheriff in order to "jump-start" the fleet replacement program. The second year of the replacement program will now be reflected in the Sheriff's budget. In addition to other normal contractual increases associated with uniforms, food services, etc., larger increases are anticipated to pay for the rising cost of medical care at the Detention Facility.

Leon County Employee General Revenue Related Expenses: The largest operating expense in the budget is associated with personnel costs. In total, projected increases are in the range of \$1.9 million. Pay for performance, workers' compensation, F.I.C.A. and overtime are projected to increase \$1.4 million. The budget contemplates continuing to support the County's pay for performance structure with an increase of 0 - 5%, with a targeted average of 3%. Health care costs are estimated to increase 7.0% or \$350,000 however, final rates will not be available until early July.

Again, in its effort to fully fund the actuarial liability (estimated shortfall) in the State of Florida Retirement System (FRS), during this year's early session, the Legislature increased the cost to participate in the system by raising contribution rates. This year the regular retirement rate increased by 4.4% and the special risk category increased by 6.1% for a total increase of \$150,000.

*Reserve for Property Tax Reform and Offsetting Reduction in Frenchtown CRA Payment:* The recently renegotiated CRA agreement will reduce the payment to the Frenchtown CRA in FY 2019 by \$1.0 million. This CRA renegotiation was done in order to provide savings to the County if the additional property tax referendum passes in November 2018. In keeping with the Board's long-term financial plan, the preliminary budget sets aside this \$1.0 million in a dedicated reserve account to be used for future budget balancing. To continue strengthening the County's long-term financial stability, if the referendum fails, the savings will be available to reduce the ongoing recurring use of fund balance and/or increase the annual general revenue transfer to support capital projects.

*General Revenue Transfer to Capital:* Building on last year's budget, the preliminary budget continues to incrementally increase the recurring transfer to the County's capital program (\$0.5 million for next fiscal year). During the recession, the County suspended the transfer of recurring dollars to the capital program, and instead relied on accumulated fund balances to fund capital projects. Based on current projections and infrastructure maintenance needs, ideally at least \$6.0 to \$8.0 million in recurring funds should be transferred annually in support of the capital improvement program (CIP). The FY 2018 budget included a \$4.0 million transfer; the preliminary budget recommends increasing the transfer to \$4.5 million. Details regarding the proposed FY 2019 capital improvement budget will be presented at the June Workshop.

*General Revenue Support for Intervention and Detention Alternatives:* The Probation and Pre-trial release programs continue to see a decline in fees resulting in the increased need for general revenue support. The decline in fees is related to fee waivers by the courts or the non-payment of fees by those sentenced to the programs offered by Probation and Pre-trial Release. In addition, the Courts are now letting pre-trial participants fees accrue until final adjudication. Depending on the adjudication, the fees may be waived entirely or partially.

A combination of fees, general revenue and dedicated fund balances are used to pay for these programs. During FY 2018, general revenue and fund balance supported approximately \$2.2 million of the program, while fees and grants paid for approximately \$1.0 million. Without programmatic reductions, based on current revenue estimates and early expenditure forecasts, an additional \$400,000 increase in general revenue and/or dedicated fund balance use is forecasted.

Alternatively, if the dedicated fund balance or general revenue increase is not used to support the program, services could be reduced and/or fees increased. The GPS monitoring program could be eliminated, saving approximately \$200,000 per year. However, if this program is eliminated there may be a corresponding increase in the jail population. If fees are raised, there is the possibility that revenues could actually decline due to the non-payment of fees. Staff is also reviewing current caseload levels and will consider holding positions vacant in an effort to

reduce expenditures. Final recommendations to balance the fund will be provided at the June 19, 2018 Budget Workshop.

Contractual Obligations and Interlocal Agreements: Total increases in this category are estimated at \$400,000 and include: Parks and Recreation agreement with the City of Tallahassee (\$56,000) and the County's share of the Planning Department (\$30,000 - \$40,000); a full year of funding for the recently enhanced cyber security monitoring (\$80,000); and the County's share of GIS software agreements (\$58,000). Public Works intends to realign an existing crew currently assigned to bridge repair/maintenance to instead maintain the increasing number of County sidewalks. In replacement of the crew and in order to prolong the service life of the County's bridges, Public Works intends to utilize private contractors certified by FDOT to perform specialized structural bridge repairs, as well as perform general bridge maintenance (\$100,000). Additional contractual increases related to parks mowing, chiller maintenance, grounds maintenance, and building automation are being reviewed.

Other Constitutional Officers: The Clerk of Courts & Comptroller, Property Appraiser, Supervisor of Elections, and Tax Collector budget are estimated to have a combined increase estimated at \$300,000. The Tax Collector's budget increases annually based on the commissions associated with property tax collection increases. The Clerk and Property Appraiser budgets increase primarily because of employee benefits. The Supervisor of Election's budget fluctuates based on the election cycle.

Repair and Maintenance: This majority of this category accounts for the County's software maintenance licensing agreements, which are estimated to increase \$300,000. Some of the agreements include: the County's Work Order Management System used by both Public Works and Facilities Management; Adobe; Fleet Management Software for the fuel management and vehicle repair system; Development Support and Environmental Services Project Dox; and the Public Defender and State Attorney's case management systems.

Also, approximately \$100,000 is included for routine additional facility maintenance items such as carpet, paint, and exterior sealant and inspection. Including these items in the budget would allow Facilities Management to address overdue carpeting and painting in County buildings.

Water Quality Engineer and Park Attendant Positions: Detail for both positions is provided in the "Preliminary Staffing Discussion" section discussed later in this item.

Conversion to Microsoft 365: Migrating from Groupwise to Microsoft Outlook, which is included in the 365 package, is included in the County's Strategic Plan as a Governance Priority Strategic Initiative, "Implement migration of Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals." (2016-39) Purchased on its own, the cost of Microsoft 365 is \$598,000; however, with the elimination of existing Microsoft licensing (\$200,000), Groupwise E-mail (\$180,000), and other redundant software and hardware no longer necessary with the implementation of Microsoft 365 (\$160,000), the net impact to the FY 2019 budget is \$57,000.

*Dog Parks Strategic Initiative:* In support of the Strategic Initiative to identify opportunities to create dog parks in the unincorporated area, \$30,000 has been identified for inclusion in the FY 2019 preliminary budget. A separate budget discussion item is presented later in the workshop.

*State Attorney Diversionary Program:* The State Attorney's Office has requested \$20,000 to implement a diversionary program aimed at addressing "minor offenses through making strong interventions without unintended lasting lateral collateral consequences" (Attachment #2). The program is a pre-arrest and post-arrest diversionary option for the State Attorney and community law enforcement partners. This funding will be used to cover the costs in the form of a "scholarship" for indigent offenders to enter the program. To repay the scholarship, the offender will be required to complete one day at the Sheriff's Work Camp. The goal of the program to reduce recidivism aligns with the County's strategic initiative to "*Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships... (2016-30).*"

*Created Equal:* As approved by the Board at the February 13, 2018 meeting, an additional \$10,000 is being included for FY 2019 to increase the Created Equal budget to \$20,000. The 2019 event will collaborate with the Tallahassee Symphony Orchestra and The Village Square, and continue to build on the momentum of past Created Equal programs by inviting and engaging an even larger audience with a dynamic symphonic project followed by a facilitated conversation on race, ethnicity, and other crucial issues.

*Debt Service:* The County paid the final Energy Savings Bond payment in FY 2018. This provides \$480,000 in budget savings in FY 2019. As discussed later in the item, the preliminary budget uses these savings to support the recurring capital program.

*Fuel and Utility Costs:* Fuel and utility costs are projected to decrease \$200,000. Fuel costs reductions are primarily attributable to diesel costs not increasing as much as the market anticipated last year providing an estimated savings of \$110,000. Utility savings are being realized as a direct result of the centralized utility billings and energy savings efforts. Centralizing the billing allows staff to more easily review bills for accuracy, review trends in usage, and close accounts that are no longer in use. Previously utility bills were paid by the various departments and even divisions within departments. This method did not allow for an overall trend analysis of County energy consumption for specific buildings. Having the Office of Sustainability review all building utility bills allows for a more targeted approach to energy saving opportunities at County facilities. The preliminary budget includes saving \$90,000 related to utilities.

#### Preliminary Staffing Discussion

Although the national, state and local economies continue to improve, Leon County government continues to approach the annual budget process by identifying opportunities to constrain budgetary growth and to ensure the limited resources of the County continue to be aligned with the highest priorities of the Board. In developing the preliminary FY 2019 Budget, staff continues to build upon this effort by annually reviewing positions to ensure the organization is optimizing the use of all resources.

Two new positions are currently proposed for the FY 2019 preliminary budget:

- **Water Quality Engineer (Public Works Engineering Services Division):** The fiscal impact of adding this position is \$101,000. As referenced in the February 13, 2018 agenda item to accept two springs restoration matching grants totaling \$4.5 million for North East Lake Munson and Belair/Annawood Sewer System projects, an engineering position would be requested during a future budget cycle as a general revenue supported position to assist in the management and implementation of the \$26 million in current and planned sewer projects.

The decision to request the position during this budget cycle results from the additional grant funding received by the Florida Department of Environmental Protection this year. Including matching grants, there is \$17.1 million budgeted for these projects, with an additional \$39.9 million planned over the next seven years. Woodside Heights will soon start construction, and the bids for Woodville Sewer design and engineering are currently being reviewed for award prior to summer. A Water Quality Engineer will support implementing the sewer projects on schedule and to meet the state grant reporting requirements.

- **Park Attendant (Resource Stewardship, Parks and Recreation Department):** The first year fiscal impact for adding this position is \$67,300. The preliminary budget includes \$7,300 in salary and benefit for two months (beginning in FY 2020 the full year costs are projected at \$46,000 annually) and \$60,000 in one-time costs for a vehicle and equipment. The approved master plan for the Apalachee Regional Park has the cross country pavilion and restrooms opening in August 2019 in time for the fall cross country season. This new position will be used to support this new park amenity and provide additional staff support for the busy cross country season. The fall 2019 season is in preparation for hosting the NCAA national cross country championship in 2020.

#### Fund Balances

Since property tax reform in 2007 and the great recession, the County has used some level of fund balance to assist in balancing the annual budget. Over the last several years, a concerted effort has been made to reduce the reliance on budgeting fund balance and increasing the recurring general revenue transfer to the capital program. A discussion on the anticipated use of fund balance in the FY 2019 budget follows.

#### *General Fund*

The preliminary budget continues using \$2.5 million in general revenue fund balance. This is the same amount of fund balance used to balance the FY 2018 budget. The County has reduced the budget dependency on fund balance significantly since FY 2015 when \$5.0 million was used to balance the budget. Since FY 2015, the use of fund balance has been reduced by 50 percent.

Depending on final revenue and expenditure estimates, the amount of recommended fund balance could be reduced further or increased to balance the budget. Fund balance is typically accumulated to support cash flow, emergency needs, unforeseen revenue downturns and one-time capital projects. In addition, as noted earlier, if the Additional Homestead Referendum

fails, the \$1.0 million set aside in reserve is recommended to either reduce the use of the recurring fund balance and/or increase the capital projects transfer.

The County's general revenue fund balances have historically grown at a rate of \$4 to \$5 million a year. This is due to State budget requirements that counties budget 95% of expected revenues, and the nominal under expenditure of Board and Constitutional Officer's budgets. Hence, \$4 to \$5 million has not been an unreasonable amount to budget given the constraints placed on County resources; however through this use, the historic accumulation of balances for significant one-time capital project (i.e. Consolidated Dispatch Center and Branch Libraries) has been reduced. Alternatively, without general fund balance accumulation, the County would need to consider issuing debt to support future capital project needs.

Increasing the use of the general fund balance annually is an unsustainable practice. If the use of fund balance grew by only \$2 million each year (e.g. \$4.5 million FY 2019, \$6.5 million FY 2020, etc.), it would only take four or five years to deplete the entire fund balance. This occurs because the use rate would be much higher than the replenishment rate. This practice would further diminish the County's ability to provide fund balances for future capital projects or to maintain the catastrophe reserves, which were recently used in two consecutive years to fund the cleanup of Hurricanes Hermine and Irma.

#### *Other Fund Balance Use*

For the June budget workshop, depending upon final revenue and expenditure forecasts, the budget may include additional recommendations for fund balance usage in special revenue funds that receive general revenue support. These funds include the Probation/Pre-Trial, and Building Inspection as examples. Also, an analysis of available general revenue above policy minimums will also be conducted to determine if funds are available to support the capital program.

In addition, funds that are entirely supported by fee revenue, and do not receive general revenue support use accumulated fund balances to support special projects or continued operations from balances accumulated in previous years. These fund types include court related functions, Building Inspection and Emergency Medical Services. Final details regarding the use of all fund balances will be included as part of the June 19, 2018 Budget Workshop.

#### **Other Budget Issues**

##### *Solid Waste Transfer Station Tipping Fee*

The current tipping fee at the transfer station is \$38.10 per ton. To ensure adequate recurring revenue is available to meeting the ongoing operations of the transfer station, the County's adopted fee resolution is adjusted annually to address: inflationary costs, the fuel surcharge included in the hauling contract and the cost to operate the household hazardous waste program. Preliminary estimates indicate that the tipping fee will increase by approximately 1.0% to \$38.50/ton or \$0.40 a ton. The final rate will be determined when the hauling adjustment is received from Waste Management in May 2018.

The City of Tallahassee, the transfer station's largest customer will be notified to allow the City to budget accordingly. For the unincorporated area, the \$40 non ad valorem assessment, as well

as a general revenue transfer to the Solid Waste Fund, pay for the transfer station tipping fee. The 1.0% increase in the fee is projected to have a nominal impact on the annual transfer.

### Capital Program

Departments have recently submitted their capital projects to OMB for review. A complete capital program review will be presented at the June 19, 2018 Budget Workshop. During FY 2017 and FY 2018, the budget included \$6.6 million in capital reserves as grant matches for water quality sewer projects in the Primary Spring Protection Zone. As approved, these funds will be paid back beginning in FY 2020 from future sales tax extension funds.

These funds were available due to a prior fund balance sweep during FY 2016 to assist in funding the capital program through FY 2020, when another fund sweep was planned. Since these reserves are now committed as grant matches for sewer projects, a fund sweep to replenish the capital reserves a year early may be necessary. An analysis will be provided at the June 19, 2018 Budget Workshop, detailing what available general revenue fund balances above policy minimums can be transferred to the capital program, and if there are any capital projects that are ready for immediate funding.

### Conclusion

While the national, state and local economies continue to improve, Leon County Government continues to approach its annual budget process by identifying opportunities to constrain budgetary growth, while ensuring the County's limited resources continue to be aligned with the highest priorities of the Board. In developing the FY 2019 budget preliminary budget, staff will continue to build upon these efforts by reviewing service delivery levels and positions to ensure the organization is optimizing the use of all available resources. As part of this review, staff will also continue to seek opportunities to reduce or constrain costs in providing the highest quality services our community expects and deserves.

Over the past several budget cycles, budget discipline, sound financial planning and an organization-wide focus on innovation, cost avoidance and efficiency has positioned the County for long-term fiscal stability. During hard economic times, the County maintained fees and passed on significant property tax savings. Coming out of the recession, the significant long-term fiscal issues were addressed. It bears repeating that these actions have provided the necessary resources to continue maintaining the County as a financially viable organization, which has been documented by rating agencies such as Fitch and Moody's.

With the continued leadership of the Board, the dedication of our talented employees and the active engagement of citizens and partners, Leon County government is as well positioned as any organization to continue to meet our financial obligations and achieve great things.

In this context, policy guidance is sought during this workshop. The County is in the very early stages of the budget development process. The Constitutional Officers have not formally submitted their budgets, and preliminary property values will not be provided by the Property Appraiser until June 1. In addition, budget staff is still reviewing the Departmental operating and capital budget submissions.

To prepare the FY 2019 Preliminary Budget to be presented at June 19, 2018 budget workshop, a series of policy discussion item have been prepared for Board consideration today. These include:

- Reduction in Emergency Medical Services Fees and Modifications to the Hardship Policy
- Sheriff's Office Proposed Training Facility
- Miccosukee Rural Community Sense of Place Plan
- Status Update on the "Livable Infrastructure for Everyone" (L.I.F.E) Program
- Funding Request from Big Bend Crime Stoppers Inc.
- Annual Review of Funding Recommendations of Outside Agency Contracts
- Funding to Construct Dog Parks in Unincorporated Leon County
- Expansion of Solar Energy at County Facilities

The remainder of this workshop presents the discussion items. In addition to consideration of these items, staff is seeking any other policy guidance from the Board in preparation of the June Budget Workshop.

**Options:**

1. Accept staff's report on the preliminary budget overview.
2. Do not accept staff's report on the preliminary budget overview.
3. Board direction.

**Recommendation:**

Option # 1.

**Attachments**

1. I<sup>2</sup> Summary
2. State Attorney Request for \$20,000 for Diversionary Program

## I<sup>2</sup> Award - Cost Savings Breakdown (Since Inception)

Fiscal Year	Project Title	Annual Cost Savings*	One Time Cost Savings
FY18	Ambulance Refurbishment Project	\$ 135,000.00	\$ -
FY18	Emergency Mapping of Northeast Multi-Use Trail	\$ -	\$ -
FY18	Leon County LINK Contract with Democrat	\$ 53,763.00	\$ -
FY18	Partnership w/ CareerSource for Summer Youth Training Program	\$ 40,000.00	\$ -
FY18	Oracle Licensing Savings	\$ -	\$ 282,150.00
FY18	Initial Damage Assessment Tools	\$ -	\$ -
FY18	IV vs. IO Research Project by EMS	\$ -	\$ -
FY18	Created Equal	\$ -	\$ -
FY17	Citizen Rescue at Miles Johnson Road	\$ -	\$ -
FY17	Leon County Kickball	\$ -	\$ -
FY17	EMS Safety Fair	\$ -	\$ -
FY17	Reducing Costs for Public Notifications	\$ 13,200.00	\$ -
FY17	2017 Leon County Disaster Survival Guide	\$ -	\$ -
FY17	Enhanced Citizens Connect App - Emergency Info Push Notifications	\$ -	\$ -
FY17	EOC Mini-Video Wall	\$ -	\$ 12,500.00
FY17	Creative Space Utilization - Sheriff's Office	\$ 19,200.00	\$ 75,000.00
FY17	DSEM Digital Signage	\$ -	\$ 10,000.00
FY17	Development Proposal Notification Sign Purchases	\$ 1,200.00	\$ -
FY17	Clerk Phone System Upgrade	\$ -	\$ -
FY17	Library Telescope Lending Program	\$ -	\$ -
FY16	Wakulla Bus Crash	\$ -	\$ -
FY16	Orchard Pond Parkway	\$ -	\$ -
FY16	Natural Bridge Replacement	\$ -	\$ -
FY16	Library Tree	\$ -	\$ -
FY16	Intervention and Detention Alternatives Point of Sale Solution	\$ -	\$ -
FY16	Intersection Safety Improvement	\$ -	\$ -
FY16	Leachate Treatment and Disposal Overbilling Correction	\$ 432,000.00	\$ -
FY16	Hazardous Waste Program	\$ -	\$ -
FY16	Leon Trees Cost Avoidance	\$ 46,000.00	\$ -
FY16	Green Infrastructure	\$ -	\$ -
FY16	Animal Control Schedule Modifications Cost Savings	\$ 108,706.00	\$ -
FY16	Water Consumption Analysis - Overbilling Correction	\$ 6,120.00	\$ 21,528.00
FY16	Operation Save - Overbilling Correction	\$ -	\$ 6,700.00
FY16	Special Event Grant Online Application Staff Time Savings	\$ 11,000.00	\$ -
FY16	Kinhega Roundabout - Signal Maintenance Cost Avoidance	\$ 6,000.00	\$ -
FY16	9/11 Day of Remembrance	\$ -	\$ -
FY15	Bucket List Book Club	\$ -	\$ -
FY15	Library Public PC Refresh Project Cost Avoidance	\$ 277,605.00	\$ -
FY15	Printer Consolidation and Copier Management	\$ 195,879.00	\$ -
FY15	Waste Stream Tire Elimination	\$ 108,000.00	\$ -
FY15	DV,SV,Stalking Workplace Training	\$ -	\$ -
FY15	Chaires Park Drainage Project - Schedule Cost Savings	\$ -	\$ 36,573.00
FY15	William Campground Renovations	\$ -	\$ -
FY15	Killearn Lakes-Pitter Partnership Mobilization Cost Avoidance	\$ -	\$ 10,000.00
	<b>Subtotal</b>	<b>\$ 1,453,673.00</b>	<b>\$ 454,451.00</b>
	<b>Total Cost Savings</b>	<b>\$ 1,908,124.00</b>	

\*Note: Annual Cost savings is adjusted to reflect total annual cost savings since the date it was awarded.

**JACK CAMPBELL**  
STATE ATTORNEY



LEON COUNTY COURTHOUSE  
301 S. MONROE STREET  
TALLAHASSEE, FLORIDA 32399-2550

TELEPHONE: (850) 606-6000

OFFICE OF  
**STATE ATTORNEY**  
SECOND JUDICIAL CIRCUIT OF FLORIDA

February 23, 2018

Members of the Board of County Commissioners  
Leon County Courthouse  
301 S. Monroe Street, 5<sup>th</sup> Floor  
Tallahassee, FL 32301

Honorable Members of the Board of County Commissioners:

We respectfully request your support of our Circuit wide Diversion Program. An additional \$20,000 has been included in our Budget Proposal for 18-19. These funds would allow all eligible offenders to enter this program regardless of their ability to pay. Our Diversion Program is designed to better address minor offenses through strong interventions without unintended lasting collateral consequences. The offenders that qualify for your funding will give back to the community by committing to the Sheriff's work camp for an 8 hour period. Overall, the Program is structured through partnerships with local governments, law enforcement agencies and human service providers.

Your contribution to this program would play a big part in its success. We appreciate your valuable partnership. Please advise if I can provide further information on this matter.

Sincerely,



Jack Campbell  
State Attorney

## **Memorandum of Understanding**

### **Intent:**

In order to better address minor offenses through making strong interventions without unintended lasting collateral consequences, the Office of the State Attorney for the Second Judicial Circuit is establishing the following diversion program. This process is in partnership with all local governments, law enforcement agencies, and human service providers. The intent of this program is to give prosecutors and law enforcement additional options when interdicting criminal behavior, but in no way does this program supplant or otherwise limit the traditional criminal justice options held by all sworn law enforcement, the State Attorney, or the Courts.

### **Eligibility:**

Diversion is reserved for criminal behavior that would otherwise be characterized as misdemeanors or violations of municipal ordinance. Prior participants may be eligible, or may be denied, at the discretion of the Office of the State Attorney. Actions constituting felonies are not eligible. Pre-arrest diversion is not eligible for those with prior criminal history. Crimes involving victims are only eligible if the victim's rights are insured consistent with those in traditional court proceedings.

### **The following are NOT generally eligible for the program:**

**Battery or other Violence**

**Violation of Injunction**

**Loitering and Prowling**

**Stalking**

**DUI**

**Animal Cruelty**

### **Partners:**

The signees are specific partners in this effort and agree and adopt its implementation as a program. However, cases made by non-partner organizations are eligible.

## **Procedures:**

Law enforcement will perform their traditional duties of discovering, investigating, and dissuading criminal behavior. If a law enforcement officer determines a person has committed a crime, he or she can take any traditional lawful action he feels appropriate. This includes making an on view arrest, issuing a notice to appear, preparing a probable cause affidavit for potential judicial review, or creating a regular police report.

Under the diversion program, the law enforcement officer can additionally indicate in their probable cause affidavit or sworn report that they feel the offender should be granted diversion rather than criminal arrest. If the LEO does this, he or she will tell the offender of the intent and provide the offender with an information sheet referring them to the Office of the State Attorney in that county. The offender is then told to appear at the office within four weeks. The law enforcement officer then will forward the probable cause or sworn report and recommendation to the local Office of the State Attorney.

The Office of the State Attorney will review all cases forwarded by law enforcement. This will include those where the officer did not effect an arrest. In all cases, the assigned prosecutor will decide whether diversion is an appropriate intervention based on the facts of the case, criminal history of the offender, and any other information that the prosecutor is able to ascertain. If the prosecutor determines that diversion is not appropriate, he or she will file an information for the charge supported by the probable cause or sworn report and request a court date at which the defendant will be required to appear with a notice to be sent out by the Clerk.

If the prosecutor determines that diversion is appropriate, he or she will refer the case to the diversion coordinator. The Office of the State Attorney will mail notice of eligibility to all qualified offenders and attempt to notify any offenders at arraignment. Offenders who were not arrested will be notified upon their arrival at the Office of the State Attorney.

The Office of the State Attorney will staff the administration of the program. In addition to notice of eligibility, each offender will be provided written notice of the requirements of the diversion program. This will include all financial requirements, counseling and treatment requirements and costs, and any additional sanctions possible. They will also be notified of their legal rights that are subject to waiver including those of speedy trial. They will be afforded an opportunity to retain counsel and be given notice of their consequences for failure to successfully complete the program. They will also be given the option to have the case transferred for a traditional prosecution by the Office of the State Attorney. Upon successful completion of the program, the Office of the State Attorney will file a no information if an arrest or notice to appear was filed. They will also notify the referring or arresting agency of the resolution of the case whether an arrest was made or not.

## **Program Requirements:**

In all cases:

1. No additional criminal activity during the pendency of the diversion. This will last a minimum of 3 months and a maximum of 12.
2. Pay cost of prosecution of \$100 to the Office of the State Attorney within 3 months from date of entry into program.
3. Community Service hours.

The Office of the State Attorney will make such conditions a part of the diversion when the prosecutor feels they are appropriate based on the crimes, criminal history, or other information available at the time of review.

1. Pay any restitution at time of entry.
2. Evaluation and follow recommendation of treatment provider. (Anger Management, Mental Health, Substance Abuse Evaluation, Theft Class, Hunter Safety Course) Cost to be borne by offender and payable to vendor.
3. Get a valid driver's license.

All monies paid to the Office of the State Attorney are in the form of money orders. The monies are non-refundable.

Treatment providers can be through any qualified provider. A non-exclusive list of providers and their costs will be provided prior to the offender entry into the program. The offender must provide proof of evaluation and treatment plan to the Office of the State Attorney in the form of a letter on official letterhead capable of independent review.

Community Service Hours can be completed through any charitable organization that is eligible for tax free status pursuant to the IRS. The offender is required to provide proof through documentation on official letterhead capable of independent review.

Driver's License. The offender is required to show their valid driver's license to the Office of the State Attorney or otherwise provide documentation on their inability to gain such a license despite their efforts.

**Scholarship:**

1. If possible, monies will be secured from local governments to cover the costs associated with this program for those who are indigent. If such funding is available, the offender will request such a scholarship and provide proof of eligibility for the Office of the Public Defender. If funds are available, they will cover the costs of both the Office of the State Attorney and private vender fees. In exchange for such a scholarship, the offender will additionally be required to complete one day on the County Work Camp to repay the debt and provide proof of successful completion to Office of the State Attorney.

**Sealing and Expungement:**

Upon successful completion of the program, forms will be provided to the offender to allow them to proceed with sealing or expungement.

**Memorandum of Understanding:**

Through entry into this memorandum of understanding we agree that our agencies will support and utilize the Diversion Program at the discretion of each partner. This does not bind any partner to take any particular action in any case. Nor does is require that the agency or its employees ever make a pre arrest diversion recommendation. It is merely an acknowledgement of the program as a pre-arrest and post-arrest diversionary option for the State Attorney and all law enforcement partners in the Second Judicial Circuit.

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Jack Campbell  
State Attorney of Second Judicial Circuit

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Jared Miller  
Sheriff of Wakulla County

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Walt McNeil  
Sheriff of Leon County

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A.J. Smith  
Sheriff of Franklin County

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Morris Young  
Sheriff of Gadsden County

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David Hobbs  
Sheriff of Jefferson County

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Eddie Joe White  
Sheriff of Liberty County

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Kelly M. Hildreth  
Acting Troop Commander, FHP

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Michael Deleo  
Chief of Tallahassee Police Department

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Fred Mosley  
Chief of Monticello Police Dept.

---

David Perry  
Chief of Florida State University Police Dept.

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Terence Calloway  
Chief of FAMU Police Dept.

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Tracy Smith  
Chief of Havana Police Department

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Deric Mordica  
Chief of Midway Police Department

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Glenn Sapp  
Chief of Quincy Police Department

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Brian Alexander  
Chief of Gretna Police Department

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Greg Gibson  
Chief of TCC Police Department

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Richard Swearingen  
Commissioner of FDLE

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Curtis Brown  
Director of FWC Commission

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Vann Pullen  
Chief of Chattahoochee Police Department

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Bobby Varnes  
Chief of Apalachicola Police Department

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #2**

# Leon County Board of County Commissioners

## Budget Workshop Item #2

April 24, 2018

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

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

**Title:** Reduction in Emergency Medical Fees and Modification to the Hardship Policy

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Chad Abrams, Chief, Emergency Medical Services
<b>Lead Staff/ Project Team:</b>	Timothy Carlson, Financial Compliance Manager Timothy Barden, Budget Manager

### **Statement of Issue:**

This budget discussion item recommends a 24% reduction in the most commonly charged Emergency Services Medical (EMS) fees to bring EMS rates in line with industry standards and provide cost savings to EMS customers. The item also recommends modifying the County's hardship policy to provide greater relief for those customers most in need of financial assistance.

### **Fiscal Impact:**

This item has a fiscal impact to the County. Adjusting the EMS ambulance transport fees to twice the Medicare rate, will result in an anticipated reduction of approximately \$800,000 to the EMS fund that can be offset through a series of revenue and expenditure adjustments as outlined in the item. By not relying completely on EMS fund balance to offset the revenue reduction, this approach allows the County to continue utilizing EMS fund balance to support ongoing operations through FY 2021, which is consistent with previous direction provided by the Board.

### **Staff Recommendation:**

- Option # 1: Approve the proposed Fee Schedule and Rate Resolution effective June 1, 2018 (Attachment #1).
- Option # 2: Approve the amendments to Policy No. 07-1, *Collection of Delinquent Emergency Medical Services Accounts* (Attachment #2).

## **Report and Discussion**

### **Background:**

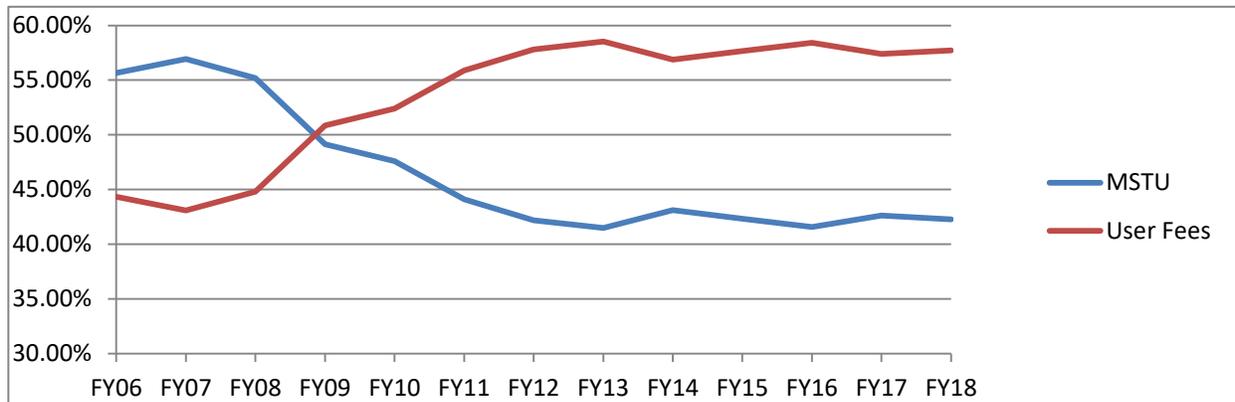
This budget discussion item recommends a 24% reduction in Leon County's Emergency Services Medical (EMS) fees to bring EMS rates in line with industry standards and provide cost savings to EMS customers (Attachment #1). The item also recommends modifying the County's hardship policy to provide greater relief for those customers most in need of financial assistance (Attachment #2).

Leon County assumed the responsibility of EMS within the County on December 31, 2003. At that time, the funding mechanism that was established included a countywide Municipal Services Taxing Unit (MSTU) as well as charging a user fee for the services provided. This funding model provides the resources necessary to assure 24 hour, 7 days a week availability of EMS services while minimizing the property tax impact on the community.

The EMS MSTU was set at 0.500 mills and has remained unchanged. The Board adopted resolution R03-73 (Attachment #3) setting the user fees which included guidance to adjust the user fees annually based on the change in the Consumer Price Index (CPI), US City Average, Medical Care to cover the anticipated increases associated with medical costs. The CPI for Medical Care has increased every year since 2003 resulting in the County's fees increasing 53% over time. This has resulted in EMS user fees growing annually and falling out of line in comparison with other Florida counties and municipalities. The County's billing vendor provided a list of rates for all their Florida based clients (Attachment #4). Of the 65 counties and municipalities, Leon County's Advanced Life Support 1 (ALS1) emergency rate was second highest and the BLS-Emergency rate was sixth highest.

This funding mix also insulates the impact of fluctuations in user fee revenue and property tax revenue. As reflected in Chart 1, when first implemented this funding approach resulted in the MSTU providing 55% of revenues while user fees made up 45% of revenue. In FY 2008, when the County experienced the impacts of the property value market correction, the funding mix began to switch to user fees providing more revenue than the MSTU. Over time, the user fees provided some stabilization to mitigate the impact of reduced property collections. However, as reflected in the chart, the revenue mix has remained relatively stable for the past five years. While the MSTU is a critical component in support of EMS operations a significant portion of the revenue also pays for Advanced Life Support (ALS) first response services provided by the fire department. Pursuant to the County's interlocal agreement with the City, approximately 42% (\$3.3 million annually) of the MSTU collections is paid for the Tallahassee Fire Department (TFD) to provide an ALS first response if they arrive prior to an ambulance.

**Chart 1: EMS Revenue Mix**



It is difficult to perform a comparative analysis of how other Florida jurisdictions fund ambulance service. Many Florida local governments have a jointly operated Fire/EMS model while some counties only provide service to the unincorporated area with cities providing transport services within their municipality. While other Florida cities and counties have lower EMS transport fees, other communities provide significant support through property taxes. In reviewing funding models, local governments often aggregate a series of unincorporated area services together to be supported by a dedicated MSTU at rates in excess of 4.0 mills. Some communities have a countywide MSTU to support emergency services at rates of several mills. In comparison, Leon County has only a 0.5 countywide MSTU.

**Analysis:**

The County operates a high performance EMS system which features the most cost effective staffing model and strategic deployment of ambulances to meet every changing demands to exceed response time projections. This system design allows for the most effective and efficient use of available resources in meeting the needs of the community while maintaining high quality services. EMS utilizes advanced medical protocols, provides progressive training to EMTs and Paramedics and consistently deploys state of the art equipment in the delivery of services.

Staff also consistently identifies cost saving measures that reduce the overall expense of providing services. Last year, the County saved approximately \$100,000 annually through the execution of a new billing agreement. Through a new ambulance refurbishment program the County will save approximately \$45,000 per ambulance purchased. The County typically purchases four to five ambulances per fiscal year resulting in an annual cost savings of \$180,000 to \$225,000. The County's system design coupled with strong fiscal stewardship results in an overall lower operating cost in comparison to other EMS systems. In reviewing certified cost reports submitted by governmental EMS services to the state Agency for Health Care Administration, it was determined that the County's cost to provide an ambulance transport is half the cost of other EMS systems throughout the state.

The billing of EMS accounts has also been optimized through the competitive procurement of one of the largest and most reputable revenue management companies in the EMS market. The vendor is able to leverage its knowledge of the market and innovative technology to ensure maximized reimbursement is received on each account billed. In addition, the County has been sensitive to the impact of EMS billing on citizens by offering a hardship policy. While the historical revenue mix has been able to support this high level of service, over time EMS fees have increased to higher levels.

#### Rate Reduction

A recent analysis of the EMS fee schedule provided by Leon County's billing vendor found that Leon County's current ambulance rates are higher than most other Florida jurisdictions (Attachment #4). For many individuals with private insurance, balance billing or the portion of the bill that the patient is responsible to pay often leaves them with large EMS bills, which can cause financial hardship. It is common for an individual with Preferred Provider Organization (PPO) insurance such as Blue Cross/Blue Shield, United Healthcare, Aetna, or Cigna to have a balance bill over \$500 after their insurance company makes a payment.

Health Maintenance Organizations (HMO), on the other hand, are required under state statutes to pay the entire bill, resulting in the HMO and ultimately the customer through higher premiums paying a disproportionate amount of EMS revenues. Most noticeably is this impact on Capital Health Plan (CHP). In FY 2016, CHP paid the County over \$2 million or 16.5% of total EMS revenue while representing only 5.7% of the total transports.

This item recommends using the industry common practice of establishing rates that are no lower than twice the Medicare fee schedule. This method of establishing the rate was recently documented in an article titled *Should an EMS Agency Increase its Fees to Improve Collections?*, by Jack Donahue (2018) an executive vice president at one of the largest EMS Revenue Cycle Management companies in the country. According to the article, rates established at this level, follows industry best practices. Rates established at less than 200% of the Medicare fee schedule will result in lower payments on claims made against auto policies and certain commercial insurance plans.

Currently, Leon County EMS fees exceed 200% of Medicare rates. Applying this rate setting methodology to the County's EMS rates would result in a 24% or \$264 reduction to the Advanced Life Support 1 – emergency base rate, the most commonly charged EMS rate, when compared to the current fee schedule. However, an advantage of a reduced rate is that it results in a higher percentage of collection. On average, across all fees, this translates to a reduction of \$250 in fees per EMS account. This savings will be realized by all uninsured individuals and those with insurance coverage that leaves a balance bill to be paid by the patient. There is no impact to Medicare and Medicaid accounts as under current law the patient is not responsible for the balance bill as long as the services provided are considered reasonable and necessary. The only exception to this methodology resulting in fee reductions is the specialty care transport base rate which will increase by 12%. Specialty care transports are transports for extremely sick patients and require specially trained staff and extensive equipment to safely transport those patients. It should be noted that specialty care transports currently account for 0.01% of all patient transports at this time.

<b>Table 1 – Comparison of current fees with proposed fees established at 200% of the Medicare fee schedule.</b>					
	<b>% of Transports</b>	<b>FY18 Rates</b>	<b>Proposed FY19 Rates</b>	<b>Change</b>	<b>% of Change</b>
Basic Life Support Non-Emergency Base Rate	0.70%	\$557	\$446	(\$111)	(20%)
Basic Life Support Emergency Base Rate	11.85%	\$928	\$713	(\$215)	(23%)
Advanced Life Support 1 - Non Emergency Base	2.50%	\$742	\$535	(\$207)	(28%)
Advanced Life Support 1 - Emergency Base	83.02%	\$1,111	\$847	(\$264)	(24%)
Advanced Life Support 2 - Base	1.92%	\$1,296	\$1,225	(\$71)	(5%)
Specialty Care Transport Base	0.01%	\$1,296	\$1,448	\$152	12%
Mileage - per mile	Avg. 8.5	\$17.38	\$14.74	(\$2.64)	(15%)

The proposed EMS user fee reductions results in an estimated \$800,000 in lower revenue collections. A combination of a series of approaches has been developed to address this loss of fee revenue:

- Annually budgeting \$200,000 in new Medicaid reimbursement funding from the State.** In FY 2016/2017, the Agency for Health Care Administration instituted a program to provide additional compensation to municipal providers of EMS for the services provided to Medicaid recipients. Over the past two budget cycles, EMS has applied for and received additional Medicaid reimbursements from the State which are based on a pre-determined formula and the actual expenses to provide the services. These revenues can be contemplated as part of the budget process to offset a portion of the revenue decline.
- Reducing the amount of indirect charges to the EMS fund by \$200,000 annually.** These are charges for internal services such as MIS, Human Resources, Finance, etc. paid from EMS to the General Fund. The preliminary general fund budget contemplates this reduction.
- Redirect the \$200,000 in Tallahassee Memorial (TMH) Trauma Care funding to the EMS fund.** TMH and the Trauma Center continue to be valuable assets for the community and the surrounding region. In 2006, at the request of TMH, Leon County originally provided start-up funding for the Trauma Center. Overtime, the funding has become a permanent line-item in the County budget. Regarding patients served, according to TMH, during the first quarter of 2018, 43% of the patients treated resided in Leon County, 14% were from out-of-state and the balance came from surrounding counties.

According to TMH’s most recent financial report, the hospital has annual operating costs of \$726.5 million of which \$112 million is allocated towards “bad debts.” The Trauma Center’s annual budget equals approximately \$2.0 million. By comparison Leon

County's current annual operating budget is \$234 million of which EMS totals \$20.5 million. Annually, Leon County EMS provides approximately \$7.4 million in transport services to uninsured and underinsured citizens that will not be collected.

In addition to the Trauma Center, in an effort to provide increased levels of service to the community, TMH (and Capital Regional Medical Center) have also built significant additional emergency room capacity. While the new emergency rooms provide more capacity to the community, the number of EMS transports continue to increase beyond normal population growth (less than 1% a year):

- FY 2015: Nearly ten percent growth in calls for service from 33,637 to 37,765.
- FY 2016: Nearly ten percent growth in calls for service from 37,765 to 40,181.
- FY 2017: Nearly three percent growth in calls for service from 40,181 to 41,476.
- FY 2018: The growth has accelerated in the first four months to nearly 7 percent.

National trends indicate that increases in additional emergency room capacity (and the associated significant advertising of emergency room availability) are having an impact on the number of EMS transports. Given these trends, the reallocation of the Trauma Center funds can assist in funding EMS transports by redirecting the \$200,000 to the EMS fund.

In summary, while the Trauma Center provides a vital regional asset, there is no statutory or other mandate for the County to continue funding this program.

- **Budget an additional \$200,000 in EMS fund balance.** Over the past several years, the County has deliberately utilized EMS fund balance to support the ongoing operations of EMS. This approach was implemented to defer as long as possible, any potential need to reduce service levels or consider an increase to the EMS millage rate. An analysis of EMS fund balance indicates there are sufficient funds to support the use of an additional \$200,000 while continuing to stay within policy requirements through FY 2021. As discussed in previous budget workshops (Attachment #5), based on the continued growth in call volumes, an additional EMS ambulance and crew may need to be considered during the FY 2021 budget process. This will coincide with the current long-term plan to increase EMS funding by either raising the dedicated EMS MSTU millage rate, or shifting County general revenue currently being used to fund debt to support EMS once the debt is retired. The proposed \$200,000 increase in fund balance use does not affect this timeline.

If the Board supports the proposed fee reduction, the analysis indicates that the fee reduction can be implemented effective June 1, 2018. The estimated impact to the EMS fund would be approximately \$266,000 which can be offset by reducing the indirect payments to the General Fund. As part of the development of this budget discussion item, staff has had input from CHP stating their strong support for the fee reduction to occur during the current fiscal year.

If approved by the Board, beginning June 1, 2018, the EMS fees would be reset to 200% of the current Medicare fee schedule. The attached draft rate resolution establishes that for each fiscal year thereafter the EMS fees be adjusted to 200% of the then current Medicare fee schedule. However, to ensure the long-term financial viability of the EMS fund, the rate resolution states that if the Medicare fee schedule is decreased over the previous year, then the EMS rates will be left unchanged.

In addition to the fees noted above, the EMS fee schedule includes other charges not currently recognized on the Medicare fee schedule for dedicated standby services and for services where the patient is provided significant treatment and not transported to the hospital. Staff recommends maintaining the current fees for standby services and reducing the first aid / assessment fee by 24% to be consistent with the other rate reductions that are related to patient treatment services.

#### Hardship Policy

Leon County EMS provides the same level of compassionate care to all patients regardless of their ability to pay. Leon County's compassionate treatment extends to limiting the cost burden on citizens with the least ability to pay. The current Leon County EMS Financial Hardship policy provides relief to individuals whose household incomes are at or below the current federal poverty level by completely writing off any EMS fees owed to the County. However, the current policy is restrictive and provides no relief for low-income individuals that are above the federal poverty level. If the applicant's household income is \$1 over the poverty guidelines the individual is expected to pay the entire bill. The County offers interest-free monthly payment arrangements to anyone that requests to pay their bill in that manner regardless of their household income.

The existing fee resolution has caused an annual escalation of the EMS fees and has correspondingly impacted the gross collection rate, which has gone from 41% in FY 2004 to 31% in FY 2017. This is due to the amount of revenue collected per account not keeping pace with the annual escalation, which means the uncollected amount of the average EMS ambulance user's bill is growing annually and citizens are unable to pay the bills.

This item recommends modifying the hardship policy to institute a sliding schedule to allow more low-income individuals to qualify for relief from their ambulance bill. Under the sliding schedule, applicants whose income is at or below the poverty guidelines will continue to have their entire bill waived; however, individuals whose incomes are up to 200% greater than the poverty guidelines will be eligible for a discounted bill. The discount is based on a sliding scale; for every 10% increase in income greater than the poverty level, the individual discount is reduced by an additional 10%. If approved, the proposed sliding scale will be updated annually based on the most current poverty guidelines published by the U.S. Department of Health and Human Services.

Adopting this policy modification will result in no negative fiscal impact on the County and will provide significant relief to uninsured and underinsured individuals. The County's experience under the current policy is that individuals that apply for financial hardship consideration, but do not meet the full poverty guidelines, do not pay their ambulance bill as they are unable to do so.

There is some evidence to suggest that lower bills result in greater overall collections on an account as a patient is more likely to make payments on an amount that they believe they can pay. Should the Board choose to adopt the sliding fee schedule, staff recommends that the policy modifications become effective immediately because of the significant benefit that the policy provides to low-income individuals and the negligible related fiscal impact to the County.

#### Conclusion

As detailed in this item, the proposed EMS fee schedule is based on 200% of the current Medicare schedule and follows a common industry standard. Adjusting the rates will provide significant financial benefit to EMS customers, both insured and uninsured.

By redirecting County funding sources including, indirect charges, the TMH Trauma Center payment, realizing additional state Medicaid reimbursement fund, and using additional EMS fund balance, EMS can continue to provide existing service levels and maintain adequate fund balance levels through FY 2021.

#### Options:

1. Approve the proposed Fee Schedule and Rate Resolution effective June 1, 2018 (Attachment #1).
2. Approve the amendments to Policy No. 07-1, *Collection of Delinquent Emergency Medical Services Accounts* (Attachment #2).
3. Do not approve the proposed EMS Fee Schedule as Rate Resolution.
4. Do not approve the amendments to Policy No. 07-1, *Collection of Delinquent Emergency Medical Services Accounts*.
5. Board direction.

#### Recommendation:

Options # 1 & #2

#### Attachments:

1. Draft Fees Schedule and Rate Resolution
2. Recommended amended Policy No. 07-1, *Collection of Delinquent Emergency Medical Services Accounts*
3. Resolution R03-73
4. County Billing Vendor Jurisdictional EMS Rates
5. June 20, 2017 Budget Workshop Item #4

**RESOLUTION NO. 2018 - \_\_\_\_\_**

**A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
ADOPTING EMS RATES TO BE CHARGED RECIPIENTS OF EMS SERVICES**

**WHEREAS**, the Leon County Board of County Commissioners is committed to providing Emergency Medical Services to all residents of Leon County; and

**WHEREAS**, the Board desires to provide the most efficient service to all residents; and

**WHEREAS**, the Board recognizes that in order to provide this service that users of the system must pay a fee; and

**WHEREAS**, the Board desires to establish EMS rates in accordance with industry best practices; and,

**WHEREAS**, the Board desires that rates should be adjusted annually to address normal inflationary increases.

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

1. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of ambulance transportation services are hereby designated below:

<b>EMS Services – Ambulance Transportation</b>	<b>Rate</b>
Basic Life Support Non-Emergency Base	\$446
Basic Life Support Emergency Base	\$713
Advanced Life Support 1 - Non-Emergency Base	\$535
Advanced Life Support 1 - Emergency Base	\$847
Advanced Life Support 2 - Base	\$1,225
Specialty Care Transport Base	\$1,448
Mileage – per mile	\$14.74

2. Effective October 1, 2018 and every subsequent October 1, EMS rates for ambulance transportation services shall be adjusted to 200% of the then current Medicare fee schedule. In the event that the Medicare fee schedule is decreased over the previous year, the EMS rates shall be left unchanged.

3. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of non-transport services are hereby designated below:

<b>EMS Service – Non-Transport</b>	<b>Rate</b>
Stand-by, 2 staff with vehicle, 3 hour minimum	\$153 / hour
Stand-by, 1 staff no vehicle, 3 hour minimum	\$76 / hour
First Aid/Assessment	\$293

4. EMS rates for non-transport services shall remain in place unless otherwise adjusted by the Leon County Board of County Commissioners.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the \_\_\_\_ day of \_\_\_\_ 2018.

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
Nick Maddox, Chairman  
Board of County Commissioners

ATTEST:

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

By: \_\_\_\_\_

APPROVED AS TO FORM:

Office of the County Attorney  
Leon County, Florida

By: \_\_\_\_\_  
Herbert W. A. Thiele  
County Attorney

## Board of County Commissioners Leon County, Florida

### Policy No. 07 - 1

Title: Collection of Delinquent Emergency Medical Services Accounts

Date Adopted: ~~February 26, 2008~~ May 8, 2018

Effective Date: ~~February 26, 2008~~ May 8, 2018

Reference:

Policy Superseded: Policy No. 07-01, "Collection of Delinquent Emergency Medical Services Accounts," adopted February 13, 2007; revised February 26, 2008

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 07-1, "Collection of Delinquent Emergency Medical Services Accounts," ~~adopted revised~~ revised February ~~26~~13, 2008~~7~~, is hereby further amended and a revised policy is adopted in its place, to wit: superseded and amended as follows:

All users of Leon County Emergency Medical Services (EMS) will be billed and charged in accordance with current Federal and State guidelines for EMS billing, and in accordance with policies established by the Leon County Board of County Commissioners. Leon County will make every effort to collect all monies owed for services rendered by EMS.

The following delinquent accounts shall be turned over to a collection agency:

1. Accounts where the patient is more than 18 years of age.
2. Accounts where the patient is less than 18 years of age and guarantor / responsible party information exists.
3. Accounts that have no pending insurance payments; or where no insurance exists; or in those instances where the insurance claim has been denied by the insurance provider and the last contact with the patient or responsible party has been more than 90 days.
4. Accounts where efforts to contact the patient or responsible party have been exhausted by the billing agency or where the billing agency has attempted to contact the patient or responsible party for 90 days and has had no response.

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Collection of Delinquent Emergency Medical Services Accounts

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In no event shall a delinquent account be sent to a collection agency where either:

1. there has been no attempt to follow-up on an insurance claim and no payment rejection decision has been obtained from the third-party payer; or
2. if the patient or responsible party is found by the County Administrator or his designee to be indigent, based upon competent, substantial evidence.

The patient or responsible party (applicant) shall be deemed indigent when the applicant's income is equal to or below the then-current federal poverty guidelines prescribed for the size of the household of the applicant by the U.S. Department of Health and Human Services. Applicants with incomes above 100% of poverty, but at or below 200% of poverty will be charged according to the sliding discount schedule attached as Exhibit A. The sliding discount schedule will be updated during the first quarter of every calendar year with the latest federal poverty guidelines.

The collection agency will utilize all currently acceptable collections practices in accordance with its contract with Leon County, the Federal Fair Debt Collection Practices Act, and the Florida Commercial Collection Practices Act.

A finance charge of 1% per month or 12% APR will be added to all accounts that are referred to the collection agency.

The collection agency will report unpaid accounts to a consumer reporting agency or credit bureau, in accordance with federal and state law.

Once all collection efforts have been exhausted by the collection agency, unpaid accounts will be classified as "efforts exhausted." The Clerk of the Court, Finance Division, and the billing agency are authorized to classify balances of accounts determined to be "efforts exhausted" as uncollectible and write the amount off from the outstanding accounts receivable balance.

The County Administrator is authorized to utilize such forms and procedures reasonably necessary to carry out the provisions of this policy.

Revised ~~2/26/08~~ 5/8/2018

**Exhibit A – Sliding Discount Schedule**

<b>Poverty Level</b>	<b><u>100% or Less</u></b>	<b><u>110%</u></b>	<b><u>120%</u></b>	<b><u>130%</u></b>	<b><u>140%</u></b>	<b><u>150%</u></b>	<b><u>160%</u></b>	<b><u>170%</u></b>	<b><u>180%</u></b>	<b><u>190%</u></b>	<b><u>200%</u></b>	<b><u>&gt;200%</u></b>
<b>Discount</b>	<b><u>100%</u></b>	<b><u>100%</u></b>	<b><u>90%</u></b>	<b><u>80%</u></b>	<b><u>70%</u></b>	<b><u>60%</u></b>	<b><u>50%</u></b>	<b><u>40%</u></b>	<b><u>30%</u></b>	<b><u>20%</u></b>	<b><u>10%</u></b>	<b><u>0%</u></b>
<b>Household Size</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b><u>1</u></b>	<u>\$12,140</u>	<u>\$13,354</u>	<u>\$14,568</u>	<u>\$15,782</u>	<u>\$16,996</u>	<u>\$18,210</u>	<u>\$19,424</u>	<u>\$20,638</u>	<u>\$21,852</u>	<u>\$23,066</u>	<u>\$24,280</u>	<u>\$24,281</u>
<b><u>2</u></b>	<u>\$16,460</u>	<u>\$18,106</u>	<u>\$19,752</u>	<u>\$21,398</u>	<u>\$23,044</u>	<u>\$24,690</u>	<u>\$26,336</u>	<u>\$27,982</u>	<u>\$29,628</u>	<u>\$31,274</u>	<u>\$32,920</u>	<u>\$32,921</u>
<b><u>3</u></b>	<u>\$20,780</u>	<u>\$22,858</u>	<u>\$24,936</u>	<u>\$27,014</u>	<u>\$29,092</u>	<u>\$31,170</u>	<u>\$33,248</u>	<u>\$35,326</u>	<u>\$37,404</u>	<u>\$39,482</u>	<u>\$41,560</u>	<u>\$41,561</u>
<b><u>4</u></b>	<u>\$25,100</u>	<u>\$27,610</u>	<u>\$30,120</u>	<u>\$32,630</u>	<u>\$35,140</u>	<u>\$37,650</u>	<u>\$40,160</u>	<u>\$42,670</u>	<u>\$45,180</u>	<u>\$47,690</u>	<u>\$50,200</u>	<u>\$50,201</u>
<b><u>5</u></b>	<u>\$29,420</u>	<u>\$32,362</u>	<u>\$35,304</u>	<u>\$38,246</u>	<u>\$41,188</u>	<u>\$44,130</u>	<u>\$47,072</u>	<u>\$50,014</u>	<u>\$52,956</u>	<u>\$55,898</u>	<u>\$58,840</u>	<u>\$58,841</u>
<b><u>6</u></b>	<u>\$33,740</u>	<u>\$37,114</u>	<u>\$40,488</u>	<u>\$43,862</u>	<u>\$47,236</u>	<u>\$50,610</u>	<u>\$53,984</u>	<u>\$57,358</u>	<u>\$60,732</u>	<u>\$64,106</u>	<u>\$67,480</u>	<u>\$67,481</u>
<b><u>7</u></b>	<u>\$38,060</u>	<u>\$41,866</u>	<u>\$45,672</u>	<u>\$49,478</u>	<u>\$53,284</u>	<u>\$57,090</u>	<u>\$60,896</u>	<u>\$64,702</u>	<u>\$68,508</u>	<u>\$72,314</u>	<u>\$76,120</u>	<u>\$76,121</u>
<b><u>8</u></b>	<u>\$42,380</u>	<u>\$46,618</u>	<u>\$50,856</u>	<u>\$55,094</u>	<u>\$59,332</u>	<u>\$63,570</u>	<u>\$67,808</u>	<u>\$72,046</u>	<u>\$76,284</u>	<u>\$80,522</u>	<u>\$84,760</u>	<u>\$84,761</u>
<b><u>for each additional person add</u></b>	<u>\$4,320</u>	<u>\$4,752</u>	<u>\$5,184</u>	<u>\$5,616</u>	<u>\$6,048</u>	<u>\$6,480</u>	<u>\$6,912</u>	<u>\$7,344</u>	<u>\$7,776</u>	<u>\$8,208</u>	<u>\$8,640</u>	<u>\$8,641</u>

The income levels included on this matrix are based on the HHS Poverty Guidelines for 2018 and will be updated during the first quarter of every calendar year with the latest federal poverty guidelines.

**RESOLUTION NO. 2003-B03-73**

**A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTING EMS RATES TO BE CHARGED RECIPIENTS OF EMS SERVICES**

**WHEREAS**, the Leon County Board of County Commissioners is committed to providing Emergency Medical Services to all the residents of Leon County effective no later than January 1, 2004; and,

**WHEREAS**, the Board desires to provide the most highly efficient service to all residents; and,

**WHEREAS**, the Board recognizes that in order to provide this service that users of the system must pay a fee; and,

**WHEREAS**, the Board engaged a national expert in developing a fiscal plan for implementing the County's system; and,

**WHEREAS**, the national expert utilized a series of rates in establishing a first year budget for Leon County; and,

**WHEREAS**, the Board desires that rates should be adjusted annually to address normal inflationary increases

**NOW THEREFORE BE IT RESOVLED** by the Board of County Commissioners that effective immediately the EMS Rates to be charged by Leon County to recipients of services which are effective through September 30, 2004, are hereby designated below:

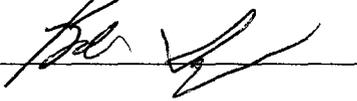
Type of Service	Rate
Stand-by, 2 staff with vehicle, 3 hour minimum	\$100.00/hr
Stand-by, 1 staff no vehicle, 3 hour minimum	\$50.00/hr
First Aid/Assessment	\$250.00
Basic Life Support Non Emergency Base	\$363.00
Basic Life Support Emergency Base	\$604.00
Advanced Life Support-1 Non Emergency Base	\$483.00
Advanced Life Support-1 Emergency Base	\$725.00
Advanced Life Support-2 Base	\$846.00
Specialty Care Transport Base	\$846.00
Mileage	\$11.33 per mile

Be it further resolved that effective October 1, 2004 and every subsequent October 1 the rates shall be increased by the Consumer Price Index, US City Average, Medical Care as reported by the United States Department of Labor, Bureau of Labor Statistics or its successor index and that the increased base rates shall be rounded to the nearest one whole dollar and that the mileage increase shall be rounded to the nearest whole cent.

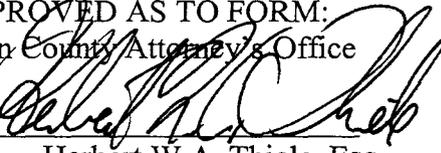


ATTEST:  
Bob Inzer, Clerk of the Court  
Leon County, Florida

LEON COUNTY, FLORIDA

BY: 

BY:   
Jane G. Sauls, Chairman  
Board of County Commissioners

APPROVED AS TO FORM:  
Leon County Attorney's Office  
BY:   
Herbert W.A. Thiele, Esq.  
County Attorney

Fiscal Year 2016	City/County	BLS Emergency	BLS Non- Emergency	ALS1 Emergency	ALS1 Non- Emergency	ALS2	SCT2	Ground Mileage
Bay County		813	914	1,219	1,219	1,423	1,423	20.27
Leon County		912	547	1,093	730	1,274	1,274	17.09
Longwood		1,011	1,011	1,011	1,011	1,011		15.17
Deerfield Beach (BSO contracted city)		1,000	1,000	1,000	1,000	1,000		15.00
Lauderdale Lakes (BSO contracted city)		1,000	1,000	1,000	1,000	1,000		15.00
Margate		1,000	1,000	1,000	1,000	1,000		15.00
Southwest Ranches (Davie contracted city)		1,000	1,000	1,000	1,000	1,000		15.00
Orlando		747	747	960	960	1,067		12.81
Winter Park		720	720	925	925	1,028		12.00
Dania Beach (BSO contracted city)		915	915	915	915	915		16.89
Cooper City (BSO contracted city)		850	850	850	850	850		10.00
West Park (BSO contracted city)		850	850	850	850	850		8.00
Hialeah		800	800	800	800	900	900	15.00
Hillsborough		800	800	800	800	800		12.00
Lauderhill		800	800	800	800	850		10.00
Miami Beach		800	800	800	800	800		15.00
Miami-Dade		800	800	800	800	900	900	15.00
Okaloosa		800	800	800	800	800	800	15.00
Seminole Tribe		600	600	800	800	1,000		15.00
Orange		456	456	766	766	717	766	12.00
Weston (BSO contracted city)		750	750	760	760	895		8.00
Jefferson		614	452	755	573	883		13.24
Davie		751	751	751	751	805		12.89
Hallandale Beach		750	750	750	750	750		12.00
Hollywood		750	750	750	750	850		12.00
Lighthouse Point		750	750	750	750	750		12.00
Palm Beach Gardens		700	700	750	750	800	850	12.00
Pompano Beach		750	750	750	750	750		10.00
Maitland		749	749	749	749	749		8.50
North Lauderdale		735	735	735	735	735		11.30
Casselberry		600	500	700	700	674		10.00
Collier		700	700	700	700	750	800	12.25
Delray Beach		650	650	700	700	800	850	12.00
Fort Lauderdale		700	700	700	700	750		13.00
Oakland Park		670	670	700	700	750		10.00
Riviera Beach		700	700	700	700	750		12.00
West Palm Beach		700	350	700	700	750	850	12.00
Boca Raton		650	650	650	650	750	750	12.00
Charlotte County		550	375	650		700	750	10.00
Clay		600	600	650	650	750	800	12.00
Fort Myers Beach		525	400	650	500	700	800	10.00
Kissimmee		600	600	650	650	700		10.00
Oviedo		600	400	650	460	750		10.00
Tamarac		600	600	650	650	700		10.00
Jacksonville		550	550	635	635	740		10.00
Sunrise		606	606	617	617	680		10.00
Palm Beach		610	610	610	610	770		12.00
North Port		575	575	600	600	650		9.50
Polk		600	600	600	600	700	800	9.00
Sanford		550	550	600	600	700		10.00
Sarasota		600	600	600	600	650	650	10.00
Tampa		600	600	600	600	600	600	10.00
Coral Springs		489	489	552	552	704	-	11.03
Hardee		450	450	550	550	650		9.00
North Palm Beach		495	495	545	545	600		8.00
Brevard		501	501	541	541	627		9.18

<b>Seminole County</b>	453	453	538	538	780	9.00
<b>Plantation</b>	510	510	530	530	635	9.00
<b>Highlands</b>	450	450	500	500	600	10.00
<b>Okeechobee</b>	400	400	500	500	600	8.00
<b>Osceola</b>	500	500	500	500	500	9.00
<b>Hendry</b>	450	450	465	465	575	8.00
<b>Broward Sheriff (BSO)</b>	450	450	460	460	575	8.00
<b>Palm Springs</b>	450	450	450	450	610	8.00
<b>Lake Mary</b>	347	347	413	413	597	7.16

BLS = Basic Life Support  
 ALS = Advanced Life Support  
 SCT = Specialty Care Transport

# Leon County Board of County Commissioners

## Budget Workshop Item # 4

June 20, 2017

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

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

**Title:** Emergency Medical Services Financial Status and Consideration of Additional Ambulance with Half Crew Funding

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Chad Abrams, Chief, Emergency Medical Services
<b>Lead Staff/ Project Team:</b>	Timothy Carlson, EMS Financial Compliance Manager

**Statement of Issue:**

This workshop item provides an update and analysis on the to the EMS fund and consideration to add an additional ambulance and six full-time positions (half an ambulance crew) to provide an additional twelve hours of coverage.

**Fiscal Impact:**

This item has a fiscal impact. The additional funding for a new ambulance and six positions (half a crew) in FY 2018 costs \$720,000 consisting of a one-time cost for the ambulance (\$300,000) and the recurring personnel cost (\$420,000). Consistent with the Board's FY2015 action, fund balance will continue to be used to support this additional half a crew and ambulance through FY2021. As suggested in the previous item regarding the additional \$25,000 homestead exemption referendum, debt service savings are recommended to be programmed to cover the recurring costs and replace the use of fund balance beginning in FY 2021. However, if the property tax referendum fails, consistent with the long term fiscal plan for EMS approved by the Board in FY2015, the millage rate may be increased by 0.15 mills to fund EMS in FY2021.

**Staff Recommendation:**

- Option #1: Approve the inclusion of an additional ambulance and six full-time positions in the FY 2018 EMS budget with an estimated impact of \$720,000.
- Option #2: Approve the use of EMS fund balance as the funding mechanism for the costs associated with the additional ambulance and six full-time positions and continue the drawdown of the EMS fund balance.

Options #1 & #2 are included in the Tentative FY 2018 Budget.

Title: Emergency Medical Services Financial Status and Consideration of Additional Ambulance with Half Crew Funding

June 20, 2017

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## Report and Discussion

### Background:

At previous budget workshops staff has regularly presented information to the Board concerning the significant growth in call volume at the Division of Emergency Medical Services (EMS) and the financial condition of the EMS Fund. At the June 10, 2014 budget workshop, staff presented an analysis of projected staffing needs and the associated impacts to the EMS Fund. At that time, staff recommended, and the Board approved, the expenditure of EMS fund balance for an additional ambulance and full crew in FY 2015, with similar out-year staffing increases in FY 2018 and FY 2021. The previous analysis presented to the Board indicated that this draw down of planned EMS fund balance could support the recurring increased spending necessary to support the modest service level enhancements needed to meet demands until FY 2020 at which time it would be necessary to consider increasing the EMS MSTU or service level reductions.

For years leading up to the development of the FY 2015 budget, the County had been able to increase the EMS fund balance in order to be in a financially solid position to manage anticipated capital improvement concerns, specifically a new EMS facility. With that capital need addressed through the Public Safety Complex, the accumulated fund balance was available to support a portion of operating costs. Consistent with this approach, over the past three fiscal years, the budget included the use of fund balance for recurring operating needs.

### Analysis:

Leon County continues to see extraordinary growth in calls for EMS service, with service requests rising much greater than normal population growth of less than 0.5% to 1% per year:

- FY2015: Nearly ten percent growth in calls for service from 33,303 to 36,577.
- FY2016: Nearly ten percent growth in calls for service from 36,577 to 40,552.
- FY2017: The growth has moderated slightly to 4.0% for the first four months.
- FY2004 to FY2016: An increase of 53.1% from 26,481 to 40,552.

Historically, EMS has experienced lower calls for services on Saturdays and Sundays and has staffed fewer ambulances on those days. Recently, that trend has changed as requests for services by day of week are now nearly identical every day which then requires higher staffing throughout the week:

- Calls for service from October 1, 2016 through the end of May 2017: Sunday 13.8%; Monday 14.3%; Tuesday 14.2%; Wednesday 14.3%; Thursday 14.5%; Friday 14.1%; and Saturday 14.9%.

To maximize countywide coverage, the EMS continues to use a hybrid deployment model where ambulances are statically positioned in the rural communities of Woodville, Chaires, and Fort Braden where requests for service are much lower, and dynamically deployed, strategically in all other areas of the County. This system design allows for the most effective and efficient use of

Title: Emergency Medical Services Financial Status and Consideration of Additional Ambulance with Half Crew Funding  
June 20, 2017  
Page 3

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available resources in meeting the needs of the community. A direct result of the steadily increasing call volume has been the decreased availability of ambulances in the Woodville, Chaires, and Fort Braden communities as these units are needed more frequently to support the dynamically deployed aspects of the system.

While the addition of the full crew in FY 2015 did yield operational improvements to the number of calls per unit and response times initially, the rate at which call volume is increasing has begun to diminish the positive effect of this additional support. As a result, EMS staff continues to look for ways to find operational efficiencies through the consistent monitoring and adjusting of posting plans, personnel and ambulance scheduling, fleet and logistic policies. Additionally, staff continues to seek products and services at reduced costs to the County. The County recently approved a new EMS billing Agreement that saves over \$100,000 annually.

With performance indicators such as unit utilization rates and ambulance availability rates at maximum acceptable levels, a continued increase in demand for services without additional ambulances on duty will result in a decline in system performance and extended response times. Previous staffing analysis for out-year planning provided to the Board anticipated an additional ambulance and full-time crew in FY 2018 and FY 2021. One full-time ambulance providing 24 hour per day/seven days per week coverage requires the addition of ten full-time Paramedics/EMTs (a full crew) with a recurring annual expense of approximately \$700,000 and one-time capital expense of \$300,000 for an ambulance.

If the additional homestead exemption referendum passes, beginning in FY2020 EMS MSTU revenues would be reduced by \$400,000 annually. In anticipation of the referendum and taking into consideration current fee collection trends, staff updated the previous long term fiscal plan of adding a full crew in FY 2018. The analysis found that adding \$700,000 of recurring expenses for a full crew in FY 2018 results in depleting the EMS fund balance to a level below policy limits at a faster pace, creating additional long-term financial concerns.

As an alternative, staff analyzed the service level impacts of various levels of additional staffing and found that by adding six FTEs in FY 2018 (half-time ambulance coverage), service levels and performance indicators are expected to be maintained at current levels, assuming the increase in calls for services remains at the current pace. The pace of call volume growth has slowed slightly, from approximately 7% per year to 4% per year. To maintain current service levels and meet anticipated future increases in call volumes an additional crew may be considered by FY 2021.

#### *Out-Year Funding Options*

As approved by the Board at the June 10, 2014 workshop, the EMS program continues to expend one-time EMS fund balance to support on-going operations. An updated analysis reflects adding a half a crew and ambulance in FY 2018 maintains the fund balance level at near policy minimums in FY 2021. This is the same year that the County will realize \$4.3 million in debt service savings.

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As the Board implements its plan to manage the possible impacts of the pending property tax reform referendum, beginning in FY 2021, the Board has flexibility with regards to future EMS funding. If the referendum passes, the Board may wish to allocate a portion of the FY 2021 debt service savings to EMS to assist in maintaining service levels.

Alternatively, if the referendum fails, the Board may wish to implement the previous long-term EMS fiscal plan to expend existing fund balances for EMS operating costs, and consider adjusting the millage rate by 0.15 as approved by the Board at the June 10, 2014 budget workshop. Since Leon County commenced operations of EMS in 2005, the millage rate has remained unchanged at 0.50 mills. In accordance with Florida Statutes, any increase to the EMS MSTU requires the assent of the City for the MSTU be collected within the City limits. To address this statutory requirement, the 2013 Interlocal Agreement with the City regarding Fire and Advance Life Support authorizes the County the ability to increase the EMS MSTU by 0.25 mills. However, as discussed in the homestead exemption budget discussion item, current analysis shows an increase of 0.15 mills in FY2021 would generate sufficient revenue to replace the use of recurring fund balance thereby bringing the total EMS MSTU to 0.65 mills.

Staff continues to evaluate the most effective and efficient scheduling of ambulance shifts to leverage existing resources to meet the increased service demands and to reduce work load demands, staff continues to work closely with community partners in evaluating alternative approaches to ambulance transport for non-emergency calls.

**Options:**

1. Approve the inclusion of an additional ambulance and six full-time positions in the FY 2018 EMS budget with an estimated impact of \$720,000.
2. Approve the use of EMS fund balance as the funding mechanism for the costs associated with the additional ambulance and six full-time positions and continue the drawdown of the EMS fund balance.
3. Board direction.

**Recommendation:**

Options # 1 & # 2 are included in the FY 2018 Tentative Budget.

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #3**

# Leon County Board of County Commissioners

## Budget Workshop Item #3

April 24, 2018

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Leon County Sheriff's Office Proposed Training Facility

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andrew Johnson, Assistant to the County Administrator Sara Pratt, Management Intern

### **Statement of Issue:**

This budget discussion item presents and seeks the Board's approval of a proposed partnership with the Leon County Sheriff's Office (LCSO) for the use and improvement of a vacant County-owned property on Tyson Road as a law enforcement training facility. Working with LCSO, staff has identified an opportunity to create new law enforcement classroom space and training facilities utilizing existing resources. This proposed partnership would significantly enhance training opportunities for LCSO personnel, allow LCSO to consolidate many of its current training activities to a single location, enhance education and workforce training opportunities for inmates at the Leon County Detention Facility, and avoid approximately \$800,000 in costs to acquire separate property and construct new facilities.

### **Fiscal Impact:**

This item has no current fiscal impact to the County. However, staff estimates that this partnership would result in a cost savings of approximately \$800,000, which is the estimated cost of acquiring new property and constructing the facilities proposed in this item.

### **Staff Recommendation:**

Option #1: Authorize the Leon County Sheriff's Office to utilize and improve the Tyson Road property for law enforcement training.

## **Report and Discussion**

### **Background:**

The Leon County Sheriff's Office (LCSO) maintains a professionally trained workforce to ensure the safety of its deputies and to provide quality law enforcement services to the citizens of Leon County. The agency provides a variety of training opportunities throughout the year to its law enforcement officers as well as non-sworn personnel. Currently, LCSO's on-site training functions are carried out at the Leon County Detention Center in a jail inmate housing dormitory annex constructed in the 1980s. The building was utilized for additional inmate housing until the Detention Center was built in 1992, after which the dorm annex remained vacant until 1998 when it was converted to the agency on-site training unit. Although the current facility has served the agency well over the past 20 years, it has required significant ongoing maintenance and is not well suited for growth or expansion due to its size, age and original design. Further, the facility does not reflect the effort and importance that LCSO places on current law enforcement training and practices, and limits the quantity, variety, and effectiveness of training opportunities for the agency's personnel. To provide training opportunities beyond the facilities and resources available at its current facility, LCSO conducts several of its training courses at the Florida Public Safety Institute (FPSI) in Gadsden County. However, usage of FPSI by other local and state law enforcement agencies has increased in recent years, resulting in more limited availability of classroom and firing range space for use by LCSO. Additionally, LCSO incurs additional personnel and vehicle costs to send its deputies to Gadsden County several times per year for required training.

Leon County and LCSO work together on an on-going basis to optimize our resources and to identify opportunities to realize efficiencies. One such opportunity recently identified is the creation of a new law enforcement training facility and classroom space utilizing County-owned land and other existing resources. Staff has researched and discussed this proposal at length with LCSO and is recommending the Board's approval to allow LCSO to utilize a 10-acre tract of County-owned land on Tyson Road for law enforcement training purposes, as described in greater detail below. This proposed partnership benefits all parties by allowing LCSO to consolidate many of its current training activities to a single location, provide additional training opportunities to its deputies, and enhance education and workforce training opportunities for inmates at the Leon County Detention Facility, while avoiding approximately \$800,000 in capital costs to the County.

### **Analysis:**

Consistent with the County's commitment to exercise responsible stewardship of the community's resources, staff is recommending the Board's approval to partner with LCSO to utilize County-owned property located at 3969 Tyson Road (Attachment #1) for law enforcement training facilities and associated classroom space. The property is approximately 10 acres in size and is adjacent to the County's Eisenhower Road borrow pit. The property is mostly vacant and is currently utilized by the County for equipment storage and has a small man-made pond that is used by Leon County Mosquito Control for mosquito fish cultivation. Prior to the County's

ownership of the property, it was previously owned by the City of Tallahassee and used by the Tallahassee Police Department as an outdoor shooting range.

An evaluation of the site shows no issues with converting the site into a training facility, as indicated in the attached Soil Classification Report (Attachment #2). Water and sanitary sewer service are available to support the proposed site improvements.

Overview of Proposed Improvements:

- **Training Unit Administrative Offices and Classroom Space:** The current on-site Training Unit located at LCSO would be relocated to the Tyson Road property, allowing LCSO to offer training and resources to deputies through classroom and field instruction. LCSO proposes to construct a permanent building for the Training Unit Administrative Office utilizing existing revenues (described in the following section). Classrooms for instruction with the latest multimedia technology training tools would be housed in portable buildings provided by Leon County Schools at the Tyson Road property until permanent structures can be built at a later date, subject to funding availability. The additional space available at the Tyson Road property would allow for LCSO to provide a greater variety of training courses, many of which are not offered at the current on-site Training Unit due to facility constraints. These would include basic and advanced forensic evidence training, special team training (SWAT, bomb, hostage, negotiations, dive), search and rescue, and EMS Tactical Medical Team, among others. Discontinued use of the on-site Training Unit would allow LCSO to optimize its utilization of space at the Detention Facility for other storage needs. Also, relocating the Training Unit would allow the current on-site training facility to become the new location for the agency's Facilities Division, which is currently housed in the Detention Facility. Facilities would have a centralized location on the LCSO campus and outside of the Detention Facility. The vacated space in the Detention Facility would allow for the much needed expansion of the Laundry Unit in the Detention Facility.
- **Physical Assessment Training Course:** During the hiring process for new deputies, applicants are required to run a physical assessment test (PAT) course which the current location is located at the Detention Facility. The PAT course would be relocated to the new training site and maintained by the Training Unit.
- **Obstacle Course:** The site would also be able to provide space for a Spartan-style obstacle course to be used for specialty team training. The course would consist of a series of obstacles that would be designed with a running trail.
- **Rappel Tower:** Currently the SWAT team uses a rappelling tower at the FPSI which is shared with other agencies. A new tower would be built on the site which would be maintained and controlled by LCSO.
- **"Simunitions" Shoot House:** A pre-existing cinder block walled structure on the site would be modified for use as a "simunitions" shoot house. Simunitions training involves firing non-lethal marking cartridges from modified real firearms at limited range and is the most realistic training available for law enforcement for force-on-force training.

Adjustable walls would be added to provide multiple rooms designed for entry training, and an elevated observation platform would be built around the structure to allow instructors to observe and provide instruction to participants without being in the line of fire. LCSO's future plans include evaluating the feasibility of constructing a 15-person indoor firearms range. This would require extensive assessment and research, as well as identifying a potential funding source, which could involve partnering with federal law enforcement agencies for funding in exchange for use of the facility.

- **K-9 Range and Administrative Office:** The Canine Administrative Office and the Canine Training Range would be moved to the Tyson Road property from their current location at the fairgrounds. Like the classrooms, the K-9 Administrative Office would be housed in a portable building provided by Leon County Schools until funding is available to build a permanent structure. The K-9 Training Range would be relocated to a pre-existing chain fence area on the property, allowing for the K-9 Unit to train while other classes are in progress. The LCSO K-9 Unit is a regional training asset for surrounding agencies and the Tyson Road property would provide the ability to host more training classes in a controlled environment.
- **Dive Training Pond:** There is a natural dry pond on the southeast corner of the site which would be converted to a Dive Team training facility. The pond would be dug out and the sides would be built up to hold more water. Obstacles would be placed in the pond area and a well pump would be installed to maintain the water level. Leon County Public Works would assist with personnel and equipment to modify the pond.
- **Outdoor Classroom Space:** There is a pre-existing pole barn on the site, which would be used as an outdoor classroom area. Bleachers would be placed in this section which will provide a teaching/waiting area for participants using the shoot house or canine range. The pole barn would also be equipped with picnic tables and utilized as outside break/meal areas.

#### Relocation of Existing Mosquito Control Pond to Detention Facility:

As indicated earlier in this item, there is currently a small man-made pond located on the Tyson Road property that is used by Leon County Mosquito Control for cultivation of mosquito fish. These fish are introduced directly into waterbodies, where appropriate, as a biocontrol to lower mosquito populations. As an important component of this proposed partnership, LCSO would relocate the existing mosquito fish breeding operation from the Tyson Road property by creating a new facility at the Leon County Detention Center. This would allow LCSO to establish a new on-site aquaculture program for inmates to learn skills in fish farming, which in turn will help to further enhance and expand this component of Leon County Mosquito Control operations at no cost to the County. Further, LCSO intends to eventually expand this program to the raising of fresh water tilapia or trout to be donated to community service programs such as Hope House or the Kearney Center.

