Board of County Commissioners
Leon County, Florida

FISCAL YEAR 2008 / 2009 BUDGET WORKSHOPS

9:00am – 3:00pm, Tuesday, July 8, 2008
9:00am – 5:00pm, Wednesday, July 9, 2008
9:00am – 5:00pm, Thursday, July 10, 2008
9:00am – 5:00pm, Friday, July 11, 2008

This document distributed: Tuesday, July 01, 2008

For ease of use during the workshops, the attached tables are copies of materials contained in various budget discussion items.

Workshop Schedule

July 8th	9:00 – 10:30	Overview
	10:30 – 12:00	Begin Review of Budget Reductions
	12:00 – 1:00	Lunch
	1:00 – 3:00	Continue Budget Reduction Review
July 9th	9:00 – 12:00	Constitutional Officers
	12:00 – 1:00	Lunch
	1:00 – 2:30	Outside Agency Funding Requests
	2:30 – 5:00	Finalize Budget Reduction Review
July 10th	9:00 – 12:00	Budget Discussion Items
	12:00 – 1:00	Lunch
	1:00 – 5:00	Balancing
July 11th	9:00 – 12:00	Finalize Balancing
		Establish Maximum Millage Rates for TRIM Notices

Table 1: Property Tax and Millages

#	Voting Requirement	Ad Valorem	Millage Rate	Method of Calculation	Tax Increase Median Value Home	Tax Increase for TRIM
1	Simple Majority (4-3 vote)	$109,739,167	Up to 7.3157	Statutory: Per Capita Personal Income, New Construction, less Amend #1	No	No
2	Super Majority (5-2 vote)	$115,481,360	Up to 7.6985	Rolled-Back	No	No
3	Super Majority (5-2 vote)	$125,704,201	Up to 8.3800	Calculated based on no tax increase to median value home	No	Yes
	Super Majority (5-2 vote)	$131,609,899	Up to 8.7737	Statutory: 10% over Rolled-Back plus Per Capita Personal Income	Yes	Yes
	2007 Adopted Budget	$110,996,676	7.9900		n/a	Yes
	2008 Adopted Budget	$112,019,667	7.213*		n/a	No

**The 2008 Adopted millage of 7.213 would generate $108,198,616 in FY2009.*

Table 2: Tax Savings Based on Median Value Home and Millage Options

				Option 1	Option 2	Option 3
	FY06	FY07	FY08	FY09	FY09	FY09
Countywide	8.54	7.99	7.213	7.3157	7.6985	8.3800
EMS	0.500	0.500	0.500	0.500	0.500	0.500
Healthcare	0.12	0.0	0.0	0.0	0.0	0.0
Total	9.16	8.49	7.713	7.8157	8.1985	8.8800
Appraised Value	$165,000	$169,200	$172,805	$177,239	$177,239	$177,239
Taxable Value	$140,000	$144,200	$147,805	$127,239	$127,239	$127,239
Property Taxes	$1,282	$1,224	$1,140	$994	$1,043	$1,130
Savings		$58	$84	$146	$98	$10
Cumulative $				$288	$239	$153
Cumulative %				22%	19%	12%

Notes:

1) The taxable values assume annual growth based on the Save Our Homes Cap.
2) The taxable value in FY2009 assumes the additional $25,000 homestead.
3) The table only reflects adjustments based on millages authorized by the Board of County Commissioners. Individual property tax bills will be impacted by the actions of other taxing authorities.

Attachment 5: Budget Options

Option 1 (4-3 vote millage rate)
No additional operating or capital projects are added.

Option 2 (5-2 vote, rolled-back millage rate)						
	Budget FY2009	Planned FY2010	Planned FY2011	Planned FY2012	Planned FY2013	Total
Operating						
Base Reductions Funded (1)	1,009,916	1,040,200	1,071,400	1,103,500	1,136,600	5,361,616
Lake Jackson Branch Library - Operating			102,000	105,000	108,000	315,000
Apalachee Rental Exp. - Operating	130,478	98,991	102,493	106,139	109,935	548,036
Climate Action Plan - Operating	182,966	143,856	148,172	152,617	157,195	784,806
Primary Healthcare Funding	350,000	361,000	372,000	383,000	394,000	1,860,000
Transportation Trust Fund	-	0	1,195,828	1,330,639	2,557,160	5,083,627
subtotal: Operating	1,673,360	1,644,047	2,991,893	3,180,895	4,462,890	13,953,085
Capital						
Lake Jackson Branch Library	2,766,833	2,509,167				5,276,000
Southeast Branch Library		406,245	3,100,000	3,093,755		6,600,000
Northeast Park	1,000,000	1,000,000				2,000,000
Woodville Library					2,000,000	2,000,000
Climate Action Plan	302,000	355,000				657,000
subtotal: Capital	4,068,833	4,270,412	3,100,000	3,093,755	2,000,000	16,533,000
Total Option 2	5,742,193	5,914,459	6,091,893	6,274,650	6,462,890	30,486,085

Option 3 (5-2 vote, no tax increase median valued home)						
	Budget FY2009	Planned FY2010	Planned FY2011	Planned FY2012	Planned FY2013	Total
Operating						
Base Reductions Funded (2)	3,289,886	3,388,600	3,490,300	3,595,000	3,702,900	17,466,686
Lake Jackson Branch Library - Operating			102,000	105,000	108,000	315,000
Apalachee Branch Library - Operating				215,000	218,000	433,000
Climate Action Plan - Operating	182,966	105,300	108,459	111,713	115,064	623,502
Primary Healthcare Funding	350,000	361,000	372,000	383,000	394,000	1,860,000
Transportation Trust Fund			1,500,000	2,000,000	2,500,000	6,000,000
subtotal: Operating	3,822,852	3,854,900	5,572,759	6,409,713	7,037,964	26,698,188
Capital						
Lake Jackson Branch Library	5,276,000					5,276,000
Apalachee Branch Library (3)		6,300,000				6,300,000
Northeast Park	2,000,000					2,000,000
Woodville Library (3)			6,600,000			6,600,000
Climate Action Plan	302,000	355,000				657,000
Other Transportation Needs (4)	4,564,182	5,934,090	4,764,551	11,035,717	10,930,826	37,229,366
subtotal: Capital	12,142,182	12,589,090	11,364,551	11,035,717	10,930,826	58,062,366
Total Option 3	15,965,034	16,443,990	16,937,310	17,445,430	17,968,790	84,760,554

(1) Total amount of the reductions from Option 1 that are funded in Option 2.
(2) Total amount of the reductions from Option 1 that are funded in Option 3.
(3) The County will apply for a $500,000 state grant towards this project.
(4) Could inlcude funding for Transit, Sidewalks, Tharpe Street, Bannerman Road, and/or Woodville Highway.

Funding Reduction Options

#	Reduction	Option 1	Pos.	Option 2	Pos.	Option 3	Pos.
26 - 28	Sheriff - Employee Benefit Savings & Other Adjustments	921,292		921,292		921,292	
30	Tax Collector Excess Fees	433,423		433,423		433,423	
34 & 36	Property Appraiser - Other Adjustments	110,000		110,000		110,000	
56	Realign Funding for COCA to TDC	533,264		533,264		533,264	
75	Branch Library Hours from 52 to 40 hours	386,895	16	386,895	16	386,895	16
89	GEM Vacancies Retained During Develop. Slowdown	323,089		323,089		323,089	
92	Public Works Survey Crews	117,820	2	117,820	2	117,820	2
95	Reorganize Public Works Stormwater Maintenance Admin.	204,997	3	204,997	3	204,997	3
121	Realign BOA Property Mgt to County Staff	100,000		100,000		100,000	
127	Revised Risk Management Program	407,180		407,180		407,180	
1	Outside Agency Funding - Non CHSP	25,501		25,501			
3	Community Health Services Partnership (CHSP)	60,000		60,000			
9	Trauma Center	24,000		24,000			
11	Direct Funding for the Health Dept.	20,639		20,639			
14	Volunteer Services	56,570	1	56,570	1		
15	Sheriff - Administrative Staff Reduction	35,947	1	35,947	1		
19 - 25	Sheriff - Other Operating Reductions	501,893		501,893			
31	Property Appraiser - Reduction in Administrative Staff	39,409	1	39,409	1		
41	Eliminate State Lobbying Contracts	80,000		80,000			
44	Reorganization of County Adminstration Functions	68,066	1	68,066	1		
46	Continue Hiring Freeze for Eminent Domain Function	173,660		173,660			
51	Elimination of Summer Youth Training Program	73,943		73,943			
52	Economic Development Council	37,905		37,905			
54	Line Funding Keep Tall. Beut./Historic Trust	16,064		16,064			
58	Eliminate Mosquito Control - Hand Fogging	55,791		55,791			
59	Eliminate Mosquito Control - Truck/Street Fogging	184,789	2	184,789	2		
76	Main Library Hours from 64 to 50 hours	389,176	14	389,176	14		
78	Housing Rehabiliation Staff	43,402	1	43,764	1		
80	Reorganization of HHS Administrative Functions	42,510	1	42,858	1		
90	Reorganize GEM Administrative Staff	51,391	1	51,391	1		
93	Public Works In-House Production Drawing	50,593	1	50,593	1		
96	Reorganize Public Works Stormwater Maintenance Crews.	126,009	3	126,009	3		
105	MIS Support for Electronic Document Management.	40,960	1	40,960	1		
109	Parking Services Reduction	32,565	1	32,565	1		
126	Fleet Mechanic	48,477	1	48,477	1		
13	Funding for New Jail Diversionary Programs	100,000					
16	Sheriff - Reorganization of Lieut. Supervision	119,051	1				
29	Sheriff - Reduce Vehicle Replacement	262,744					
32 & 33	Property Appraiser - Vacant Neighborhood/Comm. Pos.	77,633					
35	Property Appraiser - Operating Reductions	20,040					
37	Clerk - Elimination of Accountant IV	61,453	1				
38	Public Defender - Adjustments to Operating Accounts	8,833					
39	State Attorney - Adjustments to Operating Accounts	10,533					
43	Public Information Office	46,813	1				
45	County Management Internship Program	28,375	1				
69	Co-op Extenstion Administrative Staff	37,501	1				
104	MIS Technical Support	64,909	1				
108	Eliminate Development of New GIS Base Map Layers	25,041	1				
110	Additional Parking Services Reduction	30,115					
116	After-Hours Courhouse Security	20,696					
122	Purchasing Dept. Warehouse Services	45,438	1				
125	OMB Management Reviews	51,451	1				
	Totals	**6,827,846**	**60**	**5,817,930**	**51**	**3,537,960**	**21**
	Difference Option 1 & Option 2			**1,009,916**			
	Difference Option 1 & Option 3					**3,289,886**	

Notes: 1) The "#" column corresponds to the reduction # in the detailed list. 2) "Pos." is positions being eliminated.

Leon County Office of Management & Budget
Fiscal Year 2009 Budget Workshop

Table of Contents

Budget Item:

0. Fiscal Year 2008 / 2009 Budget Workshop Overview

Budget Discussions Items:

1. Millage Options and Budget Reductions
2. Consideration of Solid Waste Non Ad Valorem Assessment Rate Increase to Reduce the General Revenue Subsidy to the Solid Waste Fund
3. Consideration of Stormwater Non Ad Valorem Assessment Rate Increase to Reduce the General Revenue Subsidy to the Stormwater Utility Fund
4. Revised County Policy for Take Home Vehicles and Car Allowances
5. Consideration of a 4 Day Work Week for County Government
6. Consideration of Funding Showers and Lockers in the Courthouse in Support of Employee Wellness
7. Report on Utilization of Tharpe Street Facility for County Storage
8. Status Report on the Voluntary Separation Incentive Program
9. Recommendations relating to the Lake Jackson and Apalachee Branch Libraries
10. Report on the Projected Long Term Funding Issues Related to the Transportation Trust Fund
11. Consideration of the Capital Improvement Program
12. Climate Action Plan for Leon County Government Operations
13. Funding Recommendations for Cost of Living Adjustments
14. Constitutional Officer Budgets *(Scheduled for Wednesday, July 9th at 9:00 AM)*

(Scheduled for Wednesday, July 9th at 1:30 PM)
(All agencies have been notified regarding the meeting date and time.)

15. Discretionary Outside Agency Funding Requests
16. Consideration of Funding for the Goodwood Museum and Gardens Carriage Gate Conference Center
17. Consideration of the Tourist Development Council and Council on Culture and Arts (COCA)
18. Consideration of Capital Area Health Start Coalition, Inc. One-Time Funding Request for $60,000 for a Community Health Educator and Other Recommendations from the Health Advisory Board Regarding Primary Healthcare Funding

(Will be taken up at the conclusion of the workshops.)

19. Establishment of Millage rates for TRIM process

Board of County Commissioners
Workshop

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator PA
Alan Rosenzweig, Assistant County Administrator AR
Scott Ross, Budget Manager SR

Subject: Budget Workshop Overview

Statement of Issue:
This item presents an overview for the Budget Workshops.

Background:
The development of the tentative FY08/09 Budget is a continuation of the prior two budget cycles with the emphasis on property tax reform. Prior to the passage of Amendment #1 the Board has been actively addressing property tax reform efforts. As early as December 12, 2006, the Board conducted a workshop on Property Tax Reform. At this time the Board endorsed a series of proposals providing targeted property tax reform.

On February 27, 2007, the Board conducted a workshop to discuss the on-going property tax reform efforts. At this time, the County instituted a freeze on hiring, capital projects and travel and training. The Chairman also requested all Constitutional Officers participate in this effort. The hiring freeze has positioned the County to address the impacts of Amendment #1, while mitigating the impact to employees.

Property tax reform efforts implemented by the legislature in 2007 recognized County Commissions that managed with fiscal constraint over the previous five years (2001 – 2006) and rewarded this with lower required reductions. Based on the final state-wide certification by the Department of Revenue, Leon County's growth rate in property tax collections for this period was the 11th lowest of all 67 counties (56 counties had a higher rate). In comparing to non-fiscally constrained counties (a value of a mill is less than $5.0 million), Leon County has the 3rd lowest growth rate (36 counties has a higher rate of growth).

The property tax reform efforts noted above took into consideration prior behavior of individual counties and did not attempt a one size fits all approach. However, Amendment #1 did not take into consideration any previous actions of Boards and the impacts are being applied uniformly across all counties.

In specific preparation for the current budget process, the Board's retreat on December 10, 2007

started the effort to focus on the funding priorities of County government. During the retreat, the Board also established a set of guiding principles (Attachment #1). The prioritization effort continued at the January 30, 2008 workshop. At the workshop the Board established a series of categories: No Reductions; Constrained Reductions; Level of Service Reductions and Significant Service Reductions. All constitutional officers, departments and agencies were than placed into one of the specific categories. Based on the estimated impact of Amendment #1 a percentage reduction was assigned to each category. The results of this workshop are included as Attachment #2.

Amendment #1 passed on a 64% to 36% statewide vote. In Leon County the Amendment failed 36% to 64%.

At the February 26, 2008 meeting, the Board established the current year budget calendar, and established funding levels for outside agencies. This action also authorized which agencies were to receive applications for consideration for funding. A separate discussion has been provided to address this issue.

On March 11, 2008, the Board conducted a preliminary workshop regarding the budget. At this time the Board received a report from staff regarding the impacts of the hiring freeze. The Board ratified and endorsed the reduction in branch library hours from 52 to 40 hours per week. A series of additional service level reductions were presented to the Board. The Board evaluated issues involving the Growth and Environmental Management Fund, and implemented a series of adjustments to address anticipated funding shortfalls.

At the March 11, 2008 workshop, staff presented and the Board approved the implementation of a Voluntary Separation Incentive Program (VSIP). The program was intended to create vacancies and mitigate the possibility of lay-offs. A separate discussion provides a status report for this program.

On April 22, 2008 the Board reviewed the County's Mid-Year Financial Report. At this time, staff presented preliminary estimates for general revenues and estimated fund balances.

During the legislative session, the legislature adopted implementing language for Amendment #1. This law is the basis by which the Board will need to proceed in developing the property tax rates for FY08/09 (Attachment 3).

Analysis:
The analysis section of the workshop packet is divided into the following sections:

1. *Budget Workshop Schedule*
2. *Budget Discussion Items*
3. *Amendment #1*
4. *Expenditure Overview*
5. *Revenue Overview*
6. *Shortfall*

7. *Fund Balance*
8. *How We Compare*
9. *Position and Travel Freeze*

1. Budget Workshop Schedule

The budget workshops are scheduled for July 8th through July 11th. The Constitutional Officers were invited by the Chairman to attend on July 9th at 9:00 to 12:00. Outside funding agencies were notified that their funding would be addressed on July 9th from 1:00 to 2:30.

July 8th	9:00 – 10:30	Overview
	10:30 – 12:00	Begin Review of Budget Reductions
	12:00 – 1:00	Lunch
	1:00 – 3:00	Continue Budget Reduction Review
July 9th	9:00 – 12:00	Constitutional Officers
	12:00 – 1:00	Lunch
	1:00 – 2:30	Outside Agency Funding Requests
	2:30 – 5:00	Finalize Budget Reduction Review
July 10th	9:00 – 12:00	Budget Discussion Items
	12:00 – 1:00	Lunch
	1:00 – 5:00	Balancing
July 11th	9:00 – 12:00	Finalize Balancing
		Establish Maximum Millage Rates for TRIM Notices

2. Budget Discussion Items

Included in the materials are a series of budget discussion items:

1. Millage Options and Budget Reductions
2. Consideration of Solid Waste Non Ad Valorem Assessment Rate Increase to Reduce the General Revenue Subsidy to the Solid Waste Fund
3. Consideration of Storwmater Non Ad Valorem Assessment Rate Increase to Reduce the General Revenue Subsidy to the Stormwater Utility Fund
4. Revised County Policy for Take Home Vehicles and Car Allowances
5. Consideration of a 4 Day Work Week for County Government
6. Consideration of Funding Showers and Lockers in the Courthouse in Support of Employee Wellness
7. Report on Utilization of Tharpe Street Facility for County Storage
8. Status Report on the Voluntary Separation Incentive Program
9. Recommendations relating to the Lake Jackson and Apalachee Branch Libraries
10. Report on the Projected Long Term Funding Issues Related to the Transportation Trust Fund
11. Consideration of the Capital Improvement Program
12. Climate Action Plan for Leon County Government Operations
13. Funding Recommendations for Cost of Living Adjustments

The Constitutional Officers are scheduled for July 9th at 9:00 AM:
14. Constitutional Officer Budgets

The outside agencies have been notified that the following are scheduled for discussion at 1:30 on July 9th:
15. Discretionary Outside Agency Funding Requests
16. Consideration of Funding for the Goodwood Museum and Gardens Carriage Gate Conference Center
17. Consideration of the Tourist Development Council and Council on Culture and Arts (COCA)
18. Consideration of Capital Area Health Start Coalition, Inc. One-Time Funding Request for $60,000 for a Community Health Educator and Other Recommendations from the Health Advisory Board Regarding Primary Healthcare Funding

To be taken up at the conclusion of the workshops:
19. Establishment of millage rates for TRIM process

3. Amendment #1

Amendment #1 includes four specific reductions to taxable value:

- An additional $25,000 homestead exemption for values greater than $50,000
- Portability of the Save-Our-Homes differential. If a homesteaded owner moves they are allowed to take with them the dollar difference between the market value and assessed value or a percentage. Attachment #4 contains a detailed review of portability and examples of how it is being implemented.
- $25,000 for tangible personal property.
- A 10% limitation on assessment increases for non-homesteaded property. This does not go into effect until FY09/10.

Table 1 provides a summary of the impacts of Amendment #1 to the County. As reflected in the table, the Countywide reduced revenue is $9,877,886 and the EMS MSTU reduced revenue is $684,728 for a total reduced ad valorem of $10,562,614.

Table 1: Impacts of Amendment #1

	Reduced Property Value	Countywide Reduced Ad Valorem	EMS MSTU Reduced Ad Valorem	Total Reduced Ad Valorem
$25,000 Homestead	$1,201,916,890	$8,669,427	$600,958	$9,270,385
Portability	$38,610,443	$278,497	$19,305	$297,802
$25,000 TPP	$128,928,679	$929,963	$64,464	$994,427
Total	$1,369,456,012	$9,877,887	$684,727	$10,562,614

4. Expenditure Overview

The Board has been active in preparing the budget and has not waited for the workshops to begin its efforts at reducing on-gong expenditures:

- As a result of the January workshop on Risk Management, the Board directed staff to evaluate alternative levels of deductibles and other means to reduce the overall cost of the risk program. Based on these efforts, coupled with an overall decrease in the cost of property insurance in the market, the budget anticipates a reduction of $407,180.

- At the June 10th meeting the Board approved the award of the County's health insurance to CHP/Blue Cross/Blue Shield. At this time the Board also approved a shift in the allocation between the Board and the employee. From a budget to budget perspective this action will save over $290,000.
- At the February 26th meeting, the Board established funding levels for outside agencies. This action reduced the funding requirements by $163,470. There is a separate budget discussion item addressing this issue.
- At the February 26th meeting, the Board determined that funding for the Council on Culture and Arts would continue to be funded through the Tourist Development Tax, saving at least $533,264 from being shifted back to general revenue. There is a separate budget discussion item addressing this issue.
- At the June 13, 2008 meeting, the Board directed staff to evaluate the County's take home vehicle and car allowance policy. A separate budget discussion item indicates revisions to the policy will save over $100,000 annually.
- At the March 11 workshop, the Board approved the establishment of the Voluntary Separation Incentive Program (VSIP). A separate budget discussion item indicates this action will save $629,715 annually.
- During the March 11, 2008 workshop the Board approved maintaining a number of vacant positions in Growth and Environmental Management (GEM). These positions would not be filled until such time as development activity increased. This reduction reflects the funding for the five vacant positions at $323,089.
- At the March 11 workshop, the Board approved the reduction in the hours of operation of the Branch Libraries. The overall savings associated with this reduction are $386,985.

In addition to service level reductions, staff has identified certain savings through increased efficiencies and internal reorganizations:

- Have county staff perform a portion of the management of the Bank of America. Currently, the County contracts with a private firm to manage the Bank of America. The County intends to continue to utilize a private firm to aid in certain aspects of outside lease negotiations and lease management. However, the overall day-to-day management of the facility will be performed by County staff. This change is anticipated to saving $100,000 annually.
- Public Works will be reorganized to consolidate the Stormwater Operations Division and Stormwater/Mosquito Control division. This will save $204,997 annually. A portion of these reductions are also included in the VSIP program savings.
- Public Works will reorganize two survey crews into one survey crew. This will save $117,820 annually. A portion of these reductions are also included in the VSIP program savings.

Other savings that have been identified that will not have an impact on service delivery:

- The Sheriff has identified $921,292 in reductions associated with retirement, workers compensation and benefit adjustments.
- The elections cycle for next year results in the Supervisor of Election's budget being reduced by $931,357. This is the direct result of the current year funding needed to support a presidential election cycle will not be required next year.

Table 5 provides a summary of the reductions identified to date at $5.00 million.

Table 5: Summary of Expenditure Reductions Identified to Date

Board of County Commissioners	
Retirement, Life & Health, Workers Compensation Insurance	(748,794)
Public Works Stormwater Reorganization (inc. VSIP)	(204,997)
Public Works Survey Crew (inc. VSIP)	(117,820)
GEM Position Freeze	(323,089)
Human Services (inc. CHSP), Cultural and Econ. Development	(164,370)
Branch Library Hours (inc. VSIP)	(386,895)
Bank of America (BOA) Contract Management	(100,000)
Property, Auto and Liability Insurance	(407,180)
Operating Adjusts. (Travel, Professional Services, Operating Capital)	(112,510)
Total Board of County Commissioners	**(2,565,665)**
Constitutionals	
Supervisor of Elections – Elections Cycle	(932,800)
Tax Collector Commissions	(339,125)
Sheriff Reductions (Retirement, workers compensation, health)	(921,292)
Property Appraiser	(247,082)
Total Constitutionals	**(2,440,299)**
Total Increase	**(5,005,954)**

There are also a number of increases:

- Cost of Living Adjustment for Board and Constitutional Employees - $3.0 million
- Utilities and Fuel: $560,000. The budget includes an overall increase of 30% in anticipated fuel costs.
- State Mandated Payments: $418,000 for areas such as Medicaid and Department of Juvenile Justice.
- Community Redevelopment Payments: $279,000
- Contractual Increases: $444,072 in areas such as the Transfer Station hauling contract, custodial and library security.

Overall, there are $4.1 million in anticipated increases in the base budget as reflected in Table 6. Attachment #6 contains the individual departmental budgets, including a detailed variance analysis.

Table 6: Summary of Expenditure Increases

Board of County Commissioners	
Salary and Wages (includes COLA)	$1,087,991
Utilities	312,368
Fuel and Oil (30% increase)	258,000
State Mandatory Payments - e.g. Medicaid, DJJ	418,700
Target Industry Pilot Program	30,000
Community Redevelopment Area (TIF Payments)	279,471
Contractual Increases (Transfer Station, Custodial, Library Security	444,072
Employee Wellness Program	25,000
Road Materials and Supplies	36,015
Software Licensing and Maintenance Charges	107,782
Total Board of County Commissioners	**$2,999,399**
Constitutionals (includes COLA and Other Adjustments)	
Sheriff	845,101
Clerk	79,714
Property Appraiser	146,501
SOE	44,277
Total Constitutionals	**$1,115,593**
Total Increase	**$4,114,992**

5. Revenue Overview

The majority of Leon County government is funded through property taxes. Table 7 provides a summary of all other revenues. Dedicated revenues (such as Solid Waste fees) are also included in the table as the Solid Waste fund currently receives a general revenue subsidy. Contemplated in the table are adjustments previously approved by the Board for Growth and Environmental Management and Pre-trial/Probation.

Table 7: Major Revenues for Funds Supported by General Revenues

	FY08 Budget	FY09 Preliminary
½ Cent Sales Tax	$11,855,050	$11,701,150
Solid Waste Fees	$9,217,411	$8,433,413
Gas Taxes	$9,027,494	$8,104,743
State Revenue Sharing	$5,003,650	$4,520,100
Public Service Tax	$4,950,165	$5,377,000
Communications Services Tax	$3,824,315	$3,906,400
Charges for Service	$4,427,313	$5,041,331
Interest	$3,035,365	$1,807,660
Environmental Permits	$2,204,851	$1,517,293
Non-Ad Valorem Assessments	$2,097,164	$2,220,151
Bank of America Rental Income	$1,396,057	$1,348,778
City Payment for GIS	$1,162,921	$1,151,048
Other General Revenues	$3,587,022	$3,432,393
GEM & Debt Fund Balance		$1,051,813
Total General Revenues	**$61,788,778**	**$59,613,273**
Decrease FY09		**($2,175,505)**

6. Shortfall

The shortfall is based on a number of factors, including expenditure and revenue changes noted above. In addition, the anticipated minimum level of additional revenue from property taxes based on the increase in per capita personal income and new construction is $7.60 million. Historically, increased revenues would be utilized to address employee raises, healthcare, retirement, and contractual obligations. However, at this point in the budget process a number of reductions have already been identified. Table 8 summarizes all of the expenditure and revenue adjustments previously discussed. The table indicates that even with the $5.00 million in decreases identified an additional $3.55 million is still required for a total of $8.54 million in reductions.

Table 8: FY 2009 Fiscal Budget Impacts (in millions)

Impact of Amendment # 1	($9.87)
Expenditure Increases	($4.11)
General Revenue Decreases	($2.17)
Per Capita Income/New Construction Tax Growth	$7.60
Initial Shortfall	**($8.55)**
Expenditure Reductions Identified to Date	$5.00
Additional Reductions Required	**$3.55**

7. Fund Balance

The budget contemplates maintaining all funds within compliance with County policy regarding fund balance. Attachment #7 provides a summary of estimated year ending FY2008 fund balances.

8. How We Compare

Annually, the Office of Management and Budget conducts a state wide survey to compile budgets and staffing information (Attachment #8). The highlights of the survey are as follows:

- **Leon County has the 5th lowest budget per capita**
- **Leon County ranks the 7th lowest in positions per capita**
- **Leon County has 27th highest percentage of property exempt from taxation (42%)**

Among comparable Counties:

- **Leon County has the lowest net budget per capita**
- **Leon County has the lowest number of positions per capita**
- **Leon County has the 4th highest percentage of property exempt from taxation (42%)**

9. Position and Travel Freeze

The County has had a non-essential position hiring freeze for approximately 1.5 years. During the same time the County has had a non-essential travel freeze in place. Based on the development of the FY2008/2009 budget a series of changes will be made. These changes may take advantage of current position vacancies. Once final budget decisions are made by the Board the remaining vacancies should be filled. The County Administrator is seeking the Board's endorsement that at the conclusion of this year's budget development both the travel and hiring freezes be lifted.

Options:

1. Accept staff's report.
2. Endorse the County Administrator's action to lift the hiring and travel freeze at the conclusion of the FY2008/2009 budget development cycle.
3. Board Direction.

Recommendation:

Option #1 and #2

Attachments

#1 Guiding Principles
#2 Final County Services Prioritization from the January 30, 2008 Workshop
#3 Implementing Law for Amendment #1
#4 Portability Information
#5 General Revenue Expenditure Increases and Decreases
#6 Departmental Budgets
#7 Fund Balance Analysis
#8 County Survey

PA/AR/ar

RESOLUTION NO. R08-01

WHEREAS, it is the mission of the Leon County Board of County Commissioners to preserve and enhance the outstanding quality of life in our community, and;

WHEREAS, Leon County strives to set the standard and best practice for other local governments in Florida and in the United States through strong and consistent fiscal policies and practices, and;

WHEREAS, Leon County has a long history of providing cost effective, superior services to our citizenry, and;

WHEREAS, Leon County has reduced or held constant the general property tax rates over each of the past 16 years, and;

WHEREAS, over the last two years the County millage rate has decreased by 16%, and;

WHEREAS, Leon County has controlled expenditures, maintaining the lowest budget per capita of any comparable county and currently has the 6th lowest budget per capita of all 67 counties, and;

WHEREAS, Leon County has been responsible in the building of reserves to healthy levels and has invested recurring revenues in infrastructure improvements, and;

WHEREAS, the Board of County Commissioners has been proactive in establishing policies such as Policy No. 93-44 "Fiscal Planning" and Policy No. 07-2 "Reserves" to provide guidance related to fiscal responsibility, and;

WHEREAS, Leon County maintains an investment quality credit rating of AA-, and;

WHEREAS, Leon County was the first county in the state to institute a hiring, capital projects and travel freeze in preparation for 2007 legislative property tax reforms, and;

WHEREAS, as pursuant to the 2007 legislation, Leon County was one of only 4 "non-fiscally constrained" counties to be placed in the least punitive 3% roll-back category (as opposed to the 5%, 7% or 9% categories) based on the County's conservative annual increases in budget per capita, and;

WHEREAS, due to roll-backs and capped future growth in property taxes imposed by the Legislature, combined with significant current and future challenges facing local government including those related to an aging population, a struggling housing market, rising health care costs, aging infrastructure, and a continued resistance to tax increases, there is a need to assess the long view and prepare for a more austere course for county government, and;

WHEREAS, as the level of government closest to the people, Leon County must make strategic decisions in order to be prepared and continue to deliver high quality services in the areas most critical to our citizenry, and;

WHEREAS, this will require a re-examination of core services, levels of services and a commitment to priority setting as Leon County continues to take a gradual business-like approach to determining the size of government its citizens can afford and the priority of the services we deliver to our citizens.

NOW, THEREFORE, BE IT RESOLVED by the Leon County Board of County Commissioners, Florida that the following guiding principles are adopted:

1. The Board of County Commissioners upholds the importance of the Leon County Home Rule Charter allowing citizen involvement and flexibility in shaping government to best meet the County's unique and changing needs.

2. The County budget will always be balanced, with available revenues equal to appropriations.

3. The County will strive to maintain the lowest dollars spent per County resident, as compared to like-size counties, while retaining the maximum level of service possible.

4. Through citizen input and Commission deliberation, core functions for County government will be identified and the dollars will be allocated accordingly during the budget process.

5. The County will continue to explore opportunities with its governmental counterparts for functional consolidation and/or shared efficiencies.

6. The County will continue to enhance our cooperation and coordination with our Universities and Community College to promote, strengthen, and sustain our community's intellectual capital.

7. The County Administrator will require Program Managers to conduct an annual review and scrutiny of their base budgets when preparing budgets for future years.

8. Consistent with best practices and the Florida Statutes, Leon County will retain an emergency reserve fund of not less than 5%, but not more than 10% of the general operating budget (Policy No. 07-2).

9. Consistent with best practices and the Florida Statutes, Leon County will retain an operating cash reserve fund of not less than 10% but not more than 20% of the general operating budget (Policy No. 07-2)

10. Cash reserves in excess of reserve policies will be utilized to support one time capital projects and/or other one-time expenditures to address unforeseen revenue shortfalls (Policy No. 07-2).

11. Leon County will continue to ensure the useable and safe life of existing infrastructure by providing funding for proper maintenance (Policy No. 93-44).

0

12. Provide that fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise (Policy No. 92-5).

13. Ensure that capital projects financed through the issuance of bonds will not be financed for a period that exceeds the useful life of the project or the life of the supporting revenue source (Policy No. 93-47), and support conduit financing to promote the economic health of the community.

14. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP) (Policy No. 92-4).

15. Ensure that annual financial and compliance audit of the County's financial records is conducted by an independent firm of certified public accountants whose findings and opinions are published and available for public review (Policy No. 92-4).

16. Will optimize return on investments within the constraints of safety and liquidity through an adopted Investment Policy.

17. Shall establish formal policies and procedures to address amending the budget while allowing the organization to function and react to changing conditions (Policy No. 97-11).

18. The County shall provide a meaningful public input process during the annual budget review which shall, at a minimum, include at least one Board Workshop and two Public Hearings.

19. The County will fully research and employ technology to improve the personal and collective efficiency of county employees.

20. The County will continue to enhance our culture of performance, as we maintain a very low employee per 1,000 population and a "flat" organizational structure, and hold individual employees to high expectations and performance standards. Employees are entrusted with broad authority in their functional areas, expected to respond quickly to requests for service, explore and pursue alternatives to assist the citizenry, attempt to deliver more than what is expected, and are empowered to use professional discretion on the spot to resolve issues and reduce "bureaucracy". These employees are valued and compensation and benefits are commensurate with their responsibilities and competitive in the industry.

21. The County will continue to improve our efforts to promote employee innovation, through incentives, recognition and rewards for identifying and implementing program and process improvements that add value to services while producing cost savings.

0

22. The County will continue to leverage Leon County tax payer dollars to attract federal and state appropriations, reimbursements, and matching grants to realize revenue maximization for the purpose of funding priority projects and programs.

PASSED, AND DULY ADOPTED BY THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA THIS 15th DAY OF JANUARY, 2008.

LEON COUNTY, FLORIDA

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

ATTEST:
Bob Inzer, Clerk of the Court
BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

Final County Services Prioritization

Mandatory	Non-Mandatory	General Revenue	subtotal	% reduction	$ reduction	Category	
Debt Service Payments		9,401,532				A	No Reductions A
Required State Payments		6,850,454				A	
Sheriff - Corrections		28,493,362	44,745,348			A	
	Emergency Services	7,765,123				B	Constrained Reductions B
	Fire Services	5,030,447				B	
	Health Care	2,195,489				B	
Sheriff - Law Enforcement		32,174,371				B	
Clerk of Court		1,847,365				B	
	Human Services	1,124,090				B	
Judiciary		650,757				B	
Supervisor of Elections		3,853,209				B	
Property Appraiser		4,684,337				B	
	Incarceration Alternatives	1,794,143				B	
Tax Collector		5,417,790				B	
	Volunteer Services	219,009	66,756,130	8%	5,340,490	B	
	Library	6,614,190				C	Level of Service Reductions C
	Parks and Recreation	2,899,694				C	
County Commission		1,350,816				C	
County Administration		1,145,977				C	
County Attorney		1,532,275				C	
	Veteran Services	364,086				C	
Growth Management		2,372,339				C	
	Housing	559,594				C	
	Economic Development	620,292				C	
	Cultural Funding	710,850				C	
	Cooperative Extension	502,986				C	
	Animal Services	1,446,409				C	
	Mosquito Control	697,007	20,816,515	19%	3,955,138	C	
Solid Waste		527,165				D	Significant Service Reductions D
Stormwater		3,577,910				D	
Transportation		884,496				D	
	Event Sponsorships	24,750	5,014,321	50%	2,507,161	D	
Building Inspection		-				NA	
	Tourism	-				NA	
	Total	**137,332,314**	**137,332,314**		**11,802,789**		
	Support Services			**8.0%**	**944,223**		
	Total Reductions				**12,747,012**		

Attachment # 2
Page 1 of 1

833 (b) Beginning in 2009, by December 15 of each year, the tax
834 collector shall provide to the department a copy of each local
835 governing board's non-ad valorem assessment roll containing the
836 data elements and in the format prescribed by the executive
837 director. In addition, beginning in 2008, a report shall be
838 provided to the department by December 15 of each year for each
839 non-ad valorem assessment roll, including, but not limited to,
840 the following information:
841 1. The name and type of local governing board levying the
842 non-ad valorem assessment;
843 2. Whether or not the local government levies a property
844 tax;
845 3. The basis for the levy;
846 4. The rate of assessment;
847 5. The total amount of non-ad valorem assessment levied;
848 and
849 6. The number of parcels affected.
850 Section 11. Subsection (5) of section 200.065, Florida
851 Statutes, is amended to read:
852 200.065 Method of fixing millage.--
853 (5) Beginning in the 2009-2010 fiscal year and in each year
854 thereafter:
855 (a) The maximum millage rate that a county, municipality,
856 special district dependent to a county or municipality, municipal
857 service taxing unit, or independent special district may levy is
858 a rolled-back rate based on the amount of taxes which would have
859 been levied in the prior year if the maximum millage rate had
860 been applied, adjusted for change ~~growth~~ in per capita Florida
861 personal income, unless a higher rate is adopted, in which case

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862 the maximum is the adopted rate. The maximum millage rate
863 applicable to a county authorized to levy a county public
864 hospital surtax under s. 212.055 and which did so in fiscal year
865 2007 shall exclude the revenues required to be contributed to the
866 county public general hospital in the current fiscal year for the
867 purposes of making the maximum millage rate calculation, but
868 shall be added back to the maximum millage rate allowed after the
869 roll back has been applied, the total of which shall be
870 considered the maximum millage rate for such a county for
871 purposes of this subsection. The revenue required to be
872 contributed to the county public general hospital for the
873 upcoming fiscal year shall be calculated as 11.873 percent times
874 the millage rate levied for countywide purposes in fiscal year
875 2007 times 95 percent of the preliminary tax roll for the
876 upcoming fiscal year. A higher rate may be adopted only under the
877 following conditions:
878 1. A rate of not more than 110 percent of the rolled-back
879 rate based on the previous year's maximum millage rate, adjusted
880 for change ~~growth~~ in per capita Florida personal income, may be
881 adopted if approved by a two-thirds vote of the membership of the
882 governing body of the county, municipality, or independent
883 district; or
884 2. A rate in excess of 110 percent may be adopted if
885 approved by a unanimous vote of the membership of the governing
886 body of the county, municipality, or independent district or by a
887 three-fourths vote of the membership of the governing body if the
888 governing body has nine or more members, or if the rate is
889 approved by a referendum.

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0

890 (b) The millage rate of a county or municipality, municipal
891 service taxing unit of that county, and any special district
892 dependent to that county or municipality may exceed the maximum
893 millage rate calculated pursuant to this subsection if the total
894 county ad valorem taxes levied or total municipal ad valorem
895 taxes levied do not exceed the maximum total county ad valorem
896 taxes levied or maximum total municipal ad valorem taxes levied
897 respectively. Voted millage and taxes levied by a municipality or
898 independent special district that has levied ad valorem taxes for
899 less than 5 years are not subject to this limitation. The millage
900 rate of a county authorized to levy a county public hospital
901 surtax under s. 212.055 may exceed the maximum millage rate
902 calculated pursuant to this subsection to the extent necessary to
903 account for the revenues required to be contributed to the county
904 public hospital. Total taxes levied may exceed the maximum
905 calculated pursuant to subsection (6) as a result of an increase
906 in taxable value above that certified in subsection (1) if such
907 increase is less than the percentage amounts contained in
908 subsection (6) or if the administrative adjustment cannot be made
909 because the value adjustment board is still in session at the
910 time the tax roll is extended; otherwise ~~however, if such~~
911 ~~increase in taxable value exceeds the percentage amounts~~
912 ~~contained in this subsection~~, millage rates subject to this
913 subsection, s. 200.185, or s. 200.186 may ~~must~~ be reduced so that
914 total taxes levied do not exceed the maximum.
915
916 Any unit of government operating under a home rule charter
917 adopted pursuant to ss. 10, 11, and 24, Art. VIII of the State
918 Constitution of 1885, as preserved by s. 6(e), Art. VIII of the

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919 State Constitution of 1968, which is granted the authority in the
920 State Constitution to exercise all the powers conferred now or
921 hereafter by general law upon municipalities and which exercises
922 such powers in the unincorporated area shall be recognized as a
923 municipality under this subsection. For a downtown development
924 authority established before the effective date of the 1968 State
925 Constitution which has a millage that must be approved by a
926 municipality, the governing body of that municipality shall be
927 considered the governing body of the downtown development
928 authority for purposes of this subsection.
929 Section 12. Subsections (5) and (8) of section 200.185,
930 Florida Statutes, are amended to read:
931 200.185 Maximum millage rates for the 2007-2008 and 2008-
932 2009 fiscal years.--
933 (5) In the 2008-2009 fiscal year, a county, municipal
934 service taxing units of that county, and special districts
935 dependent to that county; a municipality and special districts
936 dependent to that municipality; and an independent special
937 district may levy a maximum millage determined as follows:
938 (a)1. The maximum millage rate that may be levied shall be
939 the rolled-back rate calculated pursuant to s. 200.065 and
940 adjusted for change ~~growth~~ in per capita Florida personal income,
941 except that:
942 a. Ad valorem tax revenue levied in the 2007-2008 fiscal
943 year and used in the calculation of the rolled-back rate shall be
944 reduced by any tax revenue resulting from a millage rate approved
945 by a super majority vote of the governing board of the taxing
946 authority in excess of the maximum rate that could have been
947 levied by a majority vote as provided in this section.

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948 b. The taxable value within the jurisdiction of each taxing
949 authority used in the calculation of the rolled-back rate shall
950 be increased by an amount equal to the reduction in taxable value
951 occurring as a result of the amendments to the State Constitution
952 contained in SJR 2-D (2007) providing an additional homestead
953 exemption, providing portability of the Save-Our-Homes
954 differential, providing an exemption from ad valorem taxation for
955 tangible personal property, and providing a 10-percent limitation
956 on assessment increases for certain properties.
957 2. For a county authorized to levy a county public hospital
958 surtax under s. 212.055 that did so in fiscal year 2007, the
959 maximum millage rate shall exclude the revenues required to be
960 contributed to the county public general hospital in the current
961 fiscal year for the purposes of making the maximum millage rate
962 calculation, but shall be added back to the maximum millage rate
963 allowed after the ~~applicable percentage of the~~ rolled-back rate
964 ~~as provided in subparagraphs (2)(a)1. through 5.~~ has been
965 applied, the total of which shall be considered the maximum
966 millage rate for such a county for purposes of this subsection.
967 The revenue required to be contributed to the county public
968 general hospital for the upcoming fiscal year shall be calculated
969 by multiplying 11.873 percent by the millage rate levied for
970 countywide purposes in fiscal year 2007 and multiplying the
971 result by 95 percent of the preliminary tax roll for the upcoming
972 fiscal year. For a downtown development authority established
973 before the effective date of the 1968 State Constitution which
974 has a millage that must be approved by a municipality, the
975 governing body of that municipality shall be considered the
976 governing body of the downtown development authority for purposes

977 of this subsection.
978 (b) A rate in excess of the maximum millage rate allowed
979 under paragraph (a), but ~~of~~ not more than 110 percent of the rate
980 in paragraph (a) determined without taking into account the
981 adjustment in sub-subparagraph (a)1.b., may be levied if approved
982 by a two-thirds vote of the membership of the governing body of
983 the county, municipality, or independent district.
984 (c) A rate in excess of the millage rate allowed in
985 paragraph (b) may be levied if approved by a unanimous vote of
986 the membership of the governing body of the county, municipality,
987 or independent district or by a three-fourths vote of the
988 membership of the governing body if the governing body has nine
989 or more members, or if approved by a referendum of the voters.
990 (8) The millage rate of a county or municipality, municipal
991 service taxing unit of that county, and any special district
992 dependent to that county or municipality may exceed in any year
993 the maximum millage rate calculated pursuant to this section if
994 the total county ad valorem taxes levied or total municipal ad
995 valorem taxes levied, as defined in s. 200.001, do not exceed the
996 maximum total county ad valorem taxes levied or maximum total
997 municipal ad valorem taxes levied, as defined in s. 200.001,
998 respectively. Voted millage, as defined in s. 200.001, and taxes
999 levied by a municipality or independent special district that has
1000 levied ad valorem taxes for less than 5 years are not subject to
1001 the limitation on millage rates provided by this section. Total
1002 taxes levied may exceed the maximum calculated pursuant to this
1003 section as a result of an increase in taxable value above that
1004 certified in s. 200.065(1) if such increase is less than the
1005 percentage amounts contained in s. 200.065(6) or if the

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1006 administrative adjustment cannot be made because the value
1007 adjustment board is still in session at the time the tax roll is
1008 extended; otherwise ~~however, if such increase in taxable value~~
1009 ~~exceeds the percentage amounts contained in s. 200.065(6)~~,
1010 millage rates subject to this section may ~~must~~ be reduced so that
1011 total taxes levied do not exceed the maximum. Any unit of
1012 government operating under a home rule charter adopted pursuant
1013 to ss. 10, 11, and 24, Art. VIII of the State Constitution of
1014 1885, as preserved by s. 6(e), Art. VIII of the State
1015 Constitution of 1968, which is granted the authority in the State
1016 Constitution to exercise all the powers conferred now or
1017 hereafter by general law upon municipalities and which exercises
1018 such powers in the unincorporated area shall be recognized as a
1019 municipality under this section.
1020 Section 13. (1) The executive director of the Department
1021 of Revenue is authorized, and all conditions are deemed met, to
1022 adopt emergency rules under ss. 120.536(1) and 120.54(4), Florida
1023 Statutes, for the purpose of implementing this act.
1024 (2) Notwithstanding any other provision of law, such
1025 emergency rules shall remain in effect for 18 months after the
1026 date of adoption and may be renewed during the pendency of
1027 procedures to adopt rules addressing the subject of the emergency
1028 rules.
1029 Section 14. Notwithstanding the provisions of s.
1030 193.155(8)(e), (f), and (g), Florida Statutes, for the 2008
1031 taxable year, the property appraiser must accept and consider
1032 applications for assessment under s. 193.155(8), Florida
1033 Statutes, which are submitted by May 1.

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Bert Hartsfield, CFA

Leon County Property Appraiser

Portability - Explained

What is Portability?

- **Portability**

  The ability to transfer the benefit of the homestead property assessment limitation (defined in FS 193.155) described as the dollar value difference between market value and assessed value, or a percentage thereof, from an existing homestead to a newly homesteaded property.

MARKET VALUE
(MINUS) ASSESSED VALUE
= PORTABLE AMOUNT

Portability

- **Previously,** the Save Our Homes (SOH) benefit did not transfer when a homestead property was sold.

- **With Portability,** the accumulated Save Our Homes (SOH) benefit transfers (up to $500,000) to a new homestead property within 2 years.

So, what exactly is someone "porting" to a new home?

- **EXAMPLE**
  - **Purchased in 2003 for $195,000 (assessed at 85% for 2004)**

	Tax Year 2004	Tax Year 2005	Tax Year 2006	Tax Year 2007
Market Value	$165,750	$185,640	$215,340	$232,570
*SOH Value	$165,750	$170,722	$175,844	$180,240
Homestead Exemption	$25,000	$25,000	$25,000	$25,000
Taxable Value	$140,750	$145,722	$150,844	$155,240

The <u>portable amount</u> is the difference between the market value and the SOH Value:

$232,570 - $180,240 = $52,330

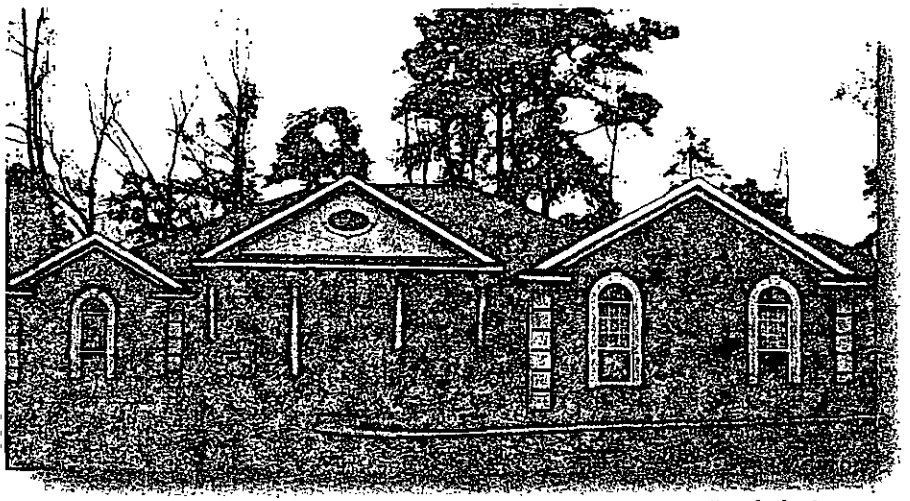
*SOH value is "capped" at an increase of 3.0% per year, while the market value increases due to normal market activity.

Now, let's take our $52,330 portability to a *Higher* value home.

CURRENT HOME

• 2007 Market Value	$232,570
• Assessed Value	- $180,240
= **Portable Amount**	**$52,330**

NEW HOME



• Purchase Price	$400,000
• Market Value (85%)	$340,000
• (minus) Portability	- $52,330
• = Assessed Value	$287,670
• (minus) Homestead	- $25,000
•(minus) Add'l Homestead excl. Schools	- $25,000
• = School Taxable Value	$262,670
• = Other Taxable Value	$237,670

Assessment Formula
as per Senate Bill 4-D 2nd engrossed

- **Portability to a higher value home**
  (page 12, line 29 of SB 4-D)

  If the just value of the new homestead as of January 1 is greater than or equal to the just value of the immediate prior homestead as of January 1 of the year in which the immediate homestead was abandoned, **the assessed value of the new homestead shall be** the just value of the new homestead minus an amount equal to the lesser of $500,000 or the difference between the just value and the assessed value of the immediate prior homestead as of January 1 of the year in which the prior homestead was abandoned.

Now, let's take our portability to a *Lesser* value home.

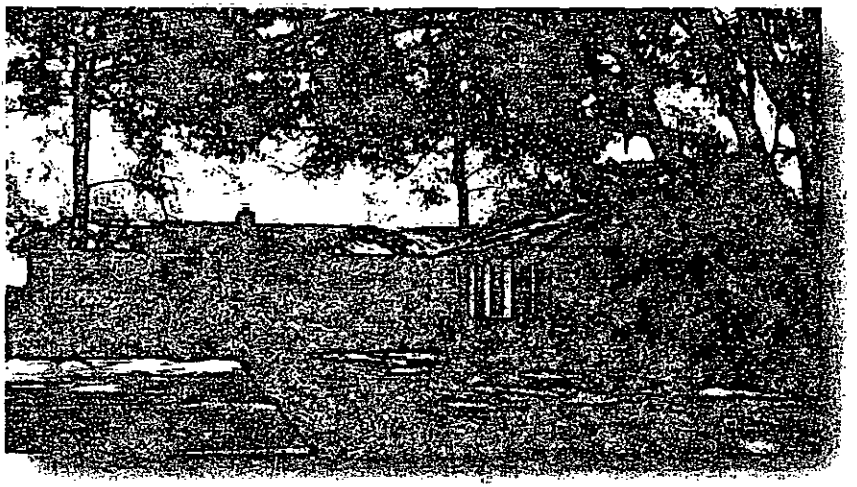
CURRENT HOME

- Market Value $232,570
- Assessed Value - $180,240

Portable Benefit of $52,330 is 22.5 % of Market Value

****(52,330 / 232,570) = 22.5%****

NEW HOME



• Purchase Price	$185,000
• Market Value (85%)	$157,250
• (minus) Portability (22.5% of $157,250)	= $ 35,381
• = Assessed Value	$121,869
• (minus) Homestead	- $25,000
•(minus) Add'l Homestead Excl. Schools	- $25,000
• = School Taxable Value	$96,869
• = Other Taxable Value	$71,869

Assessment Formula

as per Senate Bill 4-D 2nd engrossed

- **Portability to a lesser value home**
  (page 13, line 8 of SB 4-D)

  If the just value of the new homestead as of January 1 is less than the just value of the immediate prior homestead as of January 1 of the year in which the immediate homestead was abandoned, **the assessed value of the new homestead shall be** equal to the just value of the new homestead divided by the just value of the immediate prior homestead and multiplied by the assessed value of the immediate prior homestead. However, if the difference between the just value of the new homestead and the assessed value of the new homestead calculated pursuant to this paragraph is greater than $500,000, the assessed value of the new homestead shall be increased so that the difference between the just value and assessed value equals $500,000.

FY 2009 General Revenue Supported Expenditure Inceases and Decreases Board and Constituional Officers

General Revenue Funded Increases	
Board of County Commissioners	
Salary and Wages (inlcudes COLA)	1,087,991
Utilities	312,368
Fuel and Oil (30% increase)	258,000
State Mandatory Payments - e.g. Medicaid, DJJ	418,700
Target Industry Pilot Program	30,000
Community Redevelopment Area (TIF Payments)	279,471
Contractual Increases (Transfer Station, Custodial, Library Security)	444,072
Employee Wellness Program	25,000
Road Materials and Supplies	36,015
Software Licensing and Maintenance Charges	107,782
Total Board of County Commissioners	**2,999,399**
Constitutionals includes COLA	
Sheriff	845,101
Clerk	79,714
Property Appraiser	146,501
SOE	44,277
Total Constitutionals	1,115,593
Total Increase	**4,114,992**
General Revenue Funded Decreases	
BCC	
Retirement, Life & Health, Workers Compensation Insurance	(748,794)
Public Works Stormwater Reorganization (inc. VSIP)	(204,997)
Public Works Survey Crew (inc. VSIP)	(117,820)
GEM Position Freeze	(323,089)
Human Services (inc. CHSP), Cultural and Economic Development	(164,370)
Branch Library Hours Reduction (inc. VSIP)	(386,895)
Bank of America (BOA) Contract Management	(100,000)
Property, Auto and Liblabilty Insurance	(407,180)
Operating Adjustments (Travel, Professional Services, Operating Capital)	(112,510)
Total BCC	**(2,565,655)**
Consitutionals	
Supervisor of Elections - Election Cycle	(932,800)
Tax Collector Commissions	(339,125)
Sheriff Reductions (Retirement, workers compensation, health)	(921,292)
Property Appraiser	(247,082)
Total Constitutional	**(2,440,299)**
Total	**(5,005,954)**

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LEON

FLORIDA'S CAPITAL COUNTY

Fiscal Year 2009 Budget Summary

	FY 2007	FY 2008	FY 2009						Variance and Options Explanations
	Actual	Adopted	Option # 1	Change	Option # 2	Change	Option # 3	Change	
Legislative/Administrative									
County Commission	1,374,676	1,350,816	1,357,911	0.5%	1,357,911	0.5%	1,357,911	0.5%	There is no difference between budget options.
County Administration	563,114	555,307	539,229	-2.9%	539,229	-2.9%	539,229	-2.9%	There is no difference between budget options
County Attorney	1,671,293	1,689,190	1,546,437	-8.5%	1,546,437	-8.5%	1,720,097	1.8%	Options 1 and 2 include the freeze of personnel funding for Eminent Domain. Option # 3 funds this reduction.
Office of Management and Budget	859,511	923,752	879,426	-4.8%	930,877	0.8%	930,878	0.8%	Option 1 includes personnel reduction for Management Review; options 2 and 3 fund this function.
Tourist Development	2,446,641	3,505,723	3,415,611	-2.6%	3,415,611	-2.6%	3,415,611	-2.6%	The TDC budget will be adjusted based on final Board action at the workshop.
Human Resources	942,657	1,011,451	1,045,686	3.4%	1,045,686	3.4%	1,119,629	10.7%	Option1 and 2 increase due to the addition of funding for employee wellness off-set by the elimination of the Summer Youth Program; funding for Summer Youth is reflected in Option 3.
Total Legislative/Administrative	**7,857,892**	**9,036,239**	**8,784,300**	**-2.8%**	**8,835,751**	**-2.2%**	**9,083,355**	**0.5%**	
Public Services									
Intergovernmental Affairs	1,000,432	950,182	816,672	-14.1%	891,860	-6.1%	1,039,926	9.4%	Option 1 contemplates the reorganization of administration by reducing PIO personnel, reassigning the Intergovernmental Affairs Coordination and eliminating the state lobbying contract; option 2 funds the PIO position and option 3 funds the lobbying contract.
Library Services	6,366,117	6,614,190	5,979,983	-9.6%	5,979,983	-9.6%	6,369,159	-3.7%	Options 1 and 2 include reducing the main and branch library hours; option 3 funds the main library hours of operation.
Cooperative Extension	491,963	502,986	468,113	-6.9%	505,614	0.5%	505,615	0.5%	Option 1 includes the reduction of administrative staff; options 2 and 3 fund the position.
Health & Human Services	6,460,947	6,561,268	6,222,618	-5.2%	6,222,618	-5.2%	6,446,449	-1.7%	Option 1 and 2 include the realignment of administrative staff and the reduction of housing inspection and volunteer services staff and CHSP funding. Option 3 funds these reductions. Reductions are off-set by increase in Medicaid and child protection exam payments.
Emergency Medical Services	10,000,603	11,201,749	12,546,385	12.0%	12,546,385	12.0%	12,546,385	12.0%	Increase account for the addition of an ambulance and crew during FY 2008. Options 1, 2 and 3 are the same.
Planning Department	854,413	911,232	973,508	6.8%	973,508	6.8%	973,508	6.8%	Accounts for increase in the County's cost for joint department. Options 1, 2 and 3 are th same.
Total Public Services	**25,174,475**	**26,741,607**	**27,007,279**	**1.0%**	**27,119,968**	**1.4%**	**27,881,042**	**4.3%**	
Management Services									
Support Services	316,017	323,883	337,981	4.4%	337,981	4.4%	337,981	4.4%	No difference between budget options.
County Probation	2,018,868	2,080,525	2,147,794	3.2%	2,147,794	3.2%	2,147,794	3.2%	Increase is due to salary adjustments and an increase in GPS monitoring payments. There is no difference between the budget options.
Facilities Management	7,303,974	7,541,328	7,658,576	1.6%	7,709,387	2.2%	7,741,952	2.7%	Option 1 includes the reduction in parking services and late night security and bring the management of the BOA in-house, off-set by service contracts. Option 2 funds some parking services and courthouse security. Option 3 funds all parking services reductions.
Management Information Services	6,740,233	7,045,093	7,111,262	0.9%	7,201,212	2.2%	7,242,172	2.8%	Option 1 reflects the reduction in MIS and GIS technical service off-set by contractual increase. Options 2 funds the majority of the technical services reductions, and Option 3 funds them all.
M/W Small Business Enterprise	237,356	346,849	197,765	-43.0%	197,765	-43.0%	197,765	-43.0%	Decrease accounts for the sun setting of the small business administration program. There is no difference between the budget options.
Purchasing	501,670	518,828	472,188	-9.0%	517,626	-0.2%	517,627	-0.2%	Option 1 reduces warehousing services, and options 2 and 3 fund the services.
Total Management Services	**17,118,118**	**17,856,506**	**17,925,566**	**0.4%**	**18,111,765**	**1.4%**	**18,185,291**	**1.8%**	

Fiscal Year 2009 Budget Summary

	FY 2007	FY 2008	FY 2009						Variance and Options Explanations
	Actual	Adopted	Option # 1	Change	Option # 2	Change	Option # 3	Change	
Growth & Environmental Management									
Support Services	834,476	877,237	824,606	-6.0%	824,606	-6.0%	824,606	-6.0%	Reduction reflects the funding freeze for a position due to a downturn in development permitting. There is no difference between budget options.
Building Inspection	1,354,213	1,452,273	1,429,722	-1.6%	1,429,722	-1.6%	1,429,722	-1.6%	Reduction reflects decreases in personnel costs associated with retirement and workers compensation. There is no difference between budget options.
Environmental Compliance	1,529,254	1,617,872	1,450,189	-10.4%	1,450,189	-10.4%	1,450,189	-10.4%	Reduction reflects the funding freeze for two positions due to a downturn in development permitting. There is no difference between budget options.
Development Services	796,314	1,095,220	853,035	-22.1%	853,035	-22.1%	904,426	-17.4%	Option 1 and 2 reflect reductions due to a funding freeze for two positions due to a downturn in development permitting, and the reorganization of administrative duties through the VSIP. Option 3 funds the administrative reduction.
DEP Storage Tank	134,348	139,950	138,292	-1.2%	138,292	-1.2%	138,292	-1.2%	Reduction reflects decreases in personnel costs associated with retirement and workers compensation. There is no difference between budget options.
Total Growth & Environmental Mgmt.	**4,648,605**	**5,182,552**	**4,695,844**	**-9.4%**	**4,695,844**	**-9.4%**	**4,747,235**	**-8.4%**	
Public Works									
Support Services	456,063	526,336	525,741	-0.1%	525,741	-0.1%	525,741	-0.1%	Reduction reflects decreases in personnel costs associated with retirement and workers compensation. There is no difference between budget options.
Operations	6,544,348	7,385,297	8,885,831	20.3%	8,885,831	20.3%	9,011,840	22.0%	Option 1 and 2 increase reflect the reorganization of the stormwater program by combining two divisions. This provides an overall savings within Public Works, through a reorganization of management and the reduction in a stormwater crew. Option 3 funds the stormwater maintenance crew.
Animal Services	793,845	1,007,614	996,024	-1.2%	996,024	-1.2%	996,024	-1.2%	Reduction reflects decreases in personnel costs associated with retirement and workers compensation. There is no difference between budget options.
Engineering Services	2,868,550	2,930,940	2,737,554	-6.6%	2,737,554	-6.6%	2,788,147	-4.9%	Options 1 and 2 reflect the reduction surveying services and CADD production services. Option 3 funds the CADD services.
Fleet Management	2,398,817	2,689,064	3,140,264	16.8%	3,140,264	16.8%	3,188,741	18.6%	Options 1 and 2 reflect increase associated with fuel costs off-set by a reduction in mechanic services. Option 3 funds the mechanic services.
Mosquito Control	1,586,184	2,158,477	387,771	-82.0%	387,771	-82.0%	628,351	-70.9%	All options reflect the reorganization of stormwater maintenance to the Operations Division. Options 1 and 2 eliminate the mosquito fogging program and Option 3 funds th fogging program.
Parks & Recreation	1,852,894	2,023,994	2,145,171	6.0%	2,145,171	6.0%	2,145,171	6.0%	Increase is due to increased costs for contracts and additional required maintenance for new park facilities.
Solid Waste	8,586,144	9,555,136	10,343,921	8.3%	10,343,921	8.3%	10,343,921	8.3%	Increase is due to increased contract costs with waste management associated with the CPI and an increase in the fuel surcharge.
Water Quality & TMDL Monitoring	557,446	458,630	454,665	-0.9%	454,665	-0.9%	454,665	-0.9%	Reduction reflects decreases in personnel costs associated with retirement and workers compensation. There is no difference between budget options.
Total Public Works	**25,444,291**	**28,735,488**	**29,616,942**	**3.1%**	**29,616,942**	**3.1%**	**30,082,601**	**4.7%**	

Fiscal Year 2009 Budget Summary

	FY 2007	FY 2008	FY 2009						Variance and Options Explanations
	Actual	Adopted	Option # 1	Change	Option # 2	Change	Option # 3	Change	
Constitutional									
Clerk of the Circuit Court	1,779,793	1,847,365	1,865,626	1.0%	1,927,079	4.3%	1,927,079	4.3%	Options 1 reflects an increase in Article V funding off-set by a reduction in accounting services. Options 2 and 3 fully fund accounting services.
Property Appraiser	4,487,428	4,684,337	4,462,034	-4.7%	4,559,707	-2.7%	4,599,116	-1.8%	Options 1 reflects a reduction in appraisal and administrative services in addition to a reduction in operating and capital costs. Option 2 funds appraisal services and option 3 funds full administrative support.
Sheriff	57,647,300	61,916,643	61,795,599	-0.2%	62,177,394	0.4%	62,715,234	1.3%	All options reflect reductions in retirement and works compensation costs. Option 1 reflects reductions retirement in administrative support in addition to eliminating operating and extending fleet maintenance schedules. Option 2 funds administrative support operating costs and fleet maintenance.
Supervisor of Elections	2,618,255	3,853,209	2,917,983	-24.3%	2,917,983	-24.3%	2,917,983	-24.3%	The reduction reflects funding due to the cycle reduction in elections. There is no difference in budget options.
Tax Collector	5,729,042	5,417,790	5,095,010	-6.0%	5,095,010	-6.0%	5,095,010	-6.0%	The reduction reflects a decrease in commission payments due to property tax reform. There is no difference in budget options.
Total Constitutional	72,261,818	77,719,344	76,136,252	-2.0%	76,677,173	-1.3%	77,254,422	-0.6%	
Judicial									
Court Administration	186,710	187,298	186,772	-0.3%	186,772	-0.3%	186,772	-0.3%	Reduction reflects a decrease in personnel cost associated with retirement benefits. Options 1, 2 and 3 are the same.
State Attorney	58,654	88,904	78,351	-11.9%	88,884	0.0%	88,884	0.0%	Option 1 reflects reduction in operating supply costs. Options 2 and 3 fully fund operating supplies.
Public Defender	90,757	107,775	98,942	-8.2%	107,775	0.0%	107,775	0.0%	Option 1 reflects reduction in operating supply costs. Options 2 and 3 fully fund operating supplies.
Other Court-Related Programs	376,748	860,396	710,784	-17.4%	710,784	-17.4%	710,784	-17.4%	Option 1 reflects a reduction in funding for Conflict Attorney Council. There is no difference between funding options.
Guardian Ad Litem	17,301	21,827	21,836	0.0%	21,836	0.0%	21,836	0.0%	There is no funding change from FY 2008 and all options are the same.
Total Judicial	732,170	1,266,200	1,096,685	-13.4%	1,116,051	-11.9%	1,116,051	-11.9%	
Non-Operating									
Fire Control	4,865,521	5,030,447	5,165,451	2.7%	5,165,451	2.7%	5,165,451	2.7%	Increase reflects increase to the City Fire Services contract. There is no difference between options.
Other Non-Operating	5,038,854	6,378,671	6,395,962	0.3%	6,495,962	1.8%	6,495,962	1.8%	Option 1 reflects a reduction in diversionary program funding off-set by increased DJJ funding. Options 2 and 3 provide diversionary program funding.
Risk Financing & Workers Comp	4,239,491	5,327,710	4,658,700	-12.6%	4,658,700	-12.6%	4,658,700	-12.6%	Reduction reflects insurance savings associated with adjusting insurance coverages as directed by the Board. Funding options are the same.
Risk Allocations	2,828,981	2,084,566	1,873,615	-10.1%	1,873,615	-10.1%	1,873,615	-10.1%	Reduction reflects insurance savings associated with adjusting insurance coverages as directed by the Board. Funding options are the same.
Line Item Funding	3,124,522	2,018,659	1,354,102	-32.9%	1,354,102	-32.9%	1,457,572	-27.8%	Reduction reflects the realignment of wildlife rescue funding transferred to Animal Control in addition to the expiration of one line-item funding contract. In addition, Options 1 and 2 reflect reduced funding for agencies as directed by the Board. Option 3 provides funding for agencies level with FY 2008.
Drug Abuse Trust Fund	670	-	32,500		32,500		32,500		There is no difference between funding options.
Communications	621,127	1,049,309	1,049,131	0.0%	1,049,131	0.0%	1,049,131	0.0%	Funding option are the same and funding is level with FY 2008.
Budgeted Reserves	-	3,030,018	3,627,359	19.7%	3,627,359	19.7%	3,627,359	19.7%	Reflects funding FY 2009 salary adjustments and an increase in Article V reserves due to outcome of Conflict Attorney funding.
Non-Departmental	254,536	71,250	-	-100.0%	-	-100.0%	-	-100.0%	Reflects a realignment of expenditures associated with grant overhead costs.
Total Non Operating	20,719,166	24,919,400	24,156,820	-3.1%	24,256,820	-2.7%	24,360,290	-2.2%	
Total Grants	6,539,807	1,087,937	987,709	-9.2%	987,709	-9.2%	987,709	-9.2%	Reflects a reduction in funding for the JAG GPS pre-trial monitoring program
Total Debt Service	9,391,846	9,401,532	9,392,507	-0.1%	9,392,507	-0.1%	9,392,507	-0.1%	Reflects level debt service funding

Fiscal Year 2009 Budget Summary

	FY 2007	FY 2008	FY 2009					
	Actual	Adopted	Option # 1	Change	Option # 2	Change	Option # 3	Change
Capital Improvement Program								
Budgeted Capital Reserves	-	40,522,926	34,230,820	-15.5%	34,230,820	-15.5%	34,230,820	-15.5%
Public Works - Operations	1,463,274	2,167,914	1,142,500	-47.3%	1,142,500	-47.3%	1,142,500	-47.3%
Solid Waste	2,138,521	1,150,113	1,036,000	-9.9%	1,036,000	-9.9%	1,036,000	-9.9%
Parks & Recreation	1,330,680	663,350	565,000	-14.8%	565,000	-14.8%	565,000	-14.8%
Engineering Services	11,766,634	17,795,302	14,772,570	-17.0%	14,772,570	-17.0%	14,772,570	-17.0%
Stormwater Maintenance	98,421	-	-		-		-	
Management Information Services	2,329,876	1,719,320	1,833,500	6.6%	1,833,500	6.6%	1,833,500	6.6%
Facilities Management	9,019,518	13,500,632	1,751,828	-87.0%	1,751,828	-87.0%	1,751,828	-87.0%
Miscellaneous	1,044,703	2,894,685	480,000	-83.4%	480,000	-83.4%	480,000	-83.4%
Fleet Management	1,852,254	2,259,000	2,125,589	-5.9%	2,125,589	-5.9%	2,125,589	-5.9%
Total Capital Improvement	**31,043,881**	**82,673,242**	**57,937,807**	**-29.9%**	**57,937,807**	**-29.9%**	**57,937,807**	**-29.9%**
Other Budget Considerations								
Operating								
Apalachee Rental Expansion					130,478			
Climate Action Plan					182,966		182,966	
Women/Child Bond Clinic					350,000		350,000	
Transportation Trust Fund								
Subtotal Add'l Operating					**663,444**		**532,966**	
Capital								
Lake Jackson Branch Library					2,766,833		5,276,000	
Northeast Park					1,000,000		2,000,000	
Climate Action Plan					302,000		302,000	
Other Transportation Needs							4,564,182	
Subtotal Add'l Capital					**4,068,833**		**12,142,182**	
Total Other Budget Considerations					**4,732,277**		**12,675,148**	
Total Budget net Transfers	**221,186,605**	**284,691,297**	**257,737,711**	**-9.5%**	**263,480,614**	**-7.5%**	**273,703,458**	**-3.9%**
Total Operating Budget	**190,142,724**	**202,018,055**	**199,799,904**	**-1.1%**	**201,473,974**	**-0.3%**	**203,623,469**	**0.8%**
Total Capital Budget	**31,043,881**	**82,673,242**	**57,937,807**	**-29.9%**	**62,006,640**	**-25.0%**	**70,079,989**	**-15.2%**

Variance and Options Explanations

Capital program funding reflects a decline in the capital reserves budgeted in FY 2008 to provide funding for mandatory, maintenance and essential capital projects for a five year period.

Fiscal Year 2009 FTE Position Summary*

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuing	Option 1 reduction	Option 1 result	Option 2 reduction	Option 2 result	Options 3 reduction	Options 3 result
Legislative/Administrative									
County Commission	14.00	14.00	14.00	-	14.00		14.00		14.00
County Administration	4.00	4.00	4.00	-	4.00		4.00		4.00
County Attorney	13.00	12.00	12.00	-	12.00		12.00		12.00
Office of Management and Budget	9.00	9.00	9.00	(1.00)	8.00		9.00		9.00
Tourist Development	3.00	3.00	3.00	-	3.00		3.00		3.00
Human Resources	10.00	10.00	10.00	-	10.00		10.00		10.00
Total Legislative/Administrative	**53.00**	**52.00**	**52.00**	**(1.00)**	**51.00**	**-**	**52.00**	**-**	**52.00**
Public Services									
Intergovernmental Affairs	10.00	9.00	10.00	(3.00)	7.00	(1.00)	9.00		10.00
Library Services	115.20	115.70	115.20	(19.00)	96.20	(19.00)	115.20	(10.00)	105.20
Cooperative Extension	14.00	13.18	13.18	(1.00)	12.18		13.18		13.18
Health & Human Services	16.00	16.00	15.00	(3.00)	12.00	(3.00)	12.00		15.00
Emergency Medical Services	94.10	95.50	103.85		103.85		103.85		103.85
Planning Department	36.00	29.00	31.00		31.00		31.00		31.00
Total Public Services	**285.30**	**278.38**	**288.23**	**(26.00)**	**262.23**	**(23.00)**	**284.23**	**(10.00)**	**278.23**
Management Services									
Support Services	3.00	3.00	3.00		3.00		3.00		3.00
County Probation	29.00	31.00	33.00		33.00		33.00		33.00
Facilities Management	39.00	39.00	39.00	(1.00)	38.00	(1.00)	37.00		38.00
Management Information Services	66.00	64.00	64.00	(3.00)	61.00	(1.00)	63.00		64.00
M/W Small Business Enterprise	2.00	2.00	2.00	-	2.00		2.00		2.00
Purchasing	8.00	8.00	8.00	(1.00)	7.00		8.00		8.00
Total Management Services	**147.00**	**147.00**	**149.00**	**(5.00)**	**144.00**	**(2.00)**	**146.00**	**-**	**148.00**
Growth & Environmental Management									
Support Services	12.72	12.72	12.72	-	12.72		12.72		12.72
Building Inspection	19.28	19.28	19.28	-	19.28		19.28		19.28
Environmental Compliance	20.00	20.00	20.00	-	20.00		20.00		20.00
Development Services	15.00	15.00	15.00	(1.00)	14.00	(1.00)	14.00		15.00
DEP Storage Tank	2.00	2.00	2.00	-	2.00		2.00		2.00
Total Growth & Environmental Mgmt.	**69.00**	**69.00**	**69.00**	**(1.00)**	**68.00**	**(1.00)**	**68.00**	**-**	**69.00**

For related budget option scenarios, refer to the preceding program summary schedule.

Fiscal Year 2009 FTE Position Summary*

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuing	Option 1 reduction	Option 1 result	Option 2 reduction	Option 2 result	Options 3 reduction	Options 3 result
Public Works									
Support Services	4.00	4.00	4.00	-	4.00		4.00		4.00
Operations	109.00	109.00	130.00	(5.00)	125.00	(5.00)	125.00	(3.00)	128.00
Animal Services	7.00	7.00	7.00	-	7.00		7.00		7.00
Engineering Services	38.00	38.00	38.00	(3.00)	35.00	(3.00)	35.00	(2.00)	36.00
Fleet Management	11.00	11.00	11.00	(1.00)	10.00	(1.00)	10.00		11.00
Mosquito Control	27.00	27.00	6.00	(3.00)	3.00	(3.00)	3.00		6.00
Parks & Recreation	25.00	25.00	25.00	-	25.00		25.00		25.00
Solid Waste	47.00	47.00	47.00	-	47.00		47.00		47.00
Total Public Works	**268.00**	**268.00**	**268.00**	**(12.00)**	**256.00**	**(12.00)**	**256.00**	**(5.00)**	**264.00**
Constitutional									
Clerk of the Circuit Court	182.50	182.50	182.50	(1.00)	181.50		182.50		182.50
Property Appraiser	58.00	58.00	57.00	(1.00)	56.00	(1.00)	56.00		57.00
Sheriff	640.00	641.00	641.00	(2.00)	639.00	(1.00)	640.00		641.00
Supervisor of Elections	17.00	17.00	17.00	-	17.00		17.00		17.00
Tax Collector	86.00	86.00	86.00	-	86.00		86.00		86.00
Total Constitutional	**983.50**	**984.50**	**983.50**	**(4.00)**	**979.50**	**(2.00)**	**981.50**	**-**	**983.50**
Judicial									
Court Administration	3.00	3.00	3.00	-	3.00		3.00		3.00
Other Court-Related Programs	3.00	4.00	8.00	-	8.00		8.00		8.00
Total Judicial	**6.00**	**7.00**	**11.00**	**-**	**11.00**	**-**	**11.00**	**-**	**11.00**
Total Grants Management Services	**3.00**	**3.00**	**1.00**	**-**	**1.00**		**1.00**		**1.00**
Position Totals	**1,815**	**1,809**	**1,822**	**(49)**	**1,773**	**(40)**	**1,800**	**(15)**	**1,807**

For related budget option scenarios, refer to the preceding program summary schedule.