**Funding:**

All site improvements, new facilities, and labor required to create the proposed training facility will be provided through the use of existing resources. The Training Unit Administrative Office will be funded through revenues generated by LCSO for hosting Crisis Intervention Team courses through the Florida Sheriff's Association. As indicated above, LCSO has secured surplus portable buildings donated by Leon County Schools for classroom space and the K-9 Unit Administrative Office. Other improvements will be funded through LCSO's existing facilities budget and supported by inmate labor. Leon County Public Works will assist with personnel and equipment to improve the dry pond for Dive Team training. Relocation of the mosquito fish pond and implementation of the new aquaculture program at the Detention Facility will be funded through LCSO's Inmate Welfare Fund, which generates revenues from fees on the use of telephones, the commissary, and other amenities at the Detention Facility. The purpose of the Inmate Welfare Fund is to provide education and training for inmates. Additionally, LCSO will seek grant funding where applicable to support the development of the site improvements described in this item. Finally, all ongoing maintenance for the site will be managed and funded through LCSO's existing operating budget.

**Conclusion:**

This proposed partnership for the creation of a law enforcement training facility provides a wide range of benefits to LCSO, including new and expanded training opportunities and greater efficiency in providing training to agency personnel, as the proposed facility would enable LCSO to host more training courses locally rather than at the Florida Public Safety Institute. Additionally, the proposal assists with inmate re-entry in the community by providing new opportunities for education and workforce training. Finally, by utilizing existing resources, the partnership represents a major cost avoidance, as staff has projected that the cost to acquire a separate parcel and construct the proposed improvements would be approximately \$800,000.

**Options:**

1. Authorize the Leon County Sheriff's Office to utilize and improve the Tyson Road property for law enforcement training.
2. Do not authorize the Leon County Sheriff's Office to utilize and improve the Tyson Road property for law enforcement training.
3. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Location Map
2. Soil Classification Report

# Info Map



Enter Address:  
 3969 TYSON RD  
 Enter Property ID:  
 4109208010000

General	Information
PROPERTY ID	4109208010000 »
SITE ADDRESS	3969 TYSON RD
MAILING ADDRESS	301 S MONROE ST STE 202 TALLAHASSEE FL 32301
CITY LIMITS	IN

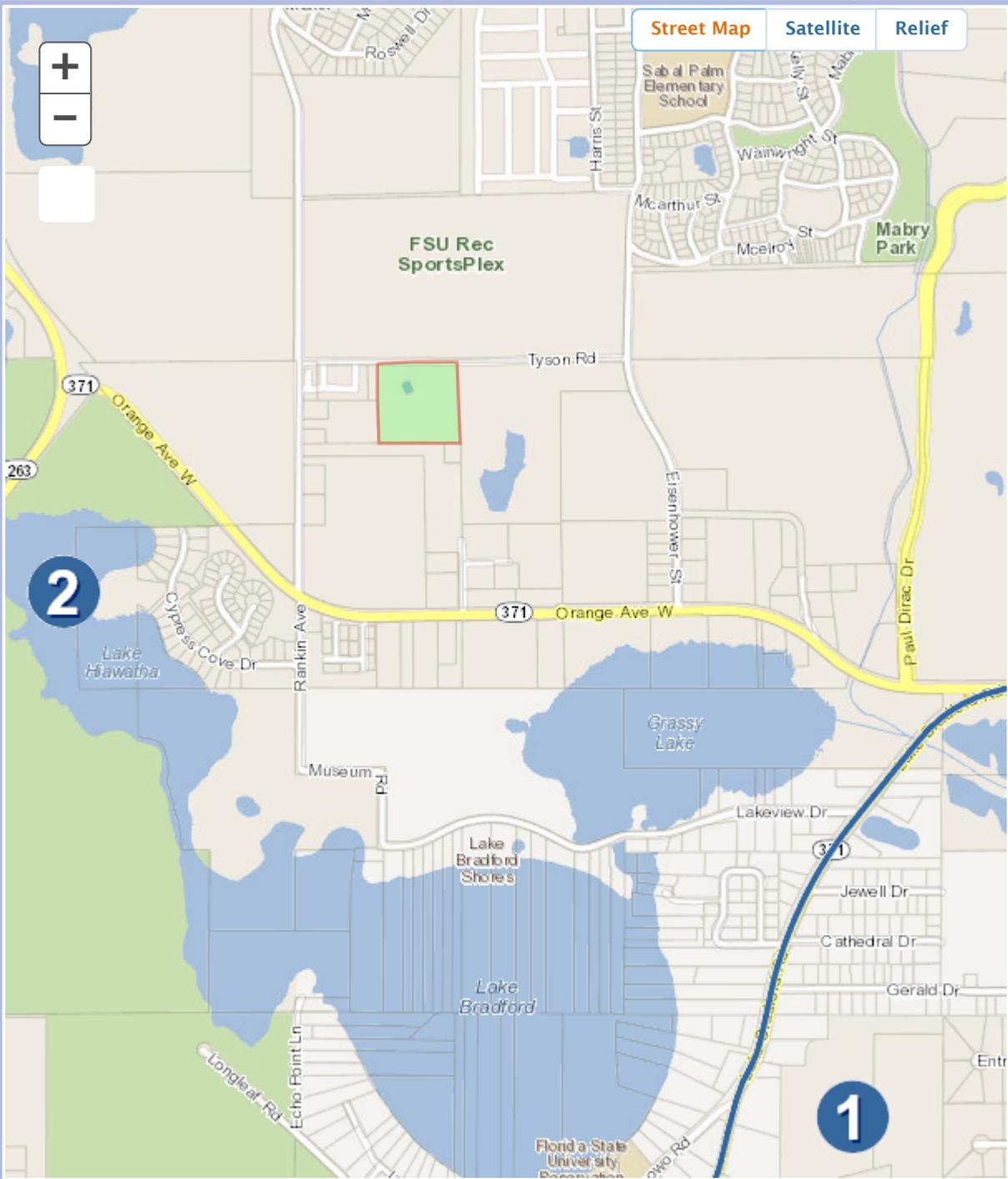
### Commissioners

County	Commissioners
COMMISSION DISTRICT	2
COUNTY COMMISSIONER	JIMBO JACKSON 606-5362
COUNTY COMMISSIONER AT-LARGE	MARY ANN LINDLEY 606-5369
COUNTY COMMISSIONER AT-LARGE	NICK MADDOX 606-5367

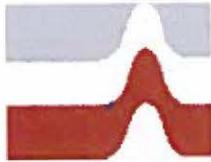
City	Commissioners
MAYOR	ANDREW D. GILLUM
CITY COMMISSIONERS	SCOTT MADDOX NANCY MILLER CURTIS RICHARDSON GIL ZIFFER

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[Click here for complete Property Information Sheet](#)

[Click Here For More Maps](#)



**Ardaman & Associates, Inc.**  
Geotechnical, Environmental and  
Materials Consultants

January 25, 2018  
File No. 113-18-40-1101

Leon County Public Works  
2280 Miccosukee Road  
Tallahassee, Florida 32308

Attention: Ms. Kimberly A. Wood, P.E.

Subject: Letter Report of Findings in Five (5) Relatively Shallow Auger Borings Performed  
at the Eisenhower Pit, Tyson Road, Tallahassee, FL

Dear Ms. Wood:

We completed the five (5) auger borings at the Eisenhower Pit. The attached Google Earth site plan sketch indicates the approximate boring locations. Four (4) of the auger borings were advanced to 5 feet below grade, and one (1), boring B-3, was advanced to 10 feet below grade. The auger borings were performed in general accordance with ASTM D-1452, with samples collected in 1-foot intervals. The soil samples were reviewed in the field by our Drill Crew Chief, packaged and transported to our laboratory for further review by an engineer.

In general, we encountered a mixed topsoil/limerock/organics in the top 1 foot and silty fine sand to clayey fine sand (SM to SC; A-2-4 to A-2-6) to about 5 feet. The borings also occasionally encountered medium to fine sand with silt (SP-SM; A-3) in the top 5 feet. The boring that extended to 10 feet below grade generally encountered clayey sand (SC; A-2-4 to A-2-6) with a layer of clayey to very clayey sand (SC; A-2-6 to A-6) from about 7.5 to 9 feet below grade. Groundwater was not encountered within the depths of the borings on the date performed (1/23/18).

We are pleased to be of assistance to you on this phase of your project. When we may be of further service to you or should you have any questions, please do not hesitate to contact us.

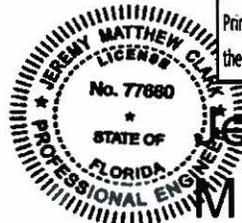
Sincerely,

**ARDAMAN & ASSOCIATES, INC.**  
Florida Certificate of Authorization No. 5950

Michael S. Wilson, P.E.  
Tallahassee Branch Manager  
FL Eng. License No. 46088

JMC/MSW/mss

This item has been digitally signed and sealed by Jeremy M. Clark, P.E. (FL Eng. License No.: 77660) using a Digital Signature.  
Printed copies of this document are not considered signed and sealed and the authentication code must be verified on any electronic copies.



**Jeremy M Clark**

Digitally signed by: Jeremy M Clark  
DN: CN = Jeremy M Clark C = US O = ARDAMAN AND ASSOCIATES OU = ARDAMAN AND ASSOCIATES  
Date: 2018.01.25 16:45:48 -0500

Jeremy M. Clark, P.E.  
Project Engineer  
FL Eng. License No. 77660



**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #4**

# Leon County Board of County Commissioners

## Budget Workshop Item #4

April 24, 2018

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Miccosukee Rural Community Sense of Place Plan

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director of Financial Stewardship Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE)
<b>Lead Staff/ Project Team:</b>	Cherie Bryant, Director, Tallahassee-Leon County Planning Maggie Theriot, Director of Resource Stewardship Leigh Davis, Director of Parks and Recreation Devan Leavins, Administrator of Special Projects

### **Statement of Issue:**

This budget workshop item seeks the Board's acceptance of the Miccosukee Rural Community Sense of Place Plan and approval to establish the Miccosukee Citizens Working Group to further develop and implement the plan objectives.

### **Fiscal Impact:**

This item has a fiscal impact. In anticipation of the acquisition of the Old Concord School and the implementation of the Sense of Place Plan, \$250,000 was budgeted as part of the FY2018 carry forward and is currently available to support implementation of the plan. As reflected in a separate budget discussion item, \$250,000 in Livable Infrastructure for Everyone (L.I.F.E.) funding is recommended for allocation in FY2020. Through FY 2023, a total of \$775,000 in L.I.F.E. funding is recommended. In addition, the County is actively pursuing a Community Development Block Grant (CDBG) that could award up to \$750,000. Pending the outcome of the CDBG grant, additional out-year allocations from L.I.F.E. funding could also be considered as part of the budget process.

### **Staff Recommendation:**

- Option #1: Accept the Miccosukee Rural Community Sense of Place Plan (Attachment #1).
- Option #2: Adopt the Multiyear Funding Strategy to implement the Miccosukee Rural Community Sense of Place Plan.
- Option #3: Direct staff to bring back an agenda item establishing the Miccosukee Citizens Working Group as a focus group.

## **Report and Discussion**

### **Background:**

This budget workshop item seeks the Board's adoption of the Miccosukee Rural Community Sense of Place Plan and approval to establish the Miccosukee Citizens Working Group to further develop and implement the plan objectives.

Originally identified as a Strategic Initiative as part of the previous five-year strategic plan, the preliminary study work was completed and a summary report was provided at the Board's December 13, 2016 meeting. At that time, staff anticipated a draft final report being provided to the Board in the Spring of 2017 but delayed finalizing the sense of place study upon commencement of discussions with the Leon County School Board for the acquisition of the Miccosukee Community Park including the Old Concord School.

On November 28, 2017, the Board approved the acquisition of the Miccosukee Community Park, including the Old Concord School, which provided a new opportunity for consideration as part of the Sense of Place initiative. In anticipation of the acquisition of the Old Concord School and the implementation of the Sense of Place Initiative, \$250,000 was budgeted as part of the FY2018 carry forward and is currently available to support implementation of the plan.

The acquisition of the Miccosukee property presented a new opportunity for consideration as part of the Sense of Place initiative. Following the County's acquisition of the Old Concord School, the Board approved a new Strategic Initiative at its Retreat on December 11, 2017 to be included in the FY 2017 – FY 2021 Leon County Strategic Plan:

- *(Q1, Q5, Q6) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (2017-10)*

### **Analysis:**

The Miccosukee Rural Community is located in northeastern unincorporated Leon County at the intersections of Moccasin Gap Road (CR 151), Miccosukee Road, and Veterans Memorial Drive (CR 59). The Miccosukee Rural Community Sense of Place study identifies goals and opportunities to help strengthen the connection between residents of the small, historic Miccosukee community through extraordinary improvements to public spaces and civic initiatives.

To gain input from the community, the Tallahassee-Leon County Planning Department held a three-day workshop in Miccosukee between Thursday, October 20 and Saturday, October 22, 2016. The workshop was held at the Miccosukee Community Center from 12:00 p.m. to 8:00 p.m. on Thursday and Friday, and from 8:00 a.m. to 5:00 p.m. on Saturday to provide a variety of times and opportunities for broad participation from the public. In addition to Planning Department staff, representatives Development Support and Environmental Management were present during portions of the workshop to listen to community members and answer questions.

Over 52 individual community members came to the workshop to provide input, with many participants returning multiple times over the three days. The workshop was structured such that participants could have one-on-one conversations with staff, review and mark up a series of maps, and write responses to the following prompts:

- I Like...
- I Don't Like...
- I Want...
- I Don't Want...

Input received from the community addressed a wide variety of topics including development and permitting, land use and density, services, canopy roads, community characteristics, and transportation.

In 2017, during the development of the draft plan, Leon County and the Leon County School Board discussed the County Government acquiring ownership of the Miccosukee Community Park and Concord School site. Upon the Board's approval to acquire the Concord School property in November 2017, the Sense of Place Plan was reevaluated to determine how this site would be incorporated in the recommendations of the plan. As previously mentioned, the Board adopted a strategic initiative as part of the FY 2017 – FY 2021 Leon County Strategic Plan to evaluate the opportunity to combine activities from the existing Miccosukee Community Center into the Old Concord School. As a result, Planning staff re-engaged with the Miccosukee community in light of these acquisitions to finalize the Sense of Place report for the Board's consideration. By January 2018, the property acquisition was completed and Leon County took ownership of the site.

Input received from the community was utilized to develop a series of draft recommendations and concepts. The draft recommendations and concepts were vetted with the community through an additional public workshop in Miccosukee on March 22, 2018. To encourage participation at the March 22, 2018 workshop, a press release was provided by Leon County Community and Media Relations and a poster was developed and displayed at various places throughout the community prior to the workshop date. In addition, the Planning Department and Office of Resource Stewardship staff met with community representatives and organizations to inform them of the community workshop so that they could share with other residents of the Miccosukee community.

Following the workshop with the Miccosukee community, the recommendations and concepts were finalized herein for the Board's consideration of the Miccosukee Rural Community Sense of Place Plan (Attachment #1).

The Miccosukee Sense of Place initiative identifies opportunities to help strengthen the connection between people and the Miccosukee community. The plan has been developed with significant input from the community and identifies four keystone goals:

- Facilitate Community Engagement While Promoting Identity and History
- Communicate Land Development Opportunities and Constraints
- Explore Opportunities to Enhance Community Services

- Improve Transportation Safety

The goals set forth in this initiative provide the vision for the community moving forward and a guideline that will allow citizens to make extraordinary improvements in their community. Each of the goals are supported by several objectives designed to be implemented through strategies and partners identified throughout the plan. Implementation of the objectives will set the foundation for carrying out the vision of the rural community moving into the future. Some of the objectives include:

- The creation of the Miccosukee Citizens Working Group to further develop and implement the plan objectives.
- Documenting, recording, and showcasing the history of Miccosukee through festivals and historic markers.
- Enhancing the lighting on road segments and installing sidewalks to connect public amenities.
- Consolidating and enhancing the County's Miccosukee Community Center with the amenities at the Concord School site.
  - Centralizing the available public services in the area by incorporating the community center function into the Concord School.
  - Re-establishing the community garden at the Concord School.
  - Creating outdoor public gathering spaces to include access to electricity and wireless internet.
  - Establishing the Concord School as a County comfort station following hurricanes and other severe weather events.

For the immediate future, the existing Miccosukee Community Center will continue to operate as normal. In addition, the Boys and Girls Club will continue to utilize the Old Concord School for their programming needs. However, the County will continue to address maintenance repairs needed at the Concord School with minimal disruption to existing services.

To provide the long-term funding necessary to support a Sense of Place Initiative, the County typically allocates a small amount of funds annually as part of the annual budget process. In addition, the Sense of Place initiative helps inform where other capital project funding in the same geographic area should be focused, such as the County's sidewalk or street light programs. Over the past decade, the County has already invested significant funds into the Miccosukee Park, providing a strong foundation for the Sense of Place Initiative to begin. Subject to the Board approval of this and the L.I.F.E budget discussion items, the multiyear funding strategy includes:

### **Multiyear Funding Strategy**

- \$250,000: FY 2018 existing funding to begin the implementation of the plan
- \$775,000: L.I.F.E. Funding, \$250,000 recommended for FY 2020 and \$175,000 per year for FY2021- FY2023
- Continue to pursue grant opportunities, including CDBG funding

Including the five-year L.I.F.E. CIP, the preliminary budget anticipates investing a minimum of over \$1 million toward this sense of place initiative through FY 2023. In addition, staff has begun reviewing grant opportunities for potential future renovations of the facility, including the utilization of Community Development Block Grants (CDBG). Pending the outcome of the CDBG grant, additional funding may be considered through the annual budget process.

Should the Board adopt the Miccosukee Rural Community Sense of Place Plan, staff will bring back an agenda item to establish the Miccosukee Citizens Working Group to work with the Office of Resource Stewardship and the Tallahassee-Leon County Planning Department to further develop and implement the plan objectives. For the Board's consideration as part of next year's budget process, the Workgroup will provide input to staff in crafting and prioritizing the plan objectives to be paid with LIFE funds starting in FY 2020. For FY 2019, the County will utilize the carry forward funds to continue making necessary repairs to the recently acquired Concord School, and will continue to seek grant opportunities for future improvements and objectives consistent with the plan.

**Options:**

1. Accept the Miccosukee Rural Community Sense of Place Plan (Attachment #1).
2. Adopt the Multiyear Funding Strategy to implement the Miccosukee Rural Community Sense of Place Plan.
3. Direct staff to bring back an agenda item establishing the Miccosukee Citizens Working Group as a focus group.
4. Do not adopt the Miccosukee Rural Community Sense of Place Plan.
5. Board direction.

**Recommendation:**

Options #1, #2 and #3.

**Attachment:**

1. Miccosukee Rural Community Sense of Place Plan



# MICCOSUKEE

Rural Community | Sense of Place



# Placemaking

In 2016 the Leon County Board of County Commissioners directed the Tallahassee–Leon County Planning Department to conduct the first sense of place study in a rural community. The Strategic Initiative (Q5, EC1) “Perform a Sense of Place study for the Miccosukee community” (2016), was adopted with the Revised Leon County Strategic Plan on January 26, 2016. This strategic initiative related to the Quality of Life Strategic Priority, (Q5) “Create senses of place in our rural areas through programs, planning and infrastructure, phasing in appropriate areas to encourage connectedness” (2012). It also relates to the Economic Strategic Priority, (EC1) “Integrate infrastructure, transportation, redevelopment opportunities and community planning to create the sense of place which attracts talent” (2012). The purpose of the Miccosukee sense of place study is to identify opportunities to help strengthen the connection between people and the Miccosukee community. The initiative will allow citizens to make extraordinary improvements in their community and provide an outlet for proactive and positive change.

During the development of this plan, an opportunity arose for Leon County to acquire ownership of the Concord School site. Knowing that this was an important component to the Miccosukee Community Park, it was apparent that the plan should take into account the potential this site could play in the future of Miccosukee. In November of 2017, this item went before the County Commission and the school board agreed to convey the property to Leon County. With this transaction complete, the plan has moved forward looking at this site and the role it will play in the Miccosukee Community.

Placemaking is not just the act of building or fixing up a space, but a process that fosters the creation of vital public destinations: the kind of places where people feel a strong stake in their communities and a commitment to making things better. Simply put, Placemaking capitalizes on a local community’s existing assets, inspiration, and potential to ultimately create good public spaces that promote people’s health, happiness, and well-being.

A place is more than a sum of its parts and typically has a shared character, personality, or identity. While no place is like any other, one common element runs through each—its people! No one knows more about a place than the people that live there, experience it every day, and make it their own.

A rural community has a sense of place all its own. The rural character is rooted in the settlement patterns of the original inhabitants and the agricultural economy. Out of these roots, emerges a legacy of reliance on the land as a source of pride and livelihood that is carried down from generation to generation.

The geography of the rural community is also unique. The landscape is rich with environmental amenities and a natural aesthetic. Development is dispersed and distances between households and centers of activity are relatively large. Rural communities are also characterized by fewer retail and employment centers and the sense of place is partly defined by the civic and religious institutions that connect community residents.





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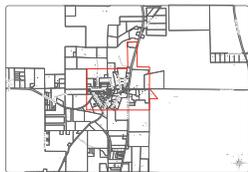
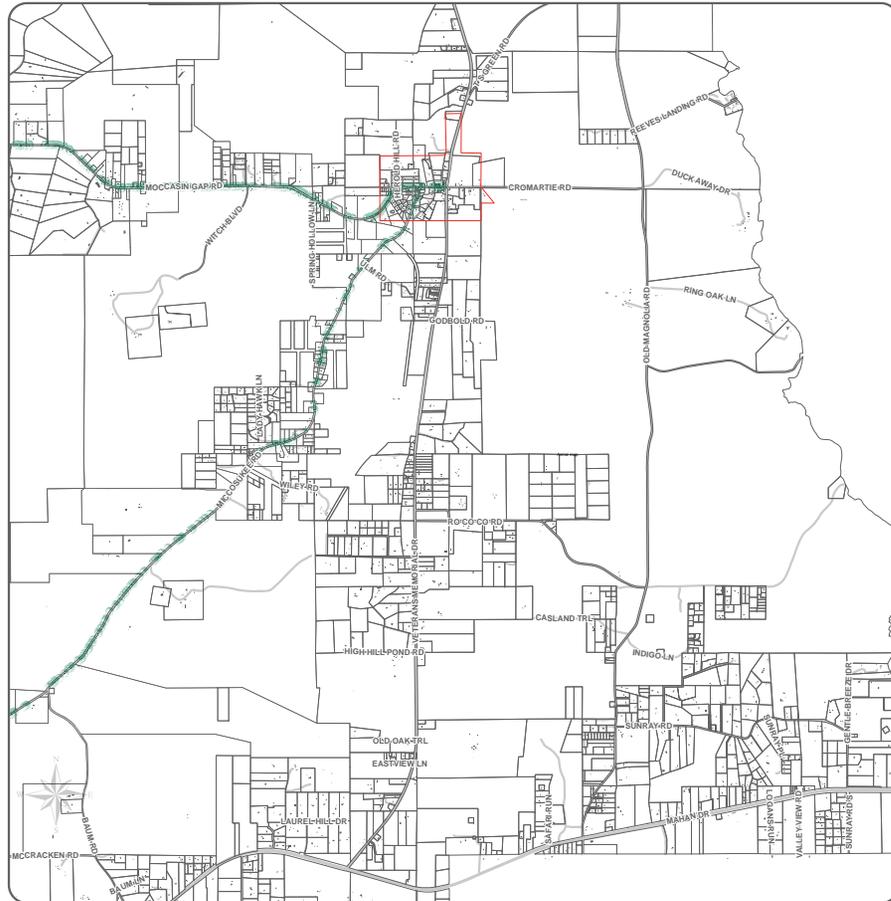




# Introduction to the Miccosukee Community

The Miccosukee community is located in northeast, unincorporated Leon County. This rural community is centered around the intersection of Moccasin Gap Road and Veterans Memorial Drive, and encompasses the Rural and Rural Community zoning and land use categories. The boundaries of Miccosukee are defined by the residents who live and work in the community. The bounds are identified as the Georgia state line to the north, Lake Miccosukee to the east, U.S. 90 (Mahan Drive) to the south, and Bradley's Pond at Old Centerville Road to the west.

The center of the Miccosukee community is marked by a small cluster of community facilities and commercial uses at the two-way stop intersection of Moccasin Gap Road and Veterans Memorial Drive. The commercial uses include the convenience store/gas station and a thrift store in a former U.S. Post Office on the northwest corner of the intersection. Community facilities include the Miccosukee Community Park and recreation area to the southeast, and a nearly 3,000 square foot Community Center approximately 500 feet west of the intersection on Moccasin Gap Road. The Miccosukee Community Park includes the approximately 7,500 square foot Concord (Old Miccosukee) School building previously owned by the Leon County School Board. In January of 2018 this site was acquired by Leon County Government and currently serves the Miccosukee Boys and Girls Club. Beyond the central intersection lies a historic church, residential properties, and a small gated subdivision, Shire Ridge, to the west. Beyond the Rural Community zone lies Reeves Fish Camp to the east and a number of estate homes and hunting plantations.



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# History

The Miccosukee community is rich with history dating back to the Creek Native Americans that once inhabited the area, to the small community of churches, schools, and general stores that were established in the 19th century to serve the growing agricultural industry. Settlers were drawn to Miccosukee for the fertile soil, resulting in the formation of some of the area's largest cotton plantations. Following the Civil War, large tracts of land were purchased as quail hunting estates by northern industrialists, but agriculture remained the dominant economic force and, as a result, the Florida Central Railroad service was established by 1887. Agriculture sustained the community until the boll weevil insect infestation of 1916 drastically slowed agricultural production and eventually resulted in the discontinuation of railroad service in the 1940s following the Great Depression. The legacy of the agricultural plantations and their subsequent decline is a common plot in the personal histories of the community's multi-generational residents.

The Miccosukee community was designated a Florida Heritage Site in 2004 by the Leon County Board of Commissioners and the Florida Department of State. A sign commemorating the designation is erected near the intersection of Veterans Memorial Drive and Moccasin Gap Road. Several historically significant properties have been added to the National Register of Historic Places including the Miccosukee Methodist Church and three historic homes on Veterans Memorial Drive. The original site of the Concord Schoolhouse is another historically significant place in Miccosukee. The schoolhouse was constructed in 1897, during the Reconstruction Era, to serve African-American students in the community. Following integration, the school was combined with the Miccosukee School, which operated until the 1980s. The historic Concord Schoolhouse structure was relocated to the Tallahassee Museum and is now a part of the "Old Florida" exhibit.





## Community Assets

### Rural Character + History

The scenic beauty of rural Miccosukee is one of its greatest assets. Both Moccasin Gap Road and Miccosukee Road are designated as canopy roads and provide entries to the community that contribute to the idyllic character and natural aesthetic. The landscape is characterized by low-density residential development, open fields, recreational uses, and limited community services.

Recreational opportunities in Miccosukee provide a unique alternative to what's available in the city. The rural community boasts natural amenities for outdoor recreation including hunting and fishing. The area is very popular with regional cyclists; hundreds of riders from across the U.S. flock to Miccosukee for the renowned Spaghetti 100 race each November. Reeve's Landing and Cypress Landing, on Lake Miccosukee, are public facilities owned and maintained by Leon County and contribute to the area's recreational options.

Miccosukee's rich cultural history is another significant asset of the community. This history is reflected in the preservation of historic structures and several have been added to the National Register of Historic Places. Additional historic resources are present in the mature vegetation, majestic oaks, and vernacular architecture of churches, schools, and homes constructed in the 19th and early 20th centuries.



# Public Spaces + Community Facilities

Public spaces and community facilities create opportunities for area residents to connect with one another and their surroundings. Miccosukee is served by two such spaces, each within 500ft of the central intersection at Moccasin Gap Rd and Veterans Memorial Drive.

- The Concord (Old Miccosukee) School, constructed in 1940, and Community Park is a combined educational facility and recreation area with a playground and ball fields. The school building and associated recreation facilities once served as a community school that was closed in the 1980s. Today, the building houses the Miccosukee Boys and Girls Club, and is owned and maintained by the Leon County Government as of January 2018. This building is nearly 78 years old and is currently in need of major renovations to continue operating as a community amenity.
- The Miccosukee Community Center is a 2,404 square foot multi-purpose room with a kitchen and restrooms, located on approximately one acre at the corner of Moccasin Gap Road and Billingsley Road. The Community Center is owned and operated by Leon County Government, and can be rented for use. It also serves as the location of weekly community activities including exercise classes and tutoring, as well as occasional Senior Center Lunch and Learn meetings. The existing structure is at a point where the maintenance cost required to upkeep the building is going to cost more than the building value.

## Civic + Religious Institutions

The Miccosukee rural community also benefits from the presence of active civic and religious institutions. Organized groups of individuals, united by a set of shared beliefs or purpose, add value to the community. For example, the Miccosukee Youth Education Foundation (MYEF) provides bi-weekly tutoring for school-aged children, adult education courses, and summer classes at the Miccosukee Community Center. Many community members are also involved in one of the four local churches that provide weekly services and community assistance.





## Goals

Through public engagement events and several site visits with the residents of the greater Miccosukee Community, conversations with a broad range of residents revealed both strong connections to their community and a variety of priorities they have for the area. While a diverse range of perspectives were expressed, many common themes arose. One common theme was the importance of preserving what makes the Miccosukee community unique by maintaining its rural character.

**This plan identifies a series of goals, objectives, and strategies to strengthen the identity of the Miccosukee Community and address the priorities of all the citizens.**

### Goals include:

- Goal 1: Facilitate Community Engagement While Promoting Identity and History
- Goal 2: Communicate Land Development Opportunities and Constraints
- Goal 3: Explore Opportunities to Enhance Community Services
- Goal 4: Improve Transportation Safety





# Goal 1: Facilitate Community Engagement While Promoting Identity and History



## VILLAGE OF MICCOSUKEE

In 1778 the British mapped this once thriving community, originally called "Mikasuki," with "sixty houses, a square, 28 families and 70 gunmen." The village was first settled by Native Americans of Creek descent who were often in armed conflict with white settlers. In 1818 Andrew Jackson and his men invaded, defeating the forces of village leader Kinhagee. Most of the Native Americans fled, but the area's fertile soil drew settlers and the area was soon resettled. A U. S. Post Office was built in 1831, as were churches, schools, and general stores. The town became a prime location for some of the area's largest cotton plantations. After the Civil War, agriculture remained the mainstay, and by 1887 a railroad served the community. In the 1890s, wealthy northern industrialists began purchasing large tracts of land to use as winter quail hunting estates, taking thousands of acres of land out of agricultural production. Yet the community continued to thrive until the boll weevil insect infestation of 1916 and the Great Depression (1929-1935) destroyed Leon County's agricultural base. The rail line ceased operations by the mid-1940s, leaving the Miccosukee community of today rich in turn-of-the-century charm.

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## Objective 1.1: Establish a Miccosukee Citizens Working Group

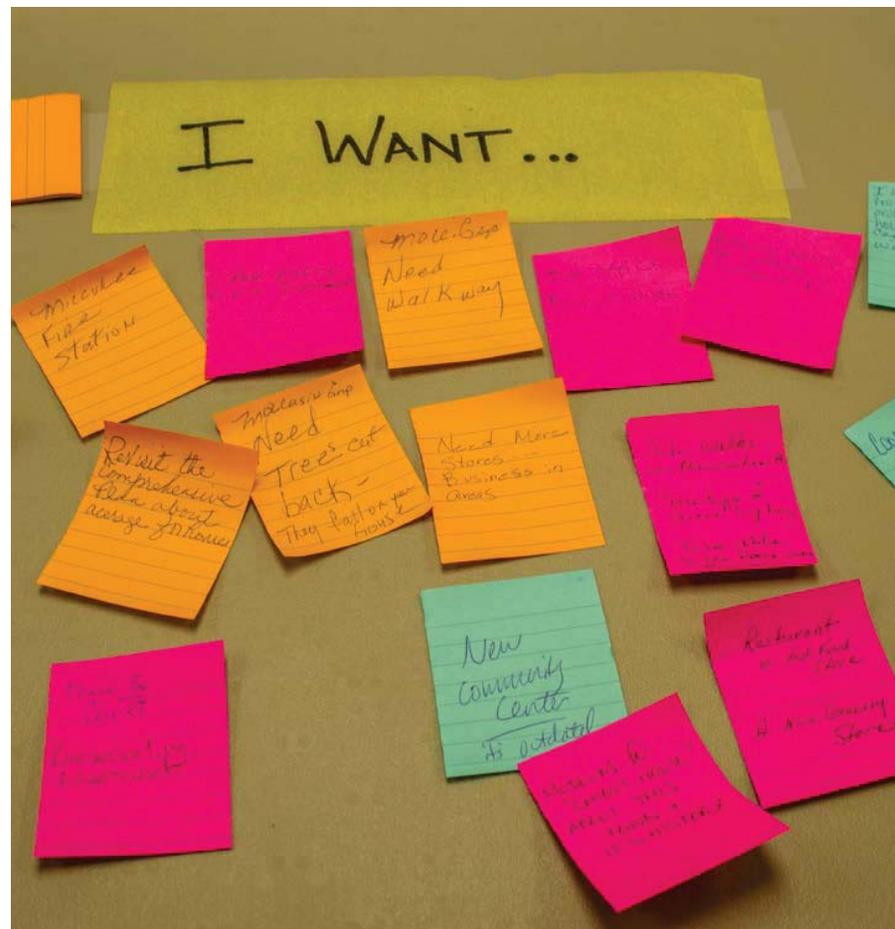
The working group could be similar to that of the Midtown Merchant Association, which implements the Midtown Action Plan. This has been beneficial to Midtown as a way for those involved in the area to meet and discuss ideas and goals.

The working group will work to accomplish the goals and objectives in this plan. In addition, this group will organize others to become more involved in the community to help accomplish the vision of this plan.



### Strategies

- Identify community leaders
- Determine the minimum number of members needed for the group
- Identify members to make up a board to represent all of Miccosukee
- Have the working group schedule regular meetings to discuss the Miccosukee community vision and report information to the county liaison
- Identify a county liaison
- Use the group to identify issues that need to be addressed by the community.



LEAD:  
Office of Resource Stewardship

POTENTIAL PARTNERS:  
Miccosukee Citizens Working Group

## Objective 1.2: Develop a Process to Document and Record the History of Miccosukee

Documenting and recording the history of Miccosukee will ensure that future generations are aware of the community's unique value and heritage. This process may also serve as the foundation for future projects and other objectives, such as heritage festivals, historic markers, or a museum.



### Strategies

- Identify a community history team
- Set a regular meeting schedule and location with the team
- Identify tools and resources, such as the StoryCorps app and StoryCorps.me
- Review archives at floridamemory.com
- Have oral history recording sessions

<p><b>LEAD:</b> Miccosukee Citizens Working Group</p>	<p><b>POTENTIAL PARTNERS:</b> FAMU History Department FSU History Department Leon County Library</p>	<p>State of Florida Archives Tallahassee Historical Society WFSU</p>
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## Objective 1.3: Host an Annual Community Festival That Recognizes the Heritage and History of Miccosukee

Miccosukee has a long, fascinating history that could serve as the basis for a community festival. Many residents have researched the community's history, which could be expressed through a community event as a way to celebrate this history with others. Hosting a festival with local farmers, makers, and community members who can speak about the history of Miccosukee provides an opportunity to document, share, and develop pride in Miccosukee's heritage.



### Strategies

- Identify a community advocate and organizer
- Build a team to plan and organize the event
- Set a regular meeting schedule and meeting location with the team
- Determine the location of the event, such as the community center or community park
- Recruit farmers, makers, and other vendors
- Identify speakers who can tell interesting and engaging stories about the community

<p><b>LEAD:</b> Miccosukee Citizens Working Group</p>	<p><b>POTENTIAL PARTNERS:</b> The Council on Culture and Arts (COCA)</p>
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## Objective 1.4: Identify Historic Places Within the Community

Identifying historical places in the community can support the telling of Miccosukee’s story and provide the basis for future efforts, such as historic district designations and the installation of historic markers.



### Strategies

- Identify a community advocate and organizer
- As a community, identify potential historic places
- Work with the Tallahassee–Leon County GIS Department to map historic sites
- Determine how to honor/ tell the story of these places
- Work with Tallahassee–Leon County Planning Department to evaluate historic preservation overlay zoning where appropriate
- Where appropriate, apply for Florida Department of State Division of Historical Resources historic markers to identify historic resources
- Apply for Florida Department of State Division of Historical Resources historic preservation grants

LEAD:  
Miccosukee Citizens Working Group

POTENTIAL PARTNERS:  
FAMU History Department  
FSU History Department  
Tallahassee–Leon County GIS  
Tallahassee–Leon County Planning Department  
Tallahassee Trust for Historic PreservationS

## Objective 1.5: Identify Cemeteries as Significant Places

Miccosukee has multiple cemeteries throughout the community that are of importance to the community and its history. Identifying these cemeteries can share a piece of the community’s history with visitors.



### Strategies

- Identify a community member to take the lead
- Conduct a meeting to identify the location of all the cemeteries in the community
- Work with Tallahassee–Leon County GIS Department to map sites
- Work with Tallahassee–Leon County Planning Department to develop a cemetery wayfinding system

LEAD:  
Miccosukee Citizens Working Group

POTENTIAL PARTNERS:  
FAMU History Department  
FSU History Department  
Tallahassee–Leon County Planning Department  
Tallahassee Trust for Historic Preservation

## Objective 1.6: Acknowledge the Significance of Both the Concord School and the Miccosukee School

Miccosukee was home to two schools, the Concord School and the Miccosukee School. The Concord School was built in 1897 and became one of the five largest African-American rural schools in Leon County. In the 1960s, the Concord School was combined with the Miccosukee School and the site renamed Concord School. The original Concord schoolhouse is preserved at the Tallahassee Museum. Consideration could be given to reflecting the history of the two schools at the current Concord Elementary (Old Miccosukee) School site.



### Strategies

- Identify a community advocate and organizer
- As a community, document the story of the two schools
- Work with the Tallahassee–Leon County Planning Department on how to implement the objective (i.e. a site marker, plaque on school, etc.)

LEAD:  
Miccosukee Citizens Working Group

POTENTIAL PARTNERS:  
Office of Resource Stewardship  
Tallahassee–Leon County Planning Department  
Tallahassee Museum

## Objective 1.7: Re-Establish the Community Garden

Community gardens make important contributions to all facets of sustainability. By providing access to fresh produce, gardens save participants money, increase access to healthy food, and cut down the amount of fossil fuel used to get food to the dinner table. In addition, community gardens provide educational opportunities and a place to share cultural heritage.



### Strategies

- Apply for a materials, technical support, and a grant from the Leon County Community Gardens program
- Apply to the Damayan Garden Project for community garden support
- Request technical assistance from the Leon County UF/IFAS Extension Office
- Working Group will schedule community garden work days
- Work with potential partners to hold demonstrations and classes about gardening
- Establish the Seed Library Program on this site

LEAD:  
Miccosukee Citizens Working Group

POTENTIAL PARTNERS:  
Florida A&M University  
Leon County UF/IFAS Extension Office  
Leon County Office of Sustainability  
Sustainable Tallahassee  
Damayan Garden Project





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# Goal 2: Communicate Land Development Opportunities and Constraints



## Objective 2.1: Provide Training and Updates on Development and Permitting Regulations

Many residents have misinformation about regulations and codes and are not up to date on current procedures. Providing updated standards keeps community members in the know and helps them in making decisions about their property. As property is handed down from one generation to the next, the citizens would like to understand how the property can be split and developed. This would also include density, stormwater regulations, environmental regulations, etc.



### Strategies

- Hold a Development Support and Environmental Management training/informational session with questions and answers twice a year at the Miccosukee Community Center
- Provide information to the citizen of any potential regulation changes that could affect development
- Rural Lego Exercise

LEAD:  
Development Support & Environmental Management

POTENTIAL PARTNERS:  
Leon County Community and Media Relations  
Tallahassee–Leon County Planning Department

## Objective 2.2: Conduct a Commutiy Workshop on the Canopy Roads Management Plan

Several Miccosukee residents have property within the Canopy Roads Protection Zone. Some of these citizens have owned and/or resided on the properties for years and have a wealth of knowledge they can provide as input on the Canopy Roads Plan.



### Strategies

- Have the Canopy Road Citizens Community (CRCC) liaison meet with the Miccosukee citizens to gather input

LEAD:  
Canopy Road Citizens Community Liaison

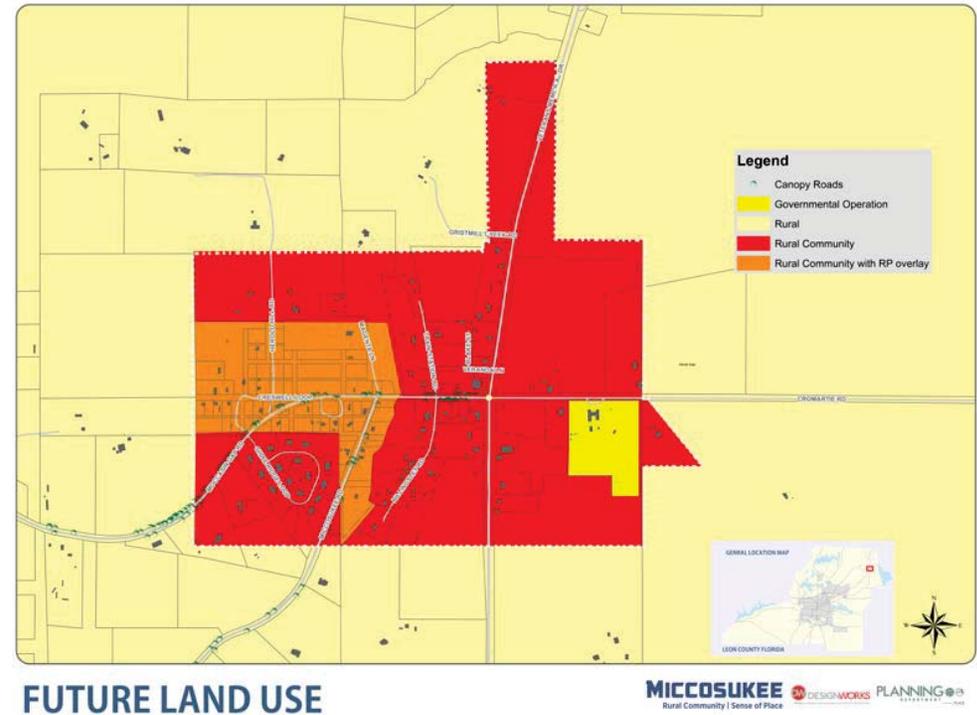
POTENTIAL PARTNERS:  
Canopy Road Citizens Community Board

### Objective 2.3: Re-Evaluate the Residential Preservation Overlay with the Rural Community Land Use and Zoning

The Rural Community land use category on the Future Land Use Map is intended to distinguish long-established unincorporated communities located outside the Urban Service Area. The Rural Community land use category allows residential uses and small business commercial districts where minor office and small- to moderate-sized commercial development provide local and surrounding rural residents access to basic shopping opportunities. The existing Residential Preservation Overlay in Miccosukee limits the uses allowed to only residential development. The Residential Preservation Overlay does not include established residential developments, but rather limits the allowable uses at the intersection of Miccosukee Road and Moccasin Gap Road and along Moccasin Gap in the eastern portion of the community. The removal of the Residential Preservation Overlay in Miccosukee would allow for small-scale commercial uses to serve the general Miccosukee area.

#### Strategies

- The Comprehensive Planning team at the Tallahassee–Leon County Planning Department can evaluate the implications of removing the Residential Preservation Overlay
- The Tallahassee–Leon County Planning Department can process a Comprehensive Plan Map Amendment and associated rezoning as part of a future Comprehensive Plan Amendment Cycle
- Other Future Land Use Map amendments can be evaluated during the larger Comprehensive Plan Update process



LEAD:  
Miccosukee Citizens Working Group

POTENTIAL PARTNERS:  
Tallahassee-Leon County Planning Department





# Goal 3: Explore Opportunities to Enhance Community Services



### Objective 3.1: Consolidate the Community Center with the Amenities at the Concord School Site

Through a recent land transaction between the Leon County School Board and Leon County Government, Leon County Government now has ownership of the Concord School site. Having previously held the surrounding properties, Leon County Government now holds the entire 15.9 acre site that includes all the ball fields, the community garden, Concord School, and other amenities. Incorporating the community center into this site with the other amenities would enhance the community experience of its users. In addition, having one location that provides all the community amenities will help centralize activities and create a hub for the community.



#### Strategies

- Identify potential uses and enhancements to both facilities and grounds to serve community needs
- Determine and prioritize the improvements needed to bring the existing building up to current standard as a county facility
- Prioritize funding to begin the process of revitalizing the Concord School building.
- Establish the Concord School site as an emergency comfort station after weather and emergency events
- Explore opportunities to incorporate mobile connectivity on the Concord School site
- Incorporate access to electricity and internet to outdoor public gathering spaces at the Concord School site
- Explore options for library services on this site
- Monitor the need of having a volunteer fire station as the community grows

LEAD:  
Office of Resource Stewardship

POTENTIAL PARTNERS:  
Tallahassee- Leon County  
Planning Department- DesignWorks

### Objective 3.2: Address Garbage at the Concord (Old Miccosukee) School Dumpster

The dumpster off Cromartie Road, on the property of the Miccosukee Park, has been used as a bulk item dumping ground. Many residents have expressed concerns over these items being dumped on the site and the nuisance it is to the community. During the development of this plan Leon County Government acquired ownership of this parcel and addressed this matter. The site will be maintained to the same high standard as the other parks throughout the county.



#### Strategies

- Should this issue return, contact the Leon County Solid Waste Management Division (850.606.1800) to make them aware or use the Citizen Connect Application: <http://www2.leoncountyfl.gov/service-request/>

LEAD:  
Leon County Solid Waste Management Division

POTENTIAL PARTNERS:  
Miccosukee Citizens Working Group

### Objective 3.3: Explore opportunities to create a historical feature that represents the old Miccosukee Rail Depot and the Miccosukee Community

In the 1940s and prior Miccosukee was home to its on Rail Depot. This depot was located on, what is today, the property line of two Leon County Properties, one of which currently has the Miccosukee Community Center. With the existing community center building being in decline, and consolidating the uses on the Concord School site, it is inevitable that the building will be removed and the site revisioned. This is an opportunity to share the story of the Miccosukee community while including an outdoor gathering space for residents.



#### Strategies

- Research the Miccosukee Rail Depot History and community history
- Identify potential uses and enhancements for the site
- Begin the process of sharing the history of Miccosukee

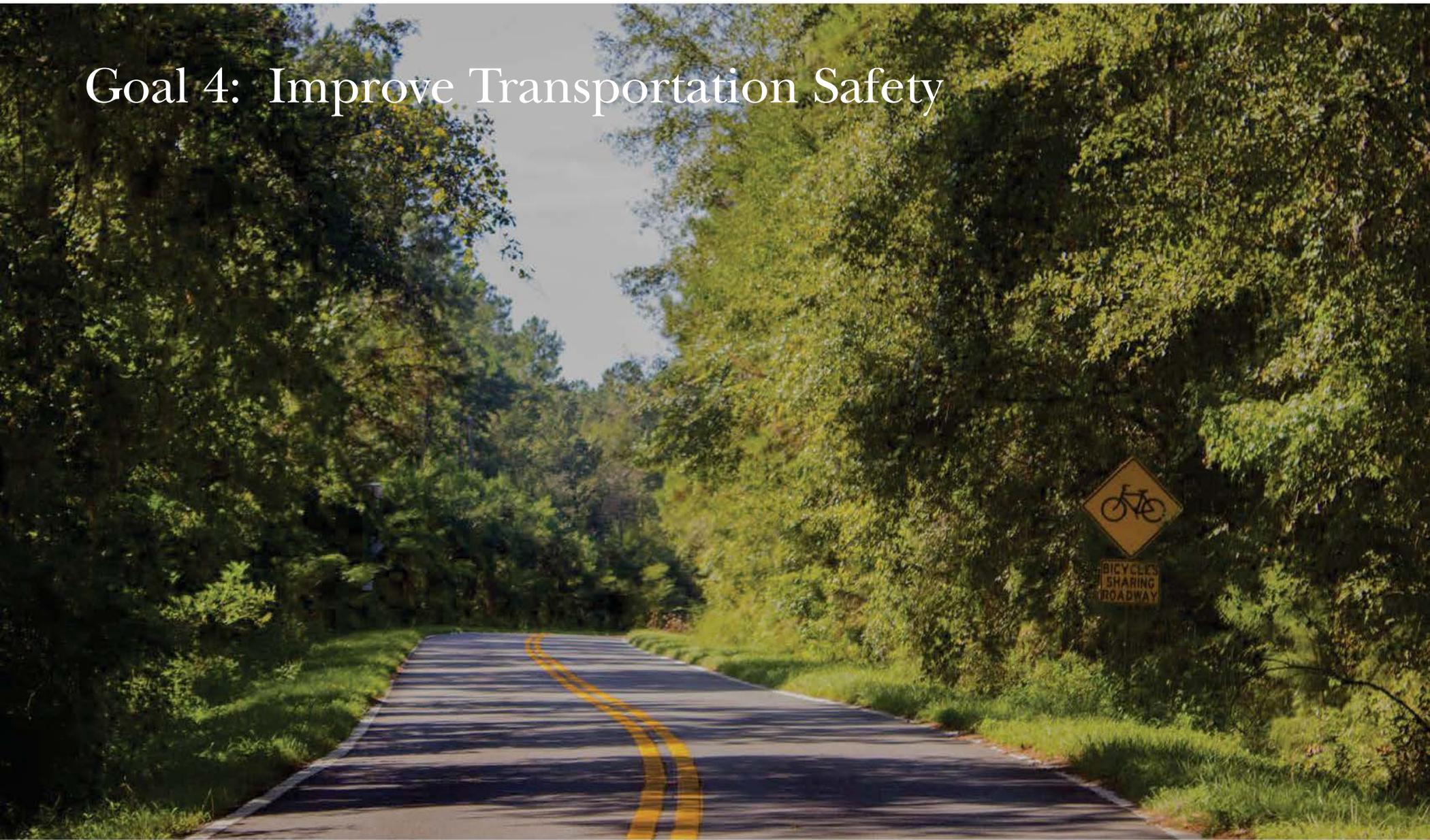
LEAD:  
Office of Resource Stewardship

POTENTIAL PARTNERS:  
Tallahassee- Leon County  
Planning Department- DesignWorks





# Goal 4: Improve Transportation Safety



### Objective 4.1: Explore Opportunities to Provide Wider Shoulders on Veterans Memorial Drive for All Road Users

Through community meetings residents expressed concerns over cyclist safety on the roads. Wider shoulders can provide room on the road that would help increase the safety for the cyclist. In addition, this treatment would allow space for vehicles to pull off the road in an emergency situation. Due to constraints with Canopy Roads and existing right away, Veterans Memorial would be most feasible option for this treatment.



Benefits of shoulders for all road users:

- Allowing for driver error and providing space to make evasive maneuvers
- Increasing the sight distance for through-vehicles and for those entering the roadway
- Providing structural support for the pavement, moving surface water farther from the travel lanes, reducing damage to the base and subgrade as well as reducing hydroplaning, splash and spray
- Providing space for maintenance operations and signs
- Providing space for disabled vehicles, mail delivery and bus stops

In many cases, a paved shoulder can add one more critical benefit:

Providing space for bicyclists and pedestrians

Directly quoted from: [http://www.clrp.cornell.edu/nuggets\\_and\\_nibbles/articles/2013/accommodating.html](http://www.clrp.cornell.edu/nuggets_and_nibbles/articles/2013/accommodating.html)

### Strategies

- Explore phasing options for segments of Veterans Memorial Drive, beginning with areas between U.S. Highway 90 (Mahan Drive) and Cromartie Road (~5.29 miles))
- Identify any roadway improvements planned for Miccosukee
- Work with Leon County Public Works to incorporate this into resurfacing projects or other improvements
- Coordinate with the Capital Region Transportation Planning Agency to identify projects appropriate for the Transportation Improvements Program and the Regional Mobility Plan

LEAD:  
Leon County Public Works

POTENTIAL PARTNERS:  
Capital Region Transportation Planning Agency  
Miccosukee Citizens Working Group Tallahassee-  
Leon County Planning Department

### Objective 4.2: Explore Opportunities to Increase the Lighting on Road Segments

Providing lighting will increase the safety of drivers and pedestrian. This should be provided in a way that does not take away from the rural character of the community. Dark sky principles (lighting that is directed towards the ground to avoid light pollution in the sky) should be considered with this type of project.



### Strategies

- Identify roadway segments where lighting is needed
- Work with Leon County Public Works to incorporate this into other improvements through the Livable Infrastructure For Everyone (LIFE) Program and Street Lighting program to determine the feasibility of providing street lighting

LEAD:  
Leon County Public Works

POTENTIAL PARTNERS:  
Miccosukee Citizens Working Group

### Objective 4.3: Explore Opportunities to Provide Sidewalks from the Community Center Site to the Concord (Old Miccosukee) School

The Miccosukee Community Center site and the Concord School bookend the walkable destinations in the Miccosukee community spanning a distance of about 2,170 feet. Providing a sidewalk in this area would allow for a safer route between these two popular community destinations.



#### Strategies

- Identify any roadway improvements planned for Miccosukee
- Work with Leon County Public Works to discuss potential opportunities
- Identify funding sources, e.g., the Livable Infrastructure For Everyone (LIFE) Program
- Seek right-of-way donations where Leon County Government does not own land

<p><b>LEAD:</b> Leon County Public Works</p>	<p><b>POTENTIAL PARTNERS:</b> Capital Region Transportation Planning Agency Miccosukee Citizens Working Group Tallahassee–Leon County Planning Department</p>
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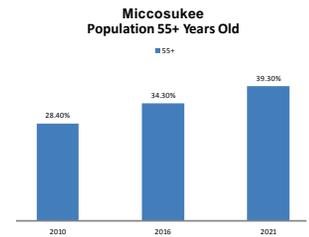
### Objective 4.4: Monitor the Transportation Needs of the Aging Population

The 55+ population of Miccosukee has increased significantly since 2010 and is projected to continue this growth pattern into the future (see Appendix C, page 37). As the community ages, the need for transportation to and from the grocery store, doctor appointments, and other basic services will increase. This demographic shift will require better access to regular transportation options. Currently, StarMetro, who houses data on ridership, has not seen an increase in ridership for this area since 2010. To date, the Miccosukee area has only eight registered users, and within in the last year, four individuals have used the service for a total of 235 trips.



#### Strategies

- Monitor ridership on a yearly basis
- Determine if ridership is increasing
- Identify a transportation solution as the needs increase



<p><b>LEAD:</b> Miccosukee Citizens Working Group</p>	<p><b>POTENTIAL PARTNERS:</b> Apalachee Regional Planning Council Big Bend Transit Leon County Senior Outreach Program</p>
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## Plan Evaluations and Updates

The Miccosukee Rural Community Placemaking Action Plan is meant to be a guide to enhance the Miccosukee Community. To account for the projects that have been accomplished, this plan should be evaluated two years from the adoption date. In addition to seeing the achievements, the evaluation will allow the priority list of projects to be reevaluated to determine if the projects should be realigned to meet the current climate of the community. Through the evaluation process, the plan may be amended to reference the projects that have been accomplished and updated with information on each of these projects. As the community deems necessary, projects may be added to the plan during the evaluations. At the two-year evaluation, an appropriate schedule for the next evaluation can be determined.



# Appendix A: Miccosukee Community Public Meetings Notices

October 20 - 22, 2016 / Miccosukee Community Center, 13887 Moccasin Gap Road

**HAVE IDEAS**  
TO STRENGTHEN THE  
MICCOSUKEE COMMUNITY?  
IS THERE ANYTHING YOU  
WOULD LIKE TO SEE IN THE AREA?  
COME JOIN US AND SHARE YOUR IDEAS!

**MICOSUKEE**  
Rural Community | Sense of Place

THURSDAY - SATURDAY | OCTOBER 20-22  
THURSDAY & FRIDAY NOON - 8 PM  
SATURDAY 8 AM - 5 PM

**MICOSUKEE COMMUNITY CENTER**  
13887 MOCCASIN GAP ROAD  
TALLAHASSEE, FL 32309

YOUR INPUT WILL BE USED IN DEVELOPING THE MICCOSUKEE RURAL COMMUNITY SENSE OF PLACE PLAN. REPRESENTATIVES FROM THE TALLAHASSEE LEON-COUNTY PLANNING DEPARTMENT AND LEON COUNTY DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT WILL BE PRESENT.

FOR MORE INFORMATION, CONTACT DEVAN LEAVINS,  
TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT, AT 850.891.6400.

**PLANNING DEPARTMENT**  
A COMMITMENT TO PLACE

## Leon County Seeks Input from the Miccosukee Rural Community

Monday, October 17, 2016

### Leon County Seeks Input from the Miccosukee Rural Community

**WHO:** Leon County  
**WHAT:** Community Meeting  
**WHEN:** Thursday – Saturday, Oct. 20-22 at various times  
**WHERE:** Miccosukee Community Center, 13887 Moccasin Gap Road

In its continuous focus and commitment to engage citizens, Leon County will host a series of public meetings to gain input on ways to strengthen the Miccosukee Rural Community. The meetings will be held on Thursday, October 20 and Friday, October 21 from noon to 8 p.m., and Saturday, October 22 from 8 a.m. to 5 p.m. at the Miccosukee Community Center, 13887 Moccasin Gap Road.

During these times, citizens can visit the community center to share ideas to enhance and shape the Miccosukee community. Representatives from the Tallahassee-Leon County Planning Department and Leon County Department of Development Support and Environmental Management will be present to listen, answer questions, and discuss various topics.

The meetings will be conducted as informal design workshops where citizens can attend at their convenience during the three days and provide input. The meetings will be used to develop a Miccosukee Rural Community Sense of Place plan.

For more information, contact Devan Leavins, Tallahassee-Leon County Planning Department, at (850) 891-6441 / [Devan.Leavins@tahoov.com](mailto:Devan.Leavins@tahoov.com) or Mathieu Cavell, Leon County Community and Media Relations, at (850) 606-5300 / [cmr@LeonCountyFL.gov](mailto:cmr@LeonCountyFL.gov)

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# Appendix A: Miccosukee Community Public Meetings Notices

March 22, 2016 / Miccosukee Community Center, 13887 Mocassin Gap Road



COME JOIN US AND SHARE YOUR IDEAS!

## MICCOSUKEE

Rural Community | Sense of Place

### COMMUNITY MEETING

**THURSDAY, MARCH 22, 2018**  
TWO MEETINGS  
12 NOON - 1:30 PM & 6 PM - 7:30 PM

**MICCOSUKEE COMMUNITY PARK**  
15011 CROMARTIE RD, TALLAHASSEE, FL 32309

CITIZENS WILL HAVE THE OPPORTUNITY TO REVIEW  
THE DRAFT PLAN BASED ON THE COMMENTS FROM  
THE COMMUNITY MEETING BACK IN 2016.

**PLANNING** DEPARTMENT  
a division of PLACE

## Leon County Seeks Input from the Miccosukee Rural Community

**Leon County Seeks Input from the Miccosukee Rural Community**

**WHO:** Leon County  
**WHAT:** Community Meeting  
**WHEN:** Thursday, March 22 at noon and 6 p.m.  
**WHERE:** Miccosukee Community Park, 15011 Cromartie Rd.

In its continuous focus and commitment to engage citizens, Leon County will host two public meetings to gain input on ways to strengthen the Miccosukee Rural Community. The meetings will be held on Thursday, March 22 from noon to 1:30 p.m. and again from 6 p.m. to 7:30 p.m. at the Miccosukee Community Park, 15011 Cromartie Rd. Both meeting agendas will be the same, but offered twice for convenience.

During these times, citizens can visit the Miccosukee Community Park to share ideas on the draft Miccosukee Sense of Place Plan. The draft plan was developed with input received from citizens in late 2016. Representatives from the Tallahassee-Leon County Planning Department and Leon County Office of Resource Stewardship will be present to listen, answer questions, and discuss various topics.

For more information, contact Devan Leavins, Tallahassee-Leon County Planning Department, at (850) 891-6441 / [Devan.Leavins@Telgov.com](mailto:Devan.Leavins@Telgov.com) or Mathieu Cavell, Leon County Community and Media Relations, at (850) 606-5300 / [cmr@LeonCountyFL.gov](mailto:cmr@LeonCountyFL.gov).

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# Appendix B: Summary of Topics Discussed at Public Meetings

## Development and Permitting

- Stormwater requirements and holding ponds
- Permits
- Constraints to building on property
- Property taxes
- Urban sprawl
- Ability to divide property for family
- Wind load requirements for structures
- Ability to get financing for development
- Smaller property owners versus larger landowners
- Barriers to entry for people moving back to Miccosukee
- Illegal subdivisions
- Canopy road zones
- Septic tanks

## Land use and density

- Allowable density
- Miccosukee is surrounded by large landowners and plantations
- Rural Community Land Use
- Residential Preservation overlay

## Community Services

- Fire fee
- Fire stations
- Fire hydrants
- Satellite office with law enforcement and a medical office

- Homeowner's insurance policies
- Community center
- A library branch
- Leon County Government Annex
- Crime prevention program
- Talquin water availability
- Internet availability
- Access to facilities at the park
- Emergency/storm shelter
- Conservation lands
- Lighting behind the community center
- Paving the parking lot behind the community center
- Garbage pick up
- Tree maintenance
- Emergency response times
- Volunteer fire department
- Elementary school or charter schools
- Vending machines in Community Center
- Space for exercise, games, and community functions
- More activities for children and seniors
- Community garden for adults and children
- Regular daily open hours for Community Center
- Build new Community Center instead of renovating the Concord School

## Canopy Roads

- Canopy road buffer zone
- Safety concerns

- Vehicles and driveway lines of sight
- Falling limbs and trees
- Tree branches in the electric lines
- Clearing underbrush
- Speed humps to slow traffic at Veterans Memorial / Moccasin Gap intersection

## Community Characteristics

- People identify as Miccosukee for miles
- The community desires to come together across race/ethnic, political, and land ownership divisions
- Branding historic resources to create a sense of place
  - Ghost house
  - Historic train path
- Young people move away and do not return
- Creation of jobs in the community
- Concord school, Indian Spring Church, and the Miccosukee Community Center are the three polling places instead of one central community location
- Develop an annual festival
- Develop a farmers' market
- Host a car show
- Collect and display local artifacts

## Transportation

- Street Lighting
- Sidewalks to connect community features
- Bike lanes or paved shoulders

- Deep ditches along the roads
- Reflectors on the road
- Speeding
- Conflicts between cyclists and automobiles
- Walking, biking, and horse riding trails

## Summary of comments from the Miccosukee Youth Educational Foundation

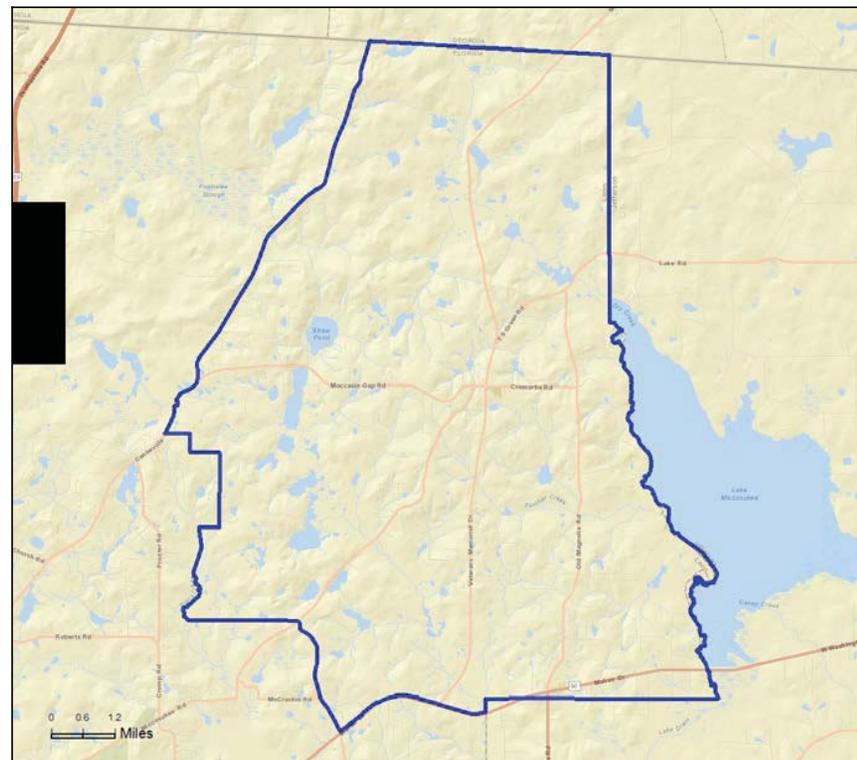
- Five adults, twelve students ranging from kindergarten through high school
- Things they want in the community include:
  - A store
  - Fast food
  - A laundry mat
  - Community swimming pool
  - Library branch
  - Grocery store
- "You have to drive a car" - A kindergartener
- The community needs:
  - Bike lanes
  - Walking path
  - Sidewalk
- "Many people walk"
- "Five miles away is still in the community"
- There are times when multiple groups want/need the community center at the same time.
- The community center with multiple spaces that can be used at the same time. "A coffee shop or small shop inside the community center would be great."

# Appendix C: Miccosukee Community Profile

The Tallahassee-Leon County Comprehensive plan identifies the Miccosukee Community as the area around Veterans Memorial Drive and Cromartie Road. Conversations with many of the residents revealed that those who identify as part of the Miccosukee Community extend much further out than this location. The Miccosukee Community profile provides demographic data for the geographical area of the Miccosukee Community as defined by residents. The following map is the boundary that is being used to define the Miccosukee Community, based on input from those that identifying as part of the Miccosukee Community. The demographic data following the map is based on the same location as the map. This data provides a snapshot into the makeup of this rural community.

Miccosukee\_Community\_profile  
Area: 65.46 square miles

prepared by OEV



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# Appendix C: Miccosukee Community Profile



## Community Profile

Miccosukee\_Community\_profile  
Area: 65.46 square miles

prepared by OEV

Population Summary	
2000 Total Population	2,266
2010 Total Population	2,597
2016 Total Population	2,653
2016 Group Quarters	0
2021 Total Population	2,715
2016-2021 Annual Rate	0.46%
2016 Total Daytime Population	1,713
Workers	179
Residents	1,534
Household Summary	
2000 Households	847
2000 Average Household Size	2.66
2010 Households	985
2010 Average Household Size	2.64
2016 Households	993
2016 Average Household Size	2.67
2021 Households	1,011
2021 Average Household Size	2.69
2016-2021 Annual Rate	0.36%
2010 Families	760
2010 Average Family Size	2.99
2016 Families	762
2016 Average Family Size	3.04
2021 Families	774
2021 Average Family Size	3.06
2016-2021 Annual Rate	0.31%
Housing Unit Summary	
2000 Housing Units	936
Owner Occupied Housing Units	78.7%
Renter Occupied Housing Units	11.6%
Vacant Housing Units	9.6%
2010 Housing Units	1,183
Owner Occupied Housing Units	71.5%
Renter Occupied Housing Units	11.7%
Vacant Housing Units	16.7%
2016 Housing Units	1,197
Owner Occupied Housing Units	67.8%
Renter Occupied Housing Units	15.3%
Vacant Housing Units	17.0%
2021 Housing Units	1,220
Owner Occupied Housing Units	67.4%
Renter Occupied Housing Units	15.4%
Vacant Housing Units	17.1%
Median Household Income	
2016	\$60,624
2021	\$67,064
Median Home Value	
2016	\$218,966
2021	\$312,179
Per Capita Income	
2016	\$29,883
2021	\$32,179
Median Age	
2010	42.9
2016	44.8
2021	46.4

**Data Note:** Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021. Esri converted Census 2000 data into 2010 geography.

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## Community Profile

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2016 Households by Income	
Household Income Base	993
<\$15,000	11.8%
\$15,000 - \$24,999	6.0%
\$25,000 - \$34,999	10.2%
\$35,000 - \$49,999	12.8%
\$50,000 - \$74,999	17.8%
\$75,000 - \$99,999	9.9%
\$100,000 - \$149,999	20.9%
\$150,000 - \$199,999	6.0%
\$200,000+	4.6%
Average Household Income	\$81,828
2021 Households by Income	
Household Income Base	1,011
<\$15,000	11.2%
\$15,000 - \$24,999	6.8%
\$25,000 - \$34,999	5.9%
\$35,000 - \$49,999	8.6%
\$50,000 - \$74,999	22.8%
\$75,000 - \$99,999	10.2%
\$100,000 - \$149,999	22.6%
\$150,000 - \$199,999	7.1%
\$200,000+	4.7%
Average Household Income	\$88,559
2016 Owner Occupied Housing Units by Value	
Total	811
<\$50,000	17.4%
\$50,000 - \$99,999	7.2%
\$100,000 - \$149,999	6.7%
\$150,000 - \$199,999	17.4%
\$200,000 - \$249,999	3.6%
\$250,000 - \$299,999	5.1%
\$300,000 - \$399,999	11.1%
\$400,000 - \$499,999	6.4%
\$500,000 - \$749,999	9.4%
\$750,000 - \$999,999	14.8%
\$1,000,000 +	1.0%
Average Home Value	\$338,889
2021 Owner Occupied Housing Units by Value	
Total	822
<\$50,000	7.8%
\$50,000 - \$99,999	3.8%
\$100,000 - \$149,999	5.2%
\$150,000 - \$199,999	21.3%
\$200,000 - \$249,999	4.7%
\$250,000 - \$299,999	6.0%
\$300,000 - \$399,999	9.5%
\$400,000 - \$499,999	6.9%
\$500,000 - \$749,999	11.6%
\$750,000 - \$999,999	22.0%
\$1,000,000 +	1.1%
Average Home Value	\$419,153

**Data Note:** Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021. Esri converted Census 2000 data into 2010 geography.

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# Appendix C: Miccosukee Community Profile



## Community Profile

Miccosukee\_Community\_profile  
Area: 65.46 square miles

prepared by OEV

2010 Population by Age	
Total	2,595
0 - 4	5.2%
5 - 9	6.6%
10 - 14	7.5%
15 - 24	12.8%
25 - 34	8.1%
35 - 44	12.6%
45 - 54	19.0%
55 - 64	17.4%
65 - 74	7.6%
75 - 84	2.3%
85 +	1.1%
18 +	75.6%
2016 Population by Age	
Total	2,654
0 - 4	4.7%
5 - 9	5.4%
10 - 14	6.6%
15 - 24	12.0%
25 - 34	10.8%
35 - 44	10.7%
45 - 54	15.4%
55 - 64	18.8%
65 - 74	11.0%
75 - 84	3.5%
85 +	1.0%
18 +	79.4%
2021 Population by Age	
Total	2,715
0 - 4	4.5%
5 - 9	5.1%
10 - 14	6.0%
15 - 24	10.4%
25 - 34	11.5%
35 - 44	10.8%
45 - 54	12.5%
55 - 64	17.6%
65 - 74	15.4%
75 - 84	5.3%
85 +	1.0%
18 +	80.6%
2010 Population by Sex	
Males	1,255
Females	1,342
2016 Population by Sex	
Males	1,276
Females	1,376
2021 Population by Sex	
Males	1,298
Females	1,417

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021 Esri converted Census 2000 data into 2010 geography.

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## Community Profile

Miccosukee\_Community\_profile  
Area: 65.46 square miles

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2010 Population by Race/Ethnicity	
Total	2,598
White Alone	70.6%
Black Alone	26.6%
American Indian Alone	0.3%
Asian Alone	0.6%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.5%
Two or More Races	1.4%
Hispanic Origin	2.2%
Diversity Index	45.4
2016 Population by Race/Ethnicity	
Total	2,653
White Alone	67.6%
Black Alone	29.2%
American Indian Alone	0.3%
Asian Alone	0.7%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.5%
Two or More Races	1.7%
Hispanic Origin	2.6%
Diversity Index	48.5
2021 Population by Race/Ethnicity	
Total	2,715
White Alone	65.4%
Black Alone	31.1%
American Indian Alone	0.3%
Asian Alone	0.8%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.6%
Two or More Races	1.9%
Hispanic Origin	3.0%
Diversity Index	50.7
2010 Population by Relationship and Household Type	
Total	2,597
In Households	100.0%
In Family Households	89.6%
Householder	28.6%
Spouse	21.5%
Child	33.7%
Other relative	3.6%
Nonrelative	2.2%
In Nonfamily Households	10.4%
In Group Quarters	0.0%
Institutionalized Population	0.0%
Noninstitutionalized Population	0.0%

Data Note: Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021 Esri converted Census 2000 data into 2010 geography.

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# Appendix C: Miccosukee Community Profile



## Community Profile

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Area: 65.46 square miles

prepared by OEV

2016 Population 25+ by Educational Attainment	
Total	1,891
Less than 9th Grade	3.2%
9th - 12th Grade, No Diploma	5.3%
High School Graduate	19.8%
GED/Alternative Credential	2.9%
Some College, No Degree	19.8%
Associate Degree	6.6%
Bachelor's Degree	33.5%
Graduate/Professional Degree	8.8%
2016 Population 15+ by Marital Status	
Total	2,210
Never Married	25.5%
Married	66.7%
Widowed	2.9%
Divorced	4.8%
2016 Civilian Population 16+ in Labor Force	
Civilian Employed	97.2%
Civilian Unemployed	2.8%
2016 Employed Population 16+ by Industry	
Total	1,138
Agriculture/Mining	3.3%
Construction	2.4%
Manufacturing	11.8%
Wholesale Trade	5.3%
Retail Trade	9.0%
Transportation/Utilities	4.6%
Information	1.0%
Finance/Insurance/Real Estate	3.1%
Services	51.3%
Public Administration	8.3%
2016 Employed Population 16+ by Occupation	
Total	1,138
White Collar	75.2%
Management/Business/Financial	32.0%
Professional	30.3%
Sales	3.3%
Administrative Support	9.7%
Services	10.9%
Blue Collar	13.9%
Farming/Forestry/Fishing	0.0%
Construction/Extraction	2.1%
Installation/Maintenance/Repair	5.2%
Production	1.8%
Transportation/Material Moving	4.7%
2010 Population By Urban/ Rural Status	
Total Population	2,597
Population Inside Urbanized Area	0.0%
Population Inside Urbanized Cluster	0.0%
Rural Population	100.0%



## Community Profile

Miccosukee\_Community\_profile  
Area: 65.46 square miles

prepared by OEV

2010 Households by Type	
Total	985
Households with 1 Person	19.0%
Households with 2+ People	81.0%
Family Households	77.2%
Husband-wife Families	58.0%
With Related Children	24.7%
Other Family (No Spouse Present)	19.2%
Other Family with Male Householder	4.2%
With Related Children	2.4%
Other Family with Female Householder	15.0%
With Related Children	8.6%
Nonfamily Households	3.9%
All Households with Children	36.0%
Multigenerational Households	5.8%
Unmarried Partner Households	5.3%
Male-female	4.1%
Same-sex	1.2%
2010 Households by Size	
Total	985
1 Person Household	19.0%
2 Person Household	37.5%
3 Person Household	17.0%
4 Person Household	14.7%
5 Person Household	7.6%
6 Person Household	2.9%
7 + Person Household	1.3%
2010 Households by Tenure and Mortgage Status	
Total	985
Owner Occupied	85.9%
Owned with a Mortgage/Loan	59.4%
Owned Free and Clear	26.4%
Renter Occupied	14.1%
2010 Housing Units By Urban/ Rural Status	
Total Housing Units	1,183
Housing Units Inside Urbanized Area	0.0%
Housing Units Inside Urbanized Cluster	0.0%
Rural Housing Units	100.0%

**Data Note:** Households with children include any households with people under age 18, related or not. Multigenerational households are families with 3 or more parent-child relationships. Unmarried partner households are usually classified as nonfamily households unless there is another member of the household related to the householder. Multigenerational and unmarried partner households are reported only to the tract level. Esri estimated block group data, which is used to estimate polygons or non-standard geography.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021 Esri converted Census 2000 data into 2010 geography.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021 Esri converted Census 2000 data into 2010 geography.

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# Appendix C: Miccosukee Community Profile



## Community Profile

Miccosukee\_Community\_profile  
Area: 65.46 square miles

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Top 3 Tapestry Segments		
1.	Green Acres (6A)	
2.	Southern Satellites (10A)	
3.	Top Tier (1A)	
2016 Consumer Spending		
Apparel & Services: Total \$		\$2,064,604
Average Spent		\$2,079.16
Spending Potential Index		103
Education: Total \$		\$1,391,402
Average Spent		\$1,401.21
Spending Potential Index		99
Entertainment/Recreation: Total \$		\$3,089,503
Average Spent		\$3,111.28
Spending Potential Index		107
Food at Home: Total \$		\$5,182,746
Average Spent		\$5,219.28
Spending Potential Index		105
Food Away from Home: Total \$		\$3,212,317
Average Spent		\$3,234.96
Spending Potential Index		105
Health Care: Total \$		\$5,847,305
Average Spent		\$5,888.52
Spending Potential Index		111
HH Furnishings & Equipment: Total \$		\$1,870,722
Average Spent		\$1,883.91
Spending Potential Index		107
Personal Care Products & Services: Total \$		\$762,892
Average Spent		\$768.27
Spending Potential Index		105
Shelter: Total \$		\$15,442,411
Average Spent		\$15,551.27
Spending Potential Index		100
Support Payments/Cash Contributions/Gifts in Kind: Total \$		\$2,561,218
Average Spent		\$2,579.27
Spending Potential Index		111
Travel: Total \$		\$1,972,012
Average Spent		\$1,985.91
Spending Potential Index		107
Vehicle Maintenance & Repairs: Total \$		\$1,098,514
Average Spent		\$1,106.26
Spending Potential Index		107

**Data Note:** Consumer spending shows the amount spent on a variety of goods and services by households that reside in the area. Expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue. Total and Average Amount Spent Per Household represent annual figures. The Spending Potential Index represents the amount spent in the area relative to a national average of 100.  
**Source:** Consumer Spending data are derived from the 2013 and 2014 Consumer Expenditure Surveys, Bureau of Labor Statistics, Esri.  
**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2016 and 2021 Esri converted Census 2000 data into 2010 geography.

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**Miccosukee**  
Established 1831  
Properties listed on the National  
Register of Historic Places



**MICCOSUKEE**  
Rural Community | Sense of Place



**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #5**

# Leon County Board of County Commissioners

## Budget Workshop Item #5

April 24, 2018

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

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

**Title:** Status Update on the “Livable Infrastructure for Everyone” (L.I.F.E.) Program

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Tony Park, P.E., Director, Public Works Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Charles Wu, P.E., Director, Engineering Services Roshanda Bradley, Administrative Services Manager Joshua Pascua, Senior Management and Budget Analyst

### **Statement of Issue:**

This item provides the Board a status update on the development of project programming for the Livable Infrastructure for Everyone (L.I.F.E.) Program funded by the Blueprint 2020 sales tax for infrastructure improvements outside the Urban Services Area.

### **Fiscal Impact:**

Out-year projections made during the development of the FY 2019 preliminary budget indicate that 2% of the sales tax proceeds will generate approximately \$675,000 for the L.I.F.E. Program in FY 2020. Sales tax collections will commence on January 1, 2020, providing revenue for only three quarters of the fiscal year. The first full year of collection in FY 2021 is currently estimated to generate \$925,000. This amount will be adjusted on a yearly basis based on sales tax revenue projections as part of the annual budget process.

### **Staff Recommendation:**

- Option #1: Accept the status update on the Livable Infrastructure for Everyone (L.I.F.E.) Program.
- Option #2: Approve the minor modifications to Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program (Attachment #1).

**Report and Discussion**

**Background:**

This budget discussion item provides the Board a status update on the development of preliminary project programming for the L.I.F.E. Program funded by the Blueprint 2020 sales tax for infrastructure improvements and sense of place amenities outside the Urban Services Area.