Legislative/Administrative

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,735,684	4,748,176	4,777,865	(218,163)	4,559,702	4,879,162
Operating	2,942,507	3,223,829	3,057,385	94,052	3,151,437	3,158,385
Capital Outlay	18,208	-	-	-	-	-
Grants-in-Aid	161,493	1,064,234	1,059,716	13,445	1,073,161	1,085,359
Total Budgetary Costs	7,857,892	9,036,239	8,894,966	(110,666)	8,784,300	9,122,906

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Commission	1,374,676	1,350,816	1,357,911	-	1,357,911	1,398,334
County Administration	563,114	555,307	539,229	-	539,229	555,404
County Attorney	1,671,293	1,889,190	1,720,097	(173,660)	1,546,437	1,757,419
Office of Management and Budget	859,511	923,752	915,877	(36,451)	879,426	902,820
Tourist Development	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301
Human Resources	942,657	1,011,451	1,020,686	25,000	1,045,686	1,071,628
Total Budget	7,857,892	9,036,239	8,894,966	(110,666)	8,784,300	9,122,906

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	4,989,122	5,121,856	5,142,553	(11,451)	5,131,102	5,265,140
106 Transportation Trust	168,838	170,343	173,660	(173,660)	-	179,237
160 Tourist Development	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301
501 Insurance Service	253,291	238,317	237,587	-	237,587	241,228
Total Revenues	7,857,892	9,036,239	8,894,966	(110,666)	8,784,300	9,122,906

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Administration	4.00	4.00	4.00	-	4.00	4.00
County Attorney	13.00	12.00	12.00	-	12.00	12.00
County Commission	14.00	14.00	14.00	-	14.00	14.00
Human Resources	10.00	10.00	10.00	-	10.00	10.00
Office of Management and Budget	9.00	9.00	9.00	(1.00)	8.00	8.00
Tourist Development	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	53.00	52.00	52.00	(1.00)	51.00	51.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Office of Management and Budget	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

County Commission

Organizational Code: 001-10X-511

Mission Statement

The mission of the County Commission is to serve as elected officers and fiscal representatives of the County as well as to serve as the legislative and governing body of the County government.

Summary of Services Provided

1. Provide leadership and direction to County departments and programs in order to facilitate efficient and cost-effective delivery of services.
2. Safeguard the citizens' tax dollars through the funding of necessary and effective programs that serve to improve and enhance the quality of life in Leon County.

Statutory Requirements

County Charter and all applicable Florida Laws

Advisory Board

Apalachee Regional Planning Council; Audit Committee; Canvassing Board; Civic Center Authority;; Coalition for Positive Growth Management; Correctional Planning Committee/CJIS; Criminal Justice Coordinating Council; Cultural Resources Commission; Downtown Improvement Authority; Downtown Merchants and Business Association; Economic Development Council; Geobased Information Systems; Healthcare Advisory Board;, Juvenile Justice Council; Research & Development Authority; Science Advisory Committee; Convention & Visitors Bureau; Metropolitan Transportation Organization; Museum of History & Natural Science; Tourist Development Council; Transportation Disadvantaged Coordination Board; 21st Century Council; Value Adjustment Board; Water Resources Committee

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Legislative/Administrative

County Commission Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209
Operating	89,888	93,118	93,125	-	93,125	93,125
Capital Outlay	3,500	-	-		-	-
Grants-in-Aid	3,500	-	-		-	-
Total Budgetary Costs	1,374,676	1,350,816	1,357,911	-	1,357,911	1,398,334

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Commission At-large 6 (001-106-511)	3,683	9,500	9,500	-	9,500	9,500
Commission At-large 7 (001-107-511)	8,752	9,500	9,500	-	9,500	9,500
Commission District 1 (001-101-511)	8,640	9,500	9,500	-	9,500	9,500
Commission District 2 (001-102-511)	9,213	9,500	9,500	-	9,500	9,500
Commission District 3 (001-103-511)	12,856	9,500	9,500	-	9,500	9,500
Commission District 4 (001-104-511)	8,726	9,500	9,500	-	9,500	9,500
Commission District 5 (001-105-511)	11,290	9,500	9,500	-	9,500	9,500
Commissioners' Account (001-108-511)	33,728	26,618	26,625	-	26,625	26,625
County Commission (001-100-511)	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209
Total Budget	1,374,676	1,350,816	1,357,911	-	1,357,911	1,398,334

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,374,676	1,350,816	1,357,911	-	1,357,911	1,398,334
Total Revenues	1,374,676	1,350,816	1,357,911	-	1,357,911	1,398,334

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Commission (001-100-511)	14.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalents (FTE)	14.00	14.00	14.00	-	14.00	14.00

Legislative/Administrative

County Commission - County Commission (001-100-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209
Total Budgetary Costs	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209
Total Revenues	1,277,788	1,257,698	1,264,786	-	1,264,786	1,305,209

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Commission Aide	7.00	7.00	7.00	-	7.00	7.00
County Commissioner	7.00	7.00	7.00	-	7.00	7.00
Total Full-Time Equivalents (FTE)	14.00	14.00	14.00	-	14.00	14.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements.

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Legislative/Administrative

County Commission - Commission District 1 (001-101-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	8,640	9,500	9,500	-	9,500	9,500
Total Budgetary Costs	8,640	9,500	9,500	-	9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	8,640	9,500	9,500	-	9,500	9,500
Total Revenues	8,640	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission District 2 (001-102-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	9,213	9,500	9,500	-	9,500	9,500
Total Budgetary Costs	9,213	9,500	9,500	-	9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	9,213	9,500	9,500	-	9,500	9,500
Total Revenues	9,213	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission District 3 (001-103-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	9,356	9,500	9,500	-	9,500	9,500
Capital Outlay	3,500	-	-	-	-	-
Total Budgetary Costs	12,856	9,500	9,500		9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	12,856	9,500	9,500	-	9,500	9,500
Total Revenues	12,856	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission District 4 (001-104-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	8,726	9,500	9,500	-	9,500	9,500
Total Budgetary Costs	8,726	9,500	9,500	-	9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	8,726	9,500	9,500	-	9,500	9,500
Total Revenues	8,726	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission District 5 (001-105-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	11,290	9,500	9,500	-	9,500	9,500
Total Budgetary Costs	11,290	9,500	9,500	-	9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	11,290	9,500	9,500	-	9,500	9,500
Total Revenues	11,290	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission At-large 6 (001-106-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	2,683	9,500	9,500	-	9,500	9,500
Grants-in-Aid	1,000	-	-		-	-
Total Budgetary Costs	3,683	9,500	9,500		9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	3,683	9,500	9,500	-	9,500	9,500
Total Revenues	3,683	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commission At-large 7 (001-107-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	8,752	9,500	9,500	-	9,500	9,500
Total Budgetary Costs	8,752	9,500	9,500	-	9,500	9,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	8,752	9,500	9,500	-	9,500	9,500
Total Revenues	8,752	9,500	9,500	-	9,500	9,500

Note
This program is recommended at level funding for FY 2009.

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Legislative/Administrative

County Commission - Commissioners' Account (001-108-511)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	31,228	26,618	26,625	-	26,625	26,625
Grants-in-Aid	2,500	-	-	-	-	-
Total Budgetary Costs	33,728	26,618	26,625	-	26,625	26,625

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	33,728	26,618	26,625	-	26,625	26,625
Total Revenues	33,728	26,618	26,625	-	26,625	26,625

Note
This program is recommended at level funding for FY 2009.

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County Administration

Organization Code: 001-110-512

Mission Statement

The mission of the County Administration is to provide leadership and direction to County employees, to facilitate the implementation of Board priorities and policies and to manage the operation of County functions to ensure the delivery of cost effective, customer-responsive public services within the bounds of available resources.

Summary of Services Provided

1. Provide leadership, coordination and direction to County departments to facilitate the delivery of services consistent with Board priorities and policies.
2. Develop Action Plans and implement Annual Board Retreat Priorities.
3. Present Agenda Requests to the Board and provide staff recommendations on County issues requiring Board review and approval.
4. Meet with County employees at least twice annually to discuss County issues, hear employee concerns and implement improvements in County processes.
5. Respond to citizen requests for information and public requests for service in an effective and timely manner.

Statutory Requirements

County Administration is responsible for ensuring compliance with all applicable County Laws and Statutes administered by programs under the Board of County Commissioners.

Advisory Board

Primary Health Care Board, Chair of the Public Safety Communications Board

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

County Administration (001-110-512)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	558,363	540,256	526,462	-	526,462	542,637
Operating	4,751	15,051	12,767	-	12,767	12,767
Total Budgetary Costs	563,114	555,307	539,229	-	539,229	555,404

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	563,114	555,307	539,229	-	539,229	555,404
Total Revenues	563,114	555,307	539,229	-	539,229	555,404

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Agenda Coordinator	1.00	1.00	1.00	-	1.00	1.00
Assistant to the County Administrator	1.00	1.00	1.00	-	1.00	1.00
County Administrator	1.00	1.00	1.00	-	1.00	1.00
Secretary to Cty Administrator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	4.00	4.00	-	4.00	4.00

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Personnel cost reductions associated with a realignments of personnel within the organization.
2. Reductions of $2,284 in operating costs.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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County Attorney

Organizational Codes: 001-120-514 and 106-122-541

Mission Statement

The mission of the County Attorney's Office is to provide high quality legal representation to Leon County and the Board of County Commissioners, all departments and divisions under the Board, the County Administrator, and certain other boards and officials of Leon County as directed by the Board of County Commissioners.

Summary of Services Provided

1. Advising, counseling, and providing legal opinions to the Board of County Commissioners and to County Administration.
2. Representing clients (BCC, Count Departments and employees) in litigation matters before the Courts and before administrative agencies such as the Division of Administrative Hearings, Code Enforcement Board, and Board of Adjustment and Appeals.
3. Preparing briefs and making oral arguments before various appellate courts in cases on appeal.
4. Representing Leon County in employment related matters before agencies such as the Florida Commission on Human Relations and the Agency for Work Force Innovation.
5. Providing legal education seminars to Sr. Management staff.
6. Preparing materials and presenting workshops to the Board of County Commissioners.
7. Representing the Board of County Commissioners and County Administration in negotiating contracts.
8. Researching and drafting for Board consideration legal documents such as contracts, ordinances, resolutions, and Board policies.
9. Reviewing documents to be signed by the Chairman or the County Administrator, or their designees, other than routine correspondence.
10. Preparing and reviewing legal advertisements relating to the adoption of ordinances and certain meetings of the Board of County Commissioners.
11. Reviewing documentation relating to subdivision approval, including plats, maintenance agreements, restrictive covenants, and so forth. Working with County staff in responding to public records requests.

Real Estate and Eminent Domain

1. Representing the Board of County Commissioners and County Administration in negotiating real estate and eminent domain contracts.
2. Commencing eminent domain lawsuits when necessary.
3. Participating in committee work dealing with establishment and implementation of various Leon County programs involving real estate transactional matters such as Flood Lands Exchange Program, County Lands Survey Program, Flooded Property Acquisition Program, Private Paved Roads Repair Services Program, and Homestead Loss Prevention Program.
4. Representing Leon County, the Board of County Commissioners, and the County's departments and employees, in their capacity as a County employee, in all eminent domain matters, including road widening projects, drainage improvement projects, and 2/3 special assessment paving projects.
5. Reviewing and/or preparing legal documents such as purchase and sale agreements, lease agreements, eminent domain acquisition documents.

Statutory Requirements

Chapter 112, Florida Statutes, Public Officers and Employees
Chapter 119, Florida Statutes, Public Records
Chapter 73, Florida Statutes, Eminent Domain
Chapter 74, Florida Statutes, Proceedings Supplemental to Eminent Domain
Chapter 127, Florida Statutes, Right of Eminent Domain to Counties

Advisory Board

The County Attorney's Office represents the Board of County Commissioners, the Canvassing Board, the Tourist Development Council, and the Contractors Licensing Board, and we represent staff before the Code Enforcement Board and the Board of Adjustment and Appeals.

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

County Attorney Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,146,974	1,130,444	1,161,338	(166,712)	994,626	1,198,660
Operating	522,660	558,746	558,759	(6,948)	551,811	558,759
Capital Outlay	1,659	-	-		-	-
Total Budgetary Costs	1,671,293	1,689,190	1,720,097	(173,660)	1,546,437	1,757,419

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Attorney (001-120-514)	1,502,455	1,518,847	1,546,437	-	1,546,437	1,578,182
Eminent Domain/Real Estate Attorney (106-122-541)	168,838	170,343	173,660	(173,660)	-	179,237
Total Budget	1,671,293	1,689,190	1,720,097	(173,660)	1,546,437	1,757,419

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,502,455	1,518,847	1,546,437	-	1,546,437	1,578,182
106 Transportation Trust	168,838	170,343	173,660	(173,660)	-	179,237
Total Revenues	1,671,293	1,689,190	1,720,097	(173,660)	1,546,437	1,757,419

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Attorney (001-120-514)	11.00	10.00	10.00	-	10.00	10.00
Eminent Domain/Real Estate Attorney (106-122-541)	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	13.00	12.00	12.00	-	12.00	12.00

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Legislative/Administrative

County Attorney - County Attorney (001-120-514)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	982,871	967,041	994,626	-	994,626	1,026,371
Operating	517,925	551,806	551,811	-	551,811	551,811
Capital Outlay	1,659	-	-	-	-	-
Total Budgetary Costs	1,502,455	1,518,847	1,546,437	-	1,546,437	1,578,182

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,502,455	1,518,847	1,546,437	-	1,546,437	1,578,182
Total Revenues	1,502,455	1,518,847	1,546,437	-	1,546,437	1,578,182

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Asst County Attorney	2.00	2.00	2.00	-	2.00	2.00
County Attorney	1.00	1.00	1.00	-	1.00	1.00
Legal Administrator	1.00	1.00	1.00	-	1.00	1.00
Legal Records Specialist	1.00	1.00	1.00	-	1.00	1.00
Legal Assistant	2.00	1.00	1.00	-	1.00	1.00
Sr. Legal Assistant	1.00	1.00	1.00	-	1.00	1.00
Paralegal	1.00	1.00	1.00	-	1.00	1.00
Sr Asst County Attorney	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	11.00	10.00	10.00	-	10.00	10.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%

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Legislative/Administrative

County Attorney - Eminent Domain/Real Estate Attorney (106-122-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	164,103	163,403	166,712	(166,712)	-	172,289
Operating	4,735	6,940	6,948	(6,948)	-	6,948
Total Budgetary Costs	168,838	170,343	173,660	(173,660)	-	179,237

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	168,838	170,343	173,660	(173,660)		179,237
Total Revenues	168,838	170,343	173,660	(173,660)		179,237

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Asst County Attorney	1.00	1.00	1.00	-	1.00	1.00
Legal Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

Note
Decreases to Program Funding Levels:
1. A reduction in personnel expenses in the amount of $166,712 due to the hiring freeze for the Assistant County Attorney and the Legal Assistant position for FY 2009.
2. A reduction of $6,948 in operating expenses associated with the position freezes.

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Office of Management & Budget

Organizational Code: 001-130-513

Mission Statement

The mission of the Office of Management & Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

Summary of Services Provided

1. Provide financial management assistance to the County Administrator and other departments.
2. Responsible for the development, monitoring and control of the annual operating budget and capital improvement program.
3. Forecast and monitor County revenues.
4. Responsible for the County's annual Truth-in-Millage (TRIM) process.
5. Conduct research and fiscal policy analysis for special projects as requested by the County Administrator and Board.

Statutory Requirements

Florida Statute, Chapter 125 "County Government"; Florida Statute, Chapter 129 "County Annual Budget"; Florida Statute, Chapter 200 "Determination of Millage".

Advisory Board

Financial Investment Advisory Committee; Investment Oversight Committee; Blueprint 2000 Finance Committee.

Benchmarking

Benchmark Data	Leon County	Benchmark
Employees per 1,000 residents	1:39,000	1:35,000

Benchmark source: Survey of comparable counties average size staff is 9.0 with a range of 6.0 to 12.0 FTEs; population ranges from 243,779 to 309,647.

Performance Measures

Performance Measures	FY 2006 Actual	FY 2007 Actual	FY2008 Estimate	FY2009 Estimate
Meet all requirements of FL Statues 129 and 200 (Truth in Millage)	Yes	Yes	Yes	Yes
Forecast actual major revenue source within 5% of the budget (actual collections as a % of budget)	101%	107.8%	98%	98%
Process budget amendment request within 2 business days or the next scheduled Board meeting (% is an estimate)	95%	100%	96%	98%
Submit 2 semi-annual performance reports by May 30 and November 30	2	2	2	2
Review all agenda items in less than 2 days 95% of the time	96%	95%	98%	98%

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 31 workshops.

Legislative/Administrative

Office of Management and Budget Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	702,066	737,431	729,987	(51,451)	678,536	701,930
Operating	157,445	186,321	185,890	15,000	200,890	200,890
Total Budgetary Costs	859,511	923,752	915,877	(36,451)	879,426	902,820

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Office of Management & Budget (001-130-513)	606,220	685,435	678,290	(36,451)	641,839	661,592
Risk Management (501-132-513)	253,291	238,317	237,587	-	237,587	241,228
Total Budget	859,511	923,752	915,877	(36,451)	879,426	902,820

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	606,220	685,435	678,290	(36,451)	641,839	661,592
501 Insurance Service	253,291	238,317	237,587	-	237,587	241,228
Total Revenues	859,511	923,752	915,877	(36,451)	879,426	902,820

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Office of Management & Budget (001-130-513)	7.80	7.90	7.90	(1.00)	6.90	6.90
Risk Management (501-132-513)	1.20	1.10	1.10	-	1.10	1.10
Total Full-Time Equivalents (FTE)	9.00	9.00	9.00	(1.00)	8.00	8.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Office of Management & Budget (001-130-513)	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

Office of Management and Budget - Office of Management & Budget (001-130-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	576,483	629,108	622,400	(51,451)	570,949	590,702
Operating	29,737	56,327	55,890	15,000	70,890	70,890
Total Budgetary Costs	606,220	685,435	678,290	(36,451)	641,839	661,592

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	606,220	685,435	678,290	(36,451)	641,839	661,592
Total Revenues	606,220	685,435	678,290	(36,451)	641,839	661,592

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Management & Budget Analyst	2.00	4.00	2.00	(1.00)	1.00	1.00
Assistant County Administrator	0.80	0.90	0.90	-	0.90	0.90
Management & Budget Technician	1.00	1.00	1.00	-	1.00	1.00
Budget Manager	1.00	1.00	1.00	-	1.00	1.00
Sr Management & Budget Analyst	3.00	1.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	7.80	7.90	7.90	(1.00)	6.90	6.90

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
OMB Consolidated OPS	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. A reduction in management review and the associated elimination of a Management and Budget Analyst position for a savings of $51,451.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. An increase of $15,000 in operating costs associated with a rise in the "GovMax" software licensing contract cost.

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Office of Management & Budget – Risk Management

Organizational Code: 501-132-513

Mission Statement

The mission of Risk Management is to provide our customers with courteous and professional services, in the risk management area.

Summary of Services Provided

1. Plan, evaluate and identify insurable risks and loss potential, and review current insurance trends and legislation to modify risk coverage.
2. Prepare, negotiate and coordinate all the County's insurance programs.
3. Directly administer all insurance programs with the exception of employee health coverage.
4. Coordinate and participate in all investigations, accidents and injuries that involve County employees on County maintained or owned facilities and/or properties. Review all reported workers compensation injuries, near accidents and/or misses, over utilization, abuses, and circumstances surrounding all claims and periodically visiting the employee to ascertain their status.
5. Maintain, process and record all insurance or damage claims filed against the County and liaisons with the appropriate insurance carriers.
6. Establish standard insurance and indemnification provisions for contracts, leases, and other special use agreements entered into by the participating government(s).

Statutory Requirements

Title VI of the Civil Rights Act of 1964 "Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act Title I; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Mental Health Parity Act of 1996; Florida Statute, Chapter 110.227 "Suspensions, Dismissals, Reductions in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313 "Code of Ethics, Chapter 440 "Workers Compensation"

Advisory Board

Executive Board Member of the North Florida Safety Council; Leon County Safety Committee

Performance Measures:

Risk Management is the process of managing the County's activities in order to minimize the total long-term cost to the County of all accidental losses and their consequences. This is accomplished through risk identification, risk control, and risk finance.

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Investigate worker's compensation accidents and report findings and corrective action	183	157	175	175
Provide one safety/loss control training quarterly as training needs are identified by program areas	13	5	6	4
Investigate auto accidents and report findings and corrective action	29	22	25	25
Coordinate Safety Committee monthly to identify accidents trends and recommend preventative training as appropriate	12	12	12	12

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

Office of Management and Budget - Risk Management (501-132-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	125,583	108,323	107,587	-	107,587	111,228
Operating	127,708	129,994	130,000	-	130,000	130,000
Total Budgetary Costs	253,291	238,317	237,587	-	237,587	241,228

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
501 Insurance Service	253,291	238,317	237,587	-	237,587	241,228
Total Revenues	253,291	238,317	237,587	-	237,587	241,228

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Assistant County Administrator	0.20	0.10	0.10	-	0.10	0.10
Risk Manager	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.20	1.10	1.10	-	1.10	1.10

Notes

This program is recommended at an overall decreased funding level. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Reduction of personnel services costs in the amount of $736

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Legislative/Administrative

Tourist Development Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	271,357	268,011	271,723	-	271,723	281,215
Operating	2,004,242	2,173,478	2,009,727	61,000	2,070,727	2,070,727
Capital Outlay	13,049	-	-	-	-	-
Grants-in-Aid	157,993	1,064,234	1,059,716	13,445	1,073,161	1,085,359
Total Budgetary Costs	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
1 Cent Expenses (160-305-552)	-	879,234	884,716	-	884,716	896,914
Administration (160-301-552)	486,121	447,489	447,450	1,000	448,450	457,942
Advertising (160-302-552)	517,349	556,500	556,500	-	556,500	556,500
Marketing (160-303-552)	1,285,178	1,437,500	1,277,500	60,000	1,337,500	1,337,500
Special Projects (160-304-552)	157,993	185,000	175,000	13,445	188,445	188,445
Total Budget	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301
Total Revenues	2,446,641	3,505,723	3,341,166	74,445	3,415,611	3,437,301

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administration (160-301-552)	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

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Tourist Development Council

Organizational Codes: 160-301-552, 160-302-552, 160-303-552, 160-304-552, and 160-305-552

Mission Statement

The mission of the Tourist Development Council is to enhance the local economy and quality of life through the benefits associated with a strong visitor industry by maximizing the number of visitors, length of stay of visitors, and the economic impact of visitors to Leon County.

Summary of Services Provided

1. Extend and maximize the length of stay and desirability to return for visitors.
2. Effectively and efficiently utilize resources in servicing programs/activities for visitors.
3. Identify the visitor market through research.
4. Educate and increase the awareness of visitor services available to residents.
5. Promote and support activities and events that draw overnight visitors.

Statutory Requirements

None

Advisory Board

Tourist Development Council

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of nights spent in the Tallahassee-Leon County area on average	2.21	2.15	2.4	2.1
% of visitors coming to the Tallahassee-Leon County area for conferences/meetings	5.8%	8.45%	9.1%	9.1%
% of visitors attending nature-based activities	7.58%	12.9%	12.5%	12.5%
$ of visitors attending museums/historical sites	8.13%	13.3%	12.7%	12.7%
% of visitors traveling to the Tallahassee-Leon County area via motor coach	2.38%	1.60%	2.7%	2.0%

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

Tourist Development - Administration (160-301-552)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	271,357	268,011	271,723	-	271,723	281,215
Operating	201,715	179,478	175,727	1,000	176,727	176,727
Capital Outlay	13,049	-	-	-	-	-
Total Budgetary Costs	486,121	447,489	447,450	1,000	448,450	457,942

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	486,121	447,489	447,450	1,000	448,450	457,942
Total Revenues	486,121	447,489	447,450	1,000	448,450	457,942

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Assistant to the Executive Director	1.00	1.00	1.00	-	1.00	1.00
Executive Director	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Utility services associated with the rising energy costs in the amount of $1,000.

Decreases to Program Funding Levels:

1. One-time contracts or other obligations in the amount of $3,755.

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Legislative/Administrative

Tourist Development - Advertising (160-302-552)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	517,349	556,500	556,500	-	556,500	556,500
Total Budgetary Costs	517,349	556,500	556,500	-	556,500	556,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	517,349	556,500	556,500	-	556,500	556,500
Total Revenues	517,349	556,500	556,500	-	556,500	556,500

Notes
This program is recommended at the same funding level as the previous fiscal year.

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Legislative/Administrative

Tourist Development - Marketing (160-303-552)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	1,285,178	1,437,500	1,277,500	60,000	1,337,500	1,337,500
Total Budgetary Costs	1,285,178	1,437,500	1,277,500	60,000	1,337,500	1,337,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	1,285,178	1,437,500	1,277,500	60,000	1,337,500	1,337,500
Total Revenues	1,285,178	1,437,500	1,277,500	60,000	1,337,500	1,337,500

Notes

This program is recommended at an overall decreased funding level. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. One-time marketing costs in the amount of $100,000.

Increases to Program Funding Levels:

1. The CVB marketing contract in the amount of $60,000.

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Legislative/Administrative

Tourist Development - Special Projects (160-304-552)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	157,993	185,000	175,000	13,445	188,445	188,445
Total Budgetary Costs	157,993	185,000	175,000	13,445	188,445	188,445

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	157,993	185,000	175,000	13,445	188,445	188,445
Total Revenues	157,993	185,000	175,000	13,445	188,445	188,445

Notes

This program is recommended at an overall increased funding level. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. Support for the Red Hills Horse Trials and Springtime Tallahassee events in the amount of $13,445.

Decreases to Program Funding Levels:

1. One-time sponsorship costs in the amount of $10,000.

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Legislative/Administrative

Tourist Development - 1 Cent Expenses (160-305-552)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	-	879,234	884,716	-	884,716	896,914
Total Budgetary Costs	-	879,234	884,716	-	884,716	896,914

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
160 Tourist Development	-	879,234	884,716	-	884,716	896,914
Total Revenues	-	879,234	884,716	-	884,716	896,914

Notes

Funding in this portion of the Tourist Development budget is for the Performing Arts Center. Revenue for this expenditure is derived from the additional 4th cent tourist development bed tax.

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Human Resources

Organizational Code: 001-160-513

Mission Statement

The Office of Human Resources is dedicated to supporting the County's mission and goals by providing high quality, cost effective, innovative and practical solutions and consultation services to meet the needs of Leon County employees. This is accomplished by formulating effective Human Resources strategies, policies, procedures, services, and programs.

Summary of Services Provided

The Office of Human Resources provides technical and consultation services in the areas of Recruitment, Selection, Employment, Orientation, Retention, Separation, Employee Relations, Performance Management, Job Classification, Compensation & Benefits Design/Administration, Legal/Regulatory Compliance, Policy Development, Employee Communications, Training, Attendance/Leave Management, and Human Resources Information Systems/Record Management.

Statutory Requirements

Title VII of the Civil Rights Act of 1964; Title II of the Americans with Disabilities Act; Veterans Reemployment Rights, Veterans Preference; Uniformed Services Employment and Reemployment Rights Act of 1994; Age Discrimination in Employment Act of 1967; Consumer Credit Protection Act of 1968; Fair Credit Reporting Act of 1969; Family and Medical Leave Act of 1993; Fair Labor Standards Act; Drug Free Workplace Act of 1988; Equal Pay Act of 1963; Immigration and Nationality Act; Internal Revenue Code and Regulations; Health Insurance Portability and Accountability Act of 1996; Consolidated Omnibus Budget Reconciliation Act of 1986; Florida Statute, Chapter 110.227 "Suspensions, Dismissals, Reductions in Pay, Demotions, Transfers, and Layoffs"; Florida Statute, Chapter 112.313; Code of Ethics; Florida Statute, Florida Retirement System; Leon County Personnel Policies and Procedures

Advisory Board

Sick Leave Pool Committee; Grievance Committee, Board/Constitutional Office Employee Health Insurance Committee

Benchmarking

Benchmark Data	Leon County	Benchmark
# of HR Staff per 100 Employees (out of 665 responding organizations)	1.10	.75 - 25th Percentile 1.22 - Median 2.08 - 75th Percentile
Human Resource dollars spent per FTE	$888	$590 - 25th Percentile $992 - Median $1,750 - 75th Percentile
Average Health Care Cost per Covered Employee (FY08)	$9,426	$6,393 - City of Tallahassee $5,574 - LCSB
Employer/Employee Health Insurance Contribution Percentage (Family FY08)	90%/10%	84%/16% - City of Tallahassee 60%/40 - LCSB 82%/18% - State of Florida

Benchmark source: Society of Human Resources Management (SHRM) 2005 Benchmarking Study, City of Tallahassee, LCSB and State of Florida

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Average days to fill vacant positions	86	79	78	78
Average days to start for vacant positions	75	92	93	93
Average Turnover Rate	11.5%	12.7%	12%	11%
# of employees attending county-sponsored training events	959	748	800	1008
# of positions evaluated for external competitiveness and internal equity	254	217	200	200
# of Annual Performance Appraisals completed	N/A	726	673	650
# of Annual Employee Pay Increases analyzed, reviewed and processed	N/A	761	737	650

N/A indicates data for the new performance measures was not recorded in previous years.

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Legislative/Administrative

Human Resources (001-160-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	779,136	814,336	823,569	-	823,569	849,511
Operating	163,521	197,115	197,117	25,000	222,117	222,117
Total Budgetary Costs	942,657	1,011,451	1,020,686	25,000	1,045,686	1,071,628

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	942,657	1,011,451	1,020,686	25,000	1,045,686	1,071,628
Total Revenues	942,657	1,011,451	1,020,686	25,000	1,045,686	1,071,628

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Compensation Administrator	1.00	1.00	1.00	-	1.00	1.00
Director of Human Resources	1.00	1.00	1.00	-	1.00	1.00
Employee Development Coord.	1.00	1.00	1.00	-	1.00	1.00
Employee Relations Coordinator	1.00	1.00	1.00	-	1.00	1.00
Human Resources Generalist	3.00	3.00	3.00	-	3.00	3.00
Human Resources Manager	1.00	1.00	1.00	-	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	-	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	10.00	10.00	10.00	-	10.00	10.00

Notes

This program is recommended at an increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. A Board approved Wellness Program in the amount of $25,000.

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Public Services

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	13,326,044	14,146,506	15,027,162	(1,096,004)	13,931,158	14,523,660
Operating	6,987,160	7,682,630	7,406,252	262,241	7,668,493	7,847,155
Transportation	466,461	464,132	603,928	-	603,928	603,928
Capital Outlay	666,688	622,505	622,505		622,505	622,505
Grants-in-Aid	3,728,122	3,825,834	3,995,293	185,902	4,181,195	4,181,195
Total Budgetary Costs	25,174,475	26,741,607	27,655,140	(647,861)	27,007,279	27,778,443

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Intergovernmental Affairs	1,000,432	950,182	1,039,926	(223,254)	816,672	1,838,214
Library Services	6,366,117	6,614,190	6,698,998	(719,015)	5,979,983	6,182,365
Cooperative Extension	491,963	502,986	504,231	(36,118)	468,113	480,468
Health & Human Services	6,460,947	6,561,268	6,213,105	9,513	6,222,618	6,194,427
Emergency Medical Services	10,000,603	11,201,749	12,287,913	258,472	12,546,385	13,106,985
Planning Department	854,413	911,232	910,967	62,541	973,508	975,984
Total Budget	25,174,475	26,741,607	27,655,140	(647,861)	27,007,279	27,778,443

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	13,251,813	15,157,527	15,335,592	(906,333)	14,429,259	14,640,108
135 Emergency Medical Services MSTU	10,000,603	11,201,749	12,287,913	258,472	12,546,385	13,106,985
161 Housing Finance Authority	68,658	31,920	31,635	-	31,635	31,350
163 Primary Heath Care MSTU	1,853,401	350,411		-	-	-
Total Revenues	25,174,475	26,741,607	27,655,140	(647,861)	27,007,279	27,778,443

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Cooperative Extension	14.00	13.18	13.18	(1.00)	12.18	12.18
Emergency Medical Services	94.10	95.50	103.85	-	103.85	107.85
Health & Human Services	16.00	16.00	15.00	(3.00)	12.00	11.00
Intergovernmental Affairs	10.00	9.00	10.00	(3.00)	7.00	7.00
Library Services	115.20	115.70	115.20	(19.00)	96.20	97.20
Planning Department	36.00	29.00	31.00	-	31.00	29.00
Total Full-Time Equivalents (FTE)	285.30	278.38	288.23	(26.00)	262.23	264.23

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Emergency Medical Services	1.00	1.00	1.00	-	1.00	1.00
Health & Human Services	1.00	-	-	-	-	-
Library Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	3.00	2.00	2.00	-	2.00	2.00

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Intergovernmental Affairs

Organization Code: 001-114-512

Mission Statement

The mission of Intergovernmental Affairs is to effectively serve the residents of Leon County by providing leadership, coordination and assistance to divisions to facilitate the delivery of services consistent with Board policy. This will ensure that divisions receive the resources, guidance, and support needed to provide superior services in a cost effective and efficient manner.

Summary of Services Provided

Legislative Liaison and Special Projects

1. Serve the County Administrator and the Board by researching, analyzing, and developing policy recommendations for Leon County's high priority issues.
2. Develop an annual Federal and State legislative priority package for Board approval.
3. Coordinate the County Federal and Legislative lobbying contracts.
4. Track legislation impacting Leon County throughout the legislative session.
5. Coordinate special projects, intergovernmental, and interdepartmental activities on behalf of County Administration.

Public Information

1. Maintains routine contact with all local news media outlets.
2. Prepares and disseminates Leon County news and information via news releases, notices and other publications.
3. Manages news conferences, Town Hall meetings, and events, and oversees the content of Leon County's website.
4. Communicates key issues and information to the public and Leon County employees through the County newsletter, electronic publications, and advertisements.
5. Coordinates the Neighborhood Recognition Program.

Statutory Requirements

Provides staffing for the statutorily required Public Safety Coordinating Council (PSCC) in accordance with section 951.26, Florida Statutes, to assess the county's jail population and make recommendations to alleviate jail overcrowding.

In accordance to Florida Statute 125.001, the Public Information Officer posts public meetings to the County's general calendar and sends public notices to local media in order to appropriately notice all regular and special public meetings.

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of news releases to promote County services	90	130	85	98
# of press conferences, and community meetings and events	20	30	18	23

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Intergovernmental Affairs (001-114-512)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	598,201	647,331	737,074	(143,254)	593,820	615,362
Operating	401,045	302,851	302,852	(80,000)	222,852	222,852
Capital Outlay	1,186	-	-		-	-
Total Budgetary Costs	1,000,432	950,182	1,039,926	(223,254)	816,672	838,214

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,000,432	950,182	1,039,926	(223,254)	816,672	838,214
Total Revenues	1,000,432	950,182	1,039,926	(223,254)	816,672	838,214

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Citizen Services Liaison	1.00	1.00	1.00	-	1.00	1.00
Grants Program Coordinator	1.00	-	1.00	-	1.00	1.00
Public Information Specialist I	1.00	-	-	-	-	-
Public Information Officer	1.00	1.00	1.00	-	1.00	1.00
Public Information Specialist	1.00	2.00	2.00	(1.00)	1.00	1.00
Special Projects Coordinator	1.00	1.00	1.00	-	1.00	1.00
Management Intern	1.00	1.00	1.00	(1.00)	-	-
Executive Assistant	1.00	1.00	1.00	-	1.00	1.00
Deputy County Administrator	1.00	1.00	1.00	-	1.00	1.00
Intergovernmental Affairs Coordinator	1.00	1.00	1.00	(1.00)	-	-
Total Full-Time Equivalents (FTE)	10.00	9.00	10.00	(3.00)	7.00	7.00

Notes

This program is recommended at a decreased funding level due to personnel and service level reductions. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The elimination of funding for State Lobbying Contracts in the amount of $80,000.
2. The reduction of Public Information Office staff through the elimination of a Public Information Specialist position in the amount of $46,813.
3. The reorganization of County Administration functions and the elimination of the Intergovernmental Affairs Coordinator position in the amount of $68,066.
4. The elimination of the Management Internship Program in the amount of $28,375.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Library Services

Organizational Code: 001-240/241/242/243-571

Mission Statement

The mission of the LeRoy Collins Leon County Public Library System is to enrich the community by inspiring a love of reading, providing a dynamic resource for creative and intellectual pursuits, and enabling residents to live a life of learning.

Summary of Services Provided

Main Library and Extension Services

1. Provide library materials circulation services, including check-out, check-in, reserves, patron registration, and collection for overdue materials.
2. Provide reference and information assistance and readers' advisory service in person, by telephone, and online.
3. Provide programming for children and adults. These programs include Baby Time, Story Time, book groups, and the summer reading program.
4. Provide public access to personal computers, internet computers, and typewriters and offer beginning computer classes to the public.
5. Offer voter registration and meeting rooms for public use.

Collection Services

1. Order, receive, catalog, and process all library collection materials.
2. Maintain integrity of system catalog and national library catalog.
3. Administer materials preservation process.
4. Responsible for the public interface to the library system's catalog.
5. Maintain system-wide courier service.

Statutory Requirements

Leon County Code, Appendix C-Special Acts, Chapter 10 "Library"; Florida Statutes, Chapter 257 "Public Libraries and State Archives"; Florida Administrative Code, Chapter 1B-2 "State Aid to Libraries Grant Program."

Advisory Board

Library Advisory Board

Benchmarking

Benchmark Data	Leon County	Benchmark
Cost Per Capita	$23.44	13th of 29
Materials Expenditures Per Capita	$2.24	19th of 29
Circulation Items Per Capita	7.51	9th out of 29
Square feet Per Capita.* (State Standard 0.6 sf)	0.47	8th out of 29
FTE per 1,000 population	0.43/1,000	9th out of 29
Internet terminals available per 1,000 population	0.58/1,000	11th out of 29
# of Individual Registered Users (% of total population)	48%	61%

Benchmark Source: Florida Library Directory with Statistics category for the 29 libraries serving a population of 100,001 – 750,000.
**Leon County Statistics do not include square footages, FTEs, and circulation materials associated with the state or university library systems.*
***International City Management Association Comparable Performance Measurement 2006*

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of total Library visits	1,188,542	1,228,034	1,212,313	1,066,835*
# of library uses	3,388,680	3,546,251	3,317,068	2,919,020*
# of items in Library Collection	680,817	686,829	729,154	759,154
# of total Material Circulation	2,031,326	2,051,121	2,071,953	1,823,319*
# of total number of computer uses	1,357,354	1,495,130	1,384,501	1,218,361*
# of new volumes cataloged	44,298	43,247	45,000	40,000*
# of Library programs held	1,158	1,121	1,181	897*
# of Library program attendance	32,871	34,275	33,528	29,505*

*NOTE: Estimates for FY09 are lower due to the reduced hours of operation for all branch libraries as a part of service level reductions approved by the Board during the March 11, 2008 Budget Workshop.

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~~All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.~~
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Library Services Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,971,940	5,269,817	5,358,249	(776,071)	4,582,178	4,776,138
Operating	666,226	702,820	702,820	57,056	759,876	768,298
Transportation	13,407	19,048	15,424		15,424	15,424
Capital Outlay	664,544	622,505	622,505		622,505	622,505
Grants-in-Aid	50,000	-	-	-	-	-
Total Budgetary Costs	6,366,117	6,614,190	6,698,998	(719,015)	5,979,983	6,182,365

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Lib - Policy, Planning, & Operations (001-240-571)	914,967	896,357	898,425	12,654	911,079	934,658
Library Collection Services (001-242-571)	760,499	843,980	854,378	(62,336)	792,042	816,285
Library Extension Services (001-243-571)	2,126,675	2,245,248	2,294,964	(385,885)	1,909,079	1,972,790
Library Public Services (001-241-571)	2,563,976	2,628,605	2,651,231	(283,448)	2,367,783	2,458,632
Total Budget	6,366,117	6,614,190	6,698,998	(719,015)	5,979,983	6,182,365

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	6,366,117	6,614,190	6,698,998	(719,015)	5,979,983	6,182,365
Total Revenues	6,366,117	6,614,190	6,698,998	(719,015)	5,979,983	6,182,365

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Lib - Policy, Planning, & Operations (001-240-571)	7.00	7.50	7.50	(1.00)	6.50	6.50
Library Collection Services (001-242-571)	15.50	15.00	15.00	(1.50)	13.50	13.50
Library Extension Services (001-243-571)	50.00	50.50	50.50	(10.00)	40.50	40.50
Library Public Services (001-241-571)	42.70	42.70	42.20	(6.50)	35.70	36.70
Total Full-Time Equivalents (FTE)	115.20	115.70	115.20	(19.00)	96.20	97.20

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Library Public Services (001-241-571)	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Library Services - Lib - Policy, Planning, & Operations (001-240-571)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	487,742	489,659	491,727	(42,792)	448,935	464,092
Operating	377,225	406,698	406,698	55,446	462,144	470,566
Grants-in-Aid	50,000	-	-		-	-
Total Budgetary Costs	914,967	896,357	898,425	12,654	911,079	934,658

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	914,967	896,357	898,425	12,654	911,079	934,658
Total Revenues	914,967	896,357	898,425	12,654	911,079	934,658

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administration & Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	(1.00)	-	-
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate VI	1.00	1.00	1.00	-	1.00	1.00
Art/Publication Specialist	1.00	1.00	1.00	-	1.00	1.00
Library Budget & Collection Development Manager	1.00	1.00	1.00	-	1.00	1.00
Library Director	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	-	0.50	0.50	-	0.50	0.50
Total Full-Time Equivalents (FTE)	7.00	7.50	7.50	(1.00)	6.50	6.50

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services and postage in the amount of $55,446.

Decreases to Program Funding Levels:

1. The reduction of the Main Library's hours of operation from 64 hours to 50 hours and the elimination of an Administrative Associate IV position in the amount of $42,792.

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Public Services

Library Services - Library Public Services (001-241-571)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,865,942	1,966,332	1,988,958	(284,048)	1,704,910	1,795,759
Operating	38,136	39,768	39,768	600	40,368	40,368
Capital Outlay	659,898	622,505	622,505		622,505	622,505
Total Budgetary Costs	2,563,976	2,628,605	2,651,231	(283,448)	2,367,783	2,458,632

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	2,563,976	2,628,605	2,651,231	(283,448)	2,367,783	2,458,632
Total Revenues	2,563,976	2,628,605	2,651,231	(283,448)	2,367,783	2,458,632

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Computer Support Technician	1.00	1.00	1.00	-	1.00	1.00
Information Professional	10.00	10.00	10.00	(0.50)	9.50	9.50
Library Assistant	6.50	6.50	6.50	(1.50)	5.00	5.00
Library Services Coordinator	5.00	5.00	5.00	(1.00)	4.00	4.00
Library Services Manager	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	3.50	3.50	3.00	-	3.00	3.00
Media Specialist	2.00	2.00	2.00	(1.00)	1.00	1.00
Sr. Library Assistant	12.70	12.70	12.70	(1.50)	11.20	11.20
Sr. Library Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Library Consolidated OPS	-			(1.00)	(1.00)	-
Total Full-Time Equivalents (FTE)	42.70	42.70	42.20	(6.50)	35.70	36.70

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Library Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of the Main Library's hours of operation from 64 hours to 50 hours and the elimination of 6.5 positions in the amount of $284,048.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Repairs and Maintenance costs in the amount of $600.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Library Services - Library Collection Services (001-242-571)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	604,946	684,004	692,107	(62,336)	629,771	654,014
Operating	145,064	151,362	151,362	-	151,362	151,362
Transportation	8,343	8,614	10,909	-	10,909	10,909
Capital Outlay	2,146	-	-	-	-	-
Total Budgetary Costs	760,499	843,980	854,378	(62,336)	792,042	816,285

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	760,499	843,980	854,378	(62,336)	792,042	816,285
Total Revenues	760,499	843,980	854,378	(62,336)	792,042	816,285

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	2.00	1.00	1.00	(1.00)	-	-
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Courier	1.50	1.50	1.50	-	1.50	1.50
Information Professional		-	1.00	-	1.00	1.00
Library Services Manager	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	8.00	8.50	8.50	(0.50)	8.00	8.00
Library Specialist Supervisor	1.00	1.00	-	-	-	-
Sr. Library Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	15.50	15.00	15.00	(1.50)	13.50	13.50

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of the Main Library's hours of operation from 64 hours to 50 hours and the elimination of 1.5 positions in the amount of $62,336.
2. Vehicle coverage costs in the amount of $511.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Other operating costs in the amount of $2,806.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Library Services - Library Extension Services (001-243-571)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	2,013,310	2,129,822	2,185,457	(386,895)	1,798,562	1,862,273
Operating	105,801	104,992	104,992	1,010	106,002	106,002
Transportation	5,064	10,434	4,515		4,515	4,515
Capital Outlay	2,500	-	-		-	-
Total Budgetary Costs	2,126,675	2,245,248	2,294,964	(385,885)	1,909,079	1,972,790

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	2,126,675	2,245,248	2,294,964	(385,885)	1,909,079	1,972,790
Total Revenues	2,126,675	2,245,248	2,294,964	(385,885)	1,909,079	1,972,790

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Information Professional	8.00	8.00	8.00	(2.00)	6.00	6.00
Library Assistant	9.00	9.50	9.50	(2.00)	7.50	7.50
Library Services Coordinator	6.00	6.00	6.00	(1.00)	5.00	5.00
Library Services Manager	1.00	1.00	1.00	-	1.00	1.00
Library Services Specialist	6.00	6.00	6.00	(0.50)	5.50	5.50
Library Special Services Coordinator	3.00	3.00	3.00	-	3.00	3.00
Literacy Project Coordinator	1.00	1.00	1.00	-	1.00	1.00
Media Specialist	1.00	1.00	1.00	(1.00)	-	-
Sr. Library Assistant	14.00	14.00	14.00	(3.50)	10.50	10.50
Sr. Library Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	50.00	50.50	50.50	(10.00)	40.50	40.50

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of branch library hours of operation from 52 hours to 40 hours and the elimination of 10.0 positions in the amount of $386,895.
2. Fuel Costs associated with actual usage in the amount $5,924.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services and Repairs and Maintenance in the amount of $1,010.

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Cooperative Extension

Organizational Code: 001-361/362/363-537

Mission Statement

The mission of the Cooperative Extension Division is to provide researched-based educational programs and information on horticulture, agriculture, natural resources, forestry, family & consumer sciences and 4-H youth development empowering citizens of Leon County to make decisions and behavior changes which contribute to an improved quality of life and a more sustainable community.

Summary of Services Provided

Environmental Education – Horticulture, Agriculture, Forestry and Natural Resources

1. Train and manage Master Gardener and Master Wildlife volunteers to teach citizens to adopt landscape best management practices that reduce non-point source pollution of stormwater from fertilizers, pesticides, and other landscape practices. Provide citizens with scientific understanding of local watersheds, ecosystems, tree safety and health, and preparedness for hurricanes.
2. Serves as training and testing center for pesticide applicators, ensuring applicators comply with laws regulating pest control and safeguarding our environment. Provides Continuing Education Units and Certification Seminars for landscape professionals, arborists and urban foresters.
3. Provide leadership and technical expertise to county and state agencies obtaining federal grant funds. Teach educational activities that keep Leon County's Stormwater Division in compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements. Provide expertise in land management of greenways and parks.
4. Provide management plans and educational programs which help rural landowners be better stewards of their land. Conduct individual consultations and group learning opportunities for producers, providing current research and information to strengthen production and economic viability of Leon County's agricultural sector.

Family and Consumer Sciences

1. Administer the USDA Expanded Food and Nutrition Education Program (EFNEP), by supervising, training, and evaluating 4 full-time EFNEP paraprofessionals who provide in-depth food and nutrition education programs for limited resource families throughout the county.
2. Administer the USDA Family Nutrition Program, delivering food safety, nutrition, and physical activity education to limited resource youth and senior citizens.
3. Provide worksite wellness education programs addressing increased physical activity and healthy lifestyle behaviors to reduce the risk of chronic diseases.
4. Provide parent education and financial literacy educational opportunities for individuals and families, including families experiencing homelessness, drug rehabilitation, or preparing for return to the community following incarceration. Classes address positive discipline and guidance, communication, budgeting, credit management, saving and investing.

4-H and Other Youth Programs

1. Utilize a variety of delivery methods to develop life skills in youth ages 5-18 through 4-H clubs, individual at-large members, special interests groups, 4-H in the classroom, and residential and day camping.
2. Plan, implement, and evaluate 4-H/Tropicana public speaking contest for Leon County 4th, 5th and 6th grade students.
3. Recruit, screen, and train teen and adult volunteer leaders to be successful club leaders, teach subject matter and life skills, judge events and serve in an advisory capacity, all while providing safe environments for youth.
4. Provide opportunities for youth to be engaged in their own development and maintain positive relationships with each other through 4-H club work, workshops, and day camp experiences.

Statutory Requirements

Smith-Lever Act - 1914; Florida Statute, Chapter 240 "Post Secondary Education."

Advisory Board

Overall Extension Advisory Committee; Extension Horticultural/Forestry/Natural Resources Advisory Committee; Extension Family and Consumer Sciences Advisory Committee; and Extension 4-H Youth Advisory Committee.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of group learning opportunities provided	3,386	3,321	2,680	2,680
# of pesticide applicator continuing education units (CEUs)	688	552	610	610
# of residents receiving environmental technical assistance	32,594	64,654	25,000	30,000
# of limited resource citizens receiving nutrition assistance	26,217	26,298	28,020	28,020
# of residents receiving FCS technical assistance	50,825	40,389	39,020	39,020
# of volunteers hours provided by Extension trained volunteers	20,264	19,663	17,510	17,510
# of youths involved in 4-H Clubs activities	9,027	9,853	9,500	9,500
# of residents receiving 4-H technical assistance	11,330	11,551	11,500	11,500

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Cooperative Extension Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	426,940	412,847	413,218	(37,501)	375,717	388,072
Operating	63,180	86,761	86,771	1,383	88,154	88,154
Transportation	1,843	3,378	4,242		4,242	4,242
Total Budgetary Costs	491,963	502,986	504,231	(36,118)	468,113	480,468

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
4-H & Other Youth (001-363-537)	122,954	99,850		-		-
Extension Education (001-361-537)	251,563	264,552	504,231	(36,118)	468,113	480,468
Family & Consumer Science (001-362-537)	117,446	138,584	-	-	-	-
Total Budget	491,963	502,986	504,231	(36,118)	468,113	480,468

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	491,963	502,986	504,231	(36,118)	468,113	480,468
Total Revenues	491,963	502,986	504,231	(36,118)	468,113	480,468

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
4-H & Other Youth (001-363-537)	4.00	3.00	-	-	-	-
Extension Education (001-361-537)	6.00	6.00	13.18	(1.00)	12.18	12.18
Family & Consumer Science (001-362-537)	4.00	4.18		-	-	-
Total Full-Time Equivalents (FTE)	14.00	13.18	13.18	(1.00)	12.18	12.18

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Cooperative Extension - Extension Education (001-361-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	219,676	220,957	413,218	(37,501)	375,717	388,072
Operating	30,564	40,886	86,771	1,383	88,154	88,154
Transportation	1,323	2,709	4,242	-	4,242	4,242
Total Budgetary Costs	251,563	264,552	504,231	(36,118)	468,113	480,468

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	251,563	264,552	504,231	(36,118)	468,113	480,468
Total Revenues	251,563	264,552	504,231	(36,118)	468,113	480,468

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Program Assistant	-	1.00	1.00	-	1.00	1.00
Administrative Associate IV	1.00	-	2.00	(1.00)	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Director of County Extension	1.00	-	1.00	-	1.00	1.00
Extension Agent, Natural Resources	1.00	1.00	1.00	-	1.00	1.00
Extension Agent, 4-H Youth	-	-	1.00	-	1.00	1.00
Extension Agent, Home Economics	-	-	2.00	-	2.00	2.00
Extension Agent, Ornamentals	1.00	1.00	1.00	-	1.00	1.00
Maid	-	-	0.18	-	0.18	0.18
Program Leader	-	-	1.00	-	1.00	1.00
Program Leader	-	1.00	1.00	-	1.00	1.00
Urban County Forester	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	6.00	6.00	13.18	(1.00)	12.18	12.18

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The elimination of an Administrative Associate IV position (Environmental Education) in the amount of $37,501.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. The reorganization of Cooperative Extension Program and the combining of the staffing and funding for all programs into the 001-361-537 Org in the amount of 203,561.

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Cooperative Extension - Family & Consumer Science (001-362-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	102,317	113,927	-	-	-	-
Operating	15,129	24,657	-	-	-	-
Total Budgetary Costs	117,446	138,584	-		-	-

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	117,446	138,584		-		-
Total Revenues	117,446	138,584		-		-

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	-	-	-	-
Director of County Extension	-	1.00	-	-	-	-
Extension Agent, Home Economics	2.00	2.00	-	-	-	-
Maid	-	0.18		-	-	-
Program Leader	1.00	-		-	-	-
Total Full-Time Equivalents (FTE)	4.00	4.18		-	-	-

Notes

As of FY09, all staffing and funding for this program has been realigned within the budget to the 001-361-537 Org.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Cooperative Extension - 4-H & Other Youth (001-363-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	104,947	77,963	-	-	-	-
Operating	17,487	21,218	-	-	-	-
Transportation	520	669	-	-	-	-
Total Budgetary Costs	122,954	99,850	-	-	-	-

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	122,954	99,850	-	-	-	-
Total Revenues	122,954	99,850	-	-	-	-

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Program Assistant	1.00	-	-	-	-	-
Administrative Associate IV	1.00	1.00	-	-	-	-
Extension Agent, 4-H Youth	1.00	1.00	-	-	-	-
Program Leader	1.00	1.00	-	-	-	-
Total Full-Time Equivalents (FTE)	4.00	3.00	-	-	-	-

Notes
As of FY09, all staffing and funding for this program has been realigned within the budget to the 001-361-537 Org.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Health & Human Services

Organizational Code: 001-190/370/971

Mission Statement

The mission of the Health and Human Services Division of Leon County is to provide funding and oversight of health and social service activities provided to Leon County residents consistent with State mandates, Board policies and Leon County's mission.

Summary of Services Provided

1. Receive, review, determine eligibility, and monitor billing in order to make payments for the County's portion of the following required services:
   - *Medicaid*, which covers nursing home and hospital stays for income eligible residents;
   - *Child Protection Exams*, which provides funding for alleged victims of abuse or neglect;
   - *Baker Act*, which funds Leon County's match for the stabilization, temporary detention, and evaluation services for short-term mental health inpatient programs;
   - *Mental Health and Alcohol*, which funds Leon County's match for the Community Mental Health Act and substance abuse programs related to the Meyers Act;
   - *Tubercular Care*, which funds transportation costs for tuberculosis patients to the State's tuberculosis hospital;
   - *Health Care Responsibility Act*, which funds care for indigent Leon County residents treated for emergency health care in another Florida county;
   - *Direct Emergency Assistance Program*, which provides assistance with emergency rent/mortgage, food, medication, and utility payments to Leon County residents; and,
   - *Indigent Burial*, which covers the costs of burial for unclaimed bodies and indigent persons.
2. Administer and staff the Community Human Services Partnership Program.
3. Administers the Choose Life grant program.
4. Administer Leon County's responsibilities to the Medical Examiner's office.
5. Administers the contracts associated with Primary Healthcare, which include: Bond Clinic, Neighborhood Health Services, WeCare, and FAMU Pharmacy.

Statutory Requirements

Florida Statute 394.76 requires that state funds expended for mental health, alcohol, and drug abuse be matched on a 75 to 25 state to local basis.

Florida Statute 409.915 requires county governments to fund a portion of inpatient hospital stays and nursing home expenses incurred by county resident Medicaid recipients.

In accordance with Florida Statute 406.50, Leon County is responsible for the burial of any dead human body that is unclaimed or indigent.

Advisory Board

Joint Planning Board – Capital Health Services Partnership (CHSP); Community Based Care Alliance; Mental Health Coalition; Promoting Safe and Stable Families; Human Services Review Board - Capital Health Services Partnership (CHSP).

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of individuals served by the Direct Emergency Assistance Program	228	221	200	184
# of CHSP training sessions for applicant agencies	10	10	10	10
# of CHSP site visits conducted	88	90	90	90
# of women assisted through the Choose Life grant program	937	873	950	950

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Health & Human Services Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	852,328	990,191	891,878	(139,178)	752,700	724,357
Operating	2,470,916	2,477,948	2,127,632	10,330	2,137,962	2,138,114
Transportation	3,738	4,295	4,761	-	4,761	4,761
Grants-in-Aid	3,133,965	3,088,834	3,188,834	138,361	3,327,195	3,327,195
Total Budgetary Costs	6,460,947	6,561,268	6,213,105	9,513	6,222,618	6,194,427

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Baker Act & Marchman Act (001-370-563)	613,555	614,580	614,949	-	614,949	615,329
CHSP & Emergency Assistance (001-370-569)	712,389	991,090	991,554	(60,000)	931,554	933,133
Health Department (001-190-562)	317,984	257,984	257,984	(20,639)	237,345	237,345
Housing Finance Authority (161-808-554)	68,658	31,920	31,635	-	31,635	31,350
Housing Services (001-371-569)	318,027	559,594	445,837	(43,402)	402,435	416,341
Medicaid & Indigent Burials (001-370-564)	1,805,454	1,628,500	1,628,500	175,000	1,803,500	1,803,500
Medical Examiner (001-370-527)	289,058	375,000	375,000	-	375,000	375,000
Primary Health Care (001-971-562)	-	1,287,094	1,287,094	13,634	1,300,728	1,300,728
Primary Health Care (163-971-562)	1,853,401	350,411	-	-	-	-
Tubercular Care & Child Protection Exams (001-370-562)	15,000	17,000	17,000	44,000	61,000	61,000
Veteran Services (001-390-553)	239,908	229,086	330,968	(42,510)	288,458	293,903
Volunteer Center (001-113-513)	227,513	219,009	232,584	(56,570)	176,014	126,798
Total Budget	6,460,947	6,561,268	6,213,105	9,513	6,222,618	6,194,427

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	4,538,888	6,178,937	6,181,470	9,513	6,190,983	6,163,077
161 Housing Finance Authority	68,658	31,920	31,635	-	31,635	31,350
163 Primary Heath Care MSTU	1,853,401	350,411	-	-	-	-
Total Revenues	6,460,947	6,561,268	6,213,105	9,513	6,222,618	6,194,427

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
CHSP & Emergency Assistance (001-370-569)	0.60	1.00	1.00	-	1.00	1.00
Housing Services (001-371-569)	7.10	8.00	7.00	(1.00)	6.00	6.00
Primary Health Care (163-971-562)	1.10	-	-	-	-	-
Veteran Services (001-390-553)	4.10	4.00	4.00	(1.00)	3.00	3.00
Volunteer Center (001-113-513)	3.10	3.00	3.00	(1.00)	2.00	1.00
Total Full-Time Equivalents (FTE)	16.00	16.00	15.00	(3.00)	12.00	11.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Primary Health Care (163-971-562)	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Volunteer Center

Organizational Code: 001-113-513

Mission Statement

The mission of the Volunteer Center is to strengthen individuals and organizations in our community through volunteerism.

Summary of Services Provided

1. Promote volunteerism, build the capacity of local volunteer programs and participate in strategic initiatives that mobilize volunteers from all sectors.
2. Screen, interview, and place volunteers, interns, and court-ordered workers by matching their skills, talents, and interests with Leon County departmental needs.
3. Establish and build community partnerships through coordinating community-wide days of service and special events.
4. Coordinate Leon County's internal employee volunteer program in which employees are allowed up to four hours of administrative leave per month to volunteer in community based organizations.
5. Coordinate local volunteers and donations in the event of a disaster in support of the Sheriff's Emergency Management Office.
6. Coordinate the following programs: Community Board Bank, County Government Internship and Service Learning Program, County Library Volunteer Program, Directors of Volunteers Association Membership Coordinator, Disaster Planning and Response, National Volunteer Week and National Days of Service Coordination, Nonprofit Internship Program, and Project LEAD, Project InterFACE, and VolunteerLEON Youth Corps.

Statutory Requirements

Florida Statute 252.38 (1)(b) Requires each county to develop a county emergency management plan and program that is coordinated and consistent with the State Comprehensive Emergency Management Plan and Program. The State of Florida's Emergency Management Plan outlines 17 Emergency Support Functions (ESF), of which ESF 15, the coordination of all volunteers & donations, is one function. In order for the County to be in compliance, the Leon County Comprehensive Emergency Management Plan provides for all 17 ESFs including ESF 15 Volunteers and Donations.

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimates	FY2009 Estimates
# of citizen volunteers coordinated	5,561	5,700	5,820	3000
# of volunteer hours contributed by citizens	174,636	175,000	179,875	100,000
# of community-wide service projects/events coordinated	10	10	10	5
# of volunteer management workshops and technical assistant trainings	40	100	40	25
# of participants who successfully complete the volunteer management certification course	19	59	24	25

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Health & Human Services - Volunteer Center (001-113-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	195,530	192,149	205,719	(53,266)	152,453	103,237
Operating	31,983	26,860	26,865	(3,304)	23,561	23,561
Total Budgetary Costs	227,513	219,009	232,584	(56,570)	176,014	126,798

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	227,513	219,009	232,584	(56,570)	176,014	126,798
Total Revenues	227,513	219,009	232,584	(56,570)	176,014	126,798

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate VI	1.00	-	-	-	-	-
Director of Volunteer Services	1.00	1.00	1.00	-	1.00	1.00
Health & Human Services Director	0.10	-	-	-	-	-
Volunteer Specialist	-	1.00	1.00	(1.00)	-	(1.00)
Volunteer Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.10	3.00	3.00	(1.00)	2.00	1.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of Volunteer Services through the elimination of the Volunteer Specialist position in the amount of $53,266.
2. The reduction in Operating expenditures due to the elimination of the Volunteer Specialist position in the amount of $3,304.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

Public Services

Health & Human Services - Health Department (001-190-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	317,984	257,984	257,984	(20,639)	237,345	237,345
Total Budgetary Costs	317,984	257,984	257,984	(20,639)	237,345	237,345

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	317,984	257,984	257,984	(20,639)	237,345	237,345
Total Revenues	317,984	257,984	257,984	(20,639)	237,345	237,345

Notes:
This program is recommended at a decreased funding level due to service level reductions. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels
1. A reduction in the Health Department's direct funding in the amount of $20,639.

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Health & Human Services - Medical Examiner (001-370-527)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	289,058	375,000	375,000	-	375,000	375,000
Total Budgetary Costs	289,058	375,000	375,000	-	375,000	375,000

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	289,058	375,000	375,000	-	375,000	375,000
Total Revenues	289,058	375,000	375,000	-	375,000	375,000

Notes
This program is recommended at the same funding level as the previous fiscal year.

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Public Services

Health & Human Services - Tubercular Care & Child Protection Exams (001-370-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	15,000	17,000	17,000	44,000	61,000	61,000
Total Budgetary Costs	15,000	17,000	17,000	44,000	61,000	61,000

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	15,000	17,000	17,000	44,000	61,000	61,000
Total Revenues	15,000	17,000	17,000	44,000	61,000	61,000

Notes:
This program is recommended at an increased funding level. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. Leon County's statutory obligation to fund costs associated with Child Protection Examinations in the amount of $44,000.

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Public Services

Health & Human Services - Baker Act & Marchman Act (001-370-563)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	613,555	614,580	614,949	-	614,949	615,329
Total Budgetary Costs	613,555	614,580	614,949	-	614,949	615,329

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	613,555	614,580	614,949	-	614,949	615,329
Total Revenues	613,555	614,580	614,949	-	614,949	615,329

Notes

This program is funded at the same level as the previous fiscal year. The operating expenditures are for contracts associated with the Leon County's statutory obligations to fund mental health services.

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Public Services

Health & Human Services - Medicaid & Indigent Burials (001-370-564)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	1,805,454	1,628,500	1,628,500	175,000	1,803,500	1,803,500
Total Budgetary Costs	1,805,454	1,628,500	1,628,500	175,000	1,803,500	1,803,500

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,805,454	1,628,500	1,628,500	175,000	1,803,500	1,803,500
Total Revenues	1,805,454	1,628,500	1,628,500	175,000	1,803,500	1,803,500

Notes

This program is recommended at an increased funding level. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. Leon County's statutory obligation to fund costs associated with Medicaid programs in the amount of $175,000.

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Public Services

Health & Human Services - CHSP & Emergency Assistance (001-370-569)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	64,432	57,090	57,554	-	57,554	59,133
Operating	-	144,000	144,000	-	144,000	144,000
Grants-in-Aid	647,957	790,000	790,000	(60,000)	730,000	730,000
Total Budgetary Costs	712,389	991,090	991,554	(60,000)	931,554	933,133

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	712,389	991,090	991,554	(60,000)	931,554	933,133
Total Revenues	712,389	991,090	991,554	(60,000)	931,554	933,133

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Health & Human Services Director	0.10	-	-	-	-	-
Human Services Analyst	0.50	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	0.60	1.00	1.00	-	1.00	1.00

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The reduction of Community Health Service Partnership (CHSP) funding in the amount of $60,000.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Housing Services

Organizational Code: 001-371-569

Mission Statement

The mission of Housing Services is to provide the very low, low, and moderate income citizens of the unincorporated areas of Leon County with safe, sanitary, and affordable homes through the provision of funds for rehabilitation, home counseling, and down payment assistance. Housing Services serves Leon County residents with professionalism, management, leadership, and support consistent with the Board policy and the mission of Leon County.

Summary of Services Provided

1. Administer and provide oversight of the Housing Programs: Homeowner Rehabilitation, Homeowner Replacement, Down Payment Assistance and Homeowner Counseling.
2. Provide staff support and administer the activities of the Leon County Housing Finance Authority (HFA).
3. Provide annual reports on Affordable Housing Programs and on Fair Housing Activities.
4. Receive and report fair housing complaints.
5. Design, implement and administer educational information on programs within the community.
6. Attend local Housing events and conferences to ensure Leon County is aware and in compliance with local, state and federal guidelines.

Statutory Requirements

Leon County Code, Chapter 8 Article V/Policy 96-11 "Direct Implementation of State Housing Initiative Program (SHIP)"; Housing Plan; Florida Statute Chapter 420 "Housing"; Leon County Code, Chapter 2, Section 2-71 & 2-120 "Implementation"; Florida Statute Chapter 159 "Bond Financing"; Florida Statute Chapter 760.20 "Fair Housing Act"

Advisory Board

Housing Finance Authority; Affordable Housing Advisory Council; Community Development Block Grant (CDBG) Citizens Task Force Advisory Committee; Community Neighborhood Renaissance Partnership; Community Based Care Alliance; Elder Ready Initiative; Community Contribution Tax Credit Program; County Cooperative Extension Advisory Committee.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of total housing rehabilitation inspections performed	297	543	530	536
# of clients receiving Down Payment Assistance	17	15	19	17
# of housing units receiving Home Rehabilitation	17	23	19	26
# of housing units receiving Home Replacement	0	8	9	6
Total Housing Grant Dollars Administered	$1,001,933	$1,769,692	$1,632,114	$1,700,903

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshop.

Public Services

Health & Human Services - Housing Services (001-371-569)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	294,080	528,542	414,313	(43,402)	370,911	384,817
Operating	20,209	26,757	26,763	-	26,763	26,763
Transportation	3,738	4,295	4,761	-	4,761	4,761
Total Budgetary Costs	318,027	559,594	445,837	(43,402)	402,435	416,341

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	318,027	559,594	445,837	(43,402)	402,435	416,341
Total Revenues	318,027	559,594	445,837	(43,402)	402,435	416,341

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Affordable Housing Coordinator	1.00	1.00	-	-	-	-
Health & Human Services Director	0.10	1.00	1.00	-	1.00	1.00
Housing Rehabilitation Specialist	2.00	2.00	2.00	(1.00)	1.00	1.00
Housing Services Specialist	3.00	1.00	1.00	-	1.00	1.00
Financial Compliance Administrator		1.00	1.00	-	1.00	1.00
Housing Services Coordinator		1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.10	8.00	7.00	(1.00)	6.00	6.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of Housing Rehabilitation Services through the elimination of a Housing Rehabilitation Specialist position in the amount of $43,402.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Other operating costs in the amount of $472.

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Veteran Services

Organization Code: 001-390-553

Mission Statement

The mission of the Leon County Veteran Services Division is to counsel and assist veterans and their dependents with processing benefit claims and obtaining other benefits entitled to them through the United States Department of Veterans' Affairs and other Federal Government Agencies as well as serve as the Veteran Liaison for the local community.

Summary of Services Provided

1. Assist veterans and their dependents in filing claims for non-service connected pensions, service connected disabilities, and other benefits, directly associated with the Department of Veteran Affairs, Department of Defense and any other Federal Military Organization.
2. Assist veterans and their dependents in obtaining local medical treatment, transportation, necessary medicines, prosthetic items, adaptive equipment, and payment of medical bills.
3. Assist veterans and their dependents in filing for educational benefits at universities, junior colleges, vocational institutions, correspondence courses, and job training.
4. Assist veterans in obtaining VA home loan information, obtaining military records, correcting military records, and upgrading discharges.
5. Facilitate the annual Leon County Military Grant Program and serve as the Leon County Veteran Liaison for all veteran issues in the local community.

Statutory Requirements

292.11 County and city veteran service officer.--

(1) Each board of county commissioners may employ a county veteran service officer, provide office space, clerical assistance, and the necessary supplies incidental to providing and maintaining a county service office; and pay said expenses and salaries from the moneys hereinafter provided for.

(2) The Department of Veterans' Affairs is directed to establish a training program for county and city veteran service officers. Every county or city veteran service officer employed under this chapter shall attend the training program established by the department and successfully complete a test administered by the department prior to assuming any responsibilities as a county or city veteran service officer.

The department shall further establish periodic training refresher courses which each county or city veteran service officer must attend and complete as a condition of remaining in employment as a county or city veteran service officer. County and city veteran service officers shall be reimbursed for travel expenses, as provided in s. 112.061

Advisory Board

County Veteran Service Officer's Association of Florida Executive Committee; State of Florida Veterans Planning Group; Tallahassee-Leon County Transportation Disadvantaged Coordinating Board; War Veterans Memorial Executive Board Chairman.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimates	FY2009 Estimates
# of clients served (in person)	888	1,025	906	1,015
# of clients served (outreach)	4,535	5,073	4,626	4,575
Monthly client benefit payments (retroactive)	$1,184,012	$1,423,730	$1,207,692	$1,199,450
Monthly client benefit payments (recurring)	$5,195,292	$5,861,411	$5,299,198	$5,207,870

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~~All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.~~
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Health & Human Services - Veteran Services (001-390-553)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	224,353	212,410	214,292	(42,510)	171,782	177,170
Operating	15,555	16,676	16,676	-	16,676	16,733
Grants-in-Aid	-	-	100,000		100,000	100,000
Total Budgetary Costs	239,908	229,086	330,968	(42,510)	288,458	293,903

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	239,908	229,086	330,968	(42,510)	288,458	293,903
Total Revenues	239,908	229,086	330,968	(42,510)	288,458	293,903

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	1.00	1.00	1.00	(1.00)	-	-
Health & Human Services Director	0.10	-	-	-	-	-
Veterans Services Coordinator	1.00	1.00	1.00	-	1.00	1.00
Veterans Services Counselor	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.10	4.00	4.00	(1.00)	3.00	3.00

Notes

This program is recommended at an overall increased funding level due to service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. The realignment of the Military Personnel Grant Program to Veterans Services in the amount of $100,000.

Decreases to Program Funding Levels:

1. The reorganization of the administrative support functions within Health and Human Services and the relocation of an Administrative Associate V position to Housing Services in the amount of $42,510.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Primary Health Care

Organization Code: 001-971-553, 163-971-562

Mission Statement

The mission of the Primary Health Care program is to effectively serve the residents of Leon County by providing primary health care services to low income and uninsured Leon County residents in an efficient and cost effective manner.

Summary of Services Provided

1. Provides and presents analysis, agenda items and follow-up to the Board on Healthcare issues.
2. Staff to the Healthcare Advisory Board which is responsible for monitoring the healthcare status of the Leon County Community and its citizens to achieve maximal achievable good health for the community and all citizens.
3. Responsible for the administration and management of the contracts with healthcare agencies.
4. Collaborates with CareNet partners to achieve program goals.

Statutory Requirements

Florida Statute 154.011
Leon County Code Chapter 11 Article XVII Section 11

Advisory Board

Healthcare Advisory Board

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Public Services

Health & Human Services - Primary Health Care (001-971-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	-	1,287,094	1,287,094	13,634	1,300,728	1,300,728
Total Budgetary Costs	-	1,287,094	1,287,094	13,634	1,300,728	1,300,728

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	-	1,287,094	1,287,094	13,634	1,300,728	1,300,728
Total Revenues	-	1,287,094	1,287,094	13,634	1,300,728	1,300,728

Notes

This program is recommended at an overall increased funding level due to service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. Healthy Kids, Kid Care Insurance, as approved by the Board on 6-10-08, in the amount of $8,854.
2. Other Current Charges and Obligations associated with advertising and the cost of Health Advisory Board Meeting Notices in the amount of $2,780.
3. Operating supply costs associated with the Health Advisory Board Meetings in the amount of $2,000.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Housing Finance Authority

Organizational Code: 161-808-554

Mission Statement

This mission of the Housing Finance Authority is to consider Leon County affordable housing financing for owner-occupied single-family and multi-family housing unites to include townhouses and condominiums, which includes the sale of taxable bonds once approved by resolution of the Board of County Commissioners.

Summary of Services Provided

1. Housing Finance Authority provides funding to conduct emergency repairs and assistance for home rehabilitation.
2. The Housing Finance Authority works in conjunction with the Escambia County Housing Finance Authority in the development of a multi-million dollar Single Family Bond Issue.
3. Utilized $125,000 of Housing Finance Authority (HFA) funds to support Lutheran Social Services of North Florida's Magnolia Village project which will construct 39 housing units for the chronically homeless in Leon County.
4. The Housing Finance Authority continues to provide oversight to the bond issuances of both Magnolia Terrace Apartments and Lakes of San Marcos.
5. Continues to function as the advisory committee for State Housing Initiative Program (SHIP) and the Community Development Block Grant (CDBG).
6. Issues, or issues jointly with other counties, single family mortgage revenue bonds at below market rate.
7. Accepts and reviews multi-family bond applications and makes recommendations to the Board.

Statutory Requirements

Leon County Code: Chapter 2 Article III Division 3 Section 2
Leon County Code: Chapter 8 Article V Section 8-154

Advisory Board

None

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Public Services

Health & Human Services - Housing Finance Authority (161-808-554)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	10,146	11,570	11,285	-	11,285	11,000
Grants-in-Aid	58,512	20,350	20,350	-	20,350	20,350
Total Budgetary Costs	68,658	31,920	31,635	-	31,635	31,350

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
161 Housing Finance Authority	68,658	31,920	31,635	-	31,635	31,350
Total Revenues	68,658	31,920	31,635	-	31,635	31,350

Notes

This program is recommended at an overall decreased funding level. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Budgeted Operating expenditures adjusted to match project fee revenue in the amount of $285.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Health & Human Services - Primary Health Care (163-971-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	73,933	-	-	-	-	-
Operating	1,779,468	350,411	-	-	-	-
Total Budgetary Costs	1,853,401	350,411	-	-	-	-

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
163 Primary Heath Care MSTU	1,853,401	350,411	-	-	-	-
Total Revenues	1,853,401	350,411	-	-	-	-

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Health & Human Services Director	0.60	-	-	-	-	-
Human Services Analyst	0.50	-	-	-	-	-
Total Full-Time Equivalents (FTE)	1.10	-	-	-	-	-

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Primary Health Consolidated OPS	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

Notes:
Primary Health Care funding is now budgeted with general revenue as of FY08. All funding for contractual obligations with the Bond Clinic, Neighborhood Health Services, WeCare, and FAMU Pharmacy are now appropriated in the "Primary Health Care" org 001-971-562. In prior fiscal years, this program was funded by the Primary Healthcare MSTU (Fund 163).

FY08 was the final year of funding for Women's Health Services program.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Emergency Medical Services

Organizational Code: 135-185-526

Mission Statement

The Leon County EMS Division exists to provide clinically superior, compassionate, cost-effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.

Summary of Services Provided

1. Provide basic and advanced life support emergency medical services to the citizens and visitors of Leon County through the use of such procedures as:
   - Defibrillation (cardio version), endotracheal intubations, initiation of intravenous access, and surgical cricothyroidotomy, administration of medications.
   - Perform cervical spine immobilizations, emergency childbirth, bandaging, splinting, and other medical assistance and procedures as necessary.
2. Provide injury prevention training programs to citizens.
3. Maintain the counties' Heart Ready status through the further development of the public access automated defibrillator (AED) program and by training citizens in cardio-pulmonary resuscitation (CPR) and AED use.
4. Maintain a constant state of readiness to respond to major disasters, both man-made and natural.
5. Provide administrative oversight of the volunteer fire departments.