Included as part of the sales tax extension approved by voters in 2014, is a dedicated 2% of the total annual collections to support the L.I.F.E. Program. On June 14, 2016, the Board adopted Leon County Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program Policy which outlines program eligibility and implementation criteria for the expenditure of these funds (Attachment #2). While the sales tax collections do not begin until FY 2020, for planning purposes, the policy requires that the initial project planning and development be presented to the Board during the County’s FY 2019 budget process.

This budget discussion item aligns with the following FY 2017-2021 Strategic Priorities on the Economy and Quality of Life:

- (EC1) Do well-designed public infrastructure which supports business, attracts private investment and has long-term economic benefits.
- (Q1) Maintain and enhance our parks and recreational offerings and green spaces.
- (Q5) Support strong neighborhoods.

**Analysis:**

Table #1 shows the projected budget for the L.I.F.E. Program. Since the sales tax collections begin in January 2020, the estimated annual funding available in the first year reflects only nine months of revenue. The first full year of collection in FY 2021 is currently estimated to generate \$925,000. The revenue forecast will be adjusted on a yearly basis based on sales tax revenue projections as part of the annual budget process.

<b>Table #1: Estimated Annual Revenue for the Leon County L.I.F.E. Program</b>	
<b>Year</b>	<b>Projected Annual Revenue @ 95%</b>
FY2020*	\$675,000
FY2021	\$925,000
FY2022	\$955,000
FY2023	\$975,000
FY2024	\$1,002,000

\*FY 2020 sales tax collections will commence on January 1, 2020, providing revenue for only three quarters of the fiscal year.

Leon County will collect \$4.5 million over the first five years of the L.I.F.E. Program to support infrastructure.

### Selection Criteria and Implementation

Leon County Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program outlines program eligibility and implementation criteria for the expenditure of these funds. Projects may be added or deleted from the Capital Plan based on Board consideration during the budget process. Beginning with the FY 2020 budget process, the projects will be evaluated and prioritized based on the following criteria and subject to the availability of funds:

- Geographic diversity across the unincorporated County. While priority will be given to projects in the unincorporated area, projects in the incorporated area of the County will not be excluded from funding consideration.
- Leveraging of additional funds from grants or community contributions including right-of-way donations.
- To maximize the benefit throughout the community, priority will be given for projects with an estimated construction cost or match no greater than \$250,000. Larger projects are permitted with Board approval during the budget process.
- Priority will be given to projects that do not have another dedicated source of funding, such as gas tax or general revenue.
- For the 2/3 Roadway Improvement Program, the Policy offers specific eligibility criteria for project assistance which includes a sliding scale based on income level, to determine the County’s financial contribution to repair or resurface a private road.

### Project Categories:

As reflected in the L.I.F.E. Program Policy, program expenditures are organized into 15 categories. To clarify intent and eligibility for L.I.F.E. funds through the expenditure categories, minor modifications to the Policy are recommended as reflected below in legislative format and included as Attachment #1:

1. Waterline extension for potable water or fire protection.
2. Water supply enhancements (tanks and wells) for fire protection.
3. Fire hydrants.
4. Sanitary sewer extensions.
5. Septic tank upgrades to reduce nitrogen loading.
6. Connection to central sewer cost assistance.
7. Connection to central sewer loan program.
8. Culvert repairs/replacements or upgrades.
9. Sense of place amenities outside the Urban Services Area.
10. Small stormwater projects (less than \$250,000).
11. Traffic intersection realignments.
12. Traffic safety and emergency access projects.
13. Stormwater erosion and soil stabilization projects.
14. Cost sharing for the 2/3 Road Improvements Program – private to public road and associated stormwater and utility costs.
15. Recreational amenities

In reviewing the program and prioritization criteria described in the L.I.F.E. Program Policy, this analysis finds that 5 of the 14 expenditure categories have alternative means of funding at this time. In order to maximize the limited resources provided annually through the L.I.F.E. Program, infrastructure needs were not identified for L.I.F.E. funding during the initial five-year CIP for the following expenditure categories authorized under the policy:

- #3. Fire hydrants
- #4. Sanitary sewer extensions
- #5. Septic tank upgrades to reduce nitrogen loading
- #6. Connection to central sewer cost assistance
- #7. Connection to central sewer loan program

The Fire Services Agreement with the City provides funding for fire hydrants in the unincorporated area and the Board recently committed over \$20 million of its share of Blueprint 2020 water quality funds to draw down state matching funds as part of the County’s Water Quality and Springs Protection Infrastructure Plan for septic and sewer projects. This tentative seven-year improvement plan is specifically designed for springs projection projects. In addition, the County initiated a solicitation for the Comprehensive Wastewater Treatment Facilities Management Plan which will provide recommended technologies, strategies, and preferred sewage treatment and disposal systems for unincorporated Leon County. Although alternative funding sources have been identified to support these types of infrastructure needs, the Board may direct staff to include eligible projects in the initial five-year CIP for L.I.F.E.

Staff has begun evaluating general infrastructure needs and potential L.I.F.E. projects eligible under the remaining nine categories in order to build the initial five-year CIP to be presented to the Board next year and commence in FY 2020. Based on the County’s FY 2017 – 2021 Strategic Plan, constituent input received through Commission offices, as well as maintenance and repair needs identified internally by staff, the following is an initial list of infrastructure improvements that are recommended for ongoing and/or multi-year funding through the L.I.F.E. Program.

*Rural Road Safety Stabilization:* A proposed new program funded completely through L.I.F.E. by focusing resources towards one of the most critical infrastructure deficiencies in the rural areas: unsafe private dirt roads. The unincorporated area contains over 350 miles of private dirt roads. Prior to Comprehensive Plan Reform and the adoption of standard Land Development Regulations (LDR), developers built unrecorded subdivisions without any minimum requirements for the construction and maintenance of the dirt roads. Subsequent to the adoption of the LDRs, minimum development standards and a maintenance plan were required. Therefore, many of the private dirt roads in the unincorporated area are regularly maintained and provide an acceptable level of service for the abutting property owners. Additionally, there are numerous private dirt roads that are maintained at a lower level of service, but are still passable for emergency vehicles. However, throughout the unincorporated area, there are miles of private dirt roads where abutting property owners have limited financial means to properly maintain the dirt road to even a minimum standard. In certain situations, the roads have deteriorated to the

point of causing safety concerns for emergency vehicles to have access. The condition of the roads are washed out, wheel path width only, un-stabilized sand and clay, rutted to impassable depths, etc.

As these are private roads, the maintenance of the dirt road is the responsibility of the abutting property owners. However, the ability to have safe passage for emergency vehicles is a paramount public purpose. Given the significant limited financial ability of some neighborhoods to properly maintain their roads, there are strategies to support this recommended new program. A preliminary review by staff and the County Attorney’s Office has identified several legally acceptable approaches including establishing Public Access easements to the road (without the County taking ownership or ongoing maintenance responsibility) or implementing a grant program with specific criteria. If the discussion item is approved, staff and the County Attorney’s Office will continue to evaluate options and provide final recommendations during the FY2020 budget cycle.

If established, the *Rural Road Safety Stabilization* funding provides an alternative to the County’s 2/3’s paving program. The County often receives inquiries from neighborhoods regarding the 2/3’s paving program, but due to cost, the neighborhood is unable to pursue this program. To have an impact, the five-year plan recommends initially allocating \$175,000 annually (and increasing to \$200,000) for a total of almost \$1.0 million in L.I.F.E. funding. Based on a preliminary review by Public Works engineering staff, there are longer unsafe deteriorated road segments, however many of these dirt roads are less than a mile in length. Over time, significant progress can be achieved in addressing the unsafe conditions on many of these deteriorated roads serving low-income residents by stabilizing 3 to 4 miles a year or approximately 15 to 20 miles over the five-year period.

*Miccosukee Sense of Place Implementation:* As reflected in a separate budget discussion item, the Board will be considering the approval of the Miccosukee Sense of Place Plan. This initiative, which is a priority of the Board as reflected in Strategic Initiatives adopted as part of both the current and previous five-year Strategic Plans, is a catalytic project that will identify opportunities to strengthen the connection between citizens and the rural Miccosukee community. The initiative reflects a partnership between the County and Miccosukee area citizens to address long-standing community needs by making extraordinary improvements in the community and providing an outlet for proactive and positive change. Pending final approval, the initial step of plan implementation is the establishment of the Miccosukee Citizens Working Group. The intent is for the Working Group, working closely with County departments and other partners, to begin prioritizing plan objectives for possible L.I.F.E. funding in FY2020. Subject to the Board approval of this and the Miccosukee Sense of Place budget discussion item, the multiyear funding strategy includes:

Multiyear Funding Strategy

- \$250,000: FY 2018 existing funding to begin the implementation of the plan
- \$775,000: L.I.F.E. Funding, \$250,000 recommended for FY 2020 and \$175,000 per year for FY2021- FY2023
- Continue to pursue grant opportunities, including Community Development Block Grant funding

Including the five-year L.I.F.E. CIP, the preliminary budget anticipates investing over \$1 million toward this sense of place initiative through FY 2023. As noted in the stand-alone discussion item, grant funding is also being pursued to support the sense of place plan with a focus on improvements to the Old Concord School.

Street Lighting: Over the past several years, the County has seen a continued rise in citizen requests for streetlights in unincorporated areas. To maximize the benefit of the County’s limited resources and enhance public safety through increased visibility for both drivers and pedestrians, in 2017 the Board adopted Policy No. 17-2, “Street Lighting Eligibility Criteria and Implementation” which provides specific criteria for the placement of streetlights in the unincorporated area on County roads and intersections. The street lighting program is currently funded at \$125,000 per year in the County’s five-year Capital Improvement Program, which supports approximately three to four street lighting projects per year. Beginning in FY2020, funding for the County’s street lighting program is recommended to be supported through L.I.F.E. Specific street lighting projects would continue to be developed consistent with the policy, and a status report would be provided to the Board annually of proposed projects as part of the L.I.F.E. CIP. As directed by the Board, staff is continuing to work with the Florida Department of Transportation on evaluating streetlights on Crawfordville Highway from Capital Circle to the City limits. An update is anticipated to be included at the June budget workshop.

Fire Safety Infrastructure: In February 2014, Leon County conducted a Workshop on Fire Safety Needs throughout the unincorporated area. The workshop provided the basis to increase the annual funding for the County’s fire hydrant program and the establishment of the formal program criteria. In addition, the Board provided direction to consider establishing a 2/3 matching program for waterline extension and fire protection enhancements into the L.I.F.E. program. The 2/3 concept was originally proposed given the significant cost associated with extending waterlines (in excess of \$500,000 per mile). However, certain isolated neighborhood issues may be addressed that do not require a full mile of extension and therefore have a lower overall cost impact. In addition, in support of fire suppression efforts, water supply enhancements (tanks and wells) continue to be evaluated. Finally, the County will also seek opportunities to leverage the L.I.F.E. funding in support of fire suppression through partnerships with Talquin and City Utilities.

\$500,000 in L.I.F.E. funding over the initial five years is recommended for this category. If the item is approved, staff will provide final recommendations next budget year through an evaluation of both a 2/3 matching program and/or direct payment for water line extensions in support of fire suppression, as well as, the installation of wells/tanks.

Boat Ramp Enhancements/Upgrades: Leon County maintains 25 boat landings located on seven water bodies (Carr Lake, Lake Iamonia, Lake Jackson, Lake Miccosukee, Lake Munson, Lake Talquin and Ochlocknee River). These facilities range from very minimal (i.e. solely dirt ramp) to the more full-service type landings with concrete ramps, floating docks, fish cleaning stations, fishing piers and adjacent campgrounds. \$125,000 is budgeted annually through the Capital Improvement Program for boat landings and improvements are made when adequate funds are accumulated to complete a project. In development of the FY2018 budget, a Boat Landing Inspection Report was completed for seven of the County's most utilized landings. Identified

improvements include enhancements to aging infrastructure such as retaining walls, ramp and stormwater conveyance. Funding is programmed in upcoming years for Williams, Blount, Hall, and Rhoden Cove Landings.

A total of \$525,000 over the first five years in L.I.F.E. funding is recommended in addition to the existing CIP for upgrades and enhancements at the boat landings. These upgrades and enhancements are recommended to include picnic shelters, benches, fishing pier replacements and upgrades, addition of floating docks, new County branded signage and landscaping. If approved, a specific list of projects is recommended to be developed and presented as part of the FY2020 budget process.

2/3 Projects: The County’s 2/3 Roadway Improvement Program provides a mechanism through which Leon County, working in conjunction with local neighborhoods, can assist property owners residing on private roads and in private neighborhoods with the design, construction and financing of infrastructure improvements, such as roads and stormwater drainage facilities. In doing so, the County fronts the costs associated with the infrastructure improvements and allows residents to repay the County over time. A completed project brings infrastructure up to County standards, and in addition, the County takes over maintenance into perpetuity. The L.I.F.E. Policy provides specific eligibility criteria for project assistance under the 2/3 Program, which includes a sliding scale based on income level to determine the County’s financial contribution to repair or resurface a private road. Funds would be set aside as a matching program for eligible projects.

Stormwater and Flood Relief: Leon County’s stormwater maintenance program protects citizens and the environment by improving water quality and minimizing flooding. Consistent with County policy, the Comprehensive Plan, state law, and the requirements of the County’s federal National Pollutant Discharge Elimination System (NPDES) permit, Leon County conducts a variety of stormwater projects to improve existing stormwater management facilities’ treatment capacities or volumes for rate control; enhance inflow, outfall, or discharge systems’ conveyance capacities; and provide for erosion control. However, even with proper maintenance, given the limited resources of the County, there are long-standing localized flooding problems that do not have funding programmed. Initial funding in this category is recommended to fix a long-standing flooding issue occurring on Benjamin Chaires Road. 2,000 linear feet along Benjamin Chaires Road overtops during high volume flooding events preventing access by residents and emergency vehicles. To eliminate the flooding, this project would elevate the roadway. Preliminary cost estimates are approximately \$500,000 (\$115,000 design, \$385,000 construction). The L.I.F.E. policy provides that projects costs should be limited to \$250,000; however, the policy also provides for larger projects in excess of \$250,000 to be funded under L.I.F.E. subject to Board approval during the annual budget process. Additional projects will continue to be identified for future funding.

Recreational Amenities: Leon County provides over 3,800 acres of park space and greenways. Through the County Parks and Recreation Division, park amenities (e.g. playgrounds, trails, boardwalks, baseball fields, multi-purpose fields, concession stands, etc.) are regularly maintained to an exceptional standard focused on safety and the enjoyment of the users. However, while the County continuously seeks to extend the useful life of all infrastructures

through preemptive maintenance, over long periods of time, certain significant park amenities can no longer be maintained to a safe standard and must be replaced. Occasionally, given the limited resources of the County, these amenities need to be closed and funding may not be available to support the replacement. L.I.F.E. funding is recommended to assist in paying for these specific situations. Initial funding in this category is recommended to fund the replacement of the J. Vause Park Boardwalk. Given the age and condition, the existing boardwalk at J. Lee Vause Park has been closed due to safety concerns. L.I.F.E. funds could pay for the replacement and upgrade of the boardwalk, including enhancements to provide greater access to persons of all mobility levels. Design (\$100,000) and construction (\$350,000) have a total cost of approximately \$450,000. The policy allows projects to exceed \$250,000 when approved by the Board. Funding could be allocated over several years to support this project.

In addition, while the County’s current five-year CIP provides funding for planned improvements, once a park is operational and being actively used, minor enhancements are identified often through citizen input (for example, the provision of additional grills, shade for a particular area or an additional shelter). Also, over time, concession stand and restroom expansions are often needed to accommodate growth in usage. An initial \$100,000 is recommended in FY2021 to start setting aside funding for additional enhancements.

*Recommendations for Preliminary Five-Year L.I.F.E. Program*

Table #2, *Preliminary L.I.F.E. Program*, summarizes the recommendations for the initial five years of funding beginning in FY2020. Based on actions taken at the budget workshop, a final L.I.F.E. five-year plan with specific project recommendations would be presented as part of the FY2020 budget process.

<b>Table #2: Preliminary L.I.F.E. Program</b>						
	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Total</b>
<b>Rural Road Safety Stabilization</b>	175,000	175,000	175,000	200,000	200,000	<b>\$925,000</b>
<b>Micosukee Sense Place</b>	250,000	175,000	175,000	175,000		<b>\$775,000</b>
<b>Street Lighting</b>	125,000	125,000	125,000	125,000	125,000	<b>\$625,000</b>
<b>Fire Safety Infrastructure</b>		125,000	125,000	125,000	125,000	<b>\$500,000</b>
<b>Boat Landing Enhancements &amp; Upgrades</b>	125,000	125,000		125,000	150,000	<b>\$525,000</b>
<b>2/3 Program Match</b>				100,000		<b>\$100,000</b>
<b>Stormwater and Flood Relief</b>				115,000	400,000	<b>\$515,000</b>
<b>Recreational Amenities</b>		200,000	350,000			<b>\$550,000</b>
<b>Total L.I.F.E. Project Funding</b>	<b>\$675,000</b>	<b>\$925,000</b>	<b>\$950,000</b>	<b>\$965,000</b>	<b>\$1,000,000</b>	<b>\$4,515,000</b>

Based on the Board’s guidance, staff will continue to refine the proposed project list over the next year in preparation for the development of the FY 2020 budget. The initial projects will be prioritized and presented for Board approval next year, and the Board will have the option to add or delete projects during the annual budget process each year. Additions would generally be made to years four and five of the capital program to assure continuity in workflow.

**Options:**

1. Accept the status update on the Livable Infrastructure for Everyone (L.I.F.E.) Program.
2. Approve the minor modifications to Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program Policy (Attachment #1).
3. Do not accept the status update on the Livable Infrastructure for Everyone (L.I.F.E.) Program.
4. Do not approve the minor modifications to Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program Policy.
5. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Revised Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program Policy
2. Policy No. 16-6, Livable Infrastructure for Everyone (L.I.F.E.) Program Policy

# Board of County Commissioners Leon County, Florida

## Policy No. 16-6

Title: Livable Infrastructure for Everyone (L.I.F.E.) Program Policy

Date Adopted: ~~June 14, 2016~~ May 8, 2018

Effective Date: ~~August 1, 2016~~ May 8 2018

Reference: N/A

Policy Superseded: ~~N/A~~ Policy No. 16-6 “Livable Infrastructure for Everyone (L.I.F.E.) Program Policy” adopted June 14, 2016

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that ~~a new Policy No. 16-6 is hereby adopted~~ entitled “Livable Infrastructure for Everyone (L.I.F.E.) Program Policy” adopted by the Board of County Commissioners on June 14, 2016, is hereby amended, and a revised policy is adopted in its place, to wit:

1) Purpose and Intent:

- a) The purpose of this policy is to effectuate the expenditure of two percent (2%) of the proceeds of the extension to the Local Government Infrastructure Surtax that will be dedicated to funding L.I.F.E. Projects, as approved by electorate of Leon County on November 4, 2014, commencing January 1, 2020. Use of 2% of the Local Government Infrastructure Surtax proceeds for L.I.F.E. Projects, which consists of those Projects designed to address core infrastructure needs in Leon County, are required to be authorized by the Board of County Commissioners.
- b) The intent of this policy is to develop eligibility and implementation criteria for L.I.F.E. Projects.

2) Scope:

- A. Eligible L.I.F.E. Project Categories/Types: In order to be eligible for funding consideration, Projects shall be limited to the following categories/types:
1. Waterline extension for potable water or fire protection.
  2. Water supply enhancements (tanks and wells) for fire protection.
  3. Fire hydrants.
  4. Sanitary sewer extensions.
  5. Septic tank upgrades to reduce nitrogen loading.

6. Connection to central sewer cost assistance.
7. Connection to central sewer loan program.
8. Culvert repairs/replacements or upgrades.
9. Sense of place amenities outside the Urban Services Area.
10. Small stormwater projects (less than \$250,000).
11. Traffic intersection realignments.
12. Traffic safety and emergency access projects.
13. Stormwater erosion and soil stabilization projects.
14. Cost sharing for the 2/3 Road Improvements Program - private to public road and associated stormwater and utility costs.
- ~~14.~~15. Recreational amenities.

B. Criteria: The following criteria shall be utilized to evaluate and rank the proposed eligible LIFE Projects: Priority shall be afforded each Project based upon the following precedential order:

1. Geographic Diversity – Projects shall be evaluated to ensure geographic diversity across the County
2. Unincorporated Area – priority shall be given to Projects in the unincorporated area of the County, however Projects in the incorporated area are not excluded from eligibility.
3. Community Leveraging – priority shall be given to Projects that can leverage additional money from grants, or community contributions of right-of-way or money.
4. Project Cost – priority shall be given to Projects for which the estimated cost of construction or match is \$250,000 or less.
5. Non-dedicated Funding Source – priority shall be given to Projects that do not have another dedicated source of funding, such as gas tax or general revenue.

C. Funding:

1. Out-year projections made during the development of the FY 2017 preliminary budget indicate that funding for L.I.F.E. Projects during the first partial year of collection (for FY 2020 collection will commence January 1, 2020) will generate approximately \$789,000 based on 2% of the Local Government Infrastructure Surtax proceeds. The first full year of collection is estimated to generate approximately \$1.1 million. This amount will be adjusted on a yearly basis based on Local Government Infrastructure Surtax revenue projections. As part of the annual budget process, staff will provide a list of potential Projects and funding allowances for Board consideration.
2. To maximize the benefit throughout the County, estimated construction cost for any Project or match shall be limited to \$250,000. However, Projects estimated construction cost or match in excess of \$250,000 are permitted, subject to Board approval during the budget process.

3. For 2/3 Roadway Improvement Program Project Assistance – Funding shall be limited to the range of 20-50%. Funding will be based on the documented economic need of the subject property owners, as follows:
  - a. For the maximum match of 50% - At least 50% of subject property owners meet the low to moderate income category, utilizing the standard CDBG methodology to calculate income.
  - b. The minimum match is 20%.
  - c. A sliding scale between the 20% minimum and 50% maximum shall be calculated based on proration of percent of subject property owners meeting the low- to moderate-income category. For example, if 25% meet this category the match is 25%, if 40% meet the category the match is 40%, etc.
4. All Project costs and matches are subject to availability of funding.

**D. Implementation:**

1. As part of the annual budget process, staff will provide a list of potential Projects or funding allowances, descriptions and costs, to commence with the preparation of the County's FY 2019 budget.
2. If funding allowances are made, the proceeds will be distributed on a first come first served basis.
3. A list of funding requests shall be maintained by staff to provide the Board information regarding utilization and funding needs.
4. The staff list presented for Board consideration will be based on Board and community requests made throughout the year, as well as internally generated needs that meet the scope and criteria of this Policy.
5. A five-year Capital Plan will be recommended for Board consideration.
6. Projects may be added or deleted from the Capital Plan based on Board consideration during the budget process.
7. Once the initial Project selection is made, additions should generally be made to years four and five of the work program to assure continuity in work-flow.

## Board of County Commissioners Leon County, Florida

### Policy No. 16-6

Title: Livable Infrastructure for Everyone (L.I.F.E.) Program Policy  
Date Adopted: June 14, 2016  
Effective Date: August 1, 2016  
Reference: N/A  
Policy Superseded: N/A

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a new Policy is hereby adopted entitled “Livable Infrastructure for Everyone (L.I.F.E.) Program Policy” to wit:

1) Purpose and Intent:

- a) The purpose of this policy is to effectuate the expenditure of two percent (2%) of the proceeds of the extension to the Local Government Infrastructure Surtax that will be dedicated to funding L.I.F.E. Projects, as approved by electorate of Leon County on November 4, 2014, commencing January 1, 2020. Use of 2% of the Local Government Infrastructure Surtax proceeds for L.I.F.E. Projects, which consists of those Projects designed to address core infrastructure needs in Leon County, are required to be authorized by the Board of County Commissioners.
- b) The intent of this policy is to develop eligibility and implementation criteria for L.I.F.E. Projects.

2) Scope:

- A. Eligible L.I.F.E. Project Categories/Types: In order to be eligible for funding consideration, Projects shall be limited to the following categories/types:
1. Waterline extension for potable water or fire protection.
  2. Water supply enhancements (tanks and wells) for fire protection.
  3. Fire hydrants.
  4. Sanitary sewer extensions.
  5. Septic tank upgrades to reduce nitrogen loading.
  6. Connection to central sewer cost assistance.

7. Connection to central sewer loan program.
8. Culvert repairs/replacements or upgrades.
9. Sense of place amenities outside the Urban Services Area.
10. Small stormwater projects (less than \$250,000).
11. Traffic intersection realignments.
12. Traffic safety projects.
13. Stormwater erosion and soil stabilization projects.
14. Cost sharing for the 2/3 Road Improvements Program - private to public road and associated stormwater costs.

B. Criteria: The following criteria shall be utilized to evaluate and rank the proposed eligible LIFE Projects: Priority shall be afforded each Project based upon the following precedential order:

1. Geographic Diversity – Projects shall be evaluated to ensure geographic diversity across the County
2. Unincorporated Area – priority shall be given to Projects in the unincorporated area of the County, however Projects in the incorporated area are not excluded from eligibility.
3. Community Leveraging – priority shall be given to Projects that can leverage additional money from grants, or community contributions of right-of-way or money.
4. Project Cost – priority shall be given to Projects for which the estimated cost of construction or match is \$250,000 or less.
5. Non-dedicated Funding Source – priority shall be given to Projects that do not have another dedicated source of funding, such as gas tax or general revenue.

C. Funding:

1. Out-year projections made during the development of the FY 2017 preliminary budget indicate that funding for L.I.F.E. Projects during the first partial year of collection (for FY 2020 collection will commence January 1, 2020) will generate approximately \$789,000 based on 2% of the Local Government Infrastructure Surtax proceeds. The first full year of collection is estimated to generate approximately \$1.1 million. This amount will be adjusted on a yearly basis based on Local Government Infrastructure Surtax revenue projections. As part of the annual budget process, staff will provide a list of potential Projects and funding allowances for Board consideration.
2. To maximize the benefit throughout the County, estimated construction cost for any Project or match shall be limited to \$250,000. However, Projects estimated construction cost or match in excess of \$250,000 are permitted, subject to Board approval during the budget process.

3. For 2/3 Roadway Improvement Program Project Assistance – Funding shall be limited to the range of 20-50%. Funding will be based on the documented economic need of the subject property owners, as follows:
  - a. For the maximum match of 50% - At least 50% of subject property owners meet the low to moderate income category, utilizing the standard CDBG methodology to calculate income.
  - b. The minimum match is 20%.
  - c. A sliding scale between the 20% minimum and 50% maximum shall be calculated based on proration of percent of subject property owners meeting the low to moderate income category. For example, if 25% meet this category the match is 25%, if 40% meet the category the match is 40%, etc.
4. All Project costs and matches are subject to availability of funding.

**D. Implementation:**

1. As part of the annual budget process, staff will provide a list of potential Projects or funding allowances, descriptions and costs, to commence with the preparation of the County's FY 2019 budget.
2. If funding allowances are made, the proceeds will be distributed on a first come first served basis.
3. A list of funding requests shall be maintained by staff to provide the Board information regarding utilization and funding needs.
4. The staff list presented for Board consideration will be based on Board and community requests made throughout the year, as well as internally generated needs that meet the scope and criteria of this Policy.
5. A five year Capital Plan will be recommended for Board consideration.
6. Projects may be added or deleted from the Capital Plan based on Board consideration during the budget process.
7. Once the initial Project selection is made, additions should generally be made to years four and five of the work program to assure continuity in work flow.

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #6**

# Leon County Board of County Commissioners

## Budget Workshop Item #6

April 24, 2018

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Consideration of a Funding Request from Big Bend Crime Stoppers, Inc.

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Teresa Broxton, Director, Office of Intervention and Detention Alternatives Timothy Barden, Budget Manager Eryn D. Calabro, Senior Management and Budget Analyst

### **Statement of Issue:**

As requested by the Board at the January 23, 2018 meeting, this budget discussion item is presented for Board consideration of a one-time \$50,000 funding request from Big Bend Crime Stoppers, Inc. to support its Report Crime Initiative.

### **Fiscal Impact:**

If approved by the Board, this item may have a fiscal impact of \$50,000 in the FY 2019 budget.

### **Staff Recommendation:**

Option #3: Board direction.

## **Report and Discussion**

### **Background:**

At the January 23, 2018 meeting, the Board directed staff to prepare a budget discussion item to consider a \$50,000 funding request from Big Bend Crime Stoppers' (BBCS) to support the BBCS's Report Crime Initiative.

In addition, at this meeting the Board strongly encouraged BBCS to apply to the Public Safety Coordinating Commission's (PSCC) request for proposals (RFP) for initiatives that could assist in reducing crime in the community. During the FY 2018 budget process the Board set aside \$87,783 to fund this initiative. After the meeting, staff provided assistance to BBCS by providing the application to the RFP, and explaining the submittal process; however, BBCS did not apply for this available funding.

### **Analysis:**

BBCS is an organization whose primary purpose is to assist in obtaining information on wanted persons, crimes and criminal activities. The organization serves seven counties in the Big Bend area including Leon, Wakulla, Jefferson, Taylor, Liberty, Gadsden and Franklin counties. BBCS provides crime-stopping services by working with law enforcement agencies to apprehend individuals who have violated the law. The program is primarily funded through the Crime Stoppers Trust Fund. The Crime Stoppers Trust Fund Act requires a \$20 fee assessment by county or circuit courts for each person convicted of any criminal offense. The funds are collected by the Clerk of Court and Comptroller for the circuit and forwarded to the Department of Revenue for deposit into the Crime Stoppers Trust Fund. The Crime Stoppers Trust Fund is administered by the Office of the Attorney General (OAG).

During FY 2017/2018, Big Bend Crime Stoppers was allocated \$80,998.88 through the Crime Stoppers Trust Fund. The OAG Budget (Attachment #1) itemizes the approved expenditures for \$80,998.88 in program funding. The contract with the OAG stipulates minimum and maximum percentage allocations for the following budget categories:

- A minimum of 50% to rewards and publications;
- 20% to operating;
- A maximum of 30% to salaried employees.

Annually, BBCS reports on its activities and expenditures and that information is reflected in the annual agreement. According to the FY 2018 funding agreement between BBCS and the OAG (Attachment #2), for FY 2014, FY 2015 and FY 2016, BBCS received a total of 2,933 tips, resulting in: 102 arrests, 305 cleared cases through 80 approved rewards. Over the three-year period, the average cost for public awareness and rewards for each tip generated has ranged from \$28.11 to \$36.71. According to the BBCS administration, the trust fund is the program's sole source for recurring funding.

BBCS has requested one-time funding from the City of Tallahassee, Leon County and the Leon County Sheriff's Office to support a new Report Crime Initiative. The Report Crime Initiative is a new method to stimulate resident participation in the fight against crime. In response to the BBCS' funding requests, the City of Tallahassee approved \$50,000 in one-time funding and the

Leon County Sheriff's Office approved \$5,000 in funding from the Law Enforcement Trust Fund. Both the City of Tallahassee and the Leon County Sheriff's Office provided funding in FY 2017/2018. The funding consideration by the County would be effective for FY 2019.

BBCS has indicated that this is a one-time funding request, and that the initiative will be continually sustained by the Crime Stoppers Trust Fund. The \$50,000 one-time funding request is intended to support the following:

- Increase rewards with a minimum of \$500 (tips that lead to felony arrest) up to \$5,000 (murder).
- Remove reward limitations – today rewards are only paid for tips which lead to an arrest.
- Expand reward criteria to include giving rewards for tips which prevent the occurrence of a crime. The criterion for determining if a crime was prevented will be established by law enforcement prior to implementation.
- Expanded Marketing and Education efforts.

The BBCS has submitted to the County a \$50,000 budget request (Attachment #3), which it proposes to utilize as follows:

- Rewards (35%): \$17,500
- Public Awareness/Media (50%): \$25,000
- Administration (15%): \$7,500

Leon County's Discretionary Funding Guidelines Ordinance (Attachment #4) governs the allocation of discretionary funding to non-profits eligible for non-departmental funding. Under the ordinance, non-profit organizations may seek funding from the County when the non-profit is requesting funding "for an activity that is not Community Human Service Partnership (CHSP) eligible..." As BBCS is not a direct service provider, BBCS cannot participate in CHSP, and therefore would not be precluded from requesting discretionary funding under the ordinance.

**Options:**

1. Direct staff to include \$50,000 in one-time funding in the FY 2019 preliminary budget to support the BBCS request.
2. Do not direct staff to include \$50,000 in one-time funding in the FY 2019 preliminary budget to support the BBCS request.
3. Board direction.

**Staff Recommendation:**

Option #3.

**Attachments:**

1. Big Bend Crime Stoppers OAG Budget Breakdown
2. Office of Attorney General Agreement with Big Bend Crime Stoppers, Inc.
3. Big Bend Crime Stoppers County Funding Request and Budget Proposal
4. Discretionary Funding Ordinance

<b>Rewards &amp; Public Education</b>	<b>Annual</b>
---------------------------------------	---------------

Rewards	\$11,220.10
Answering Service	\$2,100.00
Telecompute Fees	\$780.00
P-3 Software	\$1,680.00
Billboards	\$1,316.00
Bus Wraps	\$885.00
Newspaper	\$1,500.00
Radio	\$7,000.00
Television	\$10,000.00
Website	\$240.00
Program Specialty Items	\$3,180.00
Wanted Fugitive Flyers	\$300.00
Wanted Fugitive Billboards	\$300.00
<b>Total</b>	<b>\$40,501.10</b>

**Operating**

Rent	\$8,400.00
Cellular Phone	\$1,140.00
Mileage	\$168.52
PO Box	\$92.00
FACS	\$250.00
Corporate Filing Fees	\$62.00
Board & Officers Insurance	\$845.00
General Liability	\$563.00
Travel	\$982.00
Accounting	\$1,680.00
Design Services	\$100.00
Comcast Bundle, Cable, Internet, Phone	\$1,920.00
<b>Total</b>	<b>\$16,202.52</b>

Executive Assistant	\$7,780.94
Executive Director	\$16,514.32
<b>Total</b>	<b>\$24,295.26</b>

<b>Grand Total</b>	<b>\$80,998.88</b>
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RECEIVED

JUN 23 2017

CRIMINAL JUSTICE PROGRAMS  
FCPTI

**AGREEMENT BETWEEN THE STATE OF FLORIDA  
DEPARTMENT OF LEGAL AFFAIRS  
OFFICE OF THE ATTORNEY GENERAL**

**AND**

**ORIGINAL**

**Big Bend Crime Stoppers, Inc.  
GRANT NO: CRST-2017-Big Bend Crime Stoppers, -00018  
CSFA #41.002**

**THIS AGREEMENT** is entered in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Big Bend Crime Stoppers, Inc., hereafter referred to as the PROVIDER. The parties hereto mutually agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

The Agency hereby agrees to engage the PROVIDER and the PROVIDER hereby agrees to provide services in accordance with the terms and conditions specified in this Agreement including Attachments A, B, C, Exhibit 1 and Exhibit 2, together with the approved grant application contained in the E-grants Management System which constitute the entire Agreement.

**ARTICLE 2. SCOPE OF SERVICES**

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this Agreement, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this Agreement, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2016), or at such rates as specified in this Agreement, whichever is lower.

Financial consequences, as required pursuant to Section 215.971(1)(c), Florida Statutes, shall be applied pursuant to the Deliverables and Financial Consequences contained in Attachment C of the Agreement.

The PROVIDER shall neither assign this Agreement to another party nor subcontract any work contemplated under this Agreement without prior written consent of the Agency. Any assignment or subcontract entered into without prior written approval of the Agency shall be null and void.

The PROVIDER is responsible for all work performed and for all commodities produced pursuant to this Agreement whether actually furnished by the PROVIDER or any subcontractor or service provider. Any subcontracts shall be evidenced by a written document. The PROVIDER agrees that the Agency shall not be liable to any subcontractor or service provider for any reason. The PROVIDER, at its expense, will at the request of the Agency defend and indemnify the Agency against claims by any subcontractor or service provider.

The Agency shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another State of Florida government entity after giving written notice to the PROVIDER. In the event the Agency assigns or transfers this Agreement, the PROVIDER remains responsible for performing its duties and obligations under the Agreement, and the Agreement remains binding upon the successors and assigns of the PROVIDER.

### **ARTICLE 3. AMOUNT OF FUNDS**

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application, and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount listed below which is based upon the amount of monies deposited into the Crime Stoppers Trust Fund within the judicial circuit in which monies were collected and available for award and available unused funds. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible for funds within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the Provider. In accordance with the approved grant application, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$80,998.88.

The PROVIDER shall not commingle grant funds with other business or personal funds or accounts and must keep grant funds physically separated from all other business or personal funds or accounts in a separate account.

### **ARTICLE 4. TIME OF PERFORMANCE**

This Agreement shall become effective on July 1, 2017, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2018. No modifications can be made after the termination date, June 30, 2018, or when all funds have been used.

### **ARTICLE 5. E-PROCUREMENT**

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. Failure of the Provider to register electronically with the State of Florida will result in non-payment for expenditures by the Department of Financial Services until the PROVIDER has complied. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

### **ARTICLE 6. W-9 REQUIREMENT**

The State of Florida Department of Financial Services requires that vendors have a verified Substitute Form W-9 on file to avoid delays in payments. Information on how to register and complete your Substitute Form W-9 can be found at <http://flvendor.myfloridacfo.com>. The Vendor Management Section can also be reached at (850) 413-5519.

### **ARTICLE 7. AUTHORIZED EXPENDITURES**

Only those expenditures which are outlined in the grant application, and approved by the Agency, may be charged as allowable costs resulting from obligations incurred during the term of this agreement, July 1, 2017, through June 30, 2018. The PROVIDER agrees not to make any modifications to the approved grant application without submitting a Budget Modification request and receiving prior written approval of the Agency. Budget Modification requests for transfers between funded line items within the same budget category will be given priority status by the Agency and will be reviewed for approval within three (3) business days of receipt of the written request. The Agency will respond to Budget Modification requests which are not for transfers between funded line items within the same budget category within thirty (30) calendar days of receipt of the written request. Budget Modifications must be approved in writing by the Agency prior to the expenditure of any Agency grant funds arising from any adjustments between previously approved budget categories and/or line items.

The PROVIDER understands and agrees that grant funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed allowable rates for state employee travel pursuant to Section 112.061, Florida Statutes (2016) and expenditures of State

financial assistance must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. The PROVIDER shall reimburse the Agency for any unused balances of unobligated cash that were advanced or paid that are not authorized to be retained for direct program costs in a subsequent period. All unauthorized or disallowed expenditures must be refunded to the State; and the PROVIDER shall not use grant funds for any expenditures made by the PROVIDER after midnight June 30, 2018, the termination date of the Agreement.

Office space rental reimbursed from the Crime Stoppers Trust Fund may only be used for Crime Stoppers activities. If the space is used for other than Crime Stoppers activities, the Provider will only be reimbursed a percentage of the total cost based upon the percentage of time that the space is being used for Crime Stoppers activities.

#### **ARTICLE 8. METHOD OF PAYMENT**

The PROVIDER, in accordance with Section 216.181(16), Florida Statutes (2016), may request an advance of up to three months of anticipated expenses for program start-up, not to exceed one quarter of the grant total. Subsequent grant funds payments shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Provider repayment of an advance payment shall begin on April 1, 2018, or when 75% of the budget has been utilized, whichever occurs first. The PROVIDER must remit to the Agency all interest earned on the advance payment if such advance payment was ever deposited into an interest-bearing account.

A Reimbursement Request shall be processed monthly based on PROVIDER submission and Agency approval of the Reimbursement Request Form, Invoice Tracking Forms, and copies of all invoices and receipts listed on the three (3) Invoice Tracking Forms. The Agency requires that support documentation for all expenditures be submitted to the Agency prior to approval of the Reimbursement Request Form. The PROVIDER shall maintain support documentation of all costs represented on the Reimbursement Request Form in their files. The Agency may withhold payment if services are not satisfactorily completed.

All invoices received from the PROVIDER will be processed in accordance with Section 215.422, Florida Statutes (2016).

In accordance with the provisions of Section 287.0582, Florida Statutes (2016), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

The PROVIDER shall, within sixty (60) days following the execution of this agreement, register online with the Department of Financial Services to receive all payments associated with this agreement by Electronic Funds Transfer, (EFT). The EFT online registration can be completed at:

[http://www.myfloridacfo.com/aadir/direct\\_deposit\\_web/index.htm](http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm)

#### **ARTICLE 9. VENDOR OMBUDSMAN**

Pursuant to Section 215.422(7), Florida Statutes (2016), the Department of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

#### **ARTICLE 10. REPORTS**

The PROVIDER agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require as incorporated in Attachment B to this Agreement. If the PROVIDER fails to submit the required reports in a timely manner, the Agency will withhold payment and processing of Reimbursement Requests until all required reports have been submitted in a satisfactory manner.

#### **ARTICLE 11. ACKNOWLEDGEMENT**

The PROVIDER agrees to acknowledge the Office of the Attorney General in all publications and activities that are funded wholly or in part with Agency grant funds and in all materials produced or purchased wholly or in part with Agency grant funds.

## **ARTICLE 12. PURCHASES**

The PROVIDER must purchase articles which are the subject of or are required to carry out this Agreement from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, Florida Statutes (2016), in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes (2016). For purposes of this Agreement, the PROVIDER shall be deemed substituted for the Agency insofar as its dealings with PRIDE. **This clause is not applicable to subcontractors unless otherwise required by law.** An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (800) 643-8459.

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this Agreement, in accordance with the provisions of Section 403.7065, Florida Statutes (2016).

If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit business organization, the PROVIDER must comply with Rule 60A-1.002, F.A.C. and Chapter 287, Florida Statutes, by obtaining a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of Two Thousand Five Hundred Dollars (\$2,500.00) unless it can be documented that the vendor is a sole source supplier. A Reimbursement Request must be submitted to the Agency and shall include copies of the three (3) written quotes and proof of the Board of Directors review and approval for all products or services exceeding the amount of \$2,500. The Agency, upon request in advance, may approve in writing an alternative purchasing procedure.

## **ARTICLE 13. PROPERTY**

The PROVIDER shall comply with the requirements set forth in Chapter 273, Florida Statutes (2016) and Chapter 69I-72, F.A.C. The PROVIDER agrees to be responsible for the proper care, custody and distribution of all property acquired with grant funds, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency. Upon expiration of the term of this Agreement, all such property shall be inventoried and shall be made available for transfer to the Agency in the Agency's sole discretion.

## **ARTICLE 14. AUDITS, INSPECTIONS, INVESTIGATIONS, RECORDS AND RETENTION**

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, Florida Statutes (2016), sufficient to reflect all income and expenditure of funds provided by the Agency under this Agreement and in accordance with generally accepted accounting procedures.

The PROVIDER shall maintain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, records shall be retained for a minimum period of five (5) years after the resulting audit report is issued or until resolution of any audit findings or litigation based on the terms of this Agreement, at no additional cost to the Agency.

The PROVIDER, upon demand, and at no additional cost to the Agency, will facilitate the duplication and transfer of any records or documents during the required retention period set forth in Article 14, Paragraph 2.

The PROVIDER agrees that these records shall be subject at all reasonable times to inspection, review, copying, and/or audit by Federal, State, or other personnel duly authorized by the Agency or by operation of law.

The PROVIDER shall, at all reasonable times, without notice, for as long as records are maintained, provide persons duly authorized by the Agency or Federal law pursuant to 45 C.F.R. § 92.36(i)(10) (2016), full access to and the right to examine any of the PROVIDER's contracts and related books, papers, documents, and records which are directly pertinent to this agreement and the grant funds provided hereunder, regardless of the form in which such documents are kept.

The PROVIDER shall provide a financial and compliance audit to the Agency as specified in this Agreement and in Attachment A and ensure that all related party transactions are disclosed to the auditor.

The PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Agency's Office of the Inspector General (Section 20.055, Florida Statutes (2016)), or as

authorized by law.

**ARTICLE 15. MONITORING**

The PROVIDER shall permit persons duly authorized by the Agency to inspect and copy any records, papers, documents, facilities, goods and services of the PROVIDER which are relevant to this Agreement, and to interview any clients, employees and subcontractor's employees of the PROVIDER concerning the performance of the terms and conditions of this Agreement. Following such review, the Agency will deliver to the PROVIDER a written report of its findings, and the Agency may require the PROVIDER to develop a corrective action plan if the Agency, in its sole discretion, determines that such a plan is necessary. The PROVIDER hereby agrees to timely correct all deficiencies identified in any written report delivered by the Agency.

**ARTICLE 16. RETURN OF FUNDS**

The PROVIDER shall return to the Agency any overpayments made to the PROVIDER stemming from the identification of uncommitted funds or disallowed items pursuant to the terms and conditions of this Agreement. If the PROVIDER or any outside accountant or auditor determines that an overpayment has been made, the PROVIDER shall immediately return to the Agency such overpayment without prior notification from the Agency. If the Agency discovers that an overpayment has been made, the contract manager, on behalf of the Agency, will notify the PROVIDER and the PROVIDER shall forthwith return the funds to the Agency. Should the PROVIDER fail to immediately reimburse the Agency for any overpayment, the PROVIDER will be assessed a service charge equal to the rate of interest payable on judgments or decrees at the lawful rate established by the Chief Financial Officer of the State of Florida pursuant to Section 55.03, Florida Statutes, on the amount of the overpayment or outstanding balance thereof.

**ARTICLE 17. FINAL INVOICE**

The PROVIDER agrees to submit the final invoice for payment to the Agency no later than forty-five (45) days after the Agreement ends or is terminated. If the PROVIDER fails to do so, all rights to further payment under the Agreement are forfeited and the Agency will not accept any invoices submitted after the aforesaid time period. Any payment due to the Provider under this Agreement may be withheld until all reports due from the PROVIDER have been received and necessary adjustments thereto have been approved by the Agency.

**ARTICLE 18. NOTICE**

Except as otherwise specified herein, all formal notices required under this Agreement shall be in writing and sent by email, or by hand delivery either, in the case of the Agency, to its contract manager, or, in the case of the PROVIDER, the representative responsible for administration of the program.

**ARTICLE 19. LIABILITY AND ACCOUNTABILITY**

The PROVIDER, if a non-profit entity, agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability because of actions taken by those persons while acting within the scope of their authority during the existence of this Agreement and any renewal(s) and extension(s) thereof. Upon execution of this Agreement, the PROVIDER shall furnish the Agency written verification through a Certificate of Coverage supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Agency reserves the right to require additional insurance as specified in this Agreement.

**ARTICLE 20. INDEPENDENT CONTRACTOR**

The PROVIDER agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the PROVIDER is a state Agency. Neither the PROVIDER nor its agents, employees, subcontractors or assignees shall represent to others that the PROVIDER has the authority to bind the Agency. This Agreement does not create any right to any state retirement, leave or other benefits applicable to State

of Florida personnel as a result of the PROVIDER performing its duties or obligations under this Agreement. The PROVIDER agrees to take such actions as may be necessary to ensure that each subcontractor of the PROVIDER will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The Agency will not furnish support services (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the PROVIDER, the PROVIDER's officers, employees, agents, subcontractors, or assignees shall be the sole responsibility of the PROVIDER.

This Agreement does not vest any rights in third parties and is not intended to be relied upon by third parties.

#### **ARTICLE 21. PUBLIC RECORDS**

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Section 119.011 (12), Florida Statutes (2016), made or received by the PROVIDER in conjunction with this Agreement, unless a statutory exemption from disclosure exists. It is expressly understood that the PROVIDER's failure to comply with this provision shall constitute an immediate and substantial breach of contract for which the Agency may unilaterally terminate the Agreement.

The PROVIDER shall allow public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, except for those records exempt from disclosure under one of the statutory provisions mentioned in the paragraph above, or are otherwise exempt from disclosure by operation of Section 119.071, Florida Statutes (2016) or Chapter 119, Florida Statutes. Failure by the Provider to allow the aforementioned public access constitutes grounds for unilateral cancellation by the Agency at any time, with no recourse available to the PROVIDER. The PROVIDER shall also keep and maintain all public records consistent with the State of Florida's record retention schedule. The PROVIDER shall provide the Agency with a copy of all requested public records or allow the records to be inspected and copied within a reasonable time, or as otherwise provided by law. The PROVIDER will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if the PROVIDER does not transfer the records to the Agency at that time.

Upon completion of the Agreement, the PROVIDER shall keep and maintain public records required by the Agency to perform the services to be provided in the scope of this Agreement or electronically transfer, at no cost, to the Agency all public records in possession of the PROVIDER. If the PROVIDER transfers all public records to the Agency upon completion of the Agreement, the PROVIDER shall destroy all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the PROVIDER keeps and maintains public records upon completion of the Agreement, the PROVIDER shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to the Agency, upon request of its Custodian of Public Records, in a format compatible with the information technology systems of the Agency.

**IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE PROVIDER SHOULD CONTACT THE AGENCY'S CUSTODIAN OF PUBLIC RECORDS AT 850-414-3300, [pam.bondi@myfloridalegal.com](mailto:pam.bondi@myfloridalegal.com), OFFICE OF THE ATTORNEY GENERAL, PL-01, THE CAPITOL, TALLAHASSEE, FL 32399.**

#### **ARTICLE 22. EMPLOYMENT**

The employment of unauthorized aliens by the PROVIDER is considered a violation of Section 274A(e) of the Immigration and Nationality Act. Knowingly employing unauthorized aliens shall be grounds for immediate termination of

this Agreement.

The PROVIDER shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the eligibility to work in the United States of all persons employed during the Agreement term by the PROVIDER to perform employment duties within Florida.

**ARTICLE 23. NONDISCRIMINATION**

The PROVIDER shall comply with all federal, state, local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work.

**ARTICLE 24. CONFIDENTIALITY OF CLIENT INFORMATION**

The PROVIDER agrees not to use or disclose any information concerning a recipient of services under this Agreement for any purpose prohibited by state or federal law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).

**ARTICLE 25. PUBLICITY**

Without limitation, the PROVIDER and its employees, agents, and representatives will not, without prior Agency written consent in each instance, use any State mark, the name of any State agency or other Florida body politic, or the name of any official, officer or employee of the State, in advertising, publicity or any other promotional endeavors. Further, the PROVIDER and its employees, agents and representatives shall not, without prior Agency written consent, represent, directly or indirectly, that any product or service provided by the PROVIDER has been approved or endorsed by the Agency, the Attorney General, the State of Florida, or any State agency or other Florida body politic, official, officer or employee of the State, or refer to the existence of this Agreement in press releases, advertising or promotional materials distributed to the PROVIDER's prospective customers.

**ARTICLE 26. PUBLIC ENTITY CRIME**

Pursuant to Section 287.133(2)(a), Florida Statutes (2016), the following restrictions are placed on persons convicted of public entity crimes to transact business with the Agency: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes (2016), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**ARTICLE 27. GRATUITIES**

The PROVIDER agrees that it will not offer or give any gift or any form of compensation to any Agency employee. As part of the consideration for this Agreement, the parties intend that this provision will survive the Agreement for a period of two (2) years. In addition to any other remedies available to the Agency, any violation of this provision will result in referral of the PROVIDER's name and description of the violation of this term to the Florida Department of Management Services for the potential inclusion of the PROVIDER's name on the suspended vendors list for an appropriate period. The PROVIDER will ensure that its subcontractors, if any, comply with these provisions.

**ARTICLE 28. PATENTS, COPYRIGHTS, AND ROYALTIES**

The PROVIDER agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the discovery or invention shall be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida.

If any books, manuals, films, or other copyrightable materials are produced, the PROVIDER shall identify all such materials to the Agency. Any and all copyrights accruing under or in connection with performance under this Agreement are hereby reserved to the State of Florida.

The PROVIDER shall indemnify, defend and hold the Agency and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the PROVIDER in the performance of this Agreement. The PROVIDER shall indemnify, defend and hold the Agency and its employees harmless from any claim against the Agency for infringement of patent, trademark, copyright or trade secrets. The Agency will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the PROVIDER may, at its option and expense, procure for the Agency, the right to continue use of, or replace or modify the article to render it non-infringing. If the PROVIDER uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the compensation paid pursuant to this Agreement includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this Agreement.

All subcontracts entered into by the PROVIDER must specify that all patent rights and copyrights are reserved to the State of Florida as set forth in this Article.

#### **ARTICLE 29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

The PROVIDER shall, where applicable, comply with the Health Insurance Portability and Accountability Act (42 U. S. C. 1320d.) as well as all regulations promulgated thereunder (45 C.F.R. Parts 160, 162, and 164).

#### **ARTICLE 30. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS**

Any state funds provided for the purchase of or improvements to real property are contingent upon the PROVIDER granting to the state a lien against the property at least to the amount of the 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. As a condition of receipt of state funding for this purpose, the PROVIDER agrees that, if it disposes of the property before the Agency's interest as set forth in this Article expires or is vacated, the PROVIDER will refund a proportionate share of the state's initial investment, as determined by the Agency.

#### **ARTICLE 31. INDEMNIFICATION**

The PROVIDER shall be liable for and indemnify, defend, and hold the Agency and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by the PROVIDER and its agents, employees and subcontractors during the performance or operation of this Agreement or any subsequent modifications or extensions thereof.

The PROVIDER's evaluation or inability to evaluate its liability shall not excuse the PROVIDER's duty to defend and to indemnify the Agency within seven (7) days after notice by the Agency. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the PROVIDER not liable shall excuse performance of this provision. The PROVIDER shall pay all costs and fees including attorney's fees related to these obligations and their enforcement by the Agency. The Agency's failure to notify the PROVIDER of a claim shall not release the PROVIDER from these duties. The PROVIDER shall not be liable for claims, suits, judgments, or damages arising out of the sole negligent acts of the Agency.

#### **ARTICLE 32. TERMINATION**

This Agreement may be terminated by either party without cause upon not less than thirty (30) calendar days' written notice to the other party unless a shorter time period is mutually agreed upon in writing. Notices under this Article shall be delivered by a method of U.S. Postal Service, email, or by hand delivery, to either, in the case of the Agency, its contract manager or in the case of the PROVIDER, the representative responsible for administration of the program.

In the event funds for payment pursuant to this Agreement become unavailable, the Agency may terminate this

Agreement upon no less than twenty-four (24) hours written notice to the PROVIDER. Said notice shall be sent by a method of U.S. Postal Service, email, or by hand delivery, either, in the case of the Agency, to its contract manager or, in the case of the PROVIDER, the representative responsible for administration of the program. The Agency shall be the final authority as to the availability and adequacy of funds.

Failure of the PROVIDER to perform its contractual duties or obligations in a manner satisfactory to the Agency shall be grounds for termination for cause. This Agreement may be terminated for cause upon no less than twenty-four (24) hours written notice to the PROVIDER. If applicable, the Agency may employ the default provisions set forth in Rule 60A-1.006(3), Florida Administrative Code. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the Agency's right to any remedies at law or in equity.

In the event this Agreement is terminated, or, in any event, upon its expiration, all supplies, equipment and property purchased with grant funds shall be inventoried and in the Agency's discretion returned to the Agency. Any finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the PROVIDER under this Agreement shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all unexpended funds to the Agency within thirty (30) days of the earliest of either the effective date of termination or the expiration of the Agreement.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the Agency for damages sustained by the Agency by any termination or breach of this Agreement by the PROVIDER.

In the event this Agreement is terminated, the PROVIDER shall be reimbursed for costs of services provided through the effective date of termination, only if proper and complete documentation to support such reimbursement is received by the Agency within thirty (30) days following the termination of this agreement.

### **ARTICLE 33. AMENDMENTS**

A party may request reasonable changes to the provisions of, or scope of services to be performed pursuant to the approved grant application. Such changes that are mutually agreed upon by all parties shall be confirmed in writing by each party. Such changes which are deemed by the Agency to be substantial modifications to the goals, objectives, or strategies shall require the submission of a written Program Modification request. Any approved Program Modification shall be incorporated into a modification of the approved grant application.

### **ARTICLE 34. REPRESENTATIVES (Names, Addresses, Telephone Numbers and Email Address):**

- 1. PROVIDER name, as shown on page 1 of this Agreement, and mailing address of the official payee to whom the payment shall be made is:**

**Name: Big Bend Crime Stoppers, Inc.**  
**Address: P O Box 938**  
**City, State Zip: Tallahassee, Florida 32302-0938**  
**Telephone Number: (850) 222-0890**  
**Email Address: bigbendcrimestopper@comcast.net**

- 2. The name of the contact person and street address where PROVIDER's financial and administrative records are maintained is:**

**Name: Janet Hinton, Treasurer**  
**Address: P O Box 938**  
**City, State Zip: Tallahassee, Florida 32302-0938**  
**Telephone Number: (850) 222-0890**  
**Email Address: bigbendcrimestopper@comcast.net**

3. The name, title, address, and telephone number of the representative of the PROVIDER responsible for administration of the program under this Agreement is:

Name: Sharon Ofuani  
Title: Executive Director  
Address: P O Box 938  
City, State Zip: Tallahassee, Florida 32302-0938  
Telephone Number: (850) 222-0890  
Email Address: bigbendcrimestopper@comcast.net

4. The name, title, address, and telephone number of the contract manager for the Agency for this Agreement is:

Name: Richard R. Nuss  
Title: Bureau Chief, Criminal Justice Programs  
Address: PL-01, The Capitol  
City, State Zip: Tallahassee, FL 32399-1050  
Telephone Number: (850) 414-3360  
Email Address: rick.nuss@myfloridalegal.com

In the event of any change concerning any above representative, contract manager, or office (names, addresses, telephone numbers), notice of such change shall be provided in writing to the other party and updated by the Agency as a modification to the approved grant application contained in the E-grants Management System.

#### **ARTICLE 35. GOVERNING LAW**

This Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law without reference to conflict of laws principles.

#### **ARTICLE 36. JURISDICTION AND VENUE**

The parties consent to jurisdiction and venue in the appropriate State court in Leon County, Florida.

#### **ARTICLE 37. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

This Agreement and its attachments, Attachment A, Attachment B, Attachment C, Exhibit 1 and Exhibit 2, and any additional exhibits referenced therein, together with any documents incorporated by reference, including the approved grant application contained in the E-grants Management System, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this Agreement is determined by a court of law to be unlawful or unenforceable, the remainder of the Agreement shall remain in full force and effect.

**By signing this Agreement, the parties agree that they have read and agree to the entire Agreement, as described in Article 37 above.**

**IN WITNESS THEREOF**, the parties hereto caused this Agreement to be executed by their undersigned officials as duly authorized.

PROVIDER: Big Bend Crime Stoppers, Inc.

*Linda Nelson*  
PRESIDENT/CHAIRMAN OF THE BOARD

AGENCY: Office of the Attorney General  
The Department of Legal Affairs  
State of Florida

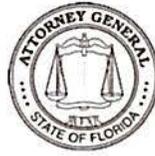
Name: Linda Nelson  
Title: Board chair

*Sabrina W. Donovan 06/23/17*  
SABRINA DONOVAN (DATE)  
DIRECTOR OF ADMINISTRATION

Name: Janet Hinton  
Title: Treasurer

[REDACTED]  
FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 6-30-18



## ATTACHMENT A Florida Single Audit Act Requirements

The administration of resources awarded by the Agency to the PROVIDER may be subject to audits and/or monitoring by the Agency or its designee as described in this section.

### MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Agency staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the PROVIDER agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Agency. In the event the Agency determines that a limited scope audit of the PROVIDER is appropriate, the PROVIDER agrees to comply with any additional instructions provided by the Agency staff to the PROVIDER regarding such audit. The PROVIDER further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

### AUDITS

#### **PART I: FEDERALLY FUNDED**

This part is applicable if the PROVIDER is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the PROVIDER expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the PROVIDER must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Agency by this agreement. In determining the Federal awards expended in its fiscal year, the PROVIDER shall consider all sources of Federal awards, including Federal resources received from the Agency. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the PROVIDER conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the PROVIDER shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from PROVIDER resources obtained from other than Federal entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**  
<https://apps.fldfs.com/fsaa/>

## PART II: STATE FUNDED

This part is applicable if the PROVIDER is a non-state entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the PROVIDER expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such PROVIDER (for fiscal years ending September 30, 2004 or thereafter), the PROVIDER must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Agency by this agreement. In determining the state financial assistance expended in its fiscal year, the PROVIDER shall consider all sources of state financial assistance, including state financial assistance received from the Agency, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the PROVIDER shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the PROVIDER's resources obtained from other than State entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**  
<https://apps.fldfs.com/fsaa/>

### **PART III: OTHER AUDIT REQUIREMENTS**

Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.

### **PART IV: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the PROVIDER directly to each of the following:
  - A. The Agency at the following address:

The Office of the Attorney General  
Richard R. Nuss, Bureau Chief  
Bureau of Criminal Justice Programs  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050
  - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.
3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the PROVIDER directly to each of the following:

A. The Agency at the following address:

The Office of the Attorney General  
Rick Nuss, Bureau Chief  
Bureau of Criminal Justice Programs  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of the PROVIDER directly to the Agency's Contract Manager listed in this Contract.
5. Any reports, management letter, or other information required to be submitted to the Agency pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. PROVIDERs, when submitting financial reporting packages to the Agency for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the PROVIDER in correspondence accompanying the reporting package.

## **PART V: RECORD RETENTION**

1. PROVIDER shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Agency or its designee, CFO, or Auditor General access to such records upon request. PROVIDER shall ensure that audit working papers are made available to the Agency or its designee, CFO, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Agency.

*NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.*

**EXHIBIT – 1**

**FEDERAL RESOURCES AWARDED TO THE PROVIDER PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

No Federal Project Funds Awarded

**STATE RESOURCES AWARDED TO THE PROVIDER PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

No Matching Funds for Federal Programs Awarded

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$80,998.88

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$80,998.88**

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT  
TO THIS AGREEMENT ARE AS FOLLOWS:**

1. Activities Allowed
2. Allowable Cost
3. Cash Management
4. Equipment and Real Property Management
5. Period of Availability
6. Reporting

Specific compliance requirements for State financial assistance awarded pursuant to this agreement can be found on the Florida Single Audit Act website at: <https://apps.fldfs.com/fsaa/>

***NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the PROVIDER.***



**ATTACHMENT B  
FLORIDA CRIME STOPPERS TRUST FUND  
PROGRAMATIC AND REPORTING REQUIREMENTS**

**Agency Name: Big Bend Crime Stoppers, Inc.**

1) **Reimbursement Request/Expenditure Report Summary:** This form is considered the payment invoice and is the document submitted by the grant administration staff to the OAG Finance Office and DFS for reimbursement processing. The Reimbursement Request/Expenditure Report Summary and all other required reports listed below, a - h and #4, must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the reports must be postmarked by the next business day. Reports are due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C., and must contain the following supporting documents as applicable:

a) **Invoice Tracking: Public Education, Operating Expenses and Salaried Employees:** These forms are used to seek reimbursement of allowable expenses as outlined in the grant application or as approved by the Agency under a Budget Modification. All three forms must be included with the Reimbursement Request/Expenditure Report Summary and must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, Sunday, or a federal holiday, then they must be postmarked by the next business day. All three of these reports are incorporated at rule 2A-9.006 (7), F.A.C., and are due every month even if no expenditures were incurred, unless the Final Report has been submitted.

b) **OAG Tip Report:** To claim rewards for reimbursement, the OAG Tip Report must be completed. The following lines must have the required data entered into them: Report #, Alternate ID, Rewards Amount Approved, Date Tip Received, Reason for Reward, Date of Approval or Tipster Call, Date to Bank, Check #/Draft#/Transaction # and Date Debited from Bank.

The OAG Tip Report must be signed by a Board member who was in attendance at the meeting where the rewards were approved. The OAG Tip Report is incorporated by reference at rule 2A-9.006(7)(e), F.A.C., and must be submitted each month, even if no rewards are being claimed for reimbursement.

c) **Project Specific Timesheet:** Project Specific Timesheet must be utilized to report time spent on Crime Stoppers grant activities. Only salary for time spent on activities relevant to the Crime Stoppers program is reimbursable. A Project Specific Timesheet must be utilized by all organizations requesting reimbursement of salary expenses and must be completed for all organizational staff members including Executive Directors. Failure to submit the Project Specific Timesheet for any grant staff will result in removal of any requested salary dollars until such time as the required Project Specific Timesheet is

submitted. The Project Specific Timesheet must be submitted monthly. The form must be signed by the employee. Executive Directors and Project Directors must have their timesheets authorized by a member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may authorize the timesheets of their staff providing staff is not related to Project Director or Executive Director. At least one Project Specific Timesheet must be utilized for each staff member. The organization may use as many timesheets as necessary to report appropriate time. The Project Specific Timesheet form is incorporated by reference at rule 2A-9.006(7)(g), F.A.C.

- d) **Daily Vehicle Use Log:** This form is utilized to report mileage for activities relevant to the Crime Stoppers program within the organization's local service area. This form **is not** for use when travel is outside the organization's service area. The signature of the person claiming mileage is required and the form must be signed by an authorized member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may not authorize their own Daily Vehicle Use. However, they may authorize those of their staff provided staff is not related to Project Director or Executive Director. The Daily Vehicle Use Log form is incorporated by reference at rule 2A-9.006(7)(h), F.A.C.
- e) **Property Inventory:** All property purchased pursuant to Chapter 273, F. S. and *Florida Administrative Code* Chapter 69I-72, utilizing grant funds, requires a Property Inventory Report be completed and submitted to the OAG at the time reimbursement is requested. Payment will not be authorized until such time as the required Property Inventory Report has been submitted. The Property Inventory Report form is incorporated by reference at rule 2A-9.006(7)(i), F.A.C.
- f) **Authorization to Incur Travel Expense:** Pursuant to *Florida Administrative Code 69I-42.003*, form DFS-AA-13 shall be used when requesting approval for travel. The form shall be signed by the person requesting travel and their supervisor or an authorized member of the Crime Stoppers Board of Directors. Same must be completed prior to travel taking place and must evidence the estimated cost of travel as allowed under 112.061, F. S. This form must be submitted along with the completed Travel Voucher when requesting reimbursement of travel expenses associated with the Crime Stoppers grant project. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following the actual travel.
- g) **Travel Voucher:** Pursuant to *Florida Administrative Code 69I-42.003*, form DFS-AA-15 shall be used when requesting reimbursement for travel expenses associated with the Crime Stoppers grant project. The form shall be completed by all travelers requesting reimbursement from Crime Stoppers Trust Fund and shall be prepared in strict compliance with Section 112.061, F. S. The form shall be signed by the traveler and the official authorizing the travel, a supervisor or an authorized member of the Crime Stoppers Board of Directors. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stoppers organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stoppers project and in the program's previously approved budget are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following travel and must be accompanied

with form DFS-AA-13, Authorization to Incur Travel Expense, and must be submitted at the time the monthly Reimbursement Request/Expenditure Report is submitted.

- 2) **Budget Modification:** The Budget Modification request must be completed and submitted to the OAG for approval prior to expenditure of any transfer funds. Budget Modifications submitted after a purchase has been made will not be processed or approved unless the program has sufficient funds in the previously approved budget line item. No Budget Modifications will be processed or approved after June 1st. Please ensure that all budget modifications provide that services will be received within the same grant year as the expenditure. New projects will not be approved the last month of the grant year. The Budget Modification Request form is incorporated by reference at rule 2A-9.006(7)(j), F.A.C.
- 3) **Program Modifications:** The Program Modification Request form is used to request modifications to program deliverables and must be submitted on or before April 1st, for review to allow sufficient time for the program to meet any approved changes. No Program Modifications forms will be processed or approved after April 1st. The Program Modifications form is incorporated by reference at rule 2A-9.006(7)(k), F.A.C.

4) **Monthly Performance Report (Attachment C):** This form is used to provide information on the minimum performance measures required for all Crime Stoppers organizations and to justify reimbursement. This form must be submitted when the Reimbursement Request/Expenditure Report is submitted and the Provider must submit the required support documentation indicating completion or compliance with the required deliverables. Otherwise, the Reimbursement cannot be processed. If the Provider fails to meet the minimum performance measures and provide the required support documentation, Financial Consequences will be applied pursuant to Section 215.971(1) (c), Florida Statutes, as written in Attachment D, under Financial Consequences. The Monthly Performance Report (Attachment D) \$19,999.00 or Less form, for those programs who receive \$19,999.00 or less in grant funds, is incorporated by reference at rule 2A-9.006(7)(l), F.A.C. The Monthly Performance Report (Attachment D) \$20,000.00 or More form for those programs who receive \$20,000.00 or more in grant funds is incorporated by reference at rule 2A-9.006(7)(m), F.A.C.

- 5) **Final Invoice - Reimbursement Request/Expenditure Report Summary:** The Final Invoice any given grant year must be postmarked by August 15 of the immediately following grant year. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or reimbursement will be disallowed. This form is used to request reimbursement of any expenses which occurred before the end of the current grant year, but invoices/statements were not received or paid until after the end of the current grant year. These expenditures may only be for the current grant year. No expenses for any subsequent grant years may be submitted on the Final Invoice. Final payment will not be made until all required reports have been submitted, unless the organization is required to comply with Section 215.97, F.S., the Florida Single Audit Act, and has appropriately requested an extension of time to comply with same. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C. and is designated "final" by indicating as such in the appropriate place on the form.
- 6) **Audit Report:** Crime Stoppers organizations or counties required to have an audit under 215.97, F. S. or who expend in excess of \$500,000 in a fiscal year from all funding sources managed by a State agency, including Federal financial assistance must generate and submit

a copy of an appropriate audit no later than 180 days following the termination or expiration of the Agreement.

***\*NOTE: Failure to comply with reporting requirements will affect amount requested for reimbursement.***

Crime Stoppers Trust Fund Monthly Performance Report  
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Attachment #2  
Page 21 of 66

**Must be submitted by the 20th**

***Deliverable 1 - Tip Line***

**Scope of Work** - The Provider will provide and maintain all budgeted components of a tip line, answering service, telecommute, tip software and the tip coordinator's cell phone for the purpose of receiving anonymous tip information from the public regarding fugitives, crimes committed and other wanted criminals as well as stolen property or illegal drugs for transfer to law enforcement for investigation. Budget line items associated with this deliverable are: tip lines, answering service, telecommute fees, tip software and cell phone (tip coordinator).

**Deliverable** - The Provider will provide and maintain a dedicated phone line 24 hours a day, 7 days a week, 365 days a year for the public to report information concerning crimes, recovery of drugs, stolen property, and other wanted fugitives for transfer to law enforcement for investigation.

**Financial Consequences** - When any budgeted component of a Provider's tip line is found to be non-functioning or unavailable to the public, a 10% reduction in the overall monthly cost reimbursement submitted for that month will be applied.

**Provider Documentation** - The Provider will submit the following to support that services were available as required: Copies of invoices associated with line items, phone lines, answering services, telecommute/transfer fees, tip software, and tip coordinator's cell phone indicating monthly services were provided.

***Deliverable 2 - Rewards***

**Scope of Work** - The Provider on a monthly basis, will review and either approve, adjust, or deny payment of any and all rewards submitted as a result of anonymous tips received prior to arrest, through their tip line, text-a-tip, or website tip, which resulted in an arrest being made, recovery of drugs or stolen property. **Note: In a month with no rewards, the board/reward committee meets and states such in writing, this deliverable will be considered met.** The Budget line item associated with this deliverable is rewards.

**Deliverable** - The Provider, no less than once a month, either by the entire Board of Directors or by an appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny any and all reward requests submitted as a result of anonymous tips received through their tip lines, which resulted in an arrest, recovery of drugs or stolen property.

**Financial Consequences** - For each reward listed on the OAG Tip Report, when cross referenced with the Provider's Board Meeting Minutes where tips were approved or e-mail verification from the Reward Committee noting payment approval, does not verify the reward as having been approved for payment will be removed at 100% of the reward. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement.

**Provider Documentation** - The Provider will submit the following to support the review and approval of all tips submitted for reimbursement. Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved. **NOTE: The OAG grant staff will utilize the completed and signed OAG Tip Report in the OAG grant management system to determine whether or not this deliverable has been achieved. All backup support documentation for every tip is subject to review and verification and may be requested at any time by the OAG for compliance monitoring review purposes.**

Attachment C

Crime Stoppers Trust Fund Monthly Performance Report  
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Attachment #2  
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**Deliverable 3 – Public Awareness of “Tip Line” and Program**

**Scope of Work** - The Provider will promote the Crime Stoppers program for the purpose of making the public aware of the tip number, text-a-tip, or website tip numbers, possible reward available for information leading to an arrest, the recovery of stolen property or drugs, and/or a specific crime. Budget line items associated with this deliverable are: bus benches, yellow page ads, billboards/rolling billboards, bus wraps, cab signs, newspaper, radio, television (program associated) movie theater, website development/maintenance, brochures, promotional materials, door hangers/yard signs, window clings/signs/stickers, newsletters, posters, banners, LCD Projector, display board. Television, VCR/DVD/Blue-Ray/ or other similar device, and all line items designated as “Other” under rewards and public education.

**Deliverable** - The Provider will promote the Crime Stoppers "tip line", "text-a-tip," or website tip numbers or a specific crime a minimum of once a month for 11 months, August 1 through June 30, utilizing any of the venues listed in line items detailed under the scope of work and is a part of the approved budget. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement.

**Financial Consequences** - A Provider who fails to promote their program once a month for 11 months, between August 1 and June 30, will receive a 10% reduction of the cost reimbursement within the month service cannot be documented. **NOTE: Some copies and photos may qualify to be submitted only once and placed in the Provider's file for reference provided they are taken in the current grant year. Photos and copies that are from another grant year will not be accepted as current grant year support documentation.**

**Provider Documentation** - The Provider will submit the following as support of services for the month stated on the Monthly Performance Report for each monthly service completed: Submit invoices current copies, photos, ads, etc. of all public awareness campaigns paid for with CSTF dollars. (to include date, time, and places where displayed or distributed) All support documentation must contain the OAG acknowledgement to qualify for reimbursement; or Organizations dispersing purchases only from line items narrated in the scope of work for public awareness on a monthly basis, may submit a document indicating date, location, number of items and signature of board authorizing official confirming dispersal.

**Deliverable 4 – Continuing Education**

**Scope of Work** - The Provider is required to attend trainings during the grant year, July 1 through June 30. Training may be through Florida Association of Crime Stoppers, Crime Stoppers USA, Southeastern Crime Stoppers Association or other trainings as approved by a majority vote of the FACS membership and is directly related to the Crime Stoppers project. The budget line items associated with this deliverable are FACS, Southeastern Crime Stoppers Association, USA Crime Stoppers Association and travel.

**Deliverable** - The Provider is required to attend two (2) trainings per grant year, July 1 through June 30, through Florida Association of Crime Stoppers, Crime Stoppers USA, Southeastern Crime Stoppers Association or other Crime Stoppers trainings as approved in writing prior to travel by a majority vote of the FACS membership and is directly related to the Crime Stoppers project.

**Financial Consequences** - If the Provider fails to attend two trainings per year, does not attend all of the sessions and cannot provide a certificate of attendance or whose name does not appear on all days of the sign-in-sheets will result in a 10% reduction of the monthly cost reimbursement.

**Provider Documentation** - The Provider must submit the following as support documentation that the deliverable was met. **(a)** The Provider will submit copies of the agenda and either sign-in sheets or certificate of attendance for all trainings attended where reimbursement from the Crime Stoppers Trust Fund is requested

Crime Stoppers Trust Fund Monthly Performance Report  
Organization: Big Bend Crime Stoppers, Inc.

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Date: July 1, 2017 thru June 30, 2018

**Deliverable 5 – Law Enforcement Contact**

**Scope of Work** - The Provider is required to contact all local law enforcement agencies noted in the "Mission Statement and Area Served" section of their grant application, via e-mail, to offer support of the program. Budget line items associated with this deliverable are crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and wanted fugitive billboards.

**Deliverable** - The Provider is required to make contact with all local law enforcement agencies noted in the "Mission Statement and Area Served Information" section of their grant application, via e-mail, a minimum of once a month to offer the support of the program through venues listed in the following line items: crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and want fugitive billboards.

**Financial Consequences** - A Provider who fails to make contact with local law enforcement agencies in the "Mission Statement and Area Served Information" section of their grant application, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items narrated in the scope of work will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.

**Provider Documentation** - The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies in the "Mission Statement and Area Served Information" section of their grant application, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers.

**Deliverable 6A – Board Meetings Grants Up to \$19,999**

**Scope of Work** - The Provider receiving up to and including \$19,999 in grant funds will conduct quarterly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable are board and officer's liability and employee bond insurances.

**Deliverable** - The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of four (4) quarterly board meetings during the grant year, July 1 through June 30. Of which one board meeting must be held between July 1 and September 30, October 1 and December 31, January 1 and March 31, and between April 1 and June 30.

**NOTE: More than one meeting within a quarter will not meet the requirement.**

**Financial Consequences** - The Provider's total monthly reimbursement will be reduced by 10% when the Provider fails to conduct a quarterly board meeting within the following quarters, July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30 and no support documentation is submitted as required.

**Provider Documentation** - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable.

Crime Stoppers Trust Fund Monthly Performance Report  
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Attachment #2  
Page 24 of 66

**Deliverable 6B – Board Meetings Grants Over \$19,999**

**Scope of Work** - The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable is board and officer's liability and employee bond insurances.

**Deliverable** - The Provider who receives grant funds of \$20,000 or more will conduct a minimum of ten (10) monthly board meetings. **NOTE: Multiple monthly meetings, (i.e. more than one meeting within a month) will not meet the requirement and will only be counted as one meeting for the month.**

**Financial Consequences** - The Provider's total monthly cost reimbursement will be reduced by 10% for any month that exceeds the allowed two monthly missed board meetings between July 1 and June 30, and no support documentation is submitted as required.

**Provider Documentation** - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable.

**Deliverable 7 – Community Events**

**Scope of Work** - The Provider, its employee or designee will participate in community events to promote Crime Stoppers through the distribution of public awareness materials in line items brochures, promotional materials, child id programs and child id supplies or other budget approved methods during the grant year, July 1 through June 30.

**Deliverable** - The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items as narrated in the scope of work or other budget approved methods.

**Financial Consequences** - The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served.

**Provider Documentation** - The Provider will submit a completed OAG Event Reporting Form detailing the names of organizational attendees, what materials or items were distributed or utilized at the event to increase the awareness of the Crime Stoppers program and tip number.

Crime Stoppers Trust Fund Monthly Performance Report  
Organization: Big Bend Crime Stoppers, Inc.

Date: July 1, 2017 thru June 30, 2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

Attachment #2  
Page 25 of 66

**Deliverable 8 – Reporting Requirements**

**Scope of Work** - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred. The Provider will submit one (1) Final Reimbursement Expenditure Report which must be time stamped in the OAG grant management system on or before August 15, if August 15th, falls on a Saturday, A Sunday or a federal holiday, then timestamp must be on the next business day. Line items associated with this deliverable are office rent, utilities, office phone, cellular phone, fax line, internet line/wireless connectivity, vehicle mileage, postage/express mail, post office box rent, storage rent, general office supplies/letterhead/envelopes, computer, computer hardware accessories, laptop computer, additional software, fax machine, printer, copier, copier rental, copier maintenance, telephone equipment, corporate filing fees, storage unit insurance, vehicle insurance, accounting, payroll services, computer tech support and design services.

**Deliverable** - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with signatures which must be time stamped in the OAG grant management system on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then documents must be time stamped by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be time stamped in the OAG grant management system by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then the time stamp must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for **expenditures** must be uploaded in the OAG grant management system and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of **deliverables**.

**Financial Consequences** - Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their Crime Stoppers Reimbursement Request with signatures time stamped by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be time stamped by the next business day and the support documentation must be submitted either as aforementioned by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not time stamped by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then the timestamp must be on the next business day.