Statutory Requirements

Article III Leon County Code of Law
Chapter 401 Florida Statute
Chapter 64E-2 Florida Administrative Code

Advisory Board

Emergency Medical Services Advisory Council

Benchmarking

Benchmark Data	Leon County	Benchmark
% of calls within urban areas responded to within 8 mins/59 secs	89	90
% of calls within suburban areas responded to within 12 mins/59 secs	82	90
% of calls within rural areas responded to within 17 mins/59 secs	87	90

Benchmark Sources: American Ambulance Association and NFPA 450

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of calls for service responded to	28,084	29,734	30,415	32,700
# of transports made	18,605	19,986	20,498	22,900
# of public education events conducted	96	95	110	95

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Emergency Medical Services (135-185-526)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	6,190,436	6,683,088	7,557,235	-	7,557,235	7,947,747
Operating	3,361,736	4,081,250	4,151,177	258,472	4,409,649	4,579,737
Transportation	447,473	437,411	579,501		579,501	579,501
Capital Outlay	958	-	-		-	-
Total Budgetary Costs	10,000,603	11,201,749	12,287,913	258,472	12,546,385	13,106,985

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
135 Emergency Medical Services MSTU	10,000,603	11,201,749	12,287,913	258,472	12,546,385	13,106,985
Total Revenues	10,000,603	11,201,749	12,287,913	258,472	12,546,385	13,106,985

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
EMS Director	1.00	1.00	1.00	-	1.00	1.00
EMS Division Manager	2.00	2.00	2.00	-	2.00	2.00
EMS Field Operations Supervisor	4.00	4.00	4.00	-	4.00	4.00
EMS System Controller	4.00	4.00	4.25	-	4.25	4.25
EMS Staff Assistant	3.00	3.00	3.00	-	3.00	3.00
Emergency Medical Technician	26.00	23.00	25.00	-	25.00	27.00
Paramedic	44.00	46.00	52.00	-	52.00	54.00
EMS Supply Technician	2.00	2.00	2.00	-	2.00	2.00
EMS Quality Improv. & Educ. Manager	1.00	1.00	1.00	-	1.00	1.00
EMS Billing Coordinator	1.00	1.00	1.00	-	1.00	1.00
Medical Director	1.00	1.00	1.00	-	1.00	1.00
EMT/Paramedic Part-Time	5.10	6.50	6.60	-	6.60	6.60
EMS Special Operations Manager	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	94.10	95.50	103.85	-	103.85	107.85

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
EMS Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes:
This program is recommended at an increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. At the June 10, 2008 Board meeting, an additional ambulance, eight-man crew, equipment and associated operating expenses was approved for FY08 in the amount of $617,108.
3. Contracts or other obligations for continuity of services in the amount of $258,472.
4. Fuel costs associated with the rising oil prices in the amount of $101,591.
5. Vehicle coverage costs in the amount of $20,300.
6. Vehicle repair costs in the amount of $20,199.
7. Two additional ambulances and the associated operating expenses for outyears FY11 and FY13 in the amounts of $274,234 for FY11 and $292,424 for FY13.
8. A half ambulance crew for FY10 thru FY13 in the amount of $191,276 each fiscal year per half crew.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Planning Department

Organizational Code: 001-817-515

Mission Statement

The mission of the Planning Department is to provide accurate information, creative, and effective planning recommendations and expertise in the areas of long range land use, environmental and transportation planning, and in land use administration to the City and County governments, the Planning Commission, appointed boards and committees, residents, and businesses.

Summary of Services Provided

Planning Management

1. Provides coordination and oversight of all planning functions.
2. Ensures administration of the department budget; ensures expenditure levels conform to approved resources.
3. Monitors federal and state legislation impacting municipal government planning activities.
4. Provides timely and effective planning information for the orderly growth of the Tallahassee community.

Planning Support

1. Provides efficient support service activities (GIS, research, mapping, graphics, computer assistance, and publication assistance) to the Planning Department and to City and County Governments.

Administrative Services

1. Promotes the efficient and effective administrative services support for the entire department; provide additional resources in understaffed areas; improve use of existing staff and fiscal resources; and promote effective division, and external department coordination

Land Use Administration

1. Reviews rezonings, Planned Unit Developments (PUD), Developments of Regional Impact (DRI), and other large-scale developments;
2. Processes and reviews abandonments, development applications within the Capitol Center Planning District, and street reclassification requests.
3. Assist other divisions and departments with the creation and processing of land development regulations for special study areas.

Comprehensive Planning

1. Promote the implementation of the Tallahassee-Leon County Comprehensive Plan and process evaluation and amendments to the Plan.
2. Provide coordination for long-range planning projects and issues.
3. Develop and implement long range plans to identify and protect natural resources, including canopy roads, wildlife and listed species habitat, unique vegetation communities, community open space and surface water resources through greenways and mitigation planning, land acquisition, environmental research and resource assessment, and coordination with other agencies.

Statutory Requirements

Florida Statutes: Chapter 163 "Comprehensive Planning", Chapter 163 "Development Agreements", Chapter 125, Title 11, Chapter 164 "Municipal Annexations & Contractions", Chapter 339, "Transportation Planning", Chapter 427 "Land Acquisition"; Local: Chapter 10, Article II "Local Planning Agency", Article V "Comprehensive Planning", Article VI "Concurrency Management", Article VII "Environmental Management"

Advisory Board

Planning Commission; Local Planning Agency; Canopy Roads Citizens Advisory Board; Water Resources Committee; Urban Design Commission, Local Mitigation Strategy Committee.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of Land Use Applications Processed, Including Site Plans, Text Amendments, Subdivisions, Plats, etc. (City and County)	469	231	400	200
# of Rezonings, PUDs Processed	73	40	60	30
# of Comp Plan Amendments Analyzed and Processed	26	28	45	30
# of SF of Non-Residential Development Permitted in the Southern Strategy Area	216,206	53,307	50,000	50,000
# of Residential Dwelling Units Permitted within the Southern Strategy Area	130	108	130	200
# of GIS Layers Actively Maintained	7	7	7	7

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Planning Department Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	286,199	143,232	69,508	-	69,508	71,984
Operating	24,057	31,000	35,000	15,000	50,000	50,000
Grants-in-Aid	544,157	737,000	806,459	47,541	854,000	854,000
Total Budgetary Costs	854,413	911,232	910,967	62,541	973,508	975,984

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Capital Regional Transportation Planning Agency (001-402-515)	-	-		15,000	15,000	15,000
Planning Department (001-817-515)	854,413	911,232	910,967	47,541	958,508	960,984
Total Budget	854,413	911,232	910,967	62,541	973,508	975,984

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	854,413	911,232	910,967	62,541	973,508	975,984
Total Revenues	854,413	911,232	910,967	62,541	973,508	975,984

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Capital Regional Transportation Planning Agency (001-402-515)			2.00		2.00	-
Planning Department (001-817-515)	36.00	29.00	29.00	-	29.00	29.00
Total Full-Time Equivalents (FTE)	36.00	29.00	31.00	-	31.00	29.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Services

Planning Department - Planning Department (001-817-515)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	286,199	143,232	69,508	-	69,508	71,984
Operating	24,057	31,000	35,000	-	35,000	35,000
Grants-in-Aid	544,157	737,000	806,459	47,541	854,000	854,000
Total Budgetary Costs	854,413	911,232	910,967	47,541	958,508	960,984

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	854,413	911,232	910,967	47,541	958,508	960,984
Total Revenues	854,413	911,232	910,967	47,541	958,508	960,984

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Executive Secretary	1.00	-	1.00	-	1.00	1.00
GIS Coordinator	1.00	1.00	2.00	-	2.00	2.00
Planner	1.00	1.00	1.00	-	1.00	1.00
Planner II	1.00	10.00	10.00	-	10.00	10.00
Sr. Transportation Planner	1.00	1.00	-	-	-	-
Transportation Planner	1.00	1.00	1.00	-	1.00	1.00
Transportation Planning Admini	1.00	1.00	-	-	-	-
Director of Management Services	1.00	1.00	-	-	-	-
Exempt/Customer Service Technicians	1.00	1.00	-	-	-	-
Planner II	9.00	-	-	-	-	-
Director	1.00	1.00	1.00	-	1.00	1.00
Graphics & Mapping Specialist	2.00	2.00	2.00	-	2.00	2.00
Supervisor-Planning Research	1.00	1.00	1.00	-	1.00	1.00
Administrative Aid	1.00	1.00	-	-	-	-
Administrative Supervisor	1.00	1.00	1.00	-	1.00	1.00
Secretary IV	3.00	3.00	3.00	-	3.00	3.00
Land Use Planning Administator	1.00	1.00	1.00	-	1.00	1.00
Community Involvement Planner	2.00	2.00	2.00	-	2.00	2.00
CRPTA Transportation Planning Staff	6.00	-	-	-	-	-
Manager, Special Project Planning	-	-	1.00	-	1.00	1.00
Comprehensive & Environmental Admin	-	-	1.00	-	1.00	1.00
Manager, Comprehensive Planning	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	36.00	29.00	29.00	-	29.00	29.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $47,541.

This funding only represents the County's portion of the Planning Department budget. Through an interlocal agreement, both the City and the County provide joint funding for this department.

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Public Services

Planning Department - Capital Regional Transportation Planning Agency (001-402-515)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	-	-	-	15,000	15,000	15,000
Total Budgetary Costs	-	-	-	15,000	15,000	15,000

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	-	-	-	15,000	15,000	15,000
Total Revenues	-	-		15,000	15,000	15,000

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Sr. Transportation Planner	-	-	1.00	-	1.00	-
Transportation Planning Admini	-	-	1.00	-	1.00	-
Total Full-Time Equivalents (FTE)	-	-	2.00	-	2.00	-

Notes

This program is recommended at the same funding level as the previous fiscal year. However, the funding for the Capital Regional Transportation Planning Agency is being realigned within the budget as of FY09.

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Growth & Environmental Management

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,339,850	4,770,644	4,694,523	(374,509)	4,320,014	4,804,383
Operating	216,930	309,421	265,035	-	265,035	265,316
Transportation	85,096	102,487	110,795	-	110,795	110,795
Capital Outlay	6,729	-	-	-	-	-
Total Budgetary Costs	4,648,605	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Support Services	834,476	877,237	853,516	(28,910)	824,606	880,843
Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Environmental Compliance	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494
Development Services	796,314	1,095,220	1,079,827	(226,792)	853,035	1,063,122
DEP Storage Tank	134,348	139,950	138,292	-	138,292	142,247
Total Budget	4,648,605	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
120 Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
121 Growth Management	3,160,044	3,590,329	3,502,339	(374,509)	3,127,830	3,563,459
125 Grants	134,348	139,950	138,292	-	138,292	142,247
Total Revenues	4,648,605	5,182,552	5,070,353	(374,509)	4,695,844	5,180,494

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Building Inspection	19.28	19.28	19.28	-	19.28	19.28
DEP Storage Tank	2.00	2.00	2.00	-	2.00	2.00
Development Services	15.00	15.00	15.00	(1.00)	14.00	14.00
Environmental Compliance	20.00	20.00	20.00	-	20.00	20.00
Support Services	12.72	12.72	12.72	-	12.72	12.72
Total Full-Time Equivalents (FTE)	69.00	69.00	69.00	(1.00)	68.00	68.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Development Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

All budget information presented includes reductions contemplated in option #s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Growth & Environmental Management – Support Services

Organizational Code: 121-423-537

Mission Statement

The mission of the Department of Growth and Environmental Management and Support Services is to administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards, and growth and environmental management services to residents, property owners and land development professionals served by the divisions under the Department of Growth and Environmental Management of Leon County, in order to achieve compliance with adopted ordinances and policies.

Summary of Services Provided

1. Provide department-wide direction, coordination, and support to divisions and programs.
2. Provide administrative coordination and support for agenda, budget, personnel, training, property, and other such reports.
3. Manage the storage, archiving, retrieval and electronic document system for all the Department permitting records.
4. Provide administrative support for the Code Enforcement Board and Contractor's Licensing and Examination Board.
5. Coordinate Code processing through the Code Compliance Program.
6. Coordinate and promote Code compliance through educational efforts.
7. Provide an initial point of contact to customers for all matters regarding Growth & Environmental Management.
8. Ensure applications are quickly and accurately processed in accordance with the direction of the County Commission and the Florida Building Code.
9. Coordinate the internet permitting activities with customers, vendors, Building Inspection, and MIS.

Statutory Requirements

Support Services - Chapter 119, Florida Statutes (Florida Public Records Law). Also, the statutory responsibilities for Building Inspection, Environmental Compliance, and Development Services included below:

Building - 101 Life Safety Code - F.S., Chapter 633.025; Florida Mechanical Code - Leon County Code of Laws, Section 5-(151 - 153); Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code: & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.975; Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; Zoning Code - (LCCOL), Section 10-(836 - 837); Contractor Licensing; Swimming Pool Code; Florida/County Mobile Homes Installation - (LCCOL), Section 5-(166 - 175); & F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code; & F.S., Chapter 633.025; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713.135; Florida Radon Code Funding - F.S., Chapter 404.056(4). Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633.

Development Services - Florida Statutes, Chapters 163 and 380; the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); and other BCC-adopted plans and implementing policy and procedures manuals.

Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Chapter 14 "Junk and Litter"; Chapter 6 & Florida Statutes, Chapter 162 "Code Enforcement Board"

Advisory Board

County's Contractor Licensing and Examination Board; Code Enforcement Board; Board of Adjustment and Appeals; Development Review Committee; Growth and Environmental Management Citizens' User Group; Tallahassee-Leon County Planning Commission

Benchmarking

Benchmarking*	Leon County FY 2007	Benchmark
Code compliance cases brought into compliance as a % of open cases (453 cases)	63%	54.5%
Code compliance cases brought into compliance as a % of all cases (722 total)	63%	62.9%

International City Management Association Comparable Performance Measurement 2006

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of permit applications received and processed	3,150	4,288	3,277	3,650
% of Code Enforcement Board orders prepared and executed within 10 working days	49/100%	110/100%	49/100%	45/100%
# of walk-in customers	11,380	10,600	5,342	9,100
# of permits issued or approved	3,150	4,000	3,169	3,000
# of calls processed	59,000	82,500	38,703	68,000
Total fees received	$3.5 million	$3.9 million	$2.5 million	$3.1 million

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Growth & Environmental Management

Support Services (121-423-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	754,871	781,624	775,687	(28,910)	746,777	803,014
Operating	69,978	88,176	71,383	-	71,383	71,383
Transportation	4,377	7,437	6,446	-	6,446	6,446
Capital Outlay	5,250	-	-	-	-	-
Total Budgetary Costs	834,476	877,237	853,516	(28,910)	824,606	880,843

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	834,476	877,237	853,516	(28,910)	824,606	880,843
Total Revenues	834,476	877,237	853,516	(28,910)	824,606	880,843

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.22	1.22	1.22	-	1.22	1.22
Administrative Associate V	1.22	1.22	1.22	-	1.22	1.22
Asst to the GEM Director	0.75	0.75	0.75	-	0.75	0.75
Director of Growth & Env Mgmt	0.95	0.95	0.95	-	0.95	0.95
Growth Mgmt. Support Svc. Dir.	0.75	0.75	0.75	-	0.75	0.75
Permit Processing Supervisor	0.61	0.61	0.61	-	0.61	0.61
Permit Technician	1.83	1.83	1.83	-	1.83	1.83
Records Manager	0.61	0.61	0.61	-	0.61	0.61
Records Technician	0.61	0.61	0.61	-	0.61	0.61
Senior Compliance Specialist	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	0.95	0.95	0.95	-	0.95	0.95
Code Enforcement Board Tech	0.61	0.61	0.61	-	0.61	0.61
Contractors Licensing Board Technician	0.61	0.61	0.61	-	0.61	0.61
Code Compliance Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	12.72	12.72	12.72	-	12.72	12.72

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The freezing of one position for FY09 in the amount of $28,910.
2. Utility services associated with the relocation to the Renaissance Building in the amount of $17,784.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Building Inspection

Organizational Code: 120-220-524

Mission Statement

The mission of the Division of Building Inspection is to ensure a safely built environment for the public within the unincorporated area of Leon County. Building Inspection effectively and efficiently obtains compliance with appropriate construction codes through permit issuance, plans review, inspections, use of automation technologies and training; all to be performed in a customer and staff sensitive manner. The division also provides staff support for the County's Contractor Licensing and Code Enforcement Boards and the Board of Adjustment and Appeals.

Summary of Services Provided

1. Review of plans prior to issuance of permits to ensure structures are designed in accordance with applicable codes through plans review.
2. Ensure structures are constructed in accordance with approved plans and applicable codes through onsite inspections.
3. Provide staff support to the Contractors Licensing Board to ensure contractors' performance complies with State and local requirements.
4. Review new construction products, methods, and materials prior to use in Leon County.
5. Provide staff support to the Board of Adjustment and Appeals and the Code Enforcement Board.
6. Provide assistance to the Florida Association of Counties, Florida League of Cities, and the Building Officials Association of Florida during the Legislative Session and related Committee meetings regarding local impacts of proposed construction legislation.

Statutory Requirements

101 Life Safety Code - F.S., Chapter 633.025; Florida Mechanical Code - Leon County Code of Laws; Section 5-(151 - 153); Florida Plumbing Code; & F.S., Chapter 553.01 - 553.14; National Electrical Code; & F.S., Chapter 553.15 - 553.23; Florida Gas Code; Florida Building Code: & F.S., Chapter 553.73; Florida Energy Code - F.S., Chapter 553.900 - 553.975; Florida Americans With Disabilities Act - F.S., Chapter 553.45 - 553.495; Zoning Code - (LCCOL), Section 10-(836 - 837); Contractor Licensing; Swimming Pool Code; Florida/County Mobile Homes Installation - (LCCOL), Section 5-(166 - 175); & F.S., Administrative Rule, Chapter 15C-1.10; Floodplain Management; Sign Code - (LCCOL), Section 10-(1801 - 1830); Florida Fire Code; & F.S., Chapter 633.025; Section 10-362; Florida Construction Lien Laws - F.S., Chapter 713.135; Florida Radon Code Funding - F.S., Chapter 404.056(4). Mandatory Building Inspector Certification - F.S., Chapter 468.601-468.633, Carbon Monoxide Detection by Occupancy - F.S., Chapter 509.211.

Advisory Board

County's Contractor Licensing Board; Code Enforcement Board; Board of Adjustment and Appeals

Benchmarking

Permit Review Time Frames *	Single Family			Commercial		
	Total Days	Applicant	Staff	Total Days	Applicant	Staff
2005 Actual	30	15	15	62	36	26
2006 Actual	26	16	10	79	57	22
2007 Actual	30	23	7	136	117	19
2008 YTD	33	23	10	25	13	12

** Review times are based on calendar days and include both staff and applicant/consultant holding periods. Building, Environmental, and Septic permit applications are reviewed simultaneously. Building permits are not released until all other development permits are ready to be issued.*

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 * Estimate	FY2009 Estimate
# of building inspections performed	31,902	29,277	30,068	30,369
# of miles between each inspection	5.82	6.12	6.18	6.24
Average minutes per inspection on construction site	15.14	16.61	16.16	15.99
# of plan reviews performed	3,191	3,511	3,063	3,124

** Revised based on YTD actuals*

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Growth & Environmental Management

Building Inspection (120-220-524)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,254,949	1,308,718	1,306,649	-	1,306,649	1,351,582
Operating	63,611	96,233	78,778	-	78,778	78,911
Transportation	35,653	47,322	44,295	-	44,295	44,295
Total Budgetary Costs	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
120 Building Inspection	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788
Total Revenues	1,354,213	1,452,273	1,429,722	-	1,429,722	1,474,788

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	0.78	0.78	0.78	-	0.78	0.78
Administrative Associate V	1.78	1.78	1.78	-	1.78	1.78
Asst to the GEM Director	0.25	0.25	0.25	-	0.25	0.25
Building Inspection Supervisor	1.00	1.00	1.00	-	1.00	1.00
Combination Inspector	7.00	7.00	3.00	-	3.00	3.00
Deputy Building Official	1.00	1.00	1.00	-	1.00	1.00
Dir of Bldg. Inspection	1.00	1.00	1.00	-	1.00	1.00
Director of Growth & Env Mgmt.	0.05	0.05	0.05	-	0.05	0.05
Growth Mgmt. Support Svc. Dir.	0.25	0.25	0.25	-	0.25	0.25
Permit Processing Supervisor	0.39	0.39	0.39	-	0.39	0.39
Permit Technician	1.17	1.17	1.17	-	1.17	1.17
Plans Examiner	2.00	2.00	1.00	-	1.00	1.00
Records Manager	0.39	0.39	0.39	-	0.39	0.39
Records Technician	0.39	0.39	0.39	-	0.39	0.39
Sr. Administrative Associate	0.05	0.05	0.05	-	0.05	0.05
Code Enforcement Board Tech	0.39	0.39	0.39	-	0.39	0.39
Contractors Licensing Board Technician	0.39	0.39	0.39	-	0.39	0.39
Senior Plans Examiner	1.00	1.00	2.00	-	2.00	2.00
Senior Combination Inspector	-	-	4.00	-	4.00	4.00
Total Full-Time Equivalents (FTE)	19.28	19.28	19.28	-	19.28	19.28

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Utility services associated with the relocation to the Renaissance Building in the amount of $17,957.
2. Vehicle coverage costs in the amount of $1,377.
3. Other operating costs in the amount of $2,525.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Environmental Compliance

Organizational Code: 121-420-537

Mission Statement

The mission of the Division of Environmental Compliance is to provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

Summary of Services Provided

1. Review development proposals including permit applications, site and development plans and pre-application requests for compliance with the Environmental Management Act and sound environmental management practices.
2. Conduct environmental analysis for rezoning, subdivisions, site plans, and other proposed activities to ensure consideration and mitigation of environmentally sensitive areas (ESA) and other regulatory constraints.
3. Provide technical support and recommendations on environmental policy, land use, permitting, and related management decisions to the Planning Commission, Board of Adjustment and Appeals, the Board of County Commissioners, and other County, City and State agencies.
4. Inspect permitted new construction and development activity for code compliance and consistency with permitted plans.
5. Implement the stormwater facility maintenance and operating permit program.
6. Perform maintenance inspections for stormwater facilities and landscaping, and issue operating permits where appropriate.
7. Provide walk-in client and customer assistance through the environmental duty officer rotation in the research, interpretation, information gathering, or generally directing the client to the appropriate resource or agency.
8. Single Family permit review including flood letter review, Board mandated flood indemnification declaration, compliance with master permit and plat, tree protection, erosion and sedimentation control, protection of features and lot-to-lot drainage issues.
9. Inspection, resolution and possible Code Board involvement for code violations, such as non-permitted development activities, junk and mowing ordinance violations.

Statutory Requirements

Florida Statute, Chapter 163; the Comprehensive Plan; Florida Statute, 403.0885(NPDES); Florida Statue 403.0891; Environmental Management - Leon County Code of Laws; Chapter 10 "Environmental Management Act"; Chapter 14 "Junk and Litter"; Chapter 6 and Florida Statutes; Chapter 162 "Code Enforcement Board"

Advisory Board

Tallahassee-Leon County Planning Commission; Board of Adjustment and Appeals; Code Enforcement Board; Science Advisory Committee; Water Resources Committee

Benchmarking

Permit Review Time Frames*	Natural Feature Inventory			Environmental Impact Analysis			Environmental Permits		
	Total Days	Applicant	Staff	Total Days	Applicant	Staff	Total Days	Applicant	Staff
FY 2005 Actual	64	40	24	135	94	41	84	50	34
FY 2006 Actual	47	27	20	133	85	48	66	30	36
FY 2007 Actual **	63	43	20	184	137	47	51	25	26
FY 2008 YTD	29	13	16	162	137	25	91	64	27

** Review times are based on calendar days and include both staff and applicant/consultant holding periods.*
*** FY07 Actual data reflects year end adjustments.*

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of natural Features Inventory applications reviews	104	90	90	90
# of site plan reviews (environmental impacts)	182	181	133	133
# of stormwater operating permits reviews	44	58	44	44
# of environmental duty officer customer service clients	1,344	1,467	1,350	1700
# of single Family Lot Environmental Permit Applications reviews	782	777	798	750
# of stormwater operating permit renewals	241	251	240	240
# of conduct 4,800 environmental inspections annually	6,769	6,543	6,500	6500
# of number of Environmental Management Act permits	102	148	108	108
# of Science Advisory Committee meetings administered annually	10	10	10	10

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Growth & Environmental Management

Environmental Compliance (121-420-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,468,022	1,544,834	1,480,359	(118,807)	1,361,552	1,530,709
Operating	23,738	35,403	40,175	-	40,175	40,323
Transportation	36,015	37,635	48,462		48,462	48,462
Capital Outlay	1,479	-	-	-	-	-
Total Budgetary Costs	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494
Total Revenues	1,529,254	1,617,872	1,568,996	(118,807)	1,450,189	1,619,494

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Dir of Env Compliance	1.00	1.00	1.00	-	1.00	1.00
Engineer Intern	1.00	-		-	-	-
Env. Review Supervisor	1.00	1.00	1.00	-	1.00	1.00
Environmental Compliance Spec.	7.00	7.00	7.00	-	7.00	7.00
Environmental Inspection Supv.	1.00	1.00	1.00	-	1.00	1.00
Environmental Rev. Specialist	2.00	2.00	2.00	-	2.00	2.00
Sr Environmental Engineer	3.00	3.00	3.00	-	3.00	3.00
Environmental Review Biologist	3.00	2.00	2.00	-	2.00	2.00
Stormwater Sr. Design Analyst	-	1.00	1.00	-	1.00	1.00
Sr. Environmental Review Biologist	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	20.00	20.00	20.00	-	20.00	20.00

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The freezing of two positions for FY09 in the amount of $118,807.
2. Vehicle coverage costs in the amount of $1,342.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $26,248.

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Development Services

Organizational Code: 121-422-537

Mission Statement

The mission of the Division of Development Services is to protect the health, safety, and welfare of the community by ensuring that all land development activities comply with adopted zoning, design, site plan, and subdivision standards and regulations.

Summary of Services Provided

1. Review all land development proposals for Land Development Code compliance, including site and development plan review.
2. Review building permit applications to ensure that associated structures comply with applicable Development Code standards.
3. Review applications for and issue Permitted Use Verification certificates for all new development proposals.
4. Prepare amendments to the Land Development Code to implement Board Policy and revised requirements mandated by the Comprehensive Plan. This includes coordination with citizen and development interest groups to solicit their input.
5. Assist other Departments and agencies in the review of various applications and proposals, including Comprehensive Plan amendments, capital improvement projects, right-of-way abandonments, and proposed plats.
6. Coordinate and assist other Departments and Agencies in their capacity of reviewing development proposals for approval/compliance and draft Development Agreements between the County and developers of large and complex development projects.
7. Review and coordinate all applications for Developments of Regional Impact and associated development order amendments for compliance with state and County requirements.
8. Implement the Leon County Concurrency Management System including maintenance of data base and evaluation and issuance of concurrency management applications and certificates.
9. Assign addresses to new developments in the County; review and approve new street names for the City of Tallahassee and Leon County; maintain the addressing data base.
10. Review applications for sign permits, temporary use permits, and liquor licenses.
11. Lead staff of the Board of Adjustment and Appeals including meeting coordination and variance and appeal application evaluation and recommendation.
12. Inspect sites for land development code compliance and ensure compliance by prosecuting cases through the Code Enforcement Board.
13. Assist the public with the reconciliation of improperly subdivided lands. Lead efforts to prevent further improper subdivision.

Statutory Requirements

Florida Statutes, Chapters 163 and 380; Florida Administrative Codes 9J-2, 9J-5, 9J-10, 9J-11; and 28-24; the Tallahassee-Leon County Comprehensive Plan; Leon County Code of Laws, Chapter 10 (Land Development Code); Bradfordville Sector Plan, and other BCC-adopted plans and implementing policy and procedures manuals

Advisory Board

Board of Adjustment and Appeals; Development Review Committee; Growth and Environmental Management Citizens' User Group; Code Enforcement Board; Tallahassee-Leon County Planning Commission, GEM Permit Process Improvement Focus Group

Benchmarking*

Site Plans Types→	Mean time for review of Type A & Limited Partition Site Plans			Mean time for review of Type B Site Plans			Mean time for review of Type A, B, C, D & Limited Partitions		
Fiscal Year ↓	*Staff***	*Applicant***	*Total***	*Staff***	*Applicant***	*Total***	*Staff***	*Applicant***	*Total***
2006 Actual	53	128	181	80	183	263	80	150	230
2007 Actual	49	190	239	121	111	232	65	185	250
2008 YTD	54	130	184	122	145	267	80	140	220
2009 Estimate	52	129	181	120	140	260	77	135	212

**This Benchmarking data was revised as part of the FY09 budget process in order to more accurately measure Development Services review times.*
***Review times are based on calendar days. "Applicant" refers to # of days that the applicant was responsible for making corrections to the plan; "Staff" refers to # of days that staff spent reviewing the plan.*

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of all construction address assignments	2,207	1,604	2,500	900
# of subdivision and site and development plan reviews	75	72	77	62
# of Limited partition and Type A site & development plan reviews	23	42	48	30
# of Type B site and development plan reviews	17	12	30	10
# of Type C site and development plan reviews	3	4	3	1
# of Type D site and development plan reviews	2	0	3	2
# of Permitted Use Verifications (PUV) reviewed and issued	172	136	170	100
# of subdivision/ASAP & other exemption determinations	108	98	70	70
# of zoning compliance determinations for residential development	1,400	1,186	1,500	750
# of Board and Adjustment and Appeals Requests	11	5	12	15
# of Concurrency Management Certificates Issued, small prjct**	61	54	88	85
# of Concurrency Management Certificates Issued, large prjct***	1	3	12	10
# of Development Agreements Reviewed	0	2	3	2
# of DRI applications & development orders reviewed	1	1	3	4
# of Land Dev. Code amendments by section, presented to Board	4	3	22	10

***Small project = development that would generate less than 100 P.M. peak hour trips; ***Large project = development that would generate 100 or more P.M. peak hour trips.*

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Growth & Environmental Management

Development Services (121-422-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	734,831	1,006,191	1,005,554	(226,792)	778,762	988,849
Operating	58,009	83,520	68,610	-	68,610	68,610
Transportation	3,474	5,509	5,663		5,663	5,663
Total Budgetary Costs	796,314	1,095,220	1,079,827	(226,792)	853,035	1,063,122

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
121 Growth Management	796,314	1,095,220	1,079,827	(226,792)	853,035	1,063,122
Total Revenues	796,314	1,095,220	1,079,827	(226,792)	853,035	1,063,122

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Addressing Program Team Leader	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate V	2.00	2.00	2.00	(1.00)	1.00	1.00
Customer Services Technician	1.00	1.00	1.00	-	1.00	1.00
Development Services Admin.	1.00	1.00	1.00	-	1.00	1.00
Development Services Coord.	1.00	1.00	1.00	-	1.00	1.00
Development Services Supv.	1.00	1.00	1.00	-	1.00	1.00
Dir. of Development Services	1.00	1.00	1.00	-	1.00	1.00
Planner I	2.00	2.00	2.00	-	2.00	2.00
Planner II	3.00	3.00	3.00	-	3.00	3.00
Transportation Planner	1.00	1.00	1.00	-	1.00	1.00
Concurrency Management Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	15.00	15.00	15.00	(1.00)	14.00	14.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
GEM Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The freezing of two positions for FY09 in the amount of $175,401.
2. Reorganization of administrative staffing due to the reduction of staff through the Voluntary Separation Program in the amount of $51,391.
3. Vehicle coverage costs in the amount of $1,342.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $26,248.

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DEP Storage Tank

Organizational Code: 125-866-524

Mission Statement

The mission of the Department of Environmental Protection Storage Tank Program is to effectively and efficiently implement the Florida Department of Environmental Protection's Storage Tank Contract in a customer sensitive manner.

Summary of Services Provided

1. Perform annual compliance inspections of registered storage tank facilities.
2. Perform installation inspections of new petroleum equipment at new and existing facilities.
3. Perform site inspections for tank removals and abandonments.
4. Investigate and report on petroleum discharges, leaks, non-registered tanks and other code violations and initiate enforcement actions as appropriate.
5. Provide citizens and consultants assistance concerning petroleum storage tanks.
6. Orientate new DEP/OGC employees on tank inspections, closures, and installations.

Statutory Requirements

Florida Statute, Chapter 376.3071 "Petroleum Storage Tank Section"; Florida Administrative Code, Chapter 62-761.; Aquifer Recharge Element of Comp Plan, Policy 1.1.5

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of compliance inspections	558	588	540	540
# of requests for customer assistance	1,035	1,033	1,000	1000

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

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Growth & Environmental Management

DEP Storage Tank (125-866-524)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	127,177	129,277	126,274	-	126,274	130,229
Operating	1,594	6,089	6,089	-	6,089	6,089
Transportation	5,577	4,584	5,929	-	5,929	5,929
Total Budgetary Costs	134,348	139,950	138,292	-	138,292	142,247

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
125 Grants	134,348	139,950	138,292	-	138,292	142,247
Total Revenues	134,348	139,950	138,292	-	138,292	142,247

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Environmental Compliance Spec.	1.00	1.00	1.00	-	1.00	1.00
Sr. Env. Compliance Spec.	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

Notes
This program is recommended at an overall decreased funding level due to personnel reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

Increases to Program Funding Levels:
1. Vehicle repair costs in the amount of $426.
2. Fuel costs associated with the rising oil prices in the amount of $919.

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Management Services

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	9,326,539	9,757,446	9,840,334	(204,923)	9,635,411	9,969,793
Operating	7,537,972	8,008,913	7,870,720	304,123	8,174,843	8,239,288
Transportation	84,556	90,147	115,312	-	115,312	115,858
Capital Outlay	17,472	-	-		-	-
Grants-in-Aid	151,579	-	-		-	-
Total Budgetary Costs	17,118,118	17,856,506	17,826,366	99,200	17,925,566	18,324,939

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Support Services	316,017	323,883	337,981	-	337,981	349,149
County Probation	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339
Facilities Management	7,303,974	7,541,328	7,529,104	129,472	7,658,576	7,805,291
Management Information Services	6,740,233	7,045,093	7,126,470	(15,208)	7,111,262	7,274,535
M/W Small Business Enterprise	237,356	346,849	197,765	-	197,765	203,780
Purchasing	501,670	518,828	517,626	(45,438)	472,188	487,845
Total Budget	17,118,118	17,856,506	17,826,366	99,200	17,925,566	18,324,939

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	14,174,875	14,808,991	14,715,641	125,876	14,841,517	15,159,739
111 Probation Services	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339
165 Bank of America Building Operations	924,375	966,990	993,305	(57,050)	936,255	960,861
Total Revenues	17,118,118	17,856,506	17,826,366	99,200	17,925,566	18,324,939

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Probation	29.00	31.00	31.00	-	31.00	31.00
Facilities Management	39.00	39.00	39.00	(1.00)	38.00	38.00
M/W Small Business Enterprise	2.00	2.00	2.00	-	2.00	2.00
Management Information Services	66.00	64.00	64.00	(3.00)	61.00	61.00
Purchasing	8.00	8.00	8.00	(1.00)	7.00	7.00
Support Services	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	147.00	147.00	147.00	(5.00)	142.00	142.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
M/W Small Business Enterprise	-	1.00	-	-	-	-
Management Information Services	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	-	-	-	-

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services – Support Services

Organizational Code: 001-126-513

Mission Statement

The mission of Management Services Support Services is to provide customers with assistance, guidance, oversight, and other resources to enhance the provision of departmental services.

Summary of Services Provided

1. Provide departmental leadership, oversight, assistance, planning and coordination to Management Services' divisions to achieve efficient and cost effective services that meets our customers' needs.
2. Develop documents such as agenda items, workshop materials, budgets, contracts, contract amendments, and policies and procedures.
3. Review, analyze and edit such materials prepared by others.
4. Conduct special studies, research, surveys or assignments in response to Board or County Administrator direction or to assess program effectiveness and/or efficiency. Facilitate teams working on continuous improvement efforts.

Statutory Requirements

Constitution of the State of Florida, Article VIII (Local Government), Section 1(k), County Seat, and Florida Statute Section 138.09 regarding provision of suitable offices for county officers as defined in Article VIII Section 1(d), including Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, Clerk of the Circuit Court, and County Commissioners (AGO 99-39)
Constitution of the State of Florida, Article V (Judiciary), Section 14 (Funding) (communication services, existing radio systems, existing multi-agency criminal justice information systems, and facilities for the trial courts (including Guardian Ad Litem), Public Defender, State Attorney and Court functions of the Clerk)
Florida Statute, Section 125.35 (authorization to sell and lease real property)
Florida Statute, Chapter 255, "Public Property and Publicly Owned Buildings"
Florida Statute, Chapter 274, "Tangible Personal Property"
Florida Statute, Chapter 287, "Public Procurement"
Assist in meeting County responsibilities for prisoners under Florida Statute, Chapter 951 (County and Municipal Prisoners) through probation and supervised pretrial release services, which are lower cost alternatives to incarceration.

Advisory Board

None

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Support Services (001-126-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	312,426	316,619	330,717	-	330,717	341,885
Operating	3,591	7,264	7,264		7,264	7,264
Total Budgetary Costs	316,017	323,883	337,981		337,981	349,149

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	316,017	323,883	337,981	-	337,981	349,149
Total Revenues	316,017	323,883	337,981	-	337,981	349,149

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Asst. to the Mgmt. Serv. Dir	1.00	1.00	1.00	-	1.00	1.00
Management Serv. Coord/Analyst	1.00	1.00	1.00	-	1.00	1.00
Mgmt Services Director	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

Notes

This program is recommended at an increased funding level. The funding level adjustments for FY09 is as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Management Services

County Probation Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,491,034	1,585,935	1,622,823	-	1,622,823	1,679,368
Operating	374,268	494,590	494,597	30,374	524,971	524,971
Capital Outlay	1,987	-	-		-	-
Grants-in-Aid	151,579	-	-		-	-
Total Budgetary Costs	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Probation (111-542-523)	898,836	898,780	954,268	-	954,268	985,299
Pretrial Release (111-544-523)	1,120,032	1,181,745	1,163,152	30,374	1,193,526	1,219,040
Total Budget	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
111 Probation Services	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339
Total Revenues	2,018,868	2,080,525	2,117,420	30,374	2,147,794	2,204,339

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
County Probation (111-542-523)	18.00	17.00	17.00	-	17.00	17.00
Pretrial Release (111-544-523)	11.00	14.00	14.00	-	14.00	14.00
Total Full-Time Equivalents (FTE)	29.00	31.00	31.00	-	31.00	31.00

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County Probation

Organizational Code: 111-542-523

Mission Statement

The mission of the Leon County Probation Division is to restore and enhance the quality of life of its clients, and assist in making them productive and responsible citizens for a safer community.

Summary of Services Provided

1. Supervise and monitor offenders' compliance with court ordered sentencing conditions, such as such random drug and alcohol testing, participation in behavior modification programs, meetings with their probation officers, not re-offending and payment of restitution, fees and other court imposed costs. Offenders may be sentenced to County Probation for misdemeanor, traffic and some felony offenses.
2. Execute affidavits of conditions violated to notify the courts when offenders' violate court-ordered conditions.
3. Attend court hearings and make recommendations to judges regarding sanctions to be imposed upon offenders who violate court-ordered conditions.
4. Administer Community Service and County Probation work programs, which provide sentencing alternatives and reduce jail population.
5. Administer random alcohol testing to defendants with court order to abstain.
6. Notify the Sheriff's Bailiffs to execute in-office arrests of offenders, with outstanding warrants, when they are in the Probation Office.
7. Send more than 2,000 letters annually to notify offenders of their probation status, to assist them in successfully completing their sentence.
8. Maintain an average of 1,800 case management files per year.
9. Notify the Clerk of Courts when offenders complete their terms of probation so their case records may be closed.

Statutory Requirements

Second Circuit Court Administrative Order, 86-60; and Florida Statute, Chapter 948; Assist in meeting County responsibilities for prisoners under Florida Statute, Chapter 951 (County and Municipal Prisoners) through probation and supervised pretrial release services, which are lower cost alternatives to incarceration.

Advisory Boards

Criminal Justice Coordinating Council; Public Safety Coordinating Council; Domestic Violence Coordinating Council; Mental Health Advisory Board; Florida Association of Community Corrections.

Benchmarking:

Benchmark Data	Leon County	Benchmark
End of year caseload per probation officer managing caseloads	1:190	1:144

Benchmark Sources: The American Probation and Parole Association (APPA) caseload standard is 1:50 for Moderate to High Risk defendants and 1:200 for Low Risk defendants. Based on the September, 2007 YTD average monthly caseload, the APPA caseload standard is 1:144; the actual average monthly caseload is 1:190.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of average alcohol tests administered to Probation defendants per month.	309	473	432	336
# of total End of Year Probation Caseload	1,787	1,955	1,873	2,022
# of end of Year Caseload Per Probation Officer Managing Caseloads	179	210	182	203
Probation and SPTR Fees Collected (County Court Probation, alternative community service, no-show fees) and pretrial release fees.	$908,026	$973,623	$950,705	$1,776,685
# of Defendants - Community Service and Work Program	3,267	3,653	5,318	4,336
# of Hours Defendants Worked - Community Service and Work Program	110,975	120,353	119,076	116,338
Estimated jail savings	$1.4m	$1.5m	$3.1m	$1.5m

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

County Probation - County Probation (111-542-523)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	863,132	853,335	908,816	-	908,816	939,847
Operating	35,704	45,445	45,452	-	45,452	45,452
Total Budgetary Costs	898,836	898,780	954,268	-	954,268	985,299

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
111 Probation Services	898,836	898,780	954,268	-	954,268	985,299
Total Revenues	898,836	898,780	954,268	-	954,268	985,299

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate VI	1.00	1.00	1.00	-	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	-	1.00	1.00
Dir of Probation	1.00	1.00	1.00	-	1.00	1.00
Pre-Trial Supervisor	1.00	-	-	-	-	-
Probation Officer I	4.00	4.00	4.00	-	4.00	4.00
Probation Officer II	5.00	4.00	4.00	-	4.00	4.00
Probation Supervisor		1.00	1.00	-	1.00	1.00
Probation Technician	4.00	3.00	3.00	-	3.00	3.00
Sr. Probation Officer	1.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	18.00	17.00	17.00	-	17.00	17.00

Notes

This program is recommended at an overall increased funding level due to personnel services enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. During the March 25, 2008 meeting, the Board authorized an increase in Probation and Pre-Trial fees. This increase allowed for the reduction in the general fund subsidy to the Probation/Pre-Trial fund.

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Pretrial Release

Organization Code: 111-544-523

Mission Statement

The mission of the Supervised Pre-Trial Release Program (SPTR) is to restore and enhance the quality of life for defendants and the community at-large through continued monitoring and enforcement of court-ordered conditions of release.

Summary of Services Provided

1. Screen and interview defendants booked in the jail on a 24/7 basis to assess whether defendants are eligible for release or must be held for First Appearance. Prepare information for the court's consideration at defendants' First Appearance hearings.
2. Supervise and monitor SPTR defendants' compliance with court ordered conditions; meet weekly on average with each defendant assigned to SCRAM or GPS; complete weekly phone contacts with defendants residing more than 50 miles outside of Leon County; and meet monthly on average with all other defendants. Defendants charged with misdemeanor, traffic and felony offenses may be ordered to SPTR.
3. Monitor probation and pretrial release defendants' global positioning satellite (GPS) units on a 24/7 basis. Assess the cause for alerts when the system detects possible equipment tampering or low batteries; zone or curfew violations for active GPS, or other equipment issues. Advise the defendant, if warranted, to take corrective action.
4. Contact law enforcement if the defendant cannot be contacted or fails to comply with staff instructions.
5. Monitor defendants' Secured Continuous Random Alcohol Monitoring (SCRAM) units and take appropriate actions when notified that a defendant tests positive for alcohol.
6. Administer random alcohol tests to offenders ordered by the courts to abstain.
7. Notify the Sheriff's Warrant Officers to execute in-office arrests of defendants, with outstanding warrants, when they are in the Pretrial Office.
8. Notify the courts of violations of imposed conditions.
9. Attend First Appearance and motion hearings and make recommendations to judges regarding defendant's release. Notify Circuit probation when a Violation of Probation Warrant is issued by the First Appearance Judge and notify the jail's releasing staff of defendants ordered to SPTR at First Appearance.
10. Provide the Clerk of Courts with Probable Cause Affidavits, Florida Crime Information Center (FCIC)/ National Crime Information Center (NCIC) criminal histories, Pretrial Intake interviews, misdemeanor violation of conditions affidavits, and Order to Show Cause Affidavits for the First Appearance Judge, State Attorney's Office, Public Defender's Office or Private attorneys.

Statutory Requirements

Florida Constitution, Section 14; Florida Statute, Chapter 907.041(3)(a); Florida Statute, Chapter 907.041(3)(b); Administrative Order 2006-02-Uniform Bond Schedule and Pretrial Release Procedures Second Judicial Circuit, Florida. Assist in meeting County responsibilities for prisoners under Florida Statute, Chapter 951 (County and Municipal Prisoners) through probation and supervised pretrial release services, which are lower cost alternatives to incarceration.

Advisory Board

Public Safety Coordinating Council; Criminal Justice Coordinating Committee; Justice Information Systems Users Group; Association of Pre-Trial Professionals of Florida; National Association of Pre-Trial Professionals

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of defendant assessed at jail (to release, (per Administrative Order, or hold for first appearance), including criminal history and background	11,375	10,614	8,400	9,054
# of Defendant assessment per FTE (including attendance at first appearance)	2,420	2,359	1,787	2,012
# of average End of Month Caseload	409	468	648	601
# of Defendant caseload managed per FTE (monthly average)	94	134	122	172
# of average End of Month Electronic Monitoring Caseload	90	146	180	95
# of average End of Month FTE per Electronic Monitoring Caseload	31	38	46	16
Annual Operating Cost Savings in terms of Jail Bed Days	$9.6 million	$12.2 million	$9.6 million	$16.5 million

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

County Probation - Pretrial Release (111-544-523)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	627,902	732,600	714,007	-	714,007	739,521
Operating	338,564	449,145	449,145	30,374	479,519	479,519
Capital Outlay	1,987	-	-		-	-
Grants-in-Aid	151,579	-	-	-	-	-
Total Budgetary Costs	1,120,032	1,181,745	1,163,152	30,374	1,193,526	1,219,040

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
111 Probation Services	1,120,032	1,181,745	1,163,152	30,374	1,193,526	1,219,040
Total Revenues	1,120,032	1,181,745	1,163,152	30,374	1,193,526	1,219,040

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Pre-Trial Release Case Worker	1.00	1.00	1.00	-	1.00	1.00
Pre-Trial Release Specialist	8.00	11.00	11.00	-	11.00	11.00
Pre-Trial Supervisor	1.00	1.00	1.00	-	1.00	1.00
Sr. Pre-Trial Release Spec.	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	11.00	14.00	14.00	-	14.00	14.00

This program is recommended at an overall increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $30,374.
3. During the March 25, 2008 meeting, the Board authorized an increase in Probation and Pre-Trial fees. This increase allowed for the reduction in the general fund subsidy to the Probation/Pre-Trial fund.

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Facilities Management Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	2,262,755	2,327,631	2,334,432	(3,533)	2,330,899	2,412,737
Operating	4,959,254	5,139,293	5,098,606	133,005	5,231,611	5,296,056
Transportation	70,496	74,404	96,066		96,066	96,498
Capital Outlay	11,469	-	-		-	-
Total Budgetary Costs	7,303,974	7,541,328	7,529,104	129,472	7,658,576	7,805,291

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Bank of America (165-154-519)	924,375	966,990	993,305	(57,050)	936,255	960,861
General Operations (001-150-519)	6,379,599	6,574,338	6,535,799	186,522	6,722,321	6,844,430
Total Budget	7,303,974	7,541,328	7,529,104	129,472	7,658,576	7,805,291

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	6,379,599	6,574,338	6,535,799	186,522	6,722,321	6,844,430
165 Bank of America Building Operations	924,375	966,990	993,305	(57,050)	936,255	960,861
Total Revenues	7,303,974	7,541,328	7,529,104	129,472	7,658,576	7,805,291

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Bank of America (165-154-519)	-	-		1.00	1.00	1.00
General Operations (001-150-519)	39.00	39.00	39.00	(2.00)	37.00	37.00
Total Full-Time Equivalents (FTE)	39.00	39.00	39.00	(1.00)	38.00	38.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Facilities Management

Organizational Code: 001-150-519

Mission Statement

The mission of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities, through the provision of professional maintenance, construction, and operating services; in order to provide clean, safe and fully-functional County facilities.

Summary of Services Provided

1. Provide and maintain facilities for the Board, Property Appraiser, Supervisor of Elections, Tax Collector (main office) and Article V agencies (Courts, Clerk, State Attorney, Public Defender and Guardian Ad Litem). Additionally, provide construction support for the Sheriff (including the jail).
2. Provide construction services including planning, estimating and budgeting, site selection, architectural and engineering services, design, bidding and procurement, construction administration, project closeout and warranty management for County buildings.
3. Provide architectural, engineering, CAD, real estate due diligence, construction and energy management services. Maintain or provide for the maintenance of as-built plans. Generate floor plans for space planning, procurement, leasing, contracting and other purposes.
4. Administer the Property Management agreement for the Courthouse Annex and provide guidance relative to leasing, facility maintenance and budgeting.
5. Coordinate facility accessibility and indoor air quality surveys and respond appropriately.
6. Maintain County buildings' (including the health departments and dental clinic) structural, mechanical, plumbing, electrical, roofing, emergency generators, heating/air conditioning and other building systems. Administer a preventative maintenance program for the various building systems.
7. Install and repair or replace doors, windows, cabinetry, sealants, lighting and building finishes (including flooring, carpentry, ceiling tiles, paint and caulk).
8. Manage parking in the Courthouse, Courthouse Annex, Gadsden Street lot and Main Library; maintain parking access gates, readers, striping and signage; manage parking waiting lists for Courthouse employees; administer employee parking contracts; and manage parking revenue.
9. Administer grounds keeping, custodial, mail equipment, parking equipment, pest control, generators, elevators, chillers, security, fire and integrated HVAC contracts.
10. Manage security access control systems, including obtaining access cards for employees; modifying and terminating access authorizations; coordinating the installation, maintenance and replacement of card readers, replacing keys and changing or adding hardware.
11. Maintain fire protection systems, including monitoring panels and automated sprinklers.
12. Design and remodel interior office space, such as wall and modular system removals and installations, cabinetry and shelving construction; installation of plumbing fixtures and ductwork.
13. Research energy conservation and sustainable building opportunities and take appropriate action.
14. Raise and lower the flags, hang plaques and pictures, put up and take down decorations, transfer surplus property to the warehouse, make deliveries and provide set-up services for special events and auctions.
15. Provide internal mail services for the Board within the Courthouse and Courthouse Annex.
16. Manage the central warehouse, including property deliveries and transfers, storage and destruction.
17. Manage central records, including storage, security, retrieval, delivery and destruction.

Statutory Requirements:

Constitution of the State of Florida, Article V, Section 14 (facilities for the trial courts, Public Defender, State Attorney and Court functions of the Clerk); Florida Statute, Section 125.35; Florida Statute, Chapter 255, "Public Property and Publicly Owned Buildings"

Advisory Board

Volunteer Fire Departments, ADA Focus Groups, Decor and Space Committees, Courthouse Security Committee, Safety Committee, Renaissance Property Committee, and Public Safety Communications Committees.

Benchmarking

Benchmark Data	Leon County	Benchmark
Square Footage Maintained per Maintenance Employee	72,677 sq ft	47,000 sq ft
Square Footage Maintained per Administrative Employee	327,097 sq ft	142,000 sq ft
Square Footage Maintained per Supervisor Employee	261,638 sq ft	278,000 sq ft
Repair and Maintenance cost per Square Foot – In-house	0.68 sq ft	2.02 sq ft
Repair and Maintenance cost per Square Foot – Contracted	1.07 sq ft	0.78 sq ft
% Internal Customers rating Facilities Management responding promptly to needs	96%	95% mean

Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) 2005 Center for Performance Management

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
$ volume of capital projects managed in millions	$39.7	$38.0	$47.8	25.1
# of work orders opened	11,801	13,411	11,900	14,000
% of work orders opened for preventative maintenance	55%	55%	55%	55
% of work orders closed within the year	89%	89%	94%	90
Total square footage of County facilities maintained	1,239,318	1,239,318	1,345,648	1,308,187

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Facilities Management - General Operations (001-150-519)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	2,262,755	2,327,631	2,334,432	(61,662)	2,272,770	2,352,365
Operating	4,034,879	4,172,303	4,105,301	248,184	4,353,485	4,395,567
Transportation	70,496	74,404	96,066		96,066	96,498
Capital Outlay	11,469	-	-		-	-
Total Budgetary Costs	6,379,599	6,574,338	6,535,799	186,522	6,722,321	6,844,430

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	6,379,599	6,574,338	6,535,799	186,522	6,722,321	6,844,430
Total Revenues	6,379,599	6,574,338	6,535,799	186,522	6,722,321	6,844,430

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate IV	2.00	2.00	2.00	-	2.00	2.00
Construction Manager	2.00	2.00	2.00	-	2.00	2.00
Customer Services Technician	1.00	1.00	1.00	-	1.00	1.00
Dir of Fac Mgmt & Construction	1.00	1.00	1.00	-	1.00	1.00
Fac. Maint. Superintedent	2.00	2.00	2.00	-	2.00	2.00
Fac. Support Superintendent	2.00	2.00	2.00	-	2.00	2.00
Facilities Planner	1.00	1.00	1.00	-	1.00	1.00
Facilities Support Coordinator	1.00	1.00	1.00	-	1.00	1.00
Facilities Support Tech II	17.00	17.00	17.00	-	17.00	17.00
Facilities Support Tech III	2.00	2.00	2.00	-	2.00	2.00
Mail Clerk	1.00	1.00	1.00	-	1.00	1.00
Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Parking Garage Supervisor	1.00	1.00	1.00	-	1.00	1.00
Parking Generalist	4.00	4.00	4.00	(2.00)	2.00	2.00
Total Full-Time Equivalents (FTE)	39.00	39.00	39.00	(2.00)	37.00	37.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $65,707.
3. Fuel costs associated with the rising oil prices in the amount of $22,956.
4. Utility services associated with the rising energy costs in the amount of $204,191.

Decreases to Program Funding Levels:

1. The elimination of a parking attendant position in the amount of $32,565.
2. The reassignment of a operations technician position to the Bank of American Building in the amount of $30,115.
3. The reduction of courthouse security services in the amount of $20,696.
4. Vehicle coverage costs in the amount of $1,296.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Facilities Management - Bank of America (165-154-519)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	-	-	-	58,129	58,129	60,372
Operating	924,375	966,990	993,305	(115,179)	878,126	900,489
Total Budgetary Costs	924,375	966,990	993,305	(57,050)	936,255	960,861

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
165 Bank of America Building Operations	924,375	966,990	993,305	(57,050)	936,255	960,861
Total Revenues	924,375	966,990	993,305	(57,050)	936,255	960,861

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Facilities Support Tech II	-	-	-	1.00	1.00	1.00
Total Full-Time Equivalents (FTE)	-	-	-	1.00	1.00	1.00

Notes

This program is recommended at an overall decreased funding level due to contracted service reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The elimination building managment services in the amount of $158,129.

Increases to Program Funding Levels:

1. Reassignment of an operation technician to the BOA building in the amount of $58,129.
2. A 3.9% cost of living and benefit adjustment for FY09.
3. Utility services associated with the rising energy costs in the amount of $42,950.
4. Contracts or other obligations for continuity of services in the amount of $31,814.

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Management Services

Management Information Services Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,562,242	4,814,170	4,892,849	(155,952)	4,736,897	4,900,056
Operating	2,167,098	2,222,749	2,222,765	140,744	2,363,509	2,363,509
Transportation	8,915	8,174	10,856	-	10,856	10,970
Capital Outlay	1,978	-	-	-	-	-
Total Budgetary Costs	6,740,233	7,045,093	7,126,470	(15,208)	7,111,262	7,274,535

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Geographic Info. Systems (001-421-539)	1,637,192	1,766,319	1,802,274	(9,729)	1,792,545	1,833,769
Management Information Services (001-171-513)	5,103,041	5,278,774	5,324,196	(5,479)	5,318,717	5,440,766
Total Budget	6,740,233	7,045,093	7,126,470	(15,208)	7,111,262	7,274,535

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	6,740,233	7,045,093	7,126,470	(15,208)	7,111,262	7,274,535
Total Revenues	6,740,233	7,045,093	7,126,470	(15,208)	7,111,262	7,274,535

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Geographic Info. Systems (001-421-539)	18.16	17.16	17.16	(1.00)	16.16	16.16
Management Information Services (001-171-513)	47.84	46.84	46.84	(2.00)	44.84	44.84
Total Full-Time Equivalents (FTE)	66.00	64.00	64.00	(3.00)	61.00	61.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Management Information Services (001-171-513)	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Information Services

Organizational Code: 001-171-513

Mission Statement

In conformity with Leon County's Mission statement, the MIS mission is to serve our end users with continually improved, efficient, cost effective technology and telecommunications products, services, and information so that our customers are totally satisfied and able to fulfill their missions.

Summary of Services Provided

1. Provide technology infrastructure and support for the Board, other County Constitutional Officers and Article V agencies (Courts, State Attorney, Public Defender, Clerk and Guardian Ad Litem).
2. Provide and maintain county network connectivity for all buildings and offices of the Board, Constitutional Officers, Article V agencies and the 2nd Judicial Circuit (Gadsden, Wakulla, Jefferson, Franklin, and Liberty counties).
3. Provide and maintain Internet access for employees within county facilities, for the public within the library system, and wireless access within the Courthouse and at the main and branch libraries, and for designated community centers.
4. Provide for mobile office services to Building Inspection, Public Works Operations, Animal Control, and Emergency Medical Services (EMS).
5. Maintain network file systems and storage, and provide system security such as firewalls and SPAM and virus protection.
6. Provide telephone and voice mail services for the Board and the Supervisor of Elections, the Public Defender and State Attorney offices, Guardian Ad Litem, and the Health Department.
7. Provide e-mail services for the Board, Constitutional Officers (excluding Property Appraiser), and Article V Agencies.
8. Support and provide connectivity for Personal Data Assistants (PDAs).
9. Operate the central data center and a disaster recovery site, support and maintain 125 servers, provide backup and restoration management, disaster recovery and business continuity services.
10. Support, maintain, and replace laptops, tablets, printers, personal computers, and desktop software (Microsoft Office Suite) for the Board, Constitutional Officers, Article V agencies, and the public within the library system. Provide appropriate security for these systems.
11. Develop, maintain and enhance the inter-agency Criminal Justice Information System (JIS) for the justice community. The JIS supports the Courts, State Attorney, Public Defender, Sheriff's Office, Probation and Supervised Pretrial Release.
12. Develop, maintain, and enhance the Jail Management Information System for the Sheriff's Office.
13. Develop and maintain case management and work release management software applications for Probation, Supervised Pretrial Release, and the Sheriff's Office.
14. Maintain the pawn shop network system: MIS developed this system which is currently being used by more than 20 Florida counties.
15. Provide technical support to the Supervisor of Elections at all voting locations for all elections.
16. Provide technical solutions for the Courts (such as technology in the courtrooms and teleconferencing for first appearance).
17. Develop and maintain web services (including an Intranet for the Board; websites for the Board, Property Appraiser, Sheriff, Tax Collector, Supervisor of Elections, State Attorney, Public Defender, Blueprint 2000, and the Tourist Development Council) and online web applications (such as Board meetings, workshops, agenda, calendars; job applications; customer problem reporting; permitting; Purchasing via DemandStar; Summer Youth applications; Library Services, Capital Area Flood Warning Network; Volunteer Services; and Have a Hurricane Plan).
18. Support, maintain, and upgrade work order and other management systems, including Banner (Finance, Purchasing, Human Resources, and Payroll), Hansen (Public Works), Animal Control, Faster (Fleet), WeighMaster (Landfill), Hansen (Facilities Management), Heat (MIS), Halogen E-Appraisal (Human Resources), Permits and Enforcement Tracking Software (PETS) (Growth and Environmental Management), E-Pro and Telestaff (EMS) and SIRSI (Library).
19. Develop specialized applications for Human Resources (compensation, employee benefits, and the Florida Retirement System) and OMB (budget modeling support).
20. Implement electronic document management for Public Works (Animal Control and Engineering), Growth and Environmental Management, Veterans Services, Human Resources, and the County Attorney's Office.
21. Plan for and coordinate the delivery of data services in new construction and renovations for computer and communications infrastructure and equipment.
22. Coordinate employee desktop software training.
23. Provide inventory and asset management of computer and communication assets.

Statutory Requirements

Florida State Constitution under Article V (Judiciary), Section 14 (Funding) requires provision of communications services, existing radio systems, and existing multi-agency criminal justice information systems for the Trial Courts (Court Administration and the Clerk of the Court), the State Attorney, and the Public Defender within the Second Judicial Circuit.

Advisory Board

The Criminal Justice Coordinating Council is the executive steering committee for the Justice Information System. Internally, the Justice Information Systems Agreement of 2001, re-ratified in January 2007, by the Criminal Justice Coordinating Council, governs the responsibilities and expectations of the multi-agency criminal justice system called JIS.

Benchmarking

Benchmark Data	Leon County	Benchmark
Average number of users per MIS Full Time Equivalent (FTE)	1:38	1:26
Average number of PCs per Information Technician (IT Staff)	1:90	1:40
Ratio of Network Systems Administrators to File Servers (non-virtualized)	1:20	1:12
IT Spending per Employee in the County Government Sector	$3,633	$3,679

Benchmark Sources: Info-Tech Research Group (an information and technology research/advisory firm)

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~~All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.~~
The tentative budget will reflect Board direction provided during the July 8th workshop.

Management Information Services

Organizational Code: 001-171-513

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Average number of e-mails processed each month (in millions)	1.6	1.8	2.0	2.6
Approximate amount of valid e-mails (balance of e-mail spam or viruses trapped)*	36%	36%	36%	40%
Average monthly visits to Leon County web site	214,716	275,196	250,000	300,000
% of help calls completed in one day	46%	49.10%	50%	50%
% of internal service customers rating MIS as responding promptly to needs (2007 Management Services survey actual results)	99%	99%	99%	99%
Number of new applications/services deployed	3	3	1	1

*This indicator is workload driven. Therefore, the percentage may change based upon volume of emails processed regardless of the source being internal or external.

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~~All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.~~
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Management Information Services - Management Information Services (001-171-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	3,395,043	3,586,410	3,629,146	(105,869)	3,523,277	3,645,212
Operating	1,697,105	1,684,190	1,684,194	100,390	1,784,584	1,784,584
Transportation	8,915	8,174	10,856		10,856	10,970
Capital Outlay	1,978	-	-		-	-
Total Budgetary Costs	5,103,041	5,278,774	5,324,196	(5,479)	5,318,717	5,440,766

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	5,103,041	5,278,774	5,324,196	(5,479)	5,318,717	5,440,766
Total Revenues	5,103,041	5,278,774	5,324,196	(5,479)	5,318,717	5,440,766

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	0.67	0.67	0.67	-	0.67	0.67
Administrative Associate VI	0.50	0.50	0.50	-	0.50	0.50
Applications & Database Mngr.	1.00	1.00	1.00	-	1.00	1.00
Applications Dev. Analyst	4.00	6.00	6.00	-	6.00	6.00
Computer Support Spec. I	2.00	1.00	1.00	-	1.00	1.00
Computer Support Specialist II	8.00	8.00	7.00	(1.00)	6.00	6.00
Director of MIS/GIS	0.67	0.67	0.67	-	0.67	0.67
Document Scanner	2.00	2.00	2.00	(1.00)	1.00	1.00
IT Coordinator-CJIS	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Communications	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Databases	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Support Serv.	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Systems	1.00	1.00	1.00	-	1.00	1.00
IT Coordinator-Web Development	1.00	1.00	1.00	-	1.00	1.00
Lead Computer Support Spec. II	1.00	1.00	2.00	-	2.00	2.00
MIS Special Projects Coord.	2.00	2.00	2.00	-	2.00	2.00
Network & Tech. Serv. Manager	1.00	1.00	1.00	-	1.00	1.00
Network Systems Administrator	6.00	6.00	6.00	-	6.00	6.00
Network Systems Specialist	1.00	1.00	1.00	-	1.00	1.00
Sr Programmer/Analyst	2.00	1.00	1.00	-	1.00	1.00
Sr. Computer Support Spec.	1.00	1.00	1.00	-	1.00	1.00
Unix Systems Administrator	1.00	1.00	1.00	-	1.00	1.00
EMS Systems Coordinator	1.00	-	-	-	-	-
Web Applications Analyst	1.00	1.00	1.00	-	1.00	1.00
JIS Sr. Applications Analyst	4.00	4.00	4.00	-	4.00	4.00
Applications Development Coordinator	1.00	1.00	1.00	-	1.00	1.00
Network Construction Planner	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	47.84	46.84	46.84	(2.00)	44.84	44.84

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
MIS Consolidated OPS	1.00	-	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	-	-	-	-	-

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Management Information Services - Management Information Services (001-171-513)

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $100,390.
3. Fuel costs associated with the rising oil prices in the amount of $1,717.
4. Vehicle coverage costs in the amount of $961.

Decreases to Program Funding Levels:

1. The elimination of a technical support position for Article V agencies in the amount of $64,909.
2. The elimination of a electronic document management scanner support position in the amount of $40,960.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Geographic Information Systems

Organizational Code: 001-421-539

Mission Statement

The mission of the Tallahassee-Leon County GIS is to enhance the County's Information Management capabilities to provide efficient and improved services to citizens.

Summary of Services Provided

1. Maintain and update the base map (Completion of the Flyover and LiDAR acquisition Projects).
2. Develop, implement, and maintain the systems, infrastructure, and databases required to support the interlocal government user groups.
3. Develop, implement, and maintain the Internet, Intranet GIS Applications, and provide maps to citizens and the general public.
4. Continue to provide improved data access to the public and staff, and provide GIS analytical support to government decision making.
5. Integrate GIS into business processes (Land ID Project, TLC GIS Viewer, Work Order Management/GIS Integration, Addressing and Emergency Management).
6. Continue to support Permit and Enforcement Tracking System integration.

Statutory Requirements

Many of the datasets and GIS tools provided to Tallahassee-Leon County GIS end users allow them to remain in compliance with the County and City environmental regulations, the Comprehensive Plan, Telecommunication Ordinance, Addressing Ordinance, Senate Bill 360 (concurrency), and Florida statutes regulating the Property Appraiser's Office. In addition, Tallahassee-Leon County GIS provides direct support for the County's Emergency Management Plan. Tallahassee-Leon County GIS also is required to comply with Public Record Statutes.

Advisory Board

GIS Executive Committee, GIS Steering Committee, Permit Enforcement & Tracking System (PETS) Steering Committee, GIS Development Team and PETS Development Team

Benchmarking

Benchmarking	Leon County 2005	Leon County 2007	Benchmark
# of Business Units that use GIS (Deployment)	18	24	11.5 (Average)
# of Desktop/Laptop Users	850	1,100	148
# of Layers of Data Maintained	208	283	194
# of Public Access Web Sites	7	12	5.5

Benchmark Source: March 2005 report prepared by Aegis Computer Services to compare Tallahassee-Leon GIS with 15 similar counties in Florida.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Provide customer response to system and software requests within (1) hour 100% of the time.	100%	100%	95%	95%
Increase GIS internet applications, services and downloadable files by 20% annually.	25%	5%	20%	20%
Increase internet user sessions by 20% annually.	25%	20%	5%	5%
Provide maintenance of base map components per schedule matrix, as required.	100%	100%	100%	100%
Average monthly visits to the GIS Web Site	80,000	76,000	79,800	83,800
Layers of data maintained (such as aerial photography at various resolutions; addressing; streets; building footprints; contours within USA (1 ft.) and County (2 ft.); hydropraphy; elevation; flood zones; land use and zoning; property ownership; subdivisions; easements; census)	240	283	311	395

As anticipated, GIS is experiencing a leveling off trend for growth in users and applications. Some numbers were revised after a more accurate computer tracking software was installed to track visitors.

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8 workshop.

Management Services

Management Information Services - Geographic Info. Systems (001-421-539)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,167,199	1,227,760	1,263,703	(50,083)	1,213,620	1,254,844
Operating	469,993	538,559	538,571	40,354	578,925	578,925
Total Budgetary Costs	1,637,192	1,766,319	1,802,274	(9,729)	1,792,545	1,833,769

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,637,192	1,766,319	1,802,274	(9,729)	1,792,545	1,833,769
Total Revenues	1,637,192	1,766,319	1,802,274	(9,729)	1,792,545	1,833,769

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	0.33	0.33	0.33	-	0.33	0.33
Administrative Associate VI	0.50	0.50	0.50	-	0.50	0.50
Director of MIS/GIS	0.33	0.33	0.33	-	0.33	0.33
GIS Application Dev. Analyst	1.00	1.00	2.00	-	2.00	2.00
GIS Coordinator	1.00	1.00	1.00	-	1.00	1.00
GIS Oracle Database Admin.	2.00	2.00	1.00	-	1.00	1.00
GIS Project Manager	1.00	1.00	1.00	-	1.00	1.00
GIS Specialist I	1.00	1.00	1.00	-	1.00	1.00
GIS Specialist II	3.00	1.00	1.00	-	1.00	1.00
GIS Web Application Dev. Anl.	*1.00*	*1.00*	*1.00*	-	*1.00*	*1.00*
Gis Mapping Specialist	2.00	2.00	2.00	-	2.00	2.00
Network Systems Administrator	1.00	1.00	1.00	-	1.00	1.00
Unix System Adm. - GIS	1.00	1.00	1.00	-	1.00	1.00
GIS Technician I	3.00	2.00	2.00	(1.00)	1.00	1.00
GIS Specialist III	-	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	18.16	17.16	17.16	(1.00)	16.16	16.16

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $40,354.

Decreases to Program Funding Levels:

1. The elimination of an interlocal GIS Technician II position in the amount of $50,083 ($25,041 County's share with the City of Tallahassee).

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Minority/Women Small Business Enterprise

Organizational Code: 001-112-513

Mission Statement

The mission of the Minority, Women, and Small Business Enterprise Program is to provide minority, women, and small businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

Summary of Services Provided

1. Eliminate any policies and/or procedural barriers that inhibit MWSBE participation in the procurement process.
2. Establish targets designed to increase MWSBE utilization proportionate to documented under-utilization.
3. Provide increased levels of information and assistance available to MWSBE's.
4. Implement mechanisms and procedures for monitoring MWSBE compliance by prime contractors.
5. Provide training to citizens in starting, maintaining and enhancing their level of business opportunities.
6. Review and analyze and submit MWSBE statements for bids and RFP's.
7. Attend and present MWSBE information at all the Purchasing Division pre-bid conferences.
8. Determine the appropriate targets for all bids and RFP's.
9. Review and approve all MWSBE applications for compliance with Purchasing and Minority, Women and Small Business Policy.

Statutory Requirements

Florida Statute, 255.101 Section 2; Florida Statute, Chapter 287; Leon County Purchasing and Minority, Women and Small Business Enterprise Policy (revised 06-14-2006)

Advisory Board

Minority, Women, and Small Business Enterprise Citizens Advisory Committee

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
1. Review and analyze all preliminary bids and request for proposals to determine the appropriate target within 3 days of request 95% of the time	N/A	N/A	95%	95%
a. Total # of preliminary requests for proposals analyzed	74	76	60	60
2. Attend and present MWSBE information for all Purchasing Division pre-bid conferences 95% of the time.	N/A	N/A	95%	95%
a. Total # of pre-bid conferences attended	27	28	30	30
3. Reviewed, analyzed and submitted all MWSBE statements within 3 days of the bid or request for proposal closing date 95% of the time.	N/A	N/A	95%	95%
a. Total # of submitted proposals reviewed	74	76	60	60
4. Provide training to at least 25 citizens for assistance in starting, maintaining and enhancing their local business	27	36	35	35
5. % of respondents committed to meet or exceed MWSBE Aspirational Target	80%	80%	85%	85%
6. % of internal service customers rating MWSBE as responding promptly to needs (Annual Survey)	98%	97%	98%	98%
7. % of internal service customers rating MWSBE as providing an overall satisfactory service experience (Annual Survey)	97%	100%	97%	97%

N/A indicates data for the new performance measures was not recorded in previous years.

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Management Services

Minority/Women Small Business Enterprise (001-112-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	222,672	229,789	178,241	-	178,241	184,256
Operating	12,646	117,060	19,524	-	19,524	19,524
Capital Outlay	2,038	-	-	-	-	-
Total Budgetary Costs	237,356	346,849	197,765	-	197,765	203,780

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	237,356	346,849	197,765	-	197,765	203,780
Total Revenues	237,356	346,849	197,765	-	197,765	203,780

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
M/WSBE Analyst	1.00	1.00	1.00	-	1.00	1.00
MWSBE Director	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
MWBE Consolidated OPS	-	1.00	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	-	1.00	-	-	-	-

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The expiration of the Small Business Enterprise training contract with FAMU Small Development Center in the amount of $75,000.
2. The sunset of the SBE associated OPS position in the amount of $46,758.
3. The elimination of the SBE associated operating costs in the amount of $42,060.

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Management Services

Purchasing Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	475,410	483,302	481,272	(45,438)	435,834	451,491
Operating	21,115	27,957	27,964	-	27,964	27,964
Transportation	5,145	7,569	8,390		8,390	8,390
Total Budgetary Costs	501,670	518,828	517,626	(45,438)	472,188	487,845

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Procurement (001-140-513)	261,886	267,438	267,834	-	267,834	276,331
Property Control (001-142-513)	39,091	42,869	43,758	-	43,758	44,789
Warehouse (001-141-513)	200,693	208,521	206,034	(45,438)	160,596	166,725
Total Budget	501,670	518,828	517,626	(45,438)	472,188	487,845

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	501,670	518,828	517,626	(45,438)	472,188	487,845
Total Revenues	501,670	518,828	517,626	(45,438)	472,188	487,845

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Procurement (001-140-513)	3.00	3.00	3.00	-	3.00	3.00
Property Control (001-142-513)	1.00	1.00	1.00	-	1.00	1.00
Warehouse (001-141-513)	4.00	4.00	4.00	(1.00)	3.00	3.00
Total Full-Time Equivalents (FTE)	8.00	8.00	8.00	(1.00)	7.00	7.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Purchasing - Procurement

Organization Code: 001-140-513

Mission Statement

The mission of the Procurement Program is to provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost, through open and fair competition.

Summary of Services Provided

1. Review all purchasing activity for compliance with Purchasing Policy and applicable state laws.
2. Process requisitions and purchase orders and assist departments/divisions with technical information, quotes, and purchasing related requests.
3. Obtain price quotes, prepare and receive informal bids, review state and cooperative purchasing contracts for vendor sources and best pricing.
4. Provide accounts payable assistance to vendors and staff.
5. Prepare, advertise, and receive bids and Requests for Proposals (RFP's); and coordinate the evaluation processes for those bids and RFP's.
6. Administer the County procurement card program: provide cardholder training, card management, and audits of card activity.
7. Implement and provide contract management services for County-wide services contracts such as uniforms.

Statutory Requirements

Leon County Board of County Commissioners Purchasing and Minority Business Enterprise Policy (revised 6/13/06) and Purchasing Card Policy (revised 6/13/06); Florida Statute, Chapter 255 "Public Property and Publicly Owned Buildings"; Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement".

Advisory Board

None

Benchmarking

Benchmark Data	Leon County	ICMA Mean (All Jurisdictions)	ICMA Median
$ amount of Central Purchasing purchases per Central Purchasing FTE (millions)	$20.2	$14.8	$8.6
% of Purchasing Conducted with Purchasing Card	Not Available, 3.9% in FY 07	5.16%	0.55%
% of internal service customers rating Purchasing as responding promptly to needs (2007 survey)	99%	94.4%	96.5%
% of internal service customers rating Purchasing as providing a overall satisfactory service experience (2007 survey)	97%	97%	100%

Benchmark Source: International City Management Association (ICMA) 2006 Center for Performance Management

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
% of completed requisitions for purchase orders processed within 2 days of receipt.	100%	99%	98%	98%
% of bids/RFPs processed within 45 work days of receipt of request.	100%	100%	98%	98%
# of Purchase Orders Issued	3,290	2,830	3,450	3,000
$ Volume of Purchase Orders Issued (millions)	$58	$55.5	$58.8	$35
$ amount of Central Purchasing Office purchases per Central Purchasing FTE (2.75 FTE allocated) (millions)	$21.1	$20.2	$21.4	$12.7
# of Bids Issued	76	70	74	60
Purchasing Card Volume	$2,331,771	$830,370	$2,750,000	$2,400,000
Purchasing Card Rebate	$9,327	Not Available	$11,000	9,350

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshop.

Management Services

Purchasing - Procurement (001-140-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	245,005	246,922	247,311	-	247,311	255,808
Operating	16,881	20,516	20,523	-	20,523	20,523
Total Budgetary Costs	261,886	267,438	267,834	-	267,834	276,331

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	261,886	267,438	267,834	-	267,834	276,331
Total Revenues	261,886	267,438	267,834	-	267,834	276,331

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Dir of Purchasing	1.00	1.00	1.00	-	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

Notes

This program is recommended at an increased funding level. The funding level adjustments for FY09 is as follows:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Purchasing - Warehouse

Organizational Code: 001-141-513

Mission Statement

The mission of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate the work routines of County departments.

Summary of Services Provided

1. Issue supplies and materials from Warehouse and Office Supply Center inventories.
2. Procure materials and supplies for Warehouse, Office Supply Center, and County customers.
3. Provide forklift services for other departments.
4. Deliver inter-departmental, special, and U.S. mail to County facilities.
5. Process purchase requisitions for Fleet Management and Operations Divisions and provide back-up to Procurement as needed.
6. Assist County staff with identifying vendors and sourcing needed items.

Statutory Requirements

Leon County Board of County Commissioners Purchasing Policy, (revised 1/16/96); Minority Business Enterprise Policy, (revised 1/16/96); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement".

Advisory Board

None

Benchmarking

Benchmark Data	Leon County	Benchmark
Inventory Turnover Rate	234%	150%
Annual inventory loss/gain (to measure operational accuracy)	-0.09%	Less than 1.5%+/-

Benchmark Sources: National Institute of Governmental Purchasing, Inc. (NIGP)

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Cost per issuance	$10.92	$11.85	$12.49	$13.58
Operational cost as a % of total dollar value of issuances (expenses / $ value of issuances)	29.0%	34.6%	32.2%	39.2%
# of issuances	16,715	16,913	16,250	15,350
$ volume of issuances	$628,676	$578,145	$640,000	$530,275

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Management Services

Purchasing - Warehouse (001-141-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	192,916	198,636	195,354	(45,438)	149,916	156,045
Operating	3,598	3,971	3,971		3,971	3,971
Transportation	4,179	5,914	6,709		6,709	6,709
Total Budgetary Costs	200,693	208,521	206,034	(45,438)	160,596	166,725

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	200,693	208,521	206,034	(45,438)	160,596	166,725
Total Revenues	200,693	208,521	206,034	(45,438)	160,596	166,725

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Materials Management Spec.	3.00	3.00	3.00	(1.00)	2.00	2.00
Warehouse Supervisor	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	4.00	4.00	(1.00)	3.00	3.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Reduction of warehouse services in the amount of $45,438.
2. Vehicle coverage costs in the amount of $300.