**Provider Documentation** - The OAG grant staff will utilize the timestamp in the OAG grant management system to determine whether or not this deliverable has been achieved. The timestamp must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as time stamped in the OAG grant management system, the Provider must submit proof of their submission having occurred prior to the deadline.

**NOTE: Failure of the Provider to submit the required support documentation with or at the same time of the Reimbursement Request and Performance Report will result in a delay in processing which will result in a delay in payment.**



**OFFICE OF THE ATTORNEY GENERAL  
DIVISION OF VICTIM SERVICES  
AND CRIMINAL JUSTICE PROGRAMS**

**NONSTATE AGENCY FLORIDA SINGLE AUDIT ACT QUESTIONNAIRE**

In accordance with Florida Statute Section 215.97, all nonstate agencies who expend a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year must comply with the Florida Single Audit Act and its requirements. The Office of the Attorney General Division of Victim Services and Criminal Justice Programs as the state awarding agency for this grant is required to determine if your nonstate agency meets the requirements of same.

**Please complete this questionnaire and return to your grant manager.**

- *“Audit threshold” means the threshold amount used to determine when a state single audit or project specific audit of a nonstate entity shall be conducted in accordance with Florida Statutes section 215.97. Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year of such nonstate entity.*
- *“Nonstate entity” means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance.*
- *“Local governmental entity” means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.*
- *“Federal financial assistance” means financial assistance from federal sources passed through the state and provided to nonstate organizations to carry out a federal program.*
- *“State awarding agency” means a state agency that is primarily responsible for the operations and outcomes of a state project, regardless of the state agency that actually provides state financial assistance to a nonstate entity.*
- *“Coordinating agency” means the state awarding agency that provides the predominant amount of state financial assistance expended by a recipient as determined by the recipient’s Schedule of Expenditures of State Financial Assistance.*
- *“State program” means a set of special purpose activities undertaken to realize identifiable goals and objectives in order to achieve a state agency’s mission and legislative intent requiring accountability for state resources.*
- *“State project” means a state program that provides state financial assistance to a nonstate organization and that must be assigned a state project number identifier in the Catalog of State Financial Assistance.*
- *“State fiscal year” means the State of Florida fiscal year which begins on July 1 of each year and ends on June 30 of the following year.*

Agency or Entity: Big Bend Crime Stoppers, Inc.

Fiscal Year: 2017-2018

Grant Number: CRST-2017-Big Bend Crime Stoppers, -00018

**Did the agency or entity expend \$500,000.00 or more in the previous State fiscal year from all funding sources which are managed by a State agency, including Federal financial assistance?**

Yes

No

In accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller; and Chapter 10.650, Rules of the Auditor General this agency/organization has reviewed its state financial assistance and attests, under penalties of perjury, that the above information is true and accurate.

Signature: Sharon Ofuani Title: Executive Director Date: 6/22/17

Print Name: Sharon Ofuani

Yes, our fiscal year is April 1st- March 31st. Thanks.

Sent from XFINITY Connect Mobile App

-----Original Message-----

From: Shayla.Crumity@myfloridalegal.com

To: bigbendcrimestopper@comcast.net

Cc:

Adrian.Dillon@myfloridalegal.com, Danica.Bennett@myfloridalegal.com, Karen.OBryan@myfloridalegal.com

Sent: 2017-06-23 1:51:57 PM

Subject: 2017-2018 GY - Exhibit 2



Re: 2017-2018 GY - Exhibit 2

bigbendcrimestopper

to:

06/23/2017 02:51 PM

Hide Details

From: bigbendcrimestopper@comcast.net

To: "" <Shayla.Crumity@myfloridalegal.com>

Ms. Ofuani and Ms. Hightower,

For Exhibit 2, we need the entire fiscal year. For example I believe your organization's was April 1, 2016- March 31, 2017. Please respond to this email with the correct fiscal year so we can attach the email to your organization's contract.

**Please reply or submit any documents to [cstfsupport@myfloridalegal.com](mailto:cstfsupport@myfloridalegal.com)**

Thank you,

**Shayla L. Crumity**  
**Bureau of Criminal Justice Programs**  
**Office of the Attorney General**  
**PL-01 The Capitol**  
**Tallahassee, FL 32399-1050**  
**Office: 850-414-3356**  
**Fax: 850-413-0633**  
**[shayla.crumity@myfloridalegal.com](mailto:shayla.crumity@myfloridalegal.com)**

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
Crime Stoppers 2017-2018  
Organization: Big Bend Crime Stoppers, Inc.  
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018  
Organization Information

Grant Year: July 1, 2017 - June 30, 2018

**ORIGINAL**

**Type of Governmental Agency or Organization\***

County  Member, Florida Association of Crime Stoppers, Inc.

**Organization Information**

Name of Agency or Organization: Big Bend Crime Stoppers, Inc.

Organization Mailing Address: P O Box 938

City: Tallahassee State: Florida Zip: 32302-0938

Federal Identification Number: XXXXXXXXXX

Participating Counties: Franklin County  
Gadsden County  
Jefferson County  
Leon County  
Liberty County  
Taylor County  
Wakulla County

Applicable Judicial Circuits: 2nd  
3rd

Total Budget Request: \$80,998.88

**Contact Information**

Individual to Contact in Case of Question: Sharon Ofuani Phone Number: (850) 222-0890

Email Address: bigbendcrimestopper@comcast.net

**Coordination of Services**

Identify agencies with which the organization will coordinate its services.

Name of Agencies below:  
Apalachicola Police  
Capital Police  
FAMU Police

**RECEIVED**  
MAY 02 2017  
CRIMINAL JUSTICE PROGRAMS  
FCPTI

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Organization Information**

FSU Police  
Gretna Police  
Havana Police  
Midway Police  
Monticello Police  
Perry Police  
Quincy Police  
TCC Police  
Tallahassee Police  
Franklin County Sheriff  
Gasden County Sheriff  
Jefferson County Sheriff  
Leon County Sheriff  
Liberty County Sheriff  
Taylor Counry Sheriff  
Wakulla County Sheriff

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
Crime Stoppers 2017-2018  
Organization: Big Bend Crime Stoppers, Inc.  
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018  
Certification Signatures

All information provided is considered a public record subject to disclosure pursuant to Chapter 119, F.S. Anyone claiming an exemption from the public records disclosure requirements of Chapter 119, F.S., must affirmatively inform our program in writing of all information to be protected and the basis for same per Florida Statutes.

**Program Director Information**

Prefix:	Mrs.	Name:	Sharon Ofuani
Title:	Executive Director		
Business Address:	P O Box 938		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

**Authorizing Official Information**

Prefix:	Mrs.	Name:	Linda Nelson
Title:	President		
Business Address:	P O Box 983		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
Crime Stoppers 2017-2018  
Organization: Big Bend Crime Stoppers, Inc.  
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018  
Certification Signatures

**Financial Officer Information**

Prefix:	Ms.	Name:	Janet Hinton
Title:	Treasure		
Business Address:	P O Box 938		
City:	Tallahassee	State:	Florida
Zip:	32302-0938		
Phone Number:	(850) 222-0890	Fax Number:	(850) 222-9425
Email:	bigbendcrimestopper@comcast.net		

- ✓ ***I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.***

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
Crime Stoppers 2017-2018  
Organization: Big Bend Crime Stoppers, Inc.  
Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018  
Board of Directors

<b>Position on Board</b>	<b>Name</b>	<b>Email Address</b>	<b>Exempt</b>
Chairman/President:	Linda Nelson	<a href="mailto:linda.nelson31@gmail.com">linda.nelson31@gmail.com</a>	
Vice Chairman/Vice President:			
Treasurer:	Janet Hinton	<a href="mailto:janethinton@comcast.net">janethinton@comcast.net</a>	
Secretary:			
Immediate Past President:			
Board Member:	Bo Schmitz	<a href="mailto:bo.schmitz@fourpointstallahasseedowntown.com">bo.schmitz@fourpointstallahasseedowntown.com</a>	
	Charlie Castleton	<a href="mailto:ccastleton@comcast.net">ccastleton@comcast.net</a>	
	Don Head	<a href="mailto:dhead12158@aol.com">dhead12158@aol.com</a>	
	Janeia Ingram	<a href="mailto:janeia.daniels@gmail.com">janeia.daniels@gmail.com</a>	
	Hetal Desai	<a href="mailto:hdesai@sniffenlaw.com">hdesai@sniffenlaw.com</a>	
	Shalimar Thomas	<a href="mailto:shalimar.thomas@yahoo.com">shalimar.thomas@yahoo.com</a>	
	LeAnne Staalenburg	<a href="mailto:staalenburg.leanne@ccbfg.com">staalenburg.leanne@ccbfg.com</a>	
	Richard Otway	<a href="mailto:rotway32@yahoo.com">rotway32@yahoo.com</a>	

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Mission Statement and Area Served Information**

**Mission Statement:**

Big Bend Crime Stoppers' mission is to increase the safety of the Big Bend Community by assisting law enforcement agencies in removing undesirable individuals from the community.

**Information about Area Served**

County:	
Population Served by Organization:	418,077
Crime Rate per County Served (per UCR):	14401
Number of Media Outlets:	37
Are Billboards Available in Your Area?:	Yes
Number of Local Law Enforcement Agencies:	19
Number of Public Transportation Entities Available in Area Served:	8
Number of Community Events in Area Served:	14

**Number of Schools in Area Served by Organization**

High Schools:	12
Middle Schools:	25
Elementary Schools:	28
Colleges:	5
Other Schools Served: (Private, Chartered, Christian, etc.)	12

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Previous Activity**

Provide the following information for the three previous grant years, excluding current year, which occurred between July 1, and June 30 of the grant years requested.

Year	# of Tips	# of Tips Written Increase or Decrease from prior year	% of Increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2013-2014	904			52	181	42	42	100.00%
2014-2015	970	66	7.30%	24	58	21	20	95.24%
2015-2016	1,059	89	9.18%	26	66	17	10	58.82%

Year	\$ Spent on Public Awareness*	Cost Per Tip	\$ Amount of Grant Funds Reimbursed
2013-2014	\$31,976.49	\$35.37	\$31,976.49
2014-2015	\$27,265.76	\$28.11	\$27,265.76
2015-2016	\$38,879.43	\$36.71	\$38,879.43

\*Dollars spent on Rewards and Public Education Category, not Dollars Budgeted.

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Programmatic and Fiscal Evaluation**

*State in this section what has been successful and what has not been successful and determine if programmatic cost from previous year and year-to date have been cost effective and productive.*

Over past fiscal year the Board has addressed and reversed the lack of monthly payouts. The below efforts have been so successful that the Board had to make adjustments to the rewards to ensure that rewards were bountiful and were available to the end of the year.

Some of these successes was attributed to the following efforts. We:

A. Established a new radio program "To Catch a Criminal" on 93.3 which airs every Thursday. This audience is completely different from Cumulus, thereby expanding our outreach. We continued our outreach to our counties and encouraged their use of our services. As such, several entities have hosted our radio programs.

B. Provided increased numbers of rewards beyond Leon County due to our visits with all Police Chief and Sheriff offices.

C. Created a new jingle for radio and TV commercials for branding purposes.

D. Received a Community Redevelopment Agency grant which was successfully awarded for the My Home, My Community, My Responsibility Festival which is our education and informational outreach initiative. We met with 20 community leaders, 7 pastors, and 8 principals to assist in festival planning and getting our message out.

E. Continued to meet with all law enforcement agencies to educate/reeducate them on best practices for working with crime stoppers and fellow agencies to increase rewards.

F. Reduced and eliminated the backlog of tips dispositions per each agency.

G. Provided each agency with a continued supply of promotional materials and banners to utilize at community events to enhance visibility and awareness of Crime Stoppers.

I. Achieved our goal to expand from 253 to 700 Facebook followers.

J. A Crime Stoppers tip solved two high profile cases the Suntrust bank robbery and the Children's Lighthouse Thrift Store Burglary and Arson.

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Performance Measures Review**

*Will your Performance Measures from the current grant year be achieved by your organization? If yes, please give a brief narrative of your achievements. If no, give reason why you were unable to meet your established Performance Measures and did you require a Program Modification?*

All performance measures will not be met this year as we had one case in deliverable # 6 that we did not contacted all of the agencies we contact about our services. It was an oversight where a reply on top of another e-mail for a different case was used instead of listing all agencies.

Our tip line is operational seven days a week 24 hours to ensure quality of service, our law enforcement liaison regularly communicates with law enforcement coordinators in each county to ensure their complete engagement in tip investigations. Meetings are held in the respective law enforcement coordinators site. We have maintained all means by which tips are provided i.e. text a tip, mobile app etc. The tip line is consistently promoted in all media outlets and intensely so through the new television and new radio programs "Big Bends' Wanted Fugitive".

The board regularly meets and is informed and approves rewards. Rewards are available to tipsters within three days of approval and tipsters are offered pick up sites per their convenience. We are in good standing with FACS and attend meetings as required. We're quite pleased with our education and outreach activities. Our various billboards, newspaper, StarMetro bus, and Yellow Cab campaign contributes to our outreach and awareness. Supplying promotional items to each agency is needed and well received.

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**Crime Stoppers 2017-2018**  
**Organization: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**  
**Rewards and Public Education**

**Organization Name: Big Bend Crime Stoppers, Inc.**  
**Grant No.: CRST-2017-Big Bend Crime Stoppers, -00018**

Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "reasonable," "allowable," and "necessary." This includes, but is not limited to, the following approved items. Blank lines will be provided for other additional requests, but will be subject to evaluation and approval. **This category must "Total" a minimum of 50% of your award amount.**

**Rewards & Public Education**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
<b>Rewards</b>	\$935.00	13.85%	12	\$11,220.00	Rewards of up to \$3000.00 are paid to tipsters for anonymous tips that lead to an arrest. The monthly cost is \$935.00 for 12 months based on the average dollar amount of the tips voted on by the Board of Directors and a possible increase due to aggressive advertising of the program.
<b>Tip Lines</b>		0.00%		\$0	
<b>Answering Service</b>	\$175.00	2.59%	12	\$2,100.00	The answering service receives calls from anonymous tipsters 24 hours a day, 365 days a year and monitors all mobile and web tips, after hours information, and translates for tipsters. The monthly cost is \$175.00 for 12 months based on the average paid in the previous year.
<b>Telecommute Fees</b>	\$65.00	0.96%	12	\$780.00	This is an 800-number used to transfer calls from the tipster to the answering service. This service helps ensure that tipsters remain anonymous. The monthly

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**Rewards and Public Education**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Tip Software	\$1,680.00	2.07%	1	\$1,680.00	cost is \$65.00 for 12 months based on the average cost paid in the previous grant year. To effectively manage tips, a tip management software program is needed to process, edit, forward and document all aspects of tips received by the organization. Based on research, the estimated annual cost is \$1680.00.
Cell Phone		0.00%		\$0	
Crime Prevention Training		0.00%		\$0	
Program Awareness/Media					
Bus Benches		0.00%		\$0	
Yellow Pages Ads		0.00%		\$0	
Billboards/Rolling Billboards	\$219.35	1.62%	6	\$1,316.10	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will have 6 billboards at an average of \$219.35 a month for 6 months based on the cost in the previous grant year.
Bus Wraps Only	\$295.00	1.09%	3	\$885.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will have 3 bus wraps at an

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**Rewards and Public Education**

					average of \$295.00 a month for 3 months based on the cost in the previous grant year.
<b>Cab Signs</b>		0.00%		\$0	
<b>Newspaper</b>	\$25.00	1.85%	60	\$1,500.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will place a minimum of 60 ads in county newspapers on a weekly/bi-weekly/monthly basis for a minimum of twice a month for an average cost of \$25.00 per run based on the cost in the previous grant year.
<b>Radio</b>	\$14.00	8.64%	500	\$7,000.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will run the ad on 5 stations, for a total of 500 spots. The anticipated cost is \$14.00 for each spot for the year based on the average cost in the previous grant year.
<b>Television (program associated)</b>	\$25.00	12.35%	400	\$10,000.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will run ads on 2 stations, for a total of 400 spots. The estimated cost is \$25.00

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**Rewards and Public Education**

					for each spot for the year based on the average cost in the previous grant year.
<b>Movie Theater</b>		0.00%		\$0	
<b>Website Development/Maintenance</b>	\$20.00	0.30%	12	\$240.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. We will pay \$20 per month for 12 months to update & maintain our website and other social media outlets based on the average cost in the previous grant year.
<b>Brochures</b>		0.00%		\$0	
<b>Program Specialty Items</b>	\$1.00	3.93%	3,180	\$3,180.00	To promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve crimes in their community. These items will be provided to citizens at community events. We estimate our cost to be \$1.00 per item based on the cost in the previous grant year. We estimate to purchase at a minimum 3180 items.
<b>Door Hangers/Yard Signs</b>		0.00%		\$0	
<b>Window Clings/Signs/Stickers</b>		0.00%		\$0	
<b>Newsletters</b>		0.00%		\$0	
<b>Posters</b>		0.00%		\$0	
<b>Banners</b>		0.00%		\$0	
<b>LCD Projector</b>		0.00%		\$0	
<b>Projection Screen</b>		0.00%		\$0	
<b>Display Board</b>		0.00%		\$0	

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Television	0.00%	\$0
VCR/DVD/Blue-Ray/or similar device	0.00%	\$0
Child ID Programs	0.00%	\$0
Child ID Supplies	0.00%	\$0
Crime Scene Tape	0.00%	\$0

Fugitives Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Wanted Fugitive Ads		0.00%		\$0	
Wanted Fugitive Flyers	\$0.50	0.37%	600	\$300.00	This purchase is for 600 fugitive flyers at a cost of \$.50 per flyer and will be distributed during the grant year for specific wanted persons based on the average cost in the previous grant year. In addition, it will promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve other crimes in their community .
Wanted Fugitive Posters		0.00%		\$0	
Wanted Fugitive Billboards	\$300.00	0.37%	1	\$300.00	This purchase is for 1 fugitive billboard at a cost of \$300 to run for one month during the grant year for specific wanted person(s) based on the average cost in the previous grant year. In addition, it will promote the organization and tip number (text-a-tip, website, mobile application) to encourage citizens to provide tips to solve other

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**Rewards and Public Education**

crimes in their community .

**Other (specific line items not listed above)**

<b>Item</b>	<b>\$ Amount</b>	<b>%</b>	<b>Quantity/ Number of Months</b>	<b>Total</b>	<b>Narrative</b>
1.		0.00%		\$0	
2.		0.00%		\$0	
3.		0.00%		\$0	
4.		0.00%		\$0	
5.		0.00%		\$0	
6.		0.00%		\$0	
7.		0.00%		\$0	
8.		0.00%		\$0	
9.		0.00%		\$0	
10.		0.00%		\$0	
<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>				<b>50.00%</b>	<b>\$40,501.10</b>

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**Operating Expenses**

Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "reasonable", "allowable", and "necessary". This includes, but is not limited to, the following approved items. Blank lines will be provided for other additional requests, but will be subject to evaluation and approval.

**Office Expenditures**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Office Rent	\$700.00	10.37%	12	\$8,400.00	This office space is used by the organization to conduct official crime stoppers business. The rent is \$700.00 per month for 12 months based on the average cost in the previous grant year.
Utilities		0.00%		\$0	
Office Phone		0.00%		\$0	
Cellular Phone	\$95.00	1.41%	12	\$1,140.00	The cell phone is used by the organization to conduct official crime stoppers business. The phone bill is \$95.00 per month for 12 months based on the average cost in the previous grant year.
Fax Line		0.00%		\$0	
Internet Line/Wireless Connectivity		0.00%		\$0	
Vehicle Mileage	\$0.44	0.21%	383	\$168.52	Vehicle mileage will be used to reimburse employees for local crime stoppers business travel for an estimated 383 miles per year at \$0.445; based on the average cost in the previous grant year.
Postage/Express Mail		0.00%		\$0	
Post Office Box Rent	\$92.00	0.11%	1	\$92.00	Utilized to ensure mail is secure due to the nature of crime stoppers

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**Operating Expenses**

correspondence. This is an annual cost of \$92 based on rates set by the U.S. Postal Service.

Storage Rent	0.00%	\$0
General Office	0.00%	\$0
Supplies/Letterhead/Envelopes		

**Equipment And Property**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Computer		0.00%		\$0	
Computer Hardware		0.00%		\$0	
Accessories					
Laptop Computer		0.00%		\$0	
Additional Software		0.00%		\$0	
Fax Machine		0.00%		\$0	
Printer		0.00%		\$0	
Copier		0.00%		\$0	
Copier Rental		0.00%		\$0	
Copier Maintenance		0.00%		\$0	
Telephone Equipment		0.00%		\$0	

**Membership Dues**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
FACS	\$250.00	0.31%	1	\$250.00	These annual dues to the state organization provide Crime Stopper staff and board members training and networking directly related to Crime Stoppers. This is an annual cost of \$250.00 based on the average cost in the previous grant year.
Southeastern Crime Stoppers Association		0.00%		\$0	
USA Crime Stoppers Association		0.00%		\$0	

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<b>Fees</b>						
<b>Item</b>	<b>\$ Amount</b>	<b>%</b>	<b>Quantity/ Number of Months</b>	<b>Total</b>	<b>Narrative</b>	
Corporate Filing Fee	\$62.00	0.08%	1	\$62.00	Utilized for the annual non-profit incorporation filing fees based on the rate set by the Division of Corporations of \$62.00. This fee allows our organization to conduct business in the State of Florida.	
<b>Insurances</b>						
<b>Item</b>	<b>\$ Amount</b>	<b>%</b>	<b>Quantity/ Number of Months</b>	<b>Total</b>	<b>Narrative</b>	
Board & Officer's Liability	\$845.00	1.04%	1	\$845.00	The purchase of this insurance is mandated by the Crime Stoppers grant funding contract and is required to cover the board and its members for their involvement on the Crime Stoppers board. This is a yearly cost of \$845.00 based on the average cost in the previous grant year.	
Employee Bond Insurance		0.00%		\$0		
Storage Unit Insurance		0.00%		\$0		
General Liability	\$563.00	0.70%	1	\$563.00	This insurance provides coverage for the organization's general business and during business related events. The yearly cost is \$563.00 based on the average cost in the previous grant year.	
Vehicle Insurance		0.00%		\$0		

**Travel**

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**Operating Expenses**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
1. FACS meeting #1	\$491.00	0.61%	1	\$491.00	This travel is to attend training conferences to learn best practices for members to assist them in running a Crime Stoppers organization. This amount will be used for a member to attend the FACS conference. The total cost for one members is: \$125 lodging per night for 1 person for 2 nights = \$250; estimated costs of meals \$108 x 1 person = \$108; 302 miles x 1 person x 0.445 = \$132.88 rounded to \$133.00. This is based upon previous travel expenses.
2. FACS meeting #2	\$491.00	0.61%	1	\$491.00	This travel is to attend training conferences to learn best practices for members to assist them in running a Crime Stoppers organization. This amount will be used for a member to attend the FACS conference. The total cost for one members is: \$125 lodging per night for 1 person for 2 nights = \$250; estimated costs of meals \$108 x 1 person = \$108; 302 miles x 1 person x 0.445 = \$132.88 rounded to \$133.00. This is based upon previous travel expenses.
3.		0.00%		\$0	
4.		0.00%		\$0	

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5.	0.00%	\$0
6.	0.00%	\$0
7.	0.00%	\$0
8.	0.00%	\$0
9.	0.00%	\$0
10.	0.00%	\$0

**Professional Services**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
Accounting	\$140.00	2.07%	12	\$1,680.00	This purchase is for accounting services for the organization, such as, balancing the books, preparing federal and unemployment tax filings and to complete a Florida Single Audit, if needed at a cost of approximately \$140.00 per month for 12 months based on the average cost in the previous grant year.
Payroll Services		0.00%		\$0	
Computer Tech Support		0.00%		\$0	
Design Services	\$50.00	0.12%	2	\$100.00	This service assists in designing our ad artwork which appears on our billboards, brochures and crime prevention literature. The estimated cost per project is \$50.00 each for 2 projects during the year based on the average cost in the previous grant year.

**Other (specific line items not listed above)**

Item	\$ Amount	%	Quantity/ Number of Months	Total	Narrative
1. Comcast Bundle, cable, internet, phone	\$160.00	2.37%	12	\$1,920.00	This is a cost-effective plan which includes the

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**Operating Expenses**

necessities for office management. The package includes Internet, phone (office and fax lines), and cable. This is the lowest package that is offered. Estimated cost is \$160.00 a month for 12 months. This fee is based on previous year's expenses.

2.	0.00%	\$0	
3.	0.00%	\$0	
4.	0.00%	\$0	
5.	0.00%	\$0	
6.	0.00%	\$0	
7.	0.00%	\$0	
8.	0.00%	\$0	
9.	0.00%	\$0	
10.	0.00%	\$0	
<b>Total Operating Expenses</b>		<b>20.00%</b>	<b>\$16,202.52</b>

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 Grant No.:  
 Salaried Employees: 1 Sharon Ofuani

Complete the tables below and provide information about each position requested. The first table has been designed to do the calculations for salaries and only requires you to choose a pre-determined **Position Title** from a dropdown list and data entering the **Employee Name**. The **Position Number** can only be assigned by the OAG.

For the **Personnel Narrative**, in detail, describe how the position will be used to advance the Crime Stoppers' initiative and how it is "reasonable", "allowable", and "necessary". Provide a job description for all proposed Crime Stoppers funded staff. Failure to provide Crime Stoppers allowable job descriptions may result in a reduction to your request. The job description must reflect Crime Stoppers allowable activities that are to be funded by CSTF.

<b>Position Number</b>	<b>Position Title</b>	<b>Employee Name</b>
78908	Executive Director	Sharon Ofuani
<b>Personnel Narrative:</b>	The Executive Director is a part time administrative and management position dedicated 100% to Crime Stoppers business, (managing 2 employees,) and responsible for the accomplishment of Crime Stoppers Trust Fund objectives throughout the year, such as, marketing and logistical duties. The pay rate is \$1376.19 per month for 20 hour per week, and the annual cost is \$16514.32. Any salary and employer taxes over this yearly amount or any disallowable activities will be paid from the employer's discretionary fund. This amount is within the range for this position in this area.	

The second table will display after selecting a position type and will require data entry of any benefits provided by Employer or contributed to by the employee unless a rate is required, then the rate will be entered and the amount will be calculated. This should include any benefits, employer payroll taxes, insurance allowances or other insurances provided by employer, workers compensation, employer deposits to 401K retirement plans, etc. **A maximum of 30% of award amount can be allocated for "Total Salaries"**.

**Pay Schedule:** Monthly

**Position Type:** Salary

<b>Hours Per Week</b>	<b>Yearly Employee</b>	<b>RATE</b>	<b>Yearly Employer</b>	<b>Crime Stoppers</b>	<b>Per Pay Period Crime</b>
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05/02/2017

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 Salaried Employees: 1 Sharon Ofuani

	Cost	Cost	Yearly Cost	Stoppers Cost
Hourly Rate				
Gross Salary		\$0	\$0	\$0
FICA	7.65%	\$0	\$0	\$0
Withholdings				
Retirement			\$0	\$0
Health Ins.			\$0	\$0
Life Ins.			\$0	\$0
Dental Ins.			\$0	\$0
Workers Comp	%	\$0	\$0	\$0
Unemployment (1st \$7K)	%	\$0	\$0	\$0
Other Costs			\$0	\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0

Hours Per Week	Yearly Employee Cost	RATE	Yearly Employer Cost	Crime Stoppers Yearly Cost	Per Pay Period Crime Stoppers Cost
20					
Gross Salary			\$15,340.75	\$15,340.75	\$1,278.40
FICA		7.65%	\$1,173.57	\$1,173.57	\$97.80
Withholdings					
Retirement	\$0			\$0	\$0
Health Ins.	\$0			\$0	\$0
Life Ins.	\$0			\$0	\$0
Dental Ins.	\$0			\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment		%	\$0	\$0	\$0

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(1st \$7K)

Other Costs

TOTAL	\$0	\$16,514.32	\$16,514.32	\$0	\$0	\$1,376.19
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Explanation for Other Costs (if applicable):

Is this position Sworn or Non-Sworn?                      Non-Sworn

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 Salaried Employees: 2 Tonya Hightower

Complete the tables below and provide information about each position requested. The first table has been designed to do the calculations for salaries and only requires you to choose a pre-determined **Position Title** from a dropdown list and data entering the **Employee Name**. The **Position Number** can only be assigned by the OAG.

For the **Personnel Narrative**, in detail, describe how the position will be used to advance the Crime Stoppers' initiative and how it is "reasonable", "allowable", and "necessary". Provide a job description for all proposed Crime Stoppers funded staff. Failure to provide Crime Stoppers allowable job descriptions may result in a reduction to your request. The job description must reflect Crime Stoppers allowable activities that are to be funded by CSTF.

<b>Position Number</b> 78910	<b>Position Title</b> Assistant to Executive Director	<b>Employee Name</b> Tonya Hightower
<b>Personnel Narrative:</b>	Responsible for administrative and clerical duties pertaining to the Crime Stoppers projects. The employee will work 20 hours per week. Pay rate per hour is \$6.95 per hour with monthly total salary of \$648.41 for a grand total of \$7780.94 per year. Any salary and employer taxes over this yearly amount or any disallowable activities will be paid from the employer's discretionary fund. This amount is within the range for this position in this area.	

The second table will display after selecting a position type and will require data entry of any benefits provided by Employer or contributed to by the employee unless a rate is required, then the rate will be entered and the amount will be calculated. This should include any benefits, employer payroll taxes, insurance allowances or other insurances provided by employer, workers compensation, employer deposits to 401K retirement plans, etc. **A maximum of 30% of award amount can be allocated for "Total Salaries"**.

**Pay Schedule:** Monthly

**Position Type:** Hourly

<b>Hours Per Week</b>	20	<b>Yearly Employee Cost</b>	<b>RATE</b>	<b>Yearly Employer Cost</b>	<b>Crime Stoppers Yearly Cost</b>	<b>Per Pay Period Crime Stoppers Cost</b>
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Hourly Rate	\$6.95				
Gross Salary			\$7,228.00	\$7,228.00	\$602.33
FICA		7.65%	\$552.94	\$552.94	\$46.08
Withholdings					
Retirement	\$0			\$0	\$0
Health Ins.	\$0			\$0	\$0
Life Ins.	\$0			\$0	\$0
Dental Ins.	\$0			\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment (1st \$7K)		%	\$0	\$0	\$0
Other Costs				\$0	\$0
<b>TOTAL</b>	<b>\$0</b>		<b>\$7,780.94</b>	<b>\$7,780.94</b>	<b>\$648.41</b>

Hours Per Week	Yearly Employee Cost	RATE	Yearly Employer Cost	Crime Stoppers Yearly Cost	Per Pay Period Crime Stoppers Cost
Gross Salary				\$0	\$0
FICA		7.65%	\$0	\$0	\$0
Withholdings					
Retirement				\$0	\$0
Health Ins.				\$0	\$0
Life Ins.				\$0	\$0
Dental Ins.				\$0	\$0
Workers Comp		%	\$0	\$0	\$0
Unemployment (1st \$7K)		%	\$0	\$0	\$0

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Grant No.:  
Salaried Employees: 2 Tonya Hightower

Other Costs			\$0	\$0
TOTAL	\$0	\$0	\$0	\$0

Explanation for Other Costs (if applicable):

Is this position Sworn or Non-Sworn?                      Non-Sworn

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Budget Summary

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of REQUESTED TOTAL)	50.00%	\$40,501.10
Part B. Operating Expenses	20.00%	\$16,202.52
Part C. Salaried Employees (Maximum allowed 30% of REQUESTED TOTAL)	29.99%	\$24,295.26
	<b>Requested Total</b>	<b>100.00%</b>
	<b>Award Amount</b>	<b>\$80,999.88</b>

## COST/PRICE ANALYSIS FORM

**Grant Number:** CRST-2017-Big Bend Crime Stoppers, -00018

**Organization Name:** Big Bend Crime Stoppers, Inc.

Depending on procurement/selection method and type of agreement to be entered into, price and/or cost analyses should be completed. Section 216.3475, Florida Statutes requires that a person or entity that is awarded funding on a non-competitive basis may not be paid more than the competitive market rate.

<p><b>1. Determine if costs are:</b>                  a. Allowable                  b. Reasonable                  c. Necessary</p> <p><b>2. * Can use for comparison:</b>                  Current and previous ITBs, RFPs, quotes, contract prices, similar program costs and published price lists.</p>	<p><b>NOTE: These guidelines apply to all agreements, regardless of funding source or form (contract, purchase order, memorandum of understanding, grant, etc.).</b>                  Competition (2 or more responses) usually establishes price reasonableness (except competitively procured fixed price/fixed rate agreements with recipients which will require further cost analyses).                  Fixed price/fixed rate agreements with vendors which have been competitively procured by evaluation of two or more responses, do not usually require further price or cost analyses.                  ITN, Single Source, and non-competitive procurements objective is to negotiate an agreement that provides the greatest incentive for efficient and economical performance.</p>
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	Definition	Objective	Actions	Contract Types Applicable to	Check Box Indicating Method Used
<b>Price Analysis</b>	The process of examining and evaluating proposed price without evaluating its separate cost elements.	Verify that overall price is fair and reasonable	*Compare current proposed prices  *Compare current price to previous price	ITN, Single Source, and non-competitive procurements require price and cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists
<b>Cost Analysis</b>	The process of reviewing and evaluating separate cost elements	Determine the allowability and reasonableness of proposed cost elements.	*Determine that proposed costs are allowable (per federal and state laws, rules and regulations). *Evaluate necessity for and reasonableness of proposed costs. (Pay particular attention to fringe benefits, overhead and indirect cost rates, profit margin.) *Compare to actual costs previously incurred for same or similar services.	ITN, Single Source, and non-competitive procurements require price and cost analyses.  Cost reimbursement and/or cost plus fixed fee agreements <u>always</u> require cost analysis. Competitively procured fixed price/fixed rate agreements with recipients require further cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	<b>Total Contract Value</b>	<b>\$80,998.88</b>				
	Rewards & Public Education	\$40,501.10	50.0%			
1	Rewards	\$11,220.00	13.9%	√	√	√
2	Tip Lines		0.0%			
3	Answering Service (Alternative Answers, CSI, Other)	\$2,100.00	2.6%	√	√	√
4	Telecommute Fees	\$780.00	1.0%	√	√	√
5	Tip Software	\$1,680.00	2.1%	√	√	√
6	Cell Phone (Tip Coordinator)		0.0%			
7	Crime Prevention Training		0.0%			
	Program Awareness/Media					
8	Bus Benches		0.0%			
9	Yellow Page Ads (not listing)		0.0%			
10	Billboards/Rolling Billboards	\$1,316.10	1.6%	√	√	√
11	Bus Wraps Only (Sole Source Determination Required)	\$885.00	1.1%	√	√	√
12	Cab Signs		0.0%			
13	Newspaper	\$1,500.00	1.9%	√	√	√
14	Radio	\$7,000.00	8.6%	√	√	√
15	Television (Program Associated)	\$10,000.00	12.3%	√	√	√
16	Movie Theater		0.0%			

17	<b>Website Development/Maintenance</b>	<b>\$240.00</b>	<b>0.3%</b>	√	√	√
18	<b>Brochures</b>		<b>0.0%</b>			
19	<b>Program Specialty Items (as approved)</b>	<b>\$3,180.00</b>	<b>3.9%</b>	√	√	√
20	<b>Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)</b>		<b>0.0%</b>			
21	<b>Window Clings/Signs/Stickers</b>		<b>0.0%</b>			
22	<b>Newsletters</b>		<b>0.0%</b>			
23	<b>Posters</b>		<b>0.0%</b>			
24	<b>Banners</b>		<b>0.0%</b>			
25	<b>LCD Projector</b>		<b>0.0%</b>			
26	<b>Projection Screen</b>		<b>0.0%</b>			
27	<b>Display Board</b>		<b>0.0%</b>			
28	<b>Television</b>		<b>0.0%</b>			
29	<b>VCR/DVD/Blue-Ray/or similar device</b>		<b>0.0%</b>			
30	<b>Child ID Programs</b>		<b>0.0%</b>			
31	<b>Child ID Supplies</b>		<b>0.0%</b>			
32	<b>Crime Scene Tape</b>		<b>0.0%</b>			
<b>Item #</b>	<b>Fugitives</b>					
33	<b>Wanted Fugitive Ads</b>		<b>0.0%</b>			
34	<b>Wanted Fugitive Flyers</b>	<b>\$300.00</b>	<b>0.4%</b>	√	√	√

35	<b>Wanted Fugitive Posters</b>		<b>0.0%</b>			
36	<b>Wanted Fugitive Billboards</b>	<b>\$300.00</b>	<b>0.4%</b>	√	√	√
<b>Item #</b>	<b>"OTHER" Specific Line items</b>					
37			<b>0.0%</b>			
38			<b>0.0%</b>			
39			<b>0.0%</b>			
40			<b>0.0%</b>			
41			<b>0.0%</b>			
42			<b>0.0%</b>			
	<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>	<b>\$40,501.10</b>				
<b>Item #</b>	<b>Operating Expenses</b>	<b>\$16,202.52</b>	<b>20.0%</b>			
43	<b>Office Rent (Must submit copy of lease)</b>	<b>\$8,400.00</b>	<b>10.4%</b>	√	√	√
44	<b>Utilities</b>		<b>0.0%</b>			
45	<b>Office Phone (Not Tip Line)</b>		<b>0.0%</b>			
46	<b>Cellular Phone</b>	<b>\$1,140.00</b>	<b>1.4%</b>	√	√	√
47	<b>Fax Line</b>		<b>0.0%</b>			
48	<b>Internet Line/Wireless Connectivity (Internet Service)</b>		<b>0.0%</b>			
49	<b>Vehicle Mileage</b>	<b>\$168.52</b>	<b>0.2%</b>	√	√	√
50	<b>Postage/ Express Mail (must maintain postage log for all stamps to demonstrate usage)</b>		<b>0.0%</b>			
51	<b>Post Office Box Rent</b>	<b>\$92.00</b>	<b>0.1%</b>	√	√	√

52	Storage Rent		0.0%			
53	General Office Supplies/Letterhead/Envelopes		0.0%			
	<b>Line Item Budget Category</b>	<b>Amount</b>	<b>% Allocated this Agreement</b>	<b>Allowable</b>	<b>Reasonable</b>	<b>Necessary</b>
	Equipment and Property					
54	Computer (Including monitor or Software purchased with computer)		0.0%			
55	Computer Hardware Accessories		0.0%			
56	Laptop Computer (does not include ipad notebooks or similar devices)		0.0%			
57	Additional Software		0.0%			
58	FAX Machine		0.0%			
59	Printer		0.0%			
60	Copier		0.0%			
61	Copier Rental		0.0%			
62	Copier Maintenance		0.0%			
63	Telephone Equipment (not bills)		0.0%			
<b>Item #</b>	Membership Dues (Limited to those below)					
64	FACS (Florida Association of Crime Stoppers, Inc.)	\$250.00	0.3%	√	√	√
65	Southeastern Crime Stoppers Association		0.0%			
66	USA Crime Stoppers Association		0.0%			
<b>Item #</b>	Fees					
67	Corporate Filing Fees	\$62.00	0.1%	√	√	√

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	<b>Insurance</b>					
68	Board & Officers Liability (Mandatory)	\$845.00	1.0%	√	√	√
69	Employee Bond Insurance		0.0%			
70	Storage Unit Insurance		0.0%			
71	General Liability	\$563.00	0.7%	√	√	√
72	Vehicle Insurance (State Owned)		0.0%			
	<b>Travel</b>					
73	Travel (all)	\$982.00	1.2%	√	√	√
	<b>Professional Services</b>					
74	Accounting	\$1,680.00	2.1%	√	√	√
75	Payroll Services		0.0%			
76	Computer Tech Support		0.0%			
77	Design Services	\$100.00	0.1%	√	√	√
	<b>Other (Explain) (in Section 11, Page 15)</b>					
79	Comcast Bundle:Cable, Internet, Phone	\$1,920.00	2.4%	√	√	√
80			0.0%			
81			0.0%			
82			0.0%			
83			0.0%			
84			0.0%			

85			0.0%			
86			0.0%			
87			0.0%			
	<b>TOTAL FOR OPERATING EXPENSES</b>	<b>\$16,202.52</b>				
	<b>Line Item Budget Category</b>	<b>Amount</b>	<b>% Allocated this Agreement</b>	<b>Allowable</b>	<b>Reasonable</b>	<b>Necessary</b>
<b>Item #</b>	<b>Salaries and benefits</b>	<b>\$24,295.26</b>	<b>0.299945629</b>			
88	<b>Assistant to Executive Director</b>	<b>\$7,780.94</b>	<b>9.6%</b>	√	√	√
89			0.0%			
90			0.0%			
91			0.0%			
92			0.0%			
93			0.0%			
94	<b>Executive Director</b>	<b>\$16,514.32</b>	<b>20.4%</b>	√	√	√
	<b>TOTAL</b>	<b>\$80,998.88</b>	<b>100%</b>			

**CERTIFICATION**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

D. Bennett      5-21-2017  
 (Signature)                      (Date)

Danica Bennett, Grant Specialist IV  
 (Type Name and Title Here)

Karen O'Bryan      6/30/17  
 (Signature)                      (Date)

Karen O'Bryan, Program Administrator  
 (Type Name and Title Here)

## FLORIDA SINGLE AUDIT ACT CHECKLIST FOR NON-STATE ORGANIZATIONS - RECIPIENT/SUBRECIPIENT VS. VENDOR DETERMINATION

This checklist and the standard contract audit language may be obtained electronically from the Department of Financial Services' website (<https://apps.fldfs.com/fsaa>).

If a Florida Single Audit Act State Project Determination Checklist has not been previously completed, please complete it now. (Applies only to State agencies)

This checklist must be used by State agencies to evaluate the applicability of the Florida Single Audit Act (FSAA) to non-state organizations after a state program has been determined (using the Florida Single Audit Act State Project Determination Checklist) to provide state financial assistance (i.e. is a State Project as defined in 215.97 (2), F.S.). This checklist assists in determining if the non-state organization is a vendor, recipient/subrecipient, or an exempt organization.

Recipients and subrecipients of state financial assistance must also use this checklist to evaluate the applicability of the FSAA to non-state organizations to which they provide State resources to assist in carrying out a State Project.

Name of Non-state Organization: Big Bend Crime Stoppers, Inc

Type of Non-state Organization: Non-Profit

(i.e. nonprofit, for-profit, local government; if the non-state organization is a local government, please indicate the type of local government – municipality, county commission, constitutional officer, water management district, etc.)

Awarding Agency: Office of the Attorney General

Title of State Project: Crime Stoppers

Catalog of State Financial Assistance (CSFA) Number: 41.002

Contract/Grant/Agreement Number: CRST-2017-BigBendCrimeStoppers, -00018

### PART A

YES	NO	
—	x	1. Is the non-state organization a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency?
—	x	2. Is the relationship with the non-state organization <b>only</b> to procure commodities (as defined in 287.012(5) F.S.)?
—	x	3. Does the relationship with the non-state organization consist of <b>only</b> Federal resources, State matching resources for Federal Programs or local matching resources for Federal Programs?
—	x	4. Does the relationship with the non-state organization consist of <b>only</b> State maintenance of effort (MOE) <sup>1</sup> resources that meet <b>all</b> of the following criteria?
—	x	A. Do Federal Regulations specify the requirements for the use of the State MOE resources and are there no additional State requirements?
—	x	B. Do contracts contain sufficient language to identify the State MOE resources and the associated Federal Program?
—	x	C. Do A-133 audit requirements apply to the State MOE resources and do contracts stipulate that the State MOE resources should be tested in an A-133 audit in accordance with Federal Program requirements?

<sup>1</sup> MOE refers to the Federal maintenance of effort/level of effort requirements as defined by OMB Circular A-133 Compliance Requirement G (Matching, Level of Effort, Earmarking).

If **any** of 1-4 above is **yes**, the recipient/vendor relationship determination does not need to be completed because **the FSAA is not applicable to the non-state organization.**

**PART B**

**Recipient/Vendor Relationship Determination:**

The following should be analyzed for each relationship with a non-state organization where it has been determined that the state program provides state financial assistance (i.e. is a State Project) and the non-state organization is not exempt based on the questions above. This relationship may be evidenced by, but not limited to, a contract, agreement, or application.

**YES NO**

- 1. Does State law or legislative proviso create the non-state organization to carry out this State Project?
- 2. Is the non-state organization required to provide matching resources not related to a Federal Program?
- 3. Is the non-state organization required to meet or comply with specified State Project requirements in order to receive State resources? (State Project requirements include laws, rules, or guidelines specific to the State Project such as eligibility guidelines, specified types of jobs to be created, donation of specified assets, etc. Specified State Project requirements do not include procurement standards, general guidelines, or general laws/rules.)
- 4. Is the non-state organization required to make State Project decisions, which the State agency would otherwise make? (e.g. determine eligibility, provide case management, etc.)
- 5. Is the non-state organization's performance measured against whether State Project objectives are met? (e.g. number of jobs to be created, number of patients to be seen, number of disadvantaged citizens to be transported, etc. Performance measures may or may not be related to State performance-based budgeting.)

If any of the above is **yes**, there is a **recipient/subrecipient relationship** and the non-state organization is subject to the FSAA. Otherwise the non-state organization is a **vendor** and is **not** subject to the FSAA.

**PART C**

Based on your analysis of the response above and discussions with appropriate agency personnel, state your conclusion regarding the non-state organization.

**(Check one) Recipient/Subrecipient: x Vendor: Exempt Organization:**

**Comments:** 16.555, F.S. creates with whom the Agency will contract with.

**Print Name:** Karen O'Bryan

**Telephone Number:** 850-414-3362

**Title:** Program Administrator

**Signature:**



**Date:** 4/1/2017

Note it is the program personnel's responsibility to notify Finance and Accounting of which non-state organizations have been determined to be recipients and are receiving state financial assistance (i.e. disbursements must be coded as 7500 object code in FLAIR).

*Note it is possible to have a contractual agreement with a non-state organization under Chapter 287, Florida Statutes, and still consider the non-state organization a recipient under the Florida Single Audit Act.*

If a recipient/subrecipient relationship exists the standard contract audit language, including Exhibit 1 (DFS-A2-CL), must be included in the document that established the State's, recipient's, or subrecipient's relationship with the non-state entity.

Questions regarding the evaluation of a non-state organization or if it has been determined that the non-state organization is a recipient and a CSFA number has not been assigned, contact your FSAA State agency liaison or the Department of Financial Services, Bureau of Auditing at (850) 413-3060 or Suncom 293-3060. Reference may be made to Rule 69I-5, FAC.

**FLORIDA CRIME STOPPERS GRANTS**

**BUDGET AS APPROVED 2017-2018**

**Agency Name: Big Bend Crime Stoppers, Inc.**

**CRST-2017-Big Bend Crime**

**Grant No: Stoppers, -00018  
Amend No:**

**Date: June 23, 2017**

	<b>Amount Requested</b>	<b>Amount Approved</b>
<b>Rewards and Public Education</b>	<b>\$40,501.10</b>	<b>\$40,501.10</b>
<b>Operating Expenses</b>	<b>\$16,202.52</b>	<b>\$16,202.52</b>
<b>Salaried Employees</b>	<b>\$24,295.26</b>	<b>\$24,295.26</b>
<b>Total Budget Requested</b>	<b>\$80,998.88</b>	<b>\$80,998.88</b>
<b>Disallowed, Reduced or Unrequested Expenditures:</b>		<b>\$0.00</b>
<b>Total Approved Budget</b>		<b>\$80,998.88</b>
<b>Available Trust Fund Amount</b>		<b>\$80,999.88</b>
<b>Balance</b>		<b>\$1.00</b>

  
Approved, Program Administrator

6/30/17  
Date

  
Approved, Bureau Chief

6/30/17  
Date

## AWARD AMOUNT

**Grant Year:** 2017-2018

**Organization:** Big Bend Crime Stoppers, Inc.

**County/Counties:** Franklin, Gadsden, Jefferson, Leon, Liberty, Taylor, Wakulla

<i>County/Counties</i>	<i>Amount of Award</i>
Franklin	\$3,854.22
Gadsden	\$8,712.78
Jefferson	\$1,863.23
Leon	\$51,739.02
Liberty	\$1,321.50
Taylor	\$5,541.58
Wakulla	\$3,198.58
<b>Rollover Funds</b>	<b>\$4,768.97</b>
<b>Total Award Amount:</b>	<b>\$80,999.88</b>



## Report Crime Initiative

### ❖ Crime Stoppers Mission and Program Objectives

Crime Stoppers primary purpose is to assist in obtaining information on wanted persons, crimes and criminal activities. In turn, the program provides rewards for anonymous cooperation with law enforcement. Crime Stoppers has been an effective tool in solving crime in our community. Tipsters can be eligible for a cash reward for arrest of suspected criminals.

#### ▪ **Why Crime Stoppers?**

- Local Law Enforcement cannot staff to the same levels, presence, and involvement in communities that residents provide
- In any investigation, police and other law enforcement agencies encounter individuals who will not directly provide information. The three key reasons are:
  - ☑ Fear of reprisal
  - ☑ An attitude of apathy
  - ☑ Reluctance to get involved
- Citizens are always present--citizens do/can see, hear, and report crimes. They do not enforce the law!

#### ▪ **Crime Stoppers is**

- A grass roots effort with the most direct means to assist in the fight against crime
- Not law enforcement
- A citizen-based not-for profit dedicated to educating the public about crime
- A means to report crimes anonymously, in their own communities, without fear of reprisal

#### ▪ **Crime Stoppers**

- Makes a difference—it gives a voice to those who know about crime without revealing their identity
- Empowers citizens to become more engaged in their communities and reduce crime in a safe, effective way
- Allows citizens to anonymously provide tips that help investigators identify those responsible for crimes
- Enables citizens to earn rewards for reporting crimes they see that lead to an arrest and charges are filed
  - ☑ Without having to speak directly to the police or other law enforcement agencies
  - ☑ Without having to testify in court

### ❖ Our Proposal

Crime Stoppers' efforts have repeatedly "cracked" cases. The difference in effectiveness is believed to be the results of wide-spread media coverage, in all forms, the promise and trust of anonymity, and the opportunity for a sizeable reward. This Report Crime Initiative is intended to stimulate residents participation in the fight against crime.

#### ▪ **Funding Will**

- Increase rewards with a minimum of \$500 (tips that lead to felony arrest) up to \$5,000 (murder)
- Remove reward limitations—today rewards are only paid for tips which lead to an arrest.
- Expand reward criteria to include giving rewards for tips which prevent the occurrence of a crime. The criterion for determining if a crime was prevented will be established by law enforcement prior to implementation.
- Marketing/Education
  - ☑ Do direct mailing campaigns and expand social media
  - ☑ Provide educational/promotional items to event attendees and targeted community efforts
  - ☑ Promote a Quarterly "UNITE TO FIGHT CRIME WEEK"—AKA "FUGITIVE ROUNDUP" via regional radio/T.V. media outlets
  - ☑ Expand message and visibility on buses and cabs
  - ☑ Ensure consistency in billboard advertisements and messages

- ☑ Create new avenues to publicize our targeted message.

## ❖ Budget

**Draft budget reflects administrative, rewards, public awareness and media (marketing and education) expenditures by percentage. Crime Stoppers will maintain and report records of all expenses and activities. The Board of Directors will approve all rewards.**

- Rewards 35%= \$17,500
- Public Awareness/Media 35% = \$25,000
  - Billboards
  - Radio/TV
  - Door Hangers
  - Social Media
  - Promotional Items/Materials
  - Other
- Administration 15%= \$7,500

### **Total Budget Request \*\$50,000**

**\*This budget represents half of what we believe is needed to ensure the success of this initiative.**

- **Return on Investment.** This initiative will be initially supplemented and continually sustained by the enforcement of Florida statute (938.6). The statute mandates that:

Cost for crime stoppers programs.

- (1) In addition to any fine prescribed by law, when a person is convicted of any criminal offense, the county or circuit court shall assess a court cost of \$20.
- (2) The clerk of the court shall collect and forward, on a monthly basis, all costs assessed under this section, less \$3 per assessment as a service charge to be retained by the clerk, to the Department of Revenue for deposit in the Crime Stoppers Trust Fund, to be used as provided in [§16.555](#).

**As administrator of the Trust Fund, the Attorney General Office also collects an assessment of \$3 and distributes the remaining \$14 to Crime Stoppers.**

**Bottom Line Is, when the public utilizes Crime Stoppers consistently, the more funds will be returned to the organization. Ultimately, fewer funds will be requested from government sources.**

**In other words, Criminals Fund Crime Stoppers!**

## ARTICLE XI. - DISCRETIONARY FUNDING GUIDELINES

### Sec. 2-600. - Application of article.

This article shall govern the allocation of discretionary funds and provide the board a maximum amount of annual funding available in each of the following fund categories:

- (a) Community human services partnership fund;
- (b) Community human services partnership—Emergency fund;
- (c) Commissioner district budget fund;
- (d) Midyear fund;
- (e) Non-departmental fund; and
- (f) Youth sports teams fund.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-601. - Annual appropriation.

Funding for the purposes set forth in this article shall be subject to an annual appropriation by the board in accordance with this article.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-602. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Community human services partnership fund* shall mean funds eligible for allocation to social service programs.

*Community human services partnership—Emergency fund* shall mean funds eligible for allocation for one time funding to meet an emergency situation.

*Commissioner district budget fund* shall mean funds eligible for allocation to each commissioner for activities relating to his or her district or the county at large.

*Emergency situation* shall mean those exigent circumstances that would prohibit or severely impact the ability of a currently funded community human services partnership (CHSP) agency to provide services.

*Midyear fund* shall mean funds eligible for allocation for requests that occur outside of the regular budget process.

*Non-departmental fund* shall mean funds eligible for allocation for non-profit entities that are included, by direction of the board, as part of the regular adopted budget.

*Non-profit* shall mean an entity that has been designated as a 501(c)(3) eligible by the U.S. Internal Revenue Services and/or registered as a non-profit entity with the Florida Department of State.

*Youth sports teams fund* shall mean funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing their accomplishments.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-603. - Application process.

- (a) The county administrator or his designee is authorized to develop forms and procedures to be used by a non-profit, group or individual when submitting a request for funding consistent with the provisions herein.
- (b) The county administrator or his designee shall establish a process for evaluating requests for funding made pursuant to this article.

(Ord. No. 06-34, § 1, 11-14-06)

Sec. 2-604. - Funding category guidelines.

- (a) *Community human services partnership program fund.*
  - (1) Non-profits eligible for community human service partnership (CHSP) funding are eligible to apply for funding for other programs or specific event categories as long as the organization does not receive multiple county awards for the same program or event, or when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
  - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services program.
- (b) *Community human services partnership program—Emergency fund.*
  - (1) Non-profits that are funded through the CHSP process are eligible to apply for emergency, one-time funding through the community human services partnership program—Emergency fund.
  - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services partnership program—Emergency fund.
  - (3) These funds are available to any agency that is currently funded through the CHSP process.
  - (4) The request for emergency funding shall be made at a regular meeting of the board. If deemed appropriate, the request for emergency funding shall then go before a CHSP sub-committee consisting of members from the CHSP review boards of each of the partners (Leon County, the City of Tallahassee, and the United Way of the Big Bend). The sub-committee shall determine if the situation would qualify as an emergency situation and what amount of financial support would be appropriate. The CHSP shall then make a recommendation to the county administrator, who is authorized to approve the recommendation for funding.
  - (5) In the event the board does not meet in a timely manner, as it relates to an agency's request, the county administrator shall have the authority to appropriate expenditures from this account.
- (c) *Commissioner district budget fund.*
  - (1) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the commissioner district budget fund.
  - (2) Expenditures shall only be authorized from this account for approved travel, and office expenses.
- (d) *Midyear fund.*
  - (1) Non-profits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this article are eligible to apply for midyear funding.
  - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the midyear fund.

- (3) In the event the board does not meet in a timely manner, as it relates to a funding request, the county administrator shall have the authority to appropriate expenditures from this account. Such action is thereafter required to be ratified by the board.
- (e) *Non-departmental fund.*
- (1) Non-profits eligible for non-departmental funding are eligible to apply for funding in any other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event. Eligible funding activities in this category are festivals and events and outside service agencies.
  - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the non-departmental fund.
  - (3) Non-profits eligible for funding through the cultural resources commission (CRC) Leon County Grant Program (funded through the non-departmental process) are eligible for funding in other program or specific event categories as long as the organization does not receive multiple county awards for the same program or event.
- (f) *Youth sports teams fund.*
- (1) Non-profits or athletic teams of the Leon County School System that are eligible for the county's youth athletic scholarship program are not eligible for funding pursuant to this article.
  - (2) Annually, as part of the budget process, the board shall determine the amount of funding pursuant to this article.
  - (3) The award for youth sports teams shall not exceed \$500.00 per team.
  - (4) Youth sports teams requesting funding from the board shall first submit their requests in writing to the county administrator or his or her designee for review and evaluation. The request must include certified documentation establishing the legitimacy of the organization.
  - (5) Funding will be allocated on a first-come, first-served basis. In the event that more than one request is received concurrently when the fund's balance is reduced to \$500.00, the remaining \$500.00 will be divided equally among the applicants meeting the evaluation criteria.
  - (6) Applicants must have participated in a city, county, or school athletic program during the year in which funding is sought.
  - (7) Team participants must be 19 years of age or younger.
  - (8) The requested funding shall support post-season activity, e.g., tournaments, playoffs, or awards banquets associated with extraordinary performance.
  - (9) After the youth sports team funding level is established by the board during the budget process, the county administrator shall have the authority to appropriate expenditures from this account.
- (g) *Appropriation process.* Annually, prior to March 31, the board shall:
- (1) Determine the amount of funding set aside for each funding category identified in this article;
  - (2) Determine the list of permanent line item funded entities that can submit applications for funding during the current budget cycle; and
  - (3) Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.

(Ord. No. 06-34, § 1, 11-14-06; Ord. No. 11-04, § 1, 2-8-11; Ord. No. 11-08, § 1, 5-24-11; Ord. No. 13-08, § 1, 3-12-13)

Secs. 2-605—2-699. - Reserved.

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #7**

# Leon County Board of County Commissioners

## Budget Workshop Item #7

April 24, 2018

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator  
**Title:** Annual Review of Outside Agency Contracts for Services

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Tim Barden, Budget Manager
<b>Lead Staff/ Project Team:</b>	Jelani Marks, Management & Budget Analyst Tiffany Fisher, Management Analyst

### **Statement of Issue:**

As required by Leon County fiscal policies, this item provides an analysis of current outside agency contracts midyear performance reports and seeks consideration for establishing FY 2019 funding levels.

### **Fiscal Impact:**

This item has a fiscal impact. A funding level in the amount of \$919,234 is recommended to support contracted agencies in the FY 2019 preliminary budget.

### **Staff Recommendation:**

Option #1: Funding is tentatively included in the FY 2019 Preliminary Budget for the following agencies. Staff is seeking Board direction to decrease or eliminate funding for:

- Legal Services of North Florida: \$257,500
- DISC Village: \$222,759
- Tallahassee Senior Citizens Foundation: \$179,000
- St. Francis Wildlife Association: \$71,250
- Tallahassee Trust for Historic Preservation: \$63,175
- Whole Child Leon: \$38,000
- Domestic Violence Coordinating Council: \$25,000
- United Partners for Human Services: \$23,750
- Oasis Center: \$20,000
- Sustainable Tallahassee: \$8,800
- Sharing Tree: \$10,000

Option #2: As part of the FY 2019 budget, redirect the \$200,000 TMH Trauma Center funding to support the 24% reduction in Emergency Medical Services transport fees (as reflected in a separate budget discussion item).

## **Report and Discussion**

### **Background:**

As part of the FY 2017 Budget process, outside agencies funding was categorized into one of the following three categories:

- Community Human Services Partnership (CHSP)
- A special event agency sponsorship
- A contractual relationship to provide a specific service to the County with measureable reporting requirements

Providing funding in these three categories ensures that County funds are expended and aligned with County ordinances, policies and Board priorities. This approach is consistent with the County Discretionary Funding Ordinance which excludes agencies applying for direct County funding if the agencies program is eligible for CHSP funding. Not-for-profit, humans service organizations providing services for groups such as emergency and basic needs (homelessness, hunger, and emergency care, e.g.), children, and persons with disabilities, can apply for funding through the CHSP process. This ensures that funding requests are reviewed as part of a holistic community based process in an equitable and competitive manner with proper oversight.

For one time payments for special events such as Celebrate America (4<sup>th</sup> of July), or the Dr. Martin Luther King Celebration, the Board has determined that these are events that are beneficial to the community and warrant County sponsorship. The funds are used to promote and run these events. Alternatively, events that qualify for Tourist Development funding, such as the New Year's Eve Celebration, apply annually through a competitive process with the Tourist Development Council.

During the FY 2018 budget process, the Board reviewed agencies that provided contracted services to the County to ensure that the services provided aligned with County priorities and initiatives. The review included a summary of the funding background, services provided and contract funding analysis for each contracted agency (Attachment #1).

The users of the specific agency services may vary, but the agencies provide an overall community benefit. For many of the entities, the level of service would not exist without local government support. To ensure outside agency contracts receive oversight, Fiscal Policy No. 93-44 requires that as part of the annual budget process, staff prepare a budget discussion item providing a midyear performance report.

Staff seeks direction from the Board regarding any increases or decreases in funding, or the removal of agencies for funding consideration.

### **Analysis:**

Table #1 lists the outside agencies and funding levels for the current fiscal year. As required by their contract, each agency, except for the Oasis Center, is required to submit a midyear report. These reports are available for review in Attachment #2. Alternatively, Oasis provides an annual

update to the Board during a regularly scheduled Commission meeting. For purposes of this discussion item Oasis did provide a midyear update

<b>Table #1: FY 2018 Adopted Outside Agency Funding</b>		
<b>Outside Agency</b>	<b>FY18 Funding</b>	<b>FY19 Recommendation</b>
Legal Services of North Florida	\$257,500	\$257,500
DISC Village	\$222,759	\$222,759
TMH Trauma Center*	\$200,000	\$0
Tallahassee Senior Citizens Foundation	\$179,000	\$179,000
St. Francis Wildlife Association	\$71,250	\$71,250
Tallahassee Trust for Historic Preservation	\$63,175	\$63,175
Whole Child Leon	\$38,000	\$38,000
Domestic Violence Coordinating Council	\$25,000	\$25,000
United Partners for Human Services	\$23,750	\$23,750
Oasis Center in support of the Commission on the Status Women & Girls	\$20,000	\$20,000
Sharing Tree	\$20,000	\$10,000
Sustainable Tallahassee	\$8,800	\$8,800
<b>Total</b>	<b>\$1,129,234</b>	<b>\$919,234</b>

\*See recommendation regarding THM Trauma Center funding below.

### **FY 2018 Agency Midyear Report Highlights and Funding Recommendations**

Of the 12 contracted agencies, this item recommends that 10 receive level funding, one agency (Sharing Tree) receive reduced funding, and one agency (the Trauma Center) not receive funding. One agency, the Oasis Center, has requested increased funding; however, the item recommends maintaining current level funding. All midyear performance summaries and metrics listed below represent activities performed during the reporting period of October 1, 2017 through March 31, 2018.

#### Oasis Center for Women & Girls – support for the Commission on Status of Women and Girls

FY2018 Budget: \$20,000

FY2019 Request: \$30,000

FY2019 Recommendation: \$20,000

*Service Provided:* Oasis Center serves as the agency staffing the Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG). The Commission provides policy recommendations to the County and the City on issues that impact women and girls in the community. Annually, at the end of the fiscal year, CSWG/Oasis provides an update to the Board during a regularly scheduled Commission meeting. In addition to outreach and awareness events listed in Attachment #3, activities planned by Oasis on behalf of the CSWG for FY 2019 include:

- o Development of a CSWG Strategic Plan that will guide commission activities in 3-5 year increments.

- Planning is underway for a large-scale summit on economic security for women, which will present existing data and subject matter experts, while serving as a venue for primary data collection.

*Increased Funding Request:* Throughout Florida, there are a number of County based Commissions on the Status of Women and Girls. As shown in Table #2, typically, these commissions receive in-kind support from the County through staffing support and do not receive any direct funding.

<b>Table #2: Florida County Commissions on the Status of Women &amp; Girls*</b>		
<b>County</b>	<b>Staffing</b>	<b>County Budget</b>
<b>Broward</b>	County	\$0
<b>Hillsborough</b>	County	\$0
<b>Jacksonville-Duval</b>	County	\$854
<b>Tallahassee-Leon County</b>	Oasis Center	\$40,000 (County & City \$20,000 each)
<b>Miami – Dade</b>	County	\$145,800 (These funds support one full-time employee. A trust fund was established for all other operational expenses.)
<b>Okaloosa</b>	County	\$0
<b>Pasco</b>	County	\$0
<b>Sarasota</b>	None	\$0

\* Brevard, Manatee and Monroe counties have Commissions; however, they are currently inactive.

In Leon County, as part of the creation of the Leon County CSWG in 2011, the Board approved the Oasis Center’s request to provide the staffing support at a cost of \$10,000. Funding was to pay for administrative support and assist in the preparation of the annual report to the Board. In 2012, funding was increased by an additional \$10,000 (to a total of \$20,000 annually) to support data collection and research. In 2013, the CSWG was expanded to become a joint commission with the City of Tallahassee and was renamed the Tallahassee-Leon County CSWG. At this time, Oasis requested and the annual funding was increased to \$40,000, \$20,000 each from the County and City. The funding agreement continued to commit \$10,000 of the County’s funding towards research.

For FY 2019, Oasis is requesting a 50% increase in funding or \$20,000 (\$10,000 each from the County and the City) for next fiscal year (Attachment #3). Separately, the Oasis Center receives an additional \$44,470 through the Community Human Services Partnership (CHSP) process for other specific programs. In total, Oasis Center’s annual budget is \$270,765.

Included in Attachment #3, Oasis states that expenses have exceeded the \$40,000 in annual funding by more than \$10,000 for four out of the past five years. These additional expenses were paid for by CSWG fund raising and contributions from Oasis. Oasis states that planned

activities and administrative support costs will continue to exceed the contracted amount by \$10,000. This is the result of costs associated with community events/forums that Oasis/CSWG has chosen to schedule for the remainder of the year (Attachment #3). Although Oasis has projected their current shortfall to be \$10,000 due to community events/forums, the funding increase request is for \$20,000 to further expand these activities.

Based on the enabling resolution, the original goal in establishing the CSWG was to promote awareness of issues affecting women and girls, provide input to the County and City as needed on issues affecting women and girls and provide an annual written report. While community forums and outreach are eligible expenditures under the agreement, there are no requirements that community forums or outreach be conducted at the number, level or types of events Oasis is choosing to support.

In conclusion, no additional funding is included in the budget for any outside agency contracts. This item recommends maintaining level funding for Oasis in support of the CSWG.

Tallahassee Memorial Hospital (TMH) Trauma Center

FY2018 Budget: \$200,000

FY2019 Recommendation: \$0

A separate budget discussion item, recommends the \$200,000 in Trauma Center funding be allocated to EMS to offset a portion of the 24% suggested reduction in ambulance fees.

Sharing Tree

FY2018 Budget: \$20,000

FY2019 Recommendation: \$10,000

*Service Provided:* The Sharing Tree collects and redistributes reusable materials to the community while simultaneously educating the community on waste diversion and creative reuse.

*Midyear Report Analysis:*

- Program has a total of 5,042 participants
- The Sharing Tree moved locations from Midtown to the Centre of Tallahassee in October due to the Midtown building being sold. The new space in the Centre of Tallahassee is substantially bigger and provides even more opportunities to serve teachers, children, and the community.
- Classes, community meetings, and birthday parties have been hosted in the new space between October and December 2017.
- Engaged in educational programming and teacher giveaways from October 2017 through March 2018.
- The new space offers opportunities for increased revenue with the bigger space, including more capacity for classes, camps, and inventory for sales. Due to a number of serious electrical issues with the space, The Sharing Tree was asked by the management of the

Centre of Tallahassee to occupy a temporary space in the mall until the issues were resolved. The Sharing Tree will move back into the original space in mid-April, and will be able to begin realizing the full potential for increased revenue and, eventually, financial sustainability. As an example, several weeks of camps for kids are planned for this summer.

With an overall community goal of waste diversion through reuse and recycling, there were benefits to the County's Solid Waste and Recycling programs in having the Sharing Tree as a community partner. However, since Leon County is actively promoting waste diversion, reuse, and recycling through the Office of Sustainability, these initial partnership benefits have reduced and the educational component is now duplicative.

The analysis indicates recommending a total funding reduction of \$20,000 for FY 2019, but given the circumstances of The Sharing Tree's new location and opportunity for financial sustainability, it is recommended that funding be reduced to \$10,000 in FY 2019 and eliminated in FY 2020. In discussions with the organization, this gradual reduction will make a meaningful difference in the overall long-term financial viability of the organization.

**The following Agencies are Recommended at the Current Contract Funding Level:**

Legal Services of North Florida (\$257,500)

*Service Provided:* Legal Service of North Florida provides legal assistance to low income individuals to ensure equal access to the court system.

*Midyear Report Analysis:*

- Obtained 46 Protective Orders between October 1, 2017 and March 28, 2018
- Successfully defended 50 evictions
- Obtained dissolution of 5 domestic violence-related marriages

*Note: During FY 2016 budget process, the Board approved an additional \$125,000 in one-time limited funding to support the cost of an attorney and support staff for a maximum of four years. This increase in funding is scheduled to end in FY 2020.*

DISC Village (\$222,759)

*Service Provided:* DISC Village maintains the operations of the Juvenile Assessment and Receiving Center (JARC) by providing the mandatory onsite security and supervision of arrested youth.

*Midyear Report Analysis:*

- Served 66 participants in the Civil Citation Program
- Ages of participants in civil citation program: Under 12= 5%; 12 to 15= 43%; and 16 to 18 = 56%
- Served 711 participants in the Juvenile Assessment Center

Tallahassee Senior Citizens Foundation (\$179,000)

*Service Provided:* The Tallahassee Senior Citizen Foundation hosts a variety of classes, workshops and support groups for senior citizens in the rural, unincorporated communities of Leon County at the County's six community centers (Ft. Braden, Miccosukee, Lake Jackson, Woodville, Chaires, and Bradfordville Community Center/NE Library).

*Midyear Report Analysis:*

- Number of Participants in the Leon County Senior Outreach Program: 1,197
- Held monthly Lunch & Learn events that feature speakers, exhibitors, health screenings and a variety of community resources (575 health screenings were held)
- Hosted 7 different classes per week (including art, fitness, canasta, bridge, computer and lifelong learning courses)
- Held Holiday Luncheon for Grandparents
- Held 5 support group luncheons and a luncheon for grandparents
- Held 2 grandparent support groups at Jake Gaither Community Center

St. Francis Wildlife Association (\$71,250)

*Service Provided:* St. Francis responds to calls regarding injured or nuisance wildlife in the unincorporated area of Leon County.

*Midyear Report Analysis:*

- Logged over 194 animal intakes and attempted rescues
- Maintains a 24/7 rescue staff that responds to calls for animal assistance and a facility that can accommodate a maximum of about 200 animals

Tallahassee Trust for Historic Preservation (TTHP) (\$63,175)

*Service Provided:* Pursuant to Policy 1.1.1 of the Comprehensive Plan, the trust provides technical support for the identification, documentation, evaluation, preservation and protection of historic resources. Provides staffing for the Architectural Review Board and performs the required reviews in support of the County's Historic Preservation Ordinance.

*Midyear Report Analysis:*

- The TTHP began an ongoing survey of the FAMU Addition neighborhood on the east side of the FAMU campus. The project is funded by a small matching grant the TTHP applied for and was awarded for 2017/2018.
- TTHP staff worked to have the historic Waterworks building listed on the local register of historic places.
- Continued to staff, provide application reviews, record meeting minutes, and maintain historic property records for the City of Tallahassee - Leon County Architectural Review Board.
- Created a list serve to provide a forum and informational service for historic property owners.
- Maintained a historic preservation resource library for use by the community, local government, and local educational facilities

Whole Child Leon (\$38,000)

*Service Provided:* Whole Child Leon provides referrals to human service agencies for children with special needs.

*Midyear Report Analysis:*

- Held monthly Professional Networking Meetings with an average attendance of 57 members
- Performed Developmental Screening on 38 children, resulting in 23 referrals for partner agencies to provide needed services

Domestic Violence Coordinating Council (\$25,000)

*Service Provided:* The Domestic Violence Coordinating Council is the area's task force on domestic violence and provides a coordinated community response to domestic violence, as well as, public awareness and education events.

*Midyear Report Analysis:*

- Conducted monthly coordinating meetings (agencies, advocates and other community partners) to constantly review protocols, procedures and closing any gaps in services to protect past/present/future victims of domestic violence. A total of 303 participants have attended events/meetings over the past 6 months
- Held a Teen Rally with 153 in attendance
- 44 teens requested participation in Certified Peer Advisor Training as a result of the Teen Rally

United Partners for Human Services (\$23,750)

*Service Provided:* United Partners for Human Services is a coalition of human service providers and supporting partners working together to improve the delivery of human services in the Big Bend.

*Midyear Report Analysis:*

- Has held 11 training sessions with an average of 45 attendees at each session
- Now that United Way has disengaged from the Community Human Service Partnership (CHSP) with the City and County, the UPHS CHSP Workgroup held three meetings with City and County staff on regarding the future structure of the CHSP program

Sustainable Tallahassee (\$8,800)

*Service Provided:* Sustainable Tallahassee increases public awareness of: local food initiatives; individual, civic, and community involvement in the growing, selling, buying, and consumption of local foods; and increasing home gardening in the City and County. In addition, Sustainable Tallahassee has been working closely with the County on the evaluation and first steps of a community-wide Climate Action Plan.

*Midyear Report Analysis:*

- Worked with the Office of Sustainability to develop an analysis and scope of a community-wide sustainability initiative

- With the Office of Sustainability, attended meetings with key representatives from nine of the community's largest organizations to discuss participation in the initiative, tentatively referenced as the Capital Area Sustainability Compact (CASC)
- Identified the latest national best practices for food banking and waste recovery
- Produced and distributed educational pamphlets promulgating local and statewide statistics pertaining to rates of food insecurity and its health effects, barriers for and root causes of food insecurity and demographics
- Developed individualized tracking tools and plans of action to assist schools, restaurants and food trucks during food audit and pilot program

**Options:**

1. Funding is tentatively included in the FY 2019 Preliminary Budget for the following agencies. Staff is seeking Board direction to decrease or eliminate funding for:
  - Legal Services of North Florida: \$257,500
  - DISC Village: \$222,759
  - Tallahassee Senior Citizens Foundation: \$179,000
  - St. Francis Wildlife Association: \$71,250
  - Tallahassee Trust for Historic Preservation: \$63,175
  - Whole Child Leon: \$38,000
  - Domestic Violence Coordinating Council: \$25,000
  - United Partners for Human Services: \$23,750
  - Oasis Center: \$20,000
  - Sustainable Tallahassee: \$8,800
  - Sharing Tree: \$10,000
2. As part of the FY 2019 budget redirect the \$200,000 TMH Trauma Center funding to support the 24% reduction in Emergency Medical Services transport fees (as reflected in a separate budget discussion item).
3. Include an additional \$10,000 in funding for Oasis to provide support to the Commission on the Status of Women and Girls in the FY 2019 preliminary budget.
4. Maintain the Sharing Tree fund at the current \$20,000 funding level for FY 2019.
5. Do not approve the FY 2018 Outside Agency Funding Agreements.
6. Board Direction

**Recommendation:**

Options #1 and #2.

**Attachments:**

1. Summary of Outside Agency Contract Funding and Services
2. FY 2018 Outside Agencies Midyear Reports
3. Funding Request Letter from Oasis Center
4. Oasis Funding Agreement

## **Summary of Outside Agency Contract Funding and Services**

### **Legal Services of North Florida**

*FY 2018 Funding:* \$125,000 (These are funds above the \$132,500 in required Article V funding.)

*Funding Background:* During the FY 2016 budget process the Board approved an additional \$125,000 in funding for Legal Services of North Florida for an attorney and office support due to state and federal budget reductions. The funding provided was to support 100% of the cost for an experienced attorney and support staff assistance. This additional funding was provided for a maximum of four years. During this time, LSNF is anticipating funding from its traditional sources (Legal Services Corporation, and the Florida Bar Association) to return to previous levels. As part of future budget cycles, a review regarding the level of funding provided to LSNF would be provided to the Board.

Under the implementation of Revision 7 to Article V of the State Constitution, the County is required to fund legal aid services at a level no less than provided for during FY2002/2003, which is approximately \$110,000. The Board has exceeded this funding requirement by providing \$176,500 annually for legal aid services; \$132,500 to Legal Services of North Florida (LSNF); and \$44,000 to the Legal Aid Foundation of the Florida Bar.

The \$176,500 is supported by \$51,775 from a \$65 criminal violation court cost, and the balance (\$124,725) comes from general revenues. The amount of funding provided for local legal service is audited annually and provided to the state as part of the statutory court expenditure reporting requirements. Also, in FY 2015, LSNF received \$38,000 from the Community Human Services Partnership program to provide legal service to the poor.

At the March 10, 2015 meeting, the Board directed staff, as part of setting the maximum discretionary funding levels for FY 2016, to review providing Legal Services of North Florida an additional \$200,000 to provide Legal Service to eligible residents of Leon County. During FY 2016 budget deliberations the Board approved an additional \$125,000 in time limited funding to support the cost of an attorney for a maximum of four years.

*Service Provided:* Legal Service of North Florida provides legal assistance to low income individuals to ensure equal access to the court system. This representation is offered for only civil matters including: consumer, housing, tax and public benefits laws. The additional funding provided, beginning in FY 2016, allows LSNF to represent an additional 210 to 230 Leon County residents.

*Contract Funding Analysis:* Other than the required \$132,500 in required Article V funding there is no requirement to provide the additional \$125,000 in funding for an additional attorney. As approved in FY 2016, this additional funding was

### **DISC Village**

*FY 2018 Funding:* \$222,179

*Funding Background:* The County began appropriating \$75,000 to DISC Village in support of the Juvenile Assessment and Receiving Center (JARC) in FY 2003. The appropriation replaced

## Summary of Outside Agency Contract Funding and Services

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funding supported previously by the Local Law Enforcement Block Grant. In FY 2005, program funding increased to \$107,000, and in FY 2007, funding increased to \$185,759. The increase in funding was used to off-set the total cost of the Correctional Officers at the JARC (\$312,050) and the Civil Citation Program (\$79,022).

The mid-year FY 2016 JARC report indicates that it costs \$367,042 to operate the JARC, and for FY2017 DISC Village has requested an additional \$37,000 in County funding to support the operation of the JARC. Additional resources would provide the ability to offset increases in operational costs and to continue to provide essential necessities to juveniles. These costs include funding the facilities correctional officers, and, the Juvenile Booking Center. In FY2017, The County increase funding to \$222,179 funding to support maintaining adequate service levels at the Juvenile Assessment and Receiving Center (JARC).

*Service Provided:* DISC Village maintains the operations of the JARC by providing the mandatory onsite security and supervision of arrested youth. Having the JARC provides the ability for local law enforcement to bring arrested youth to a secure site and allows local law enforcement to return to their duties. The JARC provides a central receiving unit for all law enforcement agencies to process arrested juveniles, and a location to deliver truants, curfew violators, and other status offenders. Without the JARC, the Officers would have to stay with the juveniles until parents or guardians arrive at the jail, and/or the juveniles are processed into a detention facility.

*Contract Funding Analysis:* County funding for DISC Village/JARC is not statutorily or otherwise required; however the funding of the Sheriff's Office by the County is required including the ability to handle juveniles who may have committed a crime. State law requires that juveniles be kept isolated from the adult jail population even when initially brought to the jail. Without the JARC, the Sheriff's Office would need a separate facility and staffing at the jail to house and process juveniles. The cost to provide this alternative service, which would involve the capital investment for constructing a juvenile processing and holding facility, would be much more costly than the \$222,179 currently being requested by DISC Village/JARC.