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $1,091.

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Purchasing – Property Control

Organizational Code: 001-142-513

Mission Statement

The mission of the Property Control Program is to create and maintain an exemplary records and management control program for the tangible personal property of Leon County.

Summary of Services Provided

1. Create property control records on all new tangible personal property items.
2. Revise property control records to reflect transfers, deletions, and other actions.
3. Perform inventory of all tangible personal property and compile annual report of inventory for Board approval.
4. Reconcile physical inventory with property control records and update and revise Board tangible personal property policies and procedures.
5. Provide technical assistance to Property Custodians.
6. Provides program support for the procurement card program.

Statutory Requirements

Leon County Board of County Commissioners Tangible Personal Property Policy (revised 6/13/06); Florida Statute, Chapter 274 "Tangible Personal Property"; Florida Statute, Chapter 287 "Public Procurement".

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Decrease the % of items not located in the annual inventory from the prior year (reflects percentage decrease in items missing from the prior year)	36%	-200%	67%	10%
# New Assets Tagged	549	601	925	600
$ Value of New Assets	$3,649,332	$4,310,832	$9,376,255	$4,600,000
# of Assets at Year End	4,501	5,682	6,071	6,200
Year End Total Asset Value	$27.0	$37.4	$39.1	$42.4
# of Surplus Auctions	5	6	5	4
$ Value of Auction Proceeds	$207,592	$327,537	$337,253	$342,000
Items Not Found in Inventory After 3 yrs - Deleted 3rd Year (Annual Inventory)	17	2	3	4

Note: Inventory and auction activity based on departmental activity. Data points are collected annually; therefore, there is no year to date data from which to forecast. Annual activity is not linear from prior years; therefore, forecasting methods are not practical.

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Management Services

Purchasing - Property Control (001-142-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	37,489	37,744	38,607	-	38,607	39,638
Operating	636	3,470	3,470	-	3,470	3,470
Transportation	966	1,655	1,681	-	1,681	1,681
Total Budgetary Costs	39,091	42,869	43,758	-	43,758	44,789

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	39,091	42,869	43,758	-	43,758	44,789
Total Revenues	39,091	42,869	43,758	-	43,758	44,789

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Property Control Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $212.
3. Fuel costs associated with the rising oil prices in the amount of $114.

Decreases to Program Funding Levels:

1. Vehicle coverage costs in the amount of $300.

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	13,035,416	14,171,724	14,283,515	(673,297)	13,610,218	14,098,603
Operating	10,503,587	12,256,996	12,558,990	931,097	13,490,087	13,696,678
Transportation	1,819,357	2,232,168	2,421,737	(26,350)	2,395,387	2,395,387
Capital Outlay	85,931	74,600	40,000	10,000	50,000	40,000
Transfers to Special Revenues	-	-	71,250		71,250	71,250
Total Budgetary Costs	25,444,291	28,735,488	29,375,492	241,450	29,616,942	30,301,918

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Support Services	456,063	526,336	525,741	-	525,741	538,692
Operations	6,544,348	7,385,297	9,048,555	(162,724)	8,885,831	9,116,277
Animal Services	793,845	1,007,614	994,824	1,200	996,024	1,020,565
Engineering Services	2,668,550	2,930,940	2,902,158	(164,604)	2,737,554	2,822,819
Fleet Management	2,398,817	2,689,064	2,736,702	403,562	3,140,264	3,163,886
Mosquito Control & Stormwater Maintenance	1,586,184	2,158,477	702,825	(315,054)	387,771	397,069
Parks & Recreation	1,852,894	2,023,994	2,058,936	86,235	2,145,171	2,189,122
Solid Waste	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858
Water Quality & TMDL Monitoring	557,446	458,630	454,665	-	454,665	456,630
Total Budget	25,444,291	28,735,488	29,375,492	241,450	29,616,942	30,301,918

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	7,221,108	8,250,470	8,311,648	(99,939)	8,211,709	8,419,720
122 Mosquito Control	549,757	734,007	702,825	(315,054)	387,771	397,069
123 Stormwater Utility	4,041,726	4,475,203	4,619,471	(227,389)	4,392,082	4,514,698
140 Municipal Service	2,646,739	3,031,608	3,053,760	87,435	3,141,195	3,209,687
401 Solid Waste	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858
505 Motor Pool	2,398,817	2,689,064	2,736,702	403,562	3,140,264	3,163,886
Total Revenues	25,444,291	28,735,488	29,375,492	241,450	29,616,942	30,301,918

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Animal Services	7.00	7.00	7.00	-	7.00	7.00
Engineering Services	38.00	38.00	38.00	(3.00)	35.00	35.00
Fleet Management	11.00	11.00	11.00	(1.00)	10.00	10.00
Mosquito Control & Stormwater Maintenance	27.00	27.00	6.00	(3.00)	3.00	3.00
Operations	109.00	109.00	130.00	(5.00)	125.00	125.00
Parks & Recreation	25.00	25.00	25.00	-	25.00	25.00
Solid Waste	47.00	47.00	47.00	-	47.00	47.00
Support Services	4.00	4.00	4.00	-	4.00	4.00
Total Full-Time Equivalents (FTE)	268.00	268.00	268.00	(12.00)	256.00	256.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Mosquito Control & Stormwater Maintenance	2.00	2.00	1.00	-	1.00	1.00
Operations	-	-	1.00	-	1.00	1.00
Solid Waste	2.00	2.00	2.00	-	2.00	2.00
Total OPS Full-Time Equivalents (FTE)	4.00	4.00	4.00	-	4.00	4.00

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works – Support Services

Organizational Code: 106-400-541

Mission Statement

The mission of the Department of Public Works and Support Services is to effectively serve the residents of Leon County by planning, developing, and maintaining quality infrastructure. This is accomplished by delivering environmentally sensitive and cost-effective products and services in order to achieve a high quality of life that includes health and safety, human comfort, and convenience.

Summary of Services Provided

1. Provides oversight, monitoring, policy development and coordination of the eight divisions and 20 budget programs within the Department.
2. Coordinates the department-wide submission of the Annual Budget and Capital Improvement Program and manages capital improvement projects.
3. Coordinates Board meeting agenda items and other related correspondence.
4. Coordinates department travel requests and expense reports.
5. Provides quality control relative to approximately 265 employee's annual appraisals, in addition to quarterly purchasing card audits.
6. Provides records management for entire department.

Statutory Requirements

Florida Statute, Chapter 119 "Public Records Law"; "Leon County Code of Laws, Chapter 10 "Comprehensive Plan"; Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); Florida Constitution Article 12 (9)(c)(5); Florida Statute 206.47(7); Florida Statute 206.875; Florida Statute 206.60; Florida Statute 336.021; Florida Statute 336.025

Advisory Board

Capital Regional Transportation Planning Agency (CRTPA) Transportation Technical Advisory Committee; Transportation Planning Advisory Committee; Florida Department of Transportation; Blueprint 2000 Technical Coordinating Committee; Development Review Committee

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~~All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.~~
The tentative budget will reflect Board direction provided during the July 8-11 workshop.

Public Works

Support Services (106-400-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	325,379	387,238	392,033	-	392,033	404,984
Operating	130,684	139,098	133,708		133,708	133,708
Total Budgetary Costs	456,063	526,336	525,741		525,741	538,692

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	456,063	526,336	525,741	-	525,741	538,692
Total Revenues	456,063	526,336	525,741	-	525,741	538,692

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Office and Clerical	1.00	-	-	-	-	-
Asst to the Public Works Dir	1.00	1.00	1.00	-	1.00	1.00
Director of Public Works	1.00	1.00	1.00	-	1.00	1.00
Records Manager	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	4.00	4.00	-	4.00	4.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Phone system charges for Operations-Transportation Maintenance and Engineering Services being reallocated to the operating budgets for those programs for accounting purposes in the amount of $5,390.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Public Works

Operations Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	4,761,944	5,177,437	6,265,646	(247,084)	6,018,562	6,240,818
Operating	870,975	1,148,517	1,373,639	74,360	1,447,999	1,466,189
Transportation	911,429	1,059,343	1,409,270		1,409,270	1,409,270
Capital Outlay	-	-	-	10,000	10,000	-
Total Budgetary Costs	6,544,348	7,385,297	9,048,555	(162,724)	8,885,831	9,116,277

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Alternative Stabilization (106-438-541)	734,054	855,346	888,864	9,118	897,982	915,567
Right-Of-Way Management (106-432-541)	1,157,035	1,346,822	1,372,496	13,000	1,385,496	1,422,244
Stormwater Maintenance (123-433-538)	2,447,853	2,592,103	4,164,806	(227,389)	3,937,417	4,058,068
Transportation Maintenance (106-431-541)	2,205,406	2,591,026	2,622,389	42,547	2,664,936	2,720,398
Total Budget	6,544,348	7,385,297	9,048,555	(162,724)	8,885,831	9,116,277

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	4,096,495	4,793,194	4,883,749	64,665	4,948,414	5,058,209
123 Stormwater Utility	2,447,853	2,592,103	4,164,806	(227,389)	3,937,417	4,058,068
Total Revenues	6,544,348	7,385,297	9,048,555	(162,724)	8,885,831	9,116,277

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Alternative Stabilization (106-438-541)	10.00	10.00	10.00	-	10.00	10.00
Right-Of-Way Management (106-432-541)	22.00	22.00	22.00	-	22.00	22.00
Stormwater Maintenance (123-433-538)	46.00	46.00	67.00	(5.00)	62.00	62.00
Transportation Maintenance (106-431-541)	31.00	31.00	31.00	-	31.00	31.00
Total Full-Time Equivalents (FTE)	109.00	109.00	130.00	(5.00)	125.00	125.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Stormwater Maintenance (123-433-538)	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Operations – Transportation Maintenance

Organizational Code: 106-431-541

Mission Statement

The mission of the Public Works, Division of Operations Transportation Program is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance. This is accomplished through cost effective, environmentally sensitive, and aesthetically pleasing products and services.

Summary of Services Provided

1. Responsible for the creation, maintenance, management, and preservation of functional, safe, and effective transportation systems for the citizens of Leon County and its visitors.
2. Provides pothole patching and major asphalt repairs.
3. Provides dirt road grading, stabilization, and ditch maintenance.
4. Provides street sign installation and repair.
5. Provides supervision of contract services for various activities on over 656 miles of County roadways.
6. Provides grading and repairs on private dirt roads.
7. Provides paved road repairs on private paved roads.
8. Provides pavement marking installations.
9. Responds to service requests from citizens and internal customers.

Statutory Requirements

Florida Statute, Chapter 125.01(1)(m) "Streets and Roads" "Chapter 334.03(7), 336.01 "County Road System"; "Leon County Code of Laws, Chapter 16 "Streets, Roads, and Public Ways"; and "Comprehensive Plan, Section II "Transportation" "Section III "Utilities" "Section IV "Conservation" "Section V "Recreation" "Section IX "Capital Improvements"

Advisory Board

None

Benchmarking

Benchmark Data	2007-2008 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Major Plant Mix Patching (Hand)[1]	3.477 man hours/ton	7.497 man hours/ton
Pothole Patching[1]	4.829 man hours/ton	7.497 man hours/ton
Major Plant Mix Patching (Mechanical)[2]	1.515 man hours/ton	1.776 man hours/ton
Signs (ground signs 30 sq. ft. or less)[3]	.524 man hours/sign	.595 man hours/sign

Benchmark Sources: Florida Department of Transportation Maintenance Management Systems Manual.

NOTES:

1. FDOT has combined their Major Plant Mix Patching (Hand) and Pothole Patching into one activity. Additionally, FDOT's Standard is based on utilization of a 4-man crew with Leon County's being based on utilization of a 3-man crew.
2. FDOT utilizes a 7-man crew to perform Major (Mechanical) Plant Mix Patching and Leon County uses a 5-man crew to perform this activity.

Performance Measure

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Perform 1,250 tons/year of major asphalt repairs	719	1,067	1,250	1,200
Perform 1,000 tons/year asphalt/pothole patching	1,270	1,154	1,000	1,000
Install and repair 7,000 sign panels annually[1]	8,208	5,470	7,000	7,000
Install and refurbish 75,000 sq. ft. of pavement markings and symbols with plastic	79,009	75,819	75,000	75,000
Respond to 90% of work orders within three (3) weeks	90%	90%	90%	90%
Grade County maintained dirt roads on a 15 day cycle[2]	100%	100%	100%	15 days

NOTES:

1. Production is being impacted by an increasing demand from other departments and agencies for utilization of variable message boards and the construction of specialty signs and banners. This may necessitate the need to reduce support to other departments or to lower the sign production standard. Also vacancies and the current hiring freeze have resulted in one of the sign crews having to operate at a reduced crew load.
2. Grade County Roads Performance Measure has changed from Grade 100% of County maintained dirt roads annually to Grade County maintained dirt roads on a 15-day cycle. This change is necessary in order to more accurately reflect the performance being measured.

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Public Works

Operations - Transportation Maintenance (106-431-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,487,594	1,630,514	1,629,149	-	1,629,149	1,689,611
Operating	517,282	738,781	741,281	42,547	783,828	778,828
Transportation	200,530	221,731	251,959	-	251,959	251,959
Total Budgetary Costs	2,205,406	2,591,026	2,622,389	42,547	2,664,936	2,720,398

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	2,205,406	2,591,026	2,622,389	42,547	2,664,936	2,720,398
Total Revenues	2,205,406	2,591,026	2,622,389	42,547	2,664,936	2,720,398

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	1.00	-	1.00	1.00
Crew Chief I	3.00	3.00	3.00	-	3.00	3.00
Customer Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Director of Operations	1.00	1.00	1.00	-	1.00	1.00
Equipment Operator	1.00	1.00	1.00	-	1.00	1.00
Heavy Equipment Operator	5.00	5.00	5.00	-	5.00	5.00
Maint. & Const. Supervisor	1.00	1.00	1.00	-	1.00	1.00
Maintenance Repair Technician	5.00	5.00	5.00	-	5.00	5.00
Maintenance Technician	4.00	4.00	4.00	-	4.00	4.00
Roadway Superintendent	1.00	1.00	1.00	-	1.00	1.00
Service Worker	1.00	1.00	1.00	-	1.00	1.00
Sr. Administrative Associate	1.00	1.00	1.00	-	1.00	1.00
Traffic Services Supervisor	1.00	1.00	1.00	-	1.00	1.00
Traffic Sign Technician	5.00	5.00	5.00	-	5.00	5.00
Total Full-Time Equivalents (FTE)	31.00	31.00	31.00	-	31.00	31.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $14,130.
3. Fuel costs associated with the rising oil prices in the amount of $26,532.
4. Utility services associated with the rising energy costs in the amount of $17,983.
5. Phone system charges being reallocated from Public Works Support Services for account purposes in the amount of $2,500.
6. Vehicle repair and other operating costs in the amount of $18,688.

Decreases to Program Funding Levels:

1. Vehicle coverage costs in the amount of $4,558.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Operations – Right of Way Management

Organizational Code: 106-432-541

Mission Statement

The mission of the Public Works, Division of Operations Right-of-Way Management Program is to provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification, and stormwater maintenance.

Summary of Services Provided

1. Maintenance of over 656 miles of County roadsides.
2. Development and implementation of the Canopy Road Management Plan.
3. Review of tree removal requests and the pruning and removal of high risk trees and noxious plants.
4. Management of the Roadside Beautification Program including the Adopt-A-Tree, Adopt-A-Road, and Tree Bank programs.
5. Litter control and roadside mowing to enhance the functionality, safety, and effectiveness of the roadside environment for vehicular and pedestrian traffic.
6. Perform Clear Zone maintenance to provide a safe recovery area along roadways.
7. To respond to service requests from citizens and internal customers.

Statutory Requirements

Florida Statute, Chapter 125.01(1)(m) "General Authority Over Streets, Roads, etc"; Chapter 334.03(7), 336.01 et seq. "County Road System" "Comprehensive Plan, Policy 3.3.2 "Implementation of Urban Forest Management Goals" & "Canopy Roads Management Plan-Development and Implementation".

Advisory Board

Canopy Roads Citizen Committee; Tree and Wildlife Committee.

Benchmarking

Benchmark Data	2007-2008 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Clear Zone Maintenance[1]	106 man hours/acre	64 man hours/acre
Right-of-Way Mowing[2]	0.57 man hours/acre	0.650 man hours/acre
Landscaped Area Maintenance[3]	18.3 man hours/acre	46 man hours/acre

Benchmark Source: Florida Department of Transportation Maintenance Management Systems Manual.

NOTES:

1. Clear Zone Maintenance on Leon County roads requires more time to perform due to restrictive right-of-ways and crews having to work in close proximity to the roadway and vehicular traffic. Additionally, Leon County performs a higher level of service through the utilization of power equipment and pruning based upon Certified Arborist techniques. The FDOT Standard being used to benchmark this activity has been changed. However, for the reasons given above, the old standard continues to be the one most applicable to the service activity provided by Leon County.
2. Due to wider FDOT right-of-ways and larger equipment, FDOT performs a higher daily production on their mowing activity.
3. Leon County utilizes inmate labor to perform Landscaped Area Maintenance. Leon County inmate labor hours are not factored into performance measures. However, when the hours are factored in, the County's man hour per unit ratio closely matches that of FDOT.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Increase the number of Adopt-a-Road litter control groups by 2% over the prior year[1]	7	30	2	2
Inspect and remove high risk wood on 58 miles of Canopy Roads every three (3) years with an annual average of 19.3 miles[2]	15	10.25	26	19
Perform clear zone maintenance on 50 shoulder miles[3]	61	42	50	50
4. Pick up litter on 500 miles of roads five (5) times per year (Goal: 2,500 mi)	3,605	3,325	2,500	2,500
5. Maintain 17.3 acres of landscaped area 12 times per year (Goal: 207 acres)	35.1	36.5	32	207
6. Respond to 90% of work orders within three (3) weeks	96%	98%	90%	90%
7. Mow 500 miles, five (5) times during the mowing season (Goal: 2,500 mi)	2,606	2,315	2,500	2,500

NOTES:

1. Numerous groups resigned and there was insufficient time to recruit replacement groups during FY07.
2. The miles of Canopy Road maintained has reduced because Leon County no longer performs this task inside the Tallahassee City Limits due to changes in the County's agreement with the City.
3. The Landscaped Area Maintenance has increased due to the construction of several sidewalks and medians since last year.

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Public Works

Operations - Right-Of-Way Management (106-432-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	881,016	1,026,424	1,046,498	-	1,046,498	1,083,246
Operating	118,767	128,351	128,351	13,000	141,351	141,351
Transportation	157,252	192,047	197,647	-	197,647	197,647
Total Budgetary Costs	1,157,035	1,346,822	1,372,496	13,000	1,385,496	1,422,244

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	1,157,035	1,346,822	1,372,496	13,000	1,385,496	1,422,244
Total Revenues	1,157,035	1,346,822	1,372,496	13,000	1,385,496	1,422,244

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	1.00	-	1.00	1.00
Alternative Service Crew Chief	2.00	2.00	2.00	-	2.00	2.00
Crew Chief	2.00	2.00	2.00	-	2.00	2.00
Crew Chief I	2.00	2.00	2.00	-	2.00	2.00
Equipment Operator	4.00	4.00	4.00	-	4.00	4.00
In-Mate Supervisor	2.00	2.00	2.00	-	2.00	2.00
Maintenance Technician	4.00	4.00	4.00	-	4.00	4.00
R-O-W Maintenance Supervisor	1.00	1.00	1.00	-	1.00	1.00
R-O-W Mgmt. Superintendent	1.00	1.00	1.00	-	1.00	1.00
Service Worker	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	22.00	22.00	22.00	-	22.00	22.00

Notes

This program is recommended at an increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $1,697.
3. Fuel costs associated with the rising oil prices, vehicle coverage, and vehicle repairs in the amount of $5,600.
4. Utility services associated with the rising energy costs in the amount of $1,337.
5. Other operating costs in the amount of $9,966.

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Operations – Alternative Stabilization

Organizational Code: 106-438-541

Mission Statement

The mission of the Public Works, Division of Operations Alternative Stabilization Program is to provide for the safety, comfort, and convenience of the public through the delivery of cost effective, environmentally sensitive, and aesthetically pleasing roadways and infrastructure.

Summary of Services Provided

1. To stabilize eight (8) miles of County maintained dirt roads annually through the application of Open Grade Mix asphalt.
2. To stabilize four (4) miles of County maintained dirt roads annually through the process of chemical stabilization.
3. To rejuvenate four (4) miles of dirt roads annually through the process of chemical rejuvenation.
4. To provide supervision for contract services for various activities on the County's dirt road system.
5. To respond to service requests from citizens and internal customers.

Statutory Requirements

Florida Statute, Chapter 125.01(1)(m) "Streets and Roads" "Chapter 334.03(7) & 336.01 et seq. "County Road System"; "Leon County Code of Laws, Chapter 16 "Road Right-of-Ways" "Leon County Code of Ordinances 95-22 "Private Road Signings" "Comprehensive Plan, Section II "Transportation" "Section III "Utilities" "Section IV "Conservation" "Section V "Recreation" "Section IX "Capital Improvements"

Advisory Board

None

Benchmarking

Benchmark Data	2007-2008 Leon County Actual Production MH/Unit	Benchmark Historical Data
Open Grade Mix Asphalt Stabilization[1]	3,133.7 man hours/mile	2,636 man hours/mile

Benchmark Source: Based upon historical project data.

NOTES:

1. Increase in man hours per mile is due primarily to working shorter roads during the first half of FY08.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Chemically stabilize 4 miles of dirt roads annually[1]	0	0	4.00	0
Chemically rejuvenate 4 miles of dirt roads annually[2]	0	0	4.00	0
Stabilize 8 miles of dirt roads using Open Grade Mix Asphalt[3]	3.16	5.06	8.00	2.980

NOTES:

1. Due to unsatisfactory performance of chemical stabilization, Public Works has made a decision to delay all Chemical Stabilization Projects. Therefore, all available funding will be directed toward completing remaining Open Grade Mix Projects.
2. The above notation applies to this performance measure as well.
3. At the end of FY08, there will remain approximately 2.980 miles of un-stabilized Open Grade Mix projects. Estimates for FY09 are to stabilize the remaining 2.980 miles. At the conclusion of FY09, the Alternative Stabilization Program will end with the "sun-setting" of the Program. (See OGCM CIP Narrative).

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Public Works

Operations - Alternative Stabilization (106-438-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	489,605	511,087	522,293	-	522,293	539,878
Operating	50,489	83,035	82,035	9,118	91,153	91,153
Transportation	193,960	261,224	284,536	-	284,536	284,536
Total Budgetary Costs	734,054	855,346	888,864	9,118	897,982	915,567

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	734,054	855,346	888,864	9,118	897,982	915,567
Total Revenues	734,054	855,346	888,864	9,118	897,982	915,567

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Crew Chief II	2.00	2.00	2.00	-	2.00	2.00
Equipment Operator	4.00	4.00	4.00	-	4.00	4.00
Heavy Equipment Operator	2.00	2.00	2.00	-	2.00	2.00
In-Mate Supervisor	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	10.00	10.00	10.00	-	10.00	10.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $36,822.
3. Other operating costs in the amount of $9,118.

Decreases to Program Funding Levels:

1. Vehicle repair costs in the amount of $4,188.
2. Vehicle coverage costs in the amount of $9,322.

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Operations – Stormwater Maintenance

Organizational Code: 123-433-538/123-213-562

Mission Statement

The mission of the Public Works, Division of Operations Stormwater Maintenance Program is to provide for the safety, comfort and convenience of the public by creating, maintaining and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance.

Summary of Services Provided

1. Maintaining and retrofitting open and enclosed drainage systems along county rights-of-way and easements providing for water quality and rate control.
2. Protect citizens against personal injury and private property loss, as well as Leon County from financial loss associated with stormwater runoff.
3. Provides silt removal from open ditches, enclosed stormwater pipe maintenance (mechanically and by hand labor), and major and minor shoulder repairs.
4. To sod, hydromulch, seed and hay shoulders, front slopes, back slopes and ditches.
5. Responds to service requests from citizens and internal customers.
6. Provides bridge and guardrail maintenance, as well as
7. Construction and repair of concrete structures (i.e. concrete ditch block, concrete ditch pavement, inlets, curbs, and head walls.)
8. Conduct routine maintenance such as: mowing, tree trimming, and fence repair on stormwater ponds and conveyances.
9. Remove and replace stormwater pond filter systems to ensure proper treatment of stormwater.
10. Repair and stabilize stormwater ponds and conveyances to prevent erosion and prevent future damage to the facility.
11. Conduct inspections of stormwater ponds and conveyance systems to ensure compliance with environmental permits.

Statutory Requirements

Comprehensive Plan: Section II - Transportation; Section III - Utilities; Section IX - Capital Improvements; Federal Non-Point Discharge Elimination System (NPDES) regulations set forth in Section 40 CFR 122.26; State Water Policy: Florida Administrative Code Chapter 62; Rule 62-40.432(2)(c); FAC; Leon County Code of Ordinances, Chapter 10, Article VII; City of Tallahassee Land Development Code, Chapter 5, Section 5-57

Advisory Board

None

Benchmarking

Benchmark Data	2007-2008 Leon County Actual Production MH/Unit	Benchmark (FDOT Production) (Standard)
Shoulder Repair (rework non-paved)[1]	27.494 man hrs/acre	23.714 man hrs/acre
Cleaning of Drainage Pipes (Mechanical)[1]	0.200 man hrs/linear ft.	0.118 man hrs/linear ft.
Cleaning and Reshaping Roadside Ditches[2]	0.064 man hrs/linear ft.	0.086 man hrs/linear ft.

Benchmark Source: Florida Department of Transportation Maintenance Management Systems Manual.

NOTES:

1. The differential in MH/Unit is due primarily to FDOT's wider and longer right-of-ways. This results in FDOT completing more acres per day, due to not having to move between smaller projects. Also, Leon County maintains drainage pipes on dirt roads, which tends to take longer to clean than those on paved roads.
2. Roadside ditches in Leon County are more narrow than those on FDOT roadways. The result is more linear feet of County ditches cleaned per day.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
1. Respond to 90% of work order requests within six (6) weeks	98%	95%	90%	90%
2. Clean and reshape 225,000 feet/year of roadside ditches annually	285,082	333,305	225,000	225,000
3. Hydromulch 4 acres/year of disturbed drainage areas annually[1]	1.25	1.67	4	4
4. Repair 130 miles/year of shoulders annually	88.54	143.10	130	130
5. Sod 11 miles of ditches annually	11.39	7.41	11	11
6. Clean 19,000 feet of drainage pipes annually	26,897	22,757	19,000	19,000
7. % of ponds mowed three times annually per County Operating Permit requirements	46%	36%	90%	90%[3]
8. % of conveyance systems mowed three times a year per County Operating Permit Standard	36%	15%	90%	90%[3]
9. % of treatment facilities operating under and meeting County operating permit requirements	36%	36%	N/A[2]	N/A[4]

NOTES:

1. Due to higher utilization of sod, there was less hydromulch activity in FY06.
2. No shoulder maintenance was performed in December 2005 nor January 2006, due to the crew being utilized for the Private Road Repair pilot project in Whispering Pines East.
3. The projected stormwater standards for FY09 performance measures are unchanged from FY08 and FY07. An increasing stormwater facility inventory along with the demands associated with special projects will continue to severely impact the Division's ability to meet its current performance measures. However, the FY07/08 addition of $98,500 in contractual services funding should enable the Division to improve its performance standards.
4. Measure for "percent of treatment facilities operating under and meeting County operating permit requirements" is now consolidated with "Percent of County ponds mowed three times a year per County Operating Permit Standard.
5. The Mosquito Control – Stormwater Maintenance Program has been merged with the Operations – Stormwater Maintenance Program, as a part of a departmental efficiency reorganization, effective FY09.

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Public Works

Operations - Stormwater Maintenance (123-433-538)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,903,729	2,009,412	3,067,706	(247,084)	2,820,622	2,928,083
Operating	184,437	198,350	421,972	9,695	431,667	454,857
Transportation	359,687	384,341	675,128		675,128	675,128
Capital Outlay	-	-	-	10,000	10,000	-
Total Budgetary Costs	2,447,853	2,592,103	4,164,806	(227,389)	3,937,417	4,058,068

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
123 Stormwater Utility	2,447,853	2,592,103	4,164,806	(227,389)	3,937,417	4,058,068
Total Revenues	2,447,853	2,592,103	4,164,806	(227,389)	3,937,417	4,058,068

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate VI	-	-	0.50	(0.50)	-	-
Asst Dir Oper/ Drng Fac Sup	1.00	1.00	1.00	-	1.00	1.00
Crew Chief I	2.00	2.00	2.00	-	2.00	2.00
Crew Chief II	5.00	5.00	8.00	-	8.00	8.00
Customer Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Dir. Mosquito Cont/Stormwater	-	-	0.50	(0.50)	-	-
Equipment Operator	15.00	15.00	15.00	-	15.00	15.00
Heavy Equipment Operator	4.00	4.00	4.00	-	4.00	4.00
In-Mate Supervisor	1.00	1.00	4.00	-	4.00	4.00
Maint. & Const. Supervisor	2.00	2.00	2.00	-	2.00	2.00
Maintenance Repair Technician	2.00	2.00	2.00	-	2.00	2.00
Maintenance Supervisor I	-	-	1.00	(1.00)	-	-
Maintenance Technician	12.00	12.00	19.00	(3.00)	16.00	16.00
Sr. Maintenance Technician	-	-	4.00	-	4.00	4.00
Stormwater Dredging Supervisor	-	-	1.00	-	1.00	1.00
Stormwater Superintendent	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	46.00	46.00	67.00	(5.00)	62.00	62.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Stormwater Consolidated OPS	-	-	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	-	-	1.00	-	1.00	1.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Operations - Stormwater Maintenance (123-433-538)

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Operating costs in the amount of $19,143.
3. Machinery and Equipment costs, associated with the Mower Replacement Program, in the amount of $10,000.
4. The reorganization of stormwater maintenance programs into one division. This will provide an overall budget savings for the County in the amount of 1,421,323. See Below.

Decreases to Program Funding Levels:

1. Implementation of an efficiency reorganization of Stormwater Maintenance activities, the Stormwater Maintenance Program has been merged into the Operations - Stormwater Maintenance program and relocation of three full-time management positions in the amount of $204,997.

2. Relocation of three full-time crew positions, as a part of the efficiency reorganization of Stormwater Maintenance activities, in the amount of $126,009.

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Animal Services

Organizational Code: 140-201-562

Mission Statement

The mission of the Division of Animal Control is to improve the well-being of citizens and animals through humane education, prevention, and enforcement programs for the citizens and domestic animals of Leon County.

Summary of Services Provided

1. Rabies control in the county's unincorporated area.
2. Patrol for stray, nuisance, or dangerous animals including the humane trapping thereof.
3. Investigate allegations of neglect or cruelty to animals and resolve complaints.
4. Monitors all reported animal bite or rabies suspect exposure cases in the county.
5. State designated agency for coordination of local Animal Disaster Relief/Recovery Plan.
5. 24 hour emergency rescue and medical care of sick, diseased or injured domestic animals.
6. Conducts Animal Bite Prevention Program for both children and adults.

Statutory Requirements

Leon County Code of Laws, Chapter 4 "Public Health, Safety and Animal related protection programs"; "Florida Statute Chapter 828 "Animals" "Florida Administrative Code, Chapter 10D-3 "Communicable Diseases" "Florida Statute, Chapter 767 "Damage by Dogs" "Florida Statute, Chapter 585 "Animal Industry" "Florida Statute, Chapter 588 "Livestock"

Advisory Board

Dangerous Animal Classification Committee (Leon County Code of Laws, Chapter 4)

Benchmarking

Benchmark Data	Leon County	Benchmark
Field deployed staff to population	1:18,952	1:15,000 to 18,000

Benchmark Sources: Florida Animal Control Association (FACA)

Note:
Calculation based on unincorporated area population; however, Leon County Animal Control is also responsible for responding to all bite related calls in the City; total bite calls annually are approximately 500. (FY-07 = 571 bites)

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Increase domestic animal rabies vaccination: Measured by bite animal vaccination rates	48%	45%	55%	55%
Maintain customer complaint rate at 5 per 1,000 calls received	1.33	1.11	5.0	5.0
# of citations issued	404	514	527	540
# of field service calls (bite and service calls including follow-ups)	7,718	8,199	8,400	8,500

Public Works

Animal Services (140-201-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	383,304	416,566	389,510	-	389,510	403,588
Operating	363,810	542,935	471,660	1,200	472,860	483,323
Transportation	46,731	48,113	62,404		62,404	62,404
Transfers to Special Revenues	-	-	71,250		71,250	71,250
Total Budgetary Costs	793,845	1,007,614	994,824	1,200	996,024	1,020,565

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
140 Municipal Service	793,845	1,007,614	994,824	1,200	996,024	1,020,565
Total Revenues	793,845	1,007,614	994,824	1,200	996,024	1,020,565

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Animal Control Officer	4.00	4.00	4.00	-	4.00	4.00
Director of Animal Control	1.00	1.00	1.00	-	1.00	1.00
Sr. Animal Control Officer	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	7.00	7.00	7.00	-	7.00	7.00

Notes

This program is recommended at an overall decreased funding level. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Contracts or other obligations for continuity of services in the amount of $71,280. This funding is specifically designated for contracting with the St. Francis Wildlife agency for wild animal rescue.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $10,785.
3. Vehicle repairs, advertising, and other operating costs in the amount of $4,711.
4. Administration of the contract for St. Francis Wildlife Association, as approved by the Board on February 26, 2008, in the amount of $71,250.

Engineering Services

Organizational Code: 106-414-541/123-726-537

Mission Statement

The mission of the Department of Public Works Engineering Services is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

Summary of Services Provided

1. In-House design using County staff and resources to design projects for construction, either for Capital Improvement Projects or for smaller identified projects; engineering support for Operations Division activities such as maintenance of existing facilities and repairs or construction of infrastructure. Also, evaluates, performs design reviews, inspections, and performs quality control of new subdivision, construction and other projects creating infrastructure for County ownership and maintenance. Also, processes subdivision plats for recording in the public records, reviewing with developers and their consultants, as well as preparing agendum to present plat and associated agreements to the Board of County Commissioners.
2. Representation of the County at meetings of County interests, such as utility coordination, construction coordination, sidewalk and pedestrian infrastructure coordination. Also, responsible for Interagency Coordination including: representing Leon County's Stormwater interests with BluePrint 2000 Program administration and capital project implementation, participating in the annual review of tax deeds, representing Leon County Public Works with citizen committees (Science Advisory & Water Resources Committees), coordinating with state, federal, and local agencies regarding water resource priorities and public health concerns, and providing technical support for permitting and litigation actions.
3. Responds to requests from other departments/divisions for delineation of county property and easements, which also includes: preparing and/or reviewing legal descriptions, sketches, and maps for the acquisition or disposition of property, easements, or other real estate interest. In addition, the preparation and/or review of legal descriptions, sketches and maps for the County Attorney's Office and other depts:; responding to the Board for information regarding land ownership issues; and, assists with the new County-owned Property Inventory list.
4. Responsible for the administration of the Stormwater Utility Program, the Water Quality Monitoring/Total Maximum Daily Load (TMDL) Program and implementation of the National Pollutant Discharge Elimination Systems (NPDES) standards for public drainage systems.
5. Responsible for Infrastructure Operations including: review of drainage complaints with field staff; responding to citizens, administration, and commission staff; developing operational corrections or scope of required capital project to address complaints, and identification of problem areas. Also, regulates the installation of utilities in County rights of way and oversees roadway resurfacing and shoulder repair.
6. Provides support to the Development Review Division of Growth and Environmental Management including: review of drainage and treatment designs for public subdivisions, recommends plan modifications to comply with maintenance requirements, identification of drainage problem areas potentially affected by design, coordination with Stormwater Maintenance staff when standards cannot be achieved, and representing Leon County Public Works in review of regional development plans.
7. Responsible for Capital Project Development which includes: identifying planning needs to define project scope to correct flooding or water quality concerns, preparation of grant applications to support capital projects, and providing technical assistance to design staff regarding wetland and water resource protection or restoration.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Manage staff so that not less than 60% of staff time is spent on Capital Improvement Project activities	26%	22%	60%	50%
Review, permit, and inspect for completion of all projects assigned to ensure compliance with County standards	100%	100%	100%	100%
Maintain subdivision plat review time to an average of 6 days or less	6	5	5	6

Public Works

Engineering Services (106-414-541)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	2,377,357	2,620,034	2,580,190	(164,945)	2,415,245	2,500,510
Operating	249,184	263,617	266,537	341	266,878	266,878
Transportation	39,471	47,289	55,431		55,431	55,431
Capital Outlay	2,538	-	-		-	-
Total Budgetary Costs	2,668,550	2,930,940	2,902,158	(164,604)	2,737,554	2,822,819

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
106 Transportation Trust	2,668,550	2,930,940	2,902,158	(164,604)	2,737,554	2,822,819
Total Revenues	2,668,550	2,930,940	2,902,158	(164,604)	2,737,554	2,822,819

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	3.00	2.00	2.00	-	2.00	2.00
Administrative Associate VI	-	1.00	1.00	-	1.00	1.00
CAD Technician	5.00	5.00	5.00	(1.00)	4.00	4.00
Chief of Construction Mgmt.	1.00	1.00	1.00	-	1.00	1.00
Chief of Engineering Design	1.00	1.00	1.00	-	1.00	1.00
Chief of R-O-W- & Survey	1.00	1.00	1.00	-	1.00	1.00
Construction Inspector	4.00	3.00	3.00	-	3.00	3.00
Dir of Engineering Services	1.00	1.00	1.00	-	1.00	1.00
Engineer Intern	2.00	2.00	2.00	-	2.00	2.00
Environmental Rev. Specialist	1.00	1.00	1.00	-	1.00	1.00
Right-of-Way Agent	2.00	2.00	2.00	-	2.00	2.00
Sr. Design Engineer	3.00	3.00	3.00	-	3.00	3.00
Sr. Construction Inspector	1.00	2.00	2.00	-	2.00	2.00
Survey Party Chief	2.00	2.00	2.00	(1.00)	1.00	1.00
Survey Technician I	2.00	2.00	2.00	-	2.00	2.00
Survey Technician II	2.00	2.00	2.00	(1.00)	1.00	1.00
Water Quality Scientist	1.00	1.00	1.00	-	1.00	1.00
Chief of Eng. Coordination	1.00	1.00	1.00	-	1.00	1.00
Stormwater Coordinator	1.00	1.00	1.00	-	1.00	1.00
Design Analyst	2.00	2.00	2.00	-	2.00	2.00
Construction Inspector Aide	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	38.00	38.00	38.00	(3.00)	35.00	35.00

Notes

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. The reduction of survey services by one crew through the elimination of 2 full-time positions and related reductions to the operating budget in the amount of $117,820.
2. Vehicle coverage and repairs and maintenance costs in the amount of $5,399.
3. The reduction of production drawing resources through the elimination of one position and related reductions to the operating budget in the amount of $50,593.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Phone system charges being reallocated from Public Works Support Services for accounting purposes in the amount of $2,920.
3. Fuel costs associated with the rising oil prices in the amount of $13,541.

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Water Quality & TMDL Monitoring (123-726-537)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	557,446	458,630	454,665	-	454,665	456,630
Total Budgetary Costs	557,446	458,630	454,665	-	454,665	456,630

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
123 Stormwater Utility	557,446	458,630	454,665	-	454,665	456,630
Total Revenues	557,446	458,630	454,665	-	454,665	456,630

Notes

This program is recommended at a decreased funding level. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Contracts or other obligations for continuity of services in the amount of $3,965.

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Fleet Maintenance

Organizational Code: 505-425-591

Mission Statement

The mission of the Department of Public Works Fleet Maintenance is to provide the best quality maintenance and repair at the most economical cost to taxpayers of Leon County.

Summary of Services Provided

1. Repair and maintain more than 616 vehicles/equipment for the Board of County Commissioners and all Constitutional Offices excluding the Sheriff's Office.
2. Perform preventative maintenance services on light, heavy, and miscellaneous equipment annually.
3. Procure parts and supplies needed for repairs.
4. Provide road and field service repairs on stationary equipment and disabled vehicles.
5. Repair and maintain computerized Mosquito Control fogging units.
6. Coordinate tire repairs for field service vehicles and normal replacement due to wear and/or damage.
7. Procure, store and distribute more than 460,000 gallons of fuel and more than 3,900 gallons of motor oil annually for Board, Constitutional Offices, and Florida Department of Law Enforcement vehicles.
9. Provide total in-house management of fuel reporting system.
10. Assist Risk Manager in acquiring insurance coverage.
11. Coordinate collision repairs as well as vandalism, theft and wrecker service.
12. Develop, implement, and maintain six annual vehicle/equipment Capital Improvement Programs.
13. Implement and maintain total cost concept buying on heavy equipment.
14. Coordinate, maintain, and repair Emergency Medical Services fleet including 18 ambulances.

Statutory Requirements

None

Advisory Board

None

Benchmarking

Benchmark Data	Leon County	Benchmark
Hourly Shop Rate	$74.00	$85.15
Mechanic productivity (based on 2,080 hrs annually)	79%YTD	66% to 72%

Benchmark Sources: Based on March 2007 survey of local dealerships: All American Ford $94.00; Capital Lincoln Mercury $87.00; Champion Chevrolet $87.00; Ring Power $81.50; and Flint Equipment $76.25. Productivity rate based on data from Flint Equipment and Ring Power.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of chargeable hours	6,605	6,929	8,700	8,700
# of preventative maintenance services performed	803	1,009	800	900

Series of long term vacancies caused significant reduction in hours.

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Fleet Maintenance (505-425-591)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	552,276	621,681	617,791	(48,477)	569,314	590,108
Operating	1,823,584	2,048,598	2,102,926	439,185	2,542,111	2,544,939
Transportation	14,132	18,785	15,985	12,854	28,839	28,839
Capital Outlay	8,825	-	-	-	-	-
Total Budgetary Costs	2,398,817	2,689,064	2,736,702	403,562	3,140,264	3,163,886

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
505 Motor Pool	2,398,817	2,689,064	2,736,702	403,562	3,140,264	3,163,886
Total Revenues	2,398,817	2,689,064	2,736,702	403,562	3,140,264	3,163,886

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Dir. of Fleet Management	1.00	1.00	1.00	-	1.00	1.00
Equipment Mechanic II	3.00	3.00	3.00	(1.00)	2.00	2.00
Equipment Mechanic III	3.00	3.00	3.00	-	3.00	3.00
Fleet Analyst	1.00	1.00	1.00	-	1.00	1.00
Shop Supervisor	1.00	1.00	1.00	-	1.00	1.00
Welding Technician	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	11.00	11.00	11.00	(1.00)	10.00	10.00

Notes

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:

1. A 3.9% cost of living and benefit adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
3. Fuel supplies which are offset by departmental, constitutional and other agency billings in the amount of $389,185.
3. Parts and repairs which are offset by departmental, constitutional and other agency billings in the amount of $50,000.
4. Vehicle repair costs in the amount of $12,854.

Decreases to Program Funding Levels:

1. The elimination of a Fleet Maintenance position in the amount of $48,477.
2. Vehicle coverage costs in the amount of $263.

Public Works

Mosquito Control & Stormwater Maintenance Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,180,300	1,424,604	430,814	(215,992)	214,822	224,210
Operating	165,054	414,093	187,461	(59,858)	127,603	127,513
Transportation	213,631	301,380	84,550	(39,204)	45,346	45,346
Capital Outlay	27,199	18,400	-	-	-	-
Total Budgetary Costs	1,586,184	2,158,477	702,825	(315,054)	387,771	397,069

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Mosquito Control (122-216-562)	521,442	697,007	667,825	(315,054)	352,771	362,069
Mosquito Control Grant (122-214-562)	28,315	37,000	35,000	-	35,000	35,000
Stormwater Maint. (123-213-562)	1,036,427	1,424,470	-	-	-	-
Total Budget	1,586,184	2,158,477	702,825	(315,054)	387,771	397,069

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
122 Mosquito Control	549,757	734,007	702,825	(315,054)	387,771	397,069
123 Stormwater Utility	1,036,427	1,424,470	-	-	-	-
Total Revenues	1,586,184	2,158,477	702,825	(315,054)	387,771	397,069

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Mosquito Control (122-216-562)	6.00	6.00	6.00	(3.00)	3.00	3.00
Stormwater Maint. (123-213-562)	21.00	21.00	-	-	-	-
Total Full-Time Equivalents (FTE)	27.00	27.00	6.00	(3.00)	3.00	3.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Mosquito Control (122-216-562)	1.00	1.00	1.00	-	1.00	1.00
Stormwater Maint. (123-213-562)	1.00	1.00	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	2.00	2.00	1.00	-	1.00	1.00

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Mosquito Control & Stormwater Maintenance – Mosquito Control

Organizational Code: 122-214-562/122-216-562

Mission Statement

The mission of the Department of Public Works Mosquito Control is to train and empower its employees to provide Leon County residents and visitors with effective and environmentally sound mosquito control services. Services and educational programs are provided to protect public health and reduce human discomfort associated with large mosquito populations.

Summary of Services Provided

1. Conduct fog truck spraying services during the early evening hours to target mosquitoes active at this time.
2. Provide hand-fogging service to control daytime mosquitoes which cannot be controlled using nighttime truck spraying. The first two hand-fogging services per calendar year are at no charge; after that, there is a $25 fee per service.
3. Provide inspections of citizens' properties, provide educational literature, and make practical recommendations to the residents.
4. Conduct inspections of ponds and pools to determine if they are suitable for fish. If so, mosquitofish from our rearing pond will be introduced.
5. Provide outreach through our Community Education program by conducting educational presentations to schools, civic organizations, homeowner associations, or other groups interested in learning more about mosquitoes and mosquito control.
6. Inspect wetlands, ponds, ditches, or other areas that may harbor larval mosquitoes and treat small and medium-sized areas immediately with appropriate control materials. For larger areas, an aerial application is scheduled.
7. Conduct aerial larviciding in cooperation with the Leon County Sheriff's Office Aviation Unit. The division provides the application and navigation equipment, control materials, and support staff. The Leon County Sheriff's Office provides the helicopter, pilot, and aviation support services.
8. Map all mosquito control surveillance and requests to identify mosquito activity clusters that may require additional efforts.
9. Monitor for mosquito-borne diseases using sentinel chicken flocks. Collect blood samples and send to the Florida Department of Health for testing.
10. Collect discarded tires from neighborhoods and dispose of through Leon County Solid Waste Management Division.

Statutory Requirements

Florida Statutes, Chapter 388 and Florida Administrative Code, Chapter 5E-13

Advisory Board

None

Performance Measures

Performance Measures*	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
% of mosquito larva requests responded to in two days	98%	98%	85%	85%
% of adult mosquito spraying requests responded to in two days	98%	97%	85%	85%
% domestic mosquito requests responded to in two days	99%	99%	85%	85%

*Response times vary and are typically dependent on seasonality and weather conditions.

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8th workshop.

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Public Works

Mosquito Control & Stormwater Maintenance - Mosquito Control Grant (122-214-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	28,315	37,000	35,000	-	35,000	35,000
Total Budgetary Costs	28,315	37,000	35,000	-	35,000	35,000

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
122 Mosquito Control	28,315	37,000	35,000	-	35,000	35,000
Total Revenues	28,315	37,000	35,000	-	35,000	35,000

Notes

This program is recommended at a decreased funding level due to the reduction in state funding for FY09. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Operating expenditure reductions in the amount of $2,000.

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Public Works

Mosquito Control & Stormwater Maintenance - Mosquito Control (122-216-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	392,632	437,472	430,814	(215,992)	214,822	224,210
Operating	65,098	152,861	152,461	(59,858)	92,603	92,513
Transportation	45,912	88,274	84,550	(39,204)	45,346	45,346
Capital Outlay	17,800	18,400	-	-	-	-
Total Budgetary Costs	521,442	697,007	667,825	(315,054)	352,771	362,069

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
122 Mosquito Control	521,442	697,007	667,825	(315,054)	352,771	362,069
Total Revenues	521,442	697,007	667,825	(315,054)	352,771	362,069

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate VI	0.50	0.50	0.50	(0.50)	-	-
Dir. Mosquito Cont/Stormwater	0.50	0.50	0.50	(0.50)	-	-
Mosq. Control Superintendent	1.00	1.00	1.00	(1.00)	-	-
Mosquito Control Technician	2.00	2.00	2.00	(1.00)	1.00	1.00
Sr Mosquito Control Technician	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	6.00	6.00	6.00	(3.00)	3.00	3.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
MC Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes

This program is recommended at a decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:

1. Elimination of the Hand Fogging Program which includes staffing reductions in the amount of $29,844.
2. Elimination of the Hand Fogging Program also includes a reduction in other operating costs in the amount of $25,947
3. Elimination of the Mosquito Control Truck/Street Fogging Program which includes staffing reductions in the amount of $111,674.
4. Elimination of the Mosquito Control Truck/Street Fogging Program also includes a reduction in other operating costs in the amount of $73,115.
5. A reduction in staffing costs due to the implementation of an efficiency reorganization of Stormwater Maintenance activities, in the amount of $74,474.

Increases to Program Funding Levels:

1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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Public Works

Mosquito Control & Stormwater Maintenance - Stormwater Maint. (123-213-562)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	787,668	987,132	-	-	-	-
Operating	71,641	224,232	-	-	-	-
Transportation	167,719	213,106	-	-	-	-
Capital Outlay	9,399	-	-	-	-	-
Total Budgetary Costs	1,036,427	1,424,470	-	-	-	-

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
123 Stormwater Utility	1,036,427	1,424,470	-	-	-	-
Total Revenues	1,036,427	1,424,470	-	-	-	-

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate VI	0.50	0.50	-	-	-	-
Aquatic Vegetation Control Tec	1.00	-	-	-	-	-
Crew Chief II	2.00	3.00	-	-	-	-
Dir. Mosquito Cont/Stormwater	0.50	0.50	-	-	-	-
In-Mate Supervisor	3.00	3.00	-	-	-	-
Maintenance Supervisor I	1.00	1.00	-	-	-	-
Maintenance Technician	7.00	7.00	-	-	-	-
Sr. Maintenance Technician	4.00	4.00	-	-	-	-
Stormwater Dredging Supervisor	1.00	1.00	-	-	-	-
Stormwater Superintendent	1.00	1.00	-	-	-	-
Total Full-Time Equivalents (FTE)	21.00	21.00	-	-	-	-

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Stormwater Consolidated OPS	1.00	1.00	-	-	-	-
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	-	-	-	-

Notes

The Mosquito Control Stormwater Maintenance program and the Operations - Stormwater Maintenance program have been combined into one operating budget as of FY09.

Parks and Recreation Services

Organizational Code: 140-436-572

Mission Statement

The mission of the Department of Public Works Parks & Recreation Services is to provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting recreation, parks and open space. This is accomplished through cost effective, environmentally sensitive and aesthetically pleasing products and efficient services.

Summary of Services Provided

1. Responsible for the development, preservation and management of functional, safe and aesthetically pleasing parks and recreation facilities across Leon County for its citizens and visitors.
2. Responsible for the maintenance of all county park facilities, including ball fields, boat landings, nature trails, greenways, and open spaces.
3. Provides passive recreation activities through access to fishing, camping, picnicking, and nature trails.
4. Develops and maintains active recreation facilities including ball fields, tennis, and basketball courts.
5. Facilitates the organization, promotion, and implementation of recreation programs and activities through community-based recreation providers.
6. Pursues outside funding for facilities and services through grants, partnerships, and other programs to complement existing budgets.
7. Operate five multi-purpose community centers.
8. Prepare facilities and fields for state and local tournaments.

Statutory Requirements

Leon County Code of Laws, Chapter 13 "Parks and Recreation" "Leon County Code of Laws 92 - 12 "Leon County Comprehensive Plan, Section V "Parks and Recreation"

Advisory Board

Miccosukee Recreation Council; Canopy Oaks Park Recreation Council; Woodville Recreation Council; Ft. Braden Community Center Board; Miccosukee Community Center Board; Bradfordville Schoolhouse Board, and Woodville Community Center Board

Benchmarking

Benchmark Data	Leon County	Benchmark
Field staff to acres maintained	1:151	1:32

Benchmark Sources: Based on survey of comparable Counties; range is from 1:8 to 1:100.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of acres of invasive exotic plants removed from greenways and open spaces	250	650	500	250
# of greenway acres maintained	2,083	2,503	2,660	2,660
# of youths participating in sport activities	2,978	2,678	2,975	2,810

NOTE:
1. The number of greenway acres maintained increased between FY07 and FY08 due to the purchase of additional acreage for the St. Marks Headwaters Greenway.
2. The estimate of youths participating in sport activities may drop in FY 2009 due to reduction in the budget to maintain the fields for these sports.

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Parks and Recreation Services (140-436-572)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,170,822	1,232,483	1,254,845	-	1,254,845	1,298,796
Operating	509,592	593,743	596,743	86,235	682,978	682,978
Transportation	131,391	154,768	167,348		167,348	167,348
Capital Outlay	41,089	43,000	40,000		40,000	40,000
Total Budgetary Costs	1,852,894	2,023,994	2,058,936	86,235	2,145,171	2,189,122

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
140 Municipal Service	1,852,894	2,023,994	2,058,936	86,235	2,145,171	2,189,122
Total Revenues	1,852,894	2,023,994	2,058,936	86,235	2,145,171	2,189,122

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	1.00	-	1.00	1.00
Crew Chief II	-	1.00	1.00	-	1.00	1.00
In-Mate Supervisor	1.00	1.00	1.00	-	1.00	1.00
Park Attendant	11.00	12.00	12.00	-	12.00	12.00
Park Facilities Technician	1.00	2.00	2.00	-	2.00	2.00
Parks & Recreation Director	1.00	1.00	1.00	-	1.00	1.00
Parks Supervisor	1.00	2.00	2.00	-	2.00	2.00
Refuse Truck Driver	1.00	1.00	1.00	-	1.00	1.00
Parks Maintenance Technician	2.00	-	-	-	-	-
Parks Support Coordinator	1.00		-	-	-	-
Supv of Greenways & Open Spaces	1.00	1.00	1.00	-	1.00	1.00
Recreation & Parks Supervisor	1.00	-	-	-	-	-
Community Center Coordinator	1.00	1.00	1.00	-	1.00	1.00
Community Center Attendant	2.00	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	25.00	25.00	25.00	-	25.00	25.00

Notes
This program is recommended at an overall decreased funding level. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Notes
This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $51,847. These costs include park maintenance for new facilities as follows: mowing costs associated with Lake Hake Henrietta construction as approved by the Board on January 15, 2008; and, landscaping costs associated with Apalachee Parkway and mowing costs associated with Brittle Pond as approved by the Board on February 28, 2008.
3. Fuel costs associated with the rising oil prices in the amount of $4,228.
4. Utility services associated with the rising energy costs in the amount of $34,388.
5. Vehicle repairs and other operating costs in the amount of $5,687.

Decreases to Program Funding Levels:
1. Vehicle coverage costs in the amount of $2,678.

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Public Works

Solid Waste Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	2,284,034	2,291,681	2,352,686	3,201	2,355,887	2,435,589
Operating	5,833,258	6,647,765	6,971,651	389,634	7,361,285	7,534,520
Transportation	462,572	602,490	626,749		626,749	626,749
Capital Outlay	6,280	13,200	-		-	-
Total Budgetary Costs	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Hazardous Waste (401-443-534)	322,528	369,582	375,186	420	375,606	381,216
Landfill Closure (401-435-534)	65,389	68,147	453,825	-	453,825	465,839
Recycling Services & Education (401-471-534)	431,673	473,196	442,392	3,921	446,313	442,564
Rural Waste Service Centers (401-437-534)	826,295	898,837	886,603	18,144	904,747	920,561
Solid Waste Management Facility (401-442-534)	1,748,044	1,733,429	1,770,681	6,408	1,777,089	1,809,301
Transfer Station Operations (401-441-534)	5,192,215	6,011,945	6,022,399	363,942	6,386,341	6,577,377
Total Budget	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858
Total Revenues	8,586,144	9,555,136	9,951,086	392,835	10,343,921	10,596,858

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Hazardous Waste (401-443-534)	3.00	3.00	3.00	-	3.00	3.00
Recycling Services & Education (401-471-534)	4.00	4.00	4.00	-	4.00	4.00
Rural Waste Service Centers (401-437-534)	9.00	9.00	9.00	-	9.00	9.00
Solid Waste Management Facility (401-442-534)	19.14	19.14	19.14	-	19.14	19.14
Transfer Station Operations (401-441-534)	11.86	11.86	11.86	-	11.86	11.86
Total Full-Time Equivalents (FTE)	47.00	47.00	47.00	-	47.00	47.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Hazardous Waste (401-443-534)	1.00	1.00	1.00	-	1.00	1.00
Rural Waste Service Centers (401-437-534)	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Solid Waste – Solid Waste Management Facility/Landfill Closure

Organizational Code: 401-442-534/401-435-534

Mission Statement

Solid Waste Management Facility
The Solid Waste Management Facility is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

Landfill Closure
The mission of Solid Waste Facility Landfill Closure/Post Closure is to comply with the Florida Department of Environmental Protection Operating Permit, to ensure that existing solid waste is properly contained by maintaining the surfaces of the inactive cells to reduce erosion and landfill gas emissions.

Summary of Services Provided

Solid Waste Management Facility
1. Manage a cost effective, convenient, and environmentally safe Solid Waste Management Facility.
2. Recycle yard waste, large appliances, metals, and electronics and waste tires.
3. Provide environmental monitoring of air, groundwater, and surface water.
4. Conduct community education campaigns on proper waste management, waste prevention, waste minimization, and recycling.
5. Provide free mulch to residents and businesses.
6. Maintain all-weather, safe access to all areas of the Solid Waste Management Facility.
7. Maintain and provide erosion control of closed and inactive landfills.
8. Provide stormwater treatment
9. Provide litter control within the facility and along portions of Apalachee Parkway.
10. Dispose of asbestos.

Landfill Closure
1. Maintain existing closed cells of the landfill that contain Class II solid waste per Florida Department of Environmental Protection permit requirements.
2. Install necessary lining material to prevent landfill waste from damaging the surrounding environment.

Statutory Requirements

Solid Waste Management Facility
Chapter 403.706(1), Florida Statutes - Requires counties to provide for the operation of solid waste disposal facilities to meet the needs of all incorporated and unincorporated areas of the county
Chapter 62-701, Florida Administrative Code - Regulates permitting and operation of solid waste management facilities, including landfills.
Article V, Section 18-136, Leon County Code of Ordinances - Authorizes the County to own, operate and maintain solid waste disposal systems; and to levy a charge or assessment on the users of such systems
Leon County Comprehensive Plan, Solid Waste Element

Landfill Closure
Chapter 62-701.600, Florida Administrative Code - Governs landfill closure and long-term care

Advisory Board

None

Benchmarking

Benchmark Data	Leon County	Benchmark
Tipping Fee	$36/ton	$40/ton

Benchmark Sources: Florida Department of Environmental Protection 2006 Data (Benchmark data based on average tipping fee of comparable counties); Leon County fee is the current fee.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Maximum on-site time for self-dumping vehicles	25 mins	20 mins	20 mins	20 mins
Annual customer satisfaction survey score (1=very poor, 5=excellent)	5	4	4	4
% of FDEP quarterly inspections found in compliance (no permit issues or violations)	100	75	100	100
% of employees satisfying FDEP certification requirements	90	90	100	90
# of days monthly provide all-weather roads into disposal area	30	30	30	30
Tons of class III waste processed	74,173	75,336	88,543	70,872*
Tons of tire waste processed	515	379	536	600
Tons of electronics waste processed	340	700	354	400
Tons of wood waste processed	10,109	8,835	10,161	10,000

*During the April 22, 2008 meeting, the Board authorized solicitation of an Invitation to Negotiate for long-term Class III Solid Waste management services. Recommendations regarding this invitation are forthcoming. It is important to note, the services for long term Class III Solid Waste management could have a fiscal impact on Solid Waste Management; more specifically the disposal tonnage for Class III waste could diminish resulting in a reduction of revenue to the fund.

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Solid Waste - Landfill Closure (401-435-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	19,747	14,000	14,000	-	14,000	14,000
Operating	45,642	54,147	439,825	-	439,825	451,839
Total Budgetary Costs	65,389	68,147	453,825	-	453,825	465,839

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	65,389	68,147	453,825	-	453,825	465,839
Total Revenues	65,389	68,147	453,825	-	453,825	465,839

This program is recommended at an overall increased funding level due to landfill closure liabilities.

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Public Works

Solid Waste - Solid Waste Management Facility (401-442-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	897,113	846,887	914,955	-	914,955	947,167
Operating	584,972	541,934	483,189	6,408	489,597	489,597
Transportation	259,679	332,608	372,537		372,537	372,537
Capital Outlay	6,280	12,000	-		-	-
Total Budgetary Costs	1,748,044	1,733,429	1,770,681	6,408	1,777,089	1,809,301

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	1,748,044	1,733,429	1,770,681	6,408	1,777,089	1,809,301
Total Revenues	1,748,044	1,733,429	1,770,681	6,408	1,777,089	1,809,301

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate V	1.00	1.00	1.00	-	1.00	1.00
Crew Chief II	-	-	1.00	-	1.00	1.00
Dir of Solid Waste	0.67	0.67	0.67	-	0.67	0.67
In-Mate Supervisor	0.80	0.80	0.80	-	0.80	0.80
Landfill Spotter	4.00	4.00	4.00	-	4.00	4.00
Maintenance Technician			2.00	-	2.00	2.00
Service Worker	2.00	2.00	-	-	-	-
Solid Waste Operator	5.00	5.00	5.00	-	5.00	5.00
Solid Waste Superintendent	0.67	0.67	0.67	-	0.67	0.67
Solid Waste Supervisor	1.00	1.00	1.00	-	1.00	1.00
Sr. Solid Waste Operator	1.00	1.00	-	-	-	-
Weighmaster	3.00	3.00	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	19.14	19.14	19.14	-	19.14	19.14

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Fuel costs associated with the rising oil prices in the amount of $178,684.
3. Utility services associated with the rising energy costs in the amount of $6,408.
4. Insurance costs in the amount of $13,007.

Decreases to Program Funding Levels:
1. Reduction in other operating costs in the amount of $13,750.
2. In FY08 one time funding for permitting costs were approved in the amount of $45,000.

Solid Waste – Rural Waste Service Centers

Organizational Code: 401-437-534

Mission Statement

The Rural Waste Service Centers serve as part of an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

Summary of Services Provided

1. Provide solid waste drop-off services for residents in unincorporated Leon County.
2. Administer drop-off services for garbage, appliances, tires, yard trash, recyclables, electronics, automotive batteries, fluorescent tubes and used motor oil.
3. Conduct safe hauling and transportation of collected waste to the Solid Waste Management Facility and Transfer Station.
4. Provide waste screening.
5. Provide community information kiosks.

Statutory Requirements

Chapter 403.702(2)(c)(i) Florida Statutes - Requires counties to plan and provide efficient, environmentally acceptable solid waste management
Article V, Section 18-136, Leon County Code of Ordinances (Solid Waste Ordinance) - Authorizes the county to operate and maintain solid waste collection, removing, transferring, sorting, reclaiming and disposal systems
Chapter 62-701 Florida Administrative Code - Regulates solid waste management facilities
Leon County Comprehensive Plan, Solid Waste Element

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of random load inspections per site per month	5	10	10	10
Annual customer satisfaction survey score (1=very poor, 5=excellent)	5	4	4	4
# of chargeable accidents for roll-off truck drivers	1	1	0	0
# of traffic violations for roll-off truck drivers	1	0	0	0
Average customer turn around time from gate to gate	9 min.	9 min.	8 min.	9 min.
Average truck turn around time from gate to gate	95 min.	60 min.	90 min.	75 min.
Tons of rural waste collected	7,344	7,242	7,641	7,800

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Solid Waste - Rural Waste Service Centers (401-437-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	423,767	429,340	430,422	-	430,422	445,205
Operating	326,437	357,808	358,761	18,144	376,905	377,936
Transportation	76,091	111,689	97,420		97,420	97,420
Total Budgetary Costs	826,295	898,837	886,603	18,144	904,747	920,561

Funding Sources	*FY 2007 Actual*	*FY 2008 Adopted*	*FY 2009 Continuation*	*FY 2009 Issues*	*FY 2009 Budget*	*FY 2010 Budget*
401 Solid Waste	826,295	898,837	886,603	18,144	904,747	920,561
Total Revenues	826,295	898,837	886,603	18,144	904,747	920,561

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Refuse Truck Driver	2.00	-	-	-	-	-
Rural Waste Site Attendant	6.00	6.00	6.00	-	6.00	6.00
Rural Waste Center Supervisor	1.00	1.00	1.00	-	1.00	1.00
Solid Waste Operator	-	2.00	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	9.00	9.00	9.00	-	9.00	9.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Rural Waste Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Utility services associated with the rising energy costs in the amount of $18,144.

Decreases to Program Funding Levels:
1. Vehicle coverage costs in the amount of $10,747.

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Solid Waste – Transfer Station Operations

Organizational Code: 401-441-534

Mission Statement

The Transfer Station is an essential component of an integrated solid waste management system dedicated to excellent public service and responsible fiscal and environmental stewardship.

Summary of Services Provided

1. Provide a management facility for residential and commercial Class I solid waste for all Leon County.
2. Conduct screening of delivered waste for prohibited materials.
3. Provide transportation and disposal of accepted waste to a regional landfill, by agreement with Waste Management, Inc.
4. Host tours and educational opportunities to civic and school groups to promote recycling and waste minimization.
5. Provide a facility for Continuity of Operations Plan (COOP) in case of disaster.
6. Provide public weighments at the facility scalehouse.
7. Provide litter control on Gum Road and portions of Capital Circle NW.

Statutory Requirements

Chapter 403.706(1), Florida Statutes - Requires counties to provide for the operation of solid waste disposal facilities to meet the needs of all incorporated and unincorporated areas of the county
Chapter 62-701, Florida Administrative Code - Regulates permitting and operation of solid waste management facilities, including transfer stations
Article V, Section 18-136; Leon County Code of Ordinances - Authorizes the County to own, operate and maintain solid waste...transferring....systems; and to levy a charge or assessment on the users of such systems
Leon County Comprehensive Plan, Solid Waste Element

Advisory Board

Joint County-City Financial Review Committee

Benchmarking

Benchmark Data	Leon County	Benchmark
Tipping Fee	$36/ton	$40/ton

Benchmark Sources: Florida Department of Environmental Protection 2006 Data (Benchmark data based on average tipping fee of comparable counties); Leon County fee is the current fee.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
% of operating days with waste left on the floor overnight	1	0	0	0
Average loading time for transport trailers	35 min.	12 min.	12 min.	12
% of employees satisfying FDEP certification requirements	100	100	100	100
% of FDEP quarterly inspections found in compliance (no permit issues or violations)	100	100	100	100
Average net outbound load weight (tons)	19	22.5	23	22.5
Tons of Class I waste processed	188,542	186,338	196,159	198,000

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Solid Waste - Transfer Station Operations (401-441-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	608,649	615,264	614,384	-	614,384	635,230
Operating	4,478,761	5,274,161	5,274,161	363,942	5,638,103	5,808,293
Transportation	104,805	121,320	133,854	-	133,854	133,854
Capital Outlay	-	1,200	-	-	-	-
Total Budgetary Costs	5,192,215	6,011,945	6,022,399	363,942	6,386,341	6,577,377

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	5,192,215	6,011,945	6,022,399	363,942	6,386,341	6,577,377
Total Revenues	5,192,215	6,011,945	6,022,399	363,942	6,386,341	6,577,377

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	-	-	-	-
Dir of Solid Waste	0.33	0.33	0.33	-	0.33	0.33
In-Mate Supervisor	0.20	0.20	0.20	-	0.20	0.20
Service Worker	1.00	1.00	1.00	-	1.00	1.00
Solid Waste Operator	5.00	5.00	4.00	-	4.00	4.00
Solid Waste Superintendent	0.33	0.33	0.33	-	0.33	0.33
Solid Waste Supervisor	1.00	1.00	1.00	-	1.00	1.00
Sr. Solid Waste Operator	1.00	1.00	1.00	-	1.00	1.00
Weighmaster	2.00	2.00	2.00	-	2.00	2.00
Solid Waste Financial Specialist	-	-	1.00	-	1.00	1.00
Contract Compliance Tech	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	11.86	11.86	11.86	-	11.86	11.86

Notes
This program is recommended at an overall increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $359,723.
3. Utility services associated with the rising energy costs in the amount of $4,219.

Solid Waste – Hazardous Waste

Organizational Code: 401-443-534

Mission Statement

The mission of the Hazardous Waste Management Program is to ensure that hazardous waste materials are properly managed and legally disposed in an environmentally sound manner, in keeping with the Division mission statement.

Summary of Services Provided

1. Accept hazardous waste from households and conditionally exempt small quantity generators.
2. Respond to requests for information and for assistance with hazardous waste disposal.
3. Recycle, treat or ship hazardous waste collected at the Hazardous Waste Center.
4. Operate "Swap Shop" to recycle items and materials for use by County residents.
5. Perform local hazardous waste assessments.
6. Organize hazardous waste round-ups at Rural Waste Service Centers.
7. Conduct neighborhood hazardous waste round-ups.
8. Provide hazardous waste disposal for the "Cash for Trash" program of the City of Tallahassee.
9. Consolidate and lab pack hazardous materials by type to reduce disposal cost.
10. Provide hazardous waste safety training for Solid Waste Division staff.
11. Inspect random loads for hazardous materials.
12. Provide hazardous materials management consulting services.

Statutory Requirements

Federal:

- The Resource Conservation and Recovery Act
- Code of Federal Regulations Title 40 Chapter 1 Part 61 Subpart M, National Emission Standard for Asbestos
- Code of Federal Regulations Title 40 Chapter 1 Parts 258, 259, 260, 261, 264, 268, 273, 279, Protection of Environment

State:

- Florida Statutes Chapter 376, Pollution Discharge Prevention And Removal
- Florida Statutes Chapter 403, Environmental Control
- Florida Administrative Code (FAC) Chapter 62-701, Solid Waste Management Facilities
- FAC Chapter 62-730, The Hazardous Waste Rule
- FAC Chapter 62-731, County And Regional Hazardous Waste Management Programs
- FAC Chapter 62-710, Used Oil Program
- FAC Chapter 62-257, The Asbestos Program
- FAC Chapter 62-737, The Management Of Spent Mercury Containing Lamps And Devices Destined For Recycling

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of residents household hazardous waste disposal services provided to	9,100	9,400	10,000	11,000
# of conditionally exempt agencies and small businesses household hazardous waste disposal services provided to	185	193	200	200
# of off-site household hazardous waste disposal collection events	17	23	16	16
Pounds of potentially hazardous material processed	525,000	554,000	555,000	560,000
Pounds of potentially hazardous material reused or recycled	365,000	395,000	390,000	400,000

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Solid Waste - Hazardous Waste (401-443-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	170,106	181,878	189,259	-	189,259	194,869
Operating	148,547	181,079	181,079	420	181,499	181,499
Transportation	3,875	6,625	4,848		4,848	4,848
Total Budgetary Costs	322,528	369,582	375,186	420	375,606	381,216

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	322,528	369,582	375,186	420	375,606	381,216
Total Revenues	322,528	369,582	375,186	420	375,606	381,216

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Hazardous Materials Technician	2.00	2.00	2.00	-	2.00	2.00
Hazardous Waste Manager	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Haz Waste Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

This program is recommended at an overall increased funding level due to service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. Utility services associated with the rising energy costs in the amount of $420.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Solid Waste – Recycling Services & Education

Organizational Code: 401-471-534

Mission Statement

The mission of the Recycling Services and Education Division is to provide recycling services and education to residents, businesses and government in order to prevent pollution, preserve natural resources, protect our local environment and reduce solid waste disposal.

Summary of Services Provided

1. Promote recycling and waste reduction through public education programs including brochures, television, website, and radio.
2. Host special events such as Earth Day, Compost Bin Sales, and America Recycles Day.
3. Operate and maintain the Rural Waste Collection Centers' recycling programs.
4. Organize and oversee the electronics, cardboard, metals, and yard waste recycling efforts.
5. Organize and provide education services to County facilities, schools, and other public entities.
6. Apply for and manage recycling and waste reduction grants.
7. Partner with City and State agencies and not-for-profit organizations to promote waste reduction and recycling.
8. Market processed recyclables.
9. Provide recycling and public education consulting services.

Statutory Requirements

The Florida Solid Waste Management Act of 1988 significantly altered the County's responsibility for managing solid waste by establishing that each county has the power to provide for the operation of solid waste facilities to meet the needs of all incorporated and unincorporated areas of their respective county. Also, the Act determined that cities could not operate disposal facilities except under special circumstances and that each Florida county must meet a 30% recycling goal by 1994.
Florida Administrative Code, Chapter 62-701 "Operating Restrictions and Practices for Solid Waste Facilities". The Florida Department of Environmental Protection established rules and regulations pertaining to solid waste facilities

Advisory Board

None

Benchmarking

Benchmark Data	Leon County	Comparable Counties	Statewide Goal
% of waste tonnage recycled	28%	30%	30%

Benchmark Sources: Florida Administrative Code, Chapter 62-701, The Florida Solid Waste Management Act of 1988, Florida Department of Environmental Protection 2006 Data
Comparable counties data based on average rate of comparable counties.

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Recycling drop-off tonnage	616	650	679	700
County office paper recycling tonnage	34	33	38	40
# of community-wide recycling related events coordinated	4	5	5	5
# of waste reduction/recycling classroom presentations conducted	120	40	120	120
Curbside recycling tonnage	1,088	1,114	4,200	4,500

All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Public Works

Solid Waste - Recycling Services & Education (401-471-534)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	164,652	204,312	189,666	3,201	192,867	199,118
Operating	248,899	238,636	234,636	720	235,356	225,356
Transportation	18,122	30,248	18,090		18,090	18,090
Total Budgetary Costs	431,673	473,196	442,392	3,921	446,313	442,564

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	431,673	473,196	442,392	3,921	446,313	442,564
Total Revenues	431,673	473,196	442,392	3,921	446,313	442,564

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Community Education Coord.	1.00	1.00	1.00	-	1.00	1.00
Recycling Coordinator	1.00	1.00	1.00	-	1.00	1.00
Solid Waste Operator	1.00	1.00	1.00	-	1.00	1.00
Recycling Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	4.00	4.00	4.00	-	4.00	4.00

This program is recommended at an overall increased funding level due to personnel and service level enhancements. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. Position reclasses effective October 1, 2008 in the amount of $3,201.
2. Utility services associated with the rising energy costs in the amount of $720.

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Constitutional

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	44,387,682	49,621,928	50,420,086	(1,006,514)	49,413,572	51,525,118
Operating	14,567,561	16,529,812	16,530,901	(459,239)	16,071,662	16,372,831
Transportation	2,716	3,978	4,921	-	4,921	4,921
Capital Outlay	1,455,164	1,270,921	1,064,494	(321,994)	742,500	744,250
Constitutional Payments	168,915	-	-	-	-	-
General Fund	11,437,999	11,402,607	11,128,031	(308,535)	10,819,496	11,254,929
Transfers to Capital Projects	26,211	26,523	27,319	-	27,319	28,139
Transfers to Special Revenues	215,570	299,853	312,846	-	312,846	321,958
Budgeted Reserves	-	-	252,000	-	252,000	252,000
Sheriff Offset	-	(1,436,278)	(1,494,828)	(13,236)	(1,508,064)	(1,508,064)
Total Budgetary Costs	72,261,818	77,719,344	78,245,770	(2,109,518)	76,136,252	78,996,082

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk of the Circuit Court	1,779,793	1,847,365	1,887,135	(21,509)	1,865,626	1,965,031
Property Appraiser	4,487,428	4,684,337	4,709,116	(247,082)	4,462,034	4,565,787
Sheriff	57,647,300	61,916,643	63,636,526	(1,840,927)	61,795,599	63,830,940
Supervisor of Elections	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652
Tax Collector	5,729,042	5,417,790	5,095,010	-	5,095,010	5,348,672
Total Budget	72,261,818	77,719,344	78,245,770	(2,109,518)	76,136,252	78,996,082

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	11,437,999	11,402,607	11,128,031	(308,535)	10,819,496	11,254,929
060 Supervisor of Elections	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652
110 Fine and Forfeiture	56,700,733	60,826,194	62,592,587	(1,800,983)	60,791,604	62,838,120
123 Stormwater Utility	16,193	15,914	16,391	-	16,391	16,883
125 Grants	-	123,711	121,155	-	121,155	121,225
130 9-1-1 Emergency Communications	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284
135 Emergency Medical Services MSTU	144,626	151,857	164,900	-	164,900	173,150
162 Special Assessment Paving (2/3 2/3 Repay)	5,418	13,371	5,400	-	5,400	5,700
164 Special Assessment - Killearn Lakes Units I and II Sewer	-	5,000	5,000	-	5,000	5,000
401 Solid Waste	26,211	26,523	27,319	-	27,319	28,139
Total Revenues	72,261,818	77,719,344	78,245,770	(2,109,518)	76,136,252	78,996,082

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk of the Circuit Court	182.50	182.50	182.50	(1.00)	181.50	181.50
Property Appraiser	58.00	58.00	57.00	(1.00)	56.00	56.00
Sheriff	640.00	641.00	641.00	(2.00)	639.00	639.00
Supervisor of Elections	17.00	17.00	17.00	-	17.00	17.00
Tax Collector	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalents (FTE)	983.50	984.50	983.50	(4.00)	979.50	979.50

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Supervisor of Elections	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Clerk of the Court

Organizational Code: 001-132-586/110-537-614

Mission Statement

The mission of the Leon County Clerk's Office is to efficiently and effectively perform the responsibilities of Clerk of the Circuit and County Courts, Clerk to the Board of County Commissioners, Recorder, Guardian of Public Records, Treasurer, and Auditor.