### **TMH Trauma Center**

*FY 2018 Funding:* \$200,000

*Funding Background:* In 2006, the Board approved funding to assist in the development and operation of costs of a Tallahassee Memorial (TMH) Trauma Center. The \$300,000 appropriation was to be used for start-up costs and trauma care expenses outlined in the line item application. As part of Board budget reductions in FY 2011, the funding level was reduced to \$200,000. These funds are used to partially defray the annual operating costs of this regional trauma center so that it may better serve the citizens of Leon County. From FY 2011, with the Board's permission, TMH used these funds to apply for Low Income Pool funds from the Agency for Health Care Administration. These funds were used to leverage health care funding

## Summary of Outside Agency Contract Funding and Services Page 3

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for the hospital, while still providing the \$200,000 for the Trauma Center. In FY 2016 the Low Income Pool funding requirements were changed and a match from the local government is no longer required.

In FY 2010 the City reduced its funding for the Trauma Center to \$200,000. The funding from the City has continued to decline. In FY 2012 the funding dropped to \$75,000, in FY 2015 it was reduced to \$50,000, and in FY 2016 a further reduction to \$25,000.

*Services Provided:* Initial Services provided were the provision of Trauma Care to residents of Leon County. With the advent of the use of the funds for LIP matching dollars, while trauma care service were still provided, the direct correlation between the funding and the trauma center became less clear. In addition, even though the County is half way through the FY 2016 fiscal year, TMH has not provided the County an updated scope of services for the Trauma Center subsequent to the change in LIP funding.

*Contract Funding Analysis:* There is no statutory or other mandate for funding this type of program.

### **Tallahassee Senior Citizens Foundation**

*FY 2018 Funding:* \$179,000

*Funding Background:* In 2002, the Board approved funding in the amount of \$50,000 to create a County Elder Ready/Senior Services Position and to provide further services to senior citizens. In FY 2006, funding was increased to \$144,000, and in FY 2014, \$179,000 was approved to fund the Tallahassee Senior Citizens Foundation. The funding was increased to provide additional programming for seniors when the new community center opened at the County's Lake Jackson Town Center.

During the preparation of the FY 2012 budget, staff reviewed the possibility of eliminating the contract with the Senior Citizen Center for the senior outreach program and offering the services through the County Parks and Recreation program. At the time staff indicated that the services could be brought in house with the funding level provided by the Senior Citizens Center; however additional staff would have been required. Staff has continued to work with the Senior Citizens Foundation to provide services for seniors in the unincorporated areas of the County.

*Services Provided:* This funding is utilized for programs offered by the Foundation in the rural, unincorporated communities of Leon County at the County's six community centers (Ft. Braden, Miccosukee, Lake Jackson, Woodville, Chaires, and Bradfordville Community Center/NE Library). Programs include: art classes, exercise classes, Life Long Learning sessions, cards and games, bridge groups, Grandparents as Parents support group, and computer classes. In addition, a monthly "Lunch and Learn" is held in each area of the County where guest speakers are brought in, as well as exhibitors that provide information on a wide variety of senior services.

Summary of Outside Agency Contract Funding and Services  
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*Contract Funding Analysis:* There is no specific law or policy that requires the County to provide senior services to the unincorporated area of the County; however, the County has historically provided these service in the unincorporated areas of the County, due to the difficulty many seniors have traveling to the City's senior citizen center on Monroe Street. In addition, Leon County through the Division of Tourist Development is an active partner in "Choose Tallahassee", a program designed to establish Leon County as a retirement destination.

Time limited to a maximum of four years.

**St. Francis Wildlife Association**

*FY 2018 Funding:* \$71,250

*Funding Background:* In 2008, the Board approved funding in the amount of \$71,250 to assist the St. Francis Wildlife Association in locating, capturing, removing, and rehabilitating injured wildlife in the unincorporated areas of Leon County. Leon County Animal Control works with domestic animals and is not permitted to handle or relocate wildlife. In the event when Leon County Animal Control has been contacted regarding cases for rabies exposure (wildlife that has come in some contact with a person or their pet) the County may only act by humanely euthanizing the suspect wildlife. Animal Control is not permitted to handle wildlife for any other reason. St. Francis, on the other hand, will attempt to rehabilitate sick or injured wildlife and return it to the location where it was picked up.

St. Francis is not a nuisance wildlife removal company and they do not charge for each time their service is requested. Last year, St. Francis responded to approximately 833 sick/injured animals in the unincorporated areas of Leon County, meaning their services averaged out to \$85.53 per animal. By comparison, the average cost to be relocated or removed by a nuisance wildlife company, such as Black Thumb or Critter Getters, is \$150 per animal. Due to its name Leon County Animal Control is often the first agency called when an injured or nuisance wildlife animal is identified by a citizen, and citizens are referred or transferred to St. Francis to assist with the injured or nuisance wildlife. For nuisance wildlife, citizens have the ability to call a private company to handle the matter.

*Services Provided:* Responds to calls regarding injured or nuisance wildlife in Leon County. Injured animals are provided rehabilitation services at St. Francis Wildlife Refuge in Gadsden County.

*Contract Funding Analysis:* There is no law or policy that requires Leon County to assist with injured or in the removal of wildlife. Through an agreement with the Health Department, with regards to the possibility of rabies, Leon County does respond to all animal bites in Leon County.

Summary of Outside Agency Contract Funding and Services  
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**Tallahassee Trust for Historic Preservation**

*FY 2018 Funding:* \$63,175

*Funding Background:* The Tallahassee Trust for Historic Preservation (TTHP) began contracting with the County in FY 1998 after the legislature eliminated historic preservation boards throughout the state. Prior to this legislation, the Historic Tallahassee Preservation Board (HTPB) served as the historic preservation agency for Tallahassee and Leon County. Funding is sought to continue to staff and maintain the records of the Tallahassee-Leon County Architectural Review Board, meet the requirements of the federal Certified Local Government program, and to provide comprehensive historic preservation services to the local government and the citizens of Leon County. During FY 2017 instruct the Planning Department staff to work with the Trust for Historic Preservation to execute a combined City/County contract for historic preservation services.

*Services Provided:* TTHP uses the County's \$63,175 appropriation to provide historic preservation services to the community and staff the Architectural Review Board. Funding provides the County government with information about identified historic properties in the area of any proposed project and assesses the effect the proposed project will have on the historic resources. TTHP is able to promote historic preservation and provide citizens with historic preservation information and education by maintain a resource library of general historic preservation information, surveys, and individual property files. A loss in funding would not only significantly reduce the level of services provided to citizens, it would also necessitate staff reduction and place TTHP in a position where they would no longer be able to assist the County in meeting its Certified Local Government requirements. The City provides \$80,000 to TTHP for like services inside the City Limits.

*Contract Funding Analysis:* A contract is support per Policy 1.1.1: [HP] from the Comprehensive Plan: Establish a federal-state-local partnership with the Tallahassee Trust for Historic Preservation to provide funding and technical support for identification, documentation, evaluation, preservation, and protection of historic resource.

**Whole Child Leon**

*FY 2018 Funding:* \$38,000

*Funding Background:* As presented to the Board on March 22, 2005, The Whole Child initiative is a project sponsored by the Lawton Chiles Foundation. The mission of the project is to assist Florida communities in building comprehensive, integrated, community-based systems to enable infants, young children (ages one year– five years), and their parents to lead productive, rewarding lives. The Whole Child initiative began receiving line item funding in FY 2007.

Whole Child Leon is a community-wide effort to get Leon County's children off to the best start in life by ensuring they have everything they need to thrive. Currently, Leon County is one of

## Summary of Outside Agency Contract Funding and Services Page 6

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seven counties partnering with the Lawton Chiles Foundation. These counties include: Manatee, Martin, Indian River, Taylor and Gadsden.

Whole Child was not founded as direct human service provider, but an agency that coordinates and refers individuals to service providers, and provides training for service providers, and was not eligible for Community Human Service Partnership funding. This is one of the reasons that Leon County has historically provided direct contract funding to this agency. During FY 2015, the Board provided Whole Child an additional one-time funding request to fund a part-time Project Coordinator to work with the South City Revitalization Council. During the review of this request it was determined that the activity appeared to be in a coordination role with the neighborhood and community partners and not CHSP eligible.

Subsequent to discussions at the Board December 2015 retreat; staff approached the County CHSP partners, the City and United Way, to see if there was interest in creating a new CHSP funding category for non-direct human service providers. After community input, the Board and its CHSP partners declined to create this new funding category.

*Services Provided:* The County's \$38,000 appropriation supports the staffing for a part-time Whole Child Leon Connection Manager & part-time Communication Specialist.. These positions are involved with community outreach and direct referral to direct human service agencies. This is done through personal contact and Whole Child's website. According to the Whole Child Leon website, the goals for the organization include: To improve families' ability to identify the needs of their young children and obtain the services that meet these needs; expand parent education and support for all families in the community; and build community commitment to meeting the needs of all children, from birth to age five.

*Contract Funding Analysis:* There is no statutory or other mandate for funding this type of program.

### **Domestic Violence Coordinating Council**

*FY 2018 Funding: \$25,000*

*Funding Background:* The Board began appropriating \$25,000 in line item funding for the Domestic Violence Coordinating Council (DVCC) in FY 2016. These funds are to be used for activities associated with the function of the Council, including public education and community awareness activities. In FY 2013, the DVCC was funded through the County's annual allocation to the Public Safety Coordinating Council (PSCC). Currently, as recommended by the PSCC to the Board, the PSCC funds are allocated to the DISC Village LIFT program, which led to DVCC requesting direct funding from the Board in FY 2016.

*Services Provided:* The DVCC consists of agencies working with victims and perpetrators of domestic violence. Striving to reduce domestic violence in the Tallahassee area, the DVCC

## Summary of Outside Agency Contract Funding and Services Page 7

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holds the area's only monthly meetings where all players may gather to ensure a well-coordinated community response to domestic violence. The meetings serve to encourage better coordination of services between agencies, ensure that there are no gaps in services, and to resolve any issues that arise in service delivery between agencies. In addition, public awareness and education events/workshops are provided around the community with current specialization in prevention education for teens. The goal of the awareness events is to help citizens and potential victims identify the red flags associated with domestic violence as well as how to identify and assist victims who might otherwise go unnoticed.

*Contract Funding Analysis:* There is no statutory or other mandate for funding this type of program.

### **United Partners for Human Services**

*FY 2018 Funding:* \$23,750

*Funding background:* The Board began appropriating \$23,750 in funding for United Partners for Human Services (UPHS) in the FY 2007 budget. One time funds were initially requested to cover start-up costs associated with the program, which is a membership organization comprised of human service organizations.

*Services Provided:* According their 2015 annual report, UPHS is a coalition of human service providers and supporting partners working together to improve the delivery of human services in the Big Bend. UPHS has 70 members and meets several times each year to discuss issues facing non-profits and human service providers. The program has three main goals: improving the knowledge and skills in the effective operation of human service organizations and programs for local human service organizations; increasing the capacity of our human service nonprofits by providing information and training on Resource Development, including marketing and Fundraising to expand and diversify their funding sources; facilitating collaborative efforts to improve service delivery.

Alternatively, non-profits have the benefit of the Institute for Non-Profit Innovation and Excellence (INIE) housed at the former Mary Brogan, which according to their web site's mission is to, "...enhance the capacity and leadership of the non-profit industry through advocacy, education and engagement." The INIE conducts regularly training and education programs for its membership. Annual membership fees for nonprofit organizations are on a sliding scale based on the members gross operating budget ranging from \$150 (budget less than \$100,000) to a maximum of \$850 (budget greater than \$10,000,000).

Like Whole Child Leon, UPHS is not a direct service provider and is not eligible for CHSP funding. The County does provide funding through the CHSP process to agencies that receive services from UPHS. Subsequent to discussions at the Board December 2015 retreat, staff approached the County CHSP partners, the City and United Way, to see if there was interest in

## Summary of Outside Agency Contract Funding and Services Page 8

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creating a new CHSP funding category for non-direct human service providers. After community input, the Board and its CHSP partners declined to create this new funding category.

*Contract Funding Analysis:* There is no statutory or other mandate for funding this type of program.

### **Oasis Center**

*FY 2018 Funding:* \$20,000

*Funding Background:* In July 2011, the Board approved a three-year agreement with the Oasis Center for Women and Girls (Oasis Center) to provide staff support to the Leon County Commission on the Status of Women and Girls (Women's Commission). The Board appropriated an additional \$10,000 to the Oasis Center at the November 13, 2012 meeting to conduct research and development on behalf of the Women's Commission, bringing the funding amount from Leon County to \$20,000. Leon County and the City of Tallahassee jointly contract with the Oasis Center for Women and Girls to staff the Tallahassee-Leon County Commission on the Status of Women and Girls.

*Services Provided:* The Commission provides policy recommendations to the County and the City on issues that impact women and girls in the community. These issues include, but are not limited to, economic security, healthcare, and violence prevention. The Commission has several committees that meet regularly every month to discuss these issues. Oasis Center possesses the capacity, as well as the expertise, to provide the staffing the Commission requires.

*Contract Funding Analysis:* The County has historically contracted with the Oasis Center for Women and Girls to provide staff support to the Commission and to conduct research/development on behalf of the Commission. The funding is leveraged with a like amount from the City of Tallahassee to support the Commission. *The Commission on the Status of Women and Girls* was created by the Board through an enabling resolution on March 12, 2013. The Oasis Center has requested an additional \$10,000 from the Board, for a total allocation request of \$30,000 for FY 2019.

### **Sharing Tree**

*FY 2018 Funding:* \$20,000

*Funding Background:* The Sharing Tree initiative began receiving funding in FY 2012. The Sharing Tree is a reusable resource center that collects and redistributes reusable materials to the community while simultaneously providing education and inspiration in creative reuse contributing to a healthier, more sustainable and creative community. In the original FY request for funding, the stated goal for the program was to be a self-sustaining organization. From 2012 to 2015 Leon County, Leon County Schools and Goodwill Industries jointly contributed in partnership. During this time both Leon County and Leon County Schools each provided

Summary of Outside Agency Contract Funding and Services  
Page 9

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\$20,000 annually, while Goodwill Industries contributed approximately the same amount in the form of salary and benefits for the Executive Director. However last year Goodwill discontinued funding for the program 2012, but continues to provide donated reuse material received through its collection centers.

*Services Provided:* The Sharing Tree collects and redistributes reusable materials to the community while simultaneously educating the community on waste diversion and creative reuse.

*Contract Funding Analysis:* With an overall community goal of waste diversion through re-use and recycling, there were benefits to the County's Solid Waste and recycling programs in having the Sharing Tree as a community partner. However, since Leon County is actively promoting waste diversion, re-use, and recycling through the Office of Sustainability these initial partnership benefits have declined and the educational component is duplicative.

**Sustainable Tallahassee**

*FY 2018 Funding:* \$8,800

*Funding Background:* The Board first appropriated \$8,800 in FY 2015 for contractual funding in the Office of Sustainability budget for Sustainable Tallahassee's *Good Food* initiative in partnership with the City of Tallahassee. On March 10, 2016, the City of Tallahassee, Leon County, and Sustainable Tallahassee entered an agreement to continue engaging the community, with a specific focus on development of an urban agriculture entrepreneurship program. The program aims to expand food-based job opportunities, local production capacity, and community resiliency in Tallahassee-Leon County. The current funding amount for the agreement is \$17,600 with the City of Tallahassee and Leon County each contributing \$8,800.

*Services Provided:* Funds are used to increase public awareness of local food initiatives, increase individual, civic, and community involvement in the growing, selling, buying, and consumption of local foods, increase home gardening in the City and County, and support other events and groups in their efforts to raise awareness of local food options. This includes a holistic skills training program that uses urban agriculture and related sustainability concepts to expand entrepreneurial and employment opportunities for underserved residents of Leon County.

*Contract Funding Analysis:* This funding allows the County to leverage significant community resources that would otherwise not be available through the Office of Sustainability's community outreach efforts.

**FY 2018 Outside Agency Mid-Year Reports**  
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## **Tallahassee Memorial Healthcare (TMH) Trauma Center**

**EXHIBIT B**

**Agency Name:** Tallahassee Memorial HealthCare- Level II Trauma Center

**Reporting Timeframe:** January 1, 2018 – March 31, 2018

**1. Program Name:**

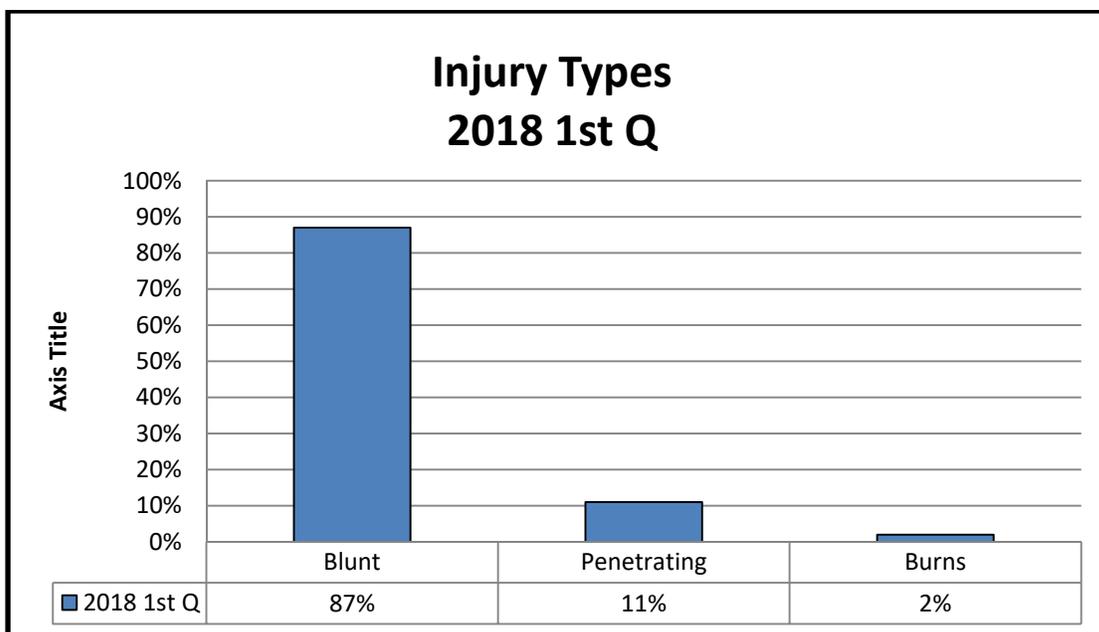
Tallahassee Memorial HealthCare Level II Trauma Center

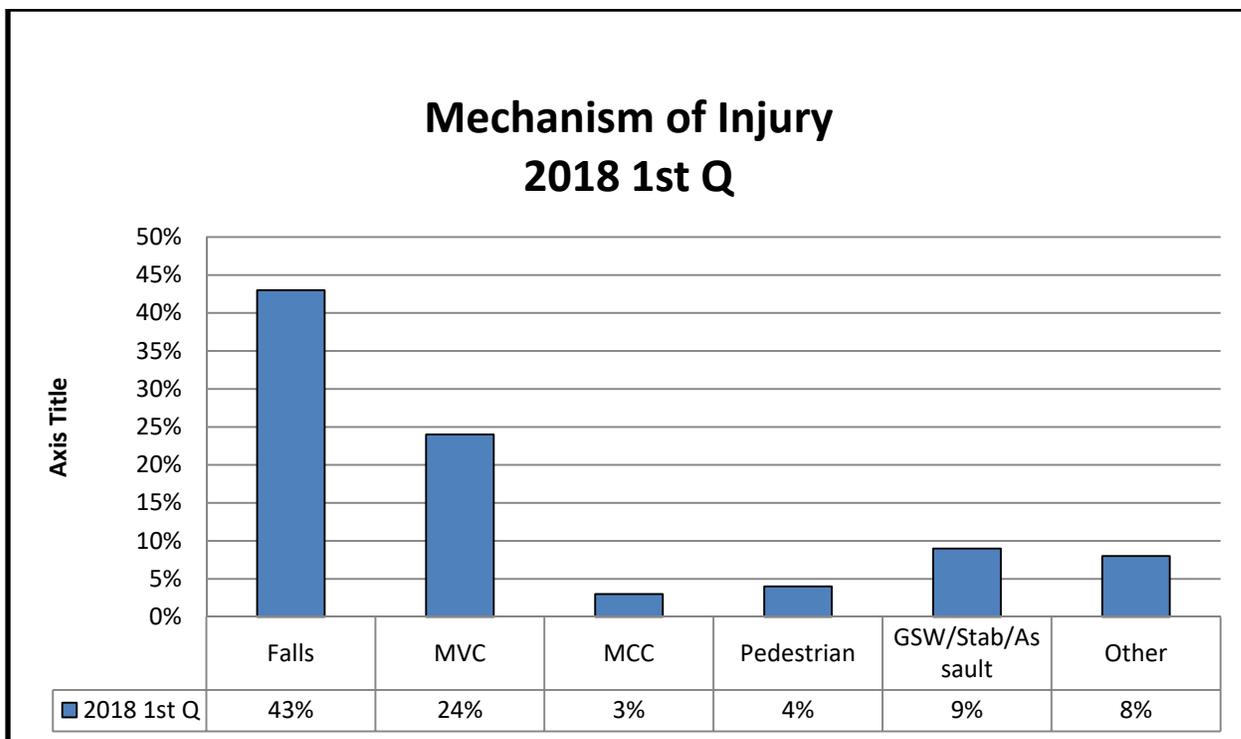
**2. Program Objective:**

See # 11.

**3. Services Provided:**

TMH operates the region’s only state-designated Trauma Center. Our Trauma Center provides specialized medical services and resources to patients suffering from traumatic injuries. The most common causes of injury that bring patients to a trauma center are falls and motor vehicle crashes. These events cause life-threatening trauma in multiple areas of the body. Other common causes of injury include burns, gunshot wounds and assaults.





**4. Services Delivery Strategy:**

Per state law, designated trauma centers have a comprehensive team of trauma certified physicians and staff on-site 24 hours-a-day and sub-specialists such as orthopedic surgeons, plastic surgeons, neurosurgeons, etc., on-call who must respond within minutes of a trauma alert.

**5. Target Population:**

TMH’s trauma service is responsible for providing trauma care for the following counties: Calhoun, Franklin, Gadsden, Jackson, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla.



## 6. Method used to effectively reach target population:

Although some arrive as walk-ins from minor traumatic injuries, the majority of our patients come as a Trauma Alert activated in the field by our EMS patients. These patients are identified by our EMS partners as having traumatic injuries categorized by FDOH Adult and Pediatric Trauma Scorecard methodology 64J-2.004 and 64J-2.005 and are mandated to arrive at Trauma Center per these FDOH statutes.

We use other strategies to reach the populations we serve including community outreach and disaster planning.

### Outreach and Injury Prevention programs

We believe that preventing traumatic events falls within our purview and work hard to provide education on injury prevention to our target population through our Outreach and Injury Prevention programs. The following lists some of the core education programs taught and promoted by the trauma center:

- Pathways to Prevention- An injury prevention program designed for schools to educate about the dangers of trauma-related accidents and to ultimately prevent future occurrences.
- Fall Awareness and Prevention Fair- program focused on increasing awareness and identifying risk of falls. Provide screening of participants by physical therapist, live presentations with participants, discussion of safe guarding homes, promoting staying active, and many other senior safety tips.

- TBI Support Group and Blog- The website provides the community with an understanding of traumatic brain injuries (TBI) through education, information, prevention, and advocacy. The TMH Traumatic Brain Injury Advocacy Group is made up of four diverse individuals who have survived a severe brain injury. Each month, the group blogs about a variety of topics related to living with a TBI.
- Trauma Awareness Day Celebration- is an annual event for our trauma survivors, staff, physicians, family, and community to celebrate our trauma stories.

### **Community and Disaster Planning**

We have made great strides in becoming optimally prepared for internal and external disasters. We are an active member of several local coalitions to improve our process and care in times of disaster situations. TMH participates in community wide disaster drills and table top exercises to prepare our team for when disaster strikes. We participate in quarterly meeting with Florida/Georgia Regional Medical Meeting and are actively involved with the Big Bend Healthcare Coalition.

7. **Program Resources:** *(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*

Please see annual budget attached.

The major component that differentiates a regular hospital from one that is a trauma center are the rigorous requirements for 24-hour availability of a team of specially trained health care providers who have expertise in the care of severely injured patients.

Our trauma center is required to have the following medical expertise:

- A medical director contracted to direct and oversee the operation of the trauma service.
- At least one trauma surgeon to be on primary trauma call at all times
- At least one qualified trauma surgeon to be on backup trauma call at all times
- One neurosurgeon to be on-call
- Obstetric/gynecologic surgery available when summoned
- Ophthalmic surgery available when summoned
- Oral/maxillofacial surgery available when summoned
- Orthopedic surgery available when summoned
- Otorhinolaryngologic surgery available when summoned
- Plastic surgery available when summoned
- Thoracic surgery available when summoned
- Urologic surgery available when summoned
- Cardiology available when summoned

- Hematology available when summoned
- Infectious Disease available when summoned
- Internal Medicine available when summoned
- Nephrology available when summoned
- Pathology available when summoned
- Pediatrics available when summoned
- Pulmonary Medicine available when summoned
- Radiology available when summoned
- Anesthesiology shall be in-hospital and promptly available for trauma patient care 24 hours a day
- Emergency physicians shall be on duty in the emergency department 24 hours a day

Our trauma center is required to have the following expertise in other areas:

- A trauma program manager
- A trauma registrar for the trauma service
- Appropriate nurse and technical support

Our trauma program is required to have:

- An easily accessible and identifiable resuscitation area with appropriate equipment designated for trauma alert patients.
- A helicopter landing site in close proximity to the resuscitation area.
- At least one adequately staffed operating room immediately available for all trauma patients 24 hours a day.
- A second adequately staffed operating room available within 30 minutes after primary operating room is occupied.

**8. Program Capacity:**

Our trauma program has the capacity to handle all traumas that occur in our service area.

**9. Number of participants for Q12018:** 488 total traumas

**Cost per participant:** \$1,053.21

**10. Program Goals:** (short term, intermediate, long term)

The primary goal of our trauma program is to provide optimal care for all patients who are critically injured and to strive daily to pursue the trauma standards of care. In addition, we endeavor to contribute to the science of preventing trauma injuries through outreach and education programs.

A short term goal of our program is to attend outreach and education programs aimed at preventing traumatic events to our target population through our Outreach and Injury Prevention program. We also have a continuous commitment for providing continuing education for physicians and nurses.

An Intermediate goal is to meet state and national benchmarks for Quality and Process Improvement. The goals of a trauma quality improvement program are to monitor the process and outcome of patient care, to ensure the quality and timely provision of such care, to improve the knowledge and skills of the trauma care providers, and to provide institutional structure and organization to promote quality improvement.

Our goal is to collect data on our patient population to share in the State and National databases. Participating in quality programs like the American College of Surgeons Trauma Quality Improvement program help drive internal benchmarking and drive change to improve our patients' outcomes. Part of this process includes state metrics that are monitored monthly and reported quarterly to the State.

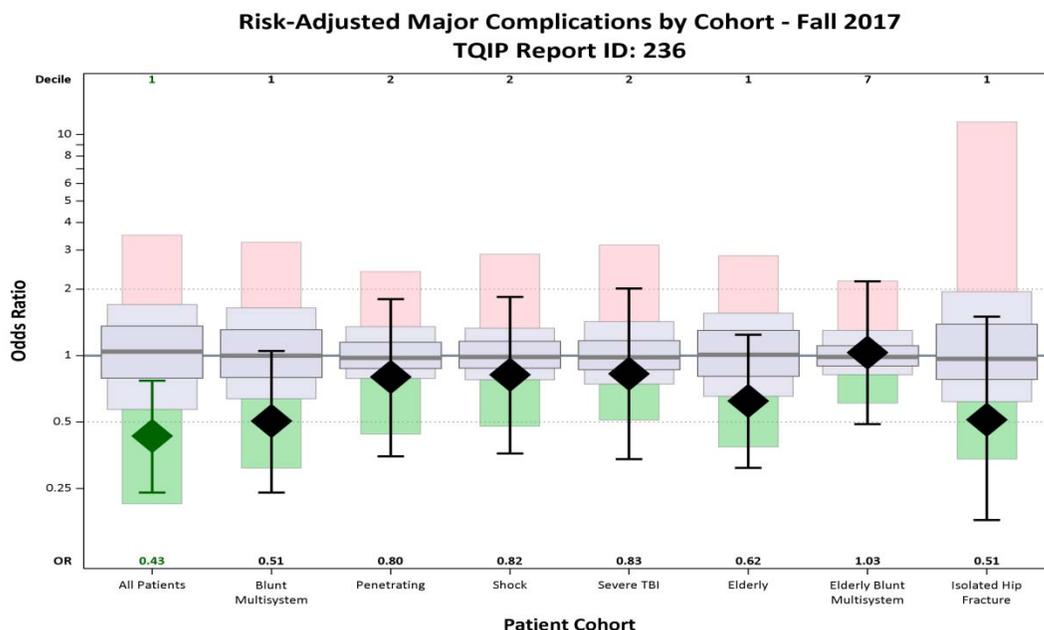
Our long-term goal is to work closely with our General Surgery Residency program to create a learning environment that fosters increased trauma research and additional resources.

#### 11. **Objectives** (intended impact/outcome results)

Our objective is to maintain comparable and competitive outcomes when compared with other trauma center throughout the country.

The state of Florida mandates certain metrics such as: state mandated QA of all deaths, unplanned readmissions related to trauma within 30 days of discharge, C1,2,3 spinal cord injuries that are ventilator dependent and patients that are referred to a specialty hospital for placement of a diaphragmatic pacer.

We also participate in the American College of Surgeons Trauma Quality Improvement program to help drive internal benchmarking and to drive change to improve our patients' outcomes. Part of this process includes providing state metrics that are monitored monthly and reported quarterly to the State.



## 12. Data Collection Method:

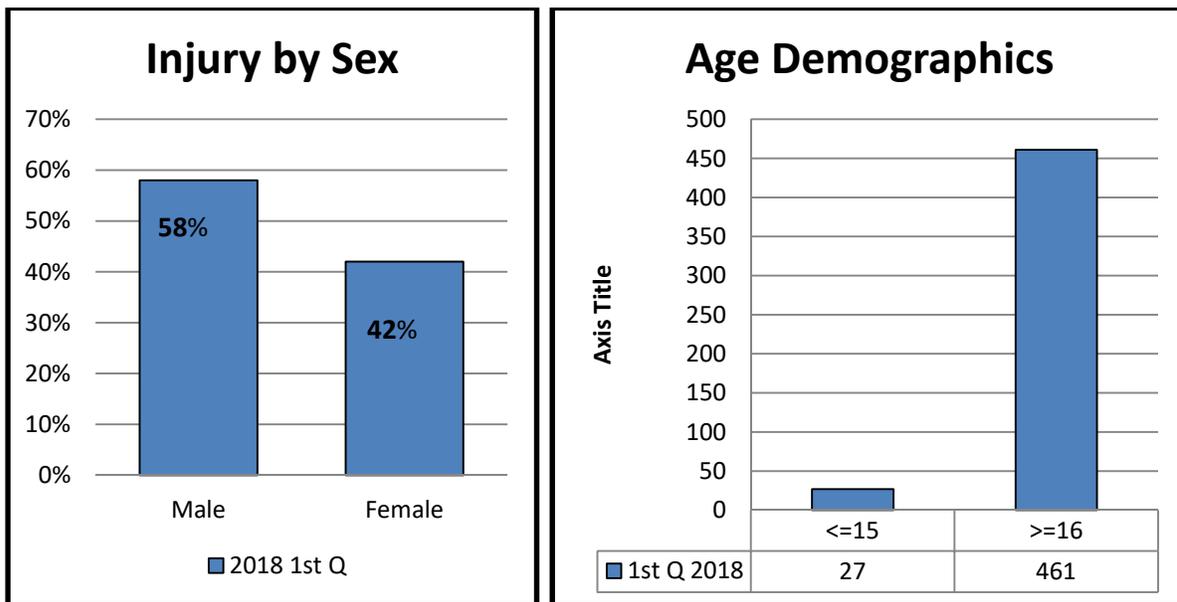
We participate in the American College of Surgeons Trauma Quality Improvement program to help drive internal benchmarking and to drive change to improve our patients' outcomes. Part of this process includes providing state metrics that are monitored monthly and reported quarterly to the State.

The Florida Trauma Registry supports the trauma centers' required activities, including performance improvement, outcomes research and resource use, as well as providing the state public health system with the necessary data for statewide planning and injury prevention initiatives.

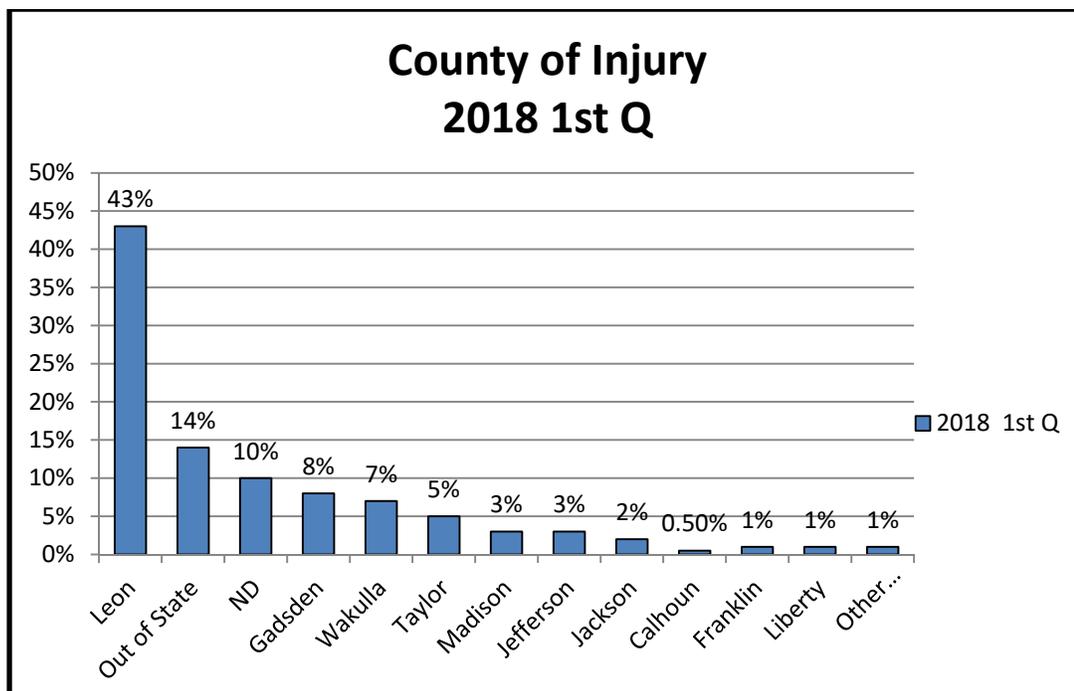
## 13. Number of participants that left or were dropped from the program:

N/A. We are required by law to see any patient who arrives in our Emergency Department. No patients have been left or dropped from this program.

14. Provide participants demographic data:



County of injury:



**15. If possible, please provide participant program satisfaction data: (surveys, etc.)**

n/a

**16. List any agency partnerships and collaborations related to this program.**

TMH works with many different agencies and partners. We have partnerships with American College of Surgeons, Trauma Quality Improvement Program (TQIP), Emergency Nurses Association the Society of Trauma Nurses, Field EMS Agencies, Brain and Spinal Cord Injury Program and Organ Procurement to help with educational and family and staff support activities that aid in trauma patient, family and caregiver care.

TMH holds the distinction of being the first designated Brain and Spinal Cord Injury Acute Care Center in the state of Florida. TMH is also the area's only hospital recognized by the Society of Chest Pain Centers as an Accredited Chest Pain Center with PCI. Additionally, we are the region's only Comprehensive Stroke Center. Rehabilitation, Social Services, and Spiritual Care are an integral part of the Mission of Tallahassee Memorial HealthCare.

**Tallahassee Memorial HealthCare, Inc.**  
**2016/17 Direct Agency Program & Budget Questionnaire**

**EXHIBIT E**  
**Actual and Budget Financial Information**

	<b>FYE 9/30/2017</b>	<b>FYE 9/30/2018</b>
	<b>Actual</b>	<b>Budget</b>
SALARIES	233,055	329,468
SICK PAY	15,912	3,970
VACATION & HOLIDAY	10,537	37,102
OVERTIME, SHIFT, CALL, OTHER	27,928	20,988
LABOR	<u>287,432</u>	<u>391,528</u>
SOCIAL SECURITY, GROUP HEALTH, DENTAL	57,046	82,452
RETIREMENT	13,098	17,534
GROUP LIFE, DISABILITY INSURANCE,		
UNEMPLOYMENT	82	131
PHYSICIAN PROFESSIONAL FEES	291,050	360,000
MEDICAL DIRECTORS FEES	1,170,846	1,104,613
PUBLIC RELATIONS	(29)	17,055
GENERAL SUPPLIES	4,358	3,103
COPY MACHINE & MICROFILMING	917	899
CATERING	2,276	3,800
EDUCATION PROGRAMS	25,772	55,116
MAINTENANCE	1,853	700
CELLULAR PHONES	2,891	2,656
DUES, SUBS, LICENSES & LIBRARY	731	1,480
SOFTWARE LICENSING FEES	12,045	14,300
CONT EDUCATION & TRAVEL	293	500
OTHER EXPENSES	<u>1,583,229</u>	<u>1,664,339</u>
TOTAL EXPENSES	<u><u>1,870,661</u></u>	<u><u>2,055,867</u></u>

## **The Sharing Tree**

## EXHIBIT B

### Agency Performance Report Format & Instructions

Agency Name:           The Sharing Tree          

**Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)**

**1. Program Name:** The Sharing Tree :

Overall Program: Teacher Materials Giveaways, Waste Diversion through Reuse, Indoor Creative Play space for children & families

**2. Program Objective:** The Sharing Tree is a unique, one-of-a-kind community resource center that contributes to the sustainability, creativity, and education in our county. The mission of The Sharing Tree is to collect and redistribute reusable materials to educators, artists, and the broader learning community while simultaneously educating the community on the art of creative reuse. The Sharing Tree was inspired by its multi-functional nature to supplement shrinking budgets in the learning community while also providing a creative way to divert waste from our local landfill and as an authentic tool for educational systems and hands on, creative learning experience for our audience.

**3. Services provided:**

The Sharing Tree has proved a very valuable resource for our community. Below are a few highlights:

- Since established in 2010, The Sharing Tree has given away over 3/4 million dollars in classroom materials to local educators and non-profit organizations.
- We are open as a resource center to all populations with over 13,000 citizens walk in our doors to experience the impact of waste reduction, reuse and recycling. Many of which are educators in our community.
- The Sharing Tree has a strong educational component and educates the community of all ages how to incorporate reuse in a creative & functional capacity.
- We have diverted over 500 tons of materials from our local landfill.
- The Sharing Tree has collaborated with many other non-profit organizations to provide authentic arts/ environment experience to youth. Over the past 8 years, The Sharing Tree has partnered with, not only our founding partners (Leon County, Sustainable Tallahassee, Leon County Schools, Goodwill) but also Early Learning Coalition, TMH, Junior League, Damayan Garden Project, both FSU & FAMU, nearly every single school, Kids Incorporated, Aveda Institute, Leadership Tallahassee, City of Tallahassee, and many others.
- The organization has hosted community events and exhibits for learning, creating, and living a healthier, more sustainable life in our community.

**4. Services Delivery Strategy:**

The Sharing Tree operates a reuse center to address the ongoing importance of waste diversion in our daily habits and effects on our environment. The reuse center welcomes all, and offers great value to services educators by providing free material resources to enhance education. The resource center is also a donations facility, and provides a convenient midtown drop off site offering community members easy access to be engaged in the waste diversion process. The facility also serves as an educational setting for all ages, pre-school to adults - educating and offering hands-on experience in the art of creative reuse. The Sharing Tree offers a wide array of classes as well as camps and meeting space. Through maintaining the daily operations the Sharing Tree is a place for people to come shop, donate, or create.

## **5. Target Population:**

Educators and youth are the highest served populations for the Sharing Tree. The organization has given away 3/4 million dollars in classroom materials to local educators, and our materials reach EVERY school and learning environment in Leon & surrounding counties. We have also hosted hundreds of hands on projects, classes and workshop to enhance & facilitate the learning and creative exploration in the world of reuse.

In the beginning of The Sharing Trees establishment, we focused primarily on educators and youth. These populations helped lay the foundation for much of our resource center and educational programs. As we have widened our scope to service all community members of any demographic The Tree has developed a strong relationship with local Seniors- being a benefit to our education programs, as volunteers, and highly engaged as donors.

Local artists benefit from our program on many levels from workshops to creative materials.

Recently, the board has addressed targeting the student population as both interns and recipients of our programming.

## **6. Method used to effectively reach target population:**

The Sharing Tree has an ambitious Engagement Plan for the 2017-18 fiscal year. As reported last year, The Director, with guidance from the board has set measurable goals to be achieved during every quarter of the fiscal year. Additionally, The Sharing Tree had to move in October and faced several challenges with the new location, The Centre (old Tallahassee mall.)

- Quarter I: July-September 2017- Focus on Back to School, Prepare for the Move
  - Target audience: Leon County School Teachers- to inform and invite them to take advantage of our awesome teacher giveaway program. Also, parents, students of K-12, pre-school, and college as well as our large home school population. The Sharing Tree has created informational flyers and is actively seeking groups to present to such as new teachers in Leon County, PTA, and LCS administration.
  - August- Table at the FSU/ FAMU/ TCC Welcome Back Students event to inform new students of our resource and our volunteer opportunities
  - Engaged several community groups and volunteers to help stage an efficient move
  
- Quarter II: October-December 2017- The Sharing Tree aimed to complete a successful move and resume normal operations. Unfortunately, the facility had several issues and we had to undergo yet another move to a temporary location. The Tree overcame several odds and still hosted several successful events and maintained normal teacher &

store hours for several months.

- Target audience- Students and artists to get peak attendance at events and workshops, market our signature fundraiser event to local businesses in hopes to attain sponsorships and collaborate in the community for holiday events
  - Also, a remarkable turn out for Kids New Years Eve Party & Kids Day.
  - Day camp for Winter Break
- Quarter III: January-March 2017- The Sharing Tree had to overcome another hurdle and move back into the originally leased space.
    - Target audience- Leon County Schools and boarder learning community.
    - Day camp for students during spring break
    - Explore many avenues for community collaborations
    - Renovated and developed a solid plan for our new and larger space, taking full advantage of a larger facility. The Sharing Tree has successfully created an indoor creative space for kids and families in hopes to extend our creative mission and generate revenue.
  - Quarter IV: April- June 2017- Earth Day & Summer preparation
    - Earth Month is our busiest month for outreach events such as Healthy Communities, Earth Day at the capitol, Chain of Parks, and the event The Sharing Tree hosts on-site
    - Target audience for “schools out” & summer is the donor population. Make sure all functions and logistics are prepped and volunteers trained for a busy donation season
    - The Sharing Tree will host the largest summer camp to date.
    - Mid-quarter The Sharing Tree will develop a well organized COCA grant application to help supplement funding specifically for our educational programs.

## 7. Program Resources:

*(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*

8. Program Capacity: Any and all community members in Leon County. Especially youth, educators, artists, childcare providers, students, seniors, volunteers, community organizations and many more.
9. Number of Participants: \_\_\_\_\_5,042 Cost per Participant: \$\_\_\_\_N/A\_\_\_\_\_

## 10. Program Goals:

Short-term: The Sharing Tree is reopening its doors April 15<sup>th</sup> after having been in transit for the 3<sup>rd</sup> time in 6 months. The organization aims to continue its strong presence as a community and teacher resource center, provide authentic arts education to all ages, as well as our new addition in establishing our creative play center. Through additional revenue generated from the play space and summer camps- The Sharing Tree is still chasing our self-sustaining goals. The Tree board is actively engaged in organizing a strong COCA grant application including strategic plan for upcoming years, budget projections, proposal, letters of support, and community collaborations. The April board meeting will be dedicated solely to this in hopes of receiving the \$8,000 fund allotted.

The Sharing Tree has also set mid-year fiscal goals- to achieve through amping up education

initiatives. Director, Carly Sinnadurai, also an art educator has facilitated 3 regular classes per week and additional workshops having far exceeded the initial goal of \$2,000. January 2018 Classes generated \$1,000,

Intermediate: The Sharing Tree 17-18 Strategic Plan has identified one highly accessible grant for arts education programming. The board and staff will be working to compile a grant application for COCA 2017. Applications are due in July and would be awarded starting in Fall. As well, The Sharing Tree will uphold our busy events calendar in the year to come including Kids Day and our annual fundraiser event.

Long-term: The Sharing Tree is at a pivotal point in its organization. Ideally, the board would like to find enough secure funding sources to operate at the same level the organizations operates now, and more. The potential of The Sharing Tree is vast. The long-term goal is to establish a model that assures financial stability and a self-sustenance for years to come so that we can achieve our full potential in every scope including our teacher giveaway program, our community resource center, educational programming, and community collaboration.

11. **Objectives** (Intended impact/outcome results)

- a. Activities
  - Provide educators with free classroom materials
  - Provide education for all populations in arts, reuse, and waste diversion
  - Divert waste from our local landfill
  - Establish an indoor creative play space for families
  - Host a summer, winter, and camp
- b. Time Frame- Ongoing
- c. Key Performance Indicators (Quantifiable)
  - Annual Statistics Report Attached
- d. Outcome Measures  
*(Benefits or changes for participants during and after their involvement with the program)*
  - Educators- Receive FREE Classroom materials which is the main benefit but they also receive concepts of reuse to incorporate in classroom curriculum
  - Students- from Pre-School to adult have participated in several workshops pertaining to creative reuse which benefits them creatively and sustainably
  - Donors benefit by having a convenient, midtown location that accepts an interesting array of materials. A niche that is not provided by any other organization or thrift store concept
  - Community at large benefits by having an authentic, creative, community center to come shop, donate, or create. Also, one of the biggest benefits to us all is the benefits to our local environment, keeping hundreds of tons from going into the landfill stream
  - Can also be seen in measurable form on the annual statistics report- attached

12. Data Collection Method:

The Sharing Tree has a point of sale system that maintains all teacher visits, discounts/ giveaways, sales, and all other pertinent information. As for the weight of waste diversion, it is calculated through a formula developed in collaboration with the National Reuse Association.

13. Number of Participants that left or were dropped from the program: Not applicable
14. Provide Participants demographic data: The Sharing Tree serves every single demographic in the community. Every single educator, student, senior, donor, child, mother, and father. It is our hopes that in the very near future we can take our mission and creative reuse projects & educational programming to underserved populations.
15. If possible, please provide participant program satisfaction data: (surveys, etc.)  
Considering a vast majority of our interactions and community relations occur on Facebook, I have included Facebook reviews below.

[Renee Miller](#) reviewed [The Sharing Tree](#) — *5 star*

January 13 ·

I LOVE the concept of sharing resources to recycle, educate, and create. Proud to have this in Tallahassee.

[Johanna Calderon Calhoun](#) reviewed [The Sharing Tree](#) — *5 star*

January 20 ·

We had an awesome time painting my 3 year old love the free style painted in the classroom and outside. We will be back.

[Amanda Leighty](#) reviewed [The Sharing Tree](#) — *5 star*

February 3 ·

Stopped by the first time today and planning many return trips! Carly is so sweet and this place is amazing and filled with so many treasures. Love the whole idea behind it as well -- discount goods and reducing the amount of great stuff being chucked into landfills.

[Yvette Marie](#) reviewed [The Sharing Tree](#) — *5 star*

October 28, 2015 ·

This Place is amazing! I can shop while my kids build at the kids table. I love the many opportunists to do crafts with my kids.

16. List any agency partnerships and collaborations related to this program.

Agency	Partnership/Collaboration
Leon County Schools	Since 2010, Giving LCS Educators FREE classroom materials as well as providing inspiration to add reuse themes and materials to their curriculum . The Sharing Tree facilitates field trips and service

	projects for students and faculty.
Sustainable Tallahassee	As a founding partner, St and TST remain strong partners in advocacy, as well as ST serving as a current fiscal management
Goodwill Industries	A founding partner but no longer as active as prior years. The GW organization retrieved financial contributions in 2014 although still remains an advocate for our mission
Early Learning Coalition	The ELC services over 200 childcare providers in Leon and surrounding counties. The Sharing Tree, serves as a community resource for all education and remains a great resource for early chidcare centers as a materials and education source. The Tree will also be a key-note speaker at their annual conference in June.
Community Classroom Consortium	A great asset for our community, this organization facilitates roundtable meetings for all encompassing education in our area. Including, but not limited to museums, schools, resource centers, non-profit organizations, and government entities.
COCA	Council on Culture and Arts provides professional development workshops and networking opportunities as well as a significant grant opportunity in June that could enhance our educational programming at great lengths.

## **Legal Services of North Florida**

## EXHIBIT B

### Agency Performance Report Format & Instructions

Agency Name: Legal Services of North Florida, Inc.

Reporting Period: October 1, 2017 – March 28, 2018

**Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)**

1. Program Name: Legal Services of North Florida, Inc.
2. Program Objective: To provide free legal representation to individuals and families primarily with incomes under 125% of the federal poverty guidelines.
3. Services provided: Legal representation with priority emphasis on preservation of the home and promotion of home ownership; support for families and improved outcomes for children; promotion of employment, economic security and health; promotion of safety and stability; and protection of vulnerable populations.
4. Services Delivery Strategy: To work collectively through partnering with community-based organizations and social service agencies. LSNF provides public education and outreach regarding legal issues in a variety of substantive areas, and sponsors regular clinics to enable the working poor to have access to attorneys. LSNF provides legal assistance in the form of advice and counsel, brief services and extended representation in civil legal matters as described in paragraph 3.
5. Target Population: Leon County residents whose income does not exceed 125% of the federal poverty guidelines who are experiencing a variety of civil legal problems.
6. Method used to effectively reach target population: LSNF regularly visits the Refuge House, senior citizen centers, and the Kearney Center/Hope Community. We hold low-income tax workshops and distribute brochures describing our services to many social and community service agency offices. We also provide information on our website: [www.lsnf.org](http://www.lsnf.org), and via social media.
7. Program Resources: **Attachment A**  
*(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*
8. Program Capacity: The program provides hope and justice for all though a multilingual, multicultural, dedicated staff included 5 attorneys; 2 paralegals, secretarial staff, and a pro bono panel of over 300 active members. Oversight of the project is provided by the Executive Director (23 yrs. of experience); Director of Litigation (40 yrs. of experience); and Managing Attorney (16 yrs. of experience).
9. Number of Participants: 1,212 Cost per Participant: \$580.23

10. Program Goals:

- a. Short-term: Provide 1,550 Leon County residents with legal advice, referrals or brief legal services only. To date, LSNF has provided advice, referral, and brief services to 463, with ongoing services to 622 residents.
- b. Intermediate: Deliver 201 extended representation services to Leon County residents within one year after case acceptance. To date, LSNF has provided extended representation to 79 residents.
- c. Long-term: Deliver 169 extended representation services to Leon County residents after one year from the date of case acceptance. To date, LSNF has provided extended services beyond a year to 48 residents.

11. Objectives (Intended impact/outcome results)

- a. Activities—Provided civil legal representation to 1,212 Leon County residents
- b. Time Frame: October 1, 2017-March 28, 2018
- c. Key Performance Indicators (Quantifiable)—Statistically driven Measurables
- d. Outcome Measures: **Attachment B**  
*(Benefits or changes for participants during and after their involvement with the program)*

12. Data Collection Method: Case Management System

13. Number of Participants that left or were dropped from the program: N/A

14. Provide Participants demographic data:

<b>RACE</b>	<b>Veterans 76</b>
Asian-14 Black-632 Group-2 Hispanic-60 Multi-Race-18 Native-4 White-441 Other-41	<b>Limited English Speaking 32</b>
	<b>Male—362</b>
	<b>Female—848</b>
	<b>Group—2</b>
	<b>Disabled: 308</b>
	<b>Homeless: 160</b>

15. If possible, please provide participant program satisfaction data: We provide survey upon completion of cases. Since October 1, 2017, we have average at 90% satisfaction rating in Leon County. Survey Tools attached as **Attachment C**.

16. List any agency partnerships and collaborations related to this program. **Attachment D**

**Legal Services of North Florida, Inc.**  
**Leon County Outside Agency Report & Instructions**  
**EXHIBIT B**

7. Program Resources:

<b>Actual Expenditure Detail</b>	<b>Leon County Funding</b>	<b>Other Revenue Sources</b>	<b>Total</b>
Compensation and Benefits	\$108,723	\$469,636	\$578,359
Professional Fees	\$1,511	\$6,519	\$8,030
Occupancy/Utilites/Network	\$6,161	\$26,607	\$32,768
Supplies/Postage	\$1,786	\$7,717	\$9,503
Equipment Rental, Maint, Purch	\$3,397	\$14,676	\$18,073
Meeting Costs/Travel/Transpor	\$1,149	\$4,959	\$6,108
Staff/Bd Development/Recruit	\$1,501	\$6,484	\$7,985
Awards/Grants/Direct Aid	\$0	\$0	\$0
Bad Debts/Uncollectible	\$0	\$0	\$0
Bonding/Liability/Directors Ins	\$2,462	\$10,637	\$13,099
Other Expenses			
Library	\$1,329	\$5,740	\$7,069
Bar Dues / Membership Dues	\$454	\$1,960	\$2,414
Lititgation	\$277	\$1,196	\$1,473
Bank Fees; Credit Card Fees	\$0	\$1,529	\$1,529
Fundraising Expenses	\$0	\$16,833	\$16,833
<b>Total</b>	<b>\$128,750</b>	<b>\$574,493</b>	<b>\$703,243</b>

October 1, 2017-March 28, 2018 LSNF OUTCOME MEASURES ATTACHMENT B			
Source for Information	Outcomes	Totals	Notes
Main Benefits Accomplished	Obtained Protective Orders	46	
	Obtained dissolution of marriages that were domestic violence related	5	
	Avoided foreclosure through filing of Chapter 13 Bankruptcy; mortgage modifications; and court defenses.	8	
	Obtained/preserved/increased Federal Benefits (SS/Medicare)	6	
	Successfully defended evictions	50	
FINANCIAL IMPACT			
Financial Outcome and Recovery	Annualized Child Support	\$4,800	
	Debt Reduction	\$800	
	Reduced Tax Liability	\$50,000	
	Tax Refunds	\$4,807	
	Housing	\$43,204	Foreclosure avoidance; title clearing; removal of liens; etc.
	Federal Benefits (SS/SSI/Medicare)	\$58,652	In Lump Sum and monthly payments



Dear Client:

This questionnaire is a tool to help us serve you better. Please circle, on a scale of one to ten, how you feel about each question asked. Please return this questionnaire in the enclosed envelope within the next two weeks.

1. Upon contacting Legal Services, did your problem receive prompt attention?

1 2 3 4 5 6 7 8 9 10  
Not at all Very Prompt

2. Was the staff at Legal Services courteous and friendly?

1 2 3 4 5 6 7 8 9 10  
Not at all Very Much

3. Did you find the advice or limited action helpful?

1 2 3 4 5 6 7 8 9 10  
Not at all Very Good

4. If you had a legal problem in the future, would you come back to Legal Services for help?

1 2 3 4 5 6 7 8 9 10  
Never Yes

5. How easy was it to apply for our services?

1 2 3 4 5 6 7 8 9 10  
Not Easy Very Easy

Thank you for taking the time to fill out this questionnaire.

<b>LEON COUNTY  OUTREACHES—WORKSHOPS/CLINICS AND COLLABORATIONS  October 1, 2017-March 28, 2017</b>		
<b>WORKSHOPS/CLINICS</b>		
Advanced Directives Clinic	6	
Family Law Clinic	2	
Kearney Center Homeless Clinic	0	
Night Clinic	8	
Senior Centers Clinic	24	
Small Claims Clinic	2	
Leon County Promise Zone Clinic	5	
<b>COLLABORATIONS/OUTREACH</b>		
Kearney Center	Refuge House	Leon County Sheriff Office
Early Childhood Group	Children’s Home Society	Grandparents as Parents (GAP)
Big Bend Housing Coalition	CCYS	Whole Child Leon
FAMU CCRT	Legal Aid Foundation	Elder Care Services
Clerk of the Circuit Court	FAMU Housing Fair	PFLAG
Tallahassee Women Lawyers	Tallahassee Cares	Guardian Ad Litem
Foster Parent Association	Leadership Tallahassee	Tallahassee Police Dept.
TMH Memory Disorder Clinic	FSU Victims Services	FSU Student Organization
Big Bend Hospice	Area Agency on Aging	Building Better Boards
Radio Fe	Health and Wellness Center	Tallahassee Senior Center
United Way of Big Bend	My Fest Florida	Big Bend Cares
North Florida Center for Equal Justice	Oauta—Orange Avenue United Tenants Association	Impact Behavioral Health Center of Tallahassee
Veterans Clinic (sponsored by FSU)	Sexual Assault Response Team (SART)	Sexual Violence Court Advisory Committee
AIRR Student Organization FSU Law	FSU Intra-Agency Advisory Board on Sexual Violence	Going Places Street Outreach Drop-In Center
Leon Adult and Community Education Center	Leon County Promise Zone Collaboration	

## **DISC Village**

Attachment 1

Line Item Agency Performance Report

Fiscal Mid-Year October 1, 2017 to March 31, 2018

Agency Name: DISC Village, Inc.

1. Program Name: Juvenile Assessment Center(JAC)/Civil Citation Program
2. Program Objective: To provide assessments, screenings and various other services to juveniles that have been referred by local law enforcement agencies.
3. Services Provided: Assessments, screenings, case management, case staffing, referrals, counseling, groups, urinalysis screens, community service projects and community outreach. One of the important functions of the JAC is the booking component, which is conducted by JAC Correctional Officers. By having Correctional Officers at the facility they are able to book youth that have committed crimes so that they can be fingerprinted in Live Scan and photographed in the Leon County Jail's photo imaging system. The Correctional Officers also provide the security for the facility.
4. Service Delivery Strategy: Providing assessments using the Global Appraisal of Individual Needs (GAIN), which is evidence based tool to assist in determining the risks and needs of the client. Also, having staff with training, experience and education in working with a juvenile population. The programs work with community stakeholders to determine what services to provide and how best to implement the services.
5. Target Population: At-risk juveniles
6. Method Used to Effectively Reach Target Population: The agency operates a twenty-four (24) hour a day facility, seven (7) days a week and three hundred and sixty-five (365) days a year, which provides law enforcement officers the ability to bring a youth in custody to a secure facility. The officers are able to complete their paperwork quickly and return to the streets to perform their main function of public safety. Also, meeting with our stakeholders on at least a quarterly basis so they are aware of the services being provided and to ensure open lines of communication regarding program goals and trends within the community.
7. Program Resources: The JAC operates with approximately 20 employees consisting of one Director, one Coordinator, one Lead Screener, four full time and one part-time screener, six technicians and six full time and two part-time Correctional Officers. The Civil Citation program has 2 employees consisting of two Case Managers as well as university student interns and volunteers.

8. Program Capacity: The programs can serve as many juveniles that are referred by law enforcement officers.
9. Number of Participants: Civil Citation= 66, Cost per Participant: \$782.98 Total Cost \$51,677  
JAC= 711 Cost per Participant \$457.69 (Includes all cost associated with operating the Juvenile Assessment Center, not just the Correctional Officers.) Total Cost \$325,416
10. Program Goals: For the 2017-2018 Fiscal Year Short-Term Goals- To ensure that youth coming through the programs receive an assessment to determine their risk factors and needs. Intermediate Goals- To ensure through case staffing that youth are receiving the appropriate recommendations for services, sanctions, diversion programs and referrals. Long-Term Goals- for the JAC to enhance public safety and improve service delivery for youth and their families. The Civil Citation program will divert first time offending misdemeanor youth from the overburdened juvenile justice system.
11. Objectives: For the 2017-2018 2nd Quarter Fiscal Year: The JAC's objectives are that 45% or more of youth screened at the JAC on new charges will not be re-arrested for 12 months following the date screened. The data reflects that this goal was met by showing that 20% of the youth re-offended up to 12 months after being screened at the JAC. The objective of 85% or more of youth presented to the JAC will be released from the center within six hours of arriving. The data reflects that this goal was met by showing that 91% of the youth were released within six hours of arriving at the facility. The Civil Citation program objectives are that 85% or more of program participants will be assessed and engaged in program sanctions within the first month of being referred. The data reflects that this goal was met by showing that 85% of the youth were assessed and engaged in program sanctions within the first month of being referred. The objective of 85% or more of the clients that complete satisfaction surveys will report satisfaction with program services. The data indicates that the goal was met by 96% of program participants that completed surveys were satisfied with services provided. The objective of 85% or more of program participants that successfully complete the program will not re-offend for at least 12 months following program discharge. The data reflects that this goal was met by showing that 90% of the youth successfully discharged from the program did not re-offend 12 months from program closure.
12. Data Collection Method: Utilization of program logs, surveys, monthly and quarterly reports and the Juvenile Justice Information System (JJIS).
13. Number of Participants that Left or Were Dropped from the Program: This is not applicable for the JAC. For the Civil Citation program 10% of the youth were closed unsuccessfully from the program, 83% were closed successfully, 5% were ineligible and 2% were withdrawn from the program.

14. Provide Participants Demographic Data: The data for the 2017-2018 2<sup>nd</sup> and 3<sup>rd</sup> Quarter reports is as follows:

Age: under 12= 1%, 12-15= 43% and 16-18= 56%

Gender: male= 78% and female=22%

Race: Black= 77%, White= 22% and Hispanic= 1%

Marital Status: single

The data for the Civil Citation during the same reporting time frame is as follows:

Age: under 12= 5%, 12-15=39% and 16-18=56%

Gender: male= 65% and female= 35%

Race: Black= 52%, White= 41% and Hispanic= 6%

Marital Status: single

15. The Civil Citation program does collect data on zip codes to determine areas for at-risk youth and conducts surveys from clients and parents at the initial intake and at the completion of the program (please see the survey information attached). The JAC tracks a variety of demographic data on the program participants and inputs this data into the Juvenile Justice Information System (JJIS). Varied data sets can be obtained with a request from the department regarding the youth.

16. DISC Village has partnerships with the Department of Juvenile Justice, The Department of Children and Families and the City of Tallahassee. Each agency funds part of the cost to operate the Juvenile Assessment Center 24 hours a day 365 days a year.

The Department of Juvenile Justice supplies funds for the operations of the building and staff to process youth. The Department of Children and Families provides funds for operations and staff to process substance abuse assessments. The City of Tallahassee provides funds to help pay the cost of the Correctional Officers who are necessary to receive youth for law enforcement and to provide onsite security.

The JAC and Civil Citation programs have partnerships with local law enforcement agencies, the Department of Juvenile Justice, the Leon County School system, the juvenile court system, local diversion programs and a variety of community based referral sources including but not limited to the Capital City Youth Services (CCYS), PACE School for Girls and the Palmer Munroe Teen Center.

## **Tallahassee Senior Citizen's Foundation**

## EXHIBIT B

### Agency Performance Report Format & Instructions

Agency Name: **Tallahassee Senior Citizen's Foundation, Inc.**

**Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)**

1. Program Name: **Leon County Senior Outreach**
2. Program Objective: To provide access to services, resources and recreational opportunities for seniors age 50+ who reside in the unincorporated areas of Leon County to encourage active living, optimal aging, and social fitness. Similar program activities are provided for grandparents living throughout Leon County who are raising their grandchildren.
3. Services provided:

**Monthly Lunch & Learn** events featuring information, services and resources provided by 75 community partners during October, 2017 thru March, 2018. This includes representatives from seven Leon County programs. These events offer fellowship opportunities for seniors who live alone, or who may be physically or socially isolated in rural pockets of the County. Some examples of services offered:

- Flu shots administered by the Leon County Health Department.
- Health screenings including blood pressure, blood glucose, memory, oral cancer, and hearing.
- Complimentary engraved pet identification tags provided by Leon County Animal Control.
- Nutrition education provided on an ongoing basis at L&L sites by Leon County Extension Services.
- The Leon County Sheriff's Department attends all Lunch & Learn events and is able to address individual participant's concerns, as well as provide current information on scams, identity theft and safety tips.
- Canned goods were collected at all Lunch & Learn events for the food pantry at Elder Care Services.
- Lunch and Learn participants in two communities were taken on educational and culturally enriching field trips. Fort Braden seniors toured the Shade Tree Tobaccos Museum in Havana, FL and Chaires participants were treated to a tour of The Grove.
- In partnership with StarMetro, a monthly para-transit service is provided for Miccosukee participants to a Super Wal-Mart. Program volunteers assist in registration and accompany riders on these trips.

**Ongoing classes** are offered at all the County community centers and the NE Branch Library:

- Fitness classes taught by certified senior fitness instructors are provided in all locations, with some locations offering multiple classes due to demand.
- Bradfordville and Fort Braden offer art classes. These instructors are talented artists in their own right and offer professional caliber instruction at a nominal cost to participants.
- Computer classes are offered in Miccosukee, and are made possible from a grant that the Leon County grant specialist obtained to purchase seven laptops for participant's use.
- Bridge and Canasta are offered in Bradfordville and Lake Jackson.
- Successive Bradfordville Lifelong Learning classes were offered at the N.E. Branch Library on a range of topics throughout the year.
- Ageless Grace, a five-week mind/body fitness workshop was held in Fort Braden.

**LifeLong Outdoor Pursuits**, a new program featuring monthly workshops, outdoor activities and field trips for Tallahassee/Leon County participants 50+ was unveiled at a Kick-Off and Outdoor Expo held at Alfred B. Maclay Gardens State Park. Almost 200 people participated. This was followed by:

- December, Bicycling Workshop at Woodville Community Center
- January, Hiking Workshop, Forest Meadows/Phipps Park (followed by three successive weekly hikes on local trails)
- February, Birding Workshop, Tall Timbers Research Station
- March, Geocaching Workshop, Dorothy Oven Park

The **Leon County Senior Outreach Advisory Council** meets bi-monthly to advocate for Leon County seniors, address the needs and issues they may have and provide program feedback and suggestions. Membership is comprised of representatives from each Lunch and Learn community and interested senior focused organizations.

The **Leon County Senior Gazette** is a bi-monthly publication distributed to approximately 6,336 households living in or near each County service area. Information is provided on a variety of senior related topics, with emphasis on Leon County and other local resources. It also includes the program calendar. For many, especially homebound seniors, this is their primary access to local services, resources and information.

The program coordinator served on the **Safe Mobility for Life Coalition**, a statewide initiative of the Florida Department of Transportation to encourage safe mobility and alternative transportation options for seniors.

The **Grandparents as Parents (GaP)** program serves grandparents and other relative caregivers who have custodial responsibilities for raising another family member's child or children. Activities are available to all City-County residents. The GaP program brings social support, education and resource information to seniors thrust unexpectedly into the parenting role again. Many of these seniors are under-equipped in terms of finances and health to take on such duties. Program highlights for October, 2017 thru March 2018 included:

- 129 unduplicated participants registered.
- Five monthly luncheon support groups were held at the Leon County Public Library. Legal assistance, health screenings, nutrition and wellness education, custody and benefits counseling and literacy resources were provided at these meetings. Throughout the year a variety of exhibitors and speakers brought pertinent information and resources to assist the grandfamilies (see attachment). 92 unduplicated participants attended these luncheons.
- Two support groups were held at Jake Gaither Community Center.
- One Grandfamily field trip was taken to the Joe Budd Aquatic Educational Center for fishing, nature hike and picnic.
- GaP partnered with Catholic Charities Christmas Connection to provide food, clothing and gifts to ten families during the holidays.
- GaP grandparents were treated to a holiday luncheon at a local restaurant in December, 2017.

The nationally accredited **Tallahassee Senior Center** is host to a variety of special events and the Leon County Senior Outreach program assists with these and collaborates on signature efforts such as Capital City Senior Games, L3X Lifelong Learning Extravaganza, Active Living Senior Expo, Deck the Halls, Silver Stars Gala and Tallahassee LifeLong Leaders (T.A.L.L.).

#### 4. Services Delivery Strategy:

- The monthly Lunch & Learn format has been in existence for 14+ years and maintains steady participation. Many participants have attended from the beginning of the program. The events are successful due to the multitude of community partners who bring information, services and resources. Accessing multiple organizations at one time (usually 8-12) makes it productive for participants, plus they enjoy the fellowship of other community residents. The GaP support luncheons are modeled after this same format.
  - Bringing activities, services and information to the unincorporated areas where seniors live gives many the lifeline that keeps them healthier, connects them with valuable resources, and prevents them from becoming socially isolated.
5. Target Population: 72,866 (26.5%) Age 50+
- Primarily seniors age 50+ living in the unincorporated communities of Leon County (Bradfordville, Chaires, Fort Braden, Lake Jackson, Miccosukee and Woodville).
  - Grandparents who live throughout the Tallahassee/Leon County area who are the primary custodians of their grandchildren.
  - Residents living in the whole of Tallahassee/Leon County who benefit from the collaboration between Leon County Senior Outreach and Tallahassee Senior Services.
6. Method used to effectively reach target population:
- The Gazette (which includes our calendar of activities) is mailed or e-mailed to residents in or near each of the unincorporated areas we serve (6,300+ households). It is also distributed at outreach events like expos, wellness fairs and other community functions.
  - All Leon County Senior Outreach information is printed in the Active Living magazine, a bi-monthly publication of the Tallahassee Democrat.
  - Program information is available on the Tallahassee Senior Center and Foundation web sites.
  - Monthly Constant Contact e-mail updates are sent to all LifeLong Outdoor Pursuits participants.
  - Staff attends numerous outreach events throughout the year like health fairs, community festivals, church functions and neighborhood association meetings to disseminate program information.
  - Ongoing program announcements are made on social media outlets like Facebook.
  - Participants recruit other participants through word of mouth, with new participants often invited by current ones.
  - Talquin Electric publishes the Lunch and Learn schedule in their monthly magazine that goes out to all their customers.
7. Program Resources: *(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*

Funding

County funding	\$89,500
Activity & Sponsor Donations	17,072
Older Americans Act Grant for GaP	5,730
Total	\$112,302

Space & In-Kind

City of Tallahassee Office Space & Infrastructure  
TSC Foundation Support, i.e. Community Relations, Fundraising, Administrative Support  
7 County Community Centers  
Wildwood Presbyterian Church  
Northeast Branch Library  
City, County and State Parks  
Tall Timbers Research Station

Staff & Volunteers

3.3 FTEs

9 Contract Staff: Fitness, Art, & Gazette Editor

Other Program Needs

Program/Office Supplies, Printing, Postage, Lunch & Learns

Local Travel & Training

GaP Programming

8. Program Capacity:

Capacity varies by community. In most locations there is room to accommodate additional participants at the monthly Lunch & Learn events. However, at the smaller Community Centers of Chaires and Lake Jackson, it is often standing-room-only. And in Bradfordville, there is no Community Center large enough to host this event so it is held at Wildwood Presbyterian Church who has donated space to the program for seven years.

On-going activities such as Fitness, Art, and Lifelong Learning classes typically fill to capacity, and additional classes may not be added in certain areas due to staffing capacity. County facility staff work closely with our activities and are very accommodating. However, some set up of chairs and tables is required for these classes, and County staff simply cannot be in multiple places at the same time on the same day. Contract instructors are only paid for the time of the class. Requiring them to also set up for the class would require additional program dollars. Also, many volunteers are unable to lift the tables and move chairs for class. This also presents a liability issue. Thus, the number of activities is limited due to not enough staff to handle set-ups.

Currently there are five Fitness classes offered in Bradfordville due to demand. All classes are frequently full and require a wait list.

9. Number of Participants: 1,197 Cost per Participant: \$ 93.82

10. Program Goals:

a. Short-term: Maintain current high quality, easily accessible programming.

b. Intermediate:

- Take four field trips per fiscal year.
- Increase the number and variety of health screenings offered.
- Increase the variety of community partners who bring services and resources to Lunch & Learn events and GaP support luncheons.
- Increase the number of Lifelong Learning programs offered in Bradfordville and other communities.
- Increase the number and variety of fitness opportunities offered including Ageless Grace Workshops.
- Grow the LifeLong Outdoor Pursuits program by featuring workshops, hands-on adventures and field trips related to a new outdoor activity each month.

c. Long-term:

- Offer program participants tools they may use to enhance independence and live a healthier lifestyle in the communities and neighborhoods they love – with dignity, security and purpose.
- Provide recreational, educational and wellness opportunities that make the Leon county-Tallahassee area an inviting retirement destination.
- Offer social fitness activities that may help decrease loneliness and isolation among participants by providing them opportunities to remain connected to other people.
- Provide preventative health screenings and education to help participants avoid more costly health interventions and nursing home placement in the future.
- Give at-risk grandfamilies social support, information and resources they may need to thrive.

Objectives (Intended impact/outcome results)

Activities	Time Frame	Key Performance Indicators	Outcome Measures
Offer monthly Lunch & Learn events that feature speakers, exhibitors, health screenings and a variety of community resources.	Oct – Dec, 2017 Feb – June, 2018 Aug – Sep, 2018	Held 4-5 Lunch & Learn events in each of six County service areas (29 events total).	Access to services, resources, information and health screenings that enable seniors living in the unincorporated areas to live independent, healthy and engaged lives.
Offer a variety of fitness classes specifically designed for the older adult. Offer one Ageless Grace 5 week workshop.	Ongoing throughout the 2016-17 fiscal year.  Oct, 2017 – Mar, 2018	1-5 Fitness classes per week in each of six County service areas (16 classes per week total). One Ageless Grace 5-week workshop was held in Ft Braden during Mar, 2018.	Maintain physical fitness that maintains strength needed for daily activity, combats chronic disease and prevents falls.
Offer ongoing recreational and educational activities.	Ongoing throughout the 2017-18 fiscal year.	7 different classes per week (including art, fitness, canasta, bridge, computer and Lifelong Learning) on an ongoing basis Oct, 2017-Mar, 2018.	Provide fellowship, educational and engagement opportunities to enhance quality of life.
Provide instructional workshops and hands-on outdoor activities through the LifeLong Outdoor Pursuits program.	Outdoor Expo hosted annually. New outdoor pursuit featured monthly throughout the 2017-18 fiscal year.	Kick-Off and Outdoor Expo held in Nov, 2017.  Bicycling, Hiking, Birding, Geocaching workshops held Dec, 2017-Mar, 2018	Provide participants the opportunity to experience nature and outdoor activities in a safe, supportive environment – thus keeping them physically and socially active.
Provide flu shots and a variety of health screenings.	Ongoing throughout the 2017-18 fiscal year.	575 units of health screenings were offered at Lunch & Learn and GaP support luncheons.	Keep seniors healthy and empower them by educating them on their own health status.
Offer GaP grandparents monthly support luncheons and special events they can share with the grandchildren in their care. Host monthly support groups at Jake Gaither Community Center.	Ongoing throughout the 2017-18 fiscal year.	Five monthly support group luncheons and a holiday luncheon for the grandparents were held. One field trip was held for the grandfamilies.  Two grandparent support groups held at Jake Gaither Community Center.	Provide social and emotional support participants need to better handle their responsibilities, as well as give them access to needed services and resources.

11. Data Collection Method: Sign-in sheets for participants, exhibitors/speakers and health screenings. Participant registration forms are required from all regularly attending participants.

12. Number of Participants that left or were dropped from the program: No one is ever dropped from the program but attendance fluctuates due to factors like participant relocation, illness or death. However, there is a constant influx of new participants who balance out the attendance numbers.

13. Provide Participants demographic data:

<u>Age 50+:</u> 90%	<u>Race</u>	
<u>Gender</u>	Black: 19.7%	White: 77.3%
Male: 17% Female: 83%	Hispanic 1.3%	Other: 1.7%

14. If possible, please provide participant program satisfaction data: (surveys, etc.) **None conducted from Oct, 2017 thru March, 2018.**

15. List any agency partnerships and collaborations related to this program. **See attachments.**

**Leon County Senior Outreach Community Partners**  
**October 1, 2017 thru March 31, 2018**

AARP  
Ageless Grace  
AHEC Tobacco Cessation Program  
Alfred B Maclay Gardens State Park  
Allegro Senior Living  
Alzheimer's Association  
Alzheimer's Project  
Area Agency on Aging of N. FL  
Audiology Associates  
Azalea Gardens  
Big Bend Cares  
Big Bend Nat'l Ovarian Cancer Coalition  
Brookdale Assisted Living  
Capital City Builders  
Capital Health Plan  
Capital Regional Medical Center  
Care Point Health & Wellness Center  
Caring Connections  
Charles Nuzzo, Musician  
Clarity Pointe  
Covenant Care  
Culley's Funeral Home  
Early Learning Coalition  
Eye Associates of Tallahassee  
FL Atty General, Consumer Protection  
FL Dept of Agriculture and Consumer Services  
FL Dept of Business & Professional Regulation  
FL Dept of Elder Affairs  
FL Dept of Financial Services  
FL Highway Safety & Motor Vehicles  
FL Public Archaeology Network  
FL Public Service Commission  
Frank Lindamood, Musician  
Heavenly Handchimes, Bell Choir  
Home Instead Senior Care  
Leon County Animal Control  
Leon County Extension, UF-IFIS  
Leon County Health Dept  
Leon County Property Appraiser  
Leon County Sheriff's Office  
Leon County Supervisor of Elections  
Leon County Tax Collector's Office  
Maren Cox, Realtor  
Mary May, Historian  
NHC Homecare  
Premier Fine Homes  
Rags to Bags  
Reading Pals, United Way  
Red Hills Village Retirement Resort  
Right at Home  
Rolling Tones Barbershop Quartet  
Seven Hills Health & Rehabilitation Center  
Shade Tree Tobacco Museum, Havana, FL

SHINE, Serving Health Insurance Needs of the Elderly  
State Archives of FL  
Staywell Health Plans  
Tallahassee Democrat  
Tallahassee Ear, Nose & Throat  
Talquin Electric  
Tapestry Senior Living  
TAPP, Tallahassee Storm Management  
The Grove Museum  
TMH Adult Day Services  
TMH Behavioral Health Center  
TMH Cancer Center  
TMH Falls Prevention Program  
TMH Heart and Vascular Center  
TMH Lifeline Systems  
TMH Memory Disorder Clinic  
TMH Metabolic Health Center  
TMH Orthopedic Clinic  
TMH Rehabilitation Center  
TMH Sleep Center  
TMH Wound Healing Center  
Walgreens

**LifeLong Outdoor Pursuits Community Partners**

Alfred B Maclay Gardens State Park  
Apalachee Chapter, Florida Trail Association  
Bird Legs Bicycles  
Capital City Cyclists  
Capital City Senior Games  
FL Big Bend Fly Fishers  
FL Dept of Environmental Protection, Parks & Rec  
FL Fish & Wildlife Conservation Commission  
FL Traffic and Bicycle Safety Education Program  
FSU Outdoor Pursuits  
Leon County Parks and Recreation  
PACE Bike Sharing  
St Marks National Wildlife Refuge  
Tall Timbers Research Station  
Tallahassee Area Geocachers  
Tallahassee Canoe and Kayak Club  
Tallahassee Parks and Recreation  
The Great Bicycle Shop

## **St. Francis Wildlife Association**

## EXHIBIT B

March 28, 2018

### Agency Performance Report Format & Instructions

Agency Name: St. Francis of Assisi Wildlife Association, Inc.

**Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)**

**1. Program Name:**

St. Francis of Assisi Wildlife Association, Inc. (SFW)

**2. Program Objective:**

Agency Mission Statement

The St. Francis Wildlife Association is a non-profit organization dedicated to the conservation of native wildlife in north Florida through the rescue and rehabilitation of sick, injured and orphaned wildlife and through public education.

**3. Services provided:**

Wildlife Rehabilitation

Rehabilitate sick, injured, and orphaned native wildlife for eventual return to their natural habitats. SFW also takes in animals displaced from natural disasters.

Environmental Education

- Instill an appreciation and a respect for all living creatures and the natural environments we share
- Promote a life-long stewardship ethic that empower citizens to preserve what remains of natural Florida through action-based programs
- Increase students' basic competencies in science and other disciplines and provide an educational resource to the community

**4. Services Delivery Strategy:**

Services are provided the moment a person either contacts SFW or leaves an animal at one of our drop off locations. These locations are: SFW on Salem Road in Gadsden County, Northwood Animal Hospital, North Florida Animal Hospital, and Allied Emergency Animal Hospital all in Tallahassee. SFW maintains a 24/7 rescue staff that responds to calls for assistance including an afterhours on-call volunteer or staff person. Animals are triaged cared for at the facility. The only animals that are "fostered" for care by trained volunteers who raise animals in their homes, as established by the Florida Fish and Wildlife Commission, are squirrels. Every attempt is made to release animals at or near the location where they were found; if this is not possible, release locations are obtained with permission from municipalities or land owners.

All intakes are documented on a form and given a unique ID number that follows it through the care and release process. Forms are entered into a database that generates additional ID numbers and reports. Experienced staff or vet clinics triage each intake. SFW receives rabies vector species (raccoons, foxes, skunks, bobcats, bats) into care. Only staff and volunteers who have provided proof of vaccination against rabies are allowed to care for animals regarded as rabies vectors. Non-vaccinated rescue staff are not allowed to capture, care for or transport any RVS.

Education programs are conducted with the assistance of The Wild Classroom, a for-profit private business. SFW volunteers and interns who wish to do outreach, public speaking, public relations, and classroom instruction work directly with the SFW Education Director who is the owner of The Wild Classroom. The Wild Classroom charges for most presentations and, in turn, gives a portion or all of the proceeds to SFW to help with specific budget items such as the purchase of formula. In return, twice a year, SFW provides The Wild Classroom with food for the permanently disabled birds of prey and reptiles licensed by the Federal and State government used for SFW presentations, outreach, events, classroom instruction, and public relations.

#### **5. Target Population:**

All of Leon County's corporate and unincorporated areas. Addition areas served by SFW include the counties of Gadsden, Franklin, Taylor, Madison, Grady, Thomas

#### **6. Method used to effectively reach target population:**

SFW has long utilized the media (print, television and radio interviews) and publishes a monthly blog in the Tallahassee Democrat newspaper. In addition, articles are published in the Gadsden Times and in the newsletters of Tallahassee Neighborhood Associations. SFW publishes a quarterly print and on-line newsletter and an electronic Newsletter. SFW maintains an on-line social media presence and website via Face Book, Twitter, Snapchat, and Instagram and is a part of on-line shopping and giving sites such as Amazon Smile, Good Shops, and Tech Soup. SFW has an account with Network For Good (NFG) and Go Fund Me (GFM).

SFW began a new educational message, "Please, Do Not Kidnap Baby Wild Animals" to teach the general public to not touch or move young animals that appear to have been orphaned or abandoned. SFW encourages the public to call SFW for advice before touching any wild animal. This message has been emulated by other wildlife rehab agencies in the states of Florida and Georgia.

#### **7. Program Resources:**

SFW maintains a full time staff of 1 licensed Rehabilitator/Director and 2 Wildlife Care Technicians; and, a part time staff that fluctuates according to the hospital census. Part-time staff may include 1 Office Manager, 3 Wildlife Rescuers, 1 Maintenance Manager, 2 to 4 seasonal Wildlife Care Technicians, and 3 college or university level interns. Seasonal staff is hired as the census in the facility increases and as the budget can sustain. During the spring through summer months, SFW may be caring for several hundred animals at any given time many of which need around the clock care.

Volunteers and interns come from the surrounding communities, and community service is sent to SFW from the Leon County and Gadsden County Probation Offices. Volunteers and interns assist with the daily operation of the hospital, animal care, off-site educational programs and fundraising events, and respond to wildlife rescue calls. Calls for rescue assistance are received from the public, law enforcement, and animal control. The Director oversees the recruitment of volunteers and interns and remains in communication with internship sponsors.

Medical, hospital, animal care, and maintenance supplies are purchased on-line, at local stores, or from local veterinary clinics. SFW maintains an exceptional relationship with several local veterinarian clinics that donate thousands of dollars in triage, medical supplies, medications and surgeries. SFW maintains a relationship with local businesses and franchises such as Stones Hardware, Lowes, Costco, Native Nurseries, Wild Birds Unlimited, Spears Seafood, and Walmart; and with national suppliers such as Chris' Squirrels and More, Fox Valley Foods, The Gourmet Rat, and Amazon.

### 8. Program Capacity:

The SFW facility can accommodate a max of about 200 animals at any given moment. State and Federal regulations allow for the off-site fostering or care of some species. The number of foster families fluctuates according to need. SFW is not an animal adoption agency and does not sell animals to any individual or entity.

### 9. Number of Participants: \_\_\_\_\_ Cost per Participant: \$ \_\_\_\_\_

Attached are three spread sheets; one for intakes from unincorporated Leon County October 2017 thru March 2018 (our slowest time of year), one for intakes from the City of Tallahassee, and one for all other counties same time frame. Dispositions are not included; RVS are highlighted.

### 2018 Program Goals:

- a. **Short-term:** To provide excellent animal care; achieve a combined transfer and release rate 60%; provide full time and seasonal staff, maintain programs; and, upgrade hospital facilities.
- b. **Intermediate:** To increase community partnerships; work with other related agencies
- c. **Long-term:** To contribute to wildlife scientific research; seek grants; hire a part-time rehabilitator; improve the volunteer program; expand internship program

### 10. Objectives (Intended impact/outcome results)

Agency objectives are: Wildlife rehabilitation; Education for the general public; Public Service; Research. Quantifiable performance indicators are shown in data provided by the wildlife intake and disposition reports. (See attachments 1 and 2)

- a. Activities
- b. Time Frame
- c. Key Performance Indicators (Quantifiable)
- d. Outcome Measures

*(Benefits or changes for participants during and after their involvement with the program)*

**11. Data Collection Method:**

Animal intake and disposition data is kept in an on-line database called WildCare and in a Beta version Excel database. Reports are generated through MS Excel.

**12. Number of Participants that left or were dropped from the program:**

N/A

**13. Provide Participants demographic data:**

N/A

**14. If possible, please provide participant program satisfaction data: (surveys, etc.)**

N/A

**15. List any agency partnerships and collaborations related to this program.**

SFW has built strong alliances with local agencies, businesses, and donors. These include Leon County Board of Commission, The City of Tallahassee Commissioners, The Wild Classroom, Capital City Bank, Leon County Division of Animal Control, TLCAS Animal Control, Costco, Quincy Walmart, Havana Stones, Havana Merchants Association, the Community Thrift Market and Grants, the Florida Department of Health Environmental Health, The Florida Fish and Wildlife Commission, Florida Wildlife Rehabilitator Association, National Wildlife Rehabilitator Association, Goodwill of the Big Bend, The Bobby Bacon Insurance Company, Leon County Schools, Leon County Probation Office, Havana Garden Club, Native Nurseries, Kool Beanz Café, Trail and Ski, and The Quincy Area Boy and Girl Scouts.

Veterinarian clinics that offer services pro-bono or at a reduced cost include North Florida, Northwood, Allied, Bradfordville, North Hampton, and Alternative Veterinarian Medicine. Other agencies include Black Thumb Animal Removal Services, The Tallahassee Museum, Goose Creek Wildlife Rehabilitation, Florida Wild Mammal Association, The Audubon Center in Maitland, and the Homosassa Springs Wildlife Rehabilitation Center.

November 1, 2018 will be the 40<sup>th</sup> year celebration of SFW as an incorporated agency at Goodwood Gardens. All Leon County staff will be invited to attend.

## **Tallahassee Trust for Historic Preservation**

**Mid-Year Agency Performance Report**  
**Tallahassee Trust for Historic Preservation**

**Date submitted: March 27, 2018**

**FY 2017/2018 October 1, 2017 – March 27, 2018**

- 1. Program Name: Certified Local Government Program/ Tallahassee-Leon County** – The Tallahassee Trust for Historic Preservation contracts with Leon County and the City of Tallahassee to provide historic preservation services and to comply with all requirements of the Certified Local Government program. Tallahassee-Leon County is a Certified Local Government. Communities are designated Certified Local Governments (CLGs) by the National Park Service (NPS). CLG programs are administered jointly by the NPS and the State Historic Preservation Offices (SHPOs). Once certified, CLGs become active partners in the Federal Historic Preservation Program. Each community gains access to benefits of the program, including annual appropriations from the Federal Historic Preservation Fund of which states are required to give at least 10% of their funding to CLGs, and agrees to follow required Federal and State requirements. Historic preservation has proven economic, environmental, and social benefits. Studies show that historic districts maintain higher property values, less population decline, more walkability and greater sense of community. CLGs must meet minimum goals including establishment of a qualified historic preservation commission, enforcement of appropriate State or local legislation for the designation and protection of historic properties, maintain a system for the survey and inventory of local historic resources, facilitate public participation in local preservation, including participation in the National Register listing process, and follow all additional requirements outlined in the State’s CLG procedures.
  
- 2. Program Objective:** To fulfill all of the requirements of the Certified Local Government program for Tallahassee-Leon County. To provide ongoing preservation services to the residents of Tallahassee and Leon County. To ensure the preservation and conservation of our historic and cultural resources.
  
- 3. Services Provided:** The Tallahassee Trust for Historic Preservation staffs and maintains records of the Tallahassee-Leon County Architectural Review Board, meets all requirements of the Federal Certified Local Government Program including preparation and submission of the required Annual CLG Report to the Bureau of Historic Preservation, Florida Department of State, Division of Historical Resources, ensures appropriate enforcement of state and local legislation for designation and protection of historic properties, provides staff, technical support, and record keeping for the historic preservation review commission, maintains a system for

survey and inventory of historic properties, and reviews the appropriateness of nominations to the National Register of Historic Places. Provides comprehensive historic preservation services to the local government and the citizens of Tallahassee-Leon County. Services include education and outreach, planning and technical assistance as it pertains to the preservation of the community's historic resources, assist the City of Tallahassee and Leon County in fulfilling the Goals, Objectives and Policies of the Historic Preservation Element of the Tallahassee-Leon County Comprehensive Plan and in accordance with the Leon County Historic Preservation Ordinance, staffs the Tallahassee-Leon County Architectural Review Board, processes all correspondence, preparation of the required legal notifications, maintenance of meeting minutes and archives of properties listed in the Tallahassee-Leon County Local Register of Historic places, provides the technical information necessary for the Architectural Review Board to reach informed decisions, and coordinates with other governmental local agencies involved in the regulatory process.

- 4. Services Delivery Strategy:** Provide qualified staff who meet the National Park Service Professional Qualification Standards in History, Archaeology, and Architectural History, provide knowledge, skills and experience necessary to fulfill the requirements of the Federal Certified Local Government Program, enforce and provide guidance regarding existing national, state, and local historic preservation ordinances, regulations and programs, and provide/disseminate historic preservation information through public outreach and education programs.
- 5. Target Population:** Residents of Tallahassee-Leon County.
- 6. Method(s) used to effectively reach target population:** The Tallahassee Trust for Historic Preservation reaches the target population by providing all of the services required under the Federal Certified Local Government Program (as outlined above), provides education and outreach regarding the importance of historic preservation to the community's economic, environmental, and social wellbeing through educational events, printed materials, website, social media outreach, internship programs, and partnerships with other local organizations, provides technical services to historic property owners, and guidance regarding preservation ordinances, regulations, and programs.
- 7. Program Resources:** Current funding provided for Certified Local Government/preservation services by Leon County \$63,175. Professional staff who meet federal qualification standards in History, Architectural History, and Archaeology. Education and outreach programming provided through educational events, printed materials, web-based materials, and social media. Archives, research library, and recordkeeping (Local Register of Historic Places/Architectural

Review Board). Active partnerships with local government, state government, and other non-profit organizations.

**8. Program Capacity:** N/A

**9. Number of Participants/Cost per participant:** N/A

**10. Program Goals:** The long term goal of the Certified Local Government program is the preservation of Leon County's historic resources. This is accomplished by the daily and ongoing goals to: Fulfill all requirements of the Federal Certified Local Government Program, provide preservation and technical services to the residents of Tallahassee-Leon County, partner with local government and community organizations to provide preservation services and outreach, continue to educate the community about the value of preserving the buildings, structures, objects, sites, and districts that represent our community's past, enforce existing federal, state, local ordinances and regulations to protect our replaceable resources, continue to employ qualified staff who have the necessary knowledge, education, skills, and experience to provide best practices in historic preservation, continue to staff the Tallahassee-Leon County Architectural Review Board, increase social media based public outreach in order to make historic preservation education and information accessible and entertaining and to promote community use and support for our local historic resources/districts, increase participation in sustainability initiatives and education by seeking partnerships and developing programming relative to sustainable practices and preservation, continue to recognize excellence in a variety of historic preservation projects through the Tallahassee-Leon County Historic Preservation Awards, increase education and outreach efforts by applying for grants to support development of materials across media formats and to support an internship program to help students interested in preservation to gain experience.

**11. Objectives (intended impact/outcome results): Activities:** Fully meet the requirements of the Federal Certified Local Government Program, serve historic property owners by continuing to staff the Tallahassee-Leon County Architectural Review Board, and to provide comprehensive historic preservation services to the local government and the citizens of Tallahassee-Leon County, including education and outreach, planning and technical assistance as it pertains to preserving the community's historic and cultural resources. **Time Frame:** The TTHP consistently provides services every day of the year, all year long, including qualified staff who meet the National Park Service Professional Qualification Standards in History, Archaeology, and Architectural History, provide the knowledge, skills and experience necessary to fulfill the requirements of the Federal Certified Local Government Program, enforce and provide guidance regarding existing national, state, and local historic preservation ordinances, regulations and programs, and

provide/disseminate historic preservation information through public outreach and education programs.

**Key Performance Indicators:**

**Reporting:** The TTHP has submitted three performance/activity reports on the city, county, and federal level (National Park Service Annual Products Report for CLGs – FY2016/2017) for FY2017/2018. These include one quarterly report to the City of Tallahassee, one mid-year report to Leon County, and an Annual Certified Local Government Report to the National Park Service.

**Activities/Community Awareness, Assistance, and Education**

- ✓ The TTHP began an ongoing survey of the FAMU Addition neighborhood on the east side of the FAMU campus. The project is funded by a small matching grant the TTHP applied for and was awarded for 2017/2018. The neighborhood is under development pressure which increases the need for identification and documentation of historic resources. The scope of work includes a reconnaissance level survey and an intensive level survey to evaluate significance.
- ✓ TTHP also hosted a successful event in partnership with the historic Gaither house in support of our survey of the FAMU neighborhood. The event provided outreach to the community and residents regarding the process and planned results of the survey.
- ✓ TTHP staff also conducted outreach regarding the FAMU addition neighborhood and ongoing survey by doing an interview with WFSU.
- ✓ The TTHP presented our walking tour of Cascades, “Tallahassee Moderne,” one last time prior to the demolition of the Firestone and WPA Buildings.
- ✓ TTHP staff continue to work closely with the joint City of Tallahassee-Leon County planning department and developer on the preservation and interpretation of historic resources at the Cascades site.
- ✓ TTHP staff worked to have the historic Waterworks building listed on the local register of historic places. Sale of the Waterworks to the developer of the Cascades project increases the role of the TTHP and the Tallahassee-Leon County Architectural Review board in the preservation of this resource.
- ✓ Staffing, providing application reviews, recording of meeting minutes, and maintaining historic property records for the City of Tallahassee-Leon County Architectural Review Board
- ✓ Serving on the Tallahassee Historic Property Grant and Loan Program Finance Committee
- ✓ Coordinating with the State Bureau of Historic Preservation National Historic Preservation Act’s Section 106 reviews and the Local Natural Features Inventory review
- ✓ Supported the John G. Riley House and Museum Rock-A-Thon

- ✓ TTHP has participated in and consulted with the City of Tallahassee, Leon County, and Florida Department of State on local projects with historic preservation component and National Register Nominations.
- ✓ TTHP has continued to serve on the Historical User's Group created by the CRA and North American Properties for redevelopment of Cascades Park
- ✓ TTHP presented a lecture on historic preservation at the local level to an FSU Historic Preservation class
- ✓ Provided historic preservation e-mail newsletter and activity updates via social media
- ✓ Created a list serve to provide a forum and informational service for historic property owners
- ✓ Maintained a historic preservation resource library for use by the community, local government, and local educational facilities
- ✓ TTHP staff are always working to improve their skills and have become members of the American Association of Planners in order to access continuing education opportunities
- ✓ Worked to increase social media outreach to help create more awareness of preservation and preservation related activities in Leon County

#### **Research Requests:**

1. Local homeowner inquiry: regulated work items for historic properties
2. TTHP member inquiry: membership status/renewal
3. Non-local research inquiry: property research 811 Jefferson Street
4. FAMU professor inquiry: Historic Gaither House
5. Local resident inquiry: Desoto cemetery/Local register designation process
6. Local resident inquiry: Old City Cemetery
7. FSU professor inquiry: 811 Jefferson Street
8. State government (DHR) inquiry: 811 Jefferson Street
9. Local historic district resident inquiry: certificate of appropriateness information
10. Local historic district resident inquiry: certificate of appropriateness information
11. Local historic district resident inquiry: certificate of appropriateness information
12. FSU professor inquiry: property research 206 South Woodward
13. State government (DHR) inquiry: Wahnish Cigar Factory National Register listing
14. Local resident inquiry: information on Park Avenue Special Character District
15. FSU student inquiry: historic property grant and loan program guidelines
16. Non-Local citizen inquiry: 402 Williams Street file and ARB process
17. Local reporter inquiry: black history month research
18. Non-local resident inquiry: downtown and Myers Park walking tours
19. Local resident inquiry: historic sites as wedding venues
20. Developer inquiry: architectural review board/ordinance information
21. Non-local citizen inquiry: All Saints District files and ARB process
22. Non-local citizen inquiry: historic Tallahassee artwork
23. Local government inquiry – Myers Park walking tours and Capitol books
24. Non-local government inquiry – Mainstreet and historic preservation information

25. Local citizen inquiry – FSU historic campus files
26. FSU professor inquiry –Southern Scholarship house file information
27. Local realtor inquiry – historic preservation information and ARB process
28. Local historian inquiry – Frenchtown district files
29. FSU student inquiry – local historic preservation information
30. Local historian inquiry—Florida historic capitol file
31. Local historic property owner inquiry –ARB process and design guidelines
32. Local non-profit inquiry – St. John’s Church file
33. Local business owner inquiry – historic marker files
34. Local business owner inquiry – Governor Bloxham house and Calhoun street files
35. FSU student inquiry – historic property eligibility and listing process
36. FSU student inquiry – antebellum plantation files
37. Local citizen inquiry – Old City Cemetery files
38. Local citizen inquiry – Lafayette Park survey and files
39. Non-local citizen inquiry – COA and ARB processes, ordinance information
40. Non-local citizen inquiry – Calhoun Street, Park Ave, and Myers Park tours
41. Local property owner inquiry – historic Tallahassee design guidelines
42. FSU student inquiry – architectural survey information
43. FSU professor inquiry – Woodville highway information
44. TTHP member inquiry – listserv and news
45. FSU student inquiry – 725 Gwen street information
46. FSU student inquiry- 2030 Laurel Street information
47. Researcher inquiry – antebellum homes of Tallahassee
48. Local citizen inquiry – Tallahassee Moderne talk and tour
49. Researcher inquiry – Murphy house information
50. Researcher inquiry – Randall Lewis house information
51. local citizen inquiry – Tallahassee Moderne talk and tour
52. Local homeowner inquiry –967 Briarcliff historic property info
53. Local property owner inquiry – code enforcement and national register benefits
54. Researcher inquiry – information regarding George Proctor
55. Local resident inquiry – historic marker program
56. Local resident inquiry—historic marker program
57. Local property owner inquiry –city tree management policy
58. Local citizen inquiry –National register listed properties
59. Local citizen inquiry – historic property grant and loan program guidelines
60. Local contractor inquiry – COA process
61. Local citizen inquiry – proposed development at Cascades
62. Local citizen inquiry – status of historic waterworks
63. Local government inquiry – National Register listing

**Certificates of Appropriateness/Non-contributing property alteration reviews/Determinations of non-visibility and Certificates of Completion issued:**

October 2017

1. 1612 Golf Terrace Drive, Myers Park Historic District, Determination of work visibility, bathroom renovation
2. 1521 S Gadsden Street, Myers Park Historic District, COC, foundation stabilization and repair

November 2017

3. 1439 Broome Street, Myers Park Historic District, COA, foundation stabilization and repair
4. 211 Monroe Street, Individually listed property, COA, renovation of existing Nursery/Preschool building

December 2017

5. 524 Hart Street, Myers Park Historic District, COA, roof replacement
6. 1521 S Gadsden Street, Myers Park Historic District, COA, new privacy fence

January 2018

7. 212 Young Street, Individually listed property, COA, updates to ADA code requirements including renovated bathroom and regrading of driveway
8. 1316 S Meridian Street, Myers Park Historic District, COA, roof replacement
9. 550 Fairway Drive, Myers Park Historic District, COA, roof replacement

February 2018

10. 403 E Call Street, Park Avenue Special Character, amended COA, complete and total rehabilitation
11. 211 Monroe Street, Individually listed property, rehabilitation of the church, including masonry repointing and repair, new roofing, gutters, window repair and foundation repair

March 2018

12. Parcel ID 310650D0030 Golf Terrace Drive, Myers Park Historic District, COA, new construction of single family home
13. 413 Oakland Avenue, Myers Park Historic District, COA, Roof repair/replacement

**Staff Pre-application consultations:**

1. 1439 Broome Street –staff met with property owner to discuss foundation stabilization and application to historic property grant and loan program
2. 211 N Monroe Street – staff originally met with property owners to discuss listing on the local register of historic places in 2017, staff discussed the partial demolition and renovation of existing Nursery/Preschool building, it is a non-contributing structure

3. 403 E Call Street – staff met with property owner to discuss ongoing changes to planned exterior rehabilitation and demolition and replacement with new construction of an existing rear addition.
4. 211 N Monroe Street – staff discussed met with property owners to discuss ongoing plans for rehabilitation of the historic church, plans were reviewed with the Division of Historic resources, St. John’s has received grant money for the renovations
5. Parcel ID310650D0030 Golf Terrace Drive – staff met with developer to discuss plans for construction of new single family residence in Myers Park historic district
6. 717 S Gadsden Street – staff met with NAP as potential buyer of the historic Waterworks to discuss the historic preservation overlay, what that involves, and consultation with the ARB

**Historic Resources Placed on Local and National Register:**

1. 319 E Gaines Street, Leon County Health Unit
2. 325 E Gaines Street, WPA Building
3. 469 St. Francis Street, Wahnish Cigar Factory (in process)

**12. Data Collection Method:** N/A

**13. Number of Participants that left or were dropped from the program:** N/A

**14. Provide Participants Demographic Data:** N/A

**15. Provide Participant Program Satisfaction data:** N/A

**16. List any agency partnerships and collaborations related to this program:** The TTHP has partnered/collaborated with the City of Tallahassee-Leon County Planning Department, Economic and Community Development, and Blueprint2000 on the local level and the Florida Department of State, Division of Historical Resources on the State level. The TTHP also has active partnerships with the John G. Riley House and the Florida Trust for Historic Preservation, as well as other local organizations when the opportunity arises.

## **Whole Child Leon**

EXHIBIT B  
Agency Annual Performance Report

FY 2017/2018

Agency Name: Whole Child Leon, Inc.

**Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)**

1. **Program Name:** Whole Child Leon, Inc

2. **Program Objective:** Whole Child identifies and addresses critical community issues affecting children 0-5 and is catalyst to create partnerships that solve problems. Since January 2004, Whole Child Leon has worked to bring together public, private and nonprofit partners – child advocates, business leaders, government officials, educators, parents and caregivers to form a solid foundation needed to create systemic change. We set out to build community commitment to children 0–5, improve access to and utilization of services, improve health of children 0-5, develop safe and nurturing environments, foster economic stability for families with small children, provide quality early education, encourage social interaction and competence, and provide spiritual foundation and strength. Driven by our mission of building a community where everyone works together to make sure children thrive, Whole Child Leon is focused on the following: **Community Participation and Ownership in Early Childhood Success: All Children Are Healthy at age 1; All Children Are Making Appropriate Progress; All Children Enter Kindergarten Ready to Succeed: Families are empowered to raise children that are resilient and to promote their social- emotional developmental, behavioral, and physical well-being.**

The primary focus of Whole Child Leon is 0-5, but the philosophy addresses needs of children and youth of all ages and their families. Whole Child assists families in identifying the needs of their young children and helps to: **Connect families with appropriate service providers; Enable communities to identify gaps in service and assess their progress in ensuring that all children thrive; Empower families to raise children that are resilient and to promote their social- emotional, developmental, behavioral, and physical well-being;**

Whole Child Leon engages businesses, civic groups, education, provider agencies, government and faith- based organizations to work together to achieve its mission. Each segment has unique opportunities for contribution. WCL staff facilitates community leaders and partner agencies to focus on programs, activities, and support services families need to nurture the "Six Dimensions of a Whole Child." (Physical and Mental Health, Quality Early Education and Development, Social-Emotional Development, Spiritual Foundation and Strength, Safe and Nurturing Environment, Economic Stability)

3. **Services provided:** Engaging the entire community around issues of children and families, focusing on children 0-5. Working with parents and providers to identify gaps in services and to address those gaps and needs through advocacy and collaboration.

4. **Services Delivery Strategy:** Collaborative relationships are at the core of the Whole Child philosophy. Whole Child Leon is not a direct service provider and relationships with and among these organizations is not a direct service provider and relationships with and among these organizations is essential to ensuring that providers work collectively to address gaps and needs to improve our system care for children and families.

To increase collaboration with providers, WCL facilitates the monthly professional Network Community Conversation and the acts as the lead agency of the PACT - Early Childhood System of Care. This meeting is key in assisting human services agencies in getting essential information out to other agencies and the families in which they serve. The WCL exec director serves on the following boards Grandparents as Parents, Frenchtown Neighborhood Improvement Association, School Health Advisory Committee, SCRC, MMHAB, MCH Conference ECOP and is an active member of UPHS. Whole Child Leon Board members and staff facilitate and various workgroups working on issues related to child well-being, including: The Family First Initiative's Summit on Children and Family Engagement Task Force.

5. **Target Population:** Families with children 0 to 5 years of age residing within Tallahassee and Leon County Agencies and organizations within Tallahassee and Leon County providing services to families with children 0 to 5 years of age.

Secondary Target Population: Families with children 0 to 5 years of age living in our seven neighboring counties who may receive services in Tallahassee or from Tallahassee-based providers

Unduplicated Persons: 5000 Kindergarten students/parents (Kindergarten Readiness Survey), 150 Children receiving developmental screenings per year, 15 South Multi-sports Club members

5. **Method used to effectively reach target population:** WCL works to improve the well-being of young children by identifying gaps in services and creating collaborative relationships to improve our community's system of care. WCL's target

population includes providers, parents and the community at large. WCL reaches this target audience by engaging in advocacy efforts, serving on boards and convening and collaborating with partners agencies

**6. Program Resources: \$231,800 see Attachment A program budget and expenditures**

**7. Program Capacity: n/a**

**8. Number of Participants: n/a Cost per Participant: n/a**

**9. Program Goals:**

- a. **Short-term /on-going** -To continue raise awareness of the importance of the early years of a child's life by leading advocacy efforts by way of provider and parent engagement, local newspaper /media, and through interfacing at community outreach events and by acting as a key partner in planning the following: 2018 Summit on Children, Maternal Child Health Equity Community Dialogs and Conference, Chair and fiscal agent for the South City Revitalization Council, Free Developmental Screening Days for young children, PACT Early Childhood System of Care and by hosting a monthly professional network community conversation meeting with more than 60 agency and organizations represented. .
- b. **Pediatric Behavioral Navigator Program**- This program is currently at capacity -working to identify resources that will enable WCL to grow the program to meet the need of the community.
- c. **Intermediate** – Continue to facilitate and grow the activities in the South City neighborhood including: neighborhood assoc, developmental screening for children 6 months-5 years of age, multi-sport club and implement a behavioral health navigator program in partnership with the Tallahassee Pediatric Foundation.
- d. **Long-term** - To continue to work to change the culture of Leon County whereby services are provided to children 0 to 5 years of age (and their families) in a comprehensive, seamless, collaborated manner to ensure a child receives all needed services.

**10. Objectives (Intended impact/outcome results) -Activities**

- A. **Status of Our Young Children Report** - Central to the Whole Child philosophy is our work to engage the entire community in issues related to infant mortality and low birth-weight, access to healthcare, family stability, school readiness and the overall health and well-being of children. In May of 2016, WCL published this report and unveiled it at the Summit on Children on June 9<sup>th</sup> to provide our community with an overview of the status of the young child in Leon County. WCL will provide an update to the report in June of 2018. WCL staff performed an assessment of existing community indicator reports from communities around the nation on the health and welfare of children and with input from Leon community agencies and stakeholders, we developed a proposed set of indicators to include in the Status of Our Young Children report. We then performed an assessment of existing local data availability for those proposed community indicators and developed a data collection plan that included identification, collection and analysis of the existing data sets. The report contains recommendations for future data collection needs for which no current data collection and analysis exists.
- B. **See 2018 Update of Data Indicators -Status of Our Young Children (Attachment B)**
- C. **Whole Child Leon Professional Network/PACT Community Conversation Meeting** - WCL Exec Director facilitates this monthly lunch meeting of 60 + agency representatives, plans and coordinates food, programming. Speakers and networking activity) and provides agency program information to all attendees. The meeting provides a forum for professionals from agencies and organizations providing services to children and families to make contacts and exchange ideas. To promote community partnership in this process, Whole Child Leon and the PACT Partnership have come together to create a forum where issues concerning child and family well-being are presented and facilitated discussion around service delivery and issues affecting children and families. WCL feels family engagement is important to this process so meeting begin with a parent or caregiver of a child with social-emotional, behavioral, developmental, or physical health challenges who shares their story explaining how they meet the challenges of raising their child. For some meetings, there is a speaker who has been successful in overcoming personal challenges as a youth share their story. This allows us to identify the issue(s) where the community's early childhood system failed them and see where we have been successful. Those identified ideas are brought forward to the PACT Coordinating Council and the WCL Board where strategies/solutions are discussed, and action items are identified and assigned to workgroups. Whole Child Leon is collaborating with organizations that provide direct services to or have direct contact with families who have young children. Monthly meeting attendance averages 60 members. Meeting content included in Attachment B. **Attachment C The meeting dates and programming during Q1 and 2**
- D. **Early Childhood System of Care/PACT (Provider and Community Advocating for Children Together)** - As a result of a Substance Abuse Mental Health Services Administration (SAMHSA) System of Care planning grant, received by Department of Children and Families in October 2011, the Early Childhood Services Community in Gadsden and Leon Counties saw an opportunity to expand the work that Whole Child Leon and partners were already doing with the Community-wide Infant, Toddler and Preschool Comprehensive Developmental Screening Days. WCL took the lead as

facilitating agency and a vision, mission and a strategic plan was developed to expand early childhood mental health services and supports to improve the social, emotional, developmental, and behavioral health infants and young children, from birth through age 8. with The PACT Coordinating Council meets monthly on 2<sup>nd</sup> Fridays. **See Attachment D for Q1 and Q2 PACT Meeting Content**

- E. Developmental Screening-** WCL has coordinated and facilitated twice annual Developmental Screening Days for children ages 0 – 5 beginning in October 2009. Children receive hearing, vision, dental, fine motor, gross motor, and speech screenings. Children leave the Developmental Screenings with referrals to agencies that can provide those services and information for their pediatrician or family physician. Through a partnership with FSU College of Medicine’s Department of Behavioral Sciences and Social Medicine, we are now providing depression screening and follow-up care for parents/ caregivers. This workgroup facilitated by WCL meets monthly and brings together over 25 partner agencies and more than 100 volunteers to help in the twice-yearly screening days. To date, more than 850 children have been screened through this process and even more have been connected to partner agencies that can provide the needed services. An average of 60% of those screened have one or more developmental issues of concern detected. Prior to this WCL initiative, free comprehensive screenings for infants, toddlers and pre-school students have never been available to children in Leon and surrounding counties before.
- See Attachment E for more information regarding meeting content and screening data metrics**
- F. Tallahassee Pediatric Foundation** - In July of 2016 WCL began discussions with the Tallahassee Pediatric Foundation to collaborate with the pediatrician and family practice physician members to create a program or project to improve the health and well-being of children and families in our community. A strategic planning process began in November 2016 to determine and implement a program to address children’s behavioral health needs in the community. One year of funding for the salary for the Behavioral Health Navigator was secured from the Early Learning Coalition of the Big Bend. In June 2017 the Pediatric Behavioral Health Navigator Program was implemented. Tallahassee Pediatric Foundation providers and the Early Learning Coalition refer patients and clients to the program. **See Attachment F for the Tallahassee Pediatric Behavioral Health Navigator reporting metrics**
- G. Childhood Obesity Prevention Education** - WCL continues efforts to reduce Childhood obesity by continuing the 95210 educations to parents, teachers. WCL played a key role in introducing the wellness initiative 95210: The Whole Picture of Health to Tallahassee and Leon County. The program is both a mechanism for communicating consistent, simple, health messaging on prevention of childhood obesity, as well as a strategy for influencing gradual policy change around nutrition, physical activity, and screen time. 95210: The Whole Picture of Health has been implemented in all 25 LCS elementary schools, 6 Head Start Centers, 21 pediatrician and primary care offices and in more than 10 early learning centers. WCL partnered with Tallahassee Food Network and the City of Tallahassee to implement a community garden in the South City neighborhood to provide youth and adults’ education and hands on experience on urban farming and access to fresh produce to improve nutrition of the residents in this community. WCL is a member of “Childhood Obesity Prevention Education” (COPE), a community coalition to fight childhood obesity in Leon County, which is funded through a grant from the Blue Foundation and is managed by FAMU. WCL partnered on a research project with FSU College of Medicine to bring together pediatricians, family practice physicians, parents and pregnant women to determine how to best address the issues related to childhood obesity. Focus groups for parents/caregiver residents in South City and Joe Louis neighborhoods, as well as a focus group of pediatricians and family practice physicians to help to determine attitudes and beliefs around childhood obesity and to identify barriers to children achieving a healthy weight. Results from this study were used in the planning for a community-wide event held April 10, 2017 and in the actual event to promote discussion and conversation around the prevention of obesity in early childhood. **See Attachment G for ECOP work plan including goals, objectives and activities.**
- H. Food on the Move** - Food on the Move is a retrofitted school bus that operates as a summer break spot feeding program and offers community nutrition education and support in 10 low-income Tallahassee neighborhoods. Whole Child Leon and Second Harvest of the Big Bend partner to support community health by providing meals to food insecure children and promoting nutrition education. Whole Child Leon staff share age appropriate nutrition and healthy lifestyle information and resources to participating children that includes best practice information related to nutrition, physical activity, screen time, sleep, sugary beverages and tobacco exposure. WCL looks forward to the continued partnership this summer and planning meetings will begin in Q3.
- I. Breastfeeding Policy Workgroup** - WCL co-facilitates the Breastfeeding Policy Workgroup who meets regularly to strategize how to increase the number and duration of women breastfeeding in our community. Pediatricians, nurses, lactation specialists and community advocates serve on this work group and meet monthly.

**See Attachment H -MAMVA MEDIA RELEASE**

**J. Kindergarten Readiness -**

**“Kindergarten Parent Input Survey”** – a blue-ribbon panel of teachers, principals, and early learning educators created a community-wide definition of Kindergarten readiness. Whole Child Leon partnered with Leon County Schools and the Early Learning Coalition to distribute the Kindergarten Readiness Expectation to childcare centers and schools throughout Leon County. The “Kindergarten Parent Input Survey” was created to help improve the transition from Pre-K to Kindergarten and is distributed to Parents at LCS Kindergarten Registration every year.

Surveys are collected by principals and used to place students with the most appropriate teacher. WCL Kindergarten Parent Survey will be included in the LCS 2018-19 Kindergarten registration packet to help schools ensure students have a smoother transition into kindergarten

The WCL executive director participates on the Mayor’s Family First Initiative task force to provide information and expertise on quality early learning centers, early childhood investment and a rating system for early learning /childcare centers to enhance early childhood experiences in the Tallahassee/Leon County community. Whole Child Leon is working with other community partners to leverage resources and to ensure that these efforts are coordinated. WCL is focused on the Wesson Early Education Pilot to explore the feasibility of an early education pilot program to serve the South City and Apalachee Ridge neighborhoods. While plans are still in formulation, the current concept includes a high quality early education center with strong school-family partnerships - much like the community school model that is contemplated for elementary students. Leon County Schools, through Superintendent Hanna, has agreed to explore the use of the Wesson School property for these purposes. Any program would build on existing programming at Wesson currently offered through Head Start and Leon County Schools and would help lay the groundwork for the “cradle to college” efforts currently under consideration with Purpose Built Communities.

**See Attachment I Wesson Early Childhood Pilot Project Concept Paper**

**K. Annual Maternal Child Health Community Health Conference -** WCL, FSU College of Medicine, FAMU College of Pharmaceutical Sciences, FL DOH Leon and Capital Area Healthy Start Coalition organizes an Annual Community Health Forum and Maternal Child Health Conference which bring together community residents, physicians, community leaders, researchers, undergraduate and graduate health profession students to increase education and engagement in issues related to achieving maternal child health equity in our area. Our goal is to increase education and engage community residents across the life course, as well as providers, and others who are interested in factors that can positively impact maternal child health equity in our community and across the state. The WCL executive director serves on the planning committee. Forum objectives are to: Discuss advocacy, education, and policy strategies to address the inequity in maternal child health for the black community through the integration of diverse community and professional; Identify priorities for the elimination of maternal child health disparities and the promotion of health equity using a life course; Describe culturally responsive mechanisms useful for providers to address maternal child health

**Maternal Mental Health Community Advisory Board (MMHCAB)**

WCL is a partner of the *Maternal Mental Health Advisory Board* (MMHAB), founded by Dr. Heather Flynn at the FSU College of Medicine. The MMHAB includes representatives from NAMI Tallahassee, North Florida Women’s Care, Apalachee Center and other community partners. The MMHAB is affiliated with the Leon County Maternal Mental Health Coalition which is focused on improving the integration of mental health care for women around the time of pregnancy in the areas of education/training, research, clinical and service delivery, and health policy. Over the past two years, this group formed the Tallahassee chapter of Postpartum Support International (PSI) and created a mental health referral and resource list for the community. **See Attachment J**

**L. South City Revitalization Neighborhood Equity Project -** WCL founded the South City Revitalization Council (SCRC) in November of 2014 and WCL executive director chairs the Council. Since that time, the SCRC has grown to include 10 members representing the South City Neighborhood Association, faith-based community, south side business owners and other community stakeholders. The SCRC role is to: Serve as a change agent to improve the mental, physical, social, spiritual, and emotional health of South City; Engage community residents to have a voice in efforts to improve conditions in South City; Engage community residents to support a neighborhood association; Facilitate organizational development and capacity; Facilitate the aggregation of data to support decision making by conducting a South City Neighborhood Health Assessment; The South City community faces disproportionate health risks. WCL Executive Director coordinates the SCRC meetings and activities and is responsible for the fiscal management of the SCRC.

The group’s focus has continued to work towards increasing engagement in programs and activities for the residents of South City, including the **iGrow SC community garden**, the **SC Multi-Sport Club**, the **SC Neighborhood Assoc** and the **Learning Tree Children’s Library** in the Oliver Hill Community Center.

WCL executive director Courtney Atkins and Marie Bryant facilitate monthly meetings of the South City Revitalization Council (SCRC) and Neighborhood Assoc. **See Attachment K of Neighborhood Survey for COT Beautification Grant**

**M. South City Multi Sport Club:** the SCRC is the fiscal agent for this program and is responsible for maintaining all bookkeeping records, purchase order requests and maintain the insurances for the club. South City Multi Sport Club

(SCMC), a USA Triathlon recognized club, to provide low-income children the opportunity to participate and be successful in sports. This program introduces these children to a new array of community people, endurance sports, water safety and leadership skills that the children may not have otherwise known. Participation in the South City Multi-Sport Club provides children with enhanced self-confidence, access to college scholarships and other community opportunities. The program focuses on the following activities: swimming (100% of members learned to swim), biking and long-distance running. All activities, training and mentoring conducted on behalf of the South City Multi-Sport Club are preparing the children to participate in a Youth Triathlon at the end of each summer.

Courtney Atkins schedules SCMC Advisory Board meetings and facilitated the first meeting on Feb. 26<sup>th</sup> to begin planning for 2018 and 4<sup>th</sup> season of the program that begins in April (recruiting) and runs thru Sept.

**N. iGrow Garden South City:** 2<sup>nd</sup> Award of the Healthy Cities Challenge \$25,000 Grant—the SCRC acts as the fiscal agent and partner in this grant administered by CEOs for Cities and sponsored by the Aetna Foundation, American Public Health Association and National Association of Counties. The SCRC is partnering with FL-DOH Leon and Tallahassee Food Network on this project aimed at increasing food security

through urban agriculture and entrepreneurship training for individuals in South City who are at risk of being food insecure. Additionally, the project connects trained individuals with community projects to further efforts our efforts to build social capital, civic engagement and community development. Ultimately, children and families will receive information, skills and resources to produce their own fresh food for consumption and economic opportunity.

**United HealthCare Grant** - Whole Child Leon was awarded a \$30,000 UHC grant to address issues related to childhood nutrition. Partners include: UF IFAS Leon County Extension, iGrow South City Community and Frenchtown Heritage Hub. The objective of these grant is to fight hunger and help reduce food insecurity among Florida families. WCL is using grant funds to provide 100 low-income, food-insecure families living in Leon County with healthy eating, meal budgeting, cooking and gardening workshops. In addition, a portion of the grant is allocated to help facilitate access to a Supplemental Nutrition Assistance Program (SNAP)-accessible farmers market in one of Tallahassee's food deserts.

**See Attachment L -UHC grant media release and workshop info flyer**

11. **a. Frame** –on-going

**b. Key Performance Indicators (Quantifiable)** Whole Child Leon sees the following as a result of our work:

- Provides critical information to the community related to status of maternal and child health in Leon
  - Families have one-stop access to a wide range of service providers
  - More families receive services they need
  - Community needs, and service gaps are identified, allowing us to seek resources and providers to satisfy those needs
  - Increased communication and collaboration among agencies providing services to families
  - Makes it easier for families to gain access to the information and services they need
  - Empowers families to address their needs proactively, not only when faced with a crisis
- a. **Outcome Measures** - *(Benefits or changes for participants during and after their involvement with the program)* n/a

12. **Data Collection Method:** from partners for the status of the child report and from providers and parents through community outreach

13. **Number of Participants that left or were dropped from the program:** N/A

14. **Provide Participants demographic data:** SEE ATTACHMENT L

15. **If possible, please provide participant program satisfaction data:** (surveys, etc.)N/A

16. **List any agency partnerships and collaborations related to this program.** Leon County, City of Tallahassee, Dept. of Children and Families, Capital Area Community Action Agency, FL-DOH Leon County , FSU College of Medicine, FAMU, Tallahassee Food Network, Children's Medical Services, Early Learning Coalition of the Big Bend and the Florida Agency for Workforce Innovation, Titus Sports, Gulf Winds Track Club, Greater Love Church In Christ, Livingstone's International, Frenchtown Revitalization Council, Foundation Leon County Schools, Leon County Schools, Lawton Chiles Foundation and Whole Child Florida, Office of the Mayor, COPE Coalition, Big Bend Community Based Care, Envision Credit Union, Tallahassee Memorial Healthcare Women's & Children's Services, The Oasis Center for Women & Girls, Capital Area Healthy Start Coalition, Inc., Florida Diagnostic & Learning Resource System, Tallahassee Pediatric Foundation, Bond Community Health Center, Neighborhood Medical, Grandparent as Parents, UF-IFIS Extension, Frenchtown Neighborhood Improvement Board

**\$231,800 see Attachment A program budget and expenditures**

<b>Revenue Sources</b>	<b>2017/18</b>
Leon County (not CHSP)	\$38,000
City of Tallahassee (not CHSP)	\$63,800
Early Learning Coalition for Pediatric Behavioral Health Navigator Program	<u>\$50,000</u>
United Healthcare for Grow, Shop. Cook. Eat. project	<u>\$30,000</u>
Federal	
Lawton Chiles Foundation	<u>\$25,000</u>
Contributions/Special Events	<u>\$25,000</u>
<b>Total</b>	<b><u>\$231,800</u></b>

<b>Expenses</b>	<b>2017/18</b>
Compensation and Benefits	\$175,296
Professional Fees	\$9,000
Grow, Shop. Cook. Eat. project	<u>\$30,000</u>
Supplies/Postage	\$475
Equipment Rental, Maintenance, Purchase	\$2300
Meeting Costs/Travel/Transportation	\$4500
Staff/Board Development/Recruitment	\$600
Bad Debts/Uncollectible	n/a
Bonding/Liability/Directors Insurance	\$1600
Other Expenses (please itemize)	
cell phones, wireless internet	\$1590
-marketing and promotion	\$2100
-web-based technology	\$2000
<b>Total</b>	<b><u>\$229,461</u></b>

See 2018 Update of Data Indicators -Status of Our Young Children (Attachment B)

Leon County Children Score Card: County-State Comparison			
	Leon		Florida
<b>Healthy Beginnings</b>			
Infant Mortality (2014-16) Rate per 1000 births	6.6		6.1
Low Birth Weight Percent of total births	9.3		8.7
Prenatal Care (2015) Percent of births with late or no prenatal care	5.5		5.5
Immunization Levels (2017) Percent kindergarteners fully immunized	93.3		93.7
Uninsured Children (2016)???			
Percent of all children under 18	3		6
<b>Success in School</b>			
Kindergarten Readiness -Reading Readiness Percent demonstrating consistent proficiency (2013-14)	78		73
Florida Standards Assessment, English Language Arts 3rd Grade (2016-17) Percent scoring satisfactory and above	62		58
Graduation Rate (2016-17)	88.6		82.3
Drop Out Rate (2015-16)	0.7		3.8
School Absences 21+ Days (2015-16)	10.6		10.1
<b>Keeping Kids Off the Streets, Drugs, Alcohol &amp; Other Risky Behaviors</b>			
Delinquency Referral Rate: Per 1000 Ages 10-17 (2016-17)	23		19
Teen Violent Death Rates (2014-16)	7.4		9.5
Teen Birth Rate ages 10-17 (2014-16)	3.5		3.5
Substance Abuse - past 30-day use (2016)			
Alcohol Percent Middle and High School Students	18.8		18.3
Marijuana Percent Middle and High School Students	10.8		11.2
Cigarettes Percent Middle and High School Students	4.2		3.4
Binge Drinking Percent Middle and High School Students	9.6		7.7

Preventing Child Abuse and Neglect			
Child Maltreatment (2015-16) Investigations per 10,000 children	69.0		57.4
Children Living Below Poverty (2016) Percent Children 0-17 Living Below 100% of Poverty	19.5		23.3
Children in Low-Income Households Percent Children 0-17 Living Below 200% of Poverty			
Unemployment Percent	4.6		4.9
Free and Reduced Lunch (2016-17) Percent of students	58.0		65.7

**Attachment C** The meeting dates and programming during Q1 and 2 are as follows:

**October 30<sup>th</sup> Professional Network Meeting:** as we explore the documentary Resilience: The Biology of Stress and the Science of Hope, this film is an engrossing study of how Adverse Childhood Experiences (or ACEs) can be linked to destructive behavior and medical diseases that are diagnosed later in life., Discussion Facilitators: Chris Lolley, Executive Director, Nydia Ntouda, Training Specialist, Prevent Child Abuse Florida (**attendees 80**)

**November 27<sup>th</sup> Professional Network Meeting:** Presentations: "Play Big Therapy & Learning Center", Rachel Scharlepp, LCSW, Registered Play Therapist/Clinical Social Work, "Recreation and Active Leisure for People of ALL Abilities", Laurie LoRe-Gussakb, Executive Director, Florida Disabled Outdoors Association (**attendees 58**)

**January 22<sup>nd</sup> Professional Network Meeting:** Presentations: "CCYS' Going Places Street Outreach Program" Amanda Finnell Street Outreach Advocate Capital City Youth Services Community Conversation: Courtney Atkins Whole Child Leon/PACT Chair (**attendees 49**)

**February 26<sup>th</sup> Professional Network Meeting:** Presentations: "40 Developmental Assets", Donna Daugherty-Clark, Program Director/Health Educator, Morgan Parker, Health Educator and School Liaison, Florida Department of Health - Wakulla County, "Behavior Management Consultants (BMC)", Anne Perlman, BCBA, Clinical Services, Baker Wright, BCBA-D, COO & Partner, PACT Collective ImpACT, Planning Group Haley McCary (**attendees 52**)

**March 26<sup>th</sup> Professional Network Meeting:** Presentation: "The Oasis Center for Women & Girls", Liovani M. Nazario, Program Director, Provider to Provider Expo: A Day in the Life, Morgan Evers, and Courtney Atkins, PACT Collective ImpACT Planning Group: Morgan Evers, Talyor Biro, Haley McCrary (**44 attendees**)

See Attachment D for Q1 and Q2 PACT Meeting Content

The PACT Coordinating Council meets monthly on 2<sup>nd</sup> Fridays.  
The meeting dates during Quarter 1

Q1: October 13, November 17 and December 8

In Q1 the PACT Coordinating Council voted to broaden our focus of this council to include a concentration on youth engagement and empowerment and rebrand the council as the PACT Collective Impact Planning Committee. In so doing, we can continue to fulfill our goals under the Whole Child Leon-PACT Partnership while also expanding our mission to increase advocacy for youth zero to twenty-one who interact with our local systems of care with a focus of 'cradle to career'. Our partnership shares a vision and strategy for improving cradle to career outcomes through a structured, evidence-based, long-term approach. Using research-based outcomes, we will work to track annual achievement for each of several critical cradle to career key transition points. We know that infant mortality rates are disproportionately high in Tallahassee, children are entering our school system unprepared for kindergarten, and teens and young adults are missing out on opportunities for increased education and job training. Our goal is to spark dialogue among family social service providers that will identify gaps in services, bolster the use of standardized assessments to gauge childhood development and trauma, and empower and equip our community with the tools needed to support family well-being.

Collective Impact Leadership was identified at the October meeting to include the following members: Courtney Atkins, WCL, Betsy Wood FSU Public Health Program, Haley McCreary, Boystown and Taylor Brio, Capital City Youth Services

This, of course, complements the tenets of Whole Child Leon and our desire to collaborate with the community for healthier families. We want this group's utility to be multi-fold, as it will be a platform for expanded communication among service providers, an opportunity to create consolidated resource lists for the benefit of family professionals and their clients, and a means to enhance our local system of care for children and families.

The meeting dates during Quarter 2

Q2: January 11, February 9 and March 9th.



## PACT Collective ImPACT

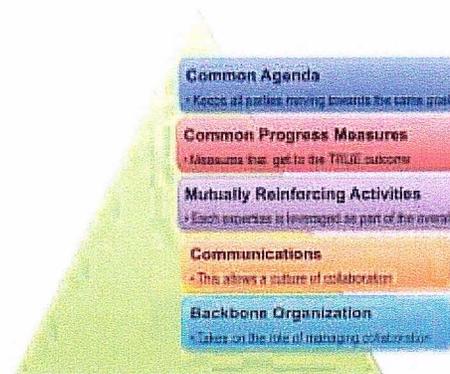
A systematic approach to social impact that focuses on the relationships between organizations and the progress toward shared objectives.

### Collective Impact Initiatives are:

- Long-term commitments
- By a group of important actors
- From different sectors
- To a common agenda
- For solving a specific social problem

### Components of the Collective Impact Model

- All participants have a **common agenda** for change including a shared understanding of the problem and a joint approach to solving it through agreed upon actions.
- Collecting data and **measuring results consistently** across all the participants ensures shared measurement for alignment and accountability.
- A plan of action that outlines and coordinates **mutually reinforcing activities** for each participant.
- Open and **continuous communication** is needed across the many players to build trust, assure mutual objectives, and create common motivation.
- A **backbone organization(s)** with staff and specific set of skills to serve the entire initiative and coordinate participating organizations and agencies.



## S Summarizing a Collective Impact Mindset

From	To
Believing that isolated impact alone can solve 'wicked' problems	Accepting that we must work collectively to achieve impact
Have difficulty grappling with complex issues – want simple + quick solutions	Can weigh things up, hold lots of different views simultaneously and take a longer view
Have views shaped by narrow concerns	Have an ability to consider all perspectives
Take a self interested perspective – always have a personal (or organisation centric) agenda	Are committed to a broader agenda to make a difference even if others get the credit
Risk intolerance	Taking smart risks
Resistant to change – difficulty being objective	Capacity for change – always trying to understand other position
Need to 'own', and control attribution to self or organisation	Willing to give up autonomy and share attribution

## Collaborative vs. Collective Impact

<i>Convene around Programs/Initiatives</i>	<i>Work Together to Move Outcomes</i>
<i>Prove</i>	<i>Improve</i>
<i>Addition to What You Do</i>	<i>Is What You Do</i>
<i>Advocate for Ideas</i>	<i>Advocate for What Works</i>

**See Attachment E for more information regarding meeting content and screening data metrics**

The Fall Screening was held on October 20

Q1 Screening workgroup planning meeting dates:

October 12-Developmental Screening meeting, October 12-Screening Training meeting, October 13-Screening Team meeting and October 19 Follow-up debrief of Oct 20<sup>th</sup> Screening: October 26, November 17 and December 8 generated the following recommendations for future screening day events:

Q 2 Screening workgroup planning meeting dates:

January 12, February 9 and March 9

Spring Screening will be held at Children's Medical Services on April 13<sup>th</sup>

### **Information on Early Childhood Screening**

Developmental screening is a series of short tests to determine if a child is learning basic skills when he or she should, or if there are delays. These screening tools are designed to identify potential problems and do not establish a diagnosis of any particular disorder. If concerns are noted on a screening test, further assessment should be completed to determine if the child is in need of additional resources or services. Intervention services help children learn important skills like talking, following directions, and interacting with others which will help them be successful at home, at school, and in their community.

### **AREAS SCREENED:**

**Overall Development:** Includes

- Communication – the ability to express oneself and understand what others are saying
- Cognitive – the ability to learn and solve problems, understand how things work and are organized
- Fine and Gross Motor – the ability to use large and small muscles for coordinated movement (walking, jumping, picking things up, writing)
- Personal-social – the ability to care for oneself (washing hands, using utensils, dressing) and interact with others (playing games, understanding feelings of others).

**Social-Emotional** – the ability to express and manage one's emotions and relate to other children and adults

**Vision** – a quick analysis that enables informed decision making about the need for follow-up with an eye care specialist

**Hearing** – use of screening equipment to determine if follow-up with a physician or audiologist is needed.

\* **Speech/Articulation:** the movement of the tongue, lips, jaw, and other speech organs to make speech sounds

\* **Language:** the capacity to perceive, produce and use words to understand and communicate

\* Areas screened only when a primary concern of families

**Resources** – an opportunity for families to access community resources, as needed.

**Post Screening:** If there are any areas of concern, families will be directed to the appropriate agency for further evaluation or services.

## **Community Developmental Screening Summary – October 20, 2017**

- **38 children screened**
  - 7 walk-ins
  - 4 cancelations
  - 2 no-shows
  
- **15 children under 3**
  - Leon – 13, Wakulla – 2
  - 4 referred to Early Steps – 1 already a client
  - 2 referred to Early Learning Coalition
  - 5 could not be screened for hearing
  
- **22 children over 3**
  - Leon – 15, Gadsden – 1
  - 16 referred to Child Find (15 Leon, 1 Gadsden)
  - 1 speech referral
  - 1 vision referral
  - 1 could not screen overall development
  
- **Overall results**
  - 19 developmental concerns
  - 9 articulation concerns
  - 8 hearing concerns
  - 9 language concerns
  - 6 social-emotional concerns
  - 5 vision concerns
  - 3 health-nutrition concerns
  - 1 speech concern
  - 1 dental concern

## Summary of Child Development Screening Data as of October 28<sup>th</sup>, 2016 Screening Event

1. Data was collected on 10/30/2015, 04/08/2016, and 10/28/2016 at the CAIMH Developmental Screening Day events.
2. Consent:
  - a. Adult caregivers for 131 (96.3%) out of 136 children screened at the event gave consent for using the child's information for descriptive purpose. Thus, all numbers mentioned below are for 131 children.
  - b. 115 (87.79%) out of 131 gave consent for photography.
3. Data was collected from 12 forms in total:
  - 1) Consent form (filled out by parent for child)
  - 2) Photo consent form (filled out by parent for child)
  - 3) Multiple children form (filled out by parent for child)
  - 4) Registration form (filled out by parent for child)
  - 5) Summary form (filled out by screeners about child)
  - 6) Speech form (filled out by screeners about child)
  - 7) Vision/ Hearing form (filled out by screeners about child) \*\*  
Hearing form (filled out by screeners about child)
  - 8) Height & Weight form (filled out by screeners about child)
  - 9) Developmental form (filled out by screeners about child)
  - 10) Social emotional form filled out by screeners about child)
  - 11) Caregiver form (filled out by parent about themselves)
  - 12) 2-1-1 Big Bend Form (filled out by screeners about parent)

\*\* The hearing form is a small receipt from a computer hearing test. This is attached to the larger sized vision form. As of the 04/08/2016 screening event, only 1 out of the total 84 children screened had a hearing test receipt in their records.

**Section 1: Demographic Information**

1. Multiple children: out of 131, 36 (27.48%) signed the multiple children form, meaning that 36 were accompanied by a non-parent adult (i.e. 1 adult can only accompany 1 child at a time, so parents with multiple children must sign permission for another adult to accompany their child)
2. Location/County:
  - a. Among those 3 years and older, 63 (85.13%) were from Leon County and 11 were from (14.86%) other counties.
  - b. For those under age 3, no county information is available.
3. Gender: 83 (63.36%) male and 45 (34.35%) female (the gender of 3 children were not indicated.)
4. Age: 57 (43.51%) are under 3 years old, 74 (56.49%) aged 3 years old or older.

*Age according to ASQ-SE age classifications*

Category	Respondents
6-8 months	3 (2.31%)
9-11 months	5 (3.85%)
12-17 months	11 (8.46%)
18-23 months	16 (12.31%)
24-29 months	8 (6.15%)
30-35 months	12 (9.23%)
36-47 months	39 (30%)
48-59 months	29 (22.31%)
≥ 60 months	7 (5.38%)
Age not reported	1 (0.76%)

5. Race: This variable was self-reported in a free response question.

Category	Respondents
White only	44 (33.59%)
Black only	37 (28.24%)
Both white and black	1 (0.76%)
Both white and Hispanic	3 (2.29%)
Hispanic only	16 (12.21%)

Both white and Asian	2 (1.53%)
Asian Only	2 (1.53%)
Hindu Only	1 (0.76%)
Multiracial	3 (2.29%)
Did not report this information	22 (16.79%)

6. Language spoken at home: This variable was self-reported in a free response question.

Category	Respondents
English only	101 (77.1%)
Both English and Spanish	7 (5.34%)
Both English and Yoruba	1 (0.76%)
Both English and Chinese	1 (0.76%)
Spanish only	13 (9.92%)
Both Spanish and Portuguese	1 (0.76)
Arabic only	1 (0.76%)
Hindu Only	1 (0.76%)
Did not report this information	5 (3.82%)

7. Daytime care:

Category	Respondents
Attended a child care	56 (42.75%)
Stayed at home during the day	57 (43.51%)
Attend a home-based day care	9 (6.87%)
Both attended a child care and stayed at home	2 (1.53%)
Did not report this information	7 (5.34%)

8. Health insurance:

Category	Respondents
Only Medicaid	59 (45.04%)

Only private insurance	34 (22.62%)
Other	27 (20.61%)
Both Medicaid and other	1 (0.76%)
Both Medicaid and private insurance	1 (0.76%)
Florida Kid Care	1 (0.76%)
No Insurance	2 (1.53%)
Did not report	6 (4.58%)

9. Immunization:

- a. 122 (93.13%) report that the child has received routine immunizations.
- b. 3 (2.29%) report that the child has not.
- c. 6 (4.58%) did not report this information.

10. Medication:

- a. 106 (80.92%) reported that the child is not on any medications
- b. 19 (14.5%) reported that the child is on medications.
- c. 6 (4.58%) did not report this information

11. Born on time:

- a. 13 (0.09%) declined to report.
- b. 84 (64.12%) were born on time
- c. 34 (25.95%) were not born on time
  - i. 25 (60.98%) were born early,
  - ii. 16 (39.02%) were born late,
  - iii. 7 of the people who did not report on the question "Was baby born on time?" still reported that their child was born either early or late.

**Section 2: Overall Summary and Referral**

1. Summary of Screenings:

Screening	Pass	Concern	Could not test	Information Not Available
Vision	114 (87.02%)	11 (8.4%)	2 (1.53%)	4 (3.05%)
Hearing	84 (64.12%)	12 (9.56%) 6 (4.58%) pass & concerned	24 (18.32%) 3 (2.29%) pass and could not test	2 (1.53%)
Height/Weight **this data is only available for 10/30/2015 screen date	12 (35%)**			22 (65%)**
Overall development	55 (41.98%)	69 (52.67%)	3 (2.29%)	4 (3.05%)
Social/Emotional	92 (70.23%)	34 (25.95%) concerned 1(0.76%) pass & concerned		4 (3.05%)
Language	64 (48.85%)	35 (26.72%) 1 (0.76%) concerned & could not test	1 (0.76)	30 (22.9%)
Articulation	53 (40.46%)	33 (25.19%) 1 (0.76%) concerned & could not test	9 (6.87%)	35 (26.72%)
Dental	104 (79.39%)	15 (11.45%) 3 (2.29%) pass & concerned		9 (6.87%)

2. Summary of Referrals:

a. 39 (29.77%) have no referral for evaluation at this time;

b. 70 (53.43%) got referral for evaluation:

i. 39 (55.71%): Child Find/ESE Pre K

- ii. 32 (45.71%): CHS early steps
  - iii. 1 child had paperwork incorrectly filled out to notate a referral for a specific agency but did not have the larger category (referral for evaluation) checked. [This explains the discrepancy between section B (N=70) and Section Bi and Bii combined (N=71).]
- c. 22 (16.67%) have missing information on the referrals section of this form

**Section 3: Summary of Speech**

The Early Language Milestones Test is used for children under 3 and the Preschool Language Test is used for older children. For children 3 and up, the Preschool Language Test assesses the same categories for all ages, but the content differs by age.

1. Speech for children Under 3 (23 children)

Screening	Passed	Failed	Missing
Auditory Expressive Speech	15 (65.22%)	8 (34.78%)	0 (%)
Auditory Receptive Speech	17 (73.91%)	6 (26.09%)	0 (%)
Visual Speech	14 (60.87%)	2 (08.70%)	7 (30.43%)

2. Speech for children aged 3 and Up

*(1) SPEECH AGE 3 (19 children) Page 102*

Screening	Passed	Failed	Missing	Obtain additional information
Language	15 (78.95%)			4 (21.05%)
Articulation	9 (47.37%)		1 (5.26%)	9 (47.37%)
Connected Speech	13 (68.42%)		2 (10.53%)	4 (21.05%)
Social/Interpersonal Skills	15 (78.95%)		3 (15.79%)	1 (5.26%)
Stuttering	13 (68.42%)		2 (10.53%)	4 (21.05%)
Voice	17 (89.47%)		2 (10.53%)	

*(2) SPEECH AGE 4 (22 children)*

Screening	Passed	Failed	Missing	Obtain additional information
Language	13 (59.09%)			9 (40.91%)
Articulation	15 (68.18%)			7 (31.82%)
Connected Speech	16 (72.73%)			6 (27.27%)
Social/Interpersonal Skills	18 (81.82%)		1 (4.55%)	3 (13.64%)
Stuttering	19 (86.36%)			3 (13.64%)
Voice	18 (81.82%)			4 (18.18%)

*(3) SPEECH AGE 5 (4 children)*

Screening	Passed	Failed	Missing	Obtain additional information
Language	4 (100%)			
Articulation	3 (75%)			1 (25%)
Connected Speech	4 (100%)			
Social/Interpersonal Skills	4 (100%)			
Stuttering	3 (75%)			1 (25%)
Voice	3 (75%)			1 (25%)

**Section 4: Summary of Vision (34 screened)**

1. 32 (25.95%) reported that their child has never been examined by an eye doctor
2. 2 (1.53%) reported that their child has been examined by an eye doctor
3. 97 (74.05%) did not report.

**Section 5: Summary of Hearing**

Only 2 children received a hearing test, for which the child passed both the left ear and the right ear tests. There are no forms indicating hearing test results for the other 129 children.

**Section 6: Summary of Height/Weight**

The CAIMHA has decided to no longer screen for height and weight and instead focus on nutrition.

**Section 7: Summary of Nutrition**

There were no available child nutrition data.

**Section 8: Summary of Developmental Screening (65 children)**

Screening	Passed	Need for referral	Missing
Developmental Adaptive	54 (83.08%)	10 (15.38%)	1 (1.54%)
Developmental Personal-Social	56 (86.15%)	8 (12.31%)	1 (1.54%)
Developmental Communication	35 (53.85%)	26 (40%)	4 (6.15%)
Developmental Motor	55 (84.62%)	8 (12.31%)	2 (3.08%)
Developmental Cognitive	41 (63.08%)	22 (33.85%)	2 (3.08%)

**Section 8: Summary of Social Emotional Screening (128 children)\*\***

1. **S/E6:** 3 (2.34%) children were screened. Total Scores: 0, 5, 40. Mean Score: 15.
2. **S/E12:** 8 (6.25%) children were screened. Total Scores: 0, 0, 10, 20, 25, 25, 35, 115. Mean Score: 28.75.
3. **S/E18:** 17 (13.28%) children were screened. Total Scores: 0, 0, 5, 5, 5, 10, 10, 10, 10, 15, 20, 20, 20, 25, 35, 70, 120. Mean Score: 22.35

4. **S/E24:** 11 (8.59%) children were screened. Total scores: 0, 5, 10, 10, 15, 20, 25, 30, 45, 80, 165.  
Mean Score: 36.82
5. **S/E30:** 7 (5.47%) children were screened. Total scores: 5, 15, 35, 35, 75, 125, 220. Mean Score: 72.86
6. **S/E36:** 29 (22.66%) children were screened. Total scores of 3 (2.24%) children were missing.  
Total scores: 0, 0, 5, 5, 5, 10, 10, 15, 25, 40, 45, 45, 50, 50, 50, 55, 55, 55, 60, 60, 80, 85, 90, 95, 100, 185. Mean Score: 48.85
7. **S/E48:** 30 (23.44%) children were screened. The total score for 1 (0.78%) child was missing. Total scores: 0, 5, 5, 5, 15, 20, 20, 25, 25, 25, 30, 30, 40, 45, 50, 50, 55, 55, 60, 65, 70, 70, 75, 80, 90, 135, 140, 145, 180 Mean score: 55.52
8. **S/E60:** 23 (17.97%) children were screened. Total scores: 0, 0, 0, 5, 5, 10, 10, 10, 25, 25, 30, 30, 30, 40, 50, 70, 85, 85, 110, 120, 155, 195, 205. Mean Score: 56.30

\*\*Further report can be done as requested.

**Section 9: Summary of Caregiver Forms**

125 (95.42%) of adults accompanying screened children completed the caregiver form.

PHQ-9 Total Score	Respondents
≤ 9	109 (87.20%)
> 9	16 (12.80%)

Scoring category with numerical equivalent	Respondents
Not Depressed (0-4)	97 (77.60%)
Mild Depression (5-9)	13 (10.40%)
Moderate Depression (10-14)	10 (8%)
Moderately Severe Depression (15-19)	3 (2.40%)
Severe Depression (20-27)	2 (1.60%)

**Section 10: Summary of 211 Counselor Referrals**

With the April 2016 Screening Day, a new form was introduced to help track the referrals made by the 211 counselors during their meeting with the parent. 211 counselors used a form for tracking referrals in their meetings with 63 parents.

Type of Referral	Number of Referrals Made
Children's and Families' services	4 (6.35%)
Counseling	12 (19.05%)
Housing	1 (1.58%)
Other (including daycare, autism, and speech therapy)	7 (11.11%)
No Referrals Identified	39 (61.90%)

**See Attachment F for the Tallahassee Pediatric Behavioral Health Navigator reporting metrics**

Q1 October 9-TPF Membership meeting, TPF Planning meeting-November 8, TPF membership meeting-November 13, TPBHC Alliance meeting-November 15 and TPF Planning meeting December 6, December 11- TPF Membership meeting

Q2 January 17-TPBHC Alliance meeting, February 12-TPF Membership meeting and March 12-TPF Membership meeting

**October Monthly Reporting**

Tallahassee Pediatric Behavioral Health Center  
Behavioral Health Navigator

The following information is a summary of the activities in the month of October reflecting the Behavioral Health Navigator program within the Tallahassee Pediatric Behavioral Health Center, a Whole Child Leon Initiative.

Total number of clients<sup>1</sup>: 98

Total number of clients with ELC interaction: 10

Total number of new clients<sup>2</sup>: 30

Total amount of outreach: 10 meetings (Center for the Advancement of Human Rights – FSU, Kirk Brown - DCF, Big Bend Community Based Care, Dr. Cross (Summit Debrief), Early Learning Coalition, Bootcamp Fitness (regarding fundraiser), CMS/DOH, Socially Loved, International Rescue Committee, TMH Outreach)

Presentation(s): 1 (Big Bend Mental Health Coalition)

Other activities: Supervision of volunteers, staffings with entities such as Boys Town and CMS, processing of cases, intake of referrals when initially received (before first intake with family), marketing through social media and public events, research of literature and monthly journals, and additional administrative and logistical duties.

**November Monthly Reporting**

Tallahassee Pediatric Behavioral Health Center  
Behavioral Health Navigator

The following information is a summary of the activities in the month of November reflecting the Behavioral Health Navigator program within the Tallahassee Pediatric Behavioral Health Center, a Whole Child Leon Initiative.

Total number of clients<sup>3</sup>: 123

Total number of clients with ELC interaction: 11

Total number of new clients<sup>4</sup>: 26

Total amount of outreach: 8 meetings (Capital Pediatrics, Shands Psychiatry – University of Florida, Alliance, Board Retreat – Whole Child Leon, Monthly Provider Meeting – Whole Child Leon, Behavior Management Consultants, Inc., Board Meeting – Whole Child Leon, Doctor Laura Martin – Geneticist)

Other activities: Supervision of volunteers, staffings with entities such as Boys Town and CMS, processing of cases, intake of referrals when initially received (before first intake with family), marketing through social media and public events, research of literature and monthly journals, and additional administrative and logistical duties.

### **December Monthly Reporting**

Tallahassee Pediatric Behavioral Health Center  
Behavioral Health Navigator

The following information is a summary of the activities in the month of December reflecting the Behavioral Health Navigator program within the Tallahassee Pediatric Behavioral Health Center, a Whole Child Leon Initiative.

Total number of clients<sup>5</sup>: 173

Total number of clients with ELC interaction: 25

Total number of new clients<sup>6</sup>: 23

Total amount of outreach: 7 meetings (Meeting – Equine psychotherapy, Ribbon cutting – Early Learning Coalition, PTSD webinar, Lunch with nurse practitioners - Professional Park Pediatrics, Board meeting – Whole Child Leon, School Psychology faculty meeting (resources for Somalian client) – Florida State University, Psychological resources testing (Somalian client))

Other activities: Supervision of volunteers, staffings with entities such as Boys Town and CMS, processing of cases, intake of referrals when initially received (before first intake with family), marketing through social media and public events, research of literature and monthly journals, and additional administrative and logistical duties.

### **January 2018 Monthly Reporting**

Tallahassee Pediatric Behavioral Health Center  
Behavioral Health Navigator

The following information is a summary of the activities in the month of January reflecting the Behavioral Health Navigator program within the Tallahassee Pediatric Behavioral Health Center, a Whole Child Leon Initiative.

Total number of clients<sup>7</sup>: 225

Total number of clients with ELC interaction: 31

Total number of new clients<sup>8</sup>: 29

Total amount of outreach: 9 meetings (Cindy Evers – CMS, Stephanie Fleming – North Florida Mental Health (phone conference), Melanie Worley – Early Learning Coalition, Ed Fever – Whole Child Leon, Alliance meeting, Storybook Village – Florida State Capitol, Kelly Hutchinson – LCSW, Big Bend Mental Health Council presentation, best practices webinar)

Other activities: Supervision of volunteers, staffings with entities such as Boys Town and CMS, processing of cases, intake of referrals when initially received (before first intake with family), marketing through social media and public events, research of literature and monthly journals, and additional administrative and logistical duties.

### **February 2018 Monthly Reporting**

Tallahassee Pediatric Behavioral Health Center  
Behavioral Health Navigator

The following information is a summary of the activities in the month of February reflecting the Behavioral Health Navigator program within the Tallahassee Pediatric Behavioral Health Center, a Whole Child Leon Initiative.

Total number of clients<sup>9</sup>: 270

Total number of clients with ELC interaction: 54

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Total number of new clients<sup>10</sup>: 32

Total amount of outreach: 6 meetings (Dr. Cross – to meet potential incoming pediatrician, VA area representative, TPBHC Alliance, Cindy Evers for case consulting, Dr. Kubiak – TMH BH, and WCL Community Provider meeting.)

Other activities: Supervision of volunteers and interns, staffings with entities such as Boys Town and CMS, processing of cases, intake of referrals when initially received (before first intake with family), marketing through social media and public events, research of literature and monthly journals, and additional administrative and logistical duties.

March 20, 2018

# Patient Referral Report

## Early Learning Coalition

As of March 20, 2018

This report contains information summarizing the updates that we have regarding the referrals we have received indicating that have had ELC contact. Thank you for your continuing support to this program. It is fulfilling to see all of the families that have benefited from our assistance.

**Total clients with ELC contact: 68**

**Open cases: 27**

**Closed cases<sup>1</sup>: 36**

**Awaiting intake: 5**

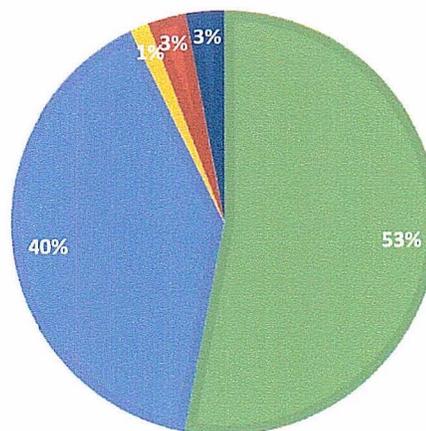
**Scheduled: 1**

**No shows: 2**

**Attempted contact<sup>2</sup>: 2**

### CLIENTS OF THE CENTER WITH ELC CONTACT

■ Closed ■ Open ■ Scheduled ■ Attempted contact ■ No show



The following page(s) will consist of confidential information regarding patient updates pertinent to your establishment.

<sup>1</sup> Cases are listed as closed when there has been a referral for services completed, a follow-up call to the client ensuring services have been initiated, and a follow-up call to the PCP to inform them of the progress.

<sup>2</sup> Clients who we have made several attempts to make contact with and have gotten no response.

March 20, 2018

The following categories provide a summary of the Tallahassee Pediatric Behavioral Health Center in its entirety.

**Total program referrals received: 291**

**Open cases: 68**

**Closed cases: 93**

**Awaiting intake: 130**

**Scheduled: 40**

**No shows: 42**

**Attempted contact: 48**

**Clients who declined services: 17**

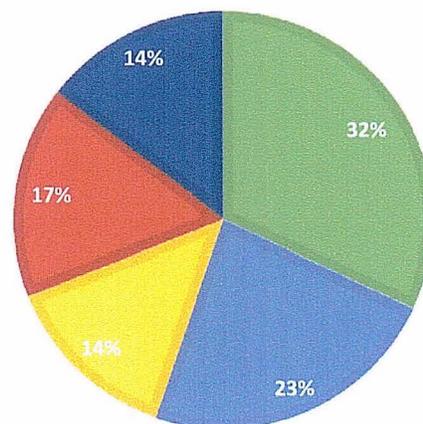
**Clients who were already receiving services: 12**

**Clients who did not want to any services: 5**

**Clients the Center has referred for services: 133**

### TALLAHASSEE PEDIATRIC BEHAVIORAL HEALTH CENTER SUMMARY

■ Closed cases    ■ Open cases  
■ Scheduled      ■ Attempted contact  
■ No show



If you have any additional questions, or feedback, please let me know!

Thank you,

Holley Nicholson

**See Attachment G for for ECOP work plan including goals, objectives and activities.**

Q1 ECOP meeting dates: October 19, November 17, November 30, December 5 and December 14  
(Advisory meeting)

Q2 ECOP meeting dates: January 10, Nutrition and Physical Activity CHIP Workgroup Planning-  
February 2, March 2,

- Subcommittee 1 formed to address Objective 1 to plan/write proposal for intervention pilot in two Title 1 schools.
- Subcommittee 2 formed to accomplish literature review and evidence-based program review reducing the consumption of sugar-sweetened beverages by students, teachers and staff in Title 1 schools.

**Community Health Improvement Plan  
Priority Area: Nutrition  
2018-2022**

**Nutrition Goal:** To replace consumption of sugar-sweetened beverages (SSB) with low or no calorie beverages amongst teachers, staff and students at two Title 1 Leon County Schools.

**Objective 1:** By December 31, 2018, assess current water/sugar-sweetened beverage consumption behaviors and organizational policies at two Title 1 Leon County Schools.

**Objective 2:** By January 1, 2019, increase awareness about the consumption of sugar-sweetened beverages and its associated risk.

**Objective 3:** By May 30, 2019, decrease the number of teachers, staff and students who consume one or more sugar-sweetened beverages per day by 10% from baseline.

**Objective 4:** By May 30, 2022, decrease the number of teachers, staff and students who consume one or more sugar sweetened beverages per day by 10% each year or 40% from baseline

Work Plan Tactics:

<b>Objective 1: By December 31, 2018, assess current water/sugar-sweetened beverage consumption behaviors and organizational policies at two identified Title 1 Leon County Schools.</b>				
	Key Activities	Partners	Timeframe	Indicators/Measurement
1.1	Develop survey instrument and methodology to assess current water/sugar-sweetened beverage consumption behaviors and organizational policies.	TMH, ECOP, CHP, Champions, Members of Priority Area Workgroup	June-August 2018	Completed tool by August 1, 2018
1.2	Identify two Title 1 Leon County Schools for pilot		January-March 2018	Completed by March 31, 2018
1.3	Conduct survey and assessment		August-October 2018	Completed by October 1, 2018
1.4	Compile results and prepare summary of baseline data		December 31, 2018	Baseline data summary December 31, 2018
<b>Objective 2: By January 1, 2019, increase awareness about the consumption of sugar-sweetened beverages and its associated risk.</b>				

**Community Health Improvement Plan  
Priority Area: Nutrition  
2018-2022**

	Key Activities	Partners	Timeframe	Indicators/Measurement
2.1	Conduct literature review to: <ul style="list-style-type: none"> <li>- describe the impact of inadequate water consumption and heavy consumption of sugar sweetened beverages, and</li> <li>- identify model healthy beverage organizational/workplace policies</li> </ul> identify model elementary classroom activities and events that educate and encourage health beverage consumption		August-October 2018	Completed by October 31, 2018
2.2	Develop or purchase campaign and educational materials		August-October 2018	Completed by October 31, 2018
2.3	Design or purchase materials to conduct a "Reduce SSB" challenge		August-October 2018	Completed by October 31, 2018
2.4	Execute education and campaign		January 2019	Completed by January 31, 2019
2.5	Execute Reduce SSB Challenge		February 2019	Completed by February 28, 2019
<b>Objective 3: By May 30, 2019, decrease the number of teachers, staff and students who consume one or more sugar-sweetened beverages per day by 10% from baseline.</b>				
	Key Activities	Partners	Timeframe	Indicators/Measurement
3.1	Compile challenge results		March 2019	Completed March 31, 2019
<b>Objective 4: By May 30, 2022, decrease the number of teachers, staff and students who consume one or more sugar sweetened beverages per day by 10% each year or 40% from baseline.</b>				
	Key Activities	Partners	Timeframe	Indicators/Measurement
4.1	Evaluate findings from 1 <sup>st</sup> year pilot		June – August 2019	By August 2019 complete summary of campaign and challenge results from first year pilot

Community Health Improvement Plan  
Priority Area: Nutrition  
2018-2022

4.2	Revise as needed to execute in following years.		August 2019-2022	By May 31, 2022 achieve 10% per year or 40% decrease from baseline in teachers, staff and students who consume one or more sugar sweetened beverages per day
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Tallahassee Memorial Hospital is engaging in a public health campaign to improve the nutritional and physical activity choices of people who live and work in the Tallahassee area.