Summary of Services Provided

1. Provides the staffing for the County Courts (Small Claims, Traffic, and Misdemeanor).
2. Provides accounting services for the Board of County Commissioners, records management, Clerk and County Court accounting, cash management and payroll services.
3. Keeps minutes of the Board's meetings and workshops.
4. Provides treasury, custodian, and accounting functions for the Supervisor of Elections.

Statutory Requirements

Florida Statutes Chapter 28 Clerks of the Circuit Courts; Chapter 34 County Courts; Chapter 36 County Depositories; Chapter 43 Courts; General Provisions; Chapter 938 Court Costs.

Advisory Board

Investment Oversight Committee and Audit Advisory Committee

Benchmarking

Benchmark Data*	FY07 Leon County Range	Benchmark
All Case types listed below – Criminal and Civil	88.8% - 100%	80%

*Note: 80% Benchmark established by the Clerks of Courts Operations Corporation created by the Florida Legislature as part of Article V

Performance Measures

Performance Measure	Annual Projected % of Cases opened within x business days after initial documents are clocked in	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
Criminal Cases	Cases opened for Circuit Court defendants within 2 business days	99.9	100	100	100
	Cases opened for County Court defendants within 3 business days	98.7	99.6	95.8	99
	Cases opened for within 2 business days	98.9	97.8	95.6	95.1
	Traffic (UTC) cases opened within 3 business days	94.8	86.7	91.8	90.9
Civil Cases	Court Circuit cases opened within 2 business days	99.0	97.7	94.4	90.6
	County cases opened within 2 business days	99.3	99.9	99.6	99.6
	Traffic (UTC) cases opened within 4 business days	88.8	86.7	85.7	97.1
	Probate cases opened within 2 business days	99.7	99.8	99.7	99.1
	Family cases opened within 3 business days	98.4	99.6	98.7	99.6
	Juvenile Delinquency cases opened within 2 business days	100.0	99.6	100.0	100
Performance Measure	Annual Projected % of docket entries entered within x business days after clock in/action taken date				
Criminal Cases	Circuit defendants docket entries entered within 2 business days	99.7	99.7	99.7	99.7
	County defendants docket entries entered within 3 business days	99.4	98.9	98.8	99.4
	Juvenile Delinquency docket entries entered within 2 business days	99.2	98.0	98.6	98.7
	Traffic (UTC) docket entries entered within 3 business days	95.2	93.6	94.8	91.8
Civil Cases	Circuit cases entered within 3 business days	96.5	98.0	96.9	97.8
	County cases entered within 3 business days	98.4	99.1	98.8	98.9
	Traffic (UTC) cases entered within 4 business days	93.8	93.5	92.5	98.5
	Probate cases entered within 3 business days	99.1	99.1	99.3	97.9
	Family cases entered within 3 business days	98.1	98.0	97.8	97.7
	Juvenile Delinquency cases entered within 3 business days	94.6	96.8	95.7	99.2

Tax Deed Activity*	FY06 Actual	FY07 Actual	FY08 Estimated	FY09 Estimated
Redeemed: property owner pays delinquent taxes before property goes to auction	29	412	293	295
Sold: tax deed sold at auction	13	34	56	60
Cancelled: auction activity stopped, and matter is referred back to the Tax Collector's Office	1	0	9	10
Pending: legal verification and notification process prior to redemption or auction	0	1	153	155
Total	**43**	**447**	**511**	**520**

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Constitutional

Clerk of the Circuit Court Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	316,483	344,220	344,220	39,944	384,164	395,689
General Fund	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342
Transfers to Special Revenues	49,333	-	-		-	-
Total Budgetary Costs	1,779,793	1,847,365	1,887,135	(21,509)	1,865,626	1,965,031

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk - Article V Expenses (110-537-586)	49,333	-		-		-
Clerk - Article V Expenses (110-537-614)	316,483	344,220	344,220	39,944	384,164	395,689
Clerk - Finance Administration (001-132-586)	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342
Total Budget	1,779,793	1,847,365	1,887,135	(21,509)	1,865,626	1,965,031

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342
110 Fine and Forfeiture	365,816	344,220	344,220	39,944	384,164	395,689
Total Revenues	1,779,793	1,847,365	1,887,135	(21,509)	1,865,626	1,965,031

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk - Article V Expenses (110-537-614)	109.00	109.00	109.00	-	109.00	109.00
Clerk - Finance Administration (001-132-586)	26.00	26.00	26.00	(1.00)	25.00	25.00
County Courts (110-531-586)	47.50	47.50	47.50	-	47.50	47.50
Total Full-Time Equivalents (FTE)	182.50	182.50	182.50	(1.00)	181.50	181.50

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Clerk of the Circuit Court - Clerk - Finance Administration (001-132-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
General Fund	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342
Total Budgetary Costs	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342
Total Revenues	1,413,977	1,503,145	1,542,915	(61,453)	1,481,462	1,569,342

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk of the Circuit Court	26.00	26.00	26.00	(1.00)	25.00	25.00
Total Full-Time Equivalents (FTE)	26.00	26.00	26.00	(1.00)	25.00	25.00

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The elimination of an Account IV position in the amount of $61,453. This amount represents 72.42% of County's portion of the position cost as specified in the contract for financial services. This reduction was made to meet the 8% reduction requested by the Board subsequent to the passage of property tax reform and Amendment #1.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

Note: This budget reflects only that portion of the Clerk's expenditures supported by the Board of County Commissioners. These expenses include a portion of the Finance Division and court related expenses as required by Article V, Revision 7 to the Florida Legislature.

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Constitutional

Clerk of the Circuit Court - Clerk - Article V Expenses (110-537-614)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	316,483	344,220	344,220	39,944	384,164	395,689
Total Budgetary Costs	316,483	344,220	344,220	39,944	384,164	395,689

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	316,483	344,220	344,220	39,944	384,164	395,689
Total Revenues	316,483	344,220	344,220	39,944	384,164	395,689

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Clerk of the Circuit Court	109.00	109.00	109.00		109.00	109.00
Total Full-Time Equivalents (FTE)	109.00	109.00	109.00		109.00	109.00

Note
This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. Obligations for continuity of services in the amount of $39,944. These increases are directly associated with the increased operating costs associated with providing the statutorily required Article V funding.

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Property Appraiser

Organizational Code: 001-152-586

Mission Statement

The mission of the Property Appraiser is to assess all property located within Leon County according to the laws of the State of Florida, thereby assuring all property owners with a fair and equitable taxing structure.

Summary of Services Provided

1. Assess all property located within Leon County.
2. Provide effective and efficient service to the citizens of Leon County.
3. Administer all exemptions and classifications.
4. Provide Tax Roll for all taxing authorities.
5. Administer the Truth In Millage (TRIM) process.

Statutory Requirements

Florida Statute, Chapter 192.091 and Florida Statute, Chapter 195.087, Chapters 193, 194, 196, 197, 200.

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of Homestead Exemptions	53,873	54,639	56,800	57,250
# of Senior Exemptions	1,947	1,878	1,978	1,900

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Property Appraiser (001-512-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
General Fund	4,487,428	4,684,337	4,709,116	(247,082)	4,462,034	4,565,787
Total Budgetary Costs	4,487,428	4,684,337	4,709,116	(247,082)	4,462,034	4,565,787

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	4,487,428	4,684,337	4,709,116	(247,082)	4,462,034	4,565,787
Total Revenues	4,487,428	4,684,337	4,709,116	(247,082)	4,462,034	4,565,787

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Property Appraiser	1.00	1.00	1.00	-	1.00	1.00
Financial Officer	1.00	1.00	1.00	-	1.00	1.00
Administrative Supervisor/Secretary/Telephone Operator	3.00	3.00	3.00	(1.00)	2.00	2.00
Assistant Property Appraiser	1.00	1.00	1.00	-	1.00	1.00
Chief Deputy of Appraisals	1.00	1.00	1.00	-	1.00	1.00
Commercial Analyst	4.00	4.00	4.00	-	4.00	4.00
Exemption/Customer Service Supervisor	1.00	1.00	1.00	-	1.00	1.00
Data Entry Operator	2.00	2.00	2.00	-	2.00	2.00
Chief Information Officer	1.00	1.00	1.00	-	1.00	1.00
Director of Management Services	1.00	1.00	1.00	-	1.00	1.00
Director of Real Estate	1.00	1.00	1.00	-	1.00	1.00
Exempt/Customer Service Technicians	5.00	5.00	5.00	-	5.00	5.00
GIS Coordinator	1.00	1.00	1.00	-	1.00	1.00
GIS/IT Specialist	3.00	3.00	3.00	-	3.00	3.00
Land Appraisers/Sales	4.00	4.00	4.00	-	4.00	4.00
Land Supervisor	1.00	1.00	1.00	-	1.00	1.00
NAL Supervisor	1.00	1.00	1.00	-	1.00	1.00
TPP Supervisor	1.00	1.00	1.00	-	1.00	1.00
Network System Administrator	1.00	1.00	1.00	-	1.00	1.00
Residential Appraisal/Specialist	12.00	12.00	12.00	-	12.00	12.00
RE Title/NAL Technician	4.00	4.00	4.00	-	4.00	4.00
Supervisor/Administrator Field Operations	2.00	2.00	2.00	-	2.00	2.00
TPP Appraiser/Auditor	4.00	4.00	4.00	-	4.00	4.00
Tax Roll Administrator	1.00	1.00	1.00	-	1.00	1.00
Document Records Manager	1.00	1.00	-	-	-	-
Total Full-Time Equivalents (FTE)	58.00	58.00	57.00	(1.00)	56.00	56.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Property Appraiser (001-512-586)

Notes:
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. A reduction in appraisal services in the amount of $77,633 by freezing the funding for two positions, a Neighborhood Specialist and a Commercial Specialist.
2. The elimination of Administrative Support for a savings of $39,409.
3. The elimination of out-of-state travel and training for a cost savings of $20,040.
4. Elimination of a web based property tax filing system for a savings of $85,000.
5. A reduction in parking service charges for a savings of $25,000.

These reductions were made to meet the 8% reduction requested by the Board subsequent to the passage of property tax reform and Amendment #1.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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Constitutional

Sheriff Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	42,847,958	47,691,171	48,696,824	(1,006,514)	47,690,310	49,723,831
Operating	13,436,266	14,297,356	15,001,881	(499,183)	14,502,698	14,502,698
Capital Outlay	1,363,076	1,240,683	1,059,494	(321,994)	737,500	739,250
Transfers to Special Revenues	-	123,711	121,155		121,155	121,225
Budgeted Reserves	-	-	252,000	-	252,000	252,000
Sheriff Offset	-	(1,436,278)	(1,494,828)	(13,236)	(1,508,064)	(1,508,064)
Total Budgetary Costs	57,647,300	61,916,643	63,636,526	(1,840,927)	61,795,599	63,830,940

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Corrections (110-511-586)	26,027,595	28,493,362	29,554,921	-	29,554,921	30,479,265
Emergency Management (125-864-525)	-	123,711	121,155	-	121,155	121,225
Enhanced 9-1-1 (130-180-586)	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284
Law Enforcement (110-510-586)	30,307,322	31,988,612	32,693,446	(1,840,927)	30,852,519	31,963,166
Total Budget	57,647,300	61,916,643	63,636,526	(1,840,927)	61,795,599	63,830,940

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	56,334,917	60,481,974	62,248,367	(1,840,927)	60,407,440	62,442,431
125 Grants	-	123,711	121,155	-	121,155	121,225
130 9-1-1 Emergency Communications	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284
Total Revenues	57,647,300	61,916,643	63,636,526	(1,840,927)	61,795,599	63,830,940

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Corrections (110-511-586)	299.00	299.00	299.00	-	299.00	299.00
Emergency Management (125-864-525)	2.00	2.00	2.00	-	2.00	2.00
Enhanced 9-1-1 (130-180-586)	5.00	5.00	5.00	-	5.00	5.00
Law Enforcement (110-510-586)	334.00	335.00	335.00	(2.00)	333.00	333.00
Total Full-Time Equivalents (FTE)	640.00	641.00	641.00	(2.00)	639.00	639.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Sheriff – Law Enforcement

Organizational Code: 110-510-586

Mission Statement

The mission of the Leon County Sheriff's Office – Law Enforcement is to provide the highest professional level of effective and efficient law enforcement services to the residents of Leon County.

Summary of Services Provided

1. Provide a uniformed deputy to respond to all emergency and non-emergency calls for service.
2. Investigate crimes and diligently pursue those persons who violate the law.
3. Provide School Resource Officers at all high schools and middle schools.
4. Execute all processes of the Supreme Court, Circuit Court, County Court, and Board of County Commissioners.
5. Provide Leon County courthouse and courtroom security.
6. Provide the citizens of Leon County with informational publications and programs for crime prevention.
7. To be actively involved in the community by practicing community oriented policing activities and by creating partnerships with local charity agencies.

Statutory Requirements

F.S. Article V, Chapter 30 – Sheriffs

Advisory Board

Public Safety Coordinating Council, Public Safety Communications Board

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of civil processes served	28,740	29,326	32,570*	34,199
# of uniform patrol primary/secondary calls for service	174,958	178,528	171,394*	174,776
# of warrants served	5,734	4,691	4,881	4,905
# visitors checked at Courthouse entrances	479,968	489,763	463,224*	481,753

* Revised Estimate

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Constitutional

Sheriff - Law Enforcement (110-510-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	25,404,135	27,592,629	28,199,164	(1,006,514)	27,192,650	28,303,297
Operating	3,614,853	4,606,248	4,575,159	(499,183)	4,075,976	4,075,976
Capital Outlay	1,288,334	876,694	1,009,494	(321,994)	687,500	687,500
Sheriff Offset	-	(1,086,959)	(1,090,371)	(13,236)	(1,103,607)	(1,103,607)
Total Budgetary Costs	30,307,322	31,988,612	32,693,446	(1,840,927)	30,852,519	31,963,166

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	30,307,322	31,988,612	32,693,446	(1,840,927)	30,852,519	31,963,166
Total Revenues	30,307,322	31,988,612	32,693,446	(1,840,927)	30,852,519	31,963,166

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Constitutional

Sheriff - Law Enforcement (110-510-586)

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Aircraft Mechanic	1.00	1.00	1.00	-	1.00	1.00
Bailiff Technician	3.00	3.00	3.00	-	3.00	3.00
Bailiff Unit Supervisor	1.00	1.00	1.00	-	1.00	1.00
Captain	5.00	5.00	5.00	-	5.00	5.00
Clerk Specialist	4.00	4.00	4.00	-	4.00	4.00
Communications Officer	34.00	34.00	34.00	-	34.00	34.00
Communications Supervisor	1.00	1.00	1.00	-	1.00	1.00
Deputy	180.00	184.00	184.00	-	184.00	184.00
Deputy/Bailiff	1.00	-	-	-	-	-
Deputy/SRO	1.00	-	-	-	-	-
Deputy/Training	1.00	-	-	-	-	-
Evidence Custodian	2.00	2.00	2.00	-	2.00	2.00
Finance & Accounting Director	1.00	1.00	1.00	-	1.00	1.00
Fiscal Assistant	2.00	2.00	2.00	-	2.00	2.00
Fleet Maintenance Director	1.00	1.00	1.00	-	1.00	1.00
Lieutenant	13.00	13.00	13.00	(1.00)	12.00	12.00
Major	4.00	4.00	4.00	-	4.00	4.00
Process Server	6.00	6.00	6.00	-	6.00	6.00
Records Clerk	5.00	5.00	5.00	-	5.00	5.00
Records System Manager	1.00	1.00	1.00	-	1.00	1.00
Secretary II	6.00	6.00	6.00	-	6.00	6.00
Sergeant	28.00	28.00	28.00	-	28.00	28.00
Sheriff's Secretary	1.00	1.00	1.00	(1.00)	-	-
Sheriff	1.00	1.00	1.00	-	1.00	1.00
Victim Advocate	1.00	1.00	1.00	-	1.00	1.00
IT Technician	3.00	3.00	3.00	-	3.00	3.00
Administrative Assistant	1.00	1.00	1.00	-	1.00	1.00
Civil Enforcement Specialist	1.00	1.00	1.00	-	1.00	1.00
Communications/Lead Worker	4.00	4.00	4.00	-	4.00	4.00
Communications/Shift Supervisor	4.00	4.00	4.00	-	4.00	4.00
Crime Analyst	1.00	1.00	1.00	-	1.00	1.00
Fingerprint Clerk	1.00	1.00	1.00	-	1.00	1.00
Fiscal Operations Purch/Prop	1.00	1.00	1.00	-	1.00	1.00
Fleet Maintenance Mechanic	3.00	3.00	3.00	-	3.00	3.00
Human Resources Generalist	1.00	1.00	1.00	-	1.00	1.00
Human Resources Lead Generalist	1.00	1.00	1.00	-	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	-	1.00	1.00
IT Manager	1.00	1.00	1.00	-	1.00	1.00
Publication Specialist	1.00	1.00	1.00	-	1.00	1.00
Records Assist Manager	1.00	1.00	1.00	-	1.00	1.00
Records Specialist	2.00	2.00	2.00	-	2.00	2.00
Communications Officer	1.00	1.00	1.00	-	1.00	1.00
Latent Fingerprint Examiner	1.00	1.00	1.00	-	1.00	1.00
Paralegal	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	334.00	335.00	335.00	(2.00)	333.00	333.00

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3. The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Sheriff - Law Enforcement (110-510-586)

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Management reorganization and the associated elimination of a Lieutenant position for a savings of $119,051.
2. A reduction in administrative support by eliminating an Administrative Specialist for a savings of $ $35,947.
3. A delay in the vehicle replacement schedule (14 units) for a savings of $262,744.
4. Operating reduction in the amount of $501, 893, including uniform replacement, the reduction of community publications, travel and training, vehicle repair and maintenance, and reducing the size of the mounted posse.

These reductions were made to meet the 8% reduction requested by the Board subsequent to the passage of property tax reform and Amendment #1.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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Sheriff – Corrections

Organizational Code: 110-511-586

Mission Statement

The mission of the Leon County Sheriff's Office - Corrections is to provide the highest professional level of effective and efficient detention and correctional services to the residents of Leon County.

Summary of Services Provided

1. Provide care, custody, and control of inmates.
2. Provide medical care of inmates.
3. Administer financial responsibility for medical expenses.
4. Provide transportation of inmates.
5. Provide educational and treatment programs for inmates.
6. Manage inmate work crew programs.

Statutory Requirements

F.S. Article V, Chapter 30 – Sheriffs

Advisory Board

Public Safety Coordinating Council

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of inmates on average	1,075	1,175	1,207	1,180
# of work crew labor hours	242,903	270,949	250,055	253,780

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Constitutional

Sheriff - Corrections (110-511-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	17,223,430	19,839,849	20,233,828	-	20,233,828	21,156,422
Operating	8,735,400	8,968,832	9,675,550	-	9,675,550	9,675,550
Capital Outlay	68,765	34,000	50,000	-	50,000	51,750
Sheriff Offset	-	(349,319)	(404,457)	-	(404,457)	(404,457)
Total Budgetary Costs	26,027,595	28,493,362	29,554,921	-	29,554,921	30,479,265

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	26,027,595	28,493,362	29,554,921	-	29,554,921	30,479,265
Total Revenues	26,027,595	28,493,362	29,554,921	-	29,554,921	30,479,265

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Major	1.00	1.00	1.00	-	1.00	1.00
Captain	4.00	4.00	4.00	-	4.00	4.00
Lieutenant	9.00	9.00	9.00	-	9.00	9.00
Sergeant	24.00	24.00	24.00	-	24.00	24.00
Correctional Officer	194.00	206.00	206.00	-	206.00	206.00
Correctional Technician	47.00	35.00	35.00	-	35.00	35.00
Administrative Assistant	3.00	3.00	3.00	-	3.00	3.00
Fiscal Ops Assistant Manager	1.00	1.00	1.00	-	1.00	1.00
Training Technician	1.00	1.00	1.00	-	1.00	1.00
Inmate Records Clerk	1.00	1.00	1.00	-	1.00	1.00
Support Services Supervisor	1.00	-	-	-	-	-
Facilities Maintenance Manager	1.00	1.00	1.00	-	1.00	1.00
IT Technician	1.00	2.00	2.00	-	2.00	2.00
Fiscal Ops Purch/Prop	2.00	2.00	2.00	-	2.00	2.00
Human Resources Generalist	1.00	1.00	1.00	-	1.00	1.00
Facilities Maintenace - Electrician	2.00	2.00	2.00	-	2.00	2.00
Facilities Maintenace - General	2.00	2.00	2.00	-	2.00	2.00
Facilities Maintenace - HVAC	2.00	2.00	2.00	-	2.00	2.00
Facilities Maintenace - Plumber	1.00	1.00	1.00	-	1.00	1.00
Fleet Maintenace Mechanic	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	299.00	299.00	299.00	-	299.00	299.00

Notes
This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. Contracts or other obligations for continuity of services in the amount of $822,504. These contacts included increases in medical services and food services for prisoners.

Decreases to Program Funding Levels:
1. Property Insurance savings at the jail in the amount of $ 112,975, and other insurance costs in the amount of $36,447.

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Sheriff – Emergency Management

Attachment # 6
Page 164 of 196

Organizational Code: 125-864-525

Mission Statement

The mission of Emergency Management is to save lives and protect the property of the residents of Leon County through the coordination of cost-effective and integrated public safety programs.

Summary of Services Provided

1. Maintain the Comprehensive Emergency Management Plan.
2. Maintain the functionality of the Emergency Operations Center.
3. Review Health Care Facility Plans.
4. Provide education on disaster preparedness, response, recovery, and mitigation.

Statutory Requirements

F.S. 252.31-252.60 - "State Emergency Management Act"

Advisory Board

State Emergency Response Commission; Local Emergency Planning Committee; Domestic Security Task Force; Local Mitigation Strategy Committee; Emergency Alert System Committee; Special Needs Committee; Florida Emergency Preparedness Association Planning Committee; American Red Cross Board of Directors

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of annual exercises conducted	8	9	9	10
# of health care facility plans reviewed	34	19	21	26
# of presentation conducted	10	10	10	10

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Constitutional

Sheriff - Emergency Management (125-864-525)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Special Revenues	-	123,711	121,155	-	121,155	121,225
Total Budgetary Costs	-	123,711	121,155	-	121,155	121,225

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
125 Grants	-	123,711	121,155	-	121,155	121,225
Total Revenues	-	123,711	121,155	-	121,155	121,225

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Emergency Management Coordinator	1.00	1.00	1.00	-	1.00	1.00
Emergency Management Director	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	-	2.00	2.00

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Reflect a slight reduction in the federal match requirement.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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Sheriff – Enhanced 911

Organizational Code: 130-180-586

Mission Statement

The mission of Enhanced 9-1-1 is to provide Enhanced 9-1-1 services for the reporting of emergencies to response agencies such as the Police Department, Fire Department, and Emergency Medical Services (EMS).

Summary of Services Provided

1. Maintain the Master Street Address Guide to insure 9-1-1 database accuracy.
2. Respond to subpoena requests for 9-1-1 information as received from the State Attorney's Office.
3. Develop and maintain diagrams of critical and key facilities within Leon County.
4. Develop digital map displays for the 9-1-1 system to pinpoint the location of landline and cellular callers.

Statutory Requirements

F.S. 365.171-175(9-1-1 and Wireless Enhanced 9-1-1)

Advisory Board

State National Emergency Number Association – Vice President/West Florida

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of days taken to respond to subpoena requests for 9-1-1	1	1	1	1
# of monthly detailed facility layouts produced	9	7	9	9
% of 9-1-1 database accuracy	98	98	98	99
% of 9-1-1 mapping system accuracy (Cellular)	85	90	95	96
% of 9-1-1 mapping system accuracy (Landline)	98	98	98	98

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Constitutional

Sheriff - Enhanced 9-1-1 (130-180-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	220,393	258,693	263,832	-	263,832	264,112
Operating	1,086,013	722,276	751,172	-	751,172	751,172
Capital Outlay	5,977	329,989	-	-	-	-
Budgeted Reserves	-	-	252,000	-	252,000	252,000
Total Budgetary Costs	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
130 9-1-1 Emergency Communications	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284
Total Revenues	1,312,383	1,310,958	1,267,004	-	1,267,004	1,267,284

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Associate IV	1.00	1.00	1.00	-	1.00	1.00
Customer Services Specialist	1.00	1.00	1.00	-	1.00	1.00
Customer Services Technician	2.00	2.00	2.00	-	2.00	2.00
9-1-1 Systems Manager	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	5.00	5.00	5.00	-	5.00	5.00

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. This decrease is due to the prior year funding of capital equipment, specifically the replacement of E-911 recorders. There is no corresponding capital funding budgeted for FY 2009.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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Supervisor of Elections

Organizational Code: 060-520/521-513

Mission Statement

The mission of the Supervisor of Elections is to pursue excellence in the registration of citizens to vote in compliance with the National Voter Registration Act as well as process and maintain voter records in a timely and professional manner that serves all citizens of Leon County. The Supervisor of Elections conducts all elections within Leon County with integrity and accuracy, in a proficient and cost effective manner that serves all citizens.

Summary of Services Provided

Voter Registration

1. Qualifies and registers electors using state and federal forms and guidelines; Issues new or replacement voter information cards as needed.
2. Maintain registration records in physical and electronic form via the statewide voter registration data base.
3. Performs annual address confirmation maintenance via verification of addresses through the national clearing house for postal change of addresses.
4. Performs voter outreach in Leon County by providing access to voter registration material at over 125 branch sites including libraries, schools and banks.
5. Performs voter outreach at many local events to educate the public on how to register to vote or make changes to their registration as well as provide opportunities to answer questions concerning registration, voting, and elections.

Elections

1. Conducts all regularly scheduled Federal, State, County and Municipal elections as well as any special election as required by the state, county, City of Tallahassee or special district.
2. Qualifies all candidates for County, Municipal or special district office within Leon County.
3. Provide candidates, parties and committees with information on voters including name and address, registration status, demographics and voting history, maps and special precinct based information such as precinct street maps and lists.
4. Publish election related material and advertising as required by state statute notifying citizens, candidates, political parties, and committees of dates of events relating to all elections.
5. Train poll workers for each election as required by state statute.

Statutory Requirements

Florida Constitution; Florida Statutes 97-106 Elections Code; Florida Statute 129.201- 129.202; and the National Voter Registration Act

Advisory Board

County Canvassing Board

Performance Measures

Performance Measures*	2002 Election Cycle Actual		2004 Election Cycle** Actual		2006 Election Cycle Actual		2008 Election Cycle** Estimates	
	Primary	*General*	*Primary*	*General*	*Primary*	*General*	*Primary*	*General*
# of Eligible Voters	81,083	146,151	155,352	171,182	146,067	143,495	170,000	185,000
# of Voters Who Voted	31,192	94,602	55,855	136,638	54,322	90,980	85,000	148,000
# of Early Voters	3,869	8,839	4,593	17,974	4,692	7,688	14,000	20,000
# of Poll Workers	842	1,118	849	1,169	1,052	1,159	1,200	1,440
# of Absentee Ballots Mailed	4,284	11,983	9,413	26,216	9,396	16,807	19,000	28,500
# of Absentee Ballots Processed	3,353	10,481	7,645	22,674	6,894	14,768	14,250	24,800

*Note: Election Cycles typically span over two fiscal years. For instance, the Election Cycle 2002 includes Fiscal Years 2002 and 2003. FY 2008 actuals and FY 2010 estimates will be provided for the FY 2010 budget.

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Constitutional

Supervisor of Elections Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,539,724	1,930,757	1,723,262	-	1,723,262	1,801,287
Operating	814,812	1,888,236	1,184,800	-	1,184,800	1,474,444
Transportation	2,716	3,978	4,921		4,921	4,921
Capital Outlay	92,088	30,238	5,000		5,000	5,000
Constitutional Payments	168,915	-	-	-	-	-
Total Budgetary Costs	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Elections (060-521-513)	733,252	2,052,615	1,151,622	-	1,151,622	1,459,484
Elections (060-521-586)	115,793	-	-	-	-	-
Special Elections (060-522-513)	141,835	-	-	-	-	-
Voter Registration (060-520-513)	1,574,253	1,800,594	1,766,361	-	1,766,361	1,826,168
Voter Registration (060-520-586)	53,122	-	-	-	-	-
Total Budget	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
060 Supervisor of Elections	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652
Total Revenues	2,618,255	3,853,209	2,917,983	-	2,917,983	3,285,652

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Voter Registration (060-520-513)	17.00	17.00	17.00	-	17.00	17.00
Total Full-Time Equivalents (FTE)	17.00	17.00	17.00	-	17.00	17.00

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Elections (060-521-513)	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Supervisor of Elections - Voter Registration (060-520-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	1,405,796	1,434,877	1,474,949	-	1,474,949	1,535,307
Operating	143,605	333,152	284,200	-	284,200	283,649
Transportation	1,428	2,327	2,212	-	2,212	2,212
Capital Outlay	23,424	30,238	5,000	-	5,000	5,000
Total Budgetary Costs	1,574,253	1,800,594	1,766,361	-	1,766,361	1,826,168

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
060 Supervisor of Elections	1,574,253	1,800,594	1,766,361	-	1,766,361	1,826,168
Total Revenues	1,574,253	1,800,594	1,766,361	-	1,766,361	1,826,168

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Coordinator	1.00	1.00	1.00	-	1.00	1.00
Assistant Supervisor of Elect	1.00	1.00	1.00	-	1.00	1.00
Demographics/GIS Manager	1.00	1.00	1.00	-	1.00	1.00
Elections Coordinator	1.00	1.00	1.00	-	1.00	1.00
Elections Records Manager	1.00	1.00	1.00	-	1.00	1.00
Elections Records Specialist	3.00	3.00	3.00	-	3.00	3.00
Elections System Manager	1.00	1.00	1.00	-	1.00	1.00
Outreach Program Coordinator	1.00	1.00	1.00	-	1.00	1.00
Election Records Clerk	1.00	1.00	1.00	-	1.00	1.00
Supervisor of Elections	1.00	1.00	1.00	-	1.00	1.00
Voting System Manager	1.00	1.00	1.00	-	1.00	1.00
Warehouse Technician	1.00	1.00	1.00	-	1.00	1.00
Elections Information Specialist	1.00	1.00	1.00	-	1.00	1.00
Voting Machine Technician	1.00	-	-	-	-	-
Voting Systems Technician III	-	1.00	1.00	-	1.00	1.00
Voting System Specialist	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	17.00	17.00	17.00	-	17.00	17.00

Notes
Decreases to Program Funding Levels:
1. Reflects a $74,305 reduction in operating, transportation and capital outlay costs for the office associated with the off-year election cycle.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.

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Constitutional

Supervisor of Elections - Elections (060-521-513)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	82,419	495,880	248,313	-	248,313	265,980
Operating	580,935	1,555,084	900,600	-	900,600	1,190,795
Transportation	1,234	1,651	2,709	-	2,709	2,709
Capital Outlay	68,664	-	-	-	-	-
Total Budgetary Costs	733,252	2,052,615	1,151,622	-	1,151,622	1,459,484

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
060 Supervisor of Elections	733,252	2,052,615	1,151,622	-	1,151,622	1,459,484
Total Revenues	733,252	2,052,615	1,151,622	-	1,151,622	1,459,484

OPS Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Elections Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Reflects a $902,051 reduction in operating, transportation and capital outlay costs for the office associated with the off-year election cycle.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs.
2. Fuel costs in the amount of $1,058.

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Tax Collector

Organizational Code: 001-513-586

Mission Statement

The Leon County Tax Collector's Office collects authorized taxes and fees from people and businesses in a fair and professional manner, and efficiently distributes the proceeds in accordance with law to the taxing authorities.

Summary of Services Provided

1. Collect all authorized property taxes and fees within Leon County.
2. Efficiently distribute the collected taxes and fees to the appropriate authorities in accordance with law.
3. Perform responsibilities and provide services to people and businesses in a fair, efficient and courteous fashion.
4. Effectively perform as agents of the Florida Department of Highway Safety and Motor Vehicles and the Florida Fish and Wildlife Conservation Commission.

Statutory Requirements

Florida Statutes, Chapters 192, 197, 218, 319, 320 and 322

Advisory Board

None

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Constitutional

Tax Collector Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
General Fund	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800
Transfers to Capital Projects	26,211	26,523	27,319	-	27,319	28,139
Transfers to Special Revenues	166,237	176,142	191,691	-	191,691	200,733
Total Budgetary Costs	5,729,042	5,417,790	5,095,010	-	5,095,010	5,348,672

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Tax Collector (001-513-586)	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800
Tax Collector (123-513-586)	16,193	15,914	16,391	-	16,391	16,883
Tax Collector (135-513-586)	144,626	151,857	164,900	-	164,900	173,150
Tax Collector (162-513-586)	5,418	3,371	5,400	-	5,400	5,700
Tax Collector (164-513-586)	-	5,000	5,000	-	5,000	5,000
Tax Collector (401-513-586)	26,211	26,523	27,319	-	27,319	28,139
Total Budget	5,729,042	5,417,790	5,095,010	-	5,095,010	5,348,672

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800
123 Stormwater Utility	16,193	15,914	16,391	-	16,391	16,883
135 Emergency Medical Services MSTU	144,626	151,857	164,900	-	164,900	173,150
162 Special Assessment Paving (2/3 2/3 Repay)	5,418	3,371	5,400	-	5,400	5,700
164 Special Assessment - Killearn Lakes Units I and II Sewer	-	5,000	5,000	-	5,000	5,000
401 Solid Waste	26,211	26,523	27,319	-	27,319	28,139
Total Revenues	5,729,042	5,417,790	5,095,010	-	5,095,010	5,348,672

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Tax Collector (001-513-586)	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalents (FTE)	86.00	86.00	86.00	-	86.00	86.00

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Tax Collector - Tax Collector (001-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
General Fund	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800
Total Budgetary Costs	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800
Total Revenues	5,536,594	5,215,125	4,876,000	-	4,876,000	5,119,800

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Tax Collector	86.00	86.00	86.00	-	86.00	86.00
Total Full-Time Equivalents (FTE)	86.00	86.00	86.00	-	86.00	86.00

Note
This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

1. Decrease in commission payments in the amount of $339,125. The preliminary tax collector budget will be established pending Board actions at the July 8-11 budget workshops and the establishment of the tentative millage rates.

2. Any increased commissions paid for excess collections will be off-set by the return of corresponding excess fees at the end of the fiscal year. The Tax Collector has committed to returning no less than $433,000 in excess fees for FY 2009. This amount corresponds to the 8% reduction requested by the Board subsequent to the passage of property tax reform and Amendment #1.

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Tax Collector - Tax Collector (123-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Special Revenues	16,193	15,914	16,391	-	16,391	16,883
Total Budgetary Costs	16,193	15,914	16,391	-	16,391	16,883

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
123 Stormwater Utility	16,193	15,914	16,391	-	16,391	16,883
Total Revenues	16,193	15,914	16,391	-	16,391	16,883

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All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Tax Collector - Tax Collector (135-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Special Revenues	144,626	151,857	164,900	-	164,900	173,150
Total Budgetary Costs	144,626	151,857	164,900	-	164,900	173,150

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
135 Emergency Medical Services MSTU	144,626	151,857	164,900	-	164,900	173,150
Total Revenues	144,626	151,857	164,900	-	164,900	173,150

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Constitutional

Tax Collector - Tax Collector (162-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Special Revenues	5,418	3,371	5,400	-	5,400	5,700
Total Budgetary Costs	5,418	3,371	5,400	-	5,400	5,700

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
162 Special Assessment Paving (2/3 2/3 Repay)	5,418	3,371	5,400	-	5,400	5,700
Total Revenues	5,418	3,371	5,400	-	5,400	5,700

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Constitutional

Tax Collector - Tax Collector (164-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Special Revenues	-	5,000	5,000	-	5,000	5,000
Total Budgetary Costs	-	5,000	5,000	-	5,000	5,000

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
164 Special Assessment - Killearn Lakes Units I and II Sewer	-	5,000	5,000	-	5,000	5,000
Total Revenues	-	5,000	5,000	-	5,000	5,000

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Constitutional

Tax Collector - Tax Collector (401-513-586)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Transfers to Capital Projects	26,211	26,523	27,319	-	27,319	28,139
Total Budgetary Costs	26,211	26,523	27,319	-	27,319	28,139

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
401 Solid Waste	26,211	26,523	27,319	-	27,319	28,139
Total Revenues	26,211	26,523	27,319	-	27,319	28,139

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Judicial

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	338,351	350,505	537,593	-	537,593	556,976
Operating	268,326	646,553	309,305	(19,366)	289,939	290,098
Capital Outlay	20,993	84,135	81,006	-	81,006	82,679
Grants-in-Aid	104,500	185,007	188,147		188,147	188,977
Total Budgetary Costs	732,170	1,266,200	1,116,051	(19,366)	1,096,685	1,118,730

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Court Administration	188,710	187,298	186,772	-	186,772	192,077
State Attorney	58,654	88,904	88,884	(10,533)	78,351	78,351
Public Defender	90,757	107,775	107,775	(8,833)	98,942	98,942
Other Court-Related Programs	376,748	860,396	710,784	-	710,784	727,524
Guardian Ad Litem	17,301	21,827	21,836	-	21,836	21,836
Total Budget	732,170	1,266,200	1,116,051	(19,366)	1,096,685	1,118,730

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	206,011	209,125	208,608	-	208,608	213,913
110 Fine and Forfeiture	175,078	592,664	292,644	(19,366)	273,278	273,278
113 Law Library Trust	11,402		-	-	-	-
114 Family Law Legal Services	135,759	142,351	188,118	-	188,118	195,036
117 Judicial Programs	203,920	322,060	426,681	-	426,681	436,503
Total Revenues	732,170	1,266,200	1,116,051	(19,366)	1,096,685	1,118,730

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Court Administration	3.00	3.00	3.00	-	3.00	3.00
Other Court-Related Programs	3.00	4.00	8.00	-	8.00	8.00
Total Full-Time Equivalents (FTE)	6.00	7.00	11.00	-	11.00	11.00

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All budget information presented includes reductions contemplated in option #'s. 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Court Administration

Organizational Code: 001-540-601

Mission Statement

The mission of the Office of Court Administration's Mental Health Coordinator and Detention Review Coordinator is to provide case management and intervention in the case processing of defendants in the Leon County Jail and other facilities in order to reduce delays in case disposition and/or defendant release.

Summary of Services Provided

Mental Health Coordinator

1. Performs early identification, screening of all persons arrested and booked into the Leon County Jail, and attends First Appearance court.
2. Provides case management services for all identified mentally ill defendants with criminal charges pending in Leon County.
3. Reviews, enhances and coordinates follow up mental health services available in the Leon County Jail and acts as court liaison for mental health issues with all outside vendors.

Detention Review Coordinator

1. Performs case management and reviews of all jailed felony defendants, traffic and misdemeanor defendants.
2. Performs bi-weekly case management and review of all felony technical probation violators.
3. Serves as Court Liaison for jail population review and management with all outside agencies.

Statutory Requirements

Florida Constitution; Florida Statutes, Chapters 29 "Court System Funding" "Chapter 34 "County Courts" "Chapter 38 "Judges: General Provisions" "Chapter 39 "Judicial: Proceedings Relating to Children" "Chapter 40 "Jurors & Payment of Jurors & Witnesses" "Chapter 43 "General Provisions: Courts"

Advisory Board

Forensic Mental Health Workgroup; Baker Act Screening Committee; Partners in Crisis and Mental Health Workgroup; Criminal Justice Coordinating Committee; Public Safety Coordinating Council; Justice Information System Users Group, and attendant Mental Health Advisory Board

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimates	FY2009 Estimates
# of Jail Beds Avoided Due to Detention Review Coordinator Intervention*	1,910	3,589	2,200	3,955***
# of Jail Beds Avoided Due to Felony Violators of Probation Rocket Docket*	N/A	10,501	14,150	23,365***
# of Jail Beds Avoided Due to Mental Health Coordinator Intervention	8,003	8,636	4,175**	2985
# of Mentally Ill Inmates Screened for Needs	2,335	3,126	811**	756

*New Program

**Due to the continuous implementation of new procedures for mentally ill defendants, the Mental Health Coordinator is able to identify these defendants earlier, thus decreasing the number of days of incarceration. In addition, with the proper community resources for these mentally ill defendants the recidivism rate decreases.

*** Fiscal constraints could cause this number to decline due to a decrease in resources dedicated to the problem.

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Judicial

Court Administration (001-540-601)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	151,766	151,032	151,492	-	151,492	156,797
Operating	36,944	36,266	35,280	-	35,280	35,280
Total Budgetary Costs	188,710	187,298	186,772	-	186,772	192,077

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	188,710	187,298	186,772	-	186,772	192,077
Total Revenues	188,710	187,298	186,772	-	186,772	192,077

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Detention Review Coordinator	1.00	1.00	1.00	-	1.00	1.00
Court Mental Health Coord.	1.00	1.00	1.00	-	1.00	1.00
Clerical Assistant	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	3.00	3.00	3.00	-	3.00	3.00

This program is recommended at an overall decreased funding level due to personnel and service level reductions. However, there are increased costs associated with this program. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. The reduction of overall operating costs in the amount of $2,709.

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.

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State Attorney

Organizational Code: 110-532-602

Mission Statement

The mission of the State Attorney is seeking justice for Florida by the efficient and effective prosecution and disposition of all felony, misdemeanor, and Juvenile criminal cases referred.

Summary of Services Provided

1. Provide personnel and procedures to perform all duties and functions for intake, investigation and prosecution of motions to which the State is a party.
2. Setting up and maintaining date and time for the Grand Jury to meet and providing a legal advisor.
3. Assist all law enforcement agencies with legal and investigative assistance upon request concerning any crime that has happened in the Second Judicial Circuit.
4. Represent the State of Florida in all suits, applications, civil and criminal motions to which the State is a party.

Statutory Requirements

Florida Statute 27
Florida Statute 29.008

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of Felony Cases filed	5,515	5,513	5,000	5,800
# of Juvenile Cases filed	1,748	1,524	1,700	1,500
# of Misdemeanor Cases filed	19,495	19,317	15,500	19,100
# of Worthless Check Cases filed	2,874	2,765	3,000	2,700

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Judicial

State Attorney (110-532-602)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	58,654	88,904	88,884	(10,533)	78,351	78,351
Total Budgetary Costs	58,654	88,904	88,884	(10,533)	78,351	78,351

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	58,654	88,904	88,884	(10,533)	78,351	78,351
Total Revenues	58,654	88,904	88,884	(10,533)	78,351	78,351

Notes
This program is recommended at an overall decreased funding level due to service level reductions. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Reduction of overall operating costs in the amount of $10,533.

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Public Defender

Organizational Code: 110-533-603

Mission Statement

The mission of the Public Defender's Office is to fulfill its constitutional requirement of providing quality legal representation to all indigents charged with criminal offenses.

Summary of Services Provided

1. Represent indigent clients charged with criminal offenses filed in Circuit, County, Juvenile, and Traffic Court.
2. Represent indigent clients with cases on appeal to the First District Court of Appeal.
3. Represent indigent clients in civil commitment proceedings under the Jimmy Ryce Act and the Baker Act.

Statutory Requirements

Florida Statute, Chapter 27.51 and Florida Statute 29.008

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of Total Appointed/Reopened cases	13,781	13589	14,745	15,482
# of Cases Pled	7,173	7202	7,675	8,058
# of Nolle Prossed/Dismissed Cases	1,744	1693	1,831	1,923
# of Total Cases Closed	11,090	11765	11,866	12,459
% of Total Incarcerated Clients Contacted within 3 days	96%	98%	98%	98%
# of Total Cases Closed within Speedy Trial Time Frame	11,086	11737	11,862	12,455
# of Substantiated Bar Grievances	0	0	0	0
# of Appellate Clients Represented	98	1200	1300	1400
# of Appellate Briefs Filed	100	1234	1250	1350

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Judicial

Public Defender (110-533-603)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	88,755	105,455	107,775	(8,833)	98,942	98,942
Capital Outlay	2,002	2,320	-	-	-	-
Total Budgetary Costs	90,757	107,775	107,775	(8,833)	98,942	98,942

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	90,757	107,775	107,775	(8,833)	98,942	98,942
Total Revenues	90,757	107,775	107,775	(8,833)	98,942	98,942

Notes
This program is recommended at an overall decreased funding level due to service level reductions. The funding level adjustments for FY09 are as follows:

Decreases to Program Funding Levels:
1. Reduction of overall operating costs in the amount of $8,833.

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Judicial

Other Court-Related Programs Summary

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	186,585	199,473	386,101	-	386,101	400,179
Operating	66,672	394,101	55,530	-	55,530	55,689
Capital Outlay	18,991	81,815	81,006		81,006	82,679
Grants-in-Aid	104,500	185,007	188,147		188,147	188,977
Total Budgetary Costs	376,748	860,396	710,784	-	710,784	727,524

Appropriations	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Alternative Juvenile Programs (117-509-569)	67,927	80,515	81,006	-	81,006	82,679
Conflict Attorney Expenses (110-538-621)	-	300,000	-	-	-	-
Court Admin Jud Prgs- Law Library (113-546-714)	11,402	-	-	-	-	-
Court Administration - Teen Court (114-586-662)	135,759	142,351	188,118	-	188,118	195,036
Judicial Programs/Article V (117-548-601)	51,257	80,515	183,663	-	183,663	188,466
Law Library (117-546-714)	5,903	80,515	181,006	-	81,006	82,679
Legal Aid (110-555-564)	25,667	95,985	95,985	-	95,985	95,985
Legal Aid (117-555-564)	78,833	80,515	81,006	-	81,006	82,679
Total Budget	376,748	860,396	710,784	-	710,784	727,524

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	25,667	395,985	95,985	-	95,985	95,985
113 Law Library Trust	11,402	-		-	-	-
114 Family Law Legal Services	135,759	142,351	188,118	-	188,118	195,036
117 Judicial Programs	203,920	322,060	426,681	-	426,681	436,503
Total Revenues	376,748	860,396	710,784	-	710,784	727,524

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Alternative Juvenile Programs (117-509-569)	1.00	1.00	1.00	-	1.00	1.00
Court Administration - Teen Court (114-586-662)	2.00	3.00	4.00	-	4.00	4.00
Judicial Programs/Article V (117-548-601)	-	-	3.00	-	3.00	3.00
Total Full-Time Equivalents (FTE)	3.00	4.00	8.00	-	8.00	8.00

All budget information presented includes reductions contemplated in option #'s 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Judicial

Other Court-Related Programs - Legal Aid (110-555-564)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	25,667	95,985	95,985	-	95,985	95,985
Total Budgetary Costs	25,667	95,985	95,985	-	95,985	95,985

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
110 Fine and Forfeiture	25,667	95,985	95,985	-	95,985	95,985
Total Revenues	25,667	95,985	95,985	-	95,985	95,985

Notes
This program is recommended at same level of funding as the previous fiscal year.

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Court Administration – Teen Court

Organizational Code: 114-586-662

Mission Statement

The mission of Teen Court is to have clients face a jury of their peers, receive a fair and just sentence for their crime, complete the educational sanctions imposed by the Teen Court jury, learn from their mistakes, set goals for themselves, and make better decisions in the future.

Summary of Services Provided

1. Provide a forum whereby youthful offenders are "sentenced" by a court of their peers.
2. Provide sanctions to offenders through sentencing hearings.
3. Provide professional, educational, and counseling services and/or referrals to clients of the program.
4. Provide training for teens to serve as prosecution and defense attorneys, as well as bailiffs, clerks, and videographers.
5. Provide educational/crime prevention/victim's awareness components to clients.

Statutory Requirements

938.19 Assessment of additional court costs.
Florida Statutes, Chapter 938.19.

Leon County Ordinance Sec. 7-28(c).

Advisory Board

Teen Court is a member of the Florida Association of Teen Courts, as well as a participant in the National Youth Court Program. Collectively, program staff participates with the Integrated Juvenile Services Staffing team-Juvenile Assessment Center (JAC), Youth Development Council, and the 2nd Circuit Family Law Advisory Group.

Performance Measures:

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Estimate
# of Adults Participating in Proceedings	292	360	500	694
# of Cases Referred to Teen Court	143	147	212	306
# of Hours Active Officers Have Served	1,356	1200	1,308	1,426
# of Hours Teen Volunteers Have Served as Jurors	1,434	936	1,208	1,559

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Judicial

Other Court-Related Programs - Court Administration - Teen Court (114-586-662)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	118,658	130,465	179,254	-	179,254	186,172
Operating	15,415	11,886	8,864	-	8,864	8,864
Capital Outlay	1,686	-	-		-	-
Total Budgetary Costs	135,759	142,351	188,118		188,118	195,036

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
114 Family Law Legal Services	135,759	142,351	188,118	-	188,118	195,036
Total Revenues	135,759	142,351	188,118	-	188,118	195,036

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Asst. I	-	-	1.00	-	1.00	1.00
Case Manager/Adm. Asst. I	1.00	1.00	1.00	-	1.00	1.00
Secretary Specialist	1.00	1.00	1.00	-	1.00	1.00
Education Coordinator	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	2.00	3.00	4.00	-	4.00	4.00

This program is recommended at an overall increased funding level due to personnel and service level enhancements. However, there are decreased costs associated with this program. The funding level adjustments for FY09 are as follows:

Increases to Program Funding Levels:
1. A 3.9% cost of living adjustment for FY09. This adjustment will be offset by decreases in retirement, worker compensation, and a reduction in employer contribution to health care costs of 2.5%.
2. During the June 10, 2008 meeting, the Board approved the realignment of one administrative position from Second Judicial Circuit to Teen Court in order to offset the mandated reductions passed by the Legislature in the 2008 Session.

Decreases to Program Funding Levels:
1. Reduction of overall operating costs in the amount of $3,022.

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Judicial

Other Court-Related Programs - Alternative Juvenile Programs (117-509-569)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	67,927	69,008	68,228	-	68,228	70,665
Operating	-	1,700	1,622	-	1,622	1,701
Capital Outlay	-	1,300	-	-	-	-
Grants-in-Aid	-	8,507	11,156	-	11,156	10,313
Total Budgetary Costs	67,927	80,515	81,006	-	81,006	82,679

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
117 Judicial Programs	67,927	80,515	81,006	-	81,006	82,679
Total Revenues	67,927	80,515	81,006	-	81,006	82,679

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Juvenile Alternative Sanctions Coordinator	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Notes
On June 8, 2004, the Board of County Commissioners authorized the imposition of a $65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the $65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either State or local requirements.

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Judicial

Other Court-Related Programs - Law Library (117-546-714)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Capital Outlay	5,903	80,515	81,006	-	81,006	82,679
Total Budgetary Costs	5,903	80,515	81,006	-	81,006	82,679

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
117 Judicial Programs	5,903	80,515	81,006	-	81,006	82,679
Total Revenues	5,903	80,515	81,006	-	81,006	82,679

Notes
On June 8, 2004, the Board of County Commissioners authorized the imposition of a $65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the $65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either State or local requirements.

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Judicial

Other Court-Related Programs - Judicial Programs/Article V (117-548-601)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Personal Services	-	-	138,619	-	138,619	143,342
Operating	51,257	80,515	45,044	-	45,044	45,124
Total Budgetary Costs	51,257	80,515	183,663	-	183,663	188,466

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
117 Judicial Programs	51,257	80,515	183,663	-	183,663	188,466
Total Revenues	51,257	80,515	183,663	-	183,663	188,466

Staffing Summary	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Administrative Asst. I	-	-	1.00	-	1.00	1.00
Trial Courts Marshall	-	-	1.00	-	1.00	1.00
Intra County Circuit Liaison	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	-	-	3.00	-	3.00	3.00

Notes
On June 8, 2004, the Board of County Commissioners authorized the imposition of a $65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the $65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either State or local requirements.

During the June 10, 2008 meeting, the Board approved the realignment of three positions from Second Judicial Circuit to Judicial Programs in order to offset the mandated reductions passed by the Legislature in the 2008 Session. The Chief Judge has asked each county in the Second Judicial Circuit to contribute on a pro rata basis to two of the positions that serve the counties comprising the circuit. In a May 28, 2008 letter to the Chairman, Chief Judge Francis stated that these two additional pro-rata positions are local requirements and should be funded in accordance with Florida State Statutes 29.0008(2)(c)2.

In accordance with Florida Statutes, 25% of the funds collected from the criminal violation court costs have been divided among the four statutorily required categories. The remaining expenditures for Local Requirement Judicial Programs, specifically the three new positions, are funded with appropriated fund balance. Leon County will act as fiscal agent for these positions and each county of the circuit will contribute a proportionate share of the two pro rata positions, while the third position will remain funded in Leon County.

Judicial

Other Court-Related Programs - Legal Aid (117-555-564)

Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Grants-in-Aid	78,833	80,515	81,006	-	81,006	82,679
Total Budgetary Costs	78,833	80,515	81,006	-	81,006	82,679

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
117 Judicial Programs	78,833	80,515	81,006	-	81,006	82,679
Total Revenues	78,833	80,515	81,006	-	81,006	82,679

Notes:
On June 8th, 2004, the Board of County Commissioners authorized the imposition of a $65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the $65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either the State or local requirements.

DRAFT

Guardian Ad Litem

Organizational Code: 001-547-685

Mission Statement

The mission of the Guardian Ad Litem Program is to advocate for the best interests of children who are alleged to be abused, neglected, or abandoned, and who are involved in court proceedings.

Summary of Services Provided

1. Provide children with legal representation and advocacy services by assigning an attorney, case coordinator or social work person, and trained lay volunteer to each case.
2. Preserve children's physical safety and emotional well-being and protect children from further harm.
3. Make verbal and written recommendations for children's permanent placement in a stable and nurturing home environment.
4. Attend trials, hearings, and mediations.

Statutory Requirements

Florida Statutes, Chapter 39.402(8) (c)(1) "Placement of Child in Shelter"; Chapter 39.802(2)(a) "Petition for Termination of Parental Rights"; Chapter 39.822 "Appointment of Guardian Ad Litem"; Chapter 39.407(5) Dependency Case Referral to Mediation".

Advisory Board

None

Performance Measures

Performance Measures	FY2006 Actual	FY2007 Actual	FY2008 Estimates	FY2009 Estimates
# of Leon County Cases	257	380	410	452 *
# of Leon County Children Served	464	735	794	883 *
# of Volunteers	251	325	358	284 *

*Note: Beginning in Fall 2007, the Florida Department of Children and Families made an enhanced effort to provide higher quality, more intense in-home services. This was done in an effort to reduce caseloads and the number of children removed from homes. Thus far, this initiative has resulted in a 16% reduction in Dependency cases Statewide and nearly a 7% reduction locally. Therefore, instead of providing '09 performance measures that are indicative of increases, a 3% overall decline is estimated. However, this decreased estimate is not assured. Historical data have shown that as economic conditions worsen and unemployment rates rise, dependency cases increase and fewer people seek volunteer opportunities.

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All budget information presented includes reductions contemplated in option #'s: 1, 2, and 3.
The tentative budget will reflect Board direction provided during the July 8-11 workshops.

Judicial

Guardian Ad Litem (001-547-685)

Attachment # 6
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Budgetary Costs	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
Operating	17,301	21,827	21,836	-	21,836	21,836
Total Budgetary Costs	17,301	21,827	21,836	-	21,836	21,836

Funding Sources	FY 2007 Actual	FY 2008 Adopted	FY 2009 Continuation	FY 2009 Issues	FY 2009 Budget	FY 2010 Budget
001 General Fund	17,301	21,827	21,836	-	21,836	21,836
Total Revenues	17,301	21,827	21,836	-	21,836	21,836

Notes
This program is recommended at the same level of funding as the previous fiscal year.

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Leon County Government
Fiscal Year 2008 Mid-Year Financial Report

SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

Org	Fund Title	FY06 Actual	FY07 Actual	FY08 Est. Bal. (A)	FY08 Adopted Bud	Fund Bal. as % of Budget (B)
	General & Fine and Forfeiture Funds *					
001	General Fund **	25,296,511	27,390,174	14,389,206	61,711,164	23%
110	Fine and Forfeiture Fund**	11,853,619	14,437,074	7,449,179	63,893,276	12%
	Subtotal:	37,150,130	41,827,248	21,838,385	125,604,440	17%

* The combined fund balances for the general and fine and forfeiture funds fall within the allowable range of the County Reserve Policy, which requires a minimum of 15% and a maximum of 30% reserve.
** The adopted budgets for the general and fine and forfeiture funds have been adjusted to account for the tranfer of $10.3 million and $5.6 million respectively, to the general capital project fund to finance mandatory and maintenance projects for the next five years.

	Special Revenue Funds					
106	County Transportation Trust Fund	6,008,454	7,499,523	6,793,350	12,967,120	52%
111	Probation Services Fund	819,432	1,097,184	1,306,843	2,769,392	47%
112	Legal Aid Trust Fund	3,031	3,193	0	0	N/A
113	Law Library Trust Fund	54,911	46,192	27,692	0	N/A
114	Family Law Legal Services Fund	129,512	162,172	192,551	152,026	127%
116	Drug Abuse Trust Fund	178,446	215,084	208,595	59,686	349%
117	Judicial Programs Fund	200,224	318,390	439,373	322,060	136%
120	Building Inspection Fund	437,471	537,285	478,554	1,803,966	27%
121	Growth Management Fund	2,167,975	2,345,591	2,079,574	4,702,970	44%
122	Mosquito Control Fund	386,621	541,631	632,794	925,052	68%
123	Stormwater Utility Fund (C)	3,514,477	4,382,336	1,674,687	6,055,516	28%
124	Ship Trust Fund	942	0	0	868,520	0%
125	Grants	761,942	1,081,954	555,378	776,908	71%
125	Sidewalk and Capacity Fees (D)	26,062	524,094	236,812	450,705	53%
126	Non-Countywide General Revenue Fund (C)	6,284,739	4,186,362	2,327,135	21,509,693	11%
130	911 Emergency Communications Fund	518,217	897,332	977,267	1,310,958	75%
135	Emergency Medical Services Fund (E)	4,603,980	7,405,248	1,184,933	15,549,586	8%
140	Municipal Service Fund (C)	3,432,353	4,378,561	2,735,542	10,233,887	27%
160	Tourist Development Fund - (F)	2,254,873	2,241,653	1,764,640	3,522,702	50%
160	Tourist Development Fund - Additional Cent	1,322,807	2,261,022	3,154,002	879,234	359%
161	Housing Finance Authority Fund	389,239	409,371	68,912	31,920	216%
162	Special Assessment Paving Fund	230,333	332,291	438,627	305,559	144%
163	Primary Care MSTU Fund (G)	1,894,372	422,520	78,309	350,411	22%
164	Killearn Lakes Units I and II Sewer	0	0	0	242,280	0%
165	Bank of America Building Operating Fund	1,635,039	1,820,978	1,926,008	1,822,748	106%
	Subtotal:	37,255,452	43,109,967	29,281,576	87,612,899	33%
	Debt Service Funds					
206	Debt Service - Series 1999	166,640	166,651	166,640		
211	Debt Service - Series 2003 A&B	16,881	17,404	17,404		
214	Debt Service - Series 1997	6,227	5,969	0		
216	Debt Service - Series 1998B	0	56,023	56,023		
218	Debt Service - Refunding 1993	951	943	0		
220	Debt Service - Series 2004	125,242	125,523	125,530		
	Subtotal:	315,941	372,513	365,597		

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Leon County Government
Fiscal Year 2008 Mid-Year Financial Report

SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)

Org	Fund Title	FY06 Actual	FY07 Actual	FY08 Est. Bal. (A)	FY08 Adopted Bud.	Fund Bal. as % of Budget (B)
	Capital Projects Funds					
305	Capital Improvements Fund (H)	12,657,714	18,866,670	15,682,625		
306	Gas Tax Transportation Fund	2,141,402	2,551,292	620,191		
308	Local Option Sales Tax Fund (I)	40,245,880	32,908,933	28,061,057		
309	Local Option Sales Tax Extension Fund	5,245,879	7,904,610	926,931		
311	Construction Series 2003 A&B Fund	2,224,853	2,205,147	502,565		
318	1999 Bond Construction Fund	1,643,373	1,065,257	376,806		
320	Construction Series 2005	9,114,502	7,033,983	668,608		
321	Energy Savings Contract ESCO Capital Fund	4,274,542	1,366,721	50,000		
330	911 Capital Projects Fund	711,483	450,512	404,619		
331	800 MHz Capital Projects Fund	1,172,911	1,431,045	1,647,821		
341	Countywide Road District Fund - Impact Fee	2,724,315	2,466,399	75,000		
343	NW Urban Collector Fund - Impact Fee	470,492	494,597	509,597		
344	SE Urban Collector Fund - Impact Fee	781,801	821,901	33,763		
	Subtotal:	83,409,147	79,567,067	49,559,583		
	Enterprise Funds					
401	Solid Waste Fund (J)	4,201,368	3,863,841	2,630,910		
420	Amtrak Depot Fund	124,858	127,946	119,446		
	Subtotal:	4,326,226		2,750,356		
	Internal Service Funds					
501	Insurance Service Fund (K)	3,568,897	5,299,919	4,871,791		
502	Communications Trust Fund	0	0	0		
505	Motor Pool Fund	-13,456	-25,371	0		
	Subtotal:	3,555,441	5,274,548	4,871,791		
	TOTAL:	166,012,337		108,667,289		

In addition to funding for budgeted capital projects, the balances for funds 305 and 308 reflect capital reserves budgeted during FY08 as "sinking funds" for maintaining existing County infrastructure. Balances committed for specific capital projects not completed during the fiscal year will be carried forward into the FY09 budget unless otherwise noted.

Notes:

A. Balances may change pending final audit adjustments. In addition, the fund balances for the General and Fine and Forfeiture funds have been adjusted to reflect the mid-year appropriation of $6.5 and $3.5 million respectively for the Joint Dispatch Center Project.

B. FY08 percentage estimates are only provided for General and Special Revenue funds. Capital Projects, Enterprise and Internal Service maintain differing levels of balances depending upon on-going capital project requirements and other audit requirements. The percentages for the other funds is intended to show compliance with the County's policy for maintaining sufficient balances.

C. The reduction in fund balance is associated with the mid year appropriation of funding for the County's share ($7.6 million) of the new digital radio system in conjunction with the City of Tallahassee and the Leon County Sheriff's Office.

D. The fund balance reflects the portion of the grant fund that relates to the collection of fees that are not truly grants but need to be placed in a discrete funding account such as the fee in lieu of sidewalks and concurrency capacity payments.

E. The Emergency Medical Services (EMS) fund balance contemplates the expenditure of budgeted capital dollars for the EMS building and ambulance replacement program.

F. The Tourist Development Tax is reflected in two separate fund balances: the first three cents supports the Tourist Development Council activities and the fourth cent is dedicated towards the Performing Arts Center. The decrease in the 3-cent fund balance reflects the utilization of fund balance to fund the majority of the Council on Cultural Arts (COCA) for FY08.

G. The fund balance for Fund 163 includes the final reserves budgeted during the mid year FY08 budgeting to address infant mortality issues.

H. Fund balances reflect capital reserves budgeted during FY08 as a "sinking fund" for maintaining existing County infrastructure for the next five years.

I. Fund balance reflects capital reserves budgeted during FY08 as a "sinking fund" for maintaining existing infrastructure associated with the initial local option tax for the next five to eight years.

J. Amount reflected is unrestricted retained earnings. FY07 estimated balance is based on current Solid Waste preformed projections. It is the County's intent to maintain approximately $2.5 million for purposes of operating cash flow for the Solid Waste Fund.

K. Includes audit adjustments associated with annual actuarial study of outstanding liability. The budgeted balance is to support Contingent Liability Reserve.

0

County	Net Budget Per Capita	Staff Per 1000	% Exempt
Santa Rosa	$739.45	6.9	39%*
Jackson	$740.08	7.7	52%
Gadsden	$820.06	7.5	56%
Bradford	$858.14	6.6	60%*
Leon	$896.04	6.6	41%
Holmes	$951.45	6.7	64%
Alachua	$1,056.18	7.9	45%*
Columbia	$1,092.50	8.8	47%
Escambia	$1,151.45	8.4	46%
Jefferson	$1,176.07	13.9	60%
Suwannee	$1,195.01	10.5	49%
Clay	$1,227.04	8.6	36%
Volusia	$1,238.29	5.9	35%
Wakulla	$1,285.17	12.3	39%
Okaloosa	$1,304.50	7.1	30%*
Madison	$1,304.55	10.5	45%*
Taylor	$1,332.89	7.5	37%
Liberty	$1,363.03	11.5	71%*
Lafayette	$1,368.38	6.5	74%
Bay	$1,375.08	5.8	27%*
Flagler	$1,429.75	8.2	29%
Gilchrist	$1,452.79	11.0	61%
Brevard	$1,455.68	7.3	43%
Calhoun	$1,458.78	7.9	63%*
Highlands	$1,483.40	8.9	33%
Hamilton	$1,495.35	12.7	56%
Citrus	$1,500.92	5.2	31%
Washington	$1,615.88	4.8	39%*
Marion	$1,634.70	7.6	42%
Putnam	$1,669.63	14.3	45%
Sumter	$1,703.20	6.9	36%*
Nassau	$1,707.19	11.0	26%
Duval/Jacksonville	$1,713.71	9.0	34%
Levy	$1,723.49	12.1	53%

County	Net Budget Per Capita	Staff Per 1000	% Exempt
Hendry	$1,783.18	11.5	66%
Hillsborough	$1,796.42	9.6	32%
Saint Lucie	$1,845.55	9.1	34%
Lake	$1,852.94	7.2	25%
Manatee	$1,905.68	11.1	27%
Okeechobee	$1,936.23	12.7	49%
Hardee	$1,954.30	12.3	62%
Hernando	$1,973.73	9.9	36%
Broward	$2,040.15	7.1	33%
Seminole	$2,052.36	7.1	32%
Lee	$2,060.68	8.7	23%
Martin	$2,117.76	11.6	36%
Pinellas	$2,139.71	6.8	33%
Orange	$2,151.91	9.6	27%
Palm Beach	$2,169.61	9.0	29%
Sarasota	$2,198.75	9.5	27%
Polk	$2,203.45	7.7	32%
Glades	$2,241.89	14.2	85%
Walton	$2,297.50	17.0	16%
Osceola	$2,350.02	9.0	24%
Pasco	$2,804.55	9.5	35%
Indian River	$2,957.83	12.6	29%
Dade/Miami	$3,001.12	12.4	32%*
Collier	$3,294.30	12.1	23%
Saint Johns	$3,304.04	12.3	31%
Gulf	$3,326.99	11.2	35%
Monroe	$3,414.21	16.8	29%
Franklin	$3,542.07	16.6	28%*
Desoto	$3,574.22	9.0	55%
Charlotte	$5,875.92	14.2	24%
Baker	N/R	N/R	52%
Dixie	N/R	N/R	66%
Union	N/R	N/R	68%*

NR: Indicates Non-responsive counties

NOTE: The asterisk in the % Exempt column indicates the % Exempt detail reported is from FY07. Current % Exempt detail for these counties was unavailable at the time of printing.

County	% Exempt	Net Budget Per Capita	Staff Per 1,000
Walton	16%	$2,297.50	17.0
Collier	23%	$3,294.30	12.1
Lee	23%	$2,060.68	8.7
Charlotte	24%	$5,875.92	14.2
Osceola	24%	$2,350.02	9.0
Lake	25%	$1,852.94	7.2
Nassau	26%	$1,707.19	11.0
Bay	27%*	$1,375.08	5.8
Manatee	27%	$1,905.68	11.1
Orange	27%	$2,151.91	9.6
Sarasota	27%	$2,198.75	9.5
Franklin	28%*	$3,542.07	16.6
Flagler	29%	$1,429.75	8.2
Indian River	29%	$2,957.83	12.6
Monroe	29%	$3,414.21	16.8
Palm Beach	29%	$2,169.61	9.0
Okaloosa	30%*	$1,304.50	7.1
Citrus	31%	$1,500.92	5.2
Saint Johns	31%	$3,304.04	12.3
Dade-Miami	32%*	$3,001.12	12.4
Hillsborough	32%	$1,796.42	9.6
Polk	32%	$2,203.45	7.7
Seminole	32%	$2,052.36	7.1
Broward	33%	$2,040.15	7.1
Highlands	33%	$1,483.40	8.9
Pinellas	33%	$2,139.71	6.8
Duval/Jacksonville	34%	$1,713.71	9.0
Saint Lucie	34%	$1,845.55	9.1
Gulf	35%	$3,326.99	11.2
Pasco	35%	$2,804.55	9.5
Volusia	35%	$1,238.29	5.9
Clay	36%	$1,227.04	8.6
Hernando	36%	$1,973.73	9.9
Martin	36%	$2,117.76	11.6

County	% Exempt	Net Budget Per Capita	Staff Per 1,000
Sumter	36%*	$1,703.20	6.9
Taylor	37%	$1,332.89	7.5
Santa Rosa	39%*	$739.45	6.9
Wakulla	39%	$1,285.17	12.3
Washington	39%*	$1,615.88	4.8
Leon	41%	$896.04	6.6
Marion	42%	$1,634.70	7.6
Brevard	43%	$1,455.68	7.3
Alachua	45%	$1,056.18	7.9
Madison	45%*	$1,304.55	10.5
Putnam	45%	$1,669.63	14.3
Escambia	46%	$1,151.45	8.4
Columbia	47%	$1,092.50	8.8
Okeechobee	49%	$1,936.23	12.7
Suwannee	49%	$1,195.01	10.5
Baker	52%	$0.00	0.0
Jackson	52%	$740.08	7.7
Levy	53%	$1,723.49	12.1
Desoto	55%	$3,574.22	9.0
Gadsden	56%	$820.06	7.5
Hamilton	56%	$1,495.35	12.7
Bradford	60%*	$858.14	6.6
Jefferson	60%	$1,176.07	13.9
Gilchrist	61%	$1,452.79	11.0
Hardee	62%	$1,954.30	12.3
Calhoun	63%*	$1,458.78	7.9
Holmes	64%	$951.45	6.7
Dixie	66%	$0.00	0.0
Hendry	66%	$1,783.18	11.5
Union	68%*	$0.00	0.0
Liberty	71%*	$1,363.03	11.5
Lafayette	74%	$1,368.38	6.5
Glades	85%	$2,241.89	14.2

NR: Indicates Non-responsive counties

NOTE: The asterisk in the % Exempt column indicates the % Exempt detail reported is from FY07. Current % Exempt detail for these counties was unavailable at the time of printing.

County	Staff Per 1,000	Net Budget Per Capita	% Exempt
Washington	4.8	$1,615.88	39%*
Citrus	5.2	$1,500.92	31%
Bay	5.8	$1,375.08	27%*
Volusia	5.9	$1,238.29	35%
Lafayette	6.5	$1,368.38	74%
Bradford	6.6	$858.14	60%*
Leon	6.6	$896.04	41%
Holmes	6.7	$951.45	64%
Pinellas	6.8	$2,139.71	33%
Santa Rosa	6.9	$739.45	39%*
Sumter	6.9	$1,703.20	36%*
Broward	7.1	$2,040.15	33%
Okaloosa	7.1	$1,304.50	30%*
Seminole	7.1	$2,052.36	32%
Lake	7.2	$1,852.94	25%
Brevard	7.3	$1,455.68	43%
Gadsden	7.5	$820.06	56%
Taylor	7.5	$1,332.89	37%
Marion	7.6	$1,634.70	42%
Jackson	7.7	$740.08	52%
Polk	7.7	$2,203.45	32%
Alachua	7.9	$1,056.18	45%
Calhoun	7.9	$1,458.78	63%*
Flagler	8.2	$1,429.75	29%
Escambia	8.4	$1,151.45	46%
Clay	8.6	$1,227.04	36%
Lee	8.7	$2,060.68	23%
Columbia	8.8	$1,092.50	47%
Highlands	8.9	$1,483.40	33%
Desoto	9.0	$3,574.22	55%
Duval/Jacksonville	9.0	$1,713.71	34%
Osceola	9.0	$2,350.02	24%
Palm Beach	9.0	$2,169.61	29%
Saint Lucie	9.1	$1,845.55	34%

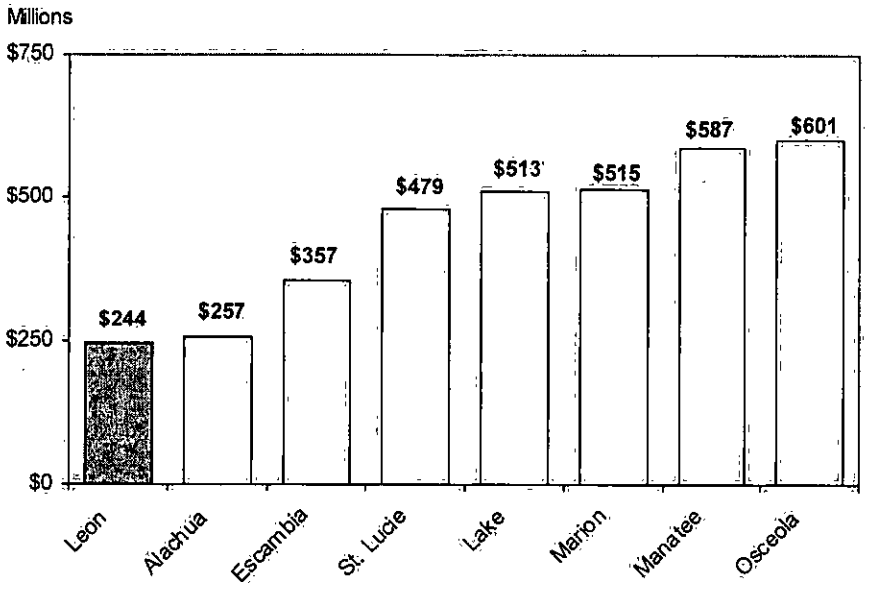
County	Staff Per 1,000	Net Budget Per Capita	% Exempt
Sarasota	9.5	$2,198.75	27%
Pasco	9.5	$2,804.55	35%
Hillsborough	9.6	$1,796.42	32%
Orange	9.6	$2,151.91	27%
Hernando	9.9	$1,973.73	36%
Suwannee	10.5	$1,195.01	49%
Madison	10.5	$1,304.55	45%*
Nassau	11.0	$1,707.19	26%
Gilchrist	11.0	$1,452.79	61%
Manatee	11.1	$1,905.68	27%
Gulf	11.2	$3,326.99	35%
Liberty	11.5	$1,363.03	71%*
Hendry	11.5	$1,783.18	66%
Martin	11.6	$2,117.76	36%
Collier	12.1	$3,294.30	23%
Levy	12.1	$1,723.49	53%
Hardee	12.3	$1,954.30	62%
Wakulla	12.3	$1,285.17	39%
Saint Johns	12.3	$3,304.04	31%
Dade-Miami	12.4	$3,001.12	32%*
Indian River	12.6	$2,957.83	29%
Okeechobee	12.7	$1,936.23	49%
Hamilton	12.7	$1,495.35	56%
Jefferson	13.9	$1,176.07	60%
Glades	14.2	$2,241.89	85%
Charlotte	14.2	$5,875.92	24%
Putnam	14.3	$1,669.63	45%
Franklin	16.6	$3,542.07	28%*
Monroe	16.8	$3,414.21	29%
Walton	17.0	$2,297.50	16%
Baker	N/R	NR	52%
Dixie	N/R	NR	66%
Union	N/R	NR	68%*

N/R = Non responsive counties

NOTE: The asterisk in the % Exempt column indicates the % Exempt detail reported is from FY07. Current % Exempt detail for these counties was unavailable at the time of printing.

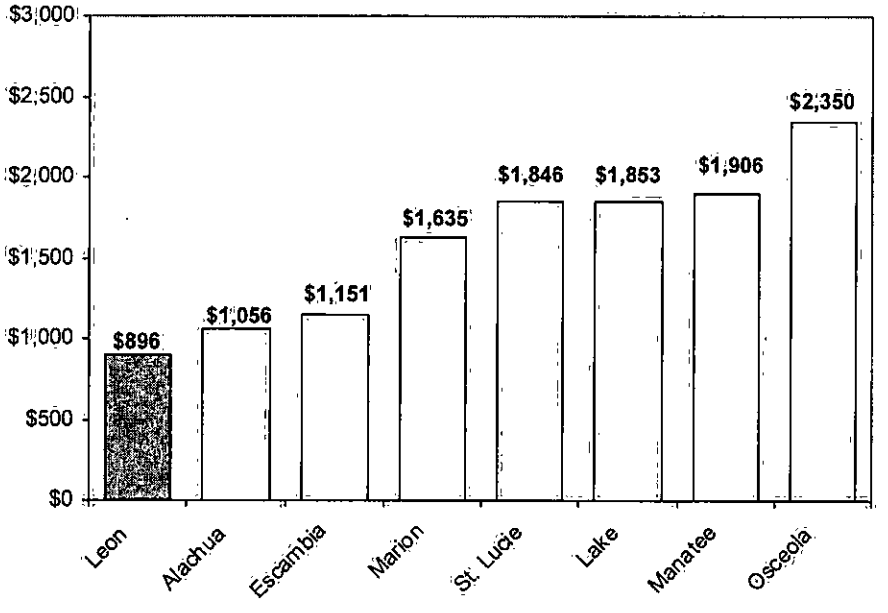
Comparative Data for Like-Sized Counties

Total Net Budget (FY08)



Leon County ranks lowest in operating budget among like-sized counties, with a net budget of $244 million. The next highest net budget is Alachua County which is nearly 5% greater than that of Leon County. Osceola County has the largest total net budget, which is nearly three times the amount of Leon County's budget.

Net Budget Per Countywide Resident (FY08)

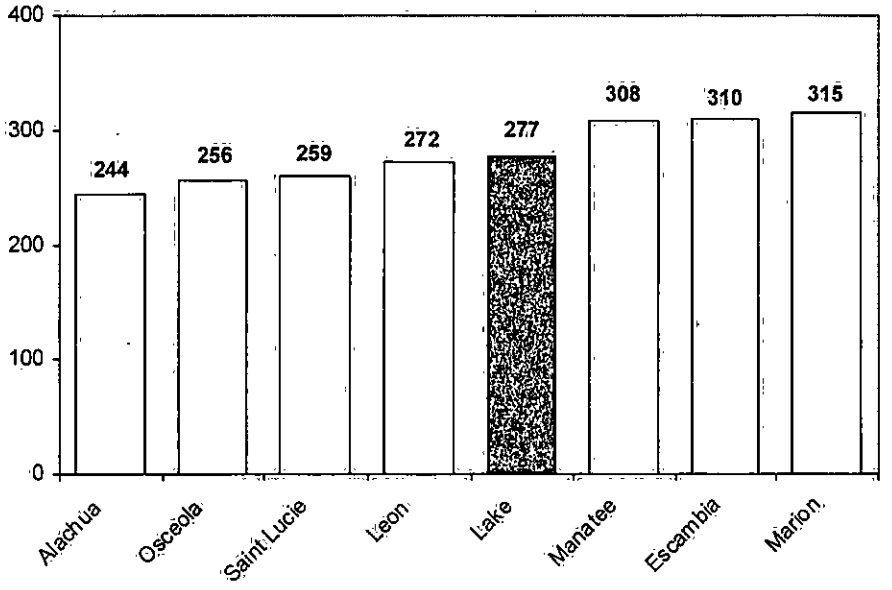


Leon County is the lowest for dollars spent per county resident. Osceola County spends more than twice the amount per resident than Leon County.

Comparative Data for Like-Sized Counties

Countywide Population (2006)

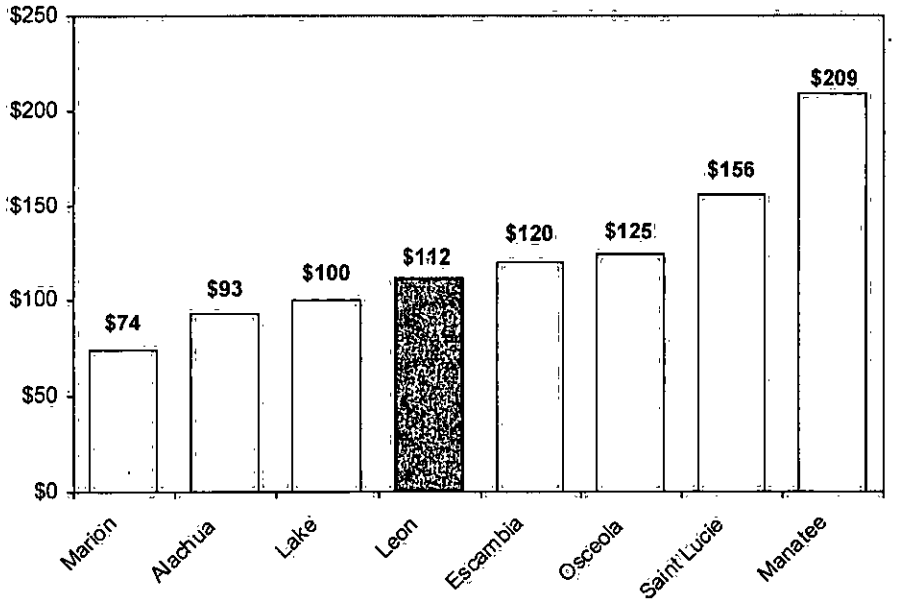
Thousands



In 2006, the U.S. Census estimated Leon County contained 272,497 residents. The selection of comparative counties is largely based on population.

Anticipated Ad Valorem Tax Collections (FY08)

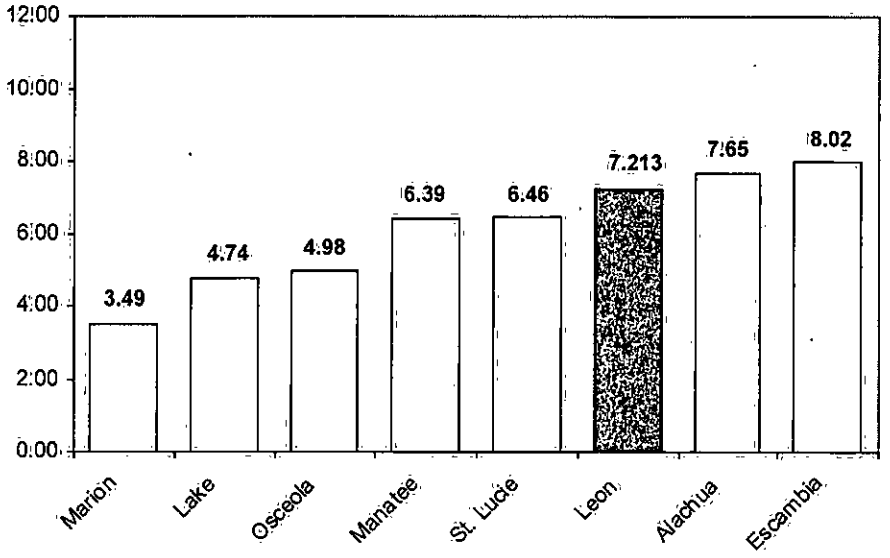
Millions



Among the like-sized counties, Leon County collects a moderate amount of Ad Valorem taxes. However, due to the passage of Amendment 1 by referendum and other legislative actions, Ad Valorem Tax Collections Rates will be significantly impacted in all counties.

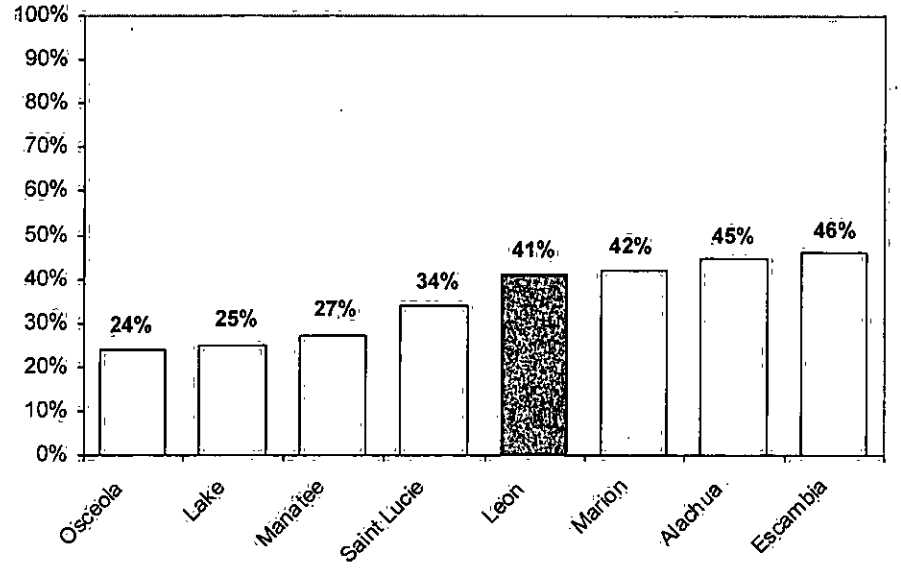
Comparative Data for Like-Sized Counties

Total Countywide Millage Rates (FY08)



Florida Statues 200.071 limits the amount of ad valorem tax millage to no more than 10 mills. In addition, property tax reform legislation passed in 2007 required counties to roll back the millage 3% - 9%. Leon County rolled back its millage 3% below FY 2007 budgeted Ad Valorem (Leon County consistently maintained or lowered the millage rate since FY 1993). The millage rate was reduced from 7.99 in FY 2007 to 7.213 in FY 2008.

Percentage of Exempt Property (FY08)

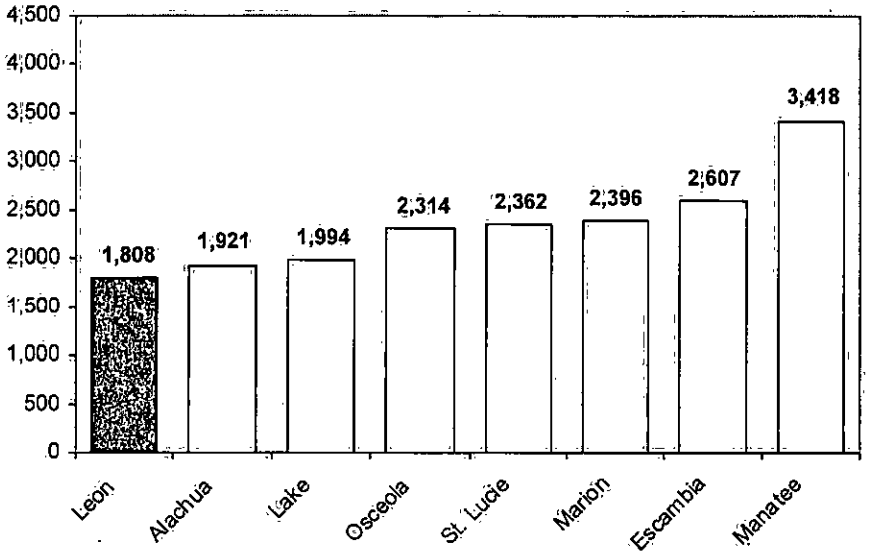


Florida Statues 196.199 states that all property of the Nation and State which is used for governmental purposes is exempt from ad valorem taxation.

Leon County has a relatively high level of exempt property. Leon County hosts Florida's state government, two universities, one community college, and a large area of the Apalachicola National Forest, all of which are exempt from property taxation. Among like-sized counties, Leon County has the fourth highest percentage of property that is exempt from ad valorem taxation.

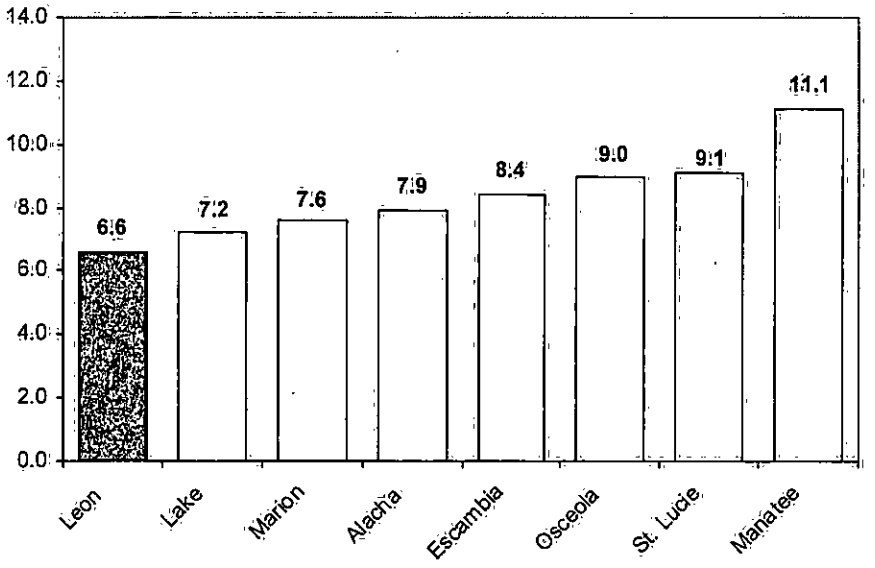
Comparative Data for Like-Sized Counties

Total Number of County Employees (FY08)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the lowest number of County Employees.

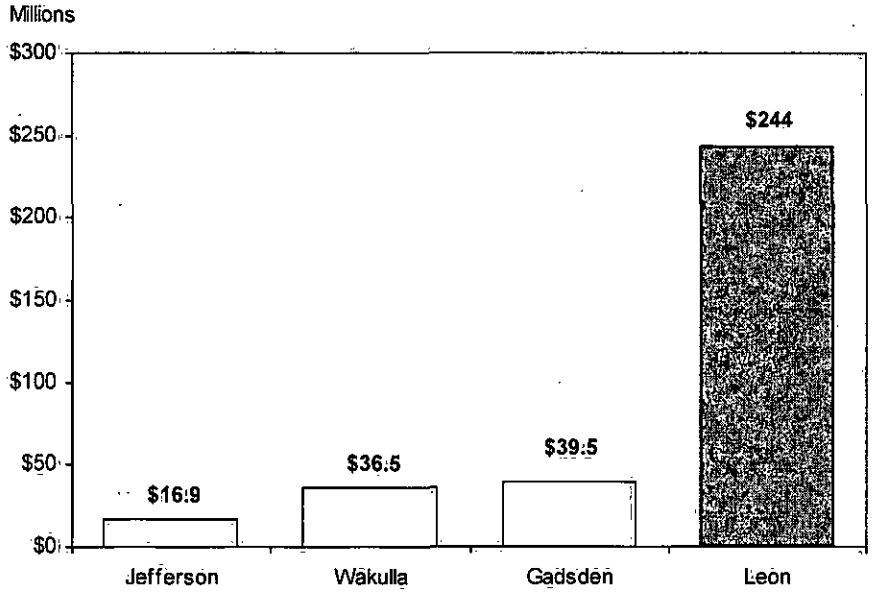
County Employees per 1,000 Residents (FY08)



Leon County has a ratio of 6.6 employees for every thousand County residents. When compared to like-sized counties, Leon County ranks the lowest.

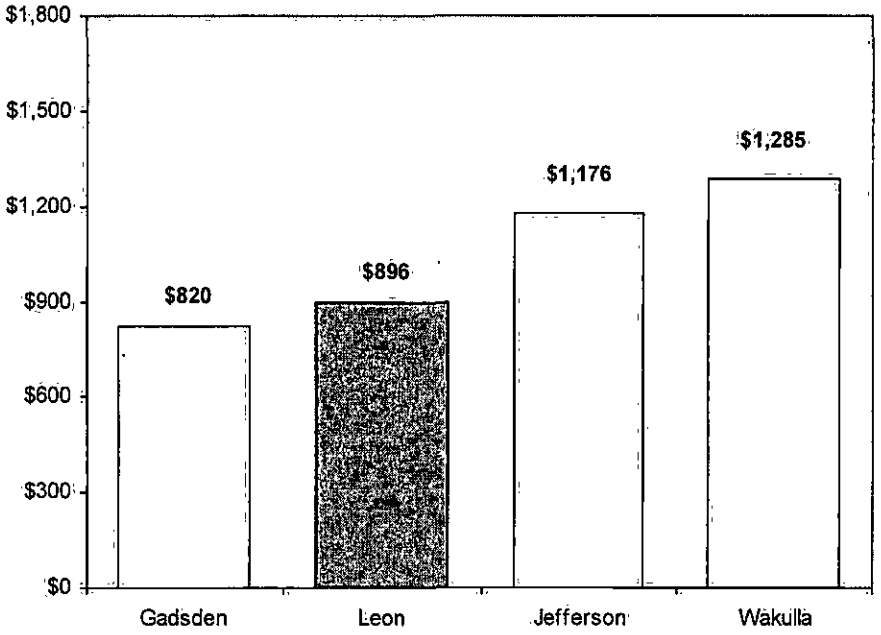
Comparative Data for Surrounding Counties

Total Net Budget (FY08)



Leon County ranks highest in operating budget among surrounding counties, with a net budget of $244 million. Gadsden County ranks second highest with a net budget of $39.5 million.

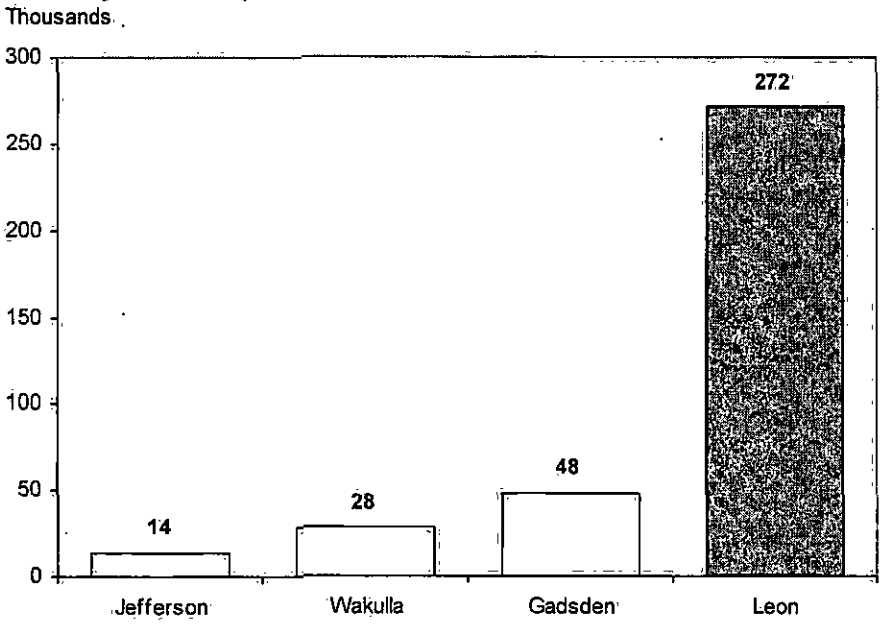
Net Budget Per Countywide Resident (FY08)



Leon County is the second lowest for dollars spent per county resident.

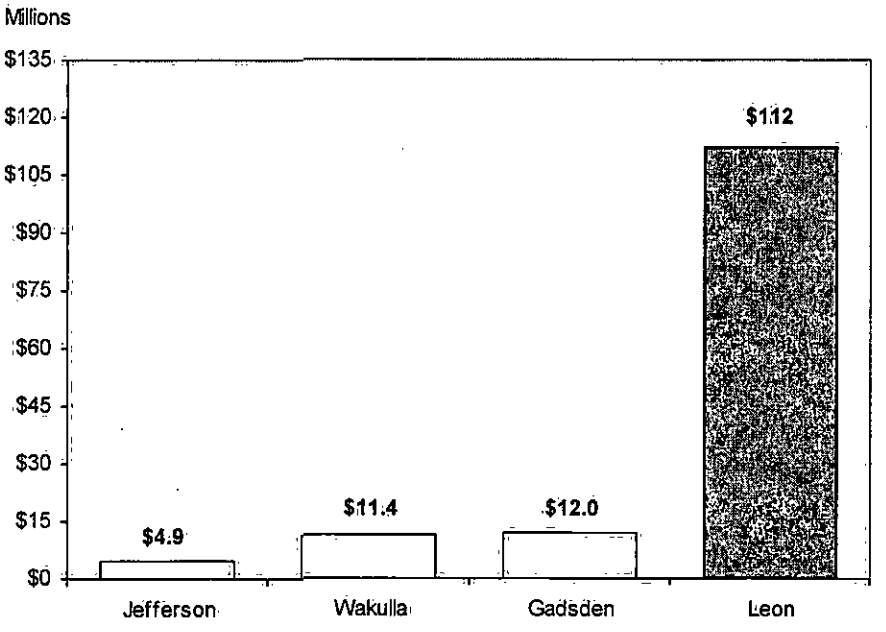
Comparative Data for Surrounding Counties

Countywide Population (2006)



Leon County has 220,000 more residents than neighboring Gadsden County which has the next highest population. In 2006, the U.S. Census estimated Leon County contained 272,497 residents.

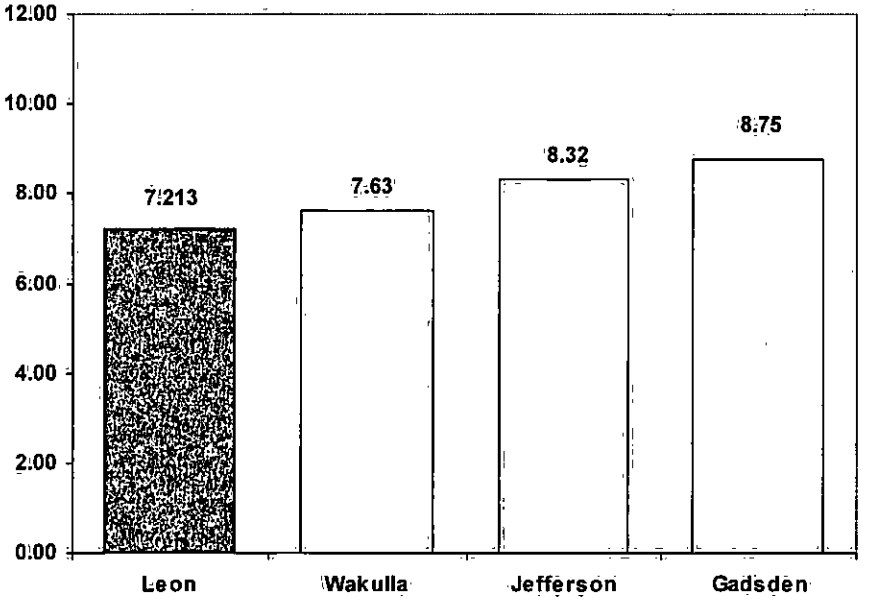
Anticipated Ad Valorem Tax Collections (FY08)



Among the surrounding counties, Leon County collects the highest amount of Ad Valorem taxes.

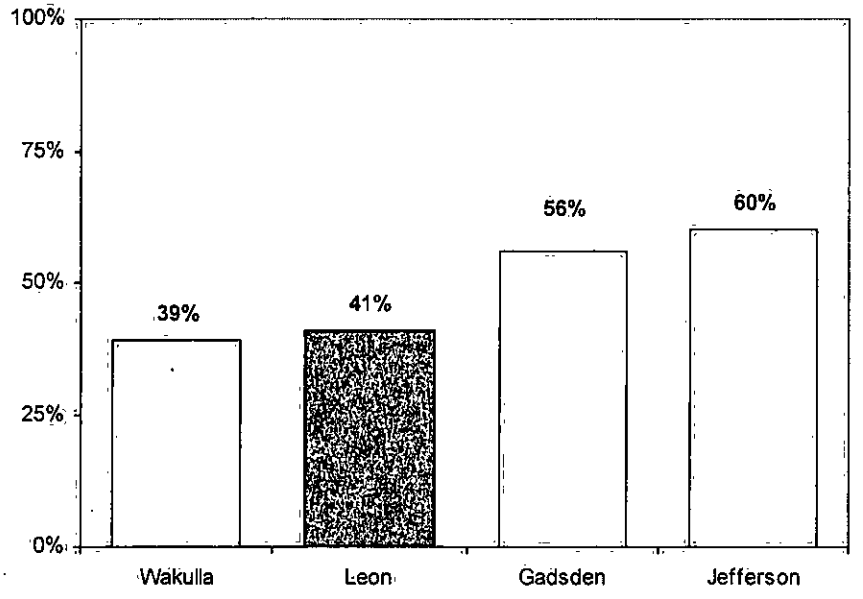
Comparative Data for Surounding Counties

Total Countywide Millage Rates (FY08)



Florida Statues 200.071 limits the amount of ad valorem tax millage to no more than 10 mills. Two of the surrounding counties currently impose the maximum millage. Leon County has consistently maintained or lowered the millage rate since FY 1993. The millage rate was reduced by .78 mills from 7.99 in FY 2007 to 7.21 in FY 2008.

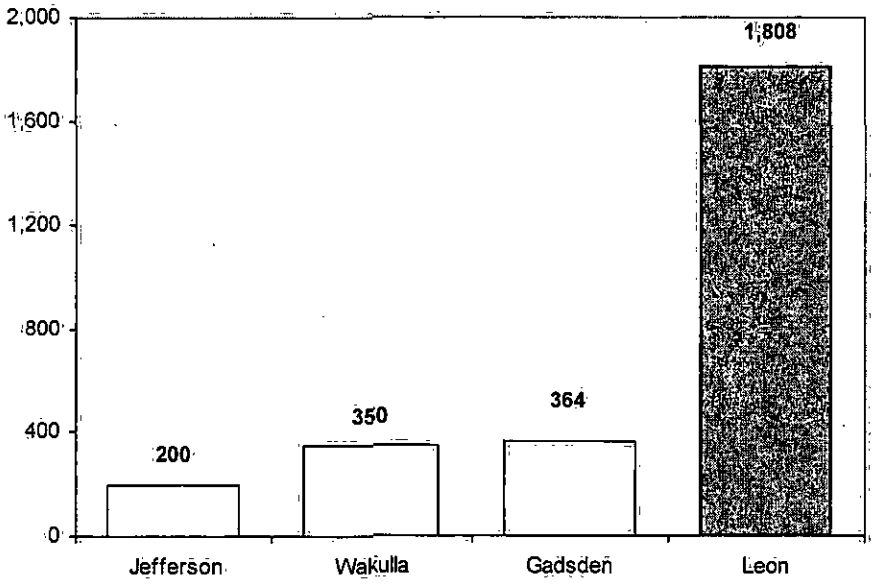
Percentage of Exempt Property (FY08)



Florida Statues 196.199 states that all Federal and State property used for governmental purposes is exempt from ad valorem taxation. Leon County, as well as its surrounding counties, has a high level of exempt property. Leon County hosts Florida's state government, two universities, one community college and a large area of the Apalachicola National Forest, all of which are exempt from property taxation. Among surrounding counties, Leon County ranks second to the lowest in the percentage of property exempt from ad valorem taxation.

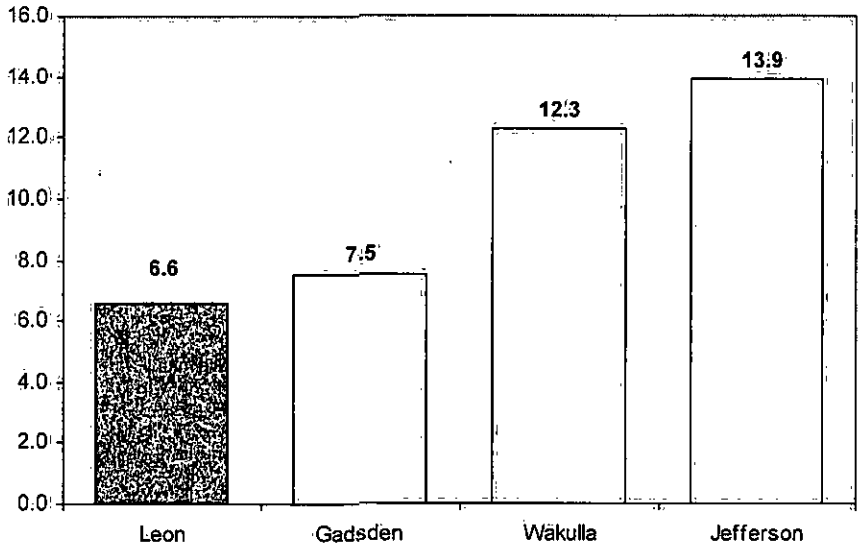
Comparative Data for Surrounding Counties

Total Number of County Employees (FY08)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

Total County Employees per 1,000 Residents (FY08)



Leon County has a ratio of 6.7 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

Board of County Commissioners
Budget Discussion

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator
Subject:	Millage Options and Budget Reductions

Statement of Issue:
This budget discussion item provides the Board with a series of millage options and corresponding reductions necessary to balance the budget.

Background:
In specific preparation for the current budget process, the Board's retreat on December 10, 2007 started the effort to focus on the funding priorities of County government. The prioritization effort continued at the January 30, 3008 workshop. At the workshop the Board established a series of categories: No Reductions; Constrained Reductions; Level of Service Reductions and Significant Service Reductions. All constitutional officers, departments and agencies were than placed into one of the specific categories. Based on the estimated impact of Amendment #1 a percentage reduction was assigned to each category. The results of this workshop are included as Attachment #1.

Analysis:
The analysis section of this item is divided into four parts:

1. *Millage*
2. *Impact to Homeowners*
3. *Options*
4. *Budget Reductions*

1. Millage
Property taxes are the largest source of revenue to Leon County government. The process to determine how much property taxes will be collected annually has changed significantly over the past several years. The following compares the previous process and the new process as prescribed by the legislature and Amendment #1:

- Old Process: The Property Appraiser certifies values to the County. The millage rate is applied to the values to determine the amount of property taxes that would be generated. Modifications to the millage rate would be made as needed.

- New Process: The Property Appraiser certifies values to the County. An appropriate level of property taxes required to fund county services is established. A millage rate is calculated to generate the property taxes required to fund county government. State law establishes different amounts of property taxes that can be collected based on certain voting thresholds.

As a point of reference, staff has developed a number of possible ranges of property taxes that could be collected next year (Table 1 below) and the corresponding millage rate. This will provide the Board a framework and some general parameters to consider while deliberating on the budget.

- Simple Majority Vote (4-3): This vote establishes a maximum amount of property taxes that can be collected across all millage rates established by the County. For example, the Board can increase tax collections the Countywide millage by correspondingly reducing collections in the EMS MSTU.

- Super Majority Vote (5-2): This vote establishes the amount of taxes that can be collected for that specific purpose. The maximum levy is 10% over the rolled-back rate plus per capita personal income. Unlike the simple majority vote, the super majority vote does not allow for any additional "capacity" to be transferred for other purposes. For example, if the maximum rate under this scenario is 8.7737 mills, and the Board elects to levy 8.38 mills, the difference of 0.357 mills can not be transferred to any other property tax levy under the voting threshold. Under this scenario, each millage must meet its own voting requirement.

Table 1: Property Tax and Millages

#	Voting Requirement	Ad Valorem	Millage Rate	Method of Calculation	Tax Increase Median Value Home	Tax Increase for TRIM
1	Simple Majority (4-3 vote)	$109,739,167	Up to 7.3157	Statutory: Per Capita Personal Income, New Construction, less Amend #1	No	No
2	Super Majority (5-2 vote)	$115,481,360	Up to 7.6985	Rolled-Back	No	No
3	Super Majority (5-2 vote)	$125,704,201	Up to 8.3800	Calculated based on no tax increase to median value home	No	Yes
	Super Majority (5-2 vote)	$131,609,899	Up to 8.7737	Statutory: 10% over Rolled-Back plus Per Capita Personal Income	Yes	Yes
	2007 Adopted Budget	$110,996,676	7.9900		n/a	Yes
	2008 Adopted Budget	$112,019,667	7.213*		n/a	No

** The 2008 Adopted millage of 7.213 would generate $108,198,616 in FY2009.*

As shown in the table, a levy at the simple majority vote would reduce the budgeted property tax collections below FY07. A super majority vote for the rolled-back rate would produce a modest increase in collections of 3% ($115.4 vs. $112.0 million).

1. Simple Majority Vote (4-3): Per the implementing language, the calculation here is intended to establish a millage rate that forces the full loss of revenue associated with Amendment #1 to be absorbed by the local government. For purposes of establishing the millage rate, the tax base is first decreased by all of the reductions associated with Amendment #1. This calculation is then modified as follows: 1) increased property tax collections associated with new construction 2) adjustments for any changes in community redevelopment areas (CRA TIF payments) and 3) increased collections associated with the change in Florida Per Capita Personal Income (per the Office of Economic and Demographic Research, the rate is 4.15%. Forecasted rates for the next two years are 2.33% and 2.26 %.) For TRIM purposes, this would not be considered a tax increase as this calculated rate is below the rolled-back rate. (Note: This overall calculation is only for this fiscal year. Whatever millage rate the Board establishes for this year, will become the starting point for next year.)

2. Super-Majority Vote (5-2): Any rate levied greater than 7.3157 mills but less than or equal to 7.6985 mills would not be considered a tax increase for TRIM purposes. 7.6985 mills is the calculated rolled back rate. The rolled-back rate is the rate which generates the same amount of property taxes from the prior year adjusted for new construction.

3. Super-Majority Vote (5-2): Any rate greater than the rolled-back rate but less than 8.38 mills would not create a tax increase on a median valued homesteaded property. The increased taxes associated with the millage are offset by the savings associated with the doubling of the homestead exemption. This would be considered a tax increase for TRIM purposes.

4. Super-Majority Vote (5-2): Any rate levied greater than the rolled back rate (7.6511) but less than 8.7737 is considered a tax increase. The law allows the Board to levy a rate up to 110% of the rolled-back rate by super-majority.

As can be seen from the above, the implementing legislation for Amendment #1 has created a number of complex calculations for local governments to consider in establishing an annual tax rate. An issue the Board should be aware of is beginning with next year's budget cycle the change associated with per capita personal income will be considered a tax increase for TRIM purposes.

2. ***Impacts to Homeowner***

Over the past several years, homesteaded property taxes have continued to be reduced. The passage of Amendment #1 will further reduce homesteaded property owner's taxes through the doubling of the homestead exemption and for certain owner's portability will provide significant savings. Small business will see savings from the newly implemented $25,000 tangible personal property exemption. A cap on the growth in non-homesteaded property values of 10% will provide relief beginning in FY10 similar to the 3% cap for homesteaded owners.

Table 2 provides a summary of the property tax savings based on the three millage rates presented above: 7.3157 (the 4-3 voted millage), 7.6985 (5-2 vote; the rolled back rate) and 8.38 (5-2 vote; no tax increase median value home).

Table 2: Tax Savings Based on Median Value Home and Millage Options

				Option 1	Option 2	Option 3
	FY06	FY07	FY08	FY09	FY09	FY09
Countywide	8.54	7.99	7.213	7.3157	7.6985	8.3800
EMS	0.500	0.500	0.500	0.500	0.500	0.500
Healthcare	0.12	0.0	0.0	0.0	0.0	0.0
Total	9.16	8.49	7.713	7.8157	8.1985	8.8800
Appraised Value	$165,000	$169,200	$172,805	$177,239	$177,239	$177,239
Taxable Value	$140,000	$144,200	$147,805	$127,239	$127,239	$127,239
Property Taxes	$1,282	$1,224	$1,140	$994	$1,043	$1,130
Savings		$58	$84	$146	$98	$10
Cumulative $				$288	$239	$153
Cumulative %				22%	19%	12%

Notes:
1) The taxable values assume annual growth based on the Save Our Homes Cap.
2) The taxable value in FY2009 assumes the additional $25,000 homestead.
3) The table only reflects adjustments based on millages authorized by the Board of County Commissioners. Individual property tax bills will be impacted by the actions of other taxing authorities.

The median value of a home includes all single family residences, townhouses, condos and mobile homes. In 2005 the median value of a home in Leon County was $165,000; with the homestead exemption in 2005 the taxable value was $140,000. The table above reflects that applying the annual Save-Our-Homes cap and taking into consideration the doubling of the homestead exemption, the taxable value of the home for FY09 is $127,239. An alternative method is to look at the 2007 median vale of a home which was $176,000. Allowing for a total homesteaded exemption of $50,000 brings the 2007 median value home to taxable value of $126,000. Either starting with a 2006 parcel and increasing the value annually or taking a 2007 valued home reflects a relatively similar taxable value ($127,239 compare to $126,000).

Table 2 represents the tax impact to a median valued homesteaded property and shows that under any of the options presented, the County tax bill decreases in FY09. Staff is unable to determine a specific tax impact to other types of property. As part of Amendment #1, businesses will now be allowed a tangible personal property (TPP) exemption of up to $25,000. Many homeowners will be allowed an exemption related to portability. Depending upon the changes in a property's taxable value and the final millage rate established, an individual property's taxes may increase or decrease.

3. Options

Based on the millage rates and homeowner impacts, staff has developed three options for the Board to consider in developing the FY2009 budget.

Option 1: Develop the budget utilizing the property tax revenue generated by a 4-3 majority vote. This would involve total reductions of $6.8 million and 60 positions Attachment #2 provides a summary of the reductions staff recommends to support this option. Attachment #3 provides a complete list of reductions for the Board to consider.

Option 2: Develop the budget utilizing the property tax revenue generated by the rolled-back rate which would require 5-2 vote. Under this scenario, staff would recommend a total of $5,817,930 in reductions and the elimination of 51 positions. Attachment #2 provides a summary of these reductions.

Under this Option, the Board would also be able to provide funding for a number of high priority projects:

- Lake Jackson Branch Library: Funding of $5.276 million is included over the next 2 years ($2.7 million FY2009 and $2.5 million in FY2010) to support the construction of a stand alone branch library. The total cost of the project is estimated at $5.76 million which includes the $500,000 in state grant funds.
- Southeast Branch Library: As a new stand alone branch wouldn't be operational for at least 5 years, funding of $130,500 is included to expand the existing storefront from 2,000 SF to 3,200 SF. Funding of $6.6 million is included in years FY2010 to FY2012 to support the construction of a stand alone branch library. The County will apply for a state grant. If state funding is available there is a strong likelihood the County will be awarded these funds.
- Northeast Park: Funding of $2.0; $1.0 million in FY2009 and $1.0 million in FY2010).
- Climate Action Plan: $183,000 for the operating and $302,000 for the capital is included in FY09. Out year funding is also provided.
- Primary Healthcare Funding: $350,000 in FY2009. This provides additional general revenue funding for Primary Healthcare. The total general revenue in FY2008 was $1,287,094. This brings the total to $1.637 million in FY2009. In addition, FY2008 was the last year of funding for the Women/Child Program at the Bond Clinic. The program was supported in the three previous budgets from Primary Healthcare MSTU funds. The Healthcare Advisory Board has requested $248,260 to continue the Women and Child Contract for FY2009.
- Woodville Library: Funding of $2.0 million in FY2013 is reflected as initial seed money.
- Transportation Trust Fund: $5.0 million from FY2011 to FY2013. As reflected in a separate budget discussion item, the County's Transportation Trust Fund is becoming more reliant on general revenue. This is a direct result of the increased cost of fuel: as prices rise, less fuel is consumed (either through conservation or greater fuel efficiency) which translates into low gas tax collections as taxes are based on consumption and not price. Over the next five years, the general revenue subsidy will total over $17 million.

Option 3: Develop the budget utilizing the property tax revenue generated by a millage rate which would not create a tax increase for a median valued home (a 5-2 vote). Under this scenario, staff recommends $3,537,960 in reductions and 21 positions be eliminated. Attachment #2 provides a summary of the reductions for the Board to consider.

Under this option, the Board would also be able to provide funding for a number of high priority projects similar to those noted in Option #2. There two significant differences: 1) the branch libraries (Lake Jackson, Southeast and Woodville) would be completely funded over the next three years and 2) $5 to $12 million a year would be available for other transportation needs as defined by the Board (i.e. Transit, Sidewalks, Tharpe Street, Bannerman Road and/or Woodville Highway).

Attachment #4 provides a summary table of the three options presented above.

4. Budget Reductions

Staff reviewed the entire County budget to identify possible reductions. In addition, the Constitutional Officers provided reductions. The results of these efforts are included in Attachment #3. Table 4 provides a summary of the total reductions recommended based on the majority vote millage. The table compares the percentage of the reductions recommended and the percentage of the reductions targeted during the Board retreat and prioritization workshop.

Table 4: Summary of Budget Reductions for Option #1

	Possible Reductions		% of Total Reductions	
	Costs Savings	Positions	Option #1	Prioritization
Constrained Reductions	$2,888,961	5	42%	42%
Level of Service Reductions	$2,572,894	39	38%	31%
Significant Service Reductions*	$499,419	9	7%	20%
Support Service Reductions	$866,832	7	13%	7%
Total	$6,828,106	60	100%	100%

* The Board had included certain expenditures (i.e. Solid Waste, Transportation, Stormwater) in this category to allow a discussion on possible revenue alternatives as opposed to reductions occurring.

Options:

1. Accept staff's report.
2. Board Direction

Recommendations:

Options #1 Accept staff's report; the Board will establish the maximum millage rates for TRIM at the end of the budget workshops.

Attachments:

1. Final County Services Prioritization
2. Summary of reductions included in Options #1, Options #2 and Option #3
3. Complete List of Reductions
4. Budget Options

Final County Services Prioritization

Mandatory	Non-Mandatory	General Revenue	subtotal	% reduction	$ reduction	Category	
Debt Service Payments		9,401,532				A	No Reductions A
Required State Payments		6,850,454				A	
Sheriff - Corrections		28,493,362	44,745,348			A	
	Emergency Services	7,765,123				B	Constrained Reductions B
	Fire Services	5,030,447				B	
	Health Care	2,195,489				B	
Sheriff - Law Enforcement		32,174,371				B	
Clerk of Court		1,847,365				B	
	Human Services	1,124,090				B	
Judiciary		650,757				B	
Supervisor of Elections		3,853,209				B	
Property Appraiser		4,684,337				B	
	Incarceration Alternatives	1,794,143				B	
Tax Collector		5,417,790				B	
	Volunteer Services	219,009	66,756,130	8%	5,340,490	B	
	Library	6,614,190				C	Level of Service Reductions C
	Parks and Recreation	2,899,694				C	
County Commission		1,350,816				C	
County Administration		1,145,977				C	
County Attorney		1,532,275				C	
	Veteran Services	364,086				C	
Growth Management		2,372,339				C	
	Housing	559,594				C	
	Economic Development	620,292				C	
	Cultural Funding	710,850				C	
	Cooperative Extension	502,986				C	
	Animal Services	1,446,409				C	
	Mosquito Control	697,007	20,816,515	19%	3,955,138	C	
Solid Waste		527,165				D	Significant Service Reductions D
Stormwater		3,577,910				D	
Transportation		884,496				D	
	Event Sponsorships	24,750	5,014,321	50%	2,507,161	D	
Building Inspection		-				NA	
	Tourism	-				NA	
	Total	**137,332,314**	**137,332,314**		**11,802,789**		
	Support Services			**8.0%**	**944,223**		
	Total Reductions				**12,747,012**		

Funding Reduction Options

#	Reduction	Option 1	Pos.	Option 2	Pos.	Option 3	Pos.
26 - 28	Sheriff - Employee Benefit Savings & Other Adjustments	921,292		921,292		921,292	
30	Tax Collector Excess Fees	433,423		433,423		433,423	
34 & 36	Property Appraiser - Other Adjustments	110,000		110,000		110,000	
56	Realign Funding for COCA to TDC	533,264		533,264		533,264	
75	Branch Library Hours from 52 to 40 hours	386,895	16	386,895	16	386,895	16
89	GEM Vacancies Retained During Develop. Slowdown	323,089		323,089		323,089	
92	Public Works Survey Crews	117,820	2	117,820	2	117,820	2
95	Reorganize Public Works Stormwater Maintenance Admin.	204,997	3	204,997	3	204,997	3
121	Realign BOA Property Mgt to County Staff	100,000		100,000		100,000	
127	Revised Risk Management Program	407,180		407,180		407,180	
1	Outside Agency Funding - Non CHSP	25,501		25,501			
3	Community Health Services Partnership (CHSP)	60,000		60,000			
9	Trauma Center	24,000		24,000			
11	Direct Funding for the Health Dept.	20,639		20,639			
14	Volunteer Services	56,570	1	56,570	1		
15	Sheriff - Administrative Staff Reduction	35,947	1	35,947	1		
19 - 25	Sheriff - Other Operating Reductions	501,893		501,893			
31	Property Appraiser - Reduction in Administrative Staff	39,409	1	39,409	1		
41	Eliminate State Lobbying Contracts	80,000		80,000			
44	Reorganization of County Adminstration Functions	68,066	1	68,066	1		
46	Continue Hiring Freeze for Eminent Domain Function	173,660		173,660			
51	Elimination of Summer Youth Training Program	73,943		73,943			
52	Economic Development Council	37,905		37,905			
54	Line Funding Keep Tall. Beut./Historic Trust	16,064		16,064			
58	Eliminate Mosquito Control - Hand Fogging	55,791		55,791			
59	Eliminate Mosquito Control - Truck/Street Fogging	184,789	2	184,789	2		
76	Main Library Hours from 64 to 50 hours	389,176	14	389,176	14		
78	Housing Rehabiliation Staff	43,402	1	43,764	1		
80	Reorganization of HHS Administrative Functions	42,510	1	42,858	1		
90	Reorganize GEM Administrative Staff	51,391	1	51,391	1		
93	Public Works In-House Production Drawing	50,593	1	50,593	1		
96	Reorganize Public Works Stormwater Maintenance Crews.	126,009	3	126,009	3		
105	MIS Support for Electronic Document Management.	40,960	1	40,960	1		
109	Parking Services Reduction	32,565	1	32,565	1		
126	Fleet Mechanic	48,477	1	48,477	1		
13	Funding for New Jail Diversionary Programs	100,000					
16	Sheriff - Reorganization of Lieut. Supervision	119,051	1				
29	Sheriff - Reduce Vehicle Replacement	262,744					
32 & 33	Property Appraiser - Vacant Neighborhood/Comm. Pos.	77,633					
35	Property Appraiser - Operating Reductions	20,040					
37	Clerk - Elimination of Accountant IV	61,453	1				
38	Public Defender - Adjustments to Operating Accounts	8,833					
39	State Attorney - Adjustments to Operating Accounts	10,533					
43	Public Information Office	46,813	1				
45	County Management Internship Program	28,375	1				
69	Co-op Extenstion Administrative Staff	37,501	1				
104	MIS Technical Support	64,909	1				
108	Eliminate Development of New GIS Base Map Layers	25,041	1				
110	Additional Parking Services Reduction	30,115					
116	After-Hours Courhouse Security	20,696					
122	Purchasing Dept. Warehouse Services	45,438	1				
125	OMB Management Reviews	51,451	1				
	Totals	**6,827,846**	**60**	**5,817,930**	**51**	**3,537,960**	**21**
	Difference Option 1 & Option 2			**1,009,916**			
	Difference Option 1 & Option 3					**3,289,886**	

Notes: 1) The "#" column corresponds to the reduction # in the detailed list. 2) "Pos." is positions being eliminated.

The following expenditure reductions would be required to support any of the millage options presented (Options #1, #2 or #3).

1. $921,292- Sheriff's employee benefit savings and other adjustments: These savings are associated with reductions in retirement costs, worker compensation costs and other internal adjustments and will not affect level of service. (Budget Reductions #26 - #28).
2. $433,423 - Tax Collector: The Tax Collector has complied with the County's request for an 8% reduction through the commitment to return at least $433,423. (Budget Reduction #30).
3. $110,000 – Property Appraiser reduction total is $110,000. $85,000 is related to on-line filing for exemptions and a $25,000 reduction associated with parking costs. (Budget Reductions #34 & #36).
4. $533,264 – Continued support of COCA funding through Tourist Development Taxes: As authorized by the Board at the February 26, 2008 meeting where the discretionary funding levels were established, funding for COCA was realigned to the Tourist Development Fund and funding was reduced at the 19% level. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #56).
5. $386,895, 16 positions (10.5 FTEs): Reduce the branch library hours from 52 to 40 hours per week. The table below shows the current hours of operation. As a result of the hiring freeze, the Board approved this reduction to address staff shortages in the current fiscal year. (Budget Reduction #75).

Branches							
Current**	Closed	11 – 8	10 – 6	11 – 8	10 – 6	10 – 4	Closed

** Current hours based on reductions resulting from the hiring freeze.

6. $323,089 – Maintaining Growth and Environmental Management (GEM) vacancies to offset revenue downturn: During the March 11, 2008 workshop, the Board approved maintaining the vacant positions, however, not filling them until development activity increased. This cost savings reflects the funding for the five vacant positions. (Budget Reduction #89).
7. $117,820, 2 positions: Reduce the number of survey crews in Public Works. Public Works will go from two-three person crews to one-four person crew. Two survey crews support Engineering Services, Operations, Mosquito Control, Solid Waste and Parks and Recreation by providing data for design, construction, permit compliance, mapping of maintained roads and other needs. These two crews are able to respond to time critical needs on an as needed basis while responding non-time critical needs with a two to four week response time. Reduction to one crew will result in extending non-time critical need responses and continued response to time-critical needs on an as needed basis as long as there are not multiple time-critical needs occurring at the same time. Survey crew down time due to illness or leave will leave no back-up for these services. (Budget Reduction #92).
8. $204,997, 3 positions: Reorganization of Public Work's stormwater maintenance services administration. After thorough analysis, it has been concluded that having stormwater activities under two Divisions is not the most efficient way to provide these services. This proposal represents a change in the current organizational chart of Public Works and in the process recognizes cost savings. This reduction identifies the management costs that will be saved as a result of the consolidation. This includes a Division Director, and Administrative

Associate VI, and a Maintenance Supervisor. A portion of the positions are available as a result of the VSIP. (Budget Reduction #95).

9. $100,000 - Realign property management responsibility for the Bank of America from private contract to existing in-house staff. Currently the Courthouse Annex is managed by a private Property Manager under a contract that will expire on September 30, 2008. The contract was executed in 2003, when the complex had 21 private tenants occupying 79% of the area (the complex had a 19% vacancy rate and 2% of the building supported building functions). Currently, the complex has 10 private tenants occupying 55% of the area. County and state agencies, for whom the County is responsible for providing office space, now occupy 35% of the area. This presumes the current private sector maintenance staff person transfers employment to the County. The County will reclassify the position being vacated through the parking services reduction in order to absorb the new staff person. (Budget Reduction #121).
10. $407,180 - Revisions to the County's Risk Management Program: On January 29, 2008, the Board conducted a workshop on the County's Risk Management Program and evaluated a number of alternatives to reduce the overall cost of the program while not incurring any undo increase in risk exposures. The County has not finalized its risk financing program for next fiscal year. However, based on preliminary indications from the County's insurance broker, the savings associated with changes to the program are reflected. (Budget Reduction #127).

<u>In addition to the above, the following expenditure reductions would be required to support Options #1 & #2.</u>

11. $25,501 - Reduce discretionary human service agency funding: This reduces all outside human service agencies by 8% (Big Brothers/Big Sisters, United Partners for Human Services (UPHS), Whole Child Leon, Disc Village and the Dick Howser Center). This is consistent with the Board direction provided at the February 26, 2008 meeting where the FY2008/2009 discretionary funding levels were established. The County currently provides a total of $294,258. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #1).
12. $60,000 – Reduce Community Health Service Partnership (CHSP): This reduces the County's contribution by 8% from $750,000 to $690,000. This is consistent with the Board direction provided at the February 26, 2008 meeting where the FY2008/2009 discretionary funding levels were established. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #3).
13. $24,000 – Reduce support for the Trauma Center: This reduces the County's contribution by 8% from $300,000 to $276,000. This is consistent with the Board direction provided at the February 26, 2008 meeting where the FY2008/2009 discretionary funding levels were established. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #9).
14. $20,639 – Reduce direct support for the County Health Department: The County currently provides $257,984 in direct support to the Health Department. To implement the reduction, the Health Department would eliminate a non-medical vacant position in the purchasing section. The work load would be distributed among existing support staff so no clients

would be directly impacted. (Budget Reduction #11).

15. $56,570, 1 position – Reduction of Volunteer Services: Leon County's volunteer coordination efforts with community organizations would be limited causing the underutilization of available free community resources. An evaluation would need to occur to determine the continued involvement of Leon County's participation in Youth Corps Volunteers. (Budget Reduction #14).
16. $35,947, 1 position - Sheriff's Secretary: Currently, the Sheriff, Chief Administrator, Legal Counsel, and the Major over Law Enforcement share two secretaries and a paralegal. One secretary position will be reduced with the associated workload spread between the remaining secretary, paralegal, and executive management. (Budget Reduction #15).
17. $501,893 – Sheriff – Other Reductions: Transfer of one deputy from the Crime Prevention Unit to School Resource to a needed new position for the new middle school being constructed. There is no fiscal impact associated with this transfer. $45,940 associated with various operating expenditures including travel, per diem, training, and the costs associated with various print materials. $13,400 associated with reducing the Mounted Posse from five horses to three and requiring volunteers to transport personal horses to LCSO functions. $141,980 associated with cut backs in maintenance projects, as well as, reductions from some one time projects in 07-08. $241,322 is associated with an overall reduction in uniforms, contractual services, supplies and all other operating accounts. $59,250 reduction by deferring capital replacement of equipment, items get older and additional maintenance dollars are required. The Sheriff provided additional proposed reductions of five sworn officer positions which are not currently recommended for elimination. (Budget Reductions #19 through #25).
18. $39,409, 1 position – Eliminate Secretary Position: The Property Appraiser's reductions include the elimination of one secretary position saving $39,409. (Budget Reduction #31).
19. $80,000 – Eliminate State Lobbying Contracts: Given the State's budget condition, general appropriations are difficult to obtain (even with the assistance of contract lobbyist). The more viable appropriations are obtained through the state agency grant process (FRDAP, etc.) which do not require contract lobbyist assistance. All policy issues are handled by the County's in-house staff and through close coordination with the Florida Association of Counties. (Budget Reduction #41).
20. $68,066, 1 position – Reorganize County Administration functions: The functions related to state and federal legislative matters will be transferred to the Assistant to the County Administrator. This will necessitate less time available for special projects in support of the County Administrator and Board during the year, specifically during the Florida Legislative Session. The cost savings result from the elimination of the Intergovernmental Affairs position. (Budget Reduction #44).
21. $173,660 – Do not fund the in-house Eminent Domain Function for next fiscal year: In the County Attorney's Office, do not fund the in-house Eminent Domain Function: At least one eminent domain project will still exist going into FY08-09. Because there will be no funding in FY08-09 for the eminent domain Attorney and Legal Assistant positions, this remaining matter, and any other eminent domain matters for FY 08-09 will have to either be handled by outside counsel or, for minor items, be considered for handling along with other legal matters handled by the County Attorney's Office. It is requested by the County Attorney that

the eminent domain Attorney and Legal Assistant positions only be frozen, not eliminated. (Budget Reduction #46).

22. $73,943 – Eliminate the summer youth program: Human Resources receives and processes approximately 2,500 - 3,000 applications annually for approximately 65 summer youth positions over a 6-week period, for local youth between the ages of 14 and 21. Program would be eliminated and the summer youth training program for local youth would no longer be available through County government. (Budget Reduction #51).
23. $37,905 – Reduce funding for the Economic Development Council: This action reduces the County's support of the EDC by 19% as authorized by the Board at the February 26, 2008 meeting where the discretionary funding level for outside agencies was established. The Board currently provides funding of $199,500 this reduction brings the total to $161,595. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #52).
24. $16,064 – Reduce funding for cultural and other line item funding: The Board currently provides $84,550 to Keep Tallahassee Beautiful and the Tallahassee Trust for Historic Preservation. This action reduces the County's support of the EDC by 19% as authorized by the Board at the February 26, 2008 meeting where the discretionary funding level for outside agencies was established. A separate budget discussion item is provided regarding all outside agency funding. (Budget Reduction #54).
25. $240,580, 2 positions – Elimination of the hand-fogging and truck fogging mosquito control programs: The Mosquito Control Division provides mosquito control services in the incorporated and unincorporated areas of Leon County including spraying for nuisance mosquitoes by utilizing hand-fogging devices to spray private yards and/or areas surrounding businesses such as daycares. This portion of the program operates on a request for services basis. Staffing of the hand-fogging program is done by OPS staff. The total savings for this portion of the program is $55,791. The Mosquito Control Division also provides mosquito control services in the incorporated and unincorporated areas of Leon County including spraying for nuisance mosquitoes by utilizing fog trucks. This option includes the elimination of the Mosquito Control Superintendent and a Mosquito Control Tech. Total savings for this portion of the program are $184,789. Elimination of mosquito control spraying services in the incorporated and unincorporated areas of Leon County will impact those individuals and neighborhoods who request such services, but will not impact the general populations. (Budget Reduction #58 and #59).
26. $389,176, 14 positions (9.0 FTEs): Reduce the main library's hours of operations from 64 to 40 hours per week. The table below shows the current and proposed hours of operation. (Budget Reduction #76).

Main Library							
	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Current	10 – 9	10 – 9	10 – 9	10 – 9	10 – 6	10 – 5	1 – 6
Proposed*	12 – 6	10 – 8	10 – 8	10 – 8	10 – 5	10 – 5	Closed

* Possible schedule; may be modified based on client demand.

27. $43,402, 1 position: Reduce housing rehabilitation services: This would reduce the number of housing rehabilitation specialist positions from two to one. This could impact and extend

the amount of time a participating homeowner may have to wait in occupying a new dwelling unit or a portion of an existing unit being rehabilitated. (Budget Reduction #78).

28. $42,510, 1 position: Reorganization of administrative functions with the Department of Housing and Human Services: An Administrative Associate V position is being relocated to the Housing Services Division. The current Administrative Associate V position, within Housing Services, is being eliminated due to the Voluntary Separation Program. The relocation of the Administrative Associate V position from Veteran's Services to Housing services will allow for administrative support to be provided throughout the Health and Human Services Division. (Budget Reduction #80).
29. $51,391, 1 position: Reorganization of Growth and Environmental Management (GEM) administrative staffing: Through the VSIP program, GEM will have a reduction of an Administrative Associate V position. GEM will reorganize the functions of this position through internal reorganization by utilizing an administrative pool to handle the administrative duties of the position. In addition, other administrative staff are being cross trained to handle specific site plan duties handled by the position. GEM is looking at other site plan intake procedures that would require the applicant to ensure the delivery of application packages to outside agencies for review, and require the applicant to post the required site development consideration notice on the property. (Budget Reduction #90).
30. $50,593, 1 position: Reduce Public Work's production drawing resources: Three CAD positions on staff with the Engineering Design Program provide CAD drawing production in support of four senior engineers and other design staff for the design of projects for the County. In addition, this staff provides CAD services to other divisions such as Parks and Recreation and Solid Waste. This staff responds to CAD requests within time frames set by the requesting engineer and with acknowledgement of other CAD tasks that are on hand to be completed. The elimination of one CAD Technician would result in the delayed production of CAD drawings. (Budget Reduction #93).
31. $126,009, 3 positions: Reorganization of Public Work's stormwater maintenance services maintenance crews: This proposal represents a change in the current organizational chart of Public Works by bringing stormwater activities under one Division. This reduction identifies the crew costs that will be saved as a result of the consolidation. The reduction of 3 Maintenance Tech that currently perform filter replacement and mowing. The filter replacement will be contracted out. A portion of the positions are available as a result of the VSIP. (Budget Reduction #96).
32. $40,960, 1 position: Reduce MIS support for Electronic Document Management Scanning Services: MIS has been providing conversion services from paper to electronic records for various divisions and programs (i.e. Human Resources, Public Works Operations, Animal Control, Building Permits, Veteran Services and Facilities Management). Additional divisions and programs have requested assistance, including Purchasing, other areas within GEM, and Public Works. Currently, approximately 2.5 FTE support this work effort (two regular FTE and a portion of one other position). The loss of one Career Services position reflects a 40% decrease in support. The remaining Career Service position will be focused on transitioning Public Works, and the remaining .5 FTE will rotate to address other needs. It is anticipated that future records conversions will need to be completed through individual program efforts, in conjunction with MIS. (Budget Reduction #105).

33. $32,565, 1 position: Reduced parking services: Four FTE Facilities Operations Technicians and one Supervisor man the parking gate at the Courthouse and main library, scrub clean the parking garage floors three times per month, enable public persons with disabilities to park in the parking garage, pick up litter at ten parking lots twice a week, collect fees from those parking at the main library, repair the parking gates, assure the public does not park in the church's parking area (adjoining the main library) during restricted times, provide vendors access to the Courthouse with proper identification, and provide back-up internal mail services. One of the Facilities Operations Technicians has submitted their VSIP application which has been accepted by the County and awaiting execution. This reduction is proposed to occur independent of final execution of the VSIP. Overall, this reduction of one Facilities Operations Technician will result in a 20% reduction in service, which will be mitigated somewhat with the installation of parking auto attendant equipment at the Main Library, funded in the FY08 budget, which will enable public parking with limited staff intervention. With the loss of the position, however, there will be an increased response time for the repair of parking gate malfunctions to approximately 15-20 minutes after notice (it is currently five minutes or less as someone is on-site). Delayed response to parking gate malfunctions may result in the public driving through closed gates, requiring increased numbers of gate replacements and other equipment repairs. Additionally, it is anticipated there will be an increase in patrons not complying with parking restrictions during church events. (Budget Reduction #109).
34. $48,477, 1 position: Elimination of one Fleet Mechanic position: When EMS was brought on-line, this position was established to have a dedicated staff person for the repair and maintenance of ambulances. However, although attempts to fill this position were made, a qualified candidate was never found, and existing Fleet staff has managed the work load. Given the fact that current Fleet staff have been able to absorb the increased work-load created as a result of adding the Division of EMS, no reduction of level of service is anticipated. (Budget Reduction #126).

<u>In addition to the above, the following expenditure reductions would be required to support Option #1</u>.

35. $100,000 – Eliminate funding for new diversionary programs: The County has a number of jail divisionary programs that are currently fully funded. The elimination of these funds does not impact any of the existing programs. The funding would constrain the growth of new programs and the associated on-going costs. The $100,000 reduction will support the ongoing transfer of general revenue to the probation and pre-trial programs. It is estimated that the general revenue transfer for FY09 will be $1.1 million. (Budget Reduction #13).
36. $119,051, 1 position – Lieutenant: Currently, there is a Lieutenant position over Homeland Security and one over the School Resource Officer/Crime Prevention Division. Through reorganization, one Lieutenant position will be eliminated and the remaining Lieutenant position will supervise Crime Prevention, Homeland Security, and School Resource. Combining all these sections under one supervisor will inherently present issues with span of control that will need to be monitored closely. (Budget Reduction #16).
37. $262,744 – Reduce capital request for 14 vehicle replacements: The Leon County Sheriff's

Office (LCSO) replaces vehicles on a 6 to 7 year schedule depending on miles, maintenance records, and available budget dollars. By deferring capital replacement of vehicles, the fleet gets older and requires additional maintenance dollars. During 06-07, the LCSO contracted with a nationally recognized fleet consultant who advised the need to replace approximately 90 vehicles to get with best practices for vehicle replacement. This costs savings will be realized by reducing the number of replacements from 39 to 25 vehicles. (Budget Reduction #29).

38. $77,633 – Property Appraiser, Neighborhood Specialist (remain vacant) and Commercial Analyst (remain vacant): The Property Appraiser has requested two positions remain vacant for next year saving $77,633. According to the Property Appraiser keeping these positions vacant may cause additional protests, corrections, revisits and litigation. (Budget Reduction #32 and #33).
39. $85,000 – Property Appraiser, Eliminate resource for online filing exemptions: A reduction of $85,000 may cause the delay in the implementation of an on-line resource for filing exemptions. (Budget Reduction #34).
40. $45,040 – Property Appraiser Cost savings realized through other operating reductions. (Budget Reduction #35 through #36).
41. $61,453, 1 position – Clerk of the Circuit Court: The Clerk is recommending the elimination of an Accountant IV position. The workload would be redistributed among existing staff and will prioritize work to ensure federal, state and local laws are met. (Budget Reduction #37).
42. $8,833 – Public Defender: The Public Defender has identified reductions equal to 8% of their operating expenditure accounts related to Article V/Chapter 29 obligations. (Budget Reduction #38).
43. $10,533 – State Attorney: The State Attorney has identified reductions equal to 12% of their operating expenditure accounts related to Article V/Chapter 29 obligations. This is above the requested 8% reduction. (Budget Reduction #39).
44. $46,813, 1 position – Reduction in the Public Information Office functions: The Public Information Office (PIO) is responsible for public information and education, communications strategy and message development, media and public relations, and the marketing of County programs and services. Some of the tools used to deliver these services are: The County Link (a monthly, full-page advertisement that runs in the Tallahassee Democrat); The Courier (a bi-monthly, 12-page employee newsletter); In the Loop (a bi-weekly electronic employee newsletter); town hall meetings to provide a forum for County officials and citizens to address issues; special events (such as the Smart Growth Summit); videos and Comcast Channel 16; and, news releases and public notices. In addition, the Public Information Officer serves as Emergency Support Function 14 in the Emergency Operations Center; and oversees the Web site, making changes on a daily basis. The PIO is staffed with three positions, the Public Information Officer and two PIO Specialists. Eliminating one of the specialist positions would reduce service levels to the organization, the news media, and the citizens of Leon County. Some of these reductions would include: reducing the County Link from monthly to bi-monthly; reducing the internal newsletter, The Courier, from bi-monthly to quarterly; reducing the number of videos produced; reducing the number of special events (such as the Smart Growth and Climate Action summits) and town hall meetings. (Budget Reduction #43).

45. $28,375, 1 position – Eliminate the County management internship program: For the past three years, the County has run a professional management internship program. The purpose of the program is to expose recent graduates seeking a career in public administration to local government. The interns work on projects, serve in departments and work closely with administration. This reduction would eliminate the program. (Budget Reduction #45).
46. $37,501, 1 position: Reduction of the Environmental Education Program at Cooperative Extension: This involves the elimination of an administrative associate IV position. Overall office support would be reduced to the following programs: to the master gardener program; Florida Yards & Neighborhood and the Master Wildlife Conservationist program. Testing for state pesticide certification would be eliminated. Support for the website, mail-outs and e-mail contact would be reduced. (Budget Reduction #69).
47. $64,909, 1 position: Reduction in MIS technical support: Reduce TSC support for Article V agencies from two FTE to one FTE (a 50% reduction). The Board was advised of this service level reduction during the March 11, 2008 Budget Workshop regarding Current Year Service Reductions Resulting from the Hiring Freeze. This reduction in support to Article V Agencies would be consistent with that already instituted for Board offices. In FY 07/08, TSC staffing was reduced by one position due to funding reduction. In response, library support was reduced from two positions to one and support for Growth Management (GEM) and Public Works was reduced from dedicated to shared resources from the TSC pool. (Budget Reduction #104).
48. $25,051, 1 position: Eliminate the development of new GIS base map layers: In FY 06/07 three GIS OPS positions were transitioned to career service GIS Technical I positions to input and validate information for data layers, such as easements and streets, and to provide basic customer service for public records requests. One position was eliminated in the FY 07/08 budget due to a reduction in revenue. A second position has been vacant since the Fall of 2007. The loss of the one GIS Technician I FTEs reflects a 100% decrease in the development and maintenance of data layers. Maintenance for critical data layers, such as streets and buildings, will be redistributed to remaining GIS staff; however staff will be unable to add data layers without targeted funding through grants, contracts, etc. Customer service for public records requests will be handled by existing staff. As these are Interlocal positions, the cost reflects 50% of the positions' wage and fringe benefit expenses. (Budget Reduction #108).
49. $30,115 - Further reduction in parking services: The proposed reduction would eliminate one of three Facilities Operations Technicians that staff the Courthouse, maintain external lots, and perform minor equipment repairs to parking equipment. The reduction of one Facilities Operations Technician will result in a 20% reduction in service overall. The FY09 CIP includes automation equipment to enable public parking at the Gadsden St. lot with limited staff intervention; this site is not currently staffed and does not provide public parking. The impact is anticipated to include: reduced parking garage scrub cleaning to twice monthly (increasing the build up of oil on the garage floors); increased litter and debris at parking lots including Amtrak, libraries, and Health Clinics; increased response time to repair parking gate malfunctions to 15-20 minutes after notice (currently five minutes or less); and alternate staff will need to provide back-up mail services. Delays in responding to parking gate malfunctions may result in the public driving through closed gates, increasing

gate replacements and equipment repairs. (Budget Reduction #110).

50. $20,696 - Reduced off-hours Courthouse security: Currently contracted security guard service provides two staff to allow at least one security guard to remain at the parking gate during those after-hour times that vendors would need Courthouse access or employees may be leaving the building. Reduce security guard staffing by 36.25 hours per week at the Courthouse. This leaves a security staff presence during all non-business hours. As the guard will not be available at the parking gate at all times, there would be an increased potential for a security breach, and security may not respond if an employee is having difficulty entering or exiting the building after hours. (Budget Reduction #116).
51. $45,438, 1 position: Reduce the Purchasing Department's warehouse services: Mail delivery from the Courthouse to all County facilities consumes approximately one-half an FTE, which provides net warehouse support of approximately 3.5 FTE. The loss of one FTE reduces warehouse program support to approximately 2.5 FTE. In response, the Courthouse office supply center will be closed, and warehouse hours will be changed to 7:00 a.m. to 4:00 p.m. (a reduction of one and one-half hours a day). Public Works may feel the greatest impact of the loss of one FTE, as load up time in the mornings to begin road, right-of-way and parks maintenance may increase, since the crews generally secure their warehouse issuances at approximately the same time in the morning. Further, with reduced inventory maintenance support, the likelihood of stock outs will increase. The volume of warehouse issuances has remained constant since FY 03/04: approximately 17,000 issuances per year. The dollar volume of those issuances declined by 8% last year, some of which is in response to the reduced road activity, and some of which is a change in how the supplies are being delivered and cost out. (Budget Reduction #122).
52. $51,451, 1 position: Reduction in OMB's management reviews: Management reviews would no longer be conducted on a routine basis, thereby eliminating a tool that can result in increased efficiencies for the organization and may result in reduced division accountability in following established policies and procedures. (Budget Reduction #125).

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE

CONSTRAINED REDUCTIONS - 8%

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
HUMAN SERVICES									
1	Reduce Outside Agency Funding (non-CHSP)	The County currently provides $294,258 in funding to the following agencies: Big Brothers/Big Sisters; United Partners for Human Services (UPHS); Whole Child Leon; DISC Village and the Dick Howser Center.	This reduces all of these outside agencies by 8% from the FY07/08 adopted funding levels as authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding level for outside agencies was established.	$ 25,501				Included in HS-2	
2	Eliminate Outside Agency Funding (non-CHSP)	The County currently provides $294,258 in funding to the following agencies: Big Brothers/Big Sisters; United Partners for Human Services (UPHS); Whole Child Leon; DISC Village and the Dick Howser Center.	This would eliminate the funding for these outside agencies.			$ 293,258		$ 293,258	
3	Reduce Community Health Service Partnership (CHSP) Funding	The County currently partners with the City and the United Way to fund the CHSP program annually and contributes $750,000.	This reduces the County's support of CHSP by 8% from the FY07/08 adopted funding levels as authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding level for outside agencies was established.	$ 60,000				Included in HS-4	
4	Eliminate Community Health Service Partnership (CHSP) Funding	The County currently partners with the City and the United Way to fund the CHSP program annually and contributes $750,000.	This would eliminate the County's contribution to CHSP			$ 750,000		$ 750,000	
5	Reduce funding for the Senior Outreach Programs	The County currently contracts with the Senior Center Foundation in the amount of $144,000 to provide programming at the Community Centers and to support Senior Days.	The contract would be reduced with the Senior Citizen Foundation, and there would be fewer activities for seniors in the unincorporated area.	$ 11,520				Included below	
6	Eliminate funding for the Senior Outreach Programs	The County currently contracts with the Senior Center Foundation in th amount of $144,000 to provide programming at the Community Centers and to support Senior Days.	A contract would not be executed with the Senior Citizen Foundation, and there would be fewer activities for seniors in the unincorporated area.			$ 144,000		$ 144,000	
	TOTAL HUMAN SERVICES			**$ 97,021**		**$ 1,187,258**		**$ 1,187,258**	
HEALTH CARE									
7	Reduce funding for Primary Health Care Program	The County currently contracts with Bond and Neighborhood Clinics, FAMU Pharmacy and Capital Medical Society to provide primary healthcare to uninsured residents in Leon County. The total funding is $1,287,100.	This would reduce the available funding for these programs and thereby, have less overall residents receiving services. The Primary Healthcare Advisory Board would be utilized to recommend how the reductions should be allocated.	$ 102,968				Included in HC-2	
8	Eliminate funding for the Primary Health Care Program.	The County currently contracts with Bond and Neighborhood Clinics, FAMU Pharmacy and Capital Medical Society to provide primary healthcare to uninsured residents in Leon County. The total funding is $1,287,100.	This would eliminate the County's funding for the primary health care program.			$ 1,287,100		$ 1,287,100	
9	Reduce funding for the Trauma Center	The County currently provides $300,000 in annual support to Tallahassee Memorial Healthcare to fund their Trauma Center.	This would reduce the County's share of funding for the Trauma Center as authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding level for outside agencies was established.	$ 24,000				Included below	

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
10	Eliminate funding for the Trauma Center	The County currently provides $300,000 in annual support to Tallahassee Memorial Healthcare to fund their Trauma Center.	This would eliminate the County's funding for the Trauma Center.			$ 300,000		$ 300,000	
11	Reduce direct funding for the County Health Dept.	The County currently provides $257,984 in direct funding to the Health Department. The County also provides all support for utilities, custodial and maintenance for the health department facilities.	The Health Department would eliminate a non-medical vacant position in the purchasing section. The workload would be distributed among existing support staff so that no clients would be impacted directly.	$ 20,639				Included in HC-6	
12	Eliminate direct funding for the County Health Dept.	The County currently provides $257,984 in direct funding to the Health Department. The County also provides all support for utilities, custodial and maintenance for the health department facilities.	The Leon County Health Department currently contracts our Primary Care services to other providers and provides clinical services in Family Planning, Colposcopy, Travel Immunizations, STD diagnosis, treatment and other medical services. In the event the entire BCC allocation of $257,000 was cut, there would be a direct impact to direct client services at the clinics and through those primary care contracts. The Department would attempt to meet the decrease through non-client cuts by keeping vacant positions open, but the agency would not be able to absorb the entire loss. There would be an estimated loss of up to 3,000 client visits due to a reduction in staff and/or a reduction in contractual services.			$ 257,984		$ 257,984	
	TOTAL HEALTH FUNDING			$ 147,606		$ 1,845,084		$ 1,845,084	
INCARCERATION ALTERNATIVES									
13	Eliminate Funding for New Diversionary Programs	The County currently provides $100,000 in funding that is not allocated to specific diversionary programs. The Public Safety Coordinating Council (PSCC) has made recommendations over the past two years on where to allocate these funds.	The County has a number of jail diversionary programs that are currently fully funded. The elimination of these funds does not impact any of the existing programs. The funding would constrain the growth of new programs and the associated on-going costs. This reduction will support the ongoing transfer of general revenue to support the probation and pre-trial programs. It is estimated that the transfer for FY09 will be $1.1million.			$ 100,000		$ 100,000	
	TOTAL INCARCERATION ALTERNATIVES					$ 100,000		$ 100,000	
VOLUNTEER SERVICES									
14	Reduce Volunteer Services	Provides a dedicated liaison to 1-800-Volunteer.org as the coordinating point with community-based agencies; coordinates the Volunteer LEON Youth Corps Program and provides supervision to YouthCorp volunteers and AmeriCorps/VISTA staff.	Leon County's volunteer coordination efforts with community organizations would be limited causing the underutilization of available free community resources. An evaluation would need to occur to determine the continued involvement of Leon County's participation in Youth Corps Volunteers.	$ 56,570	1.00			$ 56,570	1.00
	TOTAL VOLUNTEER SERVICES			$ 56,570	1.00			$ 56,570	1.00
SHERIFF									
15	Sheriff's Secretary	Currently, the Sheriff, Chief Administrator, Legal Council and the Major over Law Enforcement share two secretaries and a paralegal.	One secretary position will be reduced with the associated workload being spread between the remaining secretary, paralegal and executive management.	$ 35,947	1.00			$ 35,947	1.00

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
16	Lieutenant	Currently, there is a LT position over Homeland Security and one over SRD/Crime Prevention.	Through re-organization one LT position will be eliminated, and the remaining LT will supervise Crime Prevention, Homeland Security and School Resource. Combining all these sections under one supervisor will inherently present issues with span of control that will need to be monitored closely.	$ 119,051	1.00			$ 119,051	1.00
17	Traffic/Special Operations	Currently, Traffic/Special Operations has nine deputies with two sergeants and a lieutenant.	The elimination of a sergeant and two deputies will be a 25% reduction in staff. The impacts will be substantial. The loss of the sergeant will place additional responsibilities on the remaining lieutenant and sergeant for planning, organizing, directing and controlling subordinates and events. With 25% less staff, the community will see a corresponding reduction in traffic enforcement, working crashes, DUI enforcement, working hit and run crashes, and child safety seat inspections. This will also put additional strain on an already understaffed Uniform Patrol Bureau because they will have to pick up the load.	$ 274,520	3.00			$ 274,520	3.00
18	Vice/ Narcotics	The LCSO Vice/Narcotics unit is comprised of seven deputies. In 2007 (Jan.-Dec.), these deputies confiscated $5,901,325 in illicit drugs and seized $6,748,793 in property. This unit made a total of 209 arrests resulting in 445 felony charges and 197 misdemeanor charges.	The importation of illegal drugs is on the rise and these detectives are vital in keeping these narcotics out of our community. A 29% cut in personnel from this unit will impede their ability to perform necessary duties. Vice cases are inherently dangerous and appropriate manpower is necessary on search warrants, buy busts and many of the other functions performed.	$ 162,458	2.00			$ 162,458	2.00
19	Crime Prevention	Currently, the Crime Prevention Unit has two deputies, one sergeant and a shared lieutenant.	One deputy will be transferred to school resource to fill a needed new position for the new middle school being constructed. This will reduce approximately 30% of the crime prevention services available to the community.	$				$	
20	Travel, Per Diem and Training	Currently, LCSO is funded for a minimal amount of travel, training and per diem.	This is a 33% reduction in the dollars available. Training conferences will need to be ranked and selected based on the highest priority.	$ 24,540				$ 24,540	
21	Crime Prevention & Publication Programs	Currently, supplies are purchased to facilitate the programs of DARE, Teen Driving and Child Lures. In addition, several publications are in print format.	The DARE program, Teen Driving and Child Lures booklets will be funded from an alternative funding source. The Annual Report, 911 News and Intel Newsletter will be distributed in an electronic format.	$ 21,400				$ 21,400	
22	Mounted Posse	Currently, the Mounted Posse has five horses used for crowd control, parking lot patrols and public relations at the fair, high school football games, neighborhoods and special events.	Reduce Posse to three horses and require volunteers to transport personal horses to LCSO functions.	$ 13,400				$ 13,400	
23	Repairs and Maint. - Auto, Facilities, Equipment and Radios		This reduction is the result of cutbacks in maintenance projects, as well as, reductions from some one-time projects in 07-08.	$ 141,980				$ 141,980	

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
24	Other Operating Expenses		This reduction is associated with reductions in uniforms, contractual services, supply and all other remaining operating accounts. LCSO will have to conserve and reduce supply orders to remain in budget.	$ 241,323				$ 241,323	
25	Reduce capital request for Law Enforcement equipment	LCSO currently replaces equipment as items become obsolete or unrepairable.	By deferring capital replacement of equipment, items get older and require additional maintenance dollars.	$ 59,250				$ 59,250	
26	Salary Lapse and SRO Contract		Offsetting payment from the School Board for the School Resource Officer program. Amount reflected is the increase over prior year funding.	$ 13,236				$ 13,236	
27	Insurance		No impact. This reduction is the result of lower insurance rates.	$ 56,540				$ 56,540	
28	Personal Services		No impact - These reductions are associated with staff retirements and decreases in the Florida Retirement System and workers compensation rates since last budget submission.	$ 851,516				$ 851,516	
29	Reduce capital request for 14 vehicle replacements	LCSO currently replaces vehicles on a six- to seven-year schedule depending on miles, maintenance records and available budget dollars.	By deferring capital replacement of vehicles, the fleet gets older and requires additional maintenance dollars. During 06-07, LCSO contracted with a nationally-recognized fleet consultant who advised the need to replace approximately 90 vehicles to get within best practices for vehicle replacement.	$ 262,744				$ 262,744	
	TOTAL SHERIFF			$ 2,277,905	7.00			$ 2,277,905	7.00
	TAX COLLECTOR								
30	Excess Fees	The Tax Collector is a fee-based office. The Board provides funding through a commissions on property tax collections.	In discussions with the Tax Collector's Office, the Tax Collector has committed to the 8% reduction and will provide a minimum of the amount requested through an excess fee payment.	$ 433,423				$ 433,423	
	TOTAL TAX COLLECTOR			$ 433,423				$ 433,423	
	PROPERTY APPRAISER								
31	Eliminate Secretary Position	Currently, this position is the secretary to the Administrative Supervisor. Functions include mail processing, office-wide calendar maintenance, website, email correspondence, secretarial support to all employees, etc.	Longer responses and reduced customer service to the public in their information and requests for service, longer responses and reduced service to professional staff, degradation of quality professional work, extended work to professional staff, and degrading the response time. Basically, reduced customer service time, as well as quality of appraisal and defense of appraisals.	$ 39,409	1.00			$ 39,409	1.00
32	Neighborhood Specialist (remain vacant)	Currently, this position is used to provide equity in the neighborhoods where mixed use and revitalization are under way, and the same quality and class calls require extensive field review and analysis in order to not undervalue the renovated improvements, nor overvalue the non-renovated properties.	The continuation of this vacancy will result in a greater number of inequitable assessments, which result in additional protests, corrections, revisits, and litigation, all creating additional costs to the office from inefficiency, as well as analyst, appraiser, and legal time and costs.	$ 36,857				$ 36,857	

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
33	Commercial Analyst (remain vacant)	Currently, this position is used to provide in-depth analysis of the cost approach, as well as the income approach in valuing income producing parcels.	The continuation of this vacancy will result in reducing the work of analysis of these parcels in half. This creates inequities among similar types of parcels, with some being undervalued while others may be valued at market. The result of this creates more work from protests, corrections, revisits, litigation, etc. This is more important now with the capping of assessed value on non-homesteaded parcels.	$ 40,776				$ 40,776	
34	Eliminate resource for online filing for exemptions	The first phase of the web project will be completed this year. The testing and implementation is scheduled for next year.	Eliminating this will prolong the project, possibly pushing back the implementation for one more year.	$ 85,000				$ 85,000	
35	Eliminate out-of-state training and travel	Generally, this is for GIS and CAMA schools and conferences which are national in scope, and usually located outside the state.	Eliminating this will degrade the ability of staff to keep current in these fast-changing technology areas. This results in degradation of the product and customer service, as well as in some cases, missing out on knowledge of cheaper, and more effective new innovations. Additionally, in collaboration with other agencies nationally, many cost-saving ideas will be overlooked. Additionally, there is the likelihood that the Property Appraiser would lose these highly trained, and highly competitive employees to an employer who allows this advanced training, which motivates this type of employee.	$ 20,040				$ 20,040	
36	Eliminate paid parking for County-owned vehicles	Previously, the Property Appraiser paid for parking its vehicles.	The availability of parking in the County-owned lot behind the BOA building has reduced the need to provide paid parking for County-owned vehicles. There is no reduction in service or quality to the public.	$ 25,000				$ 25,000	
	TOTAL PROPERTY APPRAISER			$ 247,082	1.00			$ 247,082	1.00

CLERK OF THE CIRCUIT COURT

37	Elimination of Accountant IV position	This is a very high level, professional accounting position that requires a CPA Certificate or a Masters Degree in Accounting. This position possesses a thorough knowledge of governmental accounting principles, practices, and auditing standards. This position has the ability and skill sets to interpret technical journals and provide guidance to accounting staff and operational departments.	This is not a recommendation that would be made, if it weren't for the County's fiscal condition. The Finance Department is in the process of reorganizing in order to ensure all required federal, state and local laws are met. We will redistribute our workload in order to meet our requirements, utilizing technology as much as possible, so that we continue to be responsive to our internal and external customers. Additionally, as we train our younger accounting staff for these new roles, we'll provide promotional opportunities as appropriate.	$ 61,453	1.00			$ 61,453	1.00
	TOTAL CLERK OF THE CIRCUIT COURT			$ 61,453	1.00			$ 61,453	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
PUBLIC DEFENDER									
38	Adjustments to operating expenditure accounts	The Board is responsible for funding certain operating accounts for the Public Defender as it relates to Article V of the Florida Constitution and implemented in Chapter 29 of the Florida Statutes.	The Public Defender has identified reductions equal to the 8% requested as part of their budget submission.	$ 8,833				$ 8,833	
	TOTAL PUBLIC DEFENDER			$ 8,833				$ 8,833	
STATE ATTORNEY									
39	Adjustments to operating expenditure accounts	The Board is responsible for funding certain operating accounts for the State Attorney as it relates to Article V of the Florida Constitution and implemented in Chapter 29 of the Florida Statutes.	The State Attorney has identified reductions in excess (12%) of the 8% requested as part of their budget submission.	$ 10,533				$ 10,533	
	TOTAL STATE ATTORNEY			$ 10,533				$ 10,533	

HUMAN SERVICES	$ 97,021	-	$ 1,187,258	-	$ 1,187,258	-
HEALTH	$ 147,606	-	$ 1,845,084	-	$ 1,845,084	-
INCARCERATION ALTERNATIVES	$ -	-	$ 100,000	-	$ 100,000	-
VOLUNTEER SERVICES	$ 56,570	1.00	$ -	-	$ 56,570	1.00
SHERIFF	$ 2,277,905	7.00	$ -	-	$ 2,277,905	7.00
TAX COLLECTOR	$ 433,423	-	$ -	-	$ 433,423	-
PROPERTY APPRAISER	$ 247,082	1.00	$ -	-	$ 247,082	1.00
CLERK OF THE CIRCUIT COURT	$ 61,453	1.00	$ -	-	$ 61,453	1.00
PUBLIC DEFENDER	$ 8,833	-	$ -	-	$ 8,833	-
STATE ATTORNEY	$ 10,533	-	$ -	-	$ 10,533	-
TOTAL CONSTRAINED REDUCTIONS (8%):	$ 3,340,426	10.00	$ 3,132,342	-	$ 6,228,141	10.00
INITIAL TARGET REDUCTION AMOUNT:					$ 5,340,490	
TOTAL REDUCTIONS HIGHLIGHTED:					$ 2,888,961	5.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE

LEVEL OF SERVICES REDUCTIONS - 19%

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
BOARD OF COUNTY COMMISSIONERS									
40		During the prioritization setting process, the Board placed their budget into the "Level of Service Reductions" category. This category has a target of 19% in reductions. 19% of the Board's operating and salary budget is $256,655.	To be reviewed and determined by the Board of County Commissioners.	$ 256,655				$ 256,655	TBD
	TOTAL BOARD OF COUNTY COMMISSIONERS			$ 256,655				$ 256,655	TBD
COUNTY ADMINISTRATION									
41	Eliminate State Lobbying Contracts	The state contract lobbyists pursue appropriation requests, provide access to legislators outside of the local legislative delegation and provide weekly updates to the Board during the 60-day legislative session on policy and appropriation issues.	Given the State's budget condition, general appropriations are difficult to obtain (even with the assistance of contract lobbyists). The more viable appropriations are obtained through the state agency grant process (FRDAP, etc.) which does not require contract lobbyists' assistance. All policy issues are handled by the County's in-house staff and through close coordination with the Florida Association of Counties.			$ 80,000		$ 80,000	
42	Eliminate Federal Lobbying Contract	The federal contract lobbyists provide monthly reports to the Board throughout the year on federal lobbying activities, pursue and track appropriation and policy requests, and provide a physical presence in Washington, DC to represent the Board on issues specific to Leon County.	The elimination of federal contract lobbyists will eliminate the Board's representation in Washington, DC, thereby, reducing the County's ability to pursue substantive and fiscal opportunities specific to Leon County.			$ 100,000		$ 100,000	
43	Reduce Public Information Office Staff	The Public Information Office (PIO) is responsible for public information and education, communications strategy and message development, media and public relations, and the marketing of County programs and services. Some of the tools used to deliver these services are: The *County Link* (a monthly, full-page advertisement that runs in the *Tallahassee Democrat*); *The Courier* (a bi-monthly, 12-page employee newsletter); *In the Loop* (a bi-weekly electronic employee newsletter); town hall meetings to provide a forum for County officials and citizens to address issues; special events (such as the Smart Growth Summit); videos and Comcast Channel 16; and news releases and public notices. In addition, the Public Information Officer serves as Emergency Support Function 14 in the Emergency Operations Center, and oversees the Web site, making changes on a daily basis.	The PIO is staffed with three positions, the Public Information Officer and two PIO Specialists. Eliminating one of the specialist positions would reduce service levels to the organization, the news media, and the citizens of Leon County. Some of these reductions would include: reducing the *County Link* from monthly to bi-monthly; reducing the internal newsletter, *The Courier*, from bi-monthly to quarterly; reducing the number of videos produced; reducing the number of special events (such as the Smart Growth and Climate Action summits) and town hall meetings.	$ 46,813	1.00			$ 46,813	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
44	Reorg. of County Admin. Functions	The County currently has an Assistant to the County Administrator and Intergovernmental Affairs Coordinator. As a result of the hiring freeze, the Intergovernmental Affairs position has become vacant. The Assistant position provides direct support to the Administrator and provides a lead role for various Board projects/assignments. One of the primary roles of the Intergovernmental Affairs Coordinator is to be the lead staff person as it relates to state and federal legislative matters.	The functions related to state and federal legislative matters will be transferred to the Assistant to the County Administrator. This will necessitate less time available for special projects in support of the County Administrator and Board during the year, specifically during the Florida Legislative Session. The cost savings result from the elimination of the Intergovernmental Affairs position.	$ 68,066	1.00			$ 68,066	1.00
45	Elimination of Management Internship Program	For the past three years, the County has run a professional management internship program. The purpose of the program is to expose recent graduates seeking a career in public administration to local government. The interns work on projects, serve in departments and work closely with administration.	The program would be eliminated.			$ 28,375	1.00	$ 28,375	1.00
	TOTAL COUNTY ADMINISTRATION			$ 114,879	2.00	$ 208,375	1.00	$ 323,254	3.00

COUNTY ATTORNEY

46	Do not fund the in-house Eminent Domain Function for next fiscal year.	Legal services for all but one of the current eminent domain projects are expected to conclude in FY 07-08. These matters are being handled by the in-house eminent domain Attorney and Legal Assistant.	At least one eminent domain project will still exist going into FY 08-09. Because there will be no funding in FY 08-09 for the eminent domain Attorney and Legal Assistant positions, this remaining matter and any other eminent domain matters for FY 08-09 will have to either be handled by outside counsel or, for minor items, be considered for handling along with other legal matters handled by the County Attorney's Office. It is requested by the County Attorney that the eminent domain Attorney and Legal Assistant positions only be frozen, not eliminated.	$ 173,660				$ 173,660	
	TOTAL COUNTY ATTORNEY			$ 173,660				$ 173,660	

ANIMAL CONTROL

47	Discontinue Grant to the St. Francis Wildlife Association	In accordance with the current contract, the St. Francis Wildlife Association provides wildlife rescue and nuisance control services to Leon County. The Association, however, has limited field operations. The bulk of the rescues involve citizens dropping off injured or sick wildlife at designated veterinarian offices. St. Francis then picks up the animals and provides shelter and rescue for them beyond that point.	Discontinuing the grant to St. Francis Wildlife Association will reduce the ability for the organization to harbor and rescue injured wildlife. Over the last 12 months, 861 animals have been rescued.	$ 71,250				Included in AC-3 and 4	

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
48	Reduce Level of Service for Animal Control	Animal Control currently services the citizens of Leon County 7:00 AM – 7:00 PM, Monday – Friday and 8:00 AM – 4:30 PM, Saturday & Sunday. Animal Control patrols and responds to service requests as it relates to violation of County Ordinance Chapter 4 and Florida Statutes, which includes: stray animals, animal cruelty, dangerous dogs, sick or injured domestic animals; domestic animal nuisances, and rabies control. Animal Control handles all rabies exposure cases in Leon County/City of Tallahassee for the Leon County Health Department, including impound, quarantine, and testing of rabies suspect animals. Animal Control picks up and impounds animals from those pet owners who are no longer able to care for their animals.	Reduce weekday hours of operation from 12 hours to 10 hours per day. Eliminate routine service on weekends, responding to emergency service only. Eliminate the service of picking up and removing owned animals. Anticipated impacts include: increased response time to emergency service as well as non-emergency service requests; increased emergency call-outs for weekday and weekend service; increased stray animals due to pet owners turning their animals loose; increased complaints due to longer response times; and minor reductions in the division's ability to respond to hurricanes and other emergencies due to manpower and equipment reductions.	$ 58,749	1.00			Included in AC-3 and 4	
49	Elimination of Animal Control	Animal Control currently services the citizens of Leon County 7:00 AM – 7:00 PM, Monday – Friday and 8:00 AM – 4:30 PM, Saturday & Sunday. Animal Control patrols and responds to service requests as it relates to violation of County Ordinance Chapter 4 and Florida Statutes, which includes: stray animals, animal cruelty, dangerous dogs, sick or injured domestic animals; domestic animal nuisances, and rabies control. Animal Control handles all rabies exposure cases in Leon County/City of Tallahassee for the Leon County Health Department, including impound, quarantine, and testing of rabies suspect animals. Animal Control picks up and impounds animals from those pet owners who are no longer able to care for their animals.	Leon County would no longer provide Animal Control services in the unincorporated area of the County. The Health Department would be responsible for all aspects of investigating rabies bite cases. Law Enforcement would be responsible for responding to nuisance calls. The County currently contracts with the City for use of the Animal Shelter. The cost is based on a pro-rata share of animals brought to the facility based on unincorporated/incorporated. The County would still be responsible for a portion of the costs of the shelter based on animals brought to the facility by residents of the unincorporated area; however, the amount would be significantly reduced based on the lack of actual Animal Control officers providing this service.	$ 561,525	7.00			Included in AC-4	
50	Elimination of Animal Control Including the Discontinuation of the Contract with the City of Tallahassee for the Animal Services Center	Animal Control currently services the citizens of Leon County 7:00 AM – 7:00 PM, Monday – Friday and 8:00 AM – 4:30 PM, Saturday & Sunday. Animal Control patrols and responds to service requests as it relates to violation of County Ordinance Chapter 4 and Florida Statutes, which includes: stray animals, animal cruelty, dangerous dogs, sick or injured domestic animals; domestic animal nuisances, and rabies control. Animal Control handles all rabies exposure cases in Leon County/City of Tallahassee for the Leon County Health Department, including impound, quarantine, and testing of rabies suspect animals. Animal Control picks up and impounds animals from those pet owners who are no longer able to care for their animals.	Leon County would no longer provide Animal Control services in the unincorporated area of the County. The Health Department would be responsible for all aspects of investigating rabies bite cases. Law Enforcement would be responsible for responding to nuisance calls. In addition, the County would no longer contract with the City for use of the Animal Shelter.			$ 1,000,072	7.00	$ 1,000,072	7.00
	TOTAL ANIMAL CONTROL			$ 691,524	8.00	$ 1,000,072	7.00	$ 1,000,072	7.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
ECONOMIC DEVELOPMENT - SUMMER YOUTH									
51	Elimination of Summer Youth Training Program	Human Resources (HR) receives and processes approximately 2,500 - 3,000 applications annually for approximately 65 summer youth positions over a six-week period, for local youth between the ages of 14 and 21.	Program would be eliminated and the summer youth training program for local youth would no longer be available through County government.			$ 73,943		$ 73,943	
	TOTAL ECONOMIC DEVELOPMENT - SUMMER YOUTH					$ 73,943		$ 73,943	
ECONOMIC DEVELOPMENT - EDC									
52	Reduce funding to the EDC	The County contracts with the EDC in the amount of $199,500 to provide services associated with the marketing of business locations to Leon County and job creation.	This action reduces the County's support of the EDC by 19% as authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding level for outside agencies was established. The EDC would need to find additional resources or reduce support of local economic development activities.	$ 37,905				Included below	
53	Eliminate Funding to the EDC	The County contracts with the EDC in the amount of $199,500 to provide services associated with the marketing of business locations to Leon County and job creation.	This action would eliminate the County's support of the EDC. The EDC would no longer be able to administer a number of County Economic Development initiatives.			$ 199,500		$ 199,500	
	TOTAL ECONOMIC DEVELOPMENT - EDC			$ 37,905		$ 199,500		$ 199,500	
CULTURAL AND OTHER LINE ITEM FUNDING									
54	Reduce line item funding for outside agencies	Currently, discretionary line item agency funding is provided for Keep Tallahassee Beautiful, and the Tallahassee Historic Preservation Board in the amount of $84,550.	This reduces all of these outside agencies by 19% from the FY 07/08 adopted funding levels as authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding level for outside agencies was established. The agencies would have to look for other sources of funding to make up the shortfall.	$ 16,064				Included Below	
55	Eliminate line item funding for outside agencies	Currently, discretionary line item agency funding is provided for Keep Tallahassee Beautiful, and the Tallahassee Historic Preservation Board in the amount of $84,550.	This action would eliminate the County's support for these outside agencies.			$ 84,550		$ 84,550	
56	Realign funding for COCA to the Tourist Development Fund	The Council on Cultural Arts (COCA) manages the re-granting of $533,264 in County funds to provide assistance in providing and advancing cultural arts within the Community. Funding earmarked for the Mary Brogan and Tallahassee Museum are included in this allocation.	As authorized by the Board at the February 26, 2008 meeting where the maximum discretionary funding levels were established, funding for COCA was realigned to the Tourist Development Fund and funding was reduced at the 19% level.			$ 533,264		$ 533,264	
	TOTAL CULTURAL AND OTHER LINE ITEM FUNDING			$ 16,064		$ 617,814		$ 617,814	

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
MOSQUITO CONTROL									
57	Eliminate the Mosquito Control Larviciding Program (including the Sentenial Chicken and Waste Tire program)	The Mosquito Control Division provides mosquito control services in the incorporated and unincorporated areas of Leon County through larviciding. Larviciding is a preventative portion of the program that treats mosquito larval areas on limited spatial basis. Since Community Education is a necessary component of all preventative and mitigation measures with regard to Mosquito Control, costs associated with the OPS community educator position such as OPS time, promotional/educational materials, printing and binding, local travel, etc. have been included.	The larviciding portion of the mosquito control program would be eliminated and there would no longer be a limited application of larvicide to prevent the hatching of mosquitoes. This option includes the elimination of one Sr. Mosquito Control Tech, one Mosquito Control Tech, and the Admin. Associate III. In addition, this reduction reflects dollars for community education.	$ 310,598.00	3			Included in MC-4	
58	Eliminate the Hand-Fogging Program	The Mosquito Control Division provides mosquito control services in the incorporated and unincorporated areas of Leon County including spraying for nuisance mosquitos by utilizing hand-fogging devices to spray private yards, and/or areas surrounding businesses such as daycares. This portion of the program operates on a request for services basis.	Elimination of mosquito control hand-fogging services in the incorporated and unincorporated areas of Leon County will impact those individuals, neighborhoods, and businesses who request such services, but will not impact the general populations. Staffing of the hand-fogging program is done by OPS staff. While there is no FTE reduction shown with this option, there are dollars incorporated for the reduction of OPS staff.	$ 55,791.00	0			Included in MC-4	
59	Eliminate the MC Truck/Street Fogging Program	The Mosquito Control Division provides mosquito control services in the incorporated and unincorporated areas of Leon County including spraying for nuisance mosquitoes by utilizing fog trucks.	Elimination of mosquito control spraying services in the incorporated and unincorporated areas of Leon County will impact those individuals and neighborhoods who request such services, but will not impact the general populations. This option includes the elimination of the Mosquito Control Superintendent and a Mosquito Control Tech.	$ 184,789.00	2			Included in MC-4	
60	Eliminate Mosquito Control Services	The Mosquito Control Division provides mosquito control services in the incorporated and unincorporated areas of Leon County, including: truck fogging, hand fogging, ground and aerial larviciding, mosquito surveillance, WNV/SLE surveillance, neighborhood waste tire removal, mosquito fish placement and community education. The program operates on a request for services basis.	Elimination of mosquito control services in the incorporated and unincorporated areas of Leon County will impact those individuals and neighborhoods who request such services, but will not impact the general population. Complete elimination of the program results in the reduction of five FTEs, 14 OPS, and 1.05 FTE (the community educator).			$ 636,262	5	$ 636,262	5
	TOTAL MOSQUITO CONTROL			**$ 551,178**	**5.00**	**$ 636,262**	**5.00**	**$ 636,262**	**5.00**
PARKS AND RECREATION									
61	Elimination of Contractual Trash Removal	Trash removal at the five Community Centers is provided through a contractual agreement with Waste Management. The Community Centers are currently serviced once a week for the emptying of the dumpsters.	Eliminating this contractual arrangement would mean that this service would now be done by in-house resources. This would reduce the amount of time staff would have to perform required maintenace of the community centers.	$ 24,960				$ 24,960	

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				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
62	Elimination of night time play for baseball and football	Electric utilities are a significant portion of the costs associated with having active parks. Parks & Recreation maintains 18 lighted fields that allow for night-time practices and games. This includes the entire season of soccer being played under lights.	During baseball season, an estimated 90 to 120 games would be impacted since they are played at night. Football season would experience a 36 to 50 game impact. Parks & Recreation would continue to provide lights for the soccer program since ALL soccer play is done under lights. (The alternative would be to have no soccer program at all.)	$ 68,000				$ 68,000	
63	Reduction of hours at Community Centers & Discontinuation of staffing for weekend baseball and softball tournaments	Due to the seven-days-a-week availability of Community Centers and extra staff time required/requested for field maintenance during tournament play, Parks & Recreation experiences the need for staff overtime.	In order to reduce the overtime hours needed, staff is proposing to close the Community Centers on Sundays and Mondays. These are the two days in which Community Centers are used the least. In addition, staff is proposing to discontinue maintenance activities during tournament play.	$ 10,000				$ 10,000	
64	Reduction in Contractual Mowing	Parks & Recreation currently conducts mowing activities through a combination of in-house staff and contractual services.	Eighteen sites have been identified for reduction in contractual mowing services. All of the eighteen sites identified will go from a 14-day mowing cycle to a 28-day mowing cycle. In addition, 11 of the 18 sites will be removed from the contractor's inventory for mowing and moved to the responsibility of Parks & Recreation staff.	$ 67,464				$ 67,464	
65	Reduction in athletic field maintenance	The Division presently applies sand to the surface of turf areas once a year on all 20 fields; applies fertilizer once a month during the growing season to all 20 fields; and treats fire ants with a product that is applied one time a year to an entire field (x 20 fields) and lasts for 12 months.	This reduction would impact athletic field maintenance by reducing the number of fields that could be sanded once a year; will result in a reduction of fertilizer applications from four-five/per year to two-three/per year; and require the Division to return to a less expensive, less efficient product to curtail fire ants on the playing fields. Consequently, players will experience more uneven surfaces and fields will not drain as well; fields will have a shorter life span due to less fertilization with the need for resodding every three years; and ant bait will have to be applied monthly (vs. the yearly application) increasing man-hours required to treat fire ants and a second product would then have to be applied to prevent mole crickets.	$ 40,000				$ 40,000	
66	Closure of the three Parks & Recreation Campgrounds	The County maintains three active campgrounds at Coe's Landing (20 sites), Hall's Landing (10 sites), and Williams Landing (10 sites). The primary costs associated with these facilities are one FTE, maintenance, cleaning and restroom supplies, and utilities. The staff also manages the testing program for wells at all park sites in this portion of the County.	The County would no longer provide campground services. In addition, restroom facilities would no longer be available at these three boat landings. Portalets could be provided, however, the cost savings would be reduced by $3,780. Also, closing these campgrounds would impact revenues coming into the general fund by approximately $25,000 which is reflected as part of the savings.	$ 24,754	1.00			$ 24,754	1.00

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				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
67	Reduction of Greenway Maintenance and Services	Current maintenance activities on the greenways include such things as planting 100 acres in food plots to foster a wildlife habitat; mowing areas once every 14 days; emptying trash receptacles twice a week; performing major trail renovations and minor trail repairs; trimming trees and shrubs along the trails twice a year; maintaining fire-breaks around the properties; and performing prescribed burns.	Reduces the greenway staff by two. Greenway maintenance activities will be impacted in the following manner: fields will be mowed once every 60 days instead of once every 14 days; trash will be picked up once a week instead of twice a week; major trail renovations will be suspended and trail trimming will be reduced to once a year instead of the current twice a year; the acreage of prescribed burns will go from 700 acres/year to 300/year; and chemical treatments to control invasive plants will be applied to 100 acres/year vs. the 200 acres now receiving treatment. Some consequences due to service reductions such as these are: the increased chance of wildfires since the grasses are higher; overgrown trails; trash cans may have a tendency to overflow depending on greenway use in any given week; and major renovations will have to be suspended.	$ 112,120	2.00			$ 112,120	2.00
68	Reduction of one Park Attendant Position	The Division presently has a full-time employee assigned to each park. The only exception is Woodville, which has two attendants because of the number of athletic fields at that facility. The total number of active park, park attendants within the Division is six.	This reduction proposes to reduce the number of park attendants to five. The remaining employees would have to absorb additional responsibilities and possibly rotate between parks.	$ 41,796	1.00			$ 41,796	1.00
	TOTAL PARKS AND RECREATION			$ 389,094	4.00			$ 389,094	4.00

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				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
COOPERATIVE EXTENSION									
69	Environmental Education Program Reduction (Administrative Associate IV) (LEVEL 1 Co-op)	Provide administrative office support to four Extension faculty (agents). Assist visitors and professionals with questions relating to our services. Answer incoming calls for agents or volunteers. Administer pesticide application exams. Provide support for CEU training to professionals for Pesticide Certification. Support the Master Gardener (MG), Florida Yards & Neighborhood (FYN) and Master Wildlife Conservationist (MWC) Programs and assist with supervision of volunteers. Serve as division website liaison for all programs within the division. Maintain and manage bulk mailings, e-mail databases, citizen and volunteer contacts. Provide support for Program Leader in workshops and educational programs, classes and contact with public. Maintain office support for all Horticulture, Forestry, Natural Resources and Agriculture Agents, i.e., generate monthly reports, log weekly news columns and maintain financial statements.	Office support eliminated. Customer service reduced by 50%. Testing for State Pesticide Certification eliminated. Training support reduced by 30%. Master Gardener program support reduced by 20%. MWC support reduced 10%. FYN program support reduced by 25%; citizen assistance reduced by 20%. Website support reduced by 50%; bulk mail/mail outs (newsletters), mail, email and contact marketing eliminated. Program preparation management reduced by 50%. Weekly news columns reduced 35%.	$ 37,501	1.00			$ 37,501	1.00
70	Family & Consumer Sciences Program Reduction (LEVEL 1 Co-op)	Collates newsletters, other mailings, and class materials, waters plants, and recycles. Cleans kitchen and re-organizes utensils and supplies for the following week's activities.	The tasks will be completed by support staff, reducing time available for delivery of educational services to citizens.	$ 3,569	0.18			$ 3,569	0.18
71	Operating Reductions (LEVEL 1 Co-op)	Provide local travel mileage for nine Extension Agents' Personnel vehicles on a monthly basis in order to provide delivery of educational programming and customer service pertaining to our performance measures and goals.	Reduced local travel mileage by 15% directly related to program delivery. Reduced land and homeowner site visits by 9.5%. Level 1 reductions reduce overall operating budget by 10.4%.	$ 9,198				$ 9,198	

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
72	Environmental Education/4-H and Youth Program Reduction (Program Assistant) (LEVEL II Co-op)	Horticulture Services (.5 FTE). Provide primary supervison and management of approximately 150 Master Gardener (MG) volunteers. Coordinate volunteers conducting the Florida Yards & Neighborhood (FYN) Program. Assist in all training of volunteers. Provide initial customer service contact for questions and answers regarding environmental horticulture. Submit all reports required for volunteer programs. Responsible for daily management of the demonstration garden. 4-H & Youth Services (.5 FTE). Maintain communication with 4-H club leaders, members and other volunteers through phone calls, club and office visits and correspondence. Provide information on policies and procedures for organizing and maintaining 4-H clubs. Assist with planning and preparation of annual awards and recognition program. Maintain informational records on clubs as they are established. Prepare recruitment displays, develop flyers, brochures and posters to encourage program expansion. Assist with 4-H County events, Tropicana Public Speaking Contest, North Florida Fair and other 4-H events.	Master Gardener (MG) volunteer activities reduced by 50% the first year. Greater reductions and possible elimination of MG program in following years as training of new volunteers is reduced or possibly eliminated. Horticulture customer service response time will be lengthened significantly with possible elimination of returning phone calls. Demonstration garden will be reduced or eliminated in accordance with the overall MG program reductions. Florida Yards & Neighborhood program reduced in accordance with the overall MG program reductions. Customer service for 4-H clientele reduced by 33%. Office clerical support eliminated. 4-H horticulture programming eliminated. 4-H marketing and program expansion reduced by 20%.	$ 41,272	1.00			$ 41,272	1.00
73	Additional Operating Reductions (LEVEL II Co-op)	Provide 4-H activities and programs. Provide office and operating supplies for all programs. Provide computer software, printer cartridges, and other similar items as needed for program delivery.	Reduced 4-H Other Current Charges and Obligations (54900) by 50%. Reduction in office supplies and operating supplies for all program areas. Level I & II equals 15.3% reduction in Overall Operating Budget.	$ 4,291				$ 4,291	
74	Reduced Urban Forestry Program Services	Provides training and CEU's for Certified Arborists and Pesticide Applicators; provides prescribed burning and Master Tree Farmers training; develops management plans for landowners; serves on the Property Appraiser's Agriculture Review Board; facilitates Project Learning Tree Workshops for education majors; provides workshop instruction for Leon Association of Science Educators (180 teachers); assists with the MG and MWC programs; manages federal forestry grant funds; assists Parks and Recreation in obtaining grants; conducts environmental youth training; provides media segments for forestry education; and diagnoses diseased tree problems.	With the loss of this position, Arborist Certification CEUs and prescribed burn training would need to be sought elsewhere; Pesticide CEU training would be reduced with duties shifted to other staff; 50 landowners would have to identify alternatives to receive federal Conservation Reserve Program payments; and the Master Tree Farmer program, Leon Association of Science Educators workshops, and diagnosis of diseased trees would not be provided through Extension Services.	$ 54,934	1.00			$ 54,934	1.00
	TOTAL COOPERATIVE EXTENSION			$ 150,765	3.18			$ 150,765	3.18

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
LIBRARIES									
75	Reduce Branch Libraries Hours of Operation from 52 Hours to 40 Hours	Prior to the hiring freeze, the branch libraries were opened a total of 52 hours a week. The following were the hours of operation: Mon. 10 to 6, Tues./Wed./Thurs. 10 to 8, Fri. 10 to 6, Sat. 10 to 4, Sun. closed.	As a result of the hiring freeze, the Board authorized the hours of operation at the branch libraries to be reduced. The branch libraries are currently open 40 hours a week. A proposed schedule would be: Closed Sun./Mon., Tues. 11-8, Wed. 10 to 6, Thurs. 11 to 8, Fri. 10 to 6, Sat. 10 to 4. The reduction noted here would make these hours permanent. (Note: The table reflects 16 positions which are equivalent to 10.5 FTEs)	$ 386,895	16.00			$ 386,895	16.00
76	Reduce the Main Library's Hours of Operation from 64 Hours to 50 Hours	The Main Library is currently open 64 hours a week. The following are the hours of operation: Mon./Tues./Wed./Thur. 10 to 9, Fri. 10 to 6, Sat. 10 to 5 and Sun. 1 to 6.	The Main Library would reduce hours of operation from 64 to 50. A proposed schedule would be: Mon. 12-6, Tue/Wed/Thurs 10-8, Fri 10-5, Sat. 10-5, Sun closed. (Note: The table reflects 14 positions which are equivalent to 9.0 FTEs)	$ 389,176	14.00			$ 389,176	14.00
77	Eliminate the Literacy Program	The area's primary adult literacy program provides: (1) free tutoring or classes in basic literacy skills, work skills, and parenting skills to adult members of the community who are not able to be served by other programs or agencies in the County; (2) Family Literacy; and (3) English for speakers of other languages. Leon County funds the Program Coordinator, Family Literacy provider and Tutor Trainer.	Without the literacy program, one of every four adults in Leon County would not have access to literacy services at the level they need to get a GED, obtain or retain employment, or help their children with school.			$ 164,459	3.00	$ 164,459	3.00
	TOTAL LIBRARIES			$ 776,071	30.00	$ 164,459	3.00	$ 940,530	33.00
HOUSING/VETERANS									
78	Reduce Housing Rehabilitation Services	Currently, there are two Housing Rehabilitation Specialist positions that provide assistance with client complaints, site inspections, rehab work write-ups and intake of client applications, and applicant qualifications. Two inspectors perform approximately 530 inspections annually.	Reducing the program to one Housing Rehabilitation Specialist would reduce inspection numbers by half, and increase the time it takes to qualify clients for the Housing Rehabilitation Program. This would extend the time until participating homeowners could occupy a new dwelling or a portion of an existing dwelling being rehabilitated. Having one inspector would also slow down the expenditure of state SHIP funding which has a three-year maximum window for expenditure. In addition, complaints regarding housing would have to be assigned to other staff which would take longer for issues to be resolved.	$ 43,402	1.00			$ 43,402	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
79	Reduce Financial Compliance Program Services	This is an internal and external service provided within the Division of Housing and Human Services by the Financial Compliance Coordinator. The Financial Compliance Program assists with the administration and coordination of the grant requirements of the State Housing Initiative Partnership (SHIP) to ensure this funding is spent and reported within specified guidelines. The program provides a conduit for citizens to apply for housing aid and ensures that housing contractors complete rehabilitation projects prior to receiving payments. The Financial Compliance Program also administers and represents the County in the allocation of CHSP funding to outside agencies. In addition, this program centralizes the budgeting of the HHS divisions and assists in the coordination of grants that are received and administered by other County departments.	Eliminating this function would mean essential duties would have to be shifted throughout the entire division instead of having one designated person to provide oversight to all of HHS' division budget, SHIP and other grant funding. Citizens would lose an assigned access to the housing grant program, and there would be reduced oversight to the payment of SHIP housing contractors. CHSP responsibilities such as staffing and training the citizen committees, providing training for applicant organization, final funding recommendations, and tracking the CHSP agency reporting requirements would have to be shifted to other personnel.	$ 78,267	1.00			$ 78,267	1.00
80	Re-org of Admin Support	Currently, there are two Administrative positions within the Veteran's Services Division: Administrative Associate III and Administrative Associate V.	The Administrative Associate V position is being relocated to the Housing Services Division. The current Administrative Associate V position, within Housing Services, is being eliminated due to the Voluntary Separation Program. The relocation of the Administrative Associate V position from Veteran's Services to Housing services will allow for administrative support to be provided throughout the Health and Human Services Division.	$ 42,510	1.00			$ 42,510	1.00
	TOTAL HOUSING/VETERANS			$ 164,179	3.00			$ 164,179	3.00

PLANNING (NOTE: Planning reductions represent the County's 37% share of funding for the joint department)

81	Freeze funding for Graphics and Mapping Specialist position.	The primary function of this position is to provide graphics assistance to other City and County departments as needed. This position is also responsible for assisting with producing research related publications and specialized projects as assigned. Freeze funding until FY 2010.	Freezing this position, which is currently filled, will reduce the department's ability to provide graphic services to other City and County departments. Most services are provided to the City rather than the County. It is noted that the services provided are not mandated by State or local ordinances.	$ 20,048	1.00			$ 20,048	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
82	Freeze funding for Secretary IV position.	This position provides highly complex secretarial support as the Department's initial customer service point of contact. This contact can be either through telephone calls or office visits. This position is also responsible for various other administrative support activities such as courier services, ordering, picking up, and maintaining departmental supplies. If this position is eliminated, other administrative support personnel could attempt to split the duties and responsibilities. However, the increase in their workload could have a negative impact on customer service standards. Freeze funding until FY 2010.	The reduction will freeze a Secretary IV position that is currently filled and will require a clerical assistant to fulfill some of the required duties at the front desk of the department. The clerical assistant position is a part-time position and would have to be supplemented by the Comprehensive Planning and Land Use Division Secretary IV positions. This will result in reduced administrative support services for the Comprehensive Planning and Rezoning processes and will result in a reduction of services to these processes. Due to the fact that this reduction is a result of the requested reductions from the County, staff proposes a reduction of County services only. Reductions may include, but are not limited to, the provision of services to commission aides and commissioners during the comprehensive plan amendment process and rezoning process, coordinating requests from commissioners and other County departments and distributing data requested by the County.	$ 15,556	1.00			$ 15,556	1.00
83	Freeze funding for Land Use Planner I position.	The primary function of this position is to provide customer service for all divisions of the department. This position also serves to complete state mandated notices and advertisements for all rezonings, City abandonment applications, and City Type C applications. Freeze funding until FY 2010.	The Planner I position provides customer service for the entire department as well as required notices and advertisements for the Land Use Division. Elimination of this position, which is currently filled, will require all professional planners to absorb the customer service function of the department and will reduce staff's time and ability to complete professional planning services. Additionally, the advertisement and notice services completed by this position will be transferred to the Research and Graphics positions. Due to the fact that this reduction is a result of the requested reductions from the County, staff proposes a reduction of County services only. Reductions may include, but are not limited to, reduction of the number of rezoning cycles each year from 6 to 2, reduction of the number of comprehensive plan amendments processed for the Board and County citizens (amount is currently undetermined), the provision of services to commission aides and commissioners during the comprehensive plan amendment process and rezoning process, coordinating requests from commissioners and other County departments and	$ 56,621	1.00			$ 56,621	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
84	Freeze funding for Land Use Planner II position.	The primary function of this position is to take the lead on all Land Development Regulations (LDR) text language and revisions, zoning map amendments, review of development applications to ensure consistency with the Comp Plan, and identify problems with LDRs and suggest solutions. This position is also responsible for providing information to citizens regarding both applications and basic LDR information. Freeze position until FY 2010.	The freeze on this position will result in little to no additional planning services for the City and County beyond that required by State Statutes, the Comprehensive Plan, and the Land Development Code. It is possible that the freeze of this position alone will result in the department not satisfying State-mandated tasks which will result in the City and County not being able to process amendments to the Comprehensive Plan until the mandates are completed. As a result, the Planning Department recommends that Comprehensive Plan amendment cycles be reduced to one cycle per year. This recommendation will not preclude local government from initiating a second amendment cycle if a pressing issue has to be addressed.	$ 25,640	1.00			$ 25,640	1.00
85	Freeze funding for FIAM Planner II position.	This position's primary function is to manage the fiscal impact analysis evaluation for Tallahassee and Leon County. Freeze funding until FY 2010.	The freeze on this position will result in little to no additional planning services for the City and County beyond that required by State Statutes, the Comprehensive Plan, and the Land Development Code. It is possible that the freeze of this position alone will result in the department not satisfying State mandated tasks which will result in the City and County not being able to process amendments to the Comprehensive Plan until the mandates are completed. As a result, the Planning Department recommends that Comprehensive Plan amendment cycles be reduced to one cycle per year. This recommendation will not preclude local government from initiating a second amendment cycle if a pressing issue has to be addressed.	$ 28,837	1.00			$ 28,837	1.00
86	Freeze funding for Comp Planning Planner II position.	The primary function of this position is to provide professional work in long range planning for the City of Tallahassee and Leon County. Freeze funding until FY 2010.	The freeze on this position will result in little to no additional planning services for the City and County beyond that required by State Statutes, the Comprehensive Plan, and the Land Development Code. It is possible that the freeze of this position alone will result in the department not satisfying State mandated tasks which will result in the City and County not being able to process amendments to the Comprehensive Plan until the mandates are completed. As a result, the Planning Department recommends that Comprehensive Plan amendment Cycles be reduced to one cycle per year. This recommendation will not preclude local government from initiating a second amendment cycle if a pressing issue has to be addressed.	$ 30,146	1.00			$ 30,146	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
87	Freeze funding for Comp Planning Transportation Planner position.	The primary function of this position is to provide professional work in transportation and comprehensive planning for the City of Tallahassee and Leon County. Freeze funding until FY 2010.	The freeze on this position will result in little to no additional planning services for the City and County beyond that required by State Statutes, the Comprehensive Plan, and the Land Development Code. It is possible that the freeze of this position alone will result in the department not satisfying State mandated tasks which will result in the City and County not being able to process amendments to the Comprehensive Plan until the mandates are completed. As a result, the Planning Department recommends that Comprehensive Plan amendment cycles be reduced to one cycle per year. This recommendation will not preclude local government from initiating a second amendment cycle if a pressing issue has to be addressed.	$ 27,128	1.00			$ 27,128	1.00
88	Delete funding for the Neighborhood and Sector Planning project.	This project provided annual funding to implement minor capital improvements, including Sector Plans for the Southern Strategy Area.	The FTE associated with this project was deleted mid FY09. Therefore, project is no longer needed.			$ 18,500	1.00	$ 18,500	1.00
	PLANNING TOTAL			**$ 203,976**	**7.00**	**$ 18,500**	**1.00**	**$ 222,476**	**8.00**

GROWTH AND ENVIRONMENTAL MANAGEMENT

89	Maintain Vacancies to Offset Rev Downturn	Growth and Environmental Management's (GEM) workload is driven by development activity. The activity in turn provides approximately 50% to 60% of the revenue to support the department.	During the March 11, 2008 workshop the Board approved maintaining the vacant positions, however, not filling them until such time as development activity increased. This reduction reflects the funding for the five vacant positions.	$ 323,089				$ 323,089	
90	Reorg of Admin Staffing	In addition to performing administrative tasks for the Development Services Division, the Administrative Associate V currently handles the intake of site plan applications, the public noticing for these projects, and performs limited field works involving posting sites that have applied for site development approval. The position is also responsible for distributing copies of the application to outside agencies.	GEM will reorganize the functions of this position through internal reorganization by utilizing an administrative pool to handle the administrative duties of the position. In addition, other administrative staff are being cross-trained to handle specific site plan duties handled by the position. GEM is looking at other site plan intake procedures that would require the applicant to ensure the delivery of application packages to outside agencies for review, and require the applicant to post the required site development consideration notice on the property.	$ 51,391	1.00			$ 51,391	1.00
	TOTAL GROWTH AND ENVIRONMENTAL MANAGEMENT			**$ 374,480**	**1.00**			**$ 374,480**	**1.00**

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
			TOTAL LEVEL OF SERVICE REDUCTIONS (19%)						
			BOARD OF COUNTY COMMISSIONERS	$ 256,655	-	$ -	-	$ 256,655	TBD
			COUNTY ADMINISTRATION	$ 114,879	2.00	$ 208,375	1.00	$ 323,254	3.00
			COUNTY ATTORNEY	$ 173,660	-	$ -	-	$ 173,660	-
			ANIMAL CONTROL	$ 691,524	8.00	$ 1,000,072	7.00	$ 1,000,072	7.00
			ECONOMIC DEVELOPMENT - SUMMER YOUTH	$ -	-	$ 73,943	-	$ 73,943	-
			ECONOMIC DEVELOPMENT - EDC	$ 37,905	-	$ 199,500	-	$ 199,500	-
			CULTURAL AND OTHER LINE ITEM FUNDING	$ 16,064	-	$ 617,814	-	$ 617,814	-
			MOSQUITO CONTROL	$ 551,178	5.00	$ 636,262	5.00	$ 636,262	5.00
			PARKS AND RECREATION	$ 389,094	4.00	$ -	-	$ 389,094	4.00
			COOPERATIVE EXTENSION	$ 150,765	3.18	$ -	-	$ 150,765	3.18
			LIBRARIES	$ 776,071	30.00	$ 164,459	3.00	$ 940,530	33.00
			HOUSING/VETERANS	$ 164,179	3.00	$ -	-	$ 164,179	3.00
			PLANNING	$ 203,976	7.00	$ 18,500	1.00	$ 222,476	8.00
			GROWTH AND ENVIRONMENTAL MGT	$ 374,480	1.00	$ -	-	$ 374,480	1.00
			TOTAL LEVEL OF SERVICE REDUCTIONS (19%)	$ 3,900,430	63.18	$ 2,918,925	17.00	$ 5,522,684	67.18
			INITIAL TARGET REDUCTION AMOUNT:					$ 3,955,138	
			TOTAL REDUCTIONS HIGHLIGHTED:					$ 2,572,634	39.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE

SIGNIFICANT SERVICE REDUCTIONS - 50%

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
EVENT SPONSORSHIPS									
91	Reduction of Event Sponsorships	The County has historically funded a series of Community activities: Celebrate America, Dr. Martin Luther King Celebration, Capital City Classic, Friends of the Library, NAACP Freedom Funds Awards Banquet, After School Jazz Jams, Soul Santa. In addition, the Board has funded a series of Youth Sports Team awards functions on an annual basis.	The funding for these activities would be eliminated. During the February 26, 2008 meeting, the Board evaluated reducing this funding by 50%. However, reducing the funding by this amount would make funding for these events impractical.			$ 23,300		$ 23,300	
	TOTAL EVENT SPONSORSHIPS			$ -		$ 23,300		$ 23,300	
TRANSPORTATION - PUBLIC WORKS - ENGINEERING SERVICES									
92	Reduce Survey Services by One Crew	Two survey crews support Engineering Services, Operations, Mosquito Control, Solid Waste and Parks and Recreation by providing data for design, construction, permit compliance, mapping of maintained roads and other needs. These two crews are able to respond to time-critical needs on an as needed basis while responding to non-time critical needs with a two-to-four-week response time.	Reduction to one crew will result in extending non-time critical need responses to four to eight weeks and continued response to time-critical needs on an as needed basis as long as there are not multiple time-critical needs occurring at the same time. Survey crew down time due to illness or leave will leave no back-up for these services.	$ 117,820	2.00			$ 117,820	2.00
93	Reduce Production Drawing Resources	Three CAD positions on staff with the Engineering Design Program provide CAD drawing production in support of four senior engineers and other design staff for the design of projects for the County. In addition, this staff provides CAD services to other divisions such as Parks and Recreation and Solid Waste. This staff responds to CAD requests within time frames set by the requesting engineer and with acknowledgement of other CAD tasks that are on hand to be completed.	The elimination of one CAD Technician would result in the delayed production of CAD drawings and interfere with the efficient production of design by senior engineers and other staff.	$ 50,593	1.00			$ 50,593	1.00
94	Reduce Development Review Resources	Rapid growth of new development has taxed staff capabilities to conduct reviews and issue permits for new construction. In prior years, five to six subdivisions were a heavy load for staff to review and approve for construction. Currently, staff is seeing 30 to 40 sets of subdivision plans either in site plan review or in actual construction plans approval stages. To meet this demand, staff that would have normally been devoted to developing the County's Capital Improvement Projects are being redirected to the review of new development plans.	The elimination of one Engineer Intern position would result in more development projects being assigned to staff that would otherwise be devoted to design production of County projects and a reduction in the development of County projects.	$ 82,814	1.00			$ 82,814	1.00
	TOTAL TRANSPORTATION - PUBLIC WORKS - ENGINEERING SERVICES			$ 256,753	4.00			$ 256,753	4.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
PUBLIC WORKS - OPERATIONS									
95	Efficiency Reorganization of Stormwater Maintenance Services (Part I)	Public Works currently has stormwater maintenance split between two divisions: Operations (123-433) and Mosquito Control/Stormwater (123-213).	After thorough analysis, it has been concluded that having stormwater activities under two divisions is not the most efficient way to provide these services. This proposal represents a change in the current organizational chart of Public Works and in the process, recognizes cost savings. This reduction identifies the management costs that will be saved as a result of the consolidation. This includes a Division Director, an Administrative Associate VI, and a Maintenance Supervisor. (This change will take place regardless of the fiscal capacity of the County. It is part of a departmental reorganization in an effort to be more efficient and will provide a cost savings.)	$ 204,997	3.00			$ 204,997	3.00
96	Efficiency Reorganization of Stormwater Maintenance Services (Part II)	Public Works currently has stormwater maintenance split between two divisions: Operations (123-433) and Mosquito Control/Stormwater (123-213).	This proposal represents a change in the current organizational chart of Public Works by bringing stormwater activities under one division. This reduction identifies the crew costs that will be saved as a result of the consolidation. The reduction of three Maintenance Techs that currently perform filter replacement and mowing. The filter replacement will be contracted out.	$ 126,009	3.00			$ 126,009	3.00
97	Reduce Road Grading Maintenance	Public Works currently grades 42 miles of County-maintained dirt roads on a cycle of every 10 to 14 days. The division also completes approximately 220 Private Dirt Road Repair Program work orders annually.	As a result of the OGCM stabilization program, miles of dirt roads have been decreasing annually. Hence, the need for this crew has been decreased. By eliminating this crew, the grading cycle will be reduced to an average of every 14 to 18 days. Minor reductions in the division's ability to respond to hurricanes and other emergencies will occur due to manpower and equipment reductions. (This change should and will take place regardless of the fiscal capacity of the County. It is part of a department reorganization in an effort to be more efficient and will provide a cost savings.)	$ 118,055	2.00			$ 118,055	2.00
98	Elimination of the Transport Operator Crew	This one-person crew provides for support to various Operations' crews for the transport of heavy equipment between construction and maintenance projects. It also provides back-up human resources for operating heavy equipment.	By eliminating this crew, Crew Chiefs will be required to move heavy equipment between project sites. This will result in minor to moderate time delays in starting or completing projects. Furthermore, by eliminating this FTE there will be no back-up staffing which would result in lower productivity in the event an Equipment Operator is out for an extended period of time (annual leave, sick leave, or injury).	$ 60,805	1.00			$ 60,805	1.00
99	Reduce Right-of-Way Maintenance Mowing Crew by One FTE	Public Works currently mows 2,500 right-of-way miles annually. The rights-of-way are mowed six times annually by two crews (a two-man crew and a three-man crew).	This reduction proposes reducing the mowing crew by one FTE which would equate to reducing the number of miles mowed annually by 500 miles (from 2,500 miles to 2,000 miles). In this regard, the mowing cycle is increased from five-six weeks to seven-eight weeks between cycles. Annualized, this means there would be four cycles per year instead of the current six.	$ 50,354	1.00			$ 50,354	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
100	Reduction in Bridge Repair Crew by One FTE	This crew is responsible for maintenance on 31 bridges within Leon County. Incidental and routine maintenance is performed by this group. Major repairs are contracted through Engineering Services.	Response to work orders for routine maintenance and/or repairs would increase from six weeks to an eight-week turn-around time.	$ 44,494	1.00			$ 44,494	1.00
101	Reduce Roadside Ditch Maintenance	Public Works currently cleans 225,000 linear feet of roadside ditches annually. The total inventory of ditches is 5,670,720 linear feet, resulting in ditches being cleaned approximately every 25 years.	Reduce the number of linear feet maintained from 225,000 linear feet annually to 150,000 linear feet. This will increase the maintenance cycle to approximately every 38 years. Responses to emergency work orders will be dealt with on a priority basis. This involves the elimination of one of three crews that perform this service.	$ 295,785	6.00			$ 295,785	6.00
	TOTAL PUBLIC WORKS OPERATIONS			$ 900,499	17.00	$ -	-	$ 900,499	17.00
SOLID WASTE									
102	Reduce Rural Waste Services and Hours of Operation	Each rural waste service center (RWSC) currently accepts Class I, Class III, appliances, tires, electronics, recyclables, yard trash and hazardous household waste. The centers are open 50 hours per week on Tuesday and Thursday through Sunday. The Blount Center is open eight hours on Tuesday and Saturday, and serves an average of 171 customers per week, and is located 7.2 miles from the Ft. Braden Center.	Accept Class I waste and recyclables only at the rural waste service centers, and reduce hours of operation from 50 hours per week to 20 hours per week, Saturday and Sunday only. RWSC customers would have to dispose of waste, other than Class I household garbage and recyclables, at the Apalachee Solid Waste Management Facility, free of charge. Close the Blount Center location, customers would have to utilize the Ft. Braden Service Center. (It should be noted that this also includes OPS hours in addition to the four FTEs.)	$ 416,353	4.00			$ 416,353	4.00
103	Increase in Non-Ad Valorem Assessment	The Solid Waste program is established as an Enterprise Operation and is intended to function as a business; fees and charges should be sufficient to support the entire program's operation. Over the past several years, the Solid Waste fund has been receiving general revenue subsidies as an offset in the deficiency in the non-ad valorem assessment. **(Note: A separate budget discussion item is included relating to this issue).**	An increase in the non-ad valorem assessment from the current $40 to $85 per year annually would eliminate the need for a general revenue subsidy and the rural waste collection center program could be maintained at the current level of service. Without the increase in the non-ad valorem assessment, the Solid Waste Fund will continue to require a general revenue subsidy. **(Note: A separate budget discussion item is included relating to this issue).**	$ 1,651,010				$ 1,651,010	
	TOTAL SOLID WASTE			$ 2,067,363	4.00			$ 2,067,363	4.00

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
			TOTAL SIGNIFICANT SERVICE REDUCTIONS (50%)						
			EVENT SPONSORSHIPS	$ -	-	$ 23,300	-	$ 23,300	-
			PUBLIC WORKS - ENGINEERING SVCS	$ 256,753	4.00	$ -	-	$ 256,753	4.00
			PUBLIC WORKS - OPERATIONS	$ 900,499	17.00	$ -	-	$ 900,499	17.00
			SOLID WASTE	$ 2,067,363	4.00	$ -	-	$ 2,067,363	4.00
			TOTAL SIGNIFICANT SERVICE REDUCTIONS (50%)	$ 3,224,615	25.00	$ 23,300	-	$ 3,247,915	25.00
			INITIAL TARGET REDUCTION AMOUNT: *					$ 2,507,161	
			TOTAL REDUCTIONS HIGHLIGHTED:					$ 499,419	9.00

* This target was established as part of an overall discussion involving the possibility of increased non-ad valorem revenues for Solid Waste and Stormwater in an effort to make these programs less reliant on general revenues. Without the increase in the non-ad valorem assessment, the Solid Waste Fund will continue to require a general revenue subsidy.

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE

SUPPORT SERVICES REDUCTIONS

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
MANAGEMENT INFORMATION SYSTEMS (MIS)/GEOGRAPHIC INFORMATION SYSTEMS (GIS)									
104	Reduce Technical Support to the Article V Agencies	The Technical Service Center (TSC) provides desktop computer, software and printer support. Currently, two TSC positions dedicate their time to Article V agencies: one for the Courts, Guardian Ad Litem and the Clerk's court functions, and a second for the Public Defender.	Reduce TSC support for Article V agencies from two FTE to one FTE (a 50% reduction). The Board was advised of this service level reduction during the March 11, 2008 Budget Workshop regarding Current Year Service Reductions Resulting from the Hiring Freeze. This reduction in support to Article V Agencies would be consistent with that already instituted for Board offices. In FY 07/08, TSC staffing was reduced by one position due to funding reduction. In response, library support was reduced from two positions to one and support for Growth Management (GEM) and Public Works was reduced from dedicated to shared resources from the TSC pool.	$ 64,909	1.00			$ 64,909	1.00
105	Reduce Support for Electronic Document Management Scanning Services	MIS has been providing conversion services from paper to electronic records for various divisions and programs (i.e. Human Resources, Public Works Operations, Animal Control, Building Permits, Veteran Services and Facilities Management). Additional divisions and programs have requested assistance, including Purchasing, other areas within GEM, and Public Works. Currently, approximately 2.5 FTE support this work effort (two regular FTE and a portion of one other position).	The loss of one Career Service position reflects a 40% decrease in support. The remaining Career Service position will be focused on transitioning Public Works, and the remaining 1.5 FTE will rotate to address other needs. It is anticipated that future records conversions will need to be completed through individual program efforts, in conjunction with MIS.	$ 40,960	1.00			$ 40,960	1.00
106	Reduce Oracle and SQL Database Support	This position provides support to the Oracle and SQL databases used in the vendor-supplied solutions such as Banner (Finance/HR/Payroll/Purchasing), Hansen and Faster (Work Order Management Systems), SIRSI (the Library System), and in-house systems such as Justice Information System (JIS), the web applications, and the Electronic Document Management System (EDMS). This position has been vacant since the summer of 2007.	As this position has been frozen during FY 07/08, its essential duties have been absorbed by use of vendors and redistribution of workload to remaining staff. The use of contractual services for database support, for applications such as Banner and SIRSI, has reduced funds available for services for new applications. Therefore, new applications will be either halted or curtailed from previous levels.	$ 93,315	1.00			$ 93,315	1.00
107	Reduce GIS Support for Base Map Maintenance	In FY 06/07, three GIS OPS positions were transitioned to Career Service GIS Technical I positions to input and validate information for data layers, such as easements and streets, and to provide basic customer service for public records requests. One position was eliminated in the FY 07/08 budget due to a reduction in revenue. A second position has been vacant since the fall of 2007.	The loss of one of the remaining two GIS Technical I positions reflects a 50% decrease in the development and maintenance of data layers from the current service level and a 67% decrease from the FY 06/07 service level. Maintenance for critical data layers, such as streets and buildings, will be redistributed to remaining GIS staff; however, staff will be unable to add data layers without targeted funding through grants, contracts, etc. Customer service for public records requests will be handled by existing staff. As this is an Interlocal position, the cost reflects 50% of the position's wage and fringe benefit expenses.	$ 25,514	1.00				

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
108	Eliminate the Development of New GIS Base Map Layers	In FY 06/07, three GIS OPS positions were transitioned to Career Service GIS Technical I positions to input and validate information for data layers, such as easements and streets, and to provide basic customer service for public records requests. One position was eliminated in the FY 07/08 budget due to a reduction in revenue. A second position has been vacant since the fall of 2007.	The loss of one GIS Technician I FTE reflects a 100% decrease in the development and maintenance of data layers. Maintenance for critical data layers, such as streets and buildings, will be redistributed to remaining GIS staff; however, staff will be unable to add data layers without targeted funding through grants, contracts, etc. Customer service for public records requests will be handled by existing staff. As these are Interlocal positions, the cost reflects 50% of the positions' wage and fringe benefit expenses.			$ 25,041	1.00	$ 25,041	1.00
	TOTAL MIS/GIS			$ 224,698	4.00	$ 25,041	1.00	$ 224,225	4.00

FACILITIES MANAGEMENT

109	Reduce Parking Services	Four FTE Facilities Operations Technicians and one Supervisor man the parking gate at the Courthouse and Main Library, scrub clean the parking garage floors three times per month, enable public persons with disabilities to park in the parking garage, pick up litter at ten parking lots twice a week, collect fees from those parking at the Main Library, repair the parking gates, assure the public does not park in the church's parking area (adjoining the main library) during restricted times, provide vendors access to the Courthouse with proper identification, and provide back-up internal mail services. One of the Facilities Operations Technicians has submitted their VSIP application which has been accepted by the County and awaiting execution.	The proposed reduction would eliminate the parking attendant service at the Main Library. This reduction is proposed to occur independent of final execution of the VSIP. Overall this reduction of one Facilities Operations Technician will result in a 20% reduction in service, which will be mitigated somewhat with the installation of parking auto attendant equipment at the Main Library, funded in the FY08 budget, which will enable public parking with limited staff intervention. With the loss of the position, however, there will be an increased response time for the repair of parking gate malfunctions to approximately 15-20 minutes after notice (it is currently five minutes or less as someone is on-site). Delayed response to parking gate malfunctions may result in the public driving through closed gates, requiring increased numbers of gate replacements and other equipment repairs. Additionally, it is anticipated there will be an increase in patrons not complying with parking restrictions during church events.	$ 32,565	1.00			$ 32,565	1.00

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
110	Reduce Parking Services	Four FTE Facilities Operations Technicians and one Supervisor man the parking gate at the Courthouse and Main Library, scrub clean the parking garage floors three times per month, enable public persons with disabilities to park in the parking garage, pick up litter at ten parking lots twice a week, collect fees from those parking at the Main Library, repair the parking gates, assure the public does not park in the church's parking area (adjoining the main library) during restricted times, provide vendors access to the Courthouse with proper identification, and provide back-up internal mail services. (Note: Position realigned to MS-1 Bank of America)	The proposed reduction would eliminate one of three Facilities Operations Technicians that staff the Courthouse, maintain external lots and perform minor equipment repairs to parking equipment. The reduction of one Facilities Operations Technician will result in a 20% reduction in service overall. The FY09 CIP includes automation equipment to enable public parking at the Gadsden St. lot with limited staff intervention; this site is not currently staffed and does not provide public parking. The impact is anticipated to include: reduced parking garage scrub cleaning to twice monthly (increasing the build-up of oil on the garage floors); increased litter and debris at parking lots including Amtrak, libraries, and Health Clinics; increased response time to repair parking gate malfunctions to 15-20 minutes after notice (currently five minutes or less); and alternate staff will need to provide back-up mail services. Delays in responding to parking gate malfunctions may result in the public driving through closed gates, increasing gate replacements and equipment repairs.	$ 30,115				$ 30,115	
111	Eliminate the Equivalent of 2.5 FTE Temporary Labor	Facilities Management utilizes temporary labor to provide on-going manual labor needs, such as daily trash pick-up, breaking down boxes from deliveries made to offices, transportation of records (to and from records storage), set-ups and take-downs for meetings and special events, office relocations, transfers of surplus equipment to the warehouse, preparation for public auctions, and various service and odd-job requests.	In response to this 2.5 FTE equivalent decrease, non-maintenance services will be curtailed to the degree possible, with the balance of work absorbed by Facilities Mgmt. For example, County offices would be required to provide their own set-ups/take-downs for meetings/special events, other than those sponsored by the County Commissioners or County Administrator; the public would need to provide such services when using County facilities (such as the library's public meeting rooms); the Amtrak meeting room would be closed to the public after-hours; Courthouse offices would be required to break down their boxes and transport them to the P3 collection area for bundling/recycling; pick-up/delivery services for records; property for which the Board is not the custodian; and other items would be discontinued for non-Board employees; and delivery/pick-up of "surplus" property will be scheduled to gain maximum County staff efficiency. Facilities Mgmt. would provide scheduled records pick-up/delivery of four or more boxes to Board offices; however, individual offices would pick-up/deliver fewer boxes.			$ 50,000		$ 50,000	

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
112	Reduce Custodial Services	(1) The equivalent of 2.5 FTE in day porter services are currently provided to the Health Clinics (one at Municipal Way, .75 at Southside Clinic on Orange Avenue and .75 at Robert Stevens Clinic on Old Bainbridge Road). Day porters maintain restroom supplies, restock supplies and provide emergency cleaning. (2) Most County office buildings, the libraries and health care centers currently receive nightly cleaning services five days a week. After-hours services include: mopping, emptying garbage, vacuuming, glass cleaning, and additional scheduled services for floor maintenance and deep cleaning. (3) The equivalent of two FTE day porter services are currently provided to the Courthouse. (4) The equivalent of one FTE day porter services are currently provided to the Main Library.	(1) Eliminate Health Clinics day porter services (from 2.5 FTE @ $13.10/hour to zero), decreasing overall cleanliness with Health Dept. staff responding to emergency needs ($68,120 est. savings); (2) Reduce nightly cleaning to two nights/week for Agriculture Ctr., Facilities Mgmt., Amtrak, EMS and sign shop (27,950 sq. ft.; $10,481 est. savings); (3) Reduce nightly cleaning to three nights/week for Library Branches, Public Works, Community Services (74,823 sq. ft.; $15,337 est. savings); (4) Continue cleaning common Courthouse areas five nights/week (including public corridors, elevators, public restrooms and rotunda); reduce cleaning other Courthouse areas (including entire 5th floor, courtrooms, hearing rooms, reception areas and other areas off main corridors behind doors locked after hours) to four nights/week ($39,733 est. savings); (5) Eliminate Courthouse day porter service (from two FTE @ $10/hour to zero), decreasing cleaniness with Facilities staff responding to emergency needs ($41,600 est. savings); (6) Additional cleaning services @ $10,000/year inc.; (7) $165,271 total savin	$ 165,271				$ 165,271	
113	Discontinue Providing Toilet Seat Covers in County Facilities	By request, covers are provided in certain restrooms in County facilities.	As a courtesy, seat covers are provided by the custodial services vendor at annual cost to the County of approximately $6,000/year. The vendor uses approximately four cases per month at approximately $125/case. Many seat cover containers have been removed due to inappropriate use.	$ 6,000				$ 6,000	
114	Reduce Grounds-keeping Services	(1) Currently, lawns and shrubs are maintained every 10 days during the spring and summer, and every 14 days during the winter and fall. The Courthouse, Main Library and Library Branches have mulched, annual flower beds. Additionally, most buildings have mulched landscape areas (such as pine straw surrounding shrubbery). (2) Currently, buildings contracted for grounds service receive pre-emergence weed control application four times a year, lawn fertilization three times per year, and insecticide as needed.	(1) Discontinue flower beds at the Courthouse, Main Library and Library Branches (replacing the beds with sod). Discontinue applying mulch to shrubbery areas. The impact would be cosmetic and may have future maintenance impact if a decision is made to reinstitute flower beds and sculpted shrubbery areas. Further, reduced mulch may impact the quality of the soil over the long run and result in shrubbery becoming diseased or dying. The estimate annual cost reduction is $4,925, contingent upon negotiation with the contractor. (2) Discontinue lawn fertilization and insecticide. Discontinuation will result in increased weed and vine growth, increased unsightly conditions, and limit the ability to address invasive pest and affect lawn quality. Savings estimates total $14,300 annually, contingent upon negotiation with the contractor. Total savings from reduced groundskeeping is estimated at $19,225, contingent upon negotiation.	$ 19,225				$ 19,225	

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
115	Eliminate Interior Plant Services for the Courthouse	Various areas within the Courthouse have indoor plants that are maintained by an outside contractor.	Remove such plants from the Courthouse and discontinue contracted services. Impact would be cosmetic.			$ 3,105		$ 3,105	
116	Reduce Courthouse Security Services (option 1)	Currently, contracted security guard service provides two staff to allow at least one security guard to remain at the parking gate during those after-hour times that vendors would need Courthouse access or employees may be leaving the building.	*Reduction Level 1:* Reduce security guard staffing by 36.25 hours per week at the Courthouse. This leaves a security staff present during all non-business hours. As the guard will not be available at the parking gate at all times, there would be an increased potential for a security breach, and security may not respond if an employee is having difficulty entering or exiting the building after hours. Reduction Level 1 is estimated to save $20,696 per year.	$ 20,696				Included below.	
117	Reduce Courthouse Security Services (option 2)	Currently, contracted security guard service provides two staff to allow at least one security guard to remain at the parking gate during those after-hour times that vendors would need Courthouse access or employees may be leaving the building.	*Reduction Level 2 (greater reduction):* Reduce security guard staffing by 114.25 hours per week (includes the 36.25 hour Level 1 reduction). Impacts include no weekend security staff, increased potential for a security breach, security not responding if an employee or vendor has difficulty entering or exiting the building, and reduced oversight of the data center's internal temperatures. Saving estimated to total $73,320 per year for Reduction Level 2 (which includes Level 1).	$ 73,320				$ 73,320	
118	Eliminate Payment for Juror Parking	While not required to do so, the County currently pays the cost for juror parking as a courtesy to the jurors and the Courts.	Eliminate the cost for juror parking. Anticipated impacts include inconveniences to the jurors and the possibility that parking difficulties could delay jurors reporting for jury duty.			$ 15,000		$ 15,000	
119	Reduce the Number of Public Courthouse Entrances for Board Meetings	Two public Courthouse entrances remain open for Board meetings (one at North Monroe Street and one at Calhoun Street). When Courthouse security was initially implemented, only the Calhoun Street entrance was open (as most of the public park east of the Courthouse for Board meetings). The North Monroe Street was later opened to add convenience for those who park to the west of the building (on North Monroe or Kleman Plaza, for example).	Reduce the number of public entrances for Board meetings from two to one, which will inconvenience the public that parks on the opposite side of the building.	$ 4,400				$ 4,400	
120	Reduce Exterior Building and Window Cleaning	The exterior windows of buildings are cleaned on a rotating basis to remove build-up of pollen and other particulates. This process largely serves a cosmetic need, with little impact to the building.	Facilities will defer cleaning of windows and exterior of buildings in FY'09. The impact would be cosmetic.	$ 30,714				$ 30,714	
TOTAL FACILITIES MANAGEMENT				*$ 382,306*	*1.00*	*$ 68,105*	-	$ 429,715	1.00

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
MANAGEMENT SERVICES - SUPPORT SERVICES/FACILITIES MANAGEMENT									
121	Absorb Property Management Responsibilities for the Courthouse Annex	Currently, the Courthouse Annex is managed by a private Property Manager under a contract that will expire on September 30, 2008. The contract was executed in 2003 when the complex had 21 private tenants occupying 79% of the area (the complex had a 19% vacancy rate and 2% of the building supported building functions). Currently, the complex has 10 private tenants occupying 55% of the area. County and state agencies, for whom the County is responsible for providing office space, now occupy 35% of the area. (Note: Position realigned from FM-2 "Reduced Parking Services".)	Through the absorption of property management functions by Facilities Management, Support Services and County Attorney staff, staff estimates the County would reduce expenditures by approximately $100,000 annually. This presumes the current maintenance staff person transfers employment to the County.	$ 100,000				$ 100,000	
TOTAL MANAGEMENT SERVICES - SUPPORT SERVICES/FACILITIES MANAGEMENT				$ 100,000	-			$ 100,000	-
PURCHASING									
122	Reduce Warehouse Services	Three Materials Management Specialists and one Warehouse Supervisor currently operate a commodities and supplies warehouse, open Monday - Friday from 6:30 a.m. to 5:00 p.m., and deliver U.S. and inter-office mail to County facilities through an established mail run. Staff procure materials and supplies for stock (including tools, fleet filters and supplies, road signage, rock, seed, and a wide range of operating supplies), and provide related forklift services in support of all County operations. Staff manage the continuing supply agreement for office supplies and operate the Courthouse office supply center, open Tuesdays and Thursdays from 9 a.m. to 11 a.m. Staff issue stocked supplies, record the transactions in the database, perform an annual stock inventory, reconcile the inventory to the general ledger, and update the inventory database accordingly. Staff provide purchasing assistance, in particular to Public Works Operations, Parks and Fleet divisions, assisting them in identifying and securing commodities and sources, providing storage, and assisting staff load the materials for transfer.	Mail delivery from the Courthouse to all County facilities consumes approximately one-half an FTE, which provides net warehouse support of approximately 3.5 FTE. The loss of one FTE reduces warehouse program support to approximately 2.5 FTE. In response, the Courthouse office supply center will be closed, and warehouse hours will be changed to 7:00 a.m. to 4:00 p.m. (a reduction of one and one-half hours a day). Public Works may feel the greatest impact of the loss of one FTE, as load-up time in the mornings to begin road, right-of-way and parks maintenance may increase, since the crews generally secure their warehouse issuances at approximately the same time in the morning. Further, with reduced inventory maintenance support, the likelihood of stock-outs will increase. The volume of warehouse issuances has remained constant since FY 03/04: approximately 17,000 issuances per year. The dollar volume of those issuances declined by 8% last year, some of which is in response to the reduced road activity, and some of which is a change in how the supplies are being delivered and cost out.	$ 45,438	1.00			$ 45,438	1.00
	TOTAL PURCHASING			$ 45,438	1.00			$ 45,438	1.00

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
HUMAN RESOURCES (HR)									
123	Eliminate Workplace Diversity Management Internship Program	This Management Internship Program is designed to attract college seniors and graduate students, who are minorities or women, into local governmental, professional, and technical positions in which minorities or women are underutilized in comparison with the labor market. In FY 06-07, the first year of program, five FTE positions were hired from the FAMU School of Business, FAMU/FSU College of Engineering and FAMU Computer Science Program. The students interned for twelve weeks in either HR, MIS, Growth Management or Facilities Management. The second year of the program has begun for FY 07-08.	Program would be eliminated and the internship program would not be a tool to improve representation of minorities and women in job categories in which they are underrepresented in Leon County's workforce.			$ 38,500		$ 38,500	
124	Reduce Customer Service and Internal Support	HR supports more than 800 Regular and OPS operating positions for the Board of County Commssioners. HR's customer service/internal support position is the primary contact for job applicants and internal customers; serves as records custodian for personnel files; performs quality control audits of documents scanned into the Electronic Document Managemet System for employee personnel files; creates a personnel and medical file for each employee; processes a lare number of public records requests from media, citizens, County staff and court ordered supoenas; responds to employment verfication requests; enters hard copy applications into an electronic data tracking system; prepares and mails thank you letters to job applicants who are not hired for each advertised position; pepares job offer letters for the County Administrator's approval; tracks and pays HR's expenses; and prepares, audits and routes purchase orders; p-card statements; invoice payments and travel requests/expenses. The position also assists in the administrative tasks required for the Summer Youth Training Program, Open En	Eliminating HR's customer service position would require the position's duties to be split between the three HR Generalists in charge of Recruitment, Payroll, Benefits, EMS and E-Appraisal support. Customer services to the public (walk-in, internal customers and telephone traffic) would have to rotate between existing employees, as would other clerical duties such as the payment of expenses, p-card processing and ordering of office supplies. The turn-around time for public records requests and rejection letters will take longer; personnel files would not be maintained on a timely basis; and electronic document management quality control audits of personnel records would cease.	$ 46,811	1.00			$ 46,811	1.00
	TOTAL HUMAN RESOURCES			$ 46,811	1.00	$ 38,500		$ 85,311	1.00

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
OFFICE OF MANAGEMENT AND BUDGET (OMB)									
125	Reduction in Management Reviews	At Board request or as designated by County Administration, OMB conducts performance and management reviews of departments and/or divisions to determine if programs are being managed in an efficient and cost effective manner.	Management reviews would no longer be conducted on a routine basis, thereby eliminating a tool that can result in increased efficiencies for the organization and may result in reduced division accountability in following established policies and procedures.	$ 51,451	1.00			$ 51,451	1.00
	TOTAL OMB			**$ 51,451**	**1.00**			**$ 51,451**	**1.00**
FLEET MANAGEMENT									
126	Eliminate one Fleet Mechanic position	When EMS was brought on-line, this position was established to have a dedicated staff person for the repair and maintenance of ambulances. However, although attempts to fill this position were made, a qualified candidate was never found, and existing Fleet staff has managed the workload.	Given the fact that current Fleet staff have been able to absorb the increased work-load created as a result of adding the Division of EMS, no reduction of level of service is anticipated.	$ 48,477	1.00			$ 48,477	1.00
	TOTAL FLEET MANAGEMENT			**$ 48,477**	**1.00**			**$ 48,477**	**1.00**
RISK MANAGEMENT									
127	Revised Risk Program	On January 29, 2008, the Board conducted a workshop on the County's Risk Management Program and evaluated a number of alternatives to reduce the overall cost of the program while not incurring any undo increase in risk exposures.	The County has not finalized it's risk financing program for next fiscal year. However, based on preliminary indications from the County's insurance broker, the savings associated with changes to the program are reflected.	$ 407,180				$ 407,180	
	TOTAL RISK MANAGEMENT			**$ 407,180**				**$ 407,180**	

TOTAL SUPPORT SERVICES						
MIS/GIS	$ 224,698	4.00	$ 25,041	1.00	$ 224,225	4.00
FACILITIES MANAGEMENT	$ 382,306	1.00	$ 68,105	-	$ 429,715	1.00
SUPPORT SERVICES/FACILITIES MGT	$ 100,000	-	$ -	-	$ 100,000	-
PURCHASING	$ 45,438	1.00	$ -	-	$ 45,438	1.00
HUMAN RESOURCES	$ 46,811	1.00	$ 38,500	-	$ 85,311	1.00
OMB	$ 51,451	1.00	$ -	-	$ 51,451	1.00
FLEET	$ 48,477	1.00	$ -	-	$ 48,477	1.00
RISK MANAGEMENT	$ 407,180	-	$ -	-	$ 407,180	-
TOTAL SUPPORT SERVICES	$ 1,306,361	9.00	$ 131,646	1.00	$ 1,391,797	9.00
INITIAL TARGET REDUCTION AMOUNT:					$ 944,223	
TOTAL REDUCTIONS HIGHLIGHTED:					**$ 866,832**	**7.00**

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#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE
		CONSTRAINED REDUCTIONS (8%)	HUMAN SERVICES	$ 97,021	-	$ 1,187,258	-	$ 1,187,258	-
			HEALTH	$ 147,606	-	$ 1,845,084	-	$ 1,845,084	-
			INCARCERATION ALTERNATIVES	$ -	-	$ 100,000	-	$ 100,000	-
			VOLUNTEER SERVICES	$ 56,570	1.00	$ -	-	$ 56,570	1.00
			SHERIFF	$ 2,277,905	7.00	$ -	-	$ 2,277,905	7.00
			TAX COLLECTOR	$ 433,423	-	$ -	-	$ 433,423	-
			PROPERTY APPRAISER	$ 247,082	1.00	$ -	-	$ 247,082	1.00
			CLERK OF THE CIRCUIT COURT	$ 61,453	1.00	$ -	-	$ 61,453	1.00
			PUBLIC DEFENDER	$ 8,833	-	$ -	-	$ 8,833	-
			STATE ATTORNEY	$ 10,533	-	$ -	-	$ 10,533	-
			SUBTOTAL	$ 3,340,426	10.00	$ 3,132,342	-	$ 6,228,141	10.00
		LEVEL OF SERVICE REDUCTIONS (19%)	BOARD OF COUNTY COMMISSIONERS	$ 256,655	-	$ -	-	$ 256,655	TBD
			COUNTY ADMINISTRATION	$ 114,879	2.00	$ 208,375	1.00	$ 323,254	3.00
			COUNTY ATTORNEY	$ 173,660	-	$ -	-	$ 173,660	-
			ANIMAL CONTROL	$ 691,524	8.00	$ 1,000,072	7.00	$ 1,000,072	7.00
			ECONOMIC DEVELOPMENT - SUMMER YOUTH	$ -	-	$ 73,943	-	$ 73,943	-
			ECONOMIC DEVELOPMENT - EDC	$ 37,905	-	$ 199,500	-	$ 199,500	-
			CULTURAL AND OTHER LINE ITEM FUNDING	$ 20,696	-	$ 617,814	-	$ 617,814	-
			MOSQUITO CONTROL	$ 551,178	5.00	$ 636,262	5.00	$ 636,262	5.00
			PARKS AND RECREATION	$ 389,094	4.00	$ -	-	$ 389,094	4.00
			COOPERATIVE EXTENSION	$ 150,765	3.18	$ -	-	$ 150,765	3.18
			LIBRARIES	$ 776,071	30.00	$ 164,459	3.00	$ 940,530	33.00
			HOUSING/VETERANS	$ 164,179	3.00	$ -	-	$ 164,179	3.00
			PLANNING	$ 203,976	7.00	$ 18,500	1.00	$ 222,476	8.00
			GROWTH AND ENVIRONMENTAL MGT	$ 374,480	1.00	$ -	-	$ 374,480	1.00
			SUBTOTAL	$ 3,905,062	63.18	$ 2,918,925	17.00	$ 5,522,684	67.18
		SIGNIFICANT SERVICE REDUCTIONS (50%)	EVENT SPONSORSHIPS	$ -	-	$ 23,300	-	$ 23,300	-
			PUBLIC WORKS - ENGINEERING SVCS	$ 256,753	4.00	$ -	-	$ 256,753	4.00
			PUBLIC WORKS - OPERATIONS	$ 900,499	17.00	$ -	-	$ 900,499	17.00
			SOLID WASTE	$ 2,067,363	4.00	$ -	-	$ 2,067,363	4.00
			SUBTOTAL	$ 3,224,615	25.00	$ 23,300	-	$ 3,247,915	25.00
		SUPPORT SERVICES	MIS/GIS	$ 224,698	4.00	$ 25,041	1.00	$ 224,225	4.00
			FACILITIES MANAGEMENT	$ 382,306	1.00	$ 68,105	-	$ 429,715	1.00
			SUPPORT SERVICES/FACILITIES MGT	$ 100,000	-	$ -	-	$ 100,000	-
			PURCHASING	$ 45,438	1.00	$ -	-	$ 45,438	1.00
			HUMAN RESOURCES	$ 46,811	1.00	$ 38,500	-	$ 85,311	1.00
			OMB	$ 51,451	1.00	$ -	-	$ 51,451	1.00
			FLEET	$ 48,477	1.00	$ -	-	$ 48,477	1.00
			RISK MANAGEMENT	$ 407,180	-	$ -	-	$ 407,180	-
			SUBTOTAL	$ 1,306,361	9.00	$ 131,646	1.00	$ 1,391,797	9.00
		GRAND TOTAL		$ 11,776,465	107.18	$ 6,206,213	18.00	$ 16,390,537	111.18

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

#	Description	Current Level of Service	Reduced Services and Impact	Partial Service Reduction		Full Service Reduction		Total Potential Reductions	
				Cost Savings	FTE	Cost Savings	FTE	Cost Savings	FTE

Highlighted Reductions			Option #1	Original Target
CONSTRAINED REDUCTIONS (8%)	$ 2,888,961	5.00	42%	42%
LEVEL OF SERVICE REDUCTIONS (19%)	$ 2,572,634	39.00	38%	31%
SIGNIFICANT SERVICE REDUCTIONS (50%)	$ 499,419	9.00	7%	20%
SUPPORT SERVICES	$ 866,832	7.00	13%	7%
Total	$ 6,827,846	60.00	100%	100%

Reductions fully highlighted are included as reduction in Option 1. Partial Reduction=Reduced Service Level; Full Service Reduction=Service No Longer Performed; Total Potential Reductions=Partial Plus Full.