To this end we are conducting a survey of current nutritional habits in Tallahassee. We are specifically interested in beverage choices and the factors that influence these choices.

You have been selected to complete this survey because we believe you best represent an institution we are interested in learning more about.

Please take a moment to carefully fill out this survey which should take only 5 minutes of your time to complete. We greatly appreciate your willingness to help us make a positive change in Tallahassee.

1. Circle the description that best describes the institution you are involved with.
  - i) Church/faith based organization
  - j) Public or private school
  - k) Senior Center
  - l) Community Center
  - m) Small business (20 or less employees)
  - n) Medium size business (20 to 100 employees)
  - o) Large business (100 or more employees)

CIRCLE THE ANSWER THAT BEST DESCRIBES THE INSTITUTION YOU ARE INVOLVED WITH.

2. YES NO Our institution operates under a formal written policy regarding the availability of sugar sweetened beverages for our members.
3. YES NO Within the last 2 years our institution has conducted or participated in a campaign to help our members make healthier beverage choices.
4. YES NO Our institution has a vending machine on the premises that serves sugar sweetened beverages.
5. YES NO Our institution had a vending machine on the premises that served sugar sweetened beverages but we had it removed to better serve our members.
6. YES NO A fresh water drinking fountain is available for our members who want to use it.
7. AGREE NEUTRAL DISAGREE The leadership of our institution holds a strong stance **against** making sugar sweetened beverages available to our members.
8. AGREE NEUTRAL DISAGREE The leadership of our institution holds a strong stance **toward** making sure all types of beverages, sweetened and unsweetened, are available to our members.
9. AGREE NEUTRAL DISAGREE Our members or their families have voiced strong opinions **against** making sugar sweetened beverages available to our members.
10. AGREE NEUTRAL DISAGREE Our members or their families have voiced strong opinions **toward** making sure all types of beverages, sweetened and unsweetened, are available to our members.

Thank you for taking the time to complete this survey. If you or your institution would like to be involved in the next phases of Tallahassee Memorial Hospital's campaign for making healthier beverage choices, please email [melissa.dancer-brown@tmh.org](mailto:melissa.dancer-brown@tmh.org)

Tallahassee Memorial Hospital is engaging in a public health campaign to improve the nutritional and physical activity choices of people who live and work in the Tallahassee area.

To this end we are conducting a survey of current nutritional habits in Tallahassee. We are specifically interested in beverage choices and the factors that influence these choices.

You have been selected to complete this survey because we believe you best represent an institution we are interested in learning more about.

Please take a moment to carefully fill out this survey which should take only 5 minutes of your time to complete. We greatly appreciate your willingness to help us make a positive change in Tallahassee.

1. Circle the description that best describes the institution you are involved with.
  - a) Church/faith based organization
  - b) Public or private school
  - c) Senior Center
  - d) Community Center
  - e) Small business (20 or less employees)
  - f) Medium size business (20 to 100 employees)
  - g) Large business (100 or more employees)

CIRCLE THE ANSWER THAT BEST DESCRIBES THE INSTITUTION YOU ARE INVOLVED WITH.

2. YES NO Our institution operates under a formal written policy regarding the availability of sugar sweetened beverages for our members.
3. YES NO Within the last 2 years our institution has conducted or participated in a campaign to help our members make healthier beverage choices.
4. YES NO Our institution has a vending machine on the premises that serves sugar sweetened beverages.
5. YES NO Our institution had a vending machine on the premises that served sugar sweetened beverages but we had it removed to better serve our members.
6. YES NO A fresh water drinking fountain is available for our members who want to use it.
7. AGREE NEUTRAL DISAGREE The leadership of our institution holds a strong stance **against** making sugar sweetened beverages available to our members.
8. AGREE NEUTRAL DISAGREE The leadership of our institution holds a strong stance **toward** making sure all types of beverages, sweetened and unsweetened, are available to our members.
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Thank you for taking the time to complete this survey. If you or your institution would like to be involved in the next phases of Tallahassee Memorial Hospital's campaign for making healthier beverage choices, please email [melissa.dancer-brown@tmh.org](mailto:melissa.dancer-brown@tmh.org)

**See Attachment H -MAMVA MEDIA RELEASE**

Q1 BF Policy & Leon Breastfeeding Policy Task Force meeting dates: Breastfeeding Coalition meeting- October 11 and October 13, November 8, Breastfeeding Policy Workgroup meeting-November 15 and December (no meeting)

Continuing to work on deliverables in strategic plan:  
Monthly article in TD and other media sources promoting breastfeeding

BF Workgroup has continued representation on the Family Friendly Employer's Task Force

The workgroup assisted with the planning of TMH's Breastfeeding Symposium for Physicians held on October 14<sup>th</sup>. Courtney Atkins, Dr Judy St Petery and Dr Jo Brown participated as panelists.

Mamava- BF Workgroup members Courtney Atkins, WCL and Betsy Wood, FSU Public Health Program facilitated the acquisition of the MAMAVA breast pumping and feeding POD in the Tallahassee airport

Q2 BF Policy & Leon Breastfeeding Policy Task Force meeting dates:

Breast Feeding Policy Workgroup meeting-February 14 & February 21  
Courtney Atkins and other workgroup members attended -TMH's Baby-Friendly Designation Accreditation Roundtable -February 8

# Tallahassee airport adds breastfeeding 'pod' for traveling moms

Ryan Dailey, Democrat staff writer

Published 1:43 p.m. ET Dec. 19, 2017 | Updated 7:35 p.m. ET Dec. 19, 2017



*(Photo: Special to the Democrat)*

Moms who are catching flights out of Tallahassee International Airport with their most precious cargo in tow will now have a private, clean place to breastfeed before boarding.

On Tuesday, the city of Tallahassee announced the installation of a lactation suite, made by a Vermont-based mom-owned company. The suite was donated by several local organizations and nonprofits.

The 4-foot by 8-foot suite is described as a "self-contained, mobile pod with comfortable benches, a fold-down table, an electrical outlet for plugging in a breast pump and a door that can be locked for privacy."

The pod is located in Concourse A, just after passengers go through security. It is meant for individual use but can fit more than one person.

The donating organizations are collectively known as the Breastfeeding Policy Workgroup, which includes Whole Child Leon, Capital Area Breastfeeding Coalition, Tallahassee Memorial HealthCare, FSU College of Medicine and Public Health Program and the Leon WIC Program.

Courtney Atkins, director of Whole Child Leon, said her organization had been looking to purchase one of the pods but they were out of their desired price range – until an anonymous in-kind donor stepped up. She said the addition is a step toward fulfilling the mission of Whole Child and their partnering organizations.

"We're trying to increase the number and duration of women breastfeeding, especially in the African American community," Atkins said, "making sure that women understand their rights to have a place to pump."

Atkins said the pod is "tucked away" in the airport, located adjacent to the gift shop.

"I think it makes a statement when you're coming into Tallahassee or visiting and that we're a breastfeeding-friendly community," Atkins said.

Read or Share this story: <http://www.tallahassee.com/story/news/2017/12/19/tallahassee-airport-adds-breastfeeding-pod-travelling-moms/965075001/>

**See Attachment I Wesson Early Childhood Pilot Project Concept Paper**

## Attached I Early Education Pilot Program

### Early Education Pilot Program South City/Apalachee Ridge Proposal

#### Background

There are a number of ongoing community initiatives around enhancing early childhood experiences in the Tallahassee/Leon County community. Whole Child Leon is working with other community partners to leverage resources and to ensure that these efforts are coordinated.

#### Wesson Early Education Pilot: Description

Whole Child Leon is exploring the feasibility of an early education pilot program to serve the South City and Apalachee Ridge neighborhoods. While plans are still in formulation, the current concept includes a high quality early education center with strong school-family partnerships - much like the community school model that is contemplated for elementary students. Leon County Schools, through Superintendent Hanna, has agreed to explore the use of the Wesson School property for these purposes. Any program would build on existing programming at Wesson currently offered through Head Start and Leon County Schools, and would help lay the groundwork for the “cradle to college” efforts currently under consideration with Purpose Built Communities.

#### Target population and Scope of Work:

**The target population are children and families in the South City and Apalachee Ridge neighborhoods most at risk of social exclusion** impacted by factors such as: low family income, low birth weight, single parenthood, increased parental stress, low parental education, lack of stimulating experiences at home, lack of responsive interactions at home, low access to supports and services.

To determine feasibility of implementation and community needs, a community readiness self-assessment will be conducted. Through the assessment the community will:

1. Identify and document community goals
2. Gather information about all models under consideration including Educare
3. Identify and establish a community-level partnership team
4. Convene community partnership leaders to complete assessment
5. Share the results of the community readiness self-assessment

#### Deliverables

1. Project document with community needs and goals
2. Catalog of up to three models to address community needs
3. Contact list of community partnership leaders in excel format
4. Agendas for meetings with partners
5. Interview transcript files
6. Findings report in power point format with detailed appendices
7. Draft of community agreement
8. Survey Monkey completed assessment

**Time line of the project** February 1, 2018 to July 1, 2018 (see Note 1 in Task matrix)

**Reporting:** Courtney Atkins, Executive Director, Whole Child Leon

## ANNEX 1

### Tasks matrix

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#### Tasks

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##### **Identify and document Community Goals with internal staff**

- Meeting with Whole Child Leon and local government staff
  - Go over Terms of Reference, obtain inputs, and discuss collaboration plans
  - Identify early childhood education goals for the community and project
  - Assess needs and identify issues to address with Educare
  - Identify criteria to determine fit and compatibility between internal goals and the goals of the models or approaches to consider
- Prepare project document including needs, goals, and criteria

##### **Gather Information:**

- Review/research inputs from internal team
- Review the Educare Inquiry materials packet carefully
- Review Educare website, Educare model and approach.
- Identify and document up to two additional models under consideration
  - Schedule and coordinate meeting with FSU and FAMU staff to present alternative model
  - Facilitate meeting
  - Review evidence on Educare and other models from academic journals
  - Prepare a model catalog containing a summary of the proposed interventions to address community needs

##### **Identify and Establish a Community-Level Partnership Team:**

- Brainstorm partnership team with WCH and Leon County staff
- Prepare excel sheet of contacts with inputs received

##### **Convene Community Partnership Leaders to Complete Assessment**

- Develop a process by which identified partners will provide input and participate in the Educare CRSA discussion
  - Test out the assessment with WCL staff to determine real time length
  - Adapt the assessment depending on the stakeholder if necessary
  - Create Survey Monkey account and upload surveys
  - Develop agendas for every convening and discussion so that partners know what to expect, can come prepared and so the conversations track against an intended timeline for completion of the assessment
- Schedule interviews with individual team members to share parts of the assessment and get responses
  - Leaders from the Head Start and Early Head start (2)
  - Business community and anchor philanthropic organization(s) (4)
  - Education partner organization (i.e. school district, ELC, Dep of Edu) (3)
  - State-level advocate partners who advocate on behalf of ECE (4)
  - Parents and families from the community (4)

Other organizations: social service agencies, housing communities, health- and mental-health-care providers, museums and cultural centers (5)  
Follow up with team members to ensure Survey Monkey has been completed

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## Tasks

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### **Develop Community Readiness Self-Assessment report**

Coordinate transcription of audio to text (transcription costs using rev.com \$1 per minute and 12hrs turn around- this price is paid separately)  
Review survey monkey responses and tabulate missing data from interviews  
Analyze and code transcriptions and survey monkey  
Prepare report detailed in power point format

### **Workshop to share the Results of the Community Readiness Self-Assessment**

Coordinate meeting to share results  
Draft agreement that all community partners understand and are comfortable with the assessment results  
Share and discuss the results of the CRSA and present agreement for partnership participants approval

### **Share the Results with the Educare Learning Network.**

Submit a completed survey to the Educare Network via the Survey Monkey web link provided.

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## ANNEX 2

### **Educare model summary**

“Educare is a birth to age five early education program designed to reduce the achievement gap between children from low-income families and their more economically advantaged peers through high-quality center-based programming and strong school–family partnerships” (Yazejian et al., 2017). “Although it is a Head Start /Early Head Start program, Educare represents a hybrid between the national public program and a model demonstration project. All Educare schools must meet EHS performance standards, but as Educare schools, they must meet additional standards” (Yazejian et al., 2017). “Educare incorporates four innovative practices that show promise for improving children’s outcomes: data utilization, coaching and ongoing professional development, high-quality teaching and interactions, and strong school–family partnerships. Although no single study has revealed the most “active ingredient” in successful ECE programs, the quality features typical of Educare programs have been implemented and evaluated in a variety of settings and auspices” (Yazejian et al., 2017). The first randomized control trial of Educare tracked children for one year. Results show “significant differences favoring the treatment group on: auditory and expressive language skills, parent-reported problem behaviors, and positive parent–child interactions. Effect sizes were in the modest to medium range. No effects were evident for observer-rated child behaviors or parent-rated social competence. The overall results add to the evidence that intervening early can set low-income children on more positive developmental courses” (Yazejian et al., 2017)<sup>1</sup>.

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<sup>1</sup> Yazejian, N., Bryant, D. M., Hans, S., Horm, D., St Clair, L., File, N., & Burchinal, M. (2017). Child and parenting outcomes after 1 year of Educare. *Child Development*, 88(5), 1671–1688.

**See Attachment J**

Q1 Maternal Child Health Equity Collaborative meetings: October, November 3 and December 15<sup>th</sup>

Q2 Maternal Child Health Equity Collaborative meetings: January 19, and March 27  
Meetings are used for planning the June 2018 MCHEC Community Conference with Dr. Gail Christopher as keynote speaker.

**Maternal Mental Health Community Advisory Board (MMHCAB)**

March 27, 2018

12:30 – 2:00

1126 Lee Avenue

**Meeting Agenda**

*The MMHCAB **Mission** is to facilitate community collaboration and to serve as a forum for the exchange of ideas, information and resources to help identify and treat women with depression by linking them to quality services and treatment while supporting research that leads to community awareness, education, action and outcomes.*

**Agenda**

- Welcome
- Discussion Item – Review Accomplishments and Next Steps developed at the last meeting
- Perinatal Mental Health Awareness Week – Second week in May
- 2<sup>nd</sup> Annual Perinatal Mental Health Conference – August 23-25<sup>th</sup> (Orlando)
  - Sponsorship Opportunity
- Update: Florida Families First Act (SB138/HB937)
- Announcements
- Next Meeting
- Adjourned

## Progress/Accomplishments and Short Term Goals Identified During Meeting

### Accomplishments:

#### Advocacy/Outreach and Training

- Established Programs and Services
- Greater Shared Focus/Integration
- Toolkit – FSU COM/MMHCAB
- Missions are aligning/Increased Collaboration
- MMHCAB – model across the state
- Messaging – being developed (Sachs)
- Training and Education has increased
- Perinatal Mental Health Awareness Week

#### Clinical Services

- New Programs Implemented
- B.H. integrated in Primary Care
- Navigator Positions are being developed to assist with warm handoffs
- **Research** - Increased research integration in the clinical setting
- **Policy** – Development of SB 138

### Next Steps:

#### Advocacy/Outreach and Education

- In-depth Community Engagement – neighborhood level focus, increase efforts in priority neighborhoods
- Increase outreach with local providers
- Distribute Crafted messaging
- Increase awareness about services
- Increase local provider capacity through trainings

#### Clinical Services

- Address medication management needs
- Improve referral process/motivation of patients
- Continue to update and expand referral and resource guide
- **Policy** – advocate and support upcoming legislation

### The Details...

#### Accomplishments: A year in review, what we have done, local areas of improvement....

- Established Programs and Services (Advocacy/Outreach)
  - PSI Coordinators, Postpartum Wellness Tallahassee (social virtual support)
- Greater Shared Focus/Integration – ex. mental health was a focus of Mayor’s Families First Initiative and Summit, mental health was topic on H.D. surveys
- Toolkit - FSU COM/MMHCAB Toolkit created and disseminated– helpful for WIC staff, directing clients to site; opportunity to present it at the National Assoc of Perinatal Social Workers
- Missions are aligning/Increased Collaboration - FADAA, FCCMH, partnerships between hospitals (ex. Central Receiving Facility)
- MMHCAB – becoming a model across the state for other communities to replicate
- Messaging – SACHS media developing social media campaign
- Training and Educations has increased –
  - North Florida Women’s Care - increased trainings for all staff, mental health is a priority
  - ACOG has made this a state priority - Dr. Friall will do a ACOG presentation
  - 211 Family Line staff - increased focus on mental health and focusing on more in-depth m.h. questions
  - Healthy Start staff trained "Moving Beyond Depression" & "Mothers and Babies"
- Perinatal Mental Health Awareness Week recognized by city and county

- Programs/Services Implemented -
  - CRMC's MMH Intensive Outpatient Program opened
  - Moving Beyond Depression (Sharon)
  - Mothers and Babies (Sandy) – Healthy Start programs in Florida
  - NFLWC – implemented routine screenings, integrated materials in patient education, staff calls all patients in the postpartum period
- Behavioral health services integrated in primary care setting (TPCA)
- Navigator Positions developed to assist with warm handoffs (Peds- WCL/TPF/ELC) (211 is establishing one too)
- Increased research integration in clinical settings
  - EEG research on mental health at NFLWC (risk/reward predictor of depression over time)
  - CON (Susan) - Mood disorder and social support study (OB/GYN and Peds Office)
- Development of Senate Bill 138

#### **Next Steps: Moving Forward**

- Need for more in-depth Community Engagement – neighborhood level focus, increase efforts in priority neighborhoods
  - Increase engagement with families in priority neighborhoods (including the recruitment of PSI coordinators and representatives on MMHCAB)
  - Reach out to parents - Include material in Mayor's leadership parent trainings (Courtney)
  - Work with ENGAGE committee of MHCBB
  - Engage stakeholders in priority neighborhoods – Promise Zone (Sharon)
- Increase outreach with local providers
  - OB/GYN offices, Pediatricians, front office staff
  - Capital Medical Society – Dr. Dixon will be president
  - Present at TMH's OB/GYN quarterly meetings (Connie Styons)
  - Connect with Associations (NASW, etc)
- Extensive distribution of crafted messaging (SACHS)
- Increase awareness about services (PSI Coordinators info, toolkit, CRMC's IOP, etc)
- Increase local provider capacity through trainings
  - Connect with existing trainings and conferences to integrate materials (ex. NASW & Federal Healthy Starts - Sharon)
  - Increase awareness about subtle symptoms, risk factors
  - Develop core competency training
  - Continue and expand staff trainings (NFLWC)
  - Training - Motivational Interviewing
- Address medication management needs
  - Need additional pediatric psychiatrists
  - Develop Psychiatric Residency at FSU COM
- Improve referral process – warm hand off & patient motivation
  - 211 – will receive funding for a mental health navigator position to help with warm hand offs
  - Need additional motivational interview training throughout the community
- Continue to update and expand FSU COM referral and resource guide

- Policy – advocate and support upcoming legislation – will need content experts and personal stories shared during committee meeting

. Q1 meetings held: October 12, November 9 and December 14.

Meetings focused on:

- FSU Urban Planning Presentation South City: December 6
- Planning Holiday Party for SC residents at the Oliver Hill Community Center on 12/20
- Working to keep residents engaged in relevant activities in South City and on the Orange Ave development project planning with Columbia Residential and Purpose-Built Communities.
- Southside Farmer Market planning meetings /Walker ford-December 20, January 10<sup>th</sup>, South City IGrow Garden meeting-December 21

Q2 meetings held: January 11, February 9 & March 9

- SCRC/SC Neighborhood Association is working on Beautification Grant, Neighborhood Survey was developed **See Attachment K of Neighborhood Survey for COT Beautification Grant**
- February 17– SC Neighborhood Survey Day
- Purpose-Built meeting: February 2, Orange Avenue Steering Committee Meeting- Purpose Built-February 2,

Dear South City Community Member,

Thank you for taking the time to answer this survey. The purpose of this survey is to gauge interest in a South City- City of Tallahassee Neighborhood Partnership grant Beautification Project. In the past, South City residents have indicated that a neighborhood historical marker/ welcome sign would boost neighborhood morale; therefore, this survey is seeking input for the welcome sign.

1. How long have you been a resident of South City?
  - 1) Less than 1 year
  - 2) 1-2 years
  - 3) 2-5 years
  - 4) 5-10 years
  - 5) 10+ years
2. What is your favorite characteristic of South City?
  - 1) Location
  - 2) Neighbors/ Community members
  - 3) Amenities (parks, stores, food, churches)
  - 4) Nature
  - 5) Other \_\_\_\_\_
3. Do you think it is important for South City to have a neighborhood historical marker and welcome sign?  
Yes or No
4. What would a neighborhood historical marker and welcome sign mean to you?

- 
5. Where do you think the best place to put the historical marker and welcome sign to South City?
    - 1) The corner of South Monroe and Orange Avenue
    - 2) The corner of Meridian street and Orange Avenue
    - 3) The corner of South Monroe and Magnolia
    - 4) Other \_\_\_\_\_
  6. What word(s) describes South City to you? Pick up to 3
    - 1) Strong
    - 2) Resilient
    - 3) Peaceful
    - 4) Quiet
    - 5) Empowered
    - 6) Authentic
    - 7) Loving
    - 8) Fantastic
    - 9) Lively
    - 10) Friendly
  7. Do you have an idea for what South City could be known for? For example, Levy Park is "An Awesome Neighborhood"
-

8. Do you have any skills you would be willing contribute to making the sign?

- 1) Construction
- 2) Art/ Graphic Design
- 3) Wood working
- 4) Metal working
- 5) Landscaping/ Gardening
- 6) Connections to any of the above

Please leave phone number or email \_\_\_\_\_

9. What would you like to see on a South City logo?

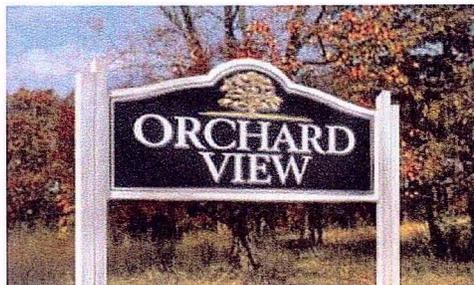
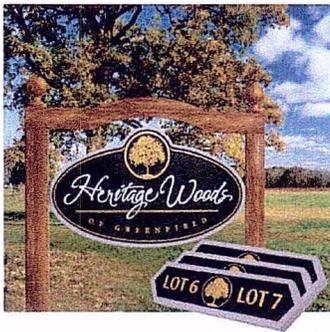
10. Are you knowledgeable about the history of the South City Neighborhood that you can share with us for this project?

Phone Number:

Email:

Best Time to Contact:

11. Below are some example neighborhood welcome signs. Please circle 2 that you would like to see in South City.



**See Attachment L UHC grant media release and workshop info flyer**

Q1 Workshop dates: November 4, November 11, November 18, December 2

Q2 Workshop dates: February 10, February 17, and February 24

Q2 Meeting: January 8, February 14, March 27 and March 28

## UnitedHealthcare Awards \$150,000 in Grants to Help Advance Food Security in Florida Communities

- **Five organizations awarded grants from UnitedHealthcare Community Plan during Children's Week**
- **More than 3 million Floridians, including 1.1 million children, have limited access to nutritional food**

January 23, 2018 05:29 PM Eastern Daylight Time

TALLAHASSEE, Fla.--(EON: [Enhanced Online News](#))--UnitedHealthcare today awarded grants totaling \$150,000 to five community organizations focused on expanding access to nutritional foods for Florida families and children.

According to Feeding Florida, 3.3 million Floridians, including 1.1 million children, are food insecure. The grant recipients, each of which have received \$30,000, will help families in North, Central and South Florida with community- and school-based programs that include mobile food pantries, learning gardens, farmer's market access, and meal budgeting, planning and cooking demonstrations.

- **Feeding Northeast Florida** ([www.feedingneff.org](http://www.feedingneff.org)) – The grant will be used to provide 4,000 low-income households in eight counties access to fresh, healthy food distributed through mobile food pantry events.
- **Beaches Emergency Assistance Ministry** ([www.jaxbeam.org](http://www.jaxbeam.org)) – The grant will fund individualized programs for 100 low-income Jacksonville beach-area residents coping with nutrition-related illness, as well as healthy-eating programs to 500 residents.
- **Feeding Children Everywhere** ([www.feedingchildreneverywhere.com](http://www.feedingchildreneverywhere.com)) – The grant will enable the organization to enhance access to fresh produce for families living in food desert communities in the Orlando area.
- **The Education Fund** ([www.educationfund.org](http://www.educationfund.org)) – The grant will fund the expansion of the "Food Forest for Schools" initiative that provides vegetable gardening and harvest programs in Miami-Dade Public Schools.
- **Whole Child Leon** ([www.wholechildleon.org](http://www.wholechildleon.org)) – The grant will provide 100 low-income, food-insecure families living in Leon County with healthy eating, meal budgeting, cooking and gardening workshops, and access to a Supplemental Nutrition Assistance Program (SNAP)-accessible farmers market.

**"They, instead, fill that void with low-nutrition, high-calorie products. In collaboration with partners like UnitedHealthcare, we are reaching out to families in need – whether it's fighting hunger today or preventing obesity in the future."**

"UnitedHealthcare is partnering with these organizations to address a significant health challenge in our state – ensuring children have the food they need to grow and be healthy," said Michael Lawton, CEO of UnitedHealthcare Community Plan of Florida. "The grants address the many facets of hunger by providing fresh fruits and vegetables directly to families living in food deserts, and nutrition education to households across the state."

Lawton introduced the grant recipients at the state Capitol during Florida's annual Children's Week. Children's Week is held during the Florida legislative session that raises awareness for access to education and health care, affordable childcare, nutrition and other childhood issues.

Dave Green, CEO of Feeding Children Everywhere, said many Floridians struggle to feed their families three meals a day, while others do not have access to fresh produce. "They, instead, fill that void with low-nutrition, high-calorie products. In collaboration with partners like UnitedHealthcare, we are reaching out to families in need – whether it's fighting hunger today or preventing obesity in the future."

According to 2017 America's Health Rankings, Florida ranks No. 14 in the nation for obesity. Nearly 28 percent of adults in Florida are considered obese.

"Getting children off to a solid start by providing them with nutritious foods will go a long way toward improving their health and quality of life," Lawton said. "UnitedHealthcare is grateful for the opportunity to support these organizations, each with a unique approach to tackling hunger and helping families put nourishing food on their tables."

### About UnitedHealthcare

UnitedHealthcare is dedicated to helping people nationwide live healthier lives by simplifying the health care experience, meeting consumer health and wellness needs, and sustaining trusted relationships with care providers. The company offers the full spectrum of health benefit programs for individuals, employers, military service members, retirees and their families, and Medicare and Medicaid beneficiaries, and contracts directly with 1 million physicians and care professionals, and 6,000 hospitals and other care facilities nationwide. UnitedHealthcare is one of the businesses of UnitedHealth Group (NYSE: UNH), a diversified Fortune 50 health and well-being company. For more information, visit UnitedHealthcare at [www.uhc.com](http://www.uhc.com) or follow @UHC on Twitter.

[Click here to subscribe to Mobile Alerts for UnitedHealth Group.](#)

### Contacts

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[jocelyn.parker@uhc.com](mailto:jocelyn.parker@uhc.com)

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# Company Announcements

UnitedHealth Group Inc

## UnitedHealthcare Awards \$150,000 in Grants to Help Advance Food Security in Florida Communities



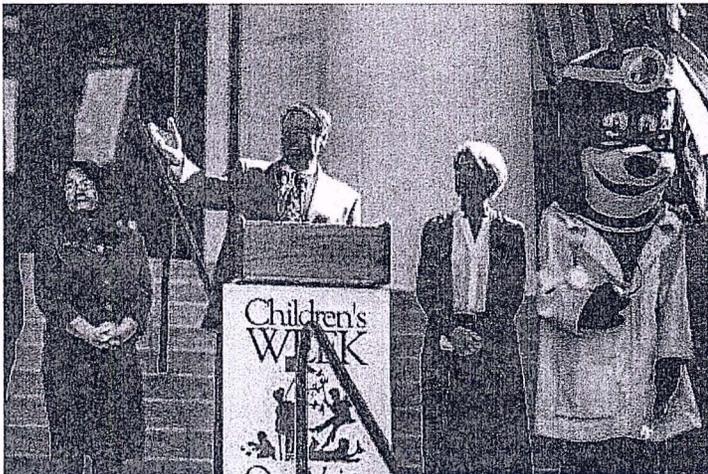
JANUARY 23, 2018 Source: Business Wire

- ***Five organizations awarded grants from UnitedHealthcare Community Plan during Children's Week***
- ***More than 3 million Floridians, including 1.1 million children, have limited access to nutritional food***

TALLAHASSEE, Fla.--(BUSINESS WIRE)--Jan. 23, 2018-- UnitedHealthcare today awarded grants totaling \$150,000 to five community organizations focused on expanding access to nutritional foods for Florida families and children.

This press release features multimedia. View the full release here:

<http://www.businesswire.com/news/home/20180123006579/en/>



Michael Lawton, CEO of UnitedHealthcare Community Plan of Florida, announces that UnitedHealthcare is awarding \$150,000 in grants to five partner organizations around the state to fight hunger and help make families more food secure during Children's Week

According to Feeding Florida, 3.3 million Floridians, including 1.1 million children, are food insecure. The grant recipients, each of which have received \$30,000, will help families in North, Central and South Florida with community- and school-based programs that include mobile food pantries, learning gardens, farmer's market access, and meal budgeting, planning and cooking demonstrations.

- **Feeding Northeast Florida** ([www.feedingnefl.org](http://www.feedingnefl.org)) – The grant will be used to provide 4,000 low-income households in eight counties access to fresh, healthy food distributed through mobile food pantry events.
- **Beaches Emergency Assistance Ministry** ([www.jaxbeam.org](http://www.jaxbeam.org)) – The grant will fund individualized programs for 100 low-income Jacksonville beach-area

at the Florida Capitol on Tuesday, Jan. 23, 2018. L to R: Lori Richards, Beaches Emergency Assistance Ministry; Lawton; Robin Safley, Feeding Florida (Photo: Lily Chanta).

residents coping with nutrition-related illness, as well as healthy-eating programs to 500 residents.

- **Feeding Children Everywhere** ([www.feedingchildreneverywhere.com](http://www.feedingchildreneverywhere.com)) – The grant will enable the organization to enhance access to fresh

produce for families living in food desert communities in the Orlando area.

- **The Education Fund** ([www.educationfund.org](http://www.educationfund.org)) – The grant will fund the expansion of the “Food Forest for Schools” initiative that provides vegetable gardening and harvest programs in Miami-Dade Public Schools.
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Lawton introduced the grant recipients at the state Capitol during Florida’s annual Children’s Week. Children’s Week is held during the Florida legislative session that raises awareness for access to education and health care, affordable childcare, nutrition and other childhood issues.

Dave Green, CEO of Feeding Children Everywhere, said many Floridians struggle to feed their families three meals a day, while others do not have access to fresh produce. “They, instead, fill that void with low-nutrition, high-calorie products. In collaboration with partners like UnitedHealthcare, we are reaching out to families in need – whether it’s fighting hunger today or preventing obesity in the future.”

According to 2017 America’s Health Rankings, Florida ranks No. 14 in the nation for obesity. Nearly 28 percent of adults in Florida are considered obese.

“Getting children off to a solid start by providing them with nutritious foods will go a long way toward improving their health and quality of life,” Lawton said. “UnitedHealthcare is grateful for the opportunity to support these organizations, each with a unique approach to tackling hunger and helping families put nourishing food on their tables.”

**About UnitedHealthcare**

UnitedHealthcare is dedicated to helping people nationwide live healthier lives by simplifying the health care experience, meeting consumer health and wellness needs, and sustaining trusted relationships with care providers. The company offers the full spectrum of health benefit programs for individuals, employers, military service members, retirees and their families, and Medicare and Medicaid beneficiaries, and contracts directly with 1 million physicians and care professionals, and 6,000 hospitals and other care facilities nationwide. UnitedHealthcare is one of the businesses of UnitedHealth Group (NYSE: UNH), a diversified Fortune 50 health and well-being company. For more information, visit UnitedHealthcare at [www.uhc.com](http://www.uhc.com) or follow @UHC on Twitter.

Click here to subscribe to Mobile Alerts for UnitedHealth Group.

View source version on businesswire.com: <http://www.businesswire.com/news/home/20180123006579/en/>

# Grow. Shop. Cook. Eat.

Join US for FUN, FREE WORKSHOPS

## Learn how to create a culture of healthy eating for your family by:

- **Growing** fruits and vegetables from your own garden!
- **Shopping** for healthy and delicious food while sticking to your budget!
- **Preparing** easy, nutritious and delicious meals!
- **Eating** healthy, easily and affordably!



**INTERESTED?** We are looking for families to sign up for this fun, **FREE** and instructive program.

### Workshop Schedule:

**Saturdays 10am – 12pm**

**February 10**

**February 17**

**February 24**

**Contact: Courtney Atkins**

Executive Director at Whole Child Leon

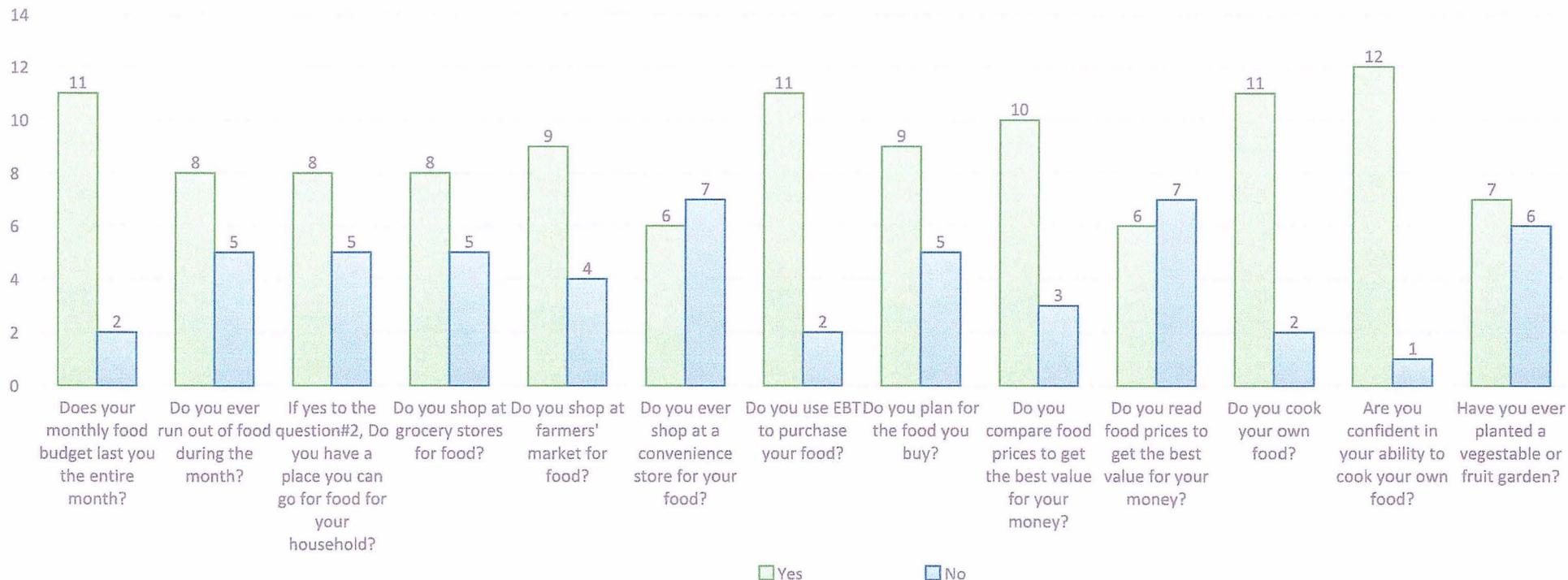
Email: [courtney@wholechildleon.org](mailto:courtney@wholechildleon.org)

Phone: 850-544-3024

UF UNIVERSITY OF FLORIDA  
IFAS Extension



# GROW. COOK. SHOP. EAT PRE-TEST



**Comments:**

**Client 1:**

08. Do you plan for the food you buy? Yes and No, Kinda or Sometime

12. Is there something that keeps you from cooking at home? None

14. On Average, how long does it take you to cook something to eat? 2-5 hours

15. How many meals do you cook per week? 7 meals

16. How often do you purchase food from a restaurant or purchase food form a convenience store? At the most once a month

17. How many sodas do you drink per day 0 ? Per week 0 ?

18. How much water (# of 8oz. glasses) do you drink per day? 3

# GROW. COOK. SHOP. EAT

## PRE-TEST

### Comments:

Client 1:

08. Do you plan for the food you buy? Yes and No, Kinda or Sometime
12. Is there something that keeps you from cooking at home? None
14. On Average, how long does it take you to cook something to eat? 2-5 hours
15. How many meals do you cook per week? 7 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? At the most once a month
17. How many sodas do you drink per day 0 ? Per week 0 ?
18. How much water (# of 8oz. glasses) do you drink per day? 3
19. If you have children, what beverage do your children drink most frequently? Milk, Water, Sometime tea
21. A. What do you think would help you and your family eat healthier? Learning more about it  
B. Anything else you want to tell us? Everything you can teach me!!!

Client 2:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? My mom sometimes doesn't let me cook in the kitchen.
14. On Average, how long does it take you to cook something to eat? 15 min
15. How many meals do you cook per week? 3 to 4 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? none
17. How many sodas do you drink per day 2 ? Per week 9 ?
18. How much water (# of 8oz. glasses) do you drink per day? 0
19. If you have children, what beverage do your children drink most frequently? no
21. A. What do you think would help you and your family eat healthier? Learning more about it  
B. Anything else you want to tell us? I like the class

Client 3:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? It's certain things I can't cook. Like chicken and things like that.
14. On Average, how long does it take you to cook something to eat? 5 min
15. How many meals do you cook per week? 1 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? I don't
17. How many sodas do you drink per day 0 ? Per week 0 ?
18. How much water (# of 8oz. glasses) do you drink per day? 0
19. If you have children, what beverage do your children drink most frequently? No
21. A. What do you think would help you and your family eat healthier? If we were convinced that we really should eat it.  
B. Anything else you want to tell us? Nothing!!!

# GROW. COOK. SHOP. EAT

## PRE-TEST

Client 4:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? None
14. On Average, how long does it take you to cook something to eat? 10 hours
15. How many meals do you cook per week? 2 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? At the most once a month
17. How many sodas do you drink per day 3? Per week 5?
18. How much water (# of 8oz. glasses) do you drink per day? 2
19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier? None  
B. Anything else you want to tell us? None

Client 5:

08. Do you plan for the food you buy? No
12. Is there something that keeps you from cooking at home? No
14. On Average, how long does it take you to cook something to eat? 30 min
15. How many meals do you cook per week? 2 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? Once a week
17. How many sodas do you drink per day 1? Per week 3?
18. How much water (# of 8oz. glasses) do you drink per day? 2
19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier?  
B. Anything else you want to tell us? No

Client 6:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? No
14. On Average, how long does it take you to cook something to eat? 2 hours
15. How many meals do you cook per week? 3 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? Once a week
17. How many sodas do you drink per day 0? Per week 2?
18. How much water (# of 8oz. glasses) do you drink per day? 7
19. If you have children, what beverage do your children drink most frequently? Milk, Water, Juices
21. A. What do you think would help you and your family eat healthier? Buying Healthy food in the grocery store  
B. Anything else you want to tell us? No

Client 7:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? None

# GROW. COOK. SHOP. EAT

## PRE-TEST

14. On Average, how long does it take you to cook something to eat? It depends on what I am cooking or 1 hours
15. How many meals do you cook per week? 2 or 3 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store?  
Restaurant not too often convenience store, none for gas station, purchase food once a month
17. How many sodas do you drink per day 0 ? Per week 0 ?
18. How much water (# of 8oz. glasses) do you drink per day? 8 to 6 per day
19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier? Being smart and eating healthier
- B. Anything else you want to tell us? No

Client 8:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home?
14. On Average, how long does it take you to cook something to eat? 30 min
15. How many meals do you cook per week? 1 or 2 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store?  
Restaurant 3 times
17. How many sodas do you drink per day 0 ? Per week 0 ?
18. How much water (# of 8oz. glasses) do you drink per day? 5 to 8 per day
19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier? Planned meals & wise shopping
- B. Anything else you want to tell us? Good information-experiences

Client 9:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? No, because nothing stops us from cooking
14. On Average, how long does it take you to cook something to eat? 30 min
15. How many meals do you cook per week? 7 meals
16. How often do you purchase food from a restaurant or purchase food form a convenience store? 7 days a month
17. How many sodas do you drink per day 4 ? Per week 28 ?
18. How much water (# of 8oz. glasses) do you drink per day? 2 per day
19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier? ?
- B. Anything else you want to tell us? No

Client 10:

08. Do you plan for the food you buy? Yes
12. Is there something that keeps you from cooking at home? No,
14. On Average, how long does it take you to cook something to eat? 1 hour
15. How many meals do you cook per week? 12 meals

# GROW. COOK. SHOP. EAT

## PRE-TEST

16. How often do you purchase food from a restaurant or purchase food form a convenience store?

Not often

17. How many sodas do you drink per day 0 ? Per week 0 ?

18. How much water (# of 8oz. glasses) do you drink per day? 32 oz

19. If you have children, what beverage do your children drink most frequently? Water

21. A. What do you think would help you and your family eat healthier? More Herbs, Fresh Veg.

B. Anything else you want to tell us? No

Client 11:

08. Do you plan for the food you buy? No

12. Is there something that keeps you from cooking at home? No

14. On Average, how long does it take you to cook something to eat? 50 min to 1 hour

15. How many meals do you cook per week? 21 meals

16. How often do you purchase food from a restaurant or purchase food form a convenience store? 8 days a month

17. How many sodas do you drink per day 1 ? Per week 3 ?

18. How much water (# of 8oz. glasses) do you drink per day? gallon a day

19. If you have children, what beverage do your children drink most frequently? Water, Juice

21. A. What do you think would help you and your family eat healthier? Growing your own fruit on vegetable is healthier, so I will be growing my own.

B. Anything else you want to tell us? No

Client 12:

08. Do you plan for the food you buy? No

12. Is there something that keeps you from cooking at home? No

14. On Average, how long does it take you to cook something to eat? 15 min

15. How many meals do you cook per week? 3 meals

16. How often do you purchase food from a restaurant or purchase food form a convenience store? None

17. How many sodas do you drink per day 1 ? Per week 1 ?

18. How much water (# of 8oz. glasses) do you drink per day? 4 per day

19. If you have children, what beverage do your children drink most frequently? Water

21. A. What do you think would help you and your family eat healthier? Learn to eat and shop smarter

B. Anything else you want to tell us? No

Client 13:

08. Do you plan for the food you buy? Yes

12. Is there something that keeps you from cooking at home? No, because nothing stops us from cooking

14. On Average, how long does it take you to cook something to eat? 15 min

15. How many meals do you cook per week? 3 meals

16. How often do you purchase food from a restaurant or purchase food form a convenience store? 7 days a month

17. How many sodas do you drink per day 1 ? Per week 1 ?

18. How much water (# of 8oz. glasses) do you drink per day? 2 per day

# **GROW. COOK. SHOP. EAT**

## **PRE-TEST**

19. If you have children, what beverage do your children drink most frequently? Water
21. A. What do you think would help you and your family eat healthier? I want to learn how to eat and shop smart
- B. Anything else you want to tell us? No

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- **Preparing** easy, nutritious and delicious meals!
- **Eating** healthy, easily and affordably!

**INTERESTED?** We are looking for families to sign up for this fun, **FREE** and instructive program.

### Workshop Schedule:

Saturdays 10am – 12pm

November 4

November 11

November 18

December 2

**To register contact: Courtney Atkins**  
Executive Director, Whole Child Leon  
Email: [courtney@wholechildleon.org](mailto:courtney@wholechildleon.org)  
Phone: 850-544-3024

**2017/18 QUARTERLY REPORT See Attachment L**

Agency: <b>Whole Child Leon, Inc.</b>	Program:	Category:
Reporting Period (Check One):: 1st Quarter ___ 2nd Quarter <u>X</u> 3rd Quarter ___ Year-End ___		
Contract Type/Funding Source (Check One):		
<input type="checkbox"/> CDBG (Community Development Block Grant)	Number of Unduplicated Clients to be served per 2017/18 Contract, Attachment A:	
<input type="checkbox"/> Change for Change		
<input checked="" type="checkbox"/> General Revenue		
<input type="checkbox"/> GR Special Project		
<input type="checkbox"/> Promise Zone		

**Section 1: Unduplicated Persons Served**

PERSONS SERVED, RACE:	Black/ African American	White	Asian	American Indian or Alaskan Native	Native Hawaiian/ Other Pacific Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian/Alaskan Native & Black/African American	Other Multi-Racial	TOTALS
Male	528	532	52							68	1180
Female	532	639	63							74	1308
Other											0
<b>TOTALS</b>	1060	1171	115	0	0	0	0	0	0	142	2488
<b>ETHNICITY:</b>											
Hispanic	66	72									138
<b>AGE CATEGORIES:</b>											
Birth - 5	75	82	38							45	240
6-12	74	128	15							33	250
13-18	57	66	3							11	137
19-25	227	193	12							13	445
26-39	230	187	16							17	450
40-54	172	242	11							14	439
55 & above	237	246	25							19	527
<b>TOTALS</b>	1072	1144	120	0	0	0	0	0	0	152	2488
<b>INCOME LEVELS: * AMI = Area Median Income</b>											
LOW (51-80% of *AMI)											0
VERY LOW (31-50% of *AMI)											0
EXTREMELY LOW (30% & below *AMI)											0
Other											0
<b>TOTALS</b>	0	0	0	0	0	0	0	0	0	0	0
<b>HOUSEHOLDS:</b>											
Total Female-Headed Households Served:											
Total Household Served:											

**FY 2017 Income Guidelines: \*Leon County, Florida**

Area	Median Income	Income Category	Household Size							
			1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Leon County	\$68,400	Low (80%) Income Limits	\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500	\$67,850	\$72,250
		Very Low (50%) Income Limits	\$23,950	\$27,400	\$30,800	\$34,200	\$36,950	\$39,700	\$42,450	\$45,150
		Extremely Low (30%) Income Limits	\$14,350	\$16,400	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

\*NOTE: Leon County is part of the Tallahassee, FL HUD Metro FMR (Fair Market Rent) Area. The Tallahassee, FL HUD Metro FMR Area contains the following areas: Gadsden, Jefferson, and Leon counties.

**Census Tract Data & Number of Clients Served Per Tract Area for Current Reporting Period**  
**PROMISE ZONE CONTRACTS**

**ONLY FOR**

Census Tract Number	Number of Clients Served In Census Tract Area	Census Tract Number	Number of Clients Served In Census Tract Area	Census Tract Number	Number of Clients Served In Census Tract Area
2		18.01		24.12	
3.01		18.02		24.13	
3.02		19.01		24.14	
3.03		19.02		24.15	
4		20.03		24.16	
5		20.04		24.17	
6		20.05		25.05	
7		20.06		25.07	
8		21.01		25.08	
9.01		21.03		25.09	
9.04		21.04		25.1	
9.05		22.01		25.11	
10.01		22.05		25.12	
10.02		22.06		25.13	
11.01		22.07		26.03	
12		22.08		26.04	
13		23.02		26.05	
14.01		23.03		26.06	
14.02		23.04		27.01	
15		24.03		27.02	
16.01		24.08			
16.02		24.1		<b>Total Clients:</b>	<b>0</b>
17		24.11			

Shortcut to American FactFinder website address and instructions: **TO BE REPLACED**

**(Step 1)** <http://factfinder.census.gov>; **(Step 2)** Press icon American FactFinder; **(Step 3)** press icon Address Search

\*\*In accordance with the Department of Housing and Urban Development, a homeless individual is an individual who lacks a fixed, regular, and adequate nighttime residence, or an individual who has a primary nighttime residence that is:

§ a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels,

§ an institution that provides a temporary residence for individuals intended to be institutionalized;

§ or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

## **Domestic Violence Coordinating Council (DVCC)**

## EXHIBIT B

### NON-DEPARTMENTAL FUNDING AGREEMENT

#### Agency Performance Report Format & Instructions

Agency Name: **Domestic Violence Coordinating Council**

1. **Program Name:** Domestic Violence Coordinating Council (DVCC)
2. **Program Objective:** National Coalition Against Domestic Violence (NCADV) and Federal VAWA research consistently show that the communities most successful in reducing domestic violence (DV) all have two things in common - a well-coordinated community response (CCR) and a large amount of public awareness. As such, the main purpose of the DVCC is to encourage a well-coordinated community response to domestic violence, provide public awareness, and prevention of domestic violence.
3. **Services provided:** The DVCC consists of agencies working with victims and perpetrators of DV including Refuge House, the State Attorney's Office, University Victim Advocacy units, TCC, TPD, LSCO, Batterer's Intervention Programs, Probation, Oasis Center, PACE, Elder Care programs, among others. Striving to reduce DV in the Tallahassee area, the DVCC holds the area's only monthly meetings where all players may gather to ensure a well-coordinated community response to DV. The meetings serve to encourage better coordination of services between agencies, ensure that there are no gaps in services, and to resolve any issues that arise in service delivery between agencies. In addition, public awareness and education events/workshops are provided around the community with a current specialization in prevention education for teens. The goal of the awareness events is to help citizens and potential victims identify the red flags associated with domestic violence as well as how to identify and assist victims who might otherwise go unnoticed.
4. **Services Delivery Strategy:** The DVCC members meet monthly at Leon Human Services to discuss any issues regarding smooth service delivery or problems. Being in regular contact with one another allows the various agencies and advocates fighting domestic abuse to communicate more effectively, to address problems as they arise, and to maintain a more friendly interaction between those working in tandem on cases. Awareness and training events are held at key locations around town including community and teen centers, or where requested. These events target specific populations who often come into contact with victims of domestic abuse, and are open to the public. The DVCC seeks to work with populations that are not currently being served or are underserved by other agencies. By having all involved agencies meet monthly to coordinate and communicate, and by bringing a wider understanding of the issue to the public, the DVCC aims to mitigate domestic abuse in our community.
5. **Target Population:** The DVCC seeks to educate the community as whole and make citizens more aware of the dangers of domestic abuse. We also seek to educate potential victims and perpetrators

of domestic violence with a current focus on prevention through education of area teens. Each year during our planning meeting, members discuss what areas or populations they feel need more attention (based on their current work and experiences.) Based on these discussions special target populations for each new year are identified. In the past, they have included medical personnel, university athletes, college campuses, churches, child care staff, the elderly, and teens. Over the last two years, special attention has been paid to prevention efforts with teens and seniors.

6. **Method used to effectively reach target population:** While the DVCC strives to bring awareness to domestic violence in a number of ways, our current most pressing focus is on **prevention**. NCADV reports show that while the number and effectiveness of services for victims has increased dramatically, the actual number of incidents of domestic violence continues to rise. In essence, perpetrators move on to new victims, and/or new perpetrators surface every day.

To combat this problem on the front end, the DVCC has focused on prevention via education and awareness efforts with teens in the Tallahassee area. We begin by hosting a number of Teen Rallies on Healthy Relationships at community and teen centers around town. These are large (100-150 kids), fun pep-rallies with music, food, prizes, games, and even a basketball shootout. Local celebrities and athletes often appear and our hostess is Shonda Knight of WCTV, who conducts a jeopardy style quiz game to get the kids thinking about dating abuse and violence. The goal is to start the conversation and make them aware of the differences between healthy and unhealthy or even dangerous relationships.

Past conversations with area teens have taught us that teens tend to discuss relationship issues mainly with other teens. At the same time, few teens know what to say or how to help friends in abusive situations. So, the DVCC began a program to give teens more intensive education they can in turn share with other teens, launching the Certified Teen Peer Advisor program. In the weeks following the Rallies, we return to the center to provide more in-depth training to groups of teen leaders, endowing them with certification as Peer Advisors. This training includes important knowledge on healthy vs. unhealthy relationships but more importantly, it provides teens with new communication skills and techniques they can use to prevent angry outbursts and violence. These are tools and skills teens can use throughout their lives to improve *any* relationship. Once a teen has become a Certified Peer Advisor, their school guidance counselor and principal are notified that they are equipped to help others in need. Due to the popularity of the rallies and the certification program, the DVCC has also provided Certified Peer Advisor workshops at area schools including Godby, Rickards, and Ghazvini Learning Center. In addition, the DVCC has formed a Teen Advisory panel made up of Tallahassee Youth Leadership representatives. To date three different classes of TYL students have become Certified Peer Advisers. Through participation in other DVCC events, additional teen groups such as

PACE School for Girls, Omega Lamplighters, and the Tallahassee Housing Authority have requested and received Teen Peer Adviser workshops on several occasions. This year we also provided Peer Adviser workshops for college fraternities including the FAMU Omega Psi Phi chapter.

In addition to these workshops, the DVC participated in the MHBW Teen Summit for the second year in a row this February. Eight different workshops were provided for groups of teens in a rotation from 8am – 2pm. At this time, there are approximately to be 585+ teens serving as Certified Peer Advisors in our area. The DVCC attempts to remain in contact with all of these teens through a Group Me app (as well as Facebook, Instagram and other social media avenues.) In addition, the DVCC has launched and ever growing social media presence. Through the teen rallies and word of mouth we are building a following on a number of social media sites that allow us to send information to the teens on an ongoing basis.

The DVCC recently held a Teen Rally on Healthy Relationships at the Pinewood complex of the Tallahassee Housing Authority. DVCC Members have noticed an upswing in domestic violence in the public housing complexes and decided to focus on residents for prevention through workshops and education. There were approximately 142 in attendance (12 of which were already certified Peer Advisors) and school supplies were donated by a sponsor partner. Guest speaker Sheriff Walt McNeil of the Leon County Sheriff's Office talked to the teens about making good decisions and TPD Community Relations officers were on hand to join in the fun and help the teens realize that officers can be friendly. In addition, representatives from the Dept. of Highway and Motor Safety brought their Drunk Goggles and Drunk Driving exhibits to help the teens understand the severe impairment that comes with alcohol consumption. See not only the teens but the police officers and other adults wobbling on the course was a crowd favorite! The subsequent Teen Peer Advisor workshop had 14 participants. Another Teen Rally is scheduled for the Palmer Monroe Teen Center in 2018.

Our success with this model has sparked the Senior Peer Advisor program. Like the teen workshops, trainings held for senior citizens at various Senior Lunch and Learn sights around Leon County are designed to help seniors identify and assist their peers who may suffering from elder abuse. The DVCC has made presentations to all eight Senior Lunch and Learn sites and has been conducting more in-depth trainings at these sites throughout the past year.

The DVCC also held its annual March to End the Silence on Domestic Violence in October 2017. The March was a community wide event consisting of three groups marching from the Capitol, FSU, and FAMU to convene at the TCC Capital Center for a BBQ dinner and an evening of survivor speakers as well as a brief workshop on how individual community members can do safe bystander interventions.

Attendance was expected to be about 150, but surged to 190. Approximately 70 of the attendees were athletes from TCC who were brought by their coaches. As athletes are a key demographic with a history of domestic violence issues, this was a wonderful and important addition to the event. Each year features a different theme. Past themes included clergy and church staff survivors, college survivors, and celebrity survivors showing that domestic abuse can happen to anyone. This year the event featured a survivor who survived a viscous knife attack and now speaks to others about the warning signs of danger she missed. This event was widely covered by area news media, both print and TV, and reached untold numbers of our community with important information on abuse. Evaluations from participants were overwhelmingly excellent as they found the speaker incredibly moving and inspiring, and the following information essential to moving forward as a community member focused on ending violence.

7. **Program Resources:** The DVCC is an incredibly resourceful group, operating from donated space and office equipment, and **one part-time staff person**. In addition, the DVCC obtains many in-kind donations of goods, event space, and volunteer services. All of the DVCC's events are coordinated and provided by DVCC members as volunteers. Through this cooperation, we are able to accomplish more than other groups with far more staff. The DVCC total budget is \$49,400 with a large portion of funds going directly to services.
8. **Program Capacity:** Open ended – larger events see 150 - 200 participants, individual workshops normally have 10 - 30 participants.
9. **Number of Participants:** 556 (past 6 months)                      Cost per Participant: \$8
10. **Program Goals:**
  - Short-term – monthly meetings for agency coordination, public awareness and teen education.
  - Intermediate - improved inter-agency coordination and effective resolution of service delivery issues; teens and adults using education and awareness of domestic violence to identify and assist victims of abuse (including themselves) who might otherwise go unnoticed; prevention of some cases of domestic abuse due to advanced awareness of the issue; teens using healthy communication skills to mitigate anger and avoid violence in relationships.
  - Long-term – reduced rates of domestic abuse in our community.
11. **Objectives** (Intended impact/outcome results)  
Goal One: Well-Coordinated Community Response
  - Activities – Monthly meeting of agencies working with DV victims or perpetrators.
  - Time Frame – Third Wednesday of every month (except December)
  - Key Performance Indicators (Quantifiable) – 16 Member agencies with quorum reached regularly. Each meeting concludes with an Open Discussion of any new issues members wish to discuss or resolve.
  - Outcome Measures – There exists a working list of agencies and reps who any member may contact to follow up on a case, client, or service quickly and efficiently. There also exists a

friendly connection between agencies and their staff allowing for better communication than in the past. As a result, there is less aversion, rivalry, and opposition to the needs of other agencies as has been seen in the past.

## Goal Two: Public Awareness and Education

- a. Activities – Teen Rallies, Certified Peer Advisor Trainings, Senior Lunch and Learn Presentations, Awareness march and Dinner
- b. Time Frame – October, 2017 – March, 2018
- c. Key Performance Indicators (Quantifiable) – In the past 6 months, 142 teens attended the Teen Rally, 246 teens have participated in the Certified Peer Advisor training, 191 people attended the Awareness March, and 22 seniors have attended the Senior Lunch and Learn presentations. At each event we provide participants with an Evaluation Sheet which allows for comments and suggestions as well as ratings of the event. The evaluations were overwhelmingly positive and are in attachment A.
- d. Outcome Measures – As a result of the Teen Rally, 18 teens asked to participate in the Certified Peer Advisor training. These teens expressed a desire not only to learn more themselves, but to be able to help friends in need. As we move through spring, the DVCC will be conducting follow-up surveys to gauge how effective this approach is in getting information out amongst other teens. Six months and then one year after their certification, we continue to poll the teens as well as their counselors/principal to see if they were able to use the information to help others or themselves. In addition, we have begun offering follow-up sessions to keep their skills intact. These sessions involve advanced information, role-play opportunities and other interactive learning tools.

Peer Advisors are given a special t-shirt as well as a certificate, and their principals and guidance counselors are notified that they are available to help others. Thus far, several guidance professionals have reported (unsolicited) that teens are wearing their shirts to advertise the concept of Love is Respect (on the shirt front) and the fact that they are Peer Advisors. These guidance counselors have reported referring teens to a peer advisors successfully. Some reported a noticeable sense of pride the students who completed the certification felt in their new status. They often wear their Peer Advisor t-shirts and are eager to help others. During group discussions and follow-up sessions the students have said that they are much more active in “calling out” others for abusive behavior and try to be role models for the communication skills they learned.

After our most recent Awareness March, the DVCC was contacted by 6 different people who wanted to share their stories of abuse and get involved as advocates with DVCC events. Each time we hold an event, invariably someone will approach us afterward to tell his/her story and express relief and comfort in knowing they are not alone.

12. **Data Collection Method:** Anonymous evaluations/surveys
13. **Number of Participants that left or were dropped from the program:** 0
14. **Provide Participants demographic data:**

County-wide, with a large number of lower socio-economic citizens. (Adult events tend to be an even mix.)

15. **If possible, please provide participant program satisfaction data: (surveys, etc.)** See A
16. **List any agency partnerships and collaborations related to this program.** Aside from the 16 collaborating agencies that make up the DVCC, in the past six months we have worked in conjunction with all agencies in Attachment B.

## ATTACHMENT A

### Evaluations Summary

Teen Rally on Healthy Relationships – Pinewood THA Site (142 participants):

- I learned something new -98% Agree/Strongly Agree
- I learned something I will be able to use – 97% Agree/Strongly Agree
- I enjoyed the Teen Rally – 100% Agree/Strongly Agree
- Number signed up for Certified Peer Advisor training – 18
- Number attending Certified Peer Advisor training - 28

Certified Peer Advisor Workshops (245 total participants):

- I learned something new -99% Agree/Strongly Agree
- I learned something I will be able to use – 98% Agree/Strongly Agree
- I am confident that I can now help others – 92% Agree/Strongly Agree
- The training was worth my time – 99% Agree/Strongly Agree
- I will be able to use these skills in the next 6 months – 72% Agree/Strongly Agree
- Overall I am satisfied with this training – 99% Agree/Strongly Agree
- Comments – students overwhelmingly found the **In Their Shoes** game a favorite part of the workshops. This game involves the teens walking in the shoes of different teen victims by following their stories and interactively choosing different actions for the teens, leading to various outcomes. This is done by moving from station to station reading cards that describe the abused teen's thoughts and actions as well as those of the abuser. This game, which is based on real teens and their experiences, brings the issue of dating abuse home for teens with scenarios and voices they can relate to. There have been only 4 negative comments on the anonymous evaluation sheets: two wishing there were different flavors of pizza offered and on one occasion, that it was shorter. One person did not like the game because he/she didn't like having to read the cards.

In addition, there are very enthusiastic comments and discussions regarding the information provided on communication skills. Students often say they have never been taught these simple and easy-to-learn active listening and positive communication techniques and are very excited to put them to use. We explain that these communication skills are helpful in all relationships including those with family, teachers, and friends. In recent follow-up sessions, students say these are the skills they have been able to use the most.

Seniors most appreciated the direct resource information and contact numbers. They also liked the scripted suggestions on how to start a conversation about elder abuse with friends and relatives. Many said they wished the workshops were longer to continue the group discussions. (The Senior workshops are approximately one hour in length.)

March to End the Silence on Domestic Violence (191 participants):

- I learned something new -95% Agree/Strongly Agree
- I learned something I will be able to use – 98% Agree/Strongly Agree
- I am confident that I can now help others – 86% Agree/Strongly Agree

- The training was worth my time – 100% Agree/Strongly Agree
- Overall I am satisfied with this training – 100% Agree/Strongly Agree
- Comments - At this year's march, there were an unusually large amount of marchers from TCC. The baseball and softball coaches made it mandatory which amounted to 70 of the 93 people marching from the steps of the Capitol. The coaches explained that they felt student athletes need to consider more than just their sport. As they are often role models for other young people, they must use their status and peer pressure if needed, to help others understand the issue of domestic violence. There were approximately 30 marchers from FAMU including several fraternity members – a key target demographic for DV work. FSU Social Work and Med Students led the march from the Westcott Fountain.

The event included the premier of Sad Truths, a new anti-DV rap song produced by local celebrity rapper TaReef KnockOut specifically for the DVCC. The song includes audio relating to the 2015 Tallahassee death of Jawanna Glover in a murder/suicide and has been endorsed by her mother. The song was very well received by the group and we hope to use it to better reach young people.

## ATTACHMENT B

### Collaborative Partners

- Arise Defined Basketball Program
- Omega Lamplighters Teen Boys Service Fraternity
- Omega Psi Phi Fraternity - FAMU
- Leon County Senior Lunch and Learn
- National Hook-Up of Black Women
- NHBW Teen Strength Program
- Godby High School
- Rickards High School
- Tallahassee Youth Leadership, Chamber of Commerce
- First Commerce Credit Union
- Publix
- Tallahassee Housing Authority
- The National Football League
- Hungry Howie's Pizza
- WCTV, WTXL
- Enterprise Rentals
- Fed Ex Office
- Joyful Expressions of Tallahassee
- Seminole Productions
- FSU Institute for Family Violence Studies
- FAMU Counseling Center
- TCC Athletics
- B&B Sporting Goods
- PACE School for Girls
- St. Paul's United Methodist Church

## **United Partners for Human Services (UPHS)**



**Agency Performance Report October 1, 2017-March 31, 2018**

**Agency Name:** United Partners for Human Services (UPHS), Inc.

**Program Objective:** UPHS serves the human service nonprofit sector which is comprised of 1,800 employees. UPHS membership is 65 human service nonprofit organizations. UPHS members touch the lives of every Tallahassee citizen and UPHS' primary work is to help them be the best they can be – either through increasing communication, increasing their capacity to serve those in need, or by increasing the community's understanding and support of the human service sector.

**Overall Purpose, Goals and Objectives of the project:** The purpose of the County contract with UPHS is to build capacity of the human service nonprofit sector with trainings on such issues as: fiscal management, bylaws, board responsibilities, legal requirements for a nonprofit, and fundraising; as well as to serve as a resource to County government on human service issues.

There are four components of this project, all designed to strengthen the capacity of non-profit agencies in our community:

***Goal 1: Strengthen the ability of human service organizations to document and demonstrate what their programs are accomplishing in terms of outcomes, return on investment, and economic impact.***

**Objective 1.3** Participate in a community conversation to explore the use of common outcome measures and a framework for human service organizations to use to demonstrate their impact.

Actions will include, but are not limited to the following:

- UPHS will provide trainings to increase human service organizations' staff knowledge of evaluation and logic models.

***Goal 2: Improve knowledge and skills in the effective operation of human service organizations and programs for local human service organizations. Trainings and resources will be based on member requests and identified issues and***

***recommendations from the Community Human Service Partnership Award Letters to applicants. These include, but are not limited to the following:***

- Developing and monitoring internal fiscal controls, including fraud prevention
- Board Recruitment and Board Diversity
- Evaluation and demonstration of effective service delivery, including tracking and reporting participant and/or community based outcomes
- Staff development, training and retention
- Designing effective service delivery models, including best practices models for non-profits
- Nonprofit management and administration tasks and skills, including filing appropriate federal, state and local reporting

**Objective 1.1:** Host ongoing trainings throughout the fiscal year that address the effective operation of a human service non-profit organization, including current issues and trends.

**Objective 1.3:** Develop a resource section of the UPHS website where organizations, both members and non-members, can find relevant and timely information about best practices.

***Goal 3: Collaborate with the Chamber of Commerce Better Boards Initiative to strengthen nonprofit Board governance. Trainings and resources will be based on member requests and identified issues and recommendations from the Community Human Service Partnership Award Letters to applicants. These include, but are not limited to the following:***

- Board recruitment, board diversity, training and development, including roles, boundaries, fiduciary responsibility and oversight.

**Objective 1.1:** Host ongoing workshops throughout the fiscal year that focus on Board members including providing technical assistance support to individual agencies based on identified needs.

***Goal 4: Facilitate collaborative efforts to improve service delivery.***

**Objective 1.1:** Host at least four meetings of CHSP agencies with common service delivery systems to facilitate sharing of information and resources. The four areas include:

- Leveraging Increased Funding for Human Services
- Public Transportation
- CHSP

Over the course of the FY 17-19 UPHS will provide the sector with numerous workshops for agency staff and agency board members. Additionally, UPHS will provide networking collaboration forums facilitated for agency staff to learn about each other's programs in order to increase collaboration among the agencies. UPHS also will be hosting its annual conference in May 2018 which attracts 250 nonprofit professionals.

Training Schedule – October 1, 2017-March 31, 2018

### **OCTOBER**

- ❖ October 4, 12 noon, *Planned Giving Toolkit for Executive Director – How to Talk to Your Board Members*, 30 registrants
- ❖ October 11, *Board 101* (in collaboration with Leadership Tallahassee), 20 registrants
- ❖ October 18, 10:30 a.m., *Best Practices in Human Services – Collective Impact*, 30 registrants
- ❖ October 25, 2 p.m., *Innovative Fund-Raising Strategies*, 26 registrants

### **NOVEMBER**

- ❖ November 29, 10:30 a.m. – 12 noon, *Multi-year budgeting for CHSP and other grants*, 79 registrants
- ❖ November 30, 2 p.m. – 4 p.m., *Best Practices in Human Services – Trauma Informed Care*. 95 registrants

### **DECEMBER**

- ❖ December 1, 12 noon – 1:30 p.m. (in collaboration with the Office of the Mayor), *Family Friendly Workplaces – Practical Steps to Implement*, 55 registrants

### **JANUARY**

- ❖ January 24, *Board 101* (in collaboration with Leadership Tallahassee), 20 registrants

### **FEBRUARY**

- ❖ February 8, 2 p.m. – 4 p.m., *Program Design, Program Outcomes and Program Evaluation*, 88 registrants

### **MARCH**

- ❖ March 21, 9 a.m. – 10:30 a.m., *The Board as the Central Player in Planned Giving* (in collaboration with the Community Foundation of North Florida), 33 registrants
- ❖ March 21, *Board 101* (in collaboration with Leadership Tallahassee), 20 registrants

Additionally, UPHS CHSP Workgroup met with City and County staff regarding the future CHSP program now that United Way has disengaged from the partnership. Meetings were held on November 7, January 11 and February 22 (see agendas for the January and February meetings attached); and helped coordinate meetings with all CHSP agencies on December 1, 2017. The UPHS CHSP Workgroup is comprised of Ellen Piekalkiewicz, UPHS Executive Director; Lisa Bretz, Local Area Agencies on Aging; Sharon Tyler, American Red Cross; JC Montgomery, Living Stones International; Mandy Bianchi, Epilepsy Foundation; Rob Renzi, Big Bend Cares; Kevin Priest, CCYS; and Dan Moore, Ability 1<sup>st</sup>.

At the meetings, the following issues were identified and discussed:

#### Future of CHSP

##### 1. Two-Year Funding Cycle

- Starting in FY 18-19 a two year funding cycle will be commenced.
- Two year budgets and performance outcomes will be submitted. Budgets for October 1, 2018 – September 30, 2019; October 1, 2019 – September 30, 2020
- As is the case with state and federal multi-year contracts, CHSP funds for the second year in the cycle will be contingent on the CHSP budget line item being approved by the County and City Commissions.
- The 2<sup>nd</sup> year funds in the cycle will also be contingent on performance.

##### 2. Application Process

- The City/County Application will be separate from the United Way application. The UW will still use the CHSP Portal but will have a completely separate application to the City/County one.

##### 3. Review of the Funding Categories

- A review and evaluation of the current funding CHSP categories will be commenced in Fall 2018.
- The review will require extensive input from the community.
- City/County staff is seeking feedback and suggestions on how to proceed with this review process.
- A consultant maybe utilized in the review process to assist with identifying funding categories, community needs, and the frequency in which to review the categories in future years/cycles.

##### 4. Performance Measures

- Additional evaluation and performance measures will be expanded beyond the Promise Zone Category.
- In FY 18-19 one additional category will be added for these additional requirements.
- Currently the evaluation component is being conducted by the Center for Health Equity. Extensive technical assistance is provided as part of the evaluation process.

##### 5. Funding of UW Agencies

- City and County staff continue to try to find a way to cross-walk funding between City/County CHSP and the UW in future years. The City and County staff are seeking feedback and input on this. Staff indicated that they need an approach on this by October 2017. UPHS maintains that the UW should be regarded as any other funder – meaning like any foundation, the State or Federal government. Anticipated UW funds would be indicated on the CHSP application and perhaps some type of additional financial report could be required.

##### 6. Continued Outreach and Engagement

- Moving forward, City and County staff will be meeting with CHSP agencies at least quarterly for input on policy and process improvement to CHSP.

The key questions for the CHSP strategic plan are: 1. What are the most important strategic human service priorities for the city/county which will have the greatest positive impacts in our community? 2. What is the level of city/county investment that is needed in these priorities?

Attachment 1



**AGENDA**

**UPHS Workgroup**

**January 11, 2018**

**10:00 AM – 12 Noon**

- I. Welcome and Introductions  
Lisa Bretz, Chair
- II. Review of Timeline – Developing City/County Agenda item  
Michael Parkers and Shington Lamy
- III. Selection of Consultant – Selection Process  
Michael Parker and Shington Lamy
- IV. Review of Key Highlights from Boulder Colorado  
Process/Review UPHS white paper on priority setting process  
Ellen Piekalkiewicz
- V. Other Elements/Issues to be considered  
Interviewing key funders of services in Tallahassee/Leon County  
Inclusion of universal outcome measures  
Collaboration requirements



## **AGENDA**

**UPHS Workgroup**

**February 22, 2018**

**10:00 AM – 12 Noon**

- I. Review of Timeline  
Michael Parker and Shington Lamy
- II. Review Agenda item  
Michael Parker and Shington Lamy
- III. Framing the Process – Defining CHSP  
Ellen Piekalkiewicz
- IV. Selection of Consultant – Selection Process  
Michael Parker and Shington Lamy
- V. Other Elements/Issues to be considered
  - Interviewing key funders of services in Tallahassee/Leon County
  - Interview team for selection of consultant
  - Hold harmless
  - Next steps for Workgroup

## Attachment 2

**TO: UPHS CHSP WORKGROUP; City and County Staff**  
**FROM: Ellen Piekalkiewicz, Executive Director**  
**RE: CHSP – Priority Setting Process for FY 2020-2022**  
**Pathway to Prosperity and Well-Being**

**CHSP agencies work with people each day to help them build, maintain, and restore their physical, emotional, social and economic well-being.**

The FY 2018-2020 will be the first CHSP cycle that will be conducted without the funding partnership with the United Way of the Big Bend and will be the first two-year cycle, meaning that funding will be allocated for a two-year project. The current categories will be used for this cycle. It has been suggested that for the FY 2020-2022 a refined set of categories will be used. The process for determining these new priorities for CHSP has not yet been defined. At the CHSP meeting with City/County staff they suggested that they would like feedback from UPHS on the process to be utilized for the priority setting process. They suggested that a consultant would be hired and that they would be presented the request for funding of a consultant in the FY 2018-2019 budget. This priority-setting process could spark a new dialogue about human services in Greater Tallahassee and increase public support and investment. The end product that is produced should be a strategic plan for CHSP which would include identification of financial resources required to accomplish the priorities recommended by the community and approved by the city and county commissions.

This white paper is intending to layout some the values and issues the UPHS membership believes should govern the process and the necessary steps that need to be incorporated to have a successful strategic planning process.

### **Recruit a planning group to assist in directing the process**

In the next couple months, establish a planning group that represents all stakeholders and mirrors the diversity of the community should be established. This planning group would work with city/county staff and contracted consultants to research and develop background on key community issues based on local and national research about human services trends, best practices and demographic shifts. The planning group could also develop a mission statement and guiding principles for CHSP that would be presented to the community.

Among those that should serve on the planning group:

- Those experiencing needs to be addressed by human service agencies
- Health and human service providers
- United Partners for Human Services
- Leadership Tallahassee

- Citizen Review Team representatives
- Government officials
- Community leaders
- People whose jobs include interaction with those in need i.e. teachers, police, landlords, business owners

### **Determine what data is already available**

A good deal of information about the community already exists. An assessment document of needs and resources needs to be developed based on documents and research that already has been conducted locally such as the CHSP current program, Leon County Health Assessment, Homeless Management Information System data for Leon County, Whole Child Leon Status of the Child, the City of Tallahassee's Promise Zone application, the Status of Women and Girls 2017 Report; United Way of the Big Bend Survey; as well as the United Way of Florida's ALICE Report, South City Technical Assistance Report 2015, Map the Food Gap for Leon County, the State of Florida Substance Abuse and Mental Health Youth Survey 2016; and Healthy People 2020 (particularly the Social Determinates of Health section).

### **Figure out what other information we need**

Further involving community members, through listening sessions with focus groups that can be used to learn about the community's perspectives on local issues and options; and should include specific questions that are asked of the participants. This would give us a sense of what community members know and feel about issues, as well as resources, barriers, and possible solutions. Asset Mapping should be considered since it focuses on the strengths of the community rather than the areas that need improvement.

### **Leverage integrated policy levers in the development of the CHSP strategic plan**

- ❖ Use of population-based health data/social determinants of health; adoption of whole-family approaches; focused attention on reducing youth and family violence.
- ❖ Recognizing that employment is the engine to economic mobility.
- ❖ Building wellbeing emphasizes the need for support and reinforcement throughout a lifetime.
- ❖ Use of human services planning models and themes:
  1. Collective Impact -- Collective impact is a model of affecting change premised on the idea that large-scale social change requires broad cross-sector coordination and movement away from isolated interventions.
  2. Pathways -- The Pathways Initiative is the American Public Human Services Association's vision for designing and delivering human services. Characteristics of the model include focus on outcomes; prioritization of prevention; elimination of duplicate administration of related programs.
- ❖ Human service organizations in our community that are set up to help everyone build support in life. Human services construct a strong foundation to maintain well-being over time and also to repair well-being if it starts to break down or has broken down.

- An annual October meeting on CHSP will be held with the City and County Managers.

- 

UPHS researched other local governments that fund human services and have undergone a reprioritization of their programs. This information was provided to the UPHS CHSP Workgroup and City and County staff. UPHS produced a white paper on the future of CHSP and the process by which the community would determine CHSP future priorities (see Attachment 2).

UPHS staff advised the group that the process that Boulder, CO recently used seemed to be the best fit for CHSP (See Attachment 3).

UPHS also introduced CHSP agencies to the human service delivery system best practice of "Collective impact" which occurs when organizations and entities from different sectors agree to solve a specific social problems using a common agenda, aligning their efforts, and using common measures of success. Collective impact is not a program; it is a cross-sector community-wide umbrella structure that mobilizes the entire cradle to career system and stakeholders toward the collective, united community vision and ultimately aligns programming toward common outcomes. Collective impact is much more rigorous and specific than collaboration among organizations. ACHIEVE Escambia is a collective impact community and they came to Tallahassee to share about their experience with implementing collective impact. They indicated that for the first time in Pensacola community, business, government, healthcare, faith-based, law enforcement, military and judicial sectors are all coming together to hold themselves accountable to measuring and making improvements in a core set of outcomes.

Mission: "To create a healthy, socially thriving and inclusive community by providing and supporting innovative services to Boulder residents in need."

Purpose:

- Evaluate social problems and conditions in the community and provide the means and capacity to respond to identified social issues and concerns;
- Work toward solving social problems and improving social conditions through city coordination and cooperation with other entities (federal, state, local, public and private agencies, civic action groups and residents);
- Develop and implement programs to respond to social problems and conditions.

Guiding principles:

- Safety Net Services: HS supports services ensuring physical and mental health care, food and nutrition, emergency shelter, transitional housing and housing for very low-income residents in order that basic, life-sustaining needs of residents are met.
- Community responsibility and social equity: HS has a responsibility to ensure a quality environment that promotes a livable community for all its residents.
- Economic and social diversity: Boulder is a mosaic of people of differing incomes, ages, abilities and cultures. HS is committed to respect, value and support each member of the community and to seek elimination of all forms of discrimination.
- Self-sufficiency: HS supports services that provide opportunities for each individual to reduce dependencies and increase self-reliance through self-improvement.