Attachment 5: Budget Options

Option 1 (4-3 vote millage rate)
No additional operating or capital projects are added.

Option 2 (5-2 vote, rolled-back millage rate)	Budget FY2009	Planned FY2010	Planned FY2011	Planned FY2012	Planned FY2013	Total
Operating						
Base Reductions Funded (1)	1,009,916	1,040,200	1,071,400	1,103,500	1,136,600	5,361,616
Lake Jackson Branch Library - Operating			102,000	105,000	108,000	315,000
Apalachee Rental Exp. - Operating	130,478	98,991	102,493	106,139	109,935	548,036
Climate Action Plan - Operating	182,966	143,856	148,172	152,617	157,195	784,806
Primary Healthcare Funding	350,000	361,000	372,000	383,000	394,000	1,860,000
Transportation Trust Fund	-	0	1,195,828	1,330,639	2,557,160	5,083,627
subtotal: Operating	1,673,360	1,644,047	2,991,893	3,180,895	4,462,890	13,953,085
Capital						
Lake Jackson Branch Library	2,766,833	2,509,167				5,276,000
Southeast Branch Library		406,245	3,100,000	3,093,755		6,600,000
Northeast Park	1,000,000	1,000,000				2,000,000
Woodville Library					2,000,000	2,000,000
Climate Action Plan	302,000	355,000				657,000
subtotal: Capital	4,068,833	4,270,412	3,100,000	3,093,755	2,000,000	16,533,000
Total Option 2	5,742,193	5,914,459	6,091,893	6,274,650	6,462,890	30,486,085

Option 3 (5-2 vote, no tax increase median valued home)	Budget FY2009	Planned FY2010	Planned FY2011	Planned FY2012	Planned FY2013	Total
Operating						
Base Reductions Funded (2)	3,289,886	3,388,600	3,490,300	3,595,000	3,702,900	17,466,686
Lake Jackson Branch Library - Operating			102,000	105,000	108,000	315,000
Apalachee Branch Library - Operating				215,000	218,000	433,000
Climate Action Plan - Operating	182,966	105,300	108,459	111,713	115,064	623,502
Primary Healthcare Funding	350,000	361,000	372,000	383,000	394,000	1,860,000
Transportation Trust Fund			1,500,000	2,000,000	2,500,000	6,000,000
subtotal: Operating	3,822,852	3,854,900	5,572,759	6,409,713	7,037,964	26,698,188
Capital						
Lake Jackson Branch Library	5,276,000					5,276,000
Apalachee Branch Library (3)		6,300,000				6,300,000
Northeast Park	2,000,000					2,000,000
Woodville Library (3)			6,600,000			6,600,000
Climate Action Plan	302,000	355,000				657,000
Other Transportation Needs (4)	4,564,182	5,934,090	4,764,551	11,035,717	10,930,826	37,229,366
subtotal: Capital	12,142,182	12,589,090	11,364,551	11,035,717	10,930,826	58,062,366
Total Option 3	15,965,034	16,443,990	16,937,310	17,445,430	17,968,790	84,760,554

(1) Total amount of the reductions from Option 1 that are funded in Option 2.
(2) Total amount of the reductions from Option 1 that are funded in Option 3.
(3) The County will apply for a $500,000 state grant towards this project.
(4) Could inlcude funding for Transit, Sidewalks, Tharpe Street, Bannerman Road, and/or Woodville Highway.

Board of County Commissioners
Workshop Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator Tony Park, P.E., Public Works Director
Subject:	Consideration of Eliminating the General Revenue Subsidy for Solid Waste Management

Statement of Issue:
This item considers eliminating the general revenue subsidy for solid waste management.

Background:
During the March 11, 2008 workshop on the FY 2008 budget, the Board instructed staff to review strategies for eliminating the general revenue subsidy to the solid waste fund. This direction by the Board is consistent with previous direction during the December 11, 2007 Board retreat and the January 30, 2008 workshop on the prioritization of county services.

Enterprise Fund:
On January 15, 2008, the Board ratified the actions taken during the December 10, 2007 Board retreat. This ratification included approving modifications to the Leon County Guiding Principles. Guiding Principle #12, refers to the operation of enterprise funds and states that Leon County will "provide that fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprises" (attachment #1). This principle is also stated in County Policy No. 92-5. By definition an enterprise fund generates sufficient revenue to fund all operating and capital cost through fees and/or special assessments.

Analysis:
The County's intention has been for solid waste services to operate as an enterprise fund which acts like a business by collecting enough revenue for service to fully fund the entire operation. The main revenue sources for solid waste are the tipping fees and the non-ad valorem waste disposal special assessment. However, the revenues generated through the non-ad valorem assessment and tipping fees are not enough to support the direct and indirect costs of the solid waste enterprise. Specifically, the non-ad valorem assessment is insufficient to cover the cost of disposal for the unincorporated area and the provision of the rural waste services as originally intended. In order to ensure no interruption of rural waste services for the citizens, the County has subsidized the operations with general revenue until the assessment could be increased. In FY08, solid waste is receiving a $505,790 subsidy from general revenue in order to operate. Table #1 shows the future projections of general revenue subsidy to the Solid Waste fund. As reflected this table illustrates that an increase in the non-ad valorem assessment is necessary in order to remain consistent

with the Guiding Principles and Policy of Leon County.

Table #1: Estimated General Fund Subsidy to Solid Waste Management

FY09	FY10	FY11	FY12	FY13
$1,688,803	$1,790,917	$1,854,441	$1,920,535	$2,026,201

The subsidy reflects the cost to fund the rural waste service centers and a portion of the disposal costs for the unincorporated area.

Services Provided by Solid Waste:
Attachment #2 describes all the services currently provided by Solid Waste; residential waste collection (including the Rural Waste Service Center (RWSC), waste disposal, recycling and education services, and household hazardous waste management.

Without a general revenue subsidy, the Solid Waste Division requires a subsidy of $1,688,803. There are several factors that will compound this deficit in the future.

1. The non ad-valorem assessment of $40 per single family unit is insufficient to cover the cost of disposal. The average household produces 1.47 tons of waste annually. Current disposal cost is estimated to be $65 per year per household. Disposal cost is projected to continue to rise in the coming years.
2. The funding for the RWSC program is currently being subsidized with general revenue. Formerly funded by assessment revenues, the RWSCs is now totally funded from general revenue. For the RWSC to be funded through the Solid Waste enterprise fund, alternative revenues need to be provided to eliminate the general revenue subsidy.
3. During the April 22, 2008 meeting, the Board authorized solicitation of an Invitation to Negotiate for long-term Class III Solid Waste management services. Recommendations regarding this invitation are forthcoming. It is important to note that depending on the staff's recommendations, the services for long term Class III Solid Waste management could have a fiscal impact on Solid Waste Management; more specifically the disposal tonnage for Class III waste could diminish resulting in a reduction of revenue to the fund.
4. The county's contract with Waste Management for hauling of trash to Springhill allows for an annual fuel adjustment surcharge. The surcharge in FY08 was over $174,000. Preliminary indications are the surcharge for FY09 may be in excess of $400,000.

Options for Reducing Solid Waste Management's Budget:
Each of these alternatives will reduce and/or eliminate the general fund subsidy to the Solid Waste Management budget:

I. Universal Mandatory Collection
II. Increasing the Non Ad-Valorem Assessment
III. Reduction of Service Levels

I. Universal Mandatory Collection:

Unincorporated residents of Leon County currently have the option of having curbside solid waste collection through a subscription service with WMI or they have the option of using one of the Rural Waste Service Centers. Under mandatory universal collection all of the unincorporated area would be required to have curbside collection.

This approach has a number of advantages to the current system:

- There will be a decrease in illegal dumping. Public Works recorded over 160 complaints of illegal dumping activity on County right-of-way over the past three years. Growth Management recorded 113 complaints for the past two years for illegal dumping on private property (i.e. roads or adjacent to publicly owned right-of-way) which resulted in some form of code enforcement action.
- There will be a reduction in greenhouse gas emissions. WMI collection vehicles currently travel almost every road in the County and pass by numerous residents who drive separately to the RWSC.
- There will be a reduction in missed collection complaints.
- The overall cost of operating the Solid Waste Management system could be reduced through the closure of the RWSCs.
- The possibility of having WMI perform all of the billing functions, eliminating the need to collect the funds through the tax bill.

There are disadvantages to this approach as well:

- Current non-subscribers in the mandatory area would be required to pay for collection.
- Citizens may complain that the ability to choose a method for disposal has been taken away.

At this point in time, staff has not approached WMI regarding providing universal collection for the entire unincorporated area including having WMI perform the billing function. If the Board approves universal mandatory collection, staff recommends that the Board direct staff to negotiate with WMI a rate for providing universal collection in the entire unincorporated area, inclusive of billing. In addition, if the Board approves universal mandatory collection, staff recommends that the RWSCs be closed. Mandatory universal collection would allow for the closure of all five RWSC facilities.

II. Increase Non-ad Valorem Assessment

To cover the entire cost of providing solid waste services to the unincorporated area the total assessment for waste disposal and rural waste services should be $89.35. This amount is an increase of $49.35 over the current $40.00 assessment. The $40.00 assessment has been in effect since 1995; with no change in the rate for 13 years.

The $89.35 assessment is comprised of two parts: $65.38 for the disposal fee and $23.96 for the rural waste service centers. This rate would be in effect for the next three fiscal years. The rate would be evaluated for adjustment as part of the FY2012 budget cycle. The assessment is being calculated to contemplate future disposal fee increases and projected increased costs of operating the rural waste service centers. The

calculation is based on the following:

Disposal Costs:

- 1.47 tons average annual solid waste per household
- Average per ton tipping fee for next three years is $41.45 per ton
- As non-ad valorem assessments are collected on the tax bill, individuals can receive a 4% discount for payment in November, 3% in December, 2% in January and 1% in February; Florida Statutes dictates that the budget be developed on 95% of projected collections
- The Tax Collector charges 2% for collection of the assessment revenue
- Based on the above, the disposal component of the assessment should be $65.38; this contemplates tipping fee increases for the next three years

Rural Waste Collection Center Costs:

- The projected average cost to operate the RWSC is $799,644 per year over the next five years
- As noted above, the non-ad valorem assessment is collected on the tax bill and is subject to early payment; the Florida Statutes dictates the budget be developed on 95% of projected collections
- The Tax Collector charges 2% for collection of the assessment revenue
- Based on the above, the RWSC component of the assessment should be $23.96

The total non-ad valorem assessment will be $89.35. This contemplates "rate stabilization" for future increases in the tipping fee and the cost to operate the RWSCs.

III. Reduction of Service Levels:

Currently, Solid Waste Management operates five RWSC. Each RWSC accepts Class I, Class III, appliances, tires, electronics, recyclables, yard trash, and hazardous household waste. Four of the centers are open 50 hours per week on Tuesday and Thursday through Sunday. The Blount Center, which is open 8 hours on Tuesday and Saturday, and serves an average of 171 customers per week, and is located 7.2 miles from the Ft. Braden Center.

The following reductions are proposed to reduce the general fund subsidy to Solid Waste Management. However, if the non-ad valorem assessment is not raised to cover the cost of services two additional decisions will need to be reached: 1) increase the non ad-valorem assessment or 2) continue to provide the general revenue subsidy by a reduced amount.

Reduction of Service Levels: Option #1

- Accept all types of waste: Class I, Class III, appliances, tires, electronics, recyclables, yard trash, and hazardous household waste.
- Reduce hours of operation from 50 hours per week to 40 hours per week.
- Reduce FTEs by 1.00

Total Cost Savings: $70,729

Reduction of Service Levels: Option #2

- Accept Class I waste and recycles only
- Reduce hours of operation from 50 hours per week to 20 hours per week: Sat and Sun only. (RWSC customers would have to dispose of waste, other than Class I household garbage and recyclables, at the Apalachee Solid Waste Management Facility, free of charge.)
- Close the Blount Center location. (Customers would utilize the Ft. Braden Service Center)
- Reduce FTE's by 4.00 and OPS hours

Total Cost Savings: $416,353

Assessment Process:
In order to increase the current assessment, the Board would need to schedule a public hearing. This would be done as follows.

1. In accordance with Florida Statute, separate first class notification to property owners would be mailed 20 days prior to the required public hearing on September 3, 2008. Pursuant to statute, the increase needs to be adopted by September 15, 2008. Due to the requirement of the first class notice, the assessment will not appear on the TRIM notice.
2. On September 3, 2008 the Board would conduct a public hearing to consider the proposed increase.

If the Board does not proceed with an increase, the current $40.00 assessment will appear on the TRIM notice mailed by the Property Appraiser in August.

Options:

1. Develop the FY2009 budget utilizing a $1.688 million subsidy to the Solid Waste Fund. This would allow the current service levels for the Rural Waste Service Centers (RWSC), with no increase in the non-ad valorem assessment.
2. Direct staff to:
   a. Schedule a public hearing for September 3, 2008 to consider increasing the Solid Waste Non-Ad Valorem Assessment from $40 to $89.35 thereby maintaining the current level of service while eliminating the general revenue subsidy.
   b. Direct staff to prepare and send the required fist class notices prior to the September 3, 2008 public hearing.
3. Direct staff to develop the FY09 Solid Waste Management budget through a combination of reductions and general revenue subsidy.
4. Direct staff to proceed with establishing Mandatory Universal Collection in the Unincorporated Area, begin negotiations with Waste Management Inc. to provide billing services and correspondingly close the Rural Waste Service Centers.
5. Board Direction.

Recommendation:
Option #1 has been included in the tentative budget.

Attachments:

1. Leon County Guiding Principles
2. Services Provided by Solid Waste Management

Board of County Commissioners
Leon County, Florida

Policy No. 92-5

Title:	Revenues
Date Adopted:	March 10, 1992
Effective Date:	March 10, 1992
Reference:	N/A
Policy Superseded:	N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The County will establish revenue practices to:

1. Provide that the County seek out and maintain a diversified revenue system to protect it from fluctuations in any one revenue source.

2. Provide that fees charged in enterprise operations will be calculated at a level which will support all direct and indirect costs of the enterprise.

3. Ensure that the County does not accept any revenue source whose terms of acceptance or collection may negatively affect the County.

Services Provided by Solid Waste Management:

The Solid Waste Management provides the following services, guided by an integrated waste management plan:

1. Residential Waste Collection
   a. Exclusive franchised subscription service with Waste Management, Inc. for the residents of the unincorporated County for garbage, recycling, yard trash, and bulky waste
   b. Rural Waste Service Centers (RWSC) provide non-subscribers with drop offs for garbage, recycling, bulky waste, yard trash, tires, appliances, electronics, and household hazardous waste, including used oil. There are five centers.
2. Waste Disposal
   a. Waste that is collected curbside is delivered to either the Gum Road Transfer Station or the Apalachee Solid Waste Management Facility. A per ton fee is collected at both disposal locations. The fee is paid by a non-ad valorem assessment on all single family units within the unincorporated area.
   b. Waste brought to the RWSC is also delivered to either the transfer station or the Apalachee facility. The fees are paid through an interdepartmental transfer.
3. Gum Road Transfer Station

   All of the Class I waste generated within Leon County is delivered to the transfer station. The waste is inspected for prohibited materials and loaded on transfer trailers. The trailers are hauled to the Springhill Regional Landfill in Jackson County for disposal. The County operates the transfer station. Hauling and Disposal is provided by Waste Management, Inc. A per ton fee is charged to cover the cost of operations, hauling and disposal.
4. Apalachee Solid Waste Management Facility (SWMF)
   a. Class III waste such as furniture, carpet, packaging, construction and demolition debris, and asbestos is disposed in a Class III landfill.
   b. Special waste such as tires, appliances, and yard trash are processed and recycled.
   c. Environmental compliance to monitor and treat groundwater, collect and treat landfill gas, collect and treat landfill wastewater and closed landfill maintenance is required.
5. Recycling and Education Services
   a. Public education and outreach services focus on waste reduction, reuse, recycling and sustainable practices. The Primary effort is in the schools.
   b. Collection of recyclables from the Rural Waste Service Centers, County buildings, and schools in the unincorporated area is provided. Recyclables are delivered to a private vendor for processing and marketing. The County pays a fee to the vendor.
   c. Electronics recycling is provided at the Apalachee SWMF. Residents drop-off electronics for free. Government agencies and commercial businesses are charged a per ton fee. Electronics are put on pallets and delivered to a private vendor for processing. The County pays the vendor a fee for this service.

Services Provided by Solid Waste Management:

5. Continued: Recycling and Education Services
    d. Provides desk-side boxes, collection containers and collection associated with the county office paper recycling program. A fee is paid to private vendors for processing and recycling the paper.
6. Household Hazardous Waste Management
    a. Operates a collection center at the Apalachee SWMF.
    b. Conducts remote collection events.
    c. Bulks and packages HHW for delivery to a private vendor. The vendor is paid a fee for disposal.
    d. Oversees asbestos disposal.
    e. Operates a HHW Swap Shop.
    f. Provides disposal from small quantity generators at cost.
    g. Trains division staff on how to recognize and handle HHW.
    h. Contracts with City of Tallahassee to conduct tri-annual inspections of commercial hazardous waste generators.

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator Tony Park, P.E., Director of Public Works
Subject:	Consideration of Stormwater Non-Ad Valorem Assessment Rate Increase to Reduce the General Revenue Subsidy to the Stormwater Utility Fund

Statement of Issue:
This item considers eliminating or reducing the general revenue subsidy for the stormwater utility program by increasing the non ad valorem assessment rate for the stormwater utility fee.

Background:
At the December 11, 2007 Board retreat, and the January 30, 2008 workshop on the prioritization of county services, the Board instructed staff to review strategies for eliminating the general revenue subsidy to the stormwater utility fund. After reviewing options to reduce or eliminate the general revenue subsidy, the Board chose to defer action on the stormwater subsidy until the preliminary budget workshops.

The stormwater utility fee is a non-ad valorem special assessment billed on the annual tax bill for developed property in the unincorporated area. Residential properties are assessed based upon the number of residential structures per parcel. Non-residential properties (offices, stores, etc.) are assessed a multiplied rate, based on the impervious area on site including sidewalks and parking areas relative to the average 2,723 square feet per single family unit (SFU). The 2008 stormwater assessment is projected to generate $885,292.

The annual $20 per SFU was established by the Board in September 1991, and currently covers 14 percent of the costs of this program. The initial utility fee was reserved for capital improvement projects and administrative expenses. Ordinance revisions in July 1995 allowed the assessment to be used for operating and maintenance costs. The FY 2009 preliminary budget has $6,312,796 budgeted for stormwater system management costs.

Analysis:

Stormwater fee increases have been considered in the past to fund capital projects, acquire floodplain and environmentally sensitive areas, and to enhance the operation and maintenance of the stormwater infrastructure. Past options included:

1. Establishing a basin-specific assessment to recover capital project costs;
2. Extending the County fee to residents within the city limits to offset the costs borne by the County program due to runoff leaving the incorporated area;
3. Establishing an MSTU for drainage purposes, expiring upon completion of capital program, and;
4. Reevaluating the single family unit (SFU) equivalent fee basis using updated parcel statistics and potentially establishing separate classes for fee multipliers.

Staff recommends using the non-ad valorem assessment to generate revenue for continuing operating expenses and associated capital costs. Stormwater management expenses include operation and maintenance of stormwater facilities and conveyances, equipment to perform the tasks, engineering support, surface water quality monitoring and evaluations, stormwater utility administration, and indirect costs. As reflected in Table 1, the three-year projected annual average expenditure through FY 2011 is $7,322,441.

A portion of these expenditures are offset by a transfer of funds from the gas tax fund to pay for the direct maintenance of stormwater infrastructure associated with county arterial roads. This transfer is necessary in order to fund this portion of the stormwater program. The annual offset to stormwater management expenditures by the gas tax and interest earnings is calculated to average $1,657,908 through Fiscal Year 2011. In addition, a proposed reduction involving a reorganization of the stormwater department will provide an additional average annual savings of $325,656. This increases the total program funding offsets to $1,983,564.

In order to eliminate the general revenue subsidy to this fund, the targeted annual expense for recovery from the non-ad valorem assessment would be on average $5,338,877 which translates to a non-ad valorem assessment of $113. This assessment calculation includes the proposed reorganization reductions which have been included in the preliminary budget.

Without the program reductions, in order to eliminate general revenue subsidy, the annul non-ad valorem assessment would have to be set at $120. The existing fee of $20 per year which has remained unchanged for 17 years is forecasted to generate $885,292 for the program in FY 2009. Leaving the fee at the current rate and including the program reductions will require an average annual general revenue subsidy of $4.4 million. For FY 2009 the subsidy would be $4.2 million.

Table 1 summarizes the projected program costs, offsetting resources and the calculation for the proposed non ad valorem assessment.

Table 1: Three Year Stormwater Expenditures and Non-Ad Valorem Assessment Calculation

Expenditures:	2009	2010	2011	Average '09 - 11
General Stormwater Maintenance	1,269,289	1,313,321	1,351,797	1,311,469
Transportation Stormwater	2,801,131	2,898,304	2,983,215	2,894,217
Risk Allocations	51,069	55,869	61,149	56,029
Indirect Costs	495,125	519,881	545,875	520,294
Tax Collector	46,792	93,584	115,645	85,340
Water Quality/TMDL	404,665	404,665	404,665	404,665
Stormwater Engineering	963,953	989,971	1,017,379	990,434
Reserves	150,800	153,960	157,246	154,002
Capital (Filters and Equipment)	811,309	914,220	992,442	905,990
Total Expenditures	6,994,133	7,343,775	7,629,414	7,322,441
Offsets (other funding support)				
Gas Tax	1,561,354	1,609,941	1,652,430	1,607,908
Interest Earnings (estimated)	50,000	50,000	50,000	50,000
Department reorganization savings	*312,970*	*325,489*	*338,508*	*325,656*
Total Offsets	**1,924,324**	**1,985,430**	**2,040,938**	**1,983,564**
Total Expenditures Less Off-sets	5,069,809	5,358,345	5,588,475	5,338,877
# of Equivalent Single Family Residences*	46,324	47,251	48,196	47,257
Non Ad Valorem Assessment (Based on FY 09 – FY 11 Average Cost of expenditure and offsets)				$ 113

* # of equivalent single family residence increase is estimated at a 2% annual growth rate.

The estimate for the 2008 assessment roll is 45,416 SFU for the stormwater fee. This includes the multipliers for non-residential property. The multipliers apply to non-residential properties based on the total number of equivalent single family residential units an individual non-residential property occupies. In order to support the entire cost of the program, the estimated annual assessment would need to be $113 per SFU. Future annexation by the City of Tallahassee could limit growth of the fee base (developed parcels) in the unincorporated area.

Currently, the City of Tallahassee charges $87.24 per equivalent residential unit which will generate $14.7 million, and fully funds their stormwater program. Required fee increases through FY 2010 adjust the fee to $95.40 by FY 2010 and generate and estimated $16.3 million. After FY 2010, the rate increases annually by the consumer price index. If the consumer price index were 3%, then the FY 2011 rate would be $98.26.

To ameliorate the impacts to property owners of raising the assessment to cover the entire cost of the program immediately; the increase could be implemented over three years, while concurrently reducing the competing priorities for general revenue. Table 2 illustrates the decrease and final elimination of the subsidy by 2011.

Table 2: Three Year Phase in to Reach 100% Cost Recovery

Fiscal Year	Stormwater Fee	Fee Revenue	Cumulative Additional Revenue	General Revenue Subsidy	% Program Subsidy
2009	$50	$2,362,849	$1,477,557	$3,976,027	58%
2010	$85	$4,725,698	$3,131,552	$1,322,033	17%
2011	$113	$5,664,532	$4,453,585	$0	0%

* FY 09 anticipated assessment collections are anticipated at $885,292 based on a $20 special assessment fee.

In order to increase the current assessment, the Board would need to schedule a public hearing. This would be done as follows.

1. In accordance with Florida Statute, separate first class notification to property owners would be mailed 20 days prior to the required public hearing on September 3, 2008. Pursuant to statute, the increase needs to be adopted by September 15, 2008. Due to the requirement of the first class notice, the assessment will not appear on the TRIM notice.
2. On September 3, 2008 the Board would conduct a public hearing to consider the proposed increase.

If the Board does not proceed with an increase, the current $20 assessment will appear on the TRIM notice mailed by the Property Appraiser in August.

Options:

1. Direct staff to maintain the current non-ad valorem assessment rate of $20, and approve a general revenue program subsidy of $4.2 million.

2. Direct staff to:
   a. Schedule a public hearing for September 3, 2008 to consider increasing the Stormwater Non-Ad Valorem Assessment from $20 to $50 (with a maximum rate $113 by 2011) thereby maintaining the current level of service while eliminating the general revenue subsidy in 2011.
   b. Direct staff to prepare and send the required fist class notices prior to the September 3, 2008 public hearing.
3. Board Direction

Recommendation:

Option #1 is included in the tentative budget.

PA/AR/TP/WSR/wsr

Board of County Commissioners
Budget Discussion

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2006
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Alan Rosenzweig, Assistant County Administrator AR Scott Ross, Budget Manager SR
Subject:	Approval of Revised County Vehicle Assignment Policy

Statement of Issue:
This budget discussion item requests Board approval to reduce the number of take home vehicles from 49 to 11 through revisions to the County Vehicle Assignment Policy (Attachment #1) and to endorse modifications to the County's car allowances (Attachment #2).

Background:
During the June 13, 2008 meeting, Commissioner Proctor requested and the Board approved staff to perform a comprehensive review of the County's take home vehicles and car allowances.

Analysis:
The County currently has 49 vehicles assigned to specific staff in 10 divisions. OMB staff met with County divisions to review the purposes for take-home vehicles and to determine if take-home vehicle assignments are consistent with County policy. Staff concluded that the majority of the vehicle assignments did not adhere to the policy's intended purpose (Attachments #3 and #4).

Subsequent to the review, the County Administrator is recommending 11 of the 49 vehicles allowed to be taken home. Five of the vehicles will be dedicated to individual positions (four EMS and one in Public Works Operations) and six will be utilized for on-call/stand-by positions. These include 2 each for Animal Control, Facilities Management and Public Works Operations. In order not to cause any employee hardships, the revised policy allows one-time adjustment to the base pay of each employee affected by this directive. Based on an average commute, this adjustment will be $910. Future employees occupying the positions will not be assigned a take-home vehicle.

With the elimination of the non-essential take-home vehicles, the annual savings is estimated at $48,000. This amount includes vehicle operating costs such as fuel, maintenance and tires.

The existing County policy provides for a monthly allowance in lieu of a take-home vehicle. The County Administrator authorizes monthly car allowances based on job usage requirements or employment enhancement. Under the policy, thirty-one County employees receive a car allowance. This group of employees totals $116,700 in car allowances (Attachment #2). The County Administrator has determined that 15 positions do not warrant a car allowance for the performance of their job duties. Subsequently, the County Administrator has reduced the number of employees receiving car allowances from 31 to 16. This revision reduces the total funding for car allowances to $52,550. County Commissioner, County Administrator and County Attorney car allowances are not affected by this action and have been included in the budget. In order not to cause any employee hardships, the revised policy allows one-time adjustment to the base pay of each employee affected by this directive. The one-time adjustment will be $2,000. Future employees occupying these positions will not receive a car allowance.

Options:

1. Approve the revised County Vehicle Assignment Policy which reduces the number of take home County vehicles from 49 to 11; reduces the total amount of non-contract employee car allowances from $116,700 to $52,550 and authorize one-time pay adjustments for effected employees.
2. Do not approve the revised County Vehicle Assignment Policy which reduces the number of take home County vehicles from 49 to 11; reduces the total amount of non-contract employee car allowances from $126,720 to $64,820 and do not authorize one-time pay adjustments for effected employees.
3. Board Direction.

Recommendations:

Option #1 has been included in the tentative budget

Attachment:

1. Proposed County Vehicle Assignment Policy
2. Proposed Revisions to Car Allowances
3. County Take-home Vehicle Report
4. Take-home Vehicles

Board of County Commissioners
Leon County, Florida

Policy No.

Title:

Date Adopted:

Effective Date

Reference:

Policy Superseded:

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 03-13, adopted by the Board of County Commissioners on June 10, 2003 is hereby repealed and superseded and a new policy in its place, to wit:

This policy shall govern the assignment of County take-home vehicles, the authorization of car allowances, and the authorization of one-time employee pay adjustments for car allowances.

Take-home Vehicle Assignment
An overnight vehicle assignment shall be made only when it is found to contribute significantly to the efficiency and effectiveness of Leon County, is cost effective on its own merit, and is in the best interest of the citizens of Leon County. All vehicle assignments shall be approved by the County Administrator. The following positions are permitted take-home vehicles: Public Works Director of Operations; EMS Chief; EMS Deputy Chief; EMS Quality Improvement & Education.

The County shall allow take home vehicles for on-call and stand-by personnel.

Car Allowances
In lieu of providing County vehicles, the County Administrator may authorize monthly car allowances of $3,500 for employees based on job usage requirement or $2,925 for employment enhancement.

The County Administrator may authorize employee base pay adjustments in lieu of a take-home vehicle or car allowance.

Board of County Commissioners
Leon County, Florida

Policy No. 03-13

Title:	Vehicle Assignments
Date Adopted:	June 10, 2003
Effective Date:	October 1, 2003
Reference:	Ch. 112.061, F.S.
Policy Superseded:	Policy No. 95-6, "County Vehicle Assignments," adopted 5/9/1995

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 95-6, adopted by the Board of County Commissioners on May 9, 1995 is hereby repealed and superseded and a new policy is adopted in its place, to wit:

Section I

A. County vehicles will be used only by designated County employees within the scope and purpose of official business. Executive heads of departments will be responsible for controlling such use in accordance with this policy.

B. Employees who use privately owned vehicles for official travel and/or business (local or otherwise), in lieu of County vehicles, must be authorized by the department head. Whenever travel is by privately owned vehicle, the employee shall be entitled to a mileage allowance permitted by Florida Statutes (F.S. 112.061) and/or the County Travel Policy for such travel.

C. Improper use of County vehicles, as determined by this policy, will necessitate just and proper action by the County Administrator, in compliance with disciplinary actions as outlined in existing Personnel Policies. A report of such incidents will be filed with the County Administrator.

D. Persons other than County employees are not permitted use of County vehicles except as authorized by this policy for official business. Exceptions may be made for emergency situations involving the protection of life and property.

E. All vehicles must be the most appropriate for the task for which they are assigned. Consideration must be given to the terrain where the vehicle is normally operated, types of equipment carried, job duties of the individual, economy of operation, maintenance and other valid considerations.

Section I (continued)

F. Vehicles will be classified in the following categories:

Category A: Vehicles assigned to specified employees with overnight use permitted.
Category B: Vehicles assigned to specified employees without overnight use permitted.
Category C: Vehicles assigned to a division with overnight use permitted.
Category D: Vehicles assigned to a division without overnight use permitted.
Category E: Vehicles permanently assigned to an inter-departmental vehicle pool.

G. Vehicles shall be used in accordance with Sections II, III, IV, V and VI of this policy.

H. Vehicle records will be maintained by the Fleet Management Division.

I. All vehicles will carry an official County license plate, County seal, petroleum issue card, current insurance card and vehicle registration papers.

J. Group directors shall be responsible for the enforcement of this policy.

Section II

Category A: Vehicles assigned to specified employees with overnight use permitted.

A. An overnight vehicle assignment shall be made only when it is found to contribute significantly to the efficiency and effectiveness of Leon County, is cost effective on its own merit, and is in the best interest of the citizens of Leon County.

B. Vehicle assignment will be considered and evaluated on an individual basis. Application for approval shall be evaluated by the County Administrator or his/her designee. All applications for this category will be evaluated based on the following criteria:

1. Permanent Overnight Vehicle Assignment, Emergency Response Vehicle and Specially Equipped Vehicle.
   a. The nature and function of the department, division or section require that employees respond in a timely manner on a seven-day, 24-hour basis. This assignment will be limited to emergency response vehicles and specially equipped vehicles only.
   b. Emergency Response Vehicles and Specially Equipped Vehicles will be limited to one (1) assigned vehicle per work unit. Any exceptions must be approved by the County Administrator.

2. An employee with an overnight vehicle assignment must have had to use that vehicle in responding to off-duty-hour situations/emergencies on an average of four times per month for the preceding three month period, and documentation must be available to support this. Employees subject to call on a 24-hour basis are:

Section II, B.2. (Continued)

a. approved by the County Administrator for specific duties and responsibilities.
b. approved by the appropriate group director for specific duties and responsibilities, not to exceed a 48-hour period.

3. Documentation of increased employee productivity, and increased efficiency and effectiveness of County government service delivery, may be considered for overnight assignment. Documentation must show a time and/or cost savings to the County because of overnight assignment of that vehicle.

4. The approving authority may opt for payment of mileage or allowance in lieu of take-home vehicle assignment, when it is considered in the best interest or most effective to the County to do so.

Section III

Category B: ***Vehicles assigned to specified employees without overnight use permitted.***
Vehicles assigned to this category are for employees whose job responsibilities require the use of a vehicle at least 20 hours per week and travel an average of 300 miles per week on County business, but do not meet the managerial, on-call, or irregular work hours criteria required for assignment under Section II.

Section IV

Category C: ***Vehicles assigned to a division with overnight use permitted.***

A. Vehicles in this category include those not assigned to individual employees in Section II and Section III, but are designed or equipped for specialized functions where response time will be enhanced by allowing vehicles to remain in the custody of individual employees on a rotating basis after normal working hours. More than one employee must be capable of using the equipment in an emergency.

B. Employees assigned to take the vehicle home must be required to keep the appropriate dispatcher advised of their whereabouts on a 24-hour basis, or be equipped with a paging device so the employee may be reached at all times.

Section V

Category D: ***Vehicles assigned to a division without overnight use permitted.***
Vehicles assigned to this category must be designed or equipped to perform highly specialized functions, or provide needed transportation which would preclude their use as general pool vehicles, but do not require being driven home by employees to facilitate emergency response.

Section VI

Category E: ***Vehicles permanently assigned to an inter-departmental vehicle pool.*** Vehicles assigned to this category include all vehicles which are not included in Sections II, III, IV and V. Such vehicles shall be assigned to general locations, which shall be determined from time to time by the County Administrator, for use by County employees on official business.

Section VII

A. Based on the Take-home Vehicle Justification Form submitted by current County vehicle assignees, and the strict application of the above criteria in Section II, the following five have, as an integral part of their job function, responsibilities that require seven days, 24-hour emergency call provisions:

1. Director, Animal Control;
2. Mechanical Supervisor, Facilities Management;
3. Director, Public Works Operations;
4. Roadway Superintendent;
5. Construction Superintendent, Public Works Operations;
6. Chief Construction Management;
7. Parks Supervisor, Public Works Operations;
8. Landfill Superintendent.

B. Car Allowances

In lieu of providing County vehicles, the County Administrator may authorize monthly car allowances based on either of two criteria:

1. Job usage requirements; or
2. Employment enhancement.

Employees authorized car allowances based on criterion A, Job Usage Requirements, will receive $325 monthly which will be adjusted annually for inflation, as measured by the Consumer Price Index. Employees receiving car allowances based on criterion B, Employment Enhancement, will receive $275 monthly.

Leon County Proposed Revisions to Car Allowance Policy

Position Benefit	current	proposed
Director of Human Resources	3,300	2,925
Management Services Director	3,300	2,925
Sr. Asst. Count Attorney	3,300	2,925
Deputy County Administrator	3,300	2,925
Director of GEM	3,300	2,925
Asst. County Administrator	3,300	2,925
	19,800	**17,550**

Position Need		
Director of Development Services	4,260	3,500
Director of Facilities Mgmt. and Const.	4,260	3,500
Director of Engineering Services	4,260	3,500
Director of Public Works	4,260	3,500
Director of Bldg. Inspection	4,260	3,500
Risk Manager	4,260	3,500
Director of Environmental Compliance	4,260	3,500
Construction Manager II	4,260	3,500
Construction Manager II	4,260	3,500
Chief of Engineering Coordination	4,260	3,500
	42,600	**35,000**

Eliminate Allowance - One time Pay adjustment $2,000		
GEM Support Services Director	3,300	-
Asst. Director of Operations	4,260	-
Chief of Engineering Design	4,260	-
Parks and Recreation Director	4,260	-
Parks Supervisor	4,260	-
Community Center Coordinator	4,260	-
MWBE Director	3,300	-
Facilities Operations Manager	3,300	-
Library Director	3,300	-
Chief of Right-of-Way and Survey	3,300	-
Director of Fleet Management	3,300	-
Director of Mosquito Control/Stormwater	3,300	-
Director of Solid Waste	3,300	-
Health and Human Services Director	3,300	-
Director of Animal Control	3,300	-
	54,300	**0**

Subtotal	**116,700**	**52,550**

Commissioner		
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
County Commissioner	4,260	4,260
	29,820	**29,820**

Contract		
County Administrator	7,200	7,200
County Attorney	7,200	7,200
	14,400	**14,400**

Total	**160,920**	**96,770**

BOARD OF COUNTYCOMMISSIONERS
MEMORANDUM

DATE: June 9, 2008

TO: Alan Rosenzweig, Assistant County Administrator

THRU: Scott Ross, Budget Manager

FROM: Felisa Barnes, Senior Management and Budget Analyst

SUBJECT: County Take-home Vehicle Assignment Review

On May 9, 1995, the Board of County Commissioners adopted Policy No. 95-6 County Vehicle Assignments. On June 10, 2003, the Board approved the revised Policy No. 03-13 Vehicle Assignments (Attachment #1). The current policy authorizes take-home vehicle assignments to certain essential staff with overnight use permitted based upon specific criteria outlined in Section II of the policy. At the time the policy was written, eight positions were deemed essential and eligible for vehicle take-home assignment.

Currently, the County provides 47 take-home vehicles for specified staff in 10 divisions (Attachment # 2). According to the Policy, "an overnight vehicle assignment shall be made only when it is found to contribute significantly to the efficiency and effectiveness of Leon County, is cost effective on its own merit, and is in the best interest of the citizens of Leon County."

OMB staff met with the directors to discuss the purposes for their divisions' take-home vehicle. The following provides a description of the divisions' services and individual purposes for take-home vehicle. Conclusions, recommendations, any potential impacts are provided following the division assessments.

Animal Control
A total of six specialty vehicles are assigned to Animal Control: one is assigned to each officer as a take-home vehicle and one is used a spare. Animal Control responds to emergencies 24-hours a day, seven days a week for emergencies in the unincorporated area of the County. These emergencies include animal bite investigations, rescues, and cruelty; dangerous or aggressive animals; and law enforcement assistance.

Animal Control's current operation provides for two officers to respond to emergencies after the regular field hours of operation (8 a.m. to 6:00 p.m.): one officer on-call and another on stand-by. In addition, each officer responds to calls in the area in which they live on their way to and from the office.

Engineering
The Engineering Division is assigned six vehicles. The vehicles are assigned to five construction inspectors and the chief of construction. Some Engineering services include inspection of

driveway connections, water and sewer construction and right-of-ways and monitoring capital projects.

Assigned take-home vehicles allow the inspectors to make inspection and monitor projects on the way to and from the office as well as respond to any emergencies after work hours and on weekends.

Mosquito Control
The Mosquito Control division currently has one take-home vehicle assigned to the Stormwater Superintendent. Mosquito Control Stormwater will be merged with Stormwater Maintenance beginning in FY 2009. As a result, this position will be eliminated including any operating expenses associated with it.

Operations
Operations have seven take-home vehicles assigned to the director, five program supervisors, and one for standby. After hours and on weekends, Operations' staff responds to emergencies from fallen trees, roadway failures, flooding, vehicle accidents and the removal of large animals.

Operations currently have an on-call program to respond to emergencies. In addition to the on-call program, program supervisors rotate on-call duties.

Parks and Recreation
Parks and Recreation is assigned two take-home vehicles for the parks supervisor and the greenways supervisors. Parks is responsible for maintaining the 2,800 acres of parks, boat landings, campgrounds and greenways in the unincorporated area of the County. The supervisors respond to calls and emergencies involving the sites after hours and on weekends.

Solid Waste
Solid Waste has one take-home vehicle assigned to the Rural Waste Supervisor. Solid Waste maintains four rural waste service centers for County residents to drop off garbage and recycling. The supervisor is the designated as the on-call person for the service centers.

Facilities Management
Facilities Management has a total of 6 take-home vehicles. Four vehicles are assigned to two maintenance superintendent and two maintenance supervisors, and two positions are reserved for on-call staff. Facilities Management responds to emergencies related to County building construction and repairs. Currently, two on-call duties are rotated between non supervisory staff. Most supervisors and superintendents respond major emergencies related to County buildings or contractors that work after hour and on weekends.

Environmental Management
On January 28, 1997, County Administration approved eight take-home vehicles for Environmental Compliance (Attachment 3). The vehicles are assigned as take-home to allow for inspections and to alleviate parking congestion at the previous Tharpe Street location. Currently, Environmental Compliance is assigned 10 take-home vehicles for nine inspectors and one supervisor for the convenience of inspecting sites on the way to and from the office. The supervisor and one inspector have on-call duties during the weekend.

Building Inspection
On January 28, 1997, County Administration approved seven take-home vehicles for Building Inspection (Attachment 3). Currently, Building Inspection has eight take-home vehicles assigned to seven inspectors and one supervisor. Take-home vehicles were permitted in order to decrease fuel and maintenance costs and to better utilize the work time by allowing staff to perform inspections on the way to and from the office.

Emergency Medical Services
Emergency Medical Services is assigned four take-home vehicles for the Chief, two Deputy Chiefs and Quality Improvement Supervisor. All four vehicles are equipped as first responders for supervisory staff to respond to emergencies on the way to and from the office.

Conclusion
Most vehicles currently assigned for take-home do not appear to contribute significantly to the efficiency and effectiveness of providing County services. With continually increasing fuel costs, take-home vehicles, not consistent with the policy's criteria, are not cost effective or in the best interest of the County at the present time.

Recommendation
Eliminate all take-home vehicles with the exception of those used by on-call/stand-by personnel or staff that frequently responds to after hour or weekend emergencies for the division. Eliminating the take-home vehicles will cause no adverse impact for any of the divisions.

cc:

Encl:

TAKE HOME VEHICLES

DEPARTMENT

ANIMAL CONTROL (5)

TITLE

SPARE VEHICLE
ANIMAL CONTROL OFFICER
ANIMAL CONTROL OFFICER
ANIMAL CONTROL OFFICER
ANIMAL CONTROL OFFICER
ANIMAL CONTROL OFFICER

ENGINEERING (6)

TITLE

CHIEF OF CONSTRUCTION MGMT
CONSTRUCTION INSPECTOR
SR. CONSTRUCTION INSPECT.
CONSTRUCTION INSPECTOR
CONSTRUCTION INSPECTOR
CONSTRUCTION INSPECTOR

FLEET (0)

TITLE

NONE

MOSQUITO CONTROL (1)

TITLE

STORMWATER SUPERINTEN.

OPERATIONS (6)

TITLE

MAINTENANCE & CONSTR SUPER
MAINTENANCE & CONSTR SUPER
MAINTENANCE & CONSTR SUPER
DIRECTOR OF OPERATIONS
ROADWAY SUPERINTENDENT
ROW MAINTENANCE SUPERVISOR
STANDBY VEHICLE

PARKS & RECREATION (2)

TITLE

PARKS SUPERVISOR
GREENWAYS & LAND SUPERV.

SOLID WASTE (1)

TITLE

RURAL WASTE SUPERVISOR

TAKE HOME VEHICLES

DEPARTMENT

FACILITIES MANAGEMENT (6)
TITLE

FACILITIES MAINTENANCE SUPERV.
FACILITIES MAINTENANCE SUPERI.
FACILITIES MAINTENANCE SUPERI.
FACILITIES MAINTENANCE SUPERV.
ON-CALL PERSONNEL
ON-CALL PERSONNEL

GROWTH MANAGEMENT (10)
ENVIRONMENTAL COMPLIANCE
TITLE
ENVIRONMENTAL COMPL. SUPERV.
ENVIRONMENTAL COMPLI. INSP.
ENVIRONMENTAL COMPLI. INSP.
ENVIRONMENTAL COMPLI. INSP.
ENVIRONMENTAL COMPL. INSP.
ENVIRONMENTAL COMPL. INSP.
ENVIRONMENTAL COMPLI. INSP.
ENVIRONMENTAL COMPL. INSP.
ENVIRONMENTAL COMPL. INSP.
ENVIRONMENTAL COMPLI. INSP.

GROWTH MANAGEMENT (8)
BUILDING INSPECTION
TITLE

BUILDING INSPECTOR
BUILDING INSPECTOR
BUILDING INSPECTOR
BUILDING INSPECTOR
BUILDING INSPECTOR
BUILDING INSPECTOR SUPERV.
BUILDING INSPECTOR
BUILDING INSPECTOR

EMERGENCY MGMT. SERVICES (4)
TITLE

EMS CHIEF
DEPUTY CHIEF
DEPUTY CHIEF
EMS QUALITY IMPROVEMENT & ED.

TOTAL COUNTY TAKE HOME VEHICLES (49)

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Vince Long, Deputy County Administrator VSL Alan Rosenzweig, Assistant County Administrator AR Kim Dressel, Management Services Director KD
Subject:	Approval of a Compressed Work Week and a Change to Board Meeting Schedules

Statement of Issue:
This Budget Discussion Item seeks Board approval to convert most County operations to a compressed work week; to reduce the number of Board meetings from twice a month to once a month; and to reschedule the Board meeting day from Tuesday to Thursday.

Background:
With gas hovering around $4 a gallon, up some 30% from a year ago, according to the American Automobile Association (AAA), government agencies from the Florida capital to Miami-Dade County are trying to help workers deal with the high cost of fuel by having them drive to the office less often. The state is encouraging some employees to work a four-day week with longer days or to work from home; Florida school districts, including Bay and Hernando are discussing shortening the school week for the 2009-2010 school year; and Brevard, Hernando, and Putnam Counties are offering a 4-day schedule to employees on a voluntary basis as an effort to help employees cope with rising fuel costs. "The price of gasoline doing what it's doing, saving one day of driving hundreds of thousands of miles on a statewide basis can result in some very significant cost savings," said Ruth Melton, director of legislative relations for the Florida School Boards Association.

Currently, approximately 167 of the Board's 817 FTE are on a 4-day work week. Roughly, 104 of those employees work in Public Works' Operations Division, which adopted the 4-day work week during the 1970s energy crisis when fuel became scarce and prices soared. Approximately 63 other employees are working a flextime/staggered work schedule consistent with the Board's personnel policies.

The Board's personnel policies authorize the County Administrator and Department/Division management to determine the hours of operation for each County Department/Division, in accordance with the needs of the County. The policies further authorize supervisors to allow employees to work around traffic congestion, school and day care schedules, etc. through the approval of flextime/staggered work schedules for employees. However, the supervisors are required to assure the operational needs of the County are met, and that sufficient numbers of employees are at their work stations during normal work hours to perform routine work functions and provide services to the public.

In response to the 30% increase in gasoline prices, which is not anticipated to abate, a 4-day work schedule is recommended to be adopted by the Board as the standard for the County. Such a schedule would permit employees to finish their usual number of working hours in 4 work days, at the rate of 10 hours per work day (a 4/10 schedule). Under this plan, employees would work the usual 40 hours on Tuesday through Friday, with most County offices closed on Monday. Services to the public would be available from 7 am to 6 pm on Tuesday through Friday. While the Fair Labor Standards Act (FLSA) does not require employees take a meal break during the day, it is recommended that employees do so, with that break ranging from one-half to one hour per work day. On that basis, employees' work days may range, for example, from 7 am to 6 pm with a one-hour lunch, or from 7:30 am to 6 pm or 7 am to 5:30 pm with a one-half hour lunch, consistent with the needs of the organization and with their supervisor's approval.

Staff is also seeking Board approval to change its regular meeting day from Tuesday to Thursday, so that the Board's schedule is not in conflict with the School Board's schedule, and to begin meeting monthly rather than twice a month.

Analysis:

In the past month, the average price of regular gasoline crept up over $4 a gallon for the first time. According to a recent report given by the U.S. Energy Department's statistical agency, the Energy Information Administration, motorists should expect gasoline prices to peak at $4.15 in August and remain close to $4 a gallon through 2009; other sources have predicted $5 per gallon prices this summer.

As gasoline prices continue to rise, more employers are offering additional benefits to help employees offset those costs. A 2007 survey by the Society of Human Resource Management (SHRM) found 38% of companies offering alternative work schedules for some employees as part of flexible work benefits, with the compressed four-day week being among many options being used by employees and employers in the U.S. to keep transportation costs down. SHRM's most recent survey, "What Employers Are Doing to Help Their Employees with High Gas Prices in 2008", showed that the most common approach (42%) was to raise the mileage reimbursement to the IRS maximum. Other benefits include offering a flexible work schedule (26%), telecommuting (18%), public transportation discounts (14%), and rewarding employee performance with a gas card (14%). "Rising gas prices are cutting into everyone's personal budgets, so employees are taking a closer look at benefits such as compressed work weeks and public transportation discounts to reduce their costs," said Susan R. Meisinger, president and CEO of SHRM.

According to a recent survey conducted by the Florida Association of Counties (FAC), 64% of counties surveyed, including Bay, Brevard, Charlotte, Putnam and Sarasota, are either offering a four-day work week or beginning to explore the possibility. In addition, state agencies such as the Florida Attorney General's Office and the Department of Health are encouraging some employees to work a four-day week or to work from home to help reduce their commute expenses.

Employees pay, on average, approximately $23.10 per week to commute to and from work. This estimate assumes: (1) the average round trip employee commute is 22.58 miles (based on a survey of mileage estimates through the GIS system); (2) an average of 19.8 miles per gallon (based on the most recent estimate provided by the U.S. Department of Transportation, Federal Highway Division); and (3) a cost of $4.05 per gallon of gasoline. Reducing the work week from five to four days would be comparable to reducing employees' commute costs by approximately $231/year and giving them a $300 pay increase, adjusting for payroll taxes. For the average employee, earning $19.41 per hour, this is comparable to a 0.75% pay increase.

It is important to note, however, that many employees' commutes fall far beyond the average, for example: 64 employees commute more than 50 miles round trip, 8 of whom travel approximately 125 miles (at an estimated cost of $26/day), and one employee commutes approximately 160 miles round trip (at an estimated cost of $33/day).

From a recent article in the Review of Public Personnel Administration, Alternative Work Schedules and Work Family Balance: A Research Note, noted that research conducted on the use of alternative work arrangements in the private sector showed significant relationships between alternative work arrangements and decreased employee turnover; increased productivity and job performance; decreased levels of work-family conflict; as well as an indirect relationship with job satisfaction and general health. More specifically, according to the report, research shows that employees participating in a compressed work week (4-days/week, 10 hours/day) schedule report increased job satisfaction and decreased levels of perceived anxiety and stress. In addition, reported organizational benefits associated with compressed work weeks include decreased absenteeism, increased productivity, and more favorable employee attitudes regarding both job and coworkers (Attachment #1). Regarding their 4/10 work week experience:

- More than three-fourths of the employees responding to the research survey reported a positive experience with the 4/10 work week (62.8% strongly agreed and 15.7% agreed);
- More than 60% reported that they agreed (15.8%) or strongly agreed (46.7%) that, as a result of the 4/10 work week, they were more productive at their job;
- Few employees reported they had experienced inefficiencies because of other coworkers' not being available on Fridays (11.5% agreed or strongly agreed);
- Employees reported fairly strong agreement that citizen access had improved (63.9% agreed or strongly agreed); and
- Very few employees reported that childcare arrangements were more difficult under the 4/10 work week (2.7% agreed or strongly agreed).

Staff identified the following potential benefits and potential drawbacks of a condensed work week based on a review of articles found on the subject. It appears that most, if not all, of these indicators are anecdotal, and not based on facts or study.

Potential Benefits and Drawbacks Identified from Staff's Review of Articles	
Potential Benefits	**Potential Drawbacks**
Reduced work commute costs	Some employees may have reduced productivity at the end of the shift
Reduced greenhouse gas emissions related to work commutes	Employees' child care coverage may be a challenge to adjust
Increased productivity, including less time spent during the week to start up and close down work production	Some employees, who regularly interact with outside agencies that are on a 5-day work week, may have difficulties in scheduling meetings
Extended blocks of time to complete projects without interruption	While there are 3 full days per week to complete personal errands, after hours time during the 4-days of work are reduced for completing such activities
Full day off while preserving income	There may be a public perception that employees are working less for the same pay
Higher employee job satisfaction	
Increased employee morale	
Enhanced employee recruitment and retention	
Reduced absenteeism as more appointments can be scheduled during the employee's day off	
Increased ability to balance family and work needs	
Reduced commute time (as commute would not occur during peak travel times)	
Reduced road congestion	
Increased availability to the public before and after work	

Attachment #2 details estimated cost savings and reductions in greenhouse gas (GHG) emissions that are anticipated to be realized with the transition to the 4-day compressed work week by all County offices with the exception of: EMS, the Main Library, health departments, some Parks and some Supervised Pretrial Release employees. Those estimated cost savings and GHG reductions are summarized as follows:

Condensed 4-day Work Week – Estimated Savings and Reduced GHG Emissions						
	Employees		County		Total	
Item	Cost Savings	GHG Reductions (tons eCO2)	Cost Savings	GHG Reductions (tons eCO2)	Cost Savings	GHG Reductions (tons eCO2)
1. Reduced Vehicle Miles Traveled						
a. Reduced Fuel Costs	$97,955 ($231 per employee)		$138,064		$236,019	
b. Reduced GHG Emissions Due to Reduced Fuel Consumption		285.4		412.2		697.6
2. Uniform Cleaning			$2,897		$2,897	
3. Custodial Services			$10,387		$10,387	
4. Utility Costs			$8,502		$8,502	
5. Reduced GHG Emissions Due to Reduced Kwh Consumption				41.2		41.2
GRAND TOTAL	**$97,955 ($231 per employee)**	**285.4**	**$159,850**	**453.39**	**$257,805**	**738.8**

Overall, the majority of employees reported that they support a 4-day work week. In June 2008, staff sent out an informal Alternative Work Schedule Employee Survey to current employees to determine their opinion on converting to a 4-day compressed work week (with most County offices would be closed one day during the regular workweek). Approximately 71% or 583 out of 817 Board employees responded to the survey. A summary of the survey results are outlined as follows:

- 86% of the employees responding to the survey were either strongly supportive, supportive or somewhat supportive of the County converting to a 10 hour day/4 days per week work week. Only 9% were not supportive.
- 79% of respondents indicated that a 4 day, 40 hour work week would benefit them and 81% felt that it would assist them in reducing travel to work and the amount of fuel used in their personal vehicles weekly.
- 88% of respondents indicated that they would be able to work a schedule of 10 hours per day/4 days per week and 10% could not.
- 75% of respondents would prefer to work 10 hours per day/4 days per week and 19% of respondents would prefer to maintain their current work schedule.

- 68% of respondents would not have any family/personal issues which would prevent them from working 10 hours per day/4 days per week, however 12% would experience problems with child pick up/drop off.
- 88% of respondents did not feel that a 4 day, 32 hour work week would benefit them and only 7% felt that it would benefit them.
- 60% of respondents, if given a choice, would prefer that County offices are closed on Friday, 35% would prefer Monday.

Overall, employees seemed to be positive about changing to a 4-day compressed work week. Attachment #3 provides the full results of the survey and comments made by employees.

If a compressed work week is approved, Human Resources will propose policy changes to institute the 4/10 work week. It is anticipated that the policy would address, but not be limited to the following guidelines:

1. Hours: Standard hours of operation, permitting employees to schedule a one-half to one-hour lunch break, consistent with the needs of the organization and with their supervisor's approval.
2. Eligibility: Identify which employee groups participate.
3. Impact on Paid Leave, Holidays, Employee Benefits, Attendance Policies, Pay Policies and Performance Measurement: Address what the impact will be on compressed workers for these matters.
4. Management Rights: State that compressed work schedules may be discontinued, suspended and/or altered if the schedule is not permitting the County to operate effectively or if changes in circumstances necessitate the return to a different schedule, with reasonable notice where possible.

Regardless of whether the Board approves the condensed work week schedule, staff recommends that the regular Board meeting day be moved to Thursday. The School Board meets on Tuesday and the City of Tallahassee meets on Wednesday. A Thursday meeting day would enable the public to attend any of the local government meetings without conflict. Further, meeting on the same day as the School Board has posed scheduling conflicts, particularly with the Budget.

Transitioning from two to one meeting per month was raised by Board members during a recent Board meeting. Such a transition would result in savings to the County in terms of reduced travel costs (estimated at 483.56 miles per year) and productivity. Approximately forty-two County employees attend Board meetings, including the Commission Aides. Scheduling one meeting per month would result in savings, in terms of time recovered for other County business, of $7,287 per meeting (based on gross salary, with fringe benefit costs). The reduction of nine meetings per year would result in the production realignment of approximately $80,152 annually for other County business.

Staff recommends the closure of offices on Monday, rather than Friday:

1. The branch libraries are closed on Monday.
2. For Leon County Growth and Environmental Management, direct customer service interaction seems to be more intense on Fridays than on Mondays. The major customer initiatives include picking-up permits that are ready for issuance. Contractors indicate a need to get the permit in order to make final arrangements to dispatch sub-contractors for projects tentatively scheduled to start the following week, and/or to keep construction crews busy as may be necessary over the weekend. Another major contractor activity on Friday is obtaining approved final inspections in order to get certificates of occupancy issued which are necessary to close construction loans which are necessary to make payroll.
3. Local businesses with a weekday closure often choose Monday to close.

Staff has compiled a list of agencies that are implementing or considering the compressed work week (Attachment #4).

Staff recommends that these proposed Board meeting changes be effective beginning in October 2008 and the compressed work week be effective the first full pay period, October 11, 2008.

Options:

1. Adopt a standard work week of four days per week, ten hours per day for most County operations, with most offices closed on Monday.
2. Adopt standard public service office hours of 7 am to 6 pm, Tuesday through Friday.
3. Schedule Board meetings on Thursday.
4. Convert to one Board meeting per month.
5. Do not modify the standard public service office hours of 8 am to 5 pm, Monday through Friday.
6. Do not change the Board meeting day from Tuesday to Thursday.
7. Do not convert to one Board meeting per month.
8. Board Direction.

Recommendation:

Options #1, #2, #3 and #4.

Attachments:

1. Review of Public Personnel Administration, Alternative Work Schedules and Work Family Balance: A Research Note
2. Condensed 4-day Work Week, Estimated Savings and Reduced Greenhouse Gas Emissions
3. Employee Survey Results
4. Agencies Implementing or Considering a Compressed Work Week

Review of Public Personnel Administration

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Alternative Work Schedules and Work Family Balance: A Research Note

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Review of Public Personnel Administration 2008; 28; 166 originally published online Mar 14, 2008;
DOI: 10.1177/0734371X08315138

The online version of this article can be found at:
http://rop.sagepub.com/cgi/content/abstract/28/2/166

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Research Note

Review of Public Personnel Administration
Volume 28 Number 2
June 2008 166-177
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10.1177/0734371X08315138
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Alternative Work Schedules and Work–Family Balance

A Research Note

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For many years, employers have sought to improve employee productivity and work environments. One common strategy is alternative work arrangements, which include flextime, job sharing, telecommuting, and a compressed workweek. In this article, the authors examine the effects of implementing a compressed workweek (four 10-hour days) for employees in city government. This study examines the impact of the compressed workweek schedule on the job satisfaction and work–family conflict of the participating employees. Employees perceived that the alternative schedule increased their productivity and their ability to serve the citizens. Additionally, the authors report that employees working the 4/10 workweek experience lower levels of work–family conflict than their counterparts who are working other schedules, but no significant difference for most measures of job satisfaction. Overall, the authors argue that the impacts of alternative work schedules need more careful study.

Keywords: *work–family balance; work schedules; compressed work schedules; job satisfaction*

In recent years, changes in the world of work and workers' attitudes have made studying the relationship between work and family more important. Researchers in both the public and the private sector have shown increased interest in learning how the work and family domains interact and in understanding the extent to which these two domains affect each other, specifically in the area of work–family conflict (e.g., Ezra & Deckman, 1996; Kossek & Ozeki, 1998; Saltzstein, Ting, & Saltzstein, 2001).

For many years, employers have sought to improve employee productivity and work environments. Evidence has shown that the activities and experiences in the family domain can influence employee experiences and productivity within the work domain. In response, many organizations have sought to assist employees in balancing their demands from work and family. One way that has found increased usage in the workplace has been offering alternative work arrangements, which include flextime, job sharing, telecommuting, and compressed workweek. In this article, we examine the effects of implementing a compressed workweek (four 10-hour days) for employees in

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city government. This study examines the impact of the compressed workweek schedule on the job satisfaction and work–family conflict of the participating employees.

Literature Review

Alternative Work Arrangements

Although public sector organizations have led the way in offering alternative work arrangements and other family-friendly programs, Durst (1999) found that very few public organizations actually perform an evaluation of the benefits of these policies. However, notable exceptions do exist (Duxbury & Haines, 1991; Silverstein, 1995).

In contrast, research has been conducted on the use of alternative work arrangements in the private sector, showing significant relationships between alternative work arrangements and decreased employee turnover intentions (Cohen, 1997), increased productivity and job performance (Lynch, Eisenberger, & Armeli, 1999), and decreased levels of work–family conflict (Shockley & Allen, 2007), as well as an indirect relationship with job dissatisfaction and general health (Thomas & Ganster, 1995).

More specifically, research shows that employees participating in a compressed workweek schedule report increased job satisfaction (Baltes, Briggs, Huff, Wright, & Neuman, 1999; Ivancevich, 1974) and decreased levels of perceived anxiety and stress (Ivancevich, 1974). In addition, reported organizational benefits associated with compressed workweeks include decreased absenteeism (Tippins & Stroh, 1993), increased productivity (Duxbury & Haines, 1991; Tippins & Stroh, 1993; Vega & Gilbert, 1997), and more favorable employee attitudes regarding both job and coworkers (Tippins & Stroh, 1993).

Work–Family Conflict

Role conflict theory suggests that participation in one role makes it difficult to participate simultaneously in an additional role because of the potentially conflicting expectations from these different roles (Kahn, Wolfe, Quinn, Snoek, & Rosenthal, 1964). Mitchell (1968) describes role conflict as an "incompatibility between performing certain prescriptions of one of [an individual's] roles and carrying out those of another of [that same individual's] roles" (p. 151). Work–family conflict is a form of role conflict in which the demands of one role (e.g., that of worker) interfere with the demands of another role (e.g., that of family member). Greenhaus and Beutell (1985) define work–family conflict as the degree to which "role pressures from the work and nonwork domains are incompatible in some respect" (p. 77). Work–family conflict can often carry additional weight when compared with other forms of role conflict, because family and work are often considered a person's most important domains (Rane & McBride, 2000; Wadsworth & Owens, 2007). Recent research in this area has found work–family conflict to be

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directional, with both work-to-family conflict and family-to-work conflict (Carlson, Kacmar, & Williams, 2000; Frone, Russell, & Cooper, 1992; Netemeyer, Boles, & McMurrian, 1996; Wadsworth & Owens, 2007).

Previous research has shown that work–family conflict is related to decreased productivity, absenteeism, and turnover (Glass & Estes, 1997), increased psychological distress (Frone et al., 1992), and life stress (Parasuraman, Greenhaus, & Granrose, 1992). Each of these outcomes can be detrimental not only to individuals but also to organizations. In the current study, we look at the relationship between the compressed workweek schedule and the levels of work–family conflict experienced, both work-to-family conflict and family-to-work conflict.

Job Satisfaction

Satisfaction has been researched and studied extensively in many fields. A measure of job satisfaction is often included in studies within the field of management and organizational behavior. Previous research has shown a negative relationship between job satisfaction and turnover intentions (Busch, Fallan, & Pettersen, 1998; Trevor, 2001) and between job satisfaction and absenteeism (Busch et al., 1998). In addition, Judge, Heller, and Mount (2002) found a strong positive relationship between job satisfaction and job performance. Lambert, Kass, Piotrowski, and Vodanovich (2006) found a significant positive relationship between job satisfaction and organizational commitment. Kossek and Ozeki (1998) found a negative relationship between work–family conflict and job satisfaction. The current study will consider this relationship but will also include the relationship between the compressed workweek and job satisfaction.

Method

Data for this study were collected from a small growing community in the West. This city has a current population of nearly 30,000, having increased in population by more than 170% since 1990. As the city has grown rapidly, many service delivery issues have arisen. The city provides a full range of urban services, including garbage collection, pressurized irrigation, cable television, and high-speed Internet service. In an effort to enhance service delivery and minimize costs, the city adopted a modified work schedule in 2003 for some departments. Employees who are on the compressed workweek schedule generally work Monday through Thursday, 7:30 a.m. to 6:00 p.m., with offices closed on Fridays.

This research uses data from an employee survey to explore the impact of alternative work schedules on other issues, ranging from work–family issues to perceptions of employee productivity and job satisfaction. Surveys were administered to employees in their place of work. Survey packets were prepared by the research

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Table 1
Descriptive Statistics for Survey Respondents

Variable	Frequency (%)	Mean
Compensation	Hourly: 62.8	
	Salary: 37.2	
Work status	Full-time: 83.3	
	Part-time: 16.7	
Marital status	Single: 7.7	
	Married: 89.2	
	Divorced: 3.1	
Number of dependents at home	0: 5.2	2.8
	1–2: 40.5	
	3–4: 39.7	
	5–7: 14.7	
Ethnicity	White: 96.2	
	Minority: 3.8	
Age	20–29: 21.1	39.5 years
	30–39: 30.5	
	40–49: 23.4	
	50–66: 25.0	
Gender	Male: 73.5	
	Female: 26.5	
Length of service to date	5 years or less: 45.1	9.4 years
	6–10 years: 28.7	
	11–15 years: 6.6	
	16–20 years: 8.2	
	21–33 years: 11.5	

team and distributed to department heads at their weekly meeting. A disclaimer that clearly indicated that participation was completely voluntary was included in the survey materials. The department heads then distributed the survey to employees, who were given work time to complete the 30-item survey instrument. Employees placed their completed survey in an envelope, which was then returned to the research team. Completed and usable surveys were received from 132 full-time and part-time employees. The response rate from full-time employees was 76%. Table 1 presents basic descriptive statistics for survey respondents. It should be noted that the ethnicity statistics are similar to the ethnicity for the general population of the city. According to the 2000 U.S. Census, 95.5% of the population is White, and 4.5% is minority.

One purpose of this research note is to discover if employees on the alternative 4/10 work schedule experience different levels of work–family conflict and job satisfaction than those who are on a more traditional work schedule. The following section explores whether statistically significant and meaningful differences exist among employees, specifically comparing employees who work the 4/10 workweek

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with all other employees. For each variable of interest, we discuss the general findings and then include a comparison between the 4/10 and non-4/10 employees.

4/10 Workweek Experience

Because the impetus of the data collection focused on the experience with the alternative work schedule, we asked several questions about the employees' experiences with the 4/10 workweek. Sixty percent of responding employees indicated they work a 4/10 schedule. Eighty-five percent of respondents (85.3%) indicated that they work the same number of hours as they had when working the traditional workweek, whereas 5.2% of employees reported working more and 9.5% reported working fewer hours. All employees were asked to evaluate their experience with the 4/10 workweek.

More than three fourths of responding employees reported a positive experience with the 4/10 workweek (62.8% strongly agreed and 15.7% agreed). More than 60% of employees reported that they agreed (15.8%) or strongly agreed (46.7%) that, as a result of the 4/10 workweek, they were more productive at their job. Few employees reported that they had experienced inefficiencies because of other coworkers' not being available on Fridays (11.5% agreed or strongly agreed). Employees reported fairly strong agreement that citizen access had improved (63.9% agreed or strongly agreed). Finally, very few employees reported that childcare arrangements were more difficult under the 4/10 workweek (2.7% agreed or strongly agreed).

Differences between 4/10s and non-4/10s. We asked all employees several questions about their experiences with the alternative work schedule. This was important to gauge whether the 4/10 schedule created problems for those employees who were not working the 4/10. First, we asked employees whether the 4/10 workweek changed the number of hours they work. Only 2 (1.7%) of those not working 4/10s reported that they now have to work more hours; none reported working fewer hours. For employees on the 4/10 schedule, 15 (14.1%) reported that their work hours had changed, with 4 (3.5%) working more hours and 11 (9.6%) working fewer hours.

Employees were then asked five different questions about their experience with the 4/10 workweek (see Table 2). Overwhelmingly, employees working the 4/10 had strong positive experiences with the 4/10 schedule. Employees not working the 4/10 had slightly positive experiences with the schedule. Overall, 4/10 employees perceived that they were more productive at their jobs as a result of the 4/10; non-4/10 employees, however, were neutral about how their individual productivity related to the 4/10 workweek. Nearly all 4/10 employees disagreed that they experienced inefficiencies as a result of colleagues being gone on Fridays. Interestingly, non-4/10 employees were neutral about inefficiencies. The largest difference between employees' perceptions relates to citizen access. Employees on the 4/10 schedule perceived that citizen access improved as a result of the 4/10, whereas non-4/10 employees felt neutral about citizen access. Finally, one might conclude that the 4/10 workweek

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Table 2
4/10 Experiences: *t* Test for Differences

	4/10 Employee	Non-4/10 Employee	Sig.
4/10 experience positive	4.7	3.5	.000
As a result of 4/10, I am more productive	4.4	3.0	.000
As a result of 4/10, experience inefficiencies	1.5	2.8	.000
4/10 improved citizen access	4.4	3.0	.000
Childcare under 4/10 more difficult	1.8	2.6	.000

Note: Variables based on a 1 to 5 Likert-type scale with 1 = *strongly disagree* and 5 = *strongly agree*.

would create additional childcare challenges. However, employees working the 4/10 did not perceive this challenge. Perhaps more interesting is that non-4/10 employees perceived that childcare would be a more significant challenge.[1] As illustrated by these findings, it is clear that employees working the 4/10 reported very positive experiences with the 4/10 schedule and its impact on their jobs.

Job Satisfaction

Overall, employees reported extremely high levels of satisfaction with their jobs. Ninety-five percent of responding employees strongly agreed (63.8%) or agreed (31.5%) that they were satisfied with their jobs. When asked if they liked working for the city, slightly more respondents indicated that they agreed (27.5%) or strongly agreed (67.9%) than when asked about general job satisfaction. Employee satisfaction with pay and benefits was much lower though still quite positive. Slightly less than two thirds of employees (64.9%) reported that they agreed or strongly agreed that they were satisfied with their pay and benefits. However, that lower level of satisfaction does not translate into employees' wanting to leave their employment with the city. Slightly more than four fifths (80.9%) of responding employees disagreed or strongly disagreed that they intended to look for another job outside of the city in the next year. Using the four variables mentioned, we created the job satisfaction scale shown in Table 3 (intention to look for another job was reverse coded). The combined scale had a modest but reasonable alpha score (.667). High scores on the scale indicate high levels of job satisfaction as measured by four independent variables.

Differences between 4/10s and non-4/10s. Of the four satisfaction variables we explored, only the question "I like working for the city" demonstrated statistical differences (see Table 3). The overall job satisfaction scale approaches a statistically significant difference at $p = .077$. In general, employees working the 4/10 reported higher levels of satisfaction than their peers who were not working 4/10s, though not at statistically significant levels. Employees working the 4/10 reported that they were less likely to look for another job in the next year, although this difference was not

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Table 3
Job Satisfaction: *t* Test for Differences

	4/10 Employee	Non-4/10 Employee	Sig.
Job satisfaction scale	17.6	16.8	.077
Satisfied with job	4.6	4.5	.363
Intend to look for another job	1.5	1.9	.076
Satisfied with pay and benefits	3.7	3.6	.554
I like working for the city	4.7	4.4	.013

Note: Variables based on a 1 to 5 Likert-type scale with 1 = *strongly disagree* and 5 = *strongly agree*.

Table 4
Work–Family Balance: *t* Test for Differences

	4/10 Employee	Non-4/10 Employee	Sig.
Work-to-family conflict scale	6.3	8.2	.000
Come home too tired	2.2	2.7	.005
Work takes away from personal interests	2.1	2.6	.013
Work takes time I'd like to spend with family/friends	2.0	3.0	.000
Family-to-work conflict scale	4.7	5.8	.004
Too tired at work because of home	2.0	2.0	.959
Personal demands take away from work	1.6	2.0	.006
Personal life takes up time I'd like to spend at work	1.6	1.7	.166

Note: Variables based on a 1 to 5 Likert-type scale with 1 = *strongly disagree* and 5 = *strongly agree*.

statistically significant at $p = .076$. The other two variables, general job satisfaction and satisfaction with pay and benefits, did not approach any statistically significant difference, even though 4/10 employees reported higher levels of satisfaction on both measures. Accordingly, although 4/10 employees reported higher levels of satisfaction on all four job satisfaction measures, only the measure of satisfaction of working for the city was statistically significant.

Work–Family Conflict

The six items in the work–family conflict scales were taken from Gutek, Searle, and Klepa (1991)—three items each for work-to-family conflict and family-to-work conflict (see Table 4). Cronbach's alpha for the two scales are .77 and .86, which are well within accepted norms for reliability. High scores on these scales indicate high levels of conflict between work and family or personal demands.

A significant source of conflict for individuals comes from the impact of work on family issues. However, only 13% (13.2%) agreed or strongly agreed that they were too tired when they came home. Slightly fewer (12.5%) agreed or strongly agreed

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that they had so much work that it took away from their personal interests. Nearly 18% (17.8%) agreed or strongly agreed that work takes up time that they would like to spend with family/friends.

The other source of conflict we examined is family-to-work conflict. Only 3% agreed or strongly agreed that they were too tired at work because of activities they have to do at home. Slightly fewer employees (2.3%) indicated agreement or strong agreement that their personal demands were so great that they took away from work. Finally, only one respondent agreed and none strongly agreed that their personal life took up time that they would like to spend at work. Family-to-work conflict, although