Priorities:

- Support individuals and families throughout the life cycle;
- Balance prevention, intervention and treatment (crisis) services;
- Provide for home, community and school-based services;
- Build upon strengths of individuals and families;
- Create and support collaborative partnerships;
- Integrate social concerns with community development;
- Build community capacity to support residents;
- Assess organizational and service effectiveness to ensure efficient use of public resources; and
- Evaluate service outcomes to ensure cost-effective stewardship of public funds.

Roles:

*As Leader and Partner:*

- Make strategic investments in the community that create opportunities and provide critical services;
- Evaluate social problems and conditions and respond to identified concerns;
- Work toward addressing social issues and improving social conditions through coordination and cooperation with other jurisdictions, organizations and residents;

- Pursue partnerships with other entities to ensure services are coordinated and effectively delivered;
- Develop and implement programs to address identified social and human services issues;
- Focus on regional planning to increase efficiency, reduce duplication and more readily identify emerging gaps and needs; and
- Share responsibility for human services with the county. The county provides human services, especially focusing on state and federal entitlement programs. The city encourages the county to provide the same services in Boulder as the county provides in rural areas.

*As Funder:*

- Fund the most efficient, quality services, minimizing duplication;
- Make funding decisions based on competitive Request For Proposal (RFP) processes within funding priority areas identified in the Master Plan;
- Base RFP decisions on an organization's ability to deliver clearly defined outcomes;
- Involve residents in developing funding recommendations through a partnership of staff and Boulder residents appointed for such purposes by the city manager; and
- Fund agencies based on specific, achievable goals and objectives to benefit Boulder residents.

*As Services Provider:*

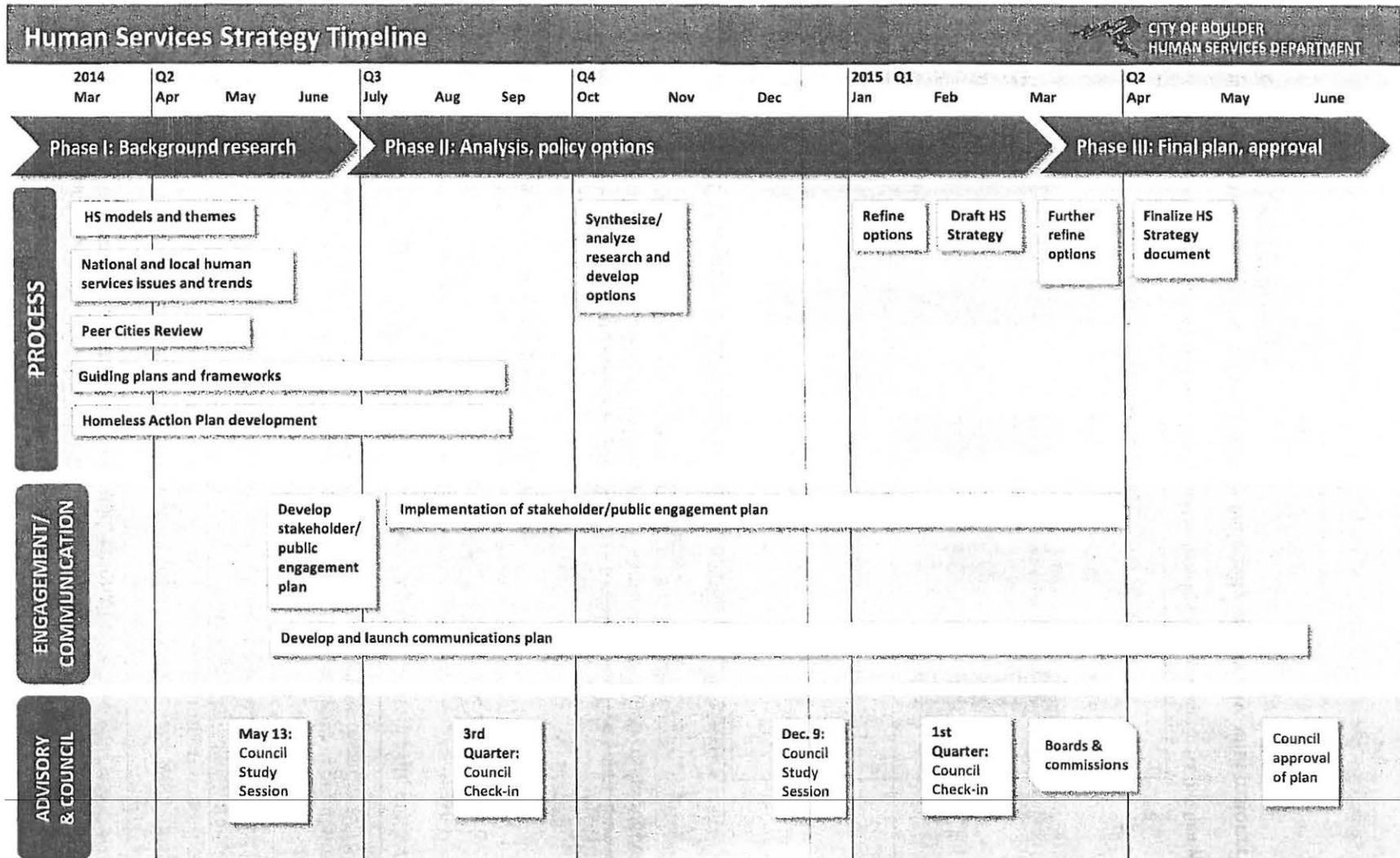
- HS limits its role as a service provider to those situations where:
  - a) There is an expressed desire of City Council or the community;
  - b) There is a demonstrated need that cannot be met through other sectors (e.g. human rights enforcement); and/or
  - c) The nature of the service requires a broad community collaborative effort that is more appropriate for the city to lead (e.g. multipurpose senior centers).

***Current allocation of resources***

Resource distribution by role

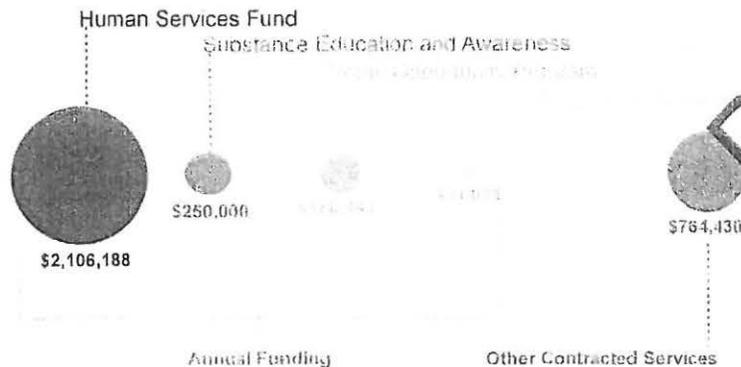
HS supports the community through three avenues. The majority (approximately 51 percent) of the HS investment is in direct services provided by the city in its service provider role.<sup>1</sup> Forty-one percent of HS resources are directed to community funding in its funder role, and eight percent are devoted to community catalyst, capacity building and planning work in its leader/partner role.

<sup>1</sup> Approximately 27 percent (\$946, 274) of the service provider budget is provided through grants or fees.



# ALIGNING COMMUNITY INVESTMENTS

**\$3,328,092** Total Community Funding 2017



## COMMUNITY FUNDING

### Programs

The city funds many community organizations to advance its human services objectives. Currently, the city distributes community funding through five competitive funding processes that support community nonprofits and organizations.

The Human Services Fund (HSF) provides approximately \$2.1 million to community agencies for programs and services to Boulder residents. Funding awards align with the six Human Services Strategy goals and strategies.

The Youth Opportunities Fund (YOF) provides approximately \$176,000 in funding to support positive youth development programming in the city. YOF annual grants are dedicated for cultural, educational and recreational opportunities, primarily for under-represented and low-income middle and high school-age youth. Funding emphasizes professional activities, youth leadership development and youth engagement.

The Substance Education and Awareness (SEA) grant program provides approximately \$250,000 annually from recreational marijuana tax revenues for substance use awareness, education, and prevention focused on children, youth, and families. Funding is currently allocated to the Boulder County Healthy Futures Coalition five-year project.

The Health Equity Fund was established with revenue from the Sugar Sweetened Beverage Product Distribution Tax, approved by voters in Nov., 2016. Revenues from this excise tax designated for health promotion, general wellness programs and chronic disease prevention in the City of Boulder that improve health equity, such as access to safe and clean drinking water, healthy foods, nutrition and food education, physical activity, and other health programs especially for residents with low income and those most affected by chronic disease linked to sugary drink consumption. The Health Equity Fund will allocate initial funding from tax collections beginning July 1 in mid-late 2017.

The Human Relations Commission (HRC), distributes approximately \$31,000 annually to support community events and initiatives that celebrate and appreciate diverse communities and advance mutual respect and understanding.

### Other funded community programs and services:

- The Double Up Food Bucks (DUFH) program provides \$15,000 annually in matching funds to residents eligible for federal nutrition benefits available under

the Supplemental Nutrition Assistance Program (SNAP), in partnership with Boulder County and Boulder County Farmers Markets. Matching funds increase availability of fresh fruits and vegetables for participants.

- In partnership with Meals on Wheels of Boulder, the city provides \$75,000 annually to support delivered meals for home-bound, elderly and those with disabilities and congregate meals at the West Senior Center.
- In a twenty-five-year partnership with BVSD and Mental Health Partners (MHP), \$121,000 is allocated annually for the Family Resource Schools program in Boulder elementary schools. The program provides comprehensive child and family support services to help children succeed in school and overcome academic and non-academic barriers to successful school achievement.
- The Early Diversion Get Engaged (EDGE) program is a partnership with Boulder Police Department and MHP. Mental health professionals work out of the police department and respond to calls with officers to provide direct intervention services to community members who are in need of mental health support services. In 2017, \$142,000 is allocated for this program.
- In a thirty-year partnership with BVSD Boulder County and MHP, approximately \$148,430 is allocated annually for the Prevention and Intervention Program in Boulder middle and high schools. The program provides assessments, support groups, consultations, prevention education, counseling and crisis intervention services for youth and school communities. Services are free for the students and families.
- The Keep Families Housed pilot project provides \$263,000 for the Emergency Family Assistance Association (EFAA) to provide short-term rental assistance for families with children at high risk for housing insecurity.

### Human Services Fund

The HSF provides approximately \$2.1 million annually to community agencies providing direct services to Boulder residents. Awards are made through a competitive process based on alignment with city human services priorities, goals and desired outcomes. HSF awards provide operating support

Figure 1: 2017 Human Services Fund Awards by Human Services Strategy Goals

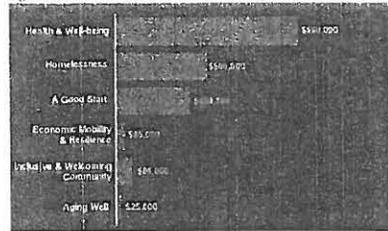


Figure 2: Human Services Fund Requests

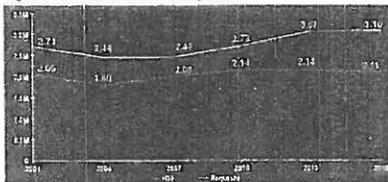
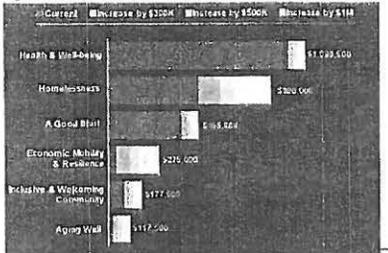


Figure 3: Current Human Services Fund Resources and New Resources



for community programs. Funds are not allocated for capital projects or one-time events.

A five-member Human Services Fund Advisory Committee (HSFAC), appointed by the city manager, makes funding recommendations that are approved by the city manager and affirmed by City Council.

**HSF Funding Allocation**

The HSF provides support for programs consistent with the guiding principles and goals identified in the Strategy. Allocations for each goal area are not fixed and are fluid to meet ongoing community needs.

Funding awards for 2017 align with the six Strategy goal areas in approximately the following percentages of the total amount available: 49 percent to community health and well-being programs, 24 percent to homelessness programs; 20 percent to children and youth programs, 4 percent to inclusive and welcoming programs, 2 percent to economic mobility and resilience; and 1 percent to older adult programs. See Figure 1.

As new resources become available for the HSF, they will be allocated to all goal areas, with a greater focus on expanding Economic Mobility and Resilience, as the key driver of other social welfare issues and Homelessness as a high priority area of community investment. The Homelessness Strategy anticipates a significant shift in how services are provided in the community beginning in the fall, 2017. Additional resources from all funders will be needed to implement the new system of services. As the real-time data is available with implementation, resource allocation can be adjusted to meet needs.

**New Resources**

As new resources become available for the HSF, they would be allocated approximately as follows:

- 40 percent to Homelessness to fund the new system of services;
- 23 percent to Economic Mobility and Resilience; and
- 37 percent to the other four goal areas (Good Start, Aging Well, Health and Well-being, Inclusive and Welcoming Community)

Figure 2 identifies the growth in requests for funding compared to available funding over time.

Figure 3 provides an example of how new resources over time could be distributed in this formula, using additions of \$300,000, \$500,000 and \$1,000,000.

**Human Services Fund and Youth Opportunities Fund Reserve**

The department maintains a reserve fund for both funds in the event high priority community needs arise outside of the annual fund round or funding is needed for a significant unplanned community event or events arise outside of the annual funds rounds. A reserve of 50 percent of the Human Services Fund and Youth Opportunities Fund is recommended on an ongoing basis, consistent with city guidelines. In 2017, the balance of Human Services Fund and Youth Opportunity Fund reserves is \$1,174,500 - approximately 50 percent of both annual fund appropriations (\$2,100,000 and \$1,176,000 respectively).

**Sugar Sweetened Beverage Product Distribution Tax**

The source of funding for the HSF is the city General Fund. Opportunities to leverage General Fund dollars allocated to the Human Services Fund to support community programs related to the Strategy goal of Health and Well-being include the Sugar Sweetened Beverage Product Distribution Tax. Revenues from this tax are designated for health promotion, general wellness programs and chronic disease prevention in the City of Boulder particularly for residents with low income and those most affected by chronic disease linked to sugary drink consumption. The city has established the Health Equity Fund to fund community programs aligned with the purpose of the tax. Community agencies addressing health equity issues currently funded by the Human Services Fund may also be eligible for Health Equity funds.

**Core Principles and Funding**

The three Strategy core principles will also guide community funding decisions.

- Resources will focus more on upstream investments;
- resources will focus more on integrated and coordinated services for greater effectiveness and efficiencies; and
- data will drive decisions for resource allocation based on outcomes.

Other factors that are considered in funding decisions include:

- the strength of connection to specific goals and strategies;
- the degree of collaboration with other entities to work collectively on targeted strategies and shared programs; and
- use of evidence-based, promising and innovative practices.

**HSF Process Enhancements**

- Future funding will be awarded through a Request for Proposal (RFP) process conducted every four years, rather than one-year cycles. Four-year grants will allow greater focus on long-term outcomes and reduce administrative burdens on the funded agencies and the city. Funding is contingent on annual city budget approval.
- Strengthened partnership relationships with agencies to meet community goals and outcomes through regular planning to innovate and reduce barriers to success.
- Fund off cycle opportunities that arise between the four-year funding cycle. Off cycle funding will be available annually between fund rounds through the HSF Opportunity Fund for new, innovative programs and collaborations or to meet an emerging need.
- Annually convene funded agencies, in partnership with other funders, to provide opportunities for greater collaboration, shared learning and opportunities for new ideas and innovation.
- Allows funding to be used for data collection, metric development and evaluation, in alignment with goals and outcomes.

**Upstream investment**  
Upstream investment focuses on interventions that target the root cause of social problems. Upstream investments focus on outcome-based programs and policies designed to address problems before they become more critical and costly. In an upstream investment model, funded programs also demonstrate evidence-based, promising practices or innovative practices.

**Data-driven decision-making**  
Outcome performance measures which inform future funding decisions that drive toward desired outcomes. Meaningful indicators measure client outcomes rather than simply the number of services provided or clients served.

**System integration**  
Approaches that provide a client-centric, no-wrong-door approach to accessing services and emphasize funding partnerships over funder/grantee contracting relationship. System integration emphasizes a coordinated, seamless social safety net that is more efficient and effective for clients. Funders and service providers commit to common goals and outcomes.

Attachment H: HS in other cities

Human Services in Other Cities												
City/Research	Population	Human Services Strategic Plan	Subpopulation-Specific Strategic Plan	Community Funding Plan	Human Services or similar department/division	Human Services through Community Funding	Directly Provided Senior Services - Recreation Focus	Directly Provided Senior Services - Social/Human Services Focus	Directly Provided Children Youth Services	Directly Provided Services - Other	Human Relations Commission or similar	Directly Provided Services - Health
<b>Peer Cities Survey</b>												
Boulder, CO	101,808	X			X	X	X	X	X	X	X	
Westminster, CO	109,169					X						
Arvada, CO	109,745					X						
Fort Collins, CO	148,612					X	X		X	X		
Ann Arbor, MI	116,121					X	X					
Santa Cruz, CA	62,041					X	X					
Berkeley, CA	115,403		X		X	X		X	X	X		X
Madison, WI	240,323				X	X		X	X	X	X	X
Norman, OK	115,562					X	X			X		
<b>Consultant Research</b>												
Columbia, MO	113,225			X	X	X					X	X
Hampton, VA	137,436				X		X		X			X
Manchester, CT	58,241		X		X	X	X	X	X	X		X
Shoreline, WA	54,352	X		X	X	X						
Tacoma, WA	202,010	X			X	X		X	X			
Tucson, AZ	524,295		X	X		X	X	X				
<b>Research from HS web review</b>												
Alexandria, VA	146,294	X	X		X	X	X	X	X	X	X	X
Cleveland, OH	390,928					X		X			X	X
Eugene, OR	157,986										X	
Irving, TX	225,427				X	X	X					
Fort Worth, TX	777,992		X		X	X				X	X	
Dallas, TX	1.2 M				X	X		X	X	X		X
Austin, TX	842,592	X		X	X		X		X	X		X
Hartford, CT	124,775		X		X	X		X	X			X
Raleigh, NC	423,000	X			X	X	X	X			X	

Attachment H: HS in other cities

City/Research	Population	Human Services Strategic Plan	Subpopulation-Specific Strategic Plan	Community Funding Plan	Human Services or similar department/division	Human Services through Community Funding	Directly Provided Senior Services - Recreation Focus	Directly Provided Senior Services - Social/Human Services Focus	Directly Provided Children Youth Services	Directly Provided Services - Other	Human Relations Commission or similar	Directly Provided Services - Health
Research from HS web review												
Lansing, MI	113,000				X	X					X	
Newton, MA	80,000				X	X	X	X		X		X
Providence, RI	178,000		X			X		X			X	X
Provo, UT	115,919						X					
San Antonio, TX	1.38M		X		X	X	X	X	X	X		
Santa Barbara, CA	91,812				X	X						
Santa Monica, CA	91,812		X		X	X		X				
Savannah, GA	142,022					X	X					
Tempe, AZ	166,842				X	X	X		X	X		X
Los Angeles, CA	3.9 M				X	X		X	X	X	X	
Beverly Hills, CA	34,622				X	X					X	
Seattle, WA	634,535	X	X		X	X	X	X	X	X		
Calgary, AB, Canada	1.1 M				X	X		X	X			
Research on cities was based on information available on city websites. This analysis reflects the city human services structure and programs apparent on websites at the time of staff review.												

STRATEGY DEVELOPMENT PROCESS



**GOALS AND PRIORITIES**

The Strategy identifies goals and priorities to address community needs for six key human services issues: A Good Start, Aging Well, Economic Mobility and Resilience, Health and Well-being, Homelessness and Inclusive and Welcoming Community. Specific strategies are intended to address concerns and themes identified in research and community engagement and will be used to guide city human service investments for the next five years.

**A Good Start**  
A good start early in a child's life provides a solid foundation for positive, life-long outcomes and success.

**Key Facts**

- Many of Boulder's children live in or near poverty. Approximately 10 percent of children live in households at or below 100 percent FPG, an annual income of \$24,600 for a family of four. Approximately 34 percent of children live in households under 300 percent FPG.
- Boulder's children are disproportionately Hispanic/Latino. Approximately 16.4 percent of residents under age 18 identify as Hispanic/Latino compared to 9 percent of the overall population.
- Approximately 27 percent of children that identify as Hispanic/Latino live in households at 100 percent FPG or below.
- Academic achievement disparities between Hispanic/Latino and white, not Hispanic/Latino students are evident early in childhood and persist throughout adolescence. Hispanic/Latino children are less likely to meet early literacy targets, are more likely to drop out and graduate high school at significantly lower rates than other students. Academic achievement disparities are particularly pronounced among boys.
- At market rate, the average annual cost for center-based pre-school care in Boulder is more than \$15,000. Center-based infant care averages more than \$17,000 per year.

**Community Priorities**

- Programs and services for children and families
- School readiness for young children
- College or workplace readiness for young adults who are transitioning from high school
- Safe spaces for youth to socialize after school or out-of-school
- Access to mental health services and substance use prevention and education
- Supports that can improve academic achievement, including access to materials in other languages and tutoring
- Access to nutritious food

**Goals**

1. Children are healthy and socially, emotionally and cognitively ready to start school.

*Strategy 1 – Support accessible, affordable, quality infant, toddler and preschool care.*

Examples of programs include:

- expand capacity for affordable, quality, culturally appropriate child and preschool care; and
- quality improvement training for family, friend and neighbor care.

2. Children and Youth are healthy and successful in school and have the skills necessary for self-sufficiency and success as an adult.

*Strategy 2 – Reduce barriers to successful school achievement and graduation.*

Examples of programs include:

- programs that connect students and families to community support services;
- family support and wrap-around services for children, youth and families;
- mentoring and tutoring programs for children and youth; and
- youth civic engagement and leadership development.

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(systems and a built environment that support an individual's choice to live at home).

**Strategy 3 – Support successful transition from school to college or employment.**

Examples of programs include:

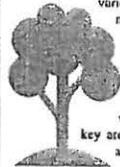
- internship and apprenticeship programs;
- employment skills and development; and
- employment programs for adolescents and young adults.

**Strategy 4 – Support healthy lifestyle choices and the reduce of risky behaviors.**

- substance use prevention programs;
- youth mentoring and tutoring programs;
- pro-social, out-of-school and after-school activities;
- access to mental health programs and services; and
- out-of-school and after school educational, social and cultural enrichment.

**Aging Well**

Over the next two decades, Boulder's growing and diverse older population will require more varied and individualized services to meet social and economic needs, and community planning to be ready to meet those needs into future years. An age-friendly community values older adults and makes aging well a community priority. Four key areas vital to all such communities are basic needs (housing, safety, food, access to essential services, and transportation), personal connections and community involvement (paid work and volunteer opportunities, participation in civic life, and connection to friends and family), health and wellness (access to affordable health care and fitness programs), and aging in community



**Key Facts**

- The Baby Boom generation started in 1946, peaked in 1957 and ended in 1964. Baby boomers started turning 60 in 2006.
- Older adults are Boulder County's fastest growing demographic. Residents age 60 and older will comprise 28 percent of the county's population by 2040.
- Approximately 22 percent of Boulder residents age 65 and older are still in the workforce.
- Boulder's older residents are predominately female (55 percent), less likely to identify as Hispanic/Latino (3 percent) and more likely to own their home (76 percent).
- Approximately 22 percent of Boulder's older residents report living with a disability.
- Boulder's aging population will have implications for Boulder's economy. Older adults generally spend less on consumer goods and more on services.
- Boulder's older residents are more likely to be employed, less likely to be on food assistance and have higher earnings than the national average.
- Older adults make more charitable contributions per capita than any other age group.
- Older workers possess deep work experience and expertise as well as extensive institutional knowledge and professional networks that provide value to businesses.
- Nationally, older adults annually contribute more than 3.3 billion hours of volunteer service in their communities valued at \$75 billion.

**Community Priorities**

- Opportunities to age in place, including in-home support services
- Assistance with basic needs and services, such as transportation, food, housing and health care
- Educational and cultural learning opportunities
- Multi-generational community centers rather than senior-specific centers

**Goal**

Older residents can remain and thrive in the community as they age.

**Strategy 1 – Support a continuum of age and ability appropriate services for older adults**

Examples of programs include:

- financial and retirement education and planning programs;
- educational and social programs for older adults, caregivers and family members;
- case management and referral services for older adults to address quality of life needs such as health care, retirement, and financial planning; and
- services that help older adults stay in their home including home care, home repair and maintenance and support services.

**Strategy 2 – Expand opportunities to stay engaged in the labor force as long as desired.**

Examples of programs include:

- education, training and support for workforce readiness, entrepreneurship, and volunteerism; and
- employment retraining and placement programs.

**Strategy 3 – Improve community readiness to address the needs of older adults**

Examples of programs include:

- partnerships and programs that address the growing aging demographic and future needs; and
- partnerships and programs that address community impacts of demographic shifts.

**Economic Mobility and Resilience**

Most of Boulder's human services challenges strongly correlate with issues related to poverty and affordability. High costs for housing, child care, food, transportation and health care make it difficult for low-income residents to thrive or improve their economic circumstances. Poverty destabilizes families, making it difficult for children to succeed in school, is a significant factor contributing to homelessness, and negatively impacts health and well-being.

Because poverty and affordability are core issues impacting many other welfare issues, the Strategy emphasizes this goal for future expanded efforts as new funding and resources allow. By addressing poverty, the city can improve resilience to economic downturns, expand opportunities for residents to become more economically mobile, reduce reliance on safety net services and improve the quality of life for residents.

**Key Facts**

- According to the 2015 American Community Survey nearly 7,000 Boulder residents, excluding college students, live in households with annual incomes at or below 100 percent of FPG.
- Almost 50 percent of Boulder's Hispanic/Latino

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residents live at or below 125 percent FPG. The median income for Hispanic/Latino families is \$33,810, approximately 30 percent of median income for white, not Hispanic/Latino families.

- The median family income for female householders with children in Boulder is \$40,000. In comparison, median family income for married-couples with children in Boulder is \$141,166.
- Boulder's white, not Hispanic/Latino residents have higher earnings potential than Boulder's Hispanic/Latino residents. More than 76 percent of white, not Hispanic/Latino residents have earned at least a bachelor's degree. Fewer than 35 percent of Hispanic/Latino residents have earned a bachelor's degree or higher.

**Community Priorities**

- Options to purchase or rent an affordable home
- Affordable transportation
- Availability of affordable basic goods and services including child care, health care and food
- Supports to increase self-sufficiency including employment and training programs and increased wages

**Goal**

Residents have equitable opportunities to improve their economic condition and create intergenerational stability.

*Strategy 1 – Strengthen access to pathways and opportunities to improve employment situation.*

- Examples of programs include:
- programs that promote personal entrepreneurship and small business development;
  - skills training and re-training to meet labor market demands;

- regional partnerships to align education and workforce opportunities with employer needs;
- programs that train or hire hard-to-employ residents;
- internship and apprenticeship programs; and
- green job training programs.

*Strategy 2 – Expand financial support that enhance family economic stability.*

- Examples of programs include:
- subsidies for low-wage workers to help meet basic needs including:
    - food tax rebates for older adults, families with low incomes, and people with disabilities;
    - child care subsidies; and
    - housing rental subsidies.

*Strategy 3 – Improve financial literacy, education and investment.*

- Examples of programs include:
- financial education programs;
  - programs that assist residents to build assets and establish bank accounts;
  - consumer counseling, credit and bill payment programs; and
  - programs that protect residents from predatory lending practices.

**Health and Well-being**

Many factors contribute to individual health and well-being including nutrition, physical activity, home and outdoor environment and early and regular physical, oral and behavioral health care. Although the Patient Protection and Affordable Care Act (ACA) substantially improved public and private health insurance coverage and benefits, cost and availability continue to limit access to the services essential for good health. Significant insurance coverage gaps persist particularly among Boulder's Hispanic and Latino residents. Those utilizing public insurance plans often have fewer provider and coverage options. Health care providers may also limit intake of Medicaid clients. As a consequence, Boulder residents covered by public insurance often have fewer health care choices, particularly for oral, mental and addiction treatment.

**Key Facts**

- There have been significant reductions in the medically uninsured through expanded Medicaid, Child Health Plan Plus enrollments and the Affordable Care Act (ACA), but gaps still exist particularly among Hispanic/Latino residents.
- Approximately 14 percent of Hispanic/Latino Boulder residents do not have health insurance coverage compared to only 3 percent of white, not Hispanic/Latino residents.
- In 2015 Boulder County ranked 1st in state for per capita enrollment in Connect for Colorado Health coverage. Boulder County's uninsured population

- was 8% compared to the national average of 13%.
- A quarter of Boulder County residents did not visit a dentist in 2015, and approximately 35 percent of residents do not have dental insurance.
- Food insecurity affects 12.8 percent of Boulder residents.
- Approximately 11 percent of Boulder County adults report that they are in poor mental health. Among the county's Medicare population, approximately 14 percent report they are depressed.
- High quality nutrition in childhood significantly reduces the likelihood of obesity, high blood pressure, heart disease and diabetes in adulthood.

**Community Priorities**

- Access to mental health, physical health, dental care
- Access to affordable substance use and addiction services
- Access to affordable insurance
- Access to healthy, nutritious food

**Goal**

Residents can access resources to optimize their physical, mental and social well-being.

*Strategy 1 – Support access to quality, affordable services that address physical and oral health needs.*

- Examples of strategies and programs include:
- physical health care prevention and treatment services; and
  - dental health prevention and treatment services.

*Strategy 2 – Support access to quality, affordable services that address mental health and substance abuse.*

- Examples of strategies and programs include:
- mental health treatment and recovery programs;
  - substance use disorder treatment and recovery support services; and
  - substance use prevention services.

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**Strategy 3 – Support access to nutritious food and programs that reduce health risk factors.**

- Examples of strategies and programs include:
- programs that improve food security and provide healthy food options for children, families and older adults; and
  - programs that help children, families and older adults remain healthy.

**Homelessness**

Homelessness is one of the most visible and significant human service challenges and affects individuals, families and impacts the entire community. At the core of homelessness is poverty. For individuals, homelessness is traumatic and a significant safety issue. Homelessness

in childhood can have lifelong consequences including poor academic achievement, developmental delays and impacts on social, emotional and physical health. The longer one stays homeless, the more difficult it is to get out of homelessness. Community-wide, Boulder's homelessness challenge affects the demand for public services and heightens concerns about public health and public safety.

A separate, comprehensive city Homelessness Strategy articulates specific goals and strategies to address the complex issue of reducing homelessness in the community (Appendix K).

**Key Facts**

- By current estimates, 400 or more people are homeless in Boulder. The homeless include individuals, youth and families.
- Top reasons reported for being homeless by families include inability to pay rent/mortgage (58 percent), being asked to leave (40 percent), relationship problems or family break-up (27 percent) and abuse or violence in the home (27 percent).
- Top reported reasons for all homeless populations, including single adults, include inability to pay rent/mortgage (31 percent), lost job or couldn't find work (29 percent) and alcohol or substance use problems (22 percent).
- Nearly 300 students in Boulder Valley School District (BVSD) schools in the City of Boulder accessed McKinney-Vento services for homeless students in the 2015-2016 school year.
- Investments in permanent housing solutions such as Housing First for the chronically homeless results in reduced police calls, emergency room visits; increased housing retention and independent living skills.

**Community Priorities**

- Housing and services for homeless families and children
- Permanent, affordable housing
- Basic safety net services including emergency shelter
- Prioritize services for those who have long term connections to the community

**Goal**

Residents have opportunities to achieve and maintain a safe, stable home in the community.

**Strategy 1 – Expand pathways to permanent housing and retention.**

- Examples of strategies and programs include:
- programs that facilitate or support creation of housing to address homelessness;
  - maximizing housing opportunities through regional partnerships, and
  - maximizing access to existing housing in the City of Boulder.

**Strategy 2 – Expand access to programs and services to reduce or prevent homelessness.**

- Examples of strategies and programs include:
- evidence-based services and programs that focus on long-term poverty reduction and prevention.

**Strategy 3 – Support an efficient and effective services system based on evidence and data driven results.**

- Examples of strategies and programs include:
- programs that prioritize support for services to target populations and individuals;
  - implementation of best practice system tools, including coordinated entry and assessment, navigation services, and integrated data and metrics, and
  - programs that leverage and maximize regional systems resources, such as OneHome, and regional coordinated housing planning and acquisition.

**Strategy 4 – Support access to a continuum of services as part of a pathway to self-sufficiency and stability.**

- emergency response system re-design, including coordinated entry and intake and prioritizing

- resources and services to those most in need;
- programs that improve access to substance abuse treatment and mental health services; and
- advance affordable transportation.

**Strategy 5 – Support access to public information about homelessness and community solutions.**

- Examples of strategies and programs include:
- homelessness communications plan.

**Strategy 6 – Create public spaces that are welcoming and safe for residents and visitors.**

- Examples of strategies and programs include:
- justice system partnerships.

**Inclusive and Welcoming Community**

Although most in the community feel that Boulder is an inclusive and welcoming community, those in under-represented communities often have a different experience, particularly feeling welcomed and included in civic life and affordability of basic needs and housing.



**Key Facts**

- The City of Boulder is more affluent and less racially and ethnically diverse than the rest of Colorado. In 2015, the median family income was approximately \$105,000. In comparison, the median family income for Colorado was approximately \$73,000. In 2015, 8.6 percent of Boulder residents identified as Hispanic/Latino compared to 21 percent of the state population.
- In 2016, 59 percent of Boulder Community Survey participants rated "openness and acceptance of the community toward people of diverse backgrounds" as "excellent" or "good."
- Discrimination based on national origin was the

For over 100 years  
the City of Boulder  
has been investing in  
Human Services

**Boulder Day Nursery**



1917- Civic Committee of the Woman's Club of Boulder voted to establish Boulder Day Nursery

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# Service Excellence for an Inspired Future

-City of Boulder Mission Statement

- most common basis cited for inquires related to potential violations of the city's Human Rights Ordinance (HRO) in 2016.
- Approximately 36 percent of gay, lesbian and bi-sexual BVSD students report being teased or name-called because of their perceived or actual sexual orientation.
- The 2017 Boulder CPA identified reports of a small but persistent lack of inclusion, particularly by non-majority community members and newcomers. Some also expressed feeling unwelcome because of their political and/or religious beliefs.
- The CPA also identified concerns that lack of affordable housing and basic living supplies negatively impacts perceptions of belonging.

**Community Priorities**

- Support efforts to expand inclusion and protections from discrimination
- Create opportunities for more affordable living
- Expand community events and activities that encourage interaction among residents
- Expand access to services and resources that recognize Boulder's cultural, racial and social diversity

**Goal**

Community members and visitors feel safe, welcomed, and included in social, civic, and economic life.

*Strategy 1 – Expand access to culturally appropriate services and programs that recognize diverse community needs.*

- Examples of strategies and programs include:
- support for events that celebrate community diversity;

- education and awareness of social and cultural diversity; and
- support programs that expand the availability of goods, products and services that meet the needs of a culturally diverse population

*Strategy 2 – Support access to and availability of resources, services and programs that advance social equity.*

Examples of strategies and programs include:

- support civic and social integration of immigrant and refugee residents;
- foster partnerships with community organizations to expand awareness and engagement of diverse populations; and
- assess and mitigate potential disproportionate impacts of policies and programs on underrepresented populations

*Strategy 3 – Strengthen city protections related to discrimination and bias.*

- Examples of strategies and programs include:
- expand protections from discrimination in the city's Human Rights Ordinance; and
  - expand community outreach and education related to human and civil rights protections

*Strategy 4 – Encourage and facilitate positive community relations.*

- Strategies include:
- mitigate and reduce community conflict and support and encourage community cohesion;
  - expand education and awareness about inclusion and diversity; and
  - expand civic engagement of underrepresented communities.

## ECONOMIC MOBILITY AND RESILIENCE FOCUS

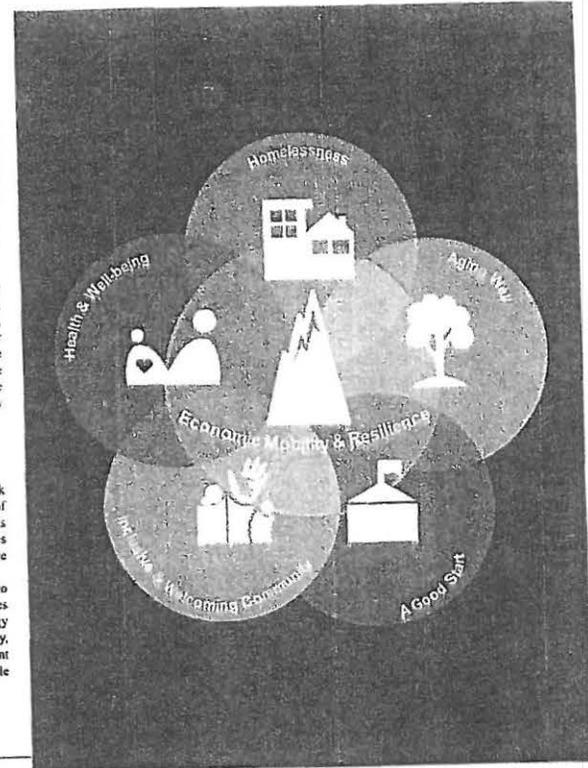
Through the community engagement process, feedback consistently identified poverty and affordability as top community concerns. The Strategy identifies an expanded focus on economic mobility and resilience as a key driver of many other social welfare issues. Poverty destabilizes families and negatively impacts child development and readiness to learn and succeed. It is the driver of homelessness. Older adults, particularly those with low fixed incomes, may be unable to continue living in the community as they age.

Best practice and social science research indicate that by reducing poverty, improving resilience to economic downturns, and expanding opportunities to become economically mobile, communities can significantly improve the quality of life for residents, lessen demand on crisis intervention services, reduce need for public subsidies and safety net services, and realize tangible economic benefits for individuals and the community. The Strategy identifies increasing investments in economic mobility and resilience to leverage investments in other goals.

## HOMELESSNESS FOCUS

Homelessness is the most visible evidence of poverty and lack of economic resilience and significantly impacts every area of social, mental and physical health and well-being for individuals and families. As such, the city has focused significant resources to address homelessness through a separate, comprehensive Homelessness Strategy (Appendix K).

Economic Mobility and Resilience and Homelessness are two goal areas identified for expanded focus in the Human Services Strategy over the next five years. The Homelessness Strategy identifies a new system of services focused on a coordinated entry, assessment and service delivery system which prioritizes client need and permanent housing for better long-term outcomes, while continuing to insure safety net services are available.



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## **Sustainable Tallahassee**

## EXHIBIT B

### Agency Performance Report Format & Instructions

Agency Name: SUSTAINABLE TALLAHASSEE, INC.

Please provide the following information and please keep the report to a maximum of five pages. (Not including attachments)

1. Program Name: FOOD WASTE RECOVERY OPPORTUNITIES
2. Program Objective: (ALL OF THE 16 REQUESTED ITEMS
3. Services provided: ARE RESPONDED ON THE FOLLOWING
4. Services Delivery Strategy: PAGES)
5. Target Population:
6. Method used to effectively reach target population:
7. Program Resources:  
*(Input: Resource including \$ amount directly related to program. Ex: employees, volunteers, materials, etc.)*
8. Program Capacity:
9. Number of Participants: \_\_\_\_\_ Cost per Participant: \$ \_\_\_\_\_
10. Program Goals:
  - a. Short-term
  - b. Intermediate
  - c. Long-term
11. Objectives (Intended impact/outcome results)
  - a. Activities
  - b. Time Frame
  - c. Key Performance Indicators (Quantifiable)
  - d. Outcome Measures  
*(Benefits or changes for participants during and after their involvement with the program)*
12. Data Collection Method:
13. Number of Participants that left or were dropped from the program:
14. Provide Participants demographic data:
15. If possible, please provide participant program satisfaction data: (surveys, etc.)
16. List any agency partnerships and collaborations related to this program.

## EXHIBIT B

### AGENCY PERFORMANCE REPORT

FOR THE 6 MONTHS ENDED MARCH 31, 2018

AGENCY: Sustainable Tallahassee, Inc.

1. Program Name: Food Waste Recovery Opportunities
2. Program Objective: To study local food waste in various food service establishments and explore opportunities to reduce waste. Also, to analyze the flow of reusable waste in our community and explore methods to improve the distribution process so that those with reusable waste can efficiently communicate with those that need reusable food waste.
3. Services Provided: The first six months was dedicated to research and identifying establishments to study food waste issues.
4. Services Delivery Strategy: We are now in the position to start our food waste studies at establishments.
5. Target Population: The ultimate target population is nonprofits that provide food to those in need. Also, the target population for the food studies is a local restaurant, food truck and local public school.
6. Method used to effectively reach target population: Communicating with local nonprofits that serve or have an interest in serving those individuals with food needs. Also, the contact of the food waste establishments will be face to face discussions.
7. Program Resources: The Executive Director, his Assistant and Interns are involved in the operation of this program.
8. Program Capacity: The number of participants will be determined by the nonprofits we engage. The food establishments are currently limited to three.
9. Number of Participants: To be determined as we engage local nonprofits. The Cost per Participant: To be determined.
10. Program Goals:
  - A. Short-term: Study of food waste in local establishments and connect with local nonprofits about the food recovery process.
  - B. Intermediate: Evaluate the results of the food waste study and the discussion with local nonprofits.
  - C. Long-term: Write procedures to assist local food establishments reduce food waste in their establishment and to propose methods to improve the food recovery process.
11. Objectives:
  - A. Activities: To increase knowledge of food waste in local establishments and understand the food recovery efforts currently in our community
  - B. Time Frame: The Program will continue until September 30, 2018.
  - C. Key Performance Indicators: Currently being developed.

- D. Outcome Measures: We hope to be able to reduce food waste at the chosen establishments and relay this information to other similar establishment. With food recovery, we hope to improve the process where reusable food waste is provided to those with food needs.
12. Data Collection Method: We will document the food waste studies using forms tailored to the food waste study. We will take notes of our discussions relating to the food recovery process.
  13. Number of Participants that left or were dropped from the program: Not applicable.
  14. Provide Participants Demographic Data: We expect the food recovery process will target low income individuals or families.
  15. Program Satisfaction Data: Not applicable at this time.
  16. List any agency partnership and collaborations related to this program: We anticipated collaborating with Leon County Office of Sustainability, Leon County Schools, City of Tallahassee Neighborhood Department, Second Harvest and other pertinent agencies and organizations. Sustainable Tallahassee has currently been engaged to partner with Leon County Office of Sustainability to evaluate sustainability efforts in our community and it is expected that the issue of food waste will be included in this evaluation.

**Sustainable Tallahassee, Inc.**  
**Food Waste Recovery Opportunities**  
**Mid-year Report**

Per the agreement created between Sustainable Tallahassee and Leon County, progress made during the First Quarter (October - December 2017) consisted of research and program development. Sustainable Tallahassee identified successful program initiatives that have been previously implemented elsewhere in the nation to use as a guide, and also identified current partners within Tallahassee that donate, organize, or receive food for those in need. Sustainable Tallahassee also researched best management practices for 'industrial' composting and food recovery as well as incentives for being a community partner. Local and statewide statistics pertaining to rates of food insecurity and its health effects, barriers for and root causes of food insecurity, and demographics were condensed into a pamphlet to use for educational purposes. Additionally, tracking tools, primarily created through Excel, were made for the food audit and pilot program documentation. Each tool is tailored to the specific needs of the school, restaurant, or food truck. Individualized plans of action were designed to assist the school, restaurant, and food truck step-by-step through both the food audit and following pilot program.

The Second Quarter (January - March 2018) primarily focused on the identification of the three organizations partaking in the pilot programs.. Looking forward, Sustainable Tallahassee with assist with the implementation of the initial food audit, providing guidance, facilitation, and supplies, as well as continue to monitor food waste reduction, composting, and recovery efforts at each of the aforementioned organizations.



317 E. Call Street  
Tallahassee, FL 32301  
(850) 222-2747  
Michelle Gomez, Executive Director  
Michelle.Gomez@TheOasisCenter.net

March 19, 2018

Dear Leon County Commissioners,

Thank you for the opportunity to serve the citizens of Leon County, and having the foresight to convene the Commission on the Status of Women and Girls as an advisory board focused on improving the lives of women and girls for the betterment of all people living here.

Since the Leon County resolution establishing the Commission on the Status of Women and Girls (CSWG) in 2012, the body has published research that has bolstered the policy work of elected officials and galvanized human service efforts on behalf of women and girls in the areas of:

- Crime, legal issues, domestic violence, and juvenile justice
- Economic opportunity, poverty, and family-friendly workplaces
- Education, graduation outcomes, and job training
- Mental and physical health, and sexual violence
- Leadership opportunities, including executive and elected positions

The most recent work of the CSWG, the Status of Girls Report, engaged more than 20 representatives of public safety, economic development, health, education, and social services fields, as well as girls themselves, in the production and reporting of the nearly 80 pages of local research the report comprises. Outreach events, public hearings, and workshops hosted by the CSWG further extend the information gathering and awareness efforts that accomplish the commission's mandate.

At the presentation of the 2017 Status of Girls Report, on October 24, 2018, Leon County Commissioners praised the work of the CSWG, acknowledging the value and use of the research. While official direction was not given at that time, Commissioner Desloge commented that additional funding should be allocated to the CSWG, and Commissioners Proctor and Dozier agreed. As these elected leaders represent significantly different parts of the community, their support demonstrates the broad and diverse value of CSWG work on behalf of all women and girls in Leon County.

While funding for the CSWG has remained static since the joint resolution was enacted in 2013, a recent financial review shows that commission activities quickly exceeded the City-County allocation. In the last four of five completed fiscal years, expenses averaged \$50,644, more than \$10,000 in excess of municipal funding. During this period, CSWG commissioners raised or personally contributed an average of \$4,500 per year, and The Oasis Center for Women & Girls (Oasis) contributed an average of \$5,500 per year toward contracted duties.



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The CSWG has planned activities for the current fiscal year that raise awareness, collect data, and promote constructive conversation on economic opportunity, workplace harassment, positive body image, mental health, and availability of subject matter expertise. These activities include highlighting the policy advancements by Leon County that benefit women and their families, and several initiatives that will exist as active resources with lasting value beyond the fiscal year. With planned activities exceeding \$10,000 and the costs of administering the CSWG continuing to rise each year, expenses are again tracking to exceed funding for the fifth year in a row.

The work of the CSWG is critical to Leon County, and its value to the municipal funders is proven. As its body of research grows and useful initiatives increase, the CSWG's positive impact can only continue to expand. In order to continue this work and growth on behalf of the women and girls in Leon County, and with the support of the CSWG, Oasis requests an increase of \$10,000 to the current Leon County allocation, for a total budget request in Fiscal Year 2018-2019 of \$30,000.

We appreciate your leadership and consideration.

Sincerely,

Michelle Gomez  
Executive Director

ATTACHED:

CSWG Mid-Year Funding Report  
CSWG Planned Activities

**CSWG Mid-Year Funding Report: FY2017-2018 (Oct-Mar15)**

Expense Category	Amount	Available Balance
Occupancy	\$906.62	
Personnel	\$13,137.06	
Insurance	\$1,124.98	
Professional Services/Printing	\$183.18	
Food/Mileage/Supplies	\$119.61	
Contract Totals	\$15,471.45	\$24,528.55



317 E. Call Street  
Tallahassee, FL 32301  
(850) 222-2747

Michelle Gomez, Executive Director  
Michelle.Gomez@TheOasisCenter.net

**CSWG Planned Activities: FY2017-2018\***

<b>Full Commission</b>			
<b>Activity</b>	<b>Description</b>	<b>Timeframe</b>	<b>Budget</b>
Fattitude Documentary Screening/ Discussion	The Fattitude documentary (2016) explores body image, discrimination, and social solutions for promoting inclusion. The CSWG will bring filmmakers, local leaders, and subject matter experts together in a panel discussion and film screening with ancillary events.	Sept 2018	\$5,000
CSWG Annual Report	The annual report will detail activities of the commission during 2017-2018, including compiled data, analysis, and recommendations for policy action.	Oct 2018	\$2,500
<b>CSWG Violence &amp; Safety Committee</b>			
<b>Activity</b>	<b>Description</b>	<b>Timeframe</b>	<b>Budget</b>
#MeToo Roundtable	The #MeToo Roundtable will bring together community leaders and citizens in a guided discussion of workplace harassment and sexual violence. The event will encourage topic awareness and promote dialogue on social solutions.	April 2018	\$1,000
<b>STEM &amp; Economic Development Committee</b>			
<b>Activity</b>	<b>Description</b>	<b>Timeframe</b>	<b>Budget</b>
Public Hearings (3)	The public hearings will gather data, both qualitative and quantitative, on issues related to education and the local economy, specifically as they impact women and girls. Free and open to the public.	April – Sept 2018	\$1,000
Speakers Bureau	The Speakers Bureau will live on the CSWG website, inviting submission by the public, and providing to the public a contact list of available subject matter experts.	Aug 2018	\$500
<b>Health &amp; Social-Emotional Development Committee</b>			
<b>Activity</b>	<b>Description</b>	<b>Timeframe</b>	<b>Budget</b>
Health Scorecard	The scorecard will promote awareness of Leon County status on physical, mental, sexual, and emotional health factors in a concise, visually-appealing format.	June 2018	\$1,000
Women in the Workplace	A one-sheet for employers showing what women are looking for in choosing a place to work will highlight women-friendly features and area-leaders among the business community, in a visually-appealing format.	July 2018	\$500
CARE Conversations (4)	The CARE conversations are envisioned as a model for engagement with community members around physical, emotional, and mental health and development. Partnerships with universities, doctors, and human service organizations are being pursued.	April – Sept 2018	\$1,000

\*All activities, events, and publications are intended to be open/available to the public at no cost.



April 9, 2018

RE: FY2018-2019 Budget Request for the Tallahassee-Leon Commission on the Status of Women and Girls

**Addendum to March 19 request: Points of Clarification**

- Major Research Products with Advisory Value
  - Report on the Status of Women & Girls in Leon County (2012)
  - A Call to Action: Improving the Status of Women & Girls / Policy Recommendations (2013)
  - Women in the Workplace Summit / Policy Recommendations (2014)
  - Report on Sexual Violence Response / Policy Recommendations (2015)
  - Building Bridges to Economic Security/Entrepreneurial Opportunities for Women and Girls (2015)
  - Community Conversations: Status of Girls [Primary Research] (2016)
  - Year of the Girl Summit / Girls Empowerment Partnerships (2016)
  - Status of Girls Report: Primary & Secondary Research (2017)
  - CSWG Strategic Review (2017)
- Major activities planned for the current fiscal year include outreach and awareness events that serve a dual purpose as primary data collection events. Other work products for FY2017-2018 include published tools, such as the health scorecard and speaker's bureau digital database, that are intended to make the commission's research more accessible and useable by the public, private sector, and human services community.
- Activities forecasted for FY2018-2019:
  - Planning is underway for a large-scale summit on economic security for women, which will present existing data and subject matter experts while serving as a venue for primary data collection. Much like the Women in the Workplace Summit that showcased collaboration between the CSWG and Leon County, which resulted in national recognition for Leon County's workplace violence policy, the 2019 economic forum will represent an opportunity to move forward with model policies and best practices for improving outcomes for the region's most vulnerable populations.
  - Development of a CSWG Strategic Plan that will guide commission activities in 3-5 year increments is scheduled for the coming fiscal year. The plan will improve the CSWG's ability to respond to chronic and emerging needs and support City and County policy development on issues pertaining to women and girls. The strategic review process is underway as a basis for the strategic plan.
- An identical request has been submitted to the City of Tallahassee budgeting process.

**AGREEMENT FOR STAFFING OF THE TALLAHASSEE-LEON COUNTY  
COMMISSION ON STATUS OF WOMEN AND GIRLS**

THIS AGREEMENT is entered into this 25<sup>th</sup> day of October 2017, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the County), the **CITY OF TALLAHASSEE**, a Florida municipal corporation (hereinafter referred to as the "City"), and **THE OASIS CENTER FOR WOMEN & GIRLS, INC.**, a Florida nonprofit corporation (hereinafter referred to as the "Agency").

**WHEREAS**, the County established the Leon County Commission on the Status of Women & Girls on April 12, 2011 with the adoption of Enabling Resolution R11-14 setting forth the purpose and goals of the Commission, and

**WHEREAS**, on December 13, 2012, the County and the Agency entered into an Agreement for Staffing of the Leon County Commission on Status of Women and Girls for the County fiscal year 2012/2013 (the "Original 12/13 Agreement"); and

**WHEREAS**, the County and City established the Tallahassee-Leon County Commission on the Status of Women and Girls (the "Commission") with the adoption of a Joint Enabling Resolution, identified by the County as R13-11 and by the City as 13-R-20 (readopted and amended in 15-R-28) (the "Joint Enabling Resolution"), setting forth the purpose and goals of the Commission and effectively dissolving the Leon County Commission on the Status of Women and Girls; and

**WHEREAS**, the County and the City jointly engaged the Agency through a new Agreement for Staffing to continue to provide administrative support to the Commission through the end of the fiscal year 2012/2013; and

**WHEREAS**, the County and City wish to jointly ratify and acknowledge their desire to continue the engagement of the Agency to provide administrative support to the Commission and have each appropriated \$20,000 for staff of the Commission for fiscal year 2017/2018 for a total of \$40,000.

**NOW, THEREFORE**, in consideration of the following mutual covenants and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

**Article 1. GENERAL CONDITIONS**

1.1. **Scope of Services; Compensation:** In exchange for the County's payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) and the City's payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) in accordance with Section 1.3.2 below, the Agency shall do, perform and carry out, in a satisfactory and proper manner, as determined by the County and City, administrative support to the Commission which shall include but not be limited to:

1.1.1. Staffing and Scheduling.

1.1.2. Coordination.

1.1.3. Liaison/Communication with the County and City.

1.1.4. Prepare all necessary documents when needed.

1.1.5. Perform all necessary functions and requirements of the Chapter 286 (Sunshine Law), Chapter 112, Part III (Code of Ethics), Chapter 257 (Public Records Retention) and Chapter 119 (Public Records Law) of the Florida Statutes pertaining to the operation of the Commission.

1.1.6. Commission activities, community outreach and promotion of issues affecting women and girls which may include printing, website development and maintenance, holding community forums, and other related expenses.

1.1.7. Conduct research and development at the direction of the Commission, with the expectation that approximately one-half, or TEN THOUSAND and 00/100 DOLLARS (\$10,000.00) of the funding provided by the County for the Agency's administrative support to the Commission will be allocated to such research and development.

1.2. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks of the Commission as outlined in the Joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls, a copy of which is attached hereto as Exhibit "A" and by reference is made a part hereof.

1.3. **Time of Performance and Payment:** The time within which this Agreement shall be performed and the method of payment for compensation shall be as follows:

1.3.1. Time of Performance. The County, the City, and the Agency hereby ratify and acknowledge the Agency's receipt of a written notice to proceed with the commencement of the Scope of Services effective October 1, 2017. All work and services required by this Agreement shall be performed between **October 1, 2017, and September 30, 2018**, unless the Commission is earlier dissolved by the County and the City or unless otherwise mutually agreed to in writing by the County, the City, and the Agency.

1.3.2. Payment. The County and City shall, no later than 30 days after executing this Agreement, pay as compensation to the Agency the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00), respectively for services to be provided for fiscal year 2017/2018.

1.3.2.1. In the event the Commission is dissolved, or the Agency's work and services are otherwise fully performed, prior to the end of a fiscal year for which the Agency has received an advance payment for compensation, the Agency shall reimburse the County and City in an amount pro-rated for the portion of the fiscal year during which the Agency's services will no longer be provided.

1.4. **Personnel and Subcontracting:**

1.4.1. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services as described in Section 1.1 above. Such personnel shall not be employees of or have any contractual relationship with the County and City.

1.4.2. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local law, statutes, and ordinances to perform such work or services.

1.4.3. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the County and City.

1.5. **Amendments:** The parties may, from time to time, amend this Agreement. Such amendments must be mutually agreed upon in writing by the County, the City and the Agency and set forth in a written document executed by duly authorized representatives of the parties to this Agreement.

1.6. **Termination of Contract for Cause:** If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, provisions, or stipulations of this Agreement, the County and/or City shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. Notwithstanding such termination, the Agency shall be and remain liable to the County and/or City for all damages sustained by, and costs or expenses incurred by the County and/or City by virtue of any breach of the Agreement by the Agency.

1.7. **Termination of Contract for Convenience of County:** The County may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.8. **Termination of Contract for Convenience of City:** The City may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.9. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County and City.

1.10. **Indemnification of the County:** The Agency shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the County, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend County funds to complete or correct such performance, the Agency, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

1.11. **Indemnification of the City:** The Agency shall indemnify, save and hold the City, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the City, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend City funds to complete or correct such performance, the Agency, upon demand by the City, shall refund and reimburse the City for all sums so reimbursed or expended by the City.

1.12. **Attorney Fees:** Nothing in this Agreement shall be construed to deny either party the right to seek any remedies that may be available to that party, at law or in equity, including but not limited to awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement; provided, however, that nothing in this paragraph shall be construed to be a waiver of the County and/or City's sovereign immunity.

## **Article 2. ASSURANCES**

2.1. **Equal Employment Opportunity:** The Agency shall comply with the prohibition against employment discrimination in Chapter 9, Leon County Code of Laws (the "Human Rights Code") by not engaging in the unlawful employment practices set forth in Article II therein on the basis of age, race, color, religion, national origin, ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. Such unlawful employment practices include, but are not limited to, (i) failing or refusing to hire, discharge, promote, or otherwise discriminate against an individual with respect to compensation or the terms, conditions, or privileges of employment, or (ii) limiting, segregating, or classifying an employee in a way which

would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status of an employee. In addition, the Agency shall abide by any other employment discrimination prohibitions as provided by any other applicable laws. The Agency shall post in conspicuous places, available to employees and applicants for employment, any employment discrimination notices as provided by the County and/or the City setting forth the provisions of a nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.

2.2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 (P.D. 88-352) and in accordance with Section 109 of the Housing and Community Development Act of 1974, as amended, and with all requirements imposed by or pursuant to that Act. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the County and City.

2.3. **Interest of Members of the County and Others:** No officer, member or employee of the County and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.4. **Interest of Members of the City and Others:** No officer, member or employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.5. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.

2.6. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy and audit by the County, City, or its authorized representatives. The Agency shall preserve and make its records available to the County, City and its authorized representatives until

the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.

2.7. **Public Records Related to Contractual Services**: The Agency shall:

2.7.1. Keep and maintain those records that ordinarily and necessarily would be required by the County and/or the City in order to perform the Services under this Agreement, hereinafter "Public Records".

2.7.2. Provide the public with access to public records on the same terms and conditions that the County or City would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statutes, or as otherwise provided by law.

2.7.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

2.7.4. Meet all requirements for retaining public records and transfer, at no cost, to the County and the City all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County and the City in a format that is compatible with the information technology systems of the County and the City.

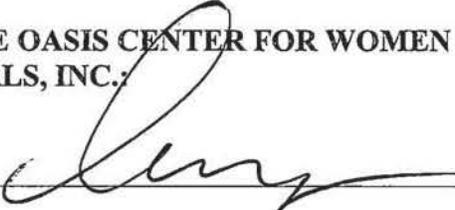
**2.7.5. IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 606-5300, PEEPLESH@LEONCOUNTYFL.GOV, 301 SOUTH MONROE STREET OR (850) 891-8535, ALISON.FARIS@TALGOV.COM, 300 SOUTH ADAMS STREET.**

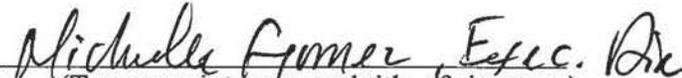
2.8. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

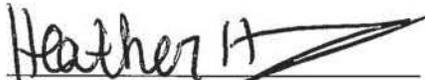
IN WITNESS THEREOF, the County, the City and the Agency have executed this Agreement as of the date first above written.

**THE OASIS CENTER FOR WOMEN & GIRLS, INC.:**

  
\_\_\_\_\_  
Witness as to Agency

By: 

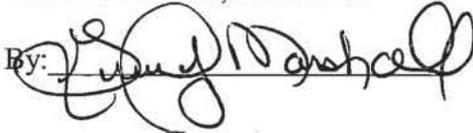
  
\_\_\_\_\_  
(Type or print name and title of signatory)

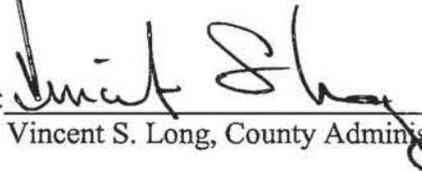
  
\_\_\_\_\_  
Witness as to Agency

**LEON COUNTY, FLORIDA**

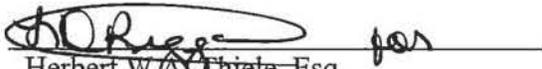


ATTEST:  
Gwendolyn Marshall  
CLERK OF THE COURT  
LEON COUNTY, FLORIDA

By: 

By:   
\_\_\_\_\_  
Vincent S. Long, County Administrator

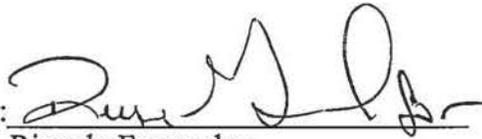
APPROVED AS TO FORM:  
LEON COUNTY ATTORNEY'S OFFICE

  
\_\_\_\_\_  
Herbert W. Thiele, Esq.  
County Attorney

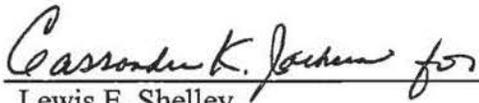
**CITY OF TALLAHASSEE**

ATTESTED BY:

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

By:   
Ricardo Fernandez  
City Manager

APPROVED AS TO FORM:

  
Lewis E. Shelley  
City Attorney



CITY RESOLUTION NO. 13-R-20  
RESOLUTION NO. 13- 11

**A JOINT RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AND THE CITY OF TALLAHASSEE COMMISSION TO ESTABLISH AN ADVISORY COMMITTEE WHICH SHALL BE NAMED THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.**

**WHEREAS**, the Board of County Commissioners of Leon County, Florida (the "Board"), and the City of Tallahassee Commission (the "Commission") recognizes and acknowledges the importance of public involvement and input in County and City governments; and

**WHEREAS**, women and girls make up more than half of the population in Tallahassee/Leon County; and

**WHEREAS**, while there has been significant progress made, there is still work to be done before women and girls achieve economic, education, and employment parity; and

**WHEREAS**, we must understand the current challenges that face our female citizens in order to best equip women and girls with the knowledge, skills, and equal access to reach for the promise of tomorrow; and

**WHEREAS**, in order for the Board and the Commission to consider the input of the public in the matter of the status of women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic, security, access to justice, freedom from violence and more, the Board and Commission wish to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution" ("Board-Appointed Advisory Committees") and in accordance with City Commission Policy No. 110, Citizen Advisory Boards Guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY AND CITY COMMISSION OF TALLAHASSEE, that:**

1. The Board and the Commission hereby establish an advisory committee, to be named the Tallahassee-Leon County Commission on the Status of Women and Girls (the "Committee"), for the purpose of promoting matters pertaining to the status of women and girls in Tallahassee, Leon County.

2. The Committee shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, "Board-Appointed Advisory Committees" and City Commission Policy No. 110, Citizen Advisory Guidelines.

3. The Committee shall have as its goal the promotion of awareness on issues that affect women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence, and more.

4. The Committee shall be charged with the responsibility of providing input and recommendations to the Board and the Commission, as needed, on approaches with which to address issues affecting women and girls in Tallahassee, Leon County.

5. The Committee shall provide an annual written report to the Board and the Commission.

6. The Committee shall have twenty-one (21) members to be appointed as follows:

- a. Seven (7) shall be appointed by the Board. Each County Commissioner shall appoint one (1) member.
- b. Seven (7) shall be appointed by the Commission. The Mayor and each commissioner shall appoint one (1) member; the remaining two (2) appointments shall be made by the full Commission.

- c. Seven (7) members shall be appointed by the Committee and ratified by the Board and the Commission.
  - d. Each member shall serve a two-year term; however, the following committee appointments shall be made for an initial term of one (1) year: County Commission Districts 1, 3 and 5; City Commission Seats 2, and 4, and a full Commission appointment; and four appointments by the Committee. After the initial appointments, all terms shall be for two (2) years.
7. The members of the Committee shall not be subject to full and public disclosure of financial interests.
  8. Members of the Committee appointed by the Board may not serve more than three consecutive terms. Members of the Committee appointed by the Commission may not serve more than two consecutive terms.
  9. The Committee shall be assisted by the staff of the Oasis Center for Women & Girls, Inc. pursuant to a separate agreement with Leon County and the City of Tallahassee.
  10. The Committee shall be dissolved only upon direction of the Board and the Commission.
  11. This Resolution shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the Board of County Commissioners of Leon County, Florida, this 12<sup>th</sup> day of March, 2013 and by the City Commission of the City of Tallahassee this 13<sup>th</sup> day of March, 2013.



ATTESTED BY:

BY: John Stott, Deputy Clerk  
Bob Inzer  
Clerk of the Circuit Court

LEON COUNTY, FLORIDA

BY: Nicholas Maddox  
Nicholas Maddox, Chairman  
Board of County Commissioners

APPROVED AS TO FORM:  
Leon County Attorney's Office  
Leon County, Florida

BY: Herbert W. A. Thiele  
Herbert W. A. Thiele  
County Attorney

CITY OF TALLAHASSEE, FLORIDA

BY: John R. Marks, III  
John R. Marks, III  
Mayor

ATTESTED BY:

BY: James O. Cooke, IV  
James O. Cooke, IV  
City Treasurer-Clerk

APPROVED AS TO FORM:

BY: Lewis E. Shelley  
Lewis E. Shelley  
City Attorney

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**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #8**

# Leon County Board of County Commissioners

## Budget Workshop Item #8

April 24, 2018

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

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

**Title:** Consideration of Funding to Construct Dog Parks in Unincorporated Leon County

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Sustainability Maggie Theriot, Director, Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Leigh Davis, Director, Parks and Recreation

### **Statement of Issue:**

This budget discussion item seeks Board direction related to including funding in the five-year Capital Improvement Program for design and construction of dog parks at Leon County Parks and Recreation facilities in the unincorporated area. This item supports a Strategic Initiative adopted by the Board as part of the FY2017-FY2021 Strategic Plan to identify opportunities to create dog parks in the unincorporated area.

### **Fiscal Impact:**

This item has a fiscal impact. The cost to construct a dog park as described in this item is approximately \$30,000. This item seeks Board direction to include \$30,000 in the five-year Capital Improvement Program in each of the next three years to construct dog parks at Leon County Parks in the unincorporated area, beginning with J. Lee Vause Park in FY 2019.

### **Staff Recommendation:**

Option #1: Direct staff to include \$30,000 in the Capital Improvement Program in FY 2019, FY 2020, and FY 2021 for design and construction of dog parks in the unincorporated area.

## **Report and Discussion**

### **Background:**

At the December 12, 2016 Annual Retreat, the Board discussed opportunities to expand recreational amenities throughout the community over the next five years. During the Retreat, the Board adopted a Strategic Initiative as part of the FY2017-FY2021 Strategic Plan to:

- Identify opportunities to create dog parks in the unincorporated area (2016-24F).

This particular Strategic Initiative aligns with the Board's Strategic Priorities in the area of Quality of Life:

- (Q1) Maintain and enhance our parks and recreational offerings and green spaces.
- (Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development and creating public spaces for people.

### **Analysis:**

Currently there are four dog parks in Leon County. All four are within the City limits, maintained by City of Tallahassee Parks, Recreation and Neighborhood Affairs and vary in design and size. The locations of existing dog parks are Tom Brown Park (one small dog and one large dog area); San Luis Park (a large combined area); Boulevard Park (a small combined area); and in the Chain of Parks on Park Avenue in front of the main library (a small combined area). There are no publicly accessible dog parks in unincorporated Leon County.

Typically, dog parks are approximately 1 to 1.5 acres in size, require a double-gate entry system for safety, and are surrounded by a fence that is five to six feet high. Two or three entrances are preferable to avoid congestion and congregation. It is also ideal to have separate areas for small dogs and large dogs. Additionally, other amenities commonly found in dog parks include such things as water availability, artificial turf, shade, waste disposal, and signage.

In conducting research in support of this budget discussion item, staff evaluated each existing Leon County park facility taking into consideration, available acreage, water sources, existing shade, current usage of the facility, usage compatibility with dog parks, and geographic dispersion. While greenways were considered and certainly provide acreage opportunities, water sources and shade presented challenges. In addition, dog parks are inconsistent with the goals of greenways which have been established for the express purpose for environmental conservation and wildlife habitat restoration.

After extensive evaluation, staff is recommending J. Lee Vause Park and Robinson Road Park as initial sites for the construction of dog parks in the unincorporated area. J. Lee Vause Park is available for immediate design and implementation of a dog park. This property is located in northwest Leon County, at 6024 Old Bainbridge Road, and offers new improvements to the entrance of the park, considerable existing infrastructure (roads, bathrooms, water, benches, pavilions, etc.), existing staffing, and plenty of parking. This park already has a well-established, dog-walker constituency.

Robinson Road Park is also available for immediate design and implementation of a dog park. This facility is on the south side of Leon County and is located at 1819 Robinson Road in Woodville. The current facility, which opened in 2016, is a passive greenspace with two picnic tables. While no water fountain or spigot exists, water is readily available. In addition there is ample parking and shade.

In addition to these two sites, a dog park was included in the master plan for Apalachee Regional Park that was adopted by the Board in October 2017. Apalachee Regional Park is located on the eastern side of the County and is funded for significant improvements in the coming years. The dog park is programmed to be constructed after improvements to the cross country area and park entrance are complete.

Staff anticipates that ongoing maintenance costs can be absorbed within the existing Parks and Recreation operating budget. Maintenance costs and time will include routine mowing and weeding; frequent emptying of refuse and waste cans; re-supplying disposable plastic pick up bags; replacing or fixing broken, bent, or weathered signs displaying rules; filling holes dug by dogs; irrigation and maintenance of vegetation and turf; repairing fencing; and periodic re-seeding or re-sodding. With regard to safety and ensuring a positive experience of owners as well as pets, Leon County Parks and Recreation staff will coordinate with Leon County Animal Control to establish guidelines to ensure user and pet safety.

Based on a staff analysis, the cost to design and build a new dog park with basic amenities is approximately \$30,000. Accordingly, staff recommends \$30,000 to be included in the five-year Capital Improvement Program in each of the next three years to construct dog parks at Leon County Parks in the unincorporated area, beginning with J. Lee Vause Park in FY 2019.

**Options:**

1. Direct staff to include \$30,000 in the Capital Improvement Program in FY 2019, FY 2020, and FY 2021 for design and construction of dog parks in the unincorporated area.
2. Do not direct staff to include \$30,000 in the Capital Improvement Program in FY 2019, FY 2020, and FY 2021 for design and construction of dog parks in the unincorporated area.
3. Board direction.

**Recommendation:**

Option #1.

**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #9**

# Leon County Board of County Commissioners

## Budget Discussion Item #9

April 24, 2018

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

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

**Title:** Expansion of Solar Energy at County Facilities

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Tessa Schreiner, Recycling and Sustainability Manager

**Statement of Issue:**

As approved by the Board at the February 13, 2018 meeting, this item considers using the \$190,000 balance of the Deepwater Horizon oil spill settlement funds to install solar energy improvements on four additional County facilities.

**Fiscal Impact:**

This item has a fiscal impact. The \$190,000 in funding is currently available from the balance of the Deepwater Horizon oil spill settlement agreement. These funds were previously allocated for weatherization improvements for the Capital City Amphitheater; however, because final project costs will be less than originally anticipated, a balance of \$190,000 is available to support this initiative.

**Staff Recommendation:**

Option #1: Approve using the \$190,000 from the BP Oil Spill settlement to pay for the installation of solar energy improvements on the following County buildings: Leon County Courthouse, the Transfer Station, the Northeast Branch Library and the planned restroom facility at the Apalachee Regional Park.

## **Report and Discussion**

### **Background:**

At the February 13, 2018 Meeting, the Board approved reallocating the project balance of \$190,000 from the Capital City Amphitheater improvements at Cascades Park to be considered in a budget discussion item for placing solar on County facilities. The funds for these improvements came from the Deepwater Horizon oil spill settlement agreement. As a response to the dependence on oil for nearly all of the energy needs of Leon County and the country as a whole, utilizing BP oil spill funds for renewable energy is yet another demonstration of the County's commitment to sustainability and expanding the utilization of alternative renewable fuels. In addition, at the Apalachee Regional Park Master Plan workshop, the Board indicated a desire for solar to be considered as part of the park implementation. This budget discussion item seeks the Board's acceptance of a solar expansion plan for the use of the \$190,000 project balance, including the placement of solar at the Apalachee Regional Park.

In addition to expanding solar, at the December 12, 2017 Board Meeting, the Board directed staff to work in collaboration with Sustainable Tallahassee to evaluate the feasibility of a community-wide Climate Action Plan. Initial stakeholder interest has been high, with nine of the community's largest organizations expressing their interest in participation in a community-wide sustainability initiative. These organizations include Tallahassee Memorial Hospital, Capital Regional Medical Center, Leon County Schools, Tallahassee Community College, Florida State University, Florida A&M University, the Greater Tallahassee Chamber of Commerce, Talquin Electric Cooperative, and the City of Tallahassee. The collaborative effort will be spearheaded by Sustainable Tallahassee in close partnership with Leon County. The group, tentatively known as the Capital Area Sustainability Compact (CASC), will work toward a joint compact declaring its commitment to creating a more sustainable community and taking specific actionable steps to achieve that commitment. Staff anticipates bringing back an agenda item containing further details and recommendations to the Board in early summer of this year.

This budget discussion item includes updates on topics essential to the following FY2017-FY2021 Strategic Initiative:

- Explore new opportunities for solar on County facilities (2016-21)

This particular Strategic Initiative aligns with the Board's Environment Strategic Priorities and 5-Year Targets:

- Promote orderly growth and sustainable practices. (EN3)
- Reduce our carbon footprint. (EN4)
- Ensure 100% of new County building construction, renovation, and repair utilize sustainable design. (T6)

### **Analysis:**

Leon County has made significant strides in fuel and energy efficiency at County facilities in the last ten years. These efficiencies have in turn reduced Leon County's greenhouse gas (GHG) emissions, as detailed in the Update on the 2008 Climate Action Plan that was brought to the

Board at the December 12, 2017 meeting. These efficiencies have been realized through both large- and small-scale energy retrofits to buildings, which have resulted in an annual recurring utility savings of \$1,200,000. Leon County has further demonstrated its commitment to sustainable buildings through achieving LEED (Leadership in Energy and Environmental Design) Silver Certification for three buildings: the Public Safety Complex, Eastside Branch Library, and the EMS Logistics Building, as well as a Net-Zero certification for the UF/IFAS Cooperative Extension building. The County will continue to strive for increased energy efficiency at all buildings, and the expansion of solar on County facilities will further help reduce the County's GHG emissions and reliance on non-renewable energy resources.

Pursuing and installing solar energy upgrades at Leon County facilities is an important part of the County's efforts to promote, implement, and enhance resource conservation in Leon County. The County's efforts began in earnest in 2009, when the Office of Sustainability conducted a solar study on a number of County facilities to determine which buildings might be best suited for a solar array. Following the study, solar panels were installed at two facilities: the Leon County UF/IFAS Cooperative Extension building, and at the Eastside Branch Library. Since these solar arrays came online, they have collectively produced a total amount of 445 MWhs (MegaWatt hours), which is equivalent to taking 72 passenger vehicles off the road for a year.

Immediately following the establishment of the new Strategic Initiative to explore additional opportunities for solar at other County facilities in 2016, staff conducted a preliminary update to the 2009 solar study, which indicated that the best candidate for the next solar array installation was the Office of Resource Stewardship building. The plan to install solar at this building was included in the annual status update on the County's Sustainability Program presented to the Board at the December 12, 2017 meeting. A vendor has been selected for this project and will install a 19.2 kilowatt solar array on the building, which will offset an estimated 25% of the building's energy usage. Completion of the solar panel installation at the Office of Resource Stewardship is anticipated this summer.

A recent analysis was conducted of existing County facilities to assist in identifying locations for additional solar placement. The analysis took into consideration a number of criteria including high potential for solar given the pitch/shade of the roof, roof condition and age, and the cost of the solar installation (Attachment #1). In addition, to continue demonstrating the County's commitment to energy sustainability, the analysis also took into consideration the visibility of the solar arrays to the public. The recommended buildings include the Leon County Courthouse, the Transfer Station, and the Northeast Branch Library. In addition to these three facilities, solar energy infrastructure will also be included as part of the new Apalachee Regional Park restroom facility that will be constructed during next fiscal year, in accordance with the Board's preference as stated during the Apalachee Regional Park Master Plan workshop. The \$190,000 from the BP Oil Spill settlement is sufficient to support these four projects.

In addition to these four buildings, additional facilities have been identified that are the best-suited candidates for solar installations in out-years (Attachment #1). Depending upon funding availability, the Board may wish to consider these additional solar projects during future budget cycles. The current five-year capital budget does not include any additional funding.

**Options:**

1. Approve using the \$190,000 from the BP Oil Spill settlement to pay for the installation of solar on the following County buildings: Leon County Courthouse, the Transfer Station, the Northeast Branch Library and the new planned restroom at the Apalachee Regional Park.
2. Do not approve using the \$190,000 from the BP Oil Spill settlement to pay for the installation of solar on the following County buildings: Leon County Courthouse, the Transfer Station, the Northeast Branch Library and the new planned restroom at the Apalachee Regional Park.
3. Board Direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Summary of Opportunities for Expansion of Solar on County Facilities

## Summary of Opportunities for Expansion of Solar on County Facilities

### I. Completed and In Progress Solar Arrays

Building	Public Visibility	Array Size	Power Offset	Cost Estimate	Status
Cooperative Extension	High	60 kW	100%	\$235,918	Complete
Eastside Branch Library	High	5 kW	25%	\$15,000	Complete
Office of Resource Stewardship	Medium	19 kW	25%	\$50,000	In progress
			Total cost:	<b>\$300,918</b>	

### II. Recommended Arrays for Funding with Oil Spill Funds

Building	Public Visibility	Array Size	Power Offset	Cost Estimate
Courthouse	Medium	17 kW	0.4%	\$50,000
Transfer Station	High	20.25 kW	23.75%	\$60,750
Northeast Branch Library	Medium/Low	18 kW	4.75%	\$54,250
Apalachee Regional Park Restroom Facility	High	8.5 kW	100%	\$25,000
			Total cost:	<b>\$190,000</b>

### III. Future Opportunities for Solar Arrays

<b>Building</b>	<b>Public Visibility</b>	<b>Array Size</b>	<b>Power Offset</b>	<b>Cost Estimate</b>
Chaires Community Center	Medium	8.1 kW	36%	\$27,600
Fleet	Medium	57.9 kW	18.75%	\$200,000
Traffic Court	Medium	14.77 kW	7.25%	\$50,000
Woodville Rural Waste Site	Low	5.04 kW	75%	\$20,250
Public Works	Medium	13.2 kW	4.75%	\$39,000
Ft. Braden Branch Library	Low	18 kW	32%	\$60,000
Main Library	Medium	45 kW	3.75%	\$134,000
			<b>Total cost:</b>	<b>\$530,850</b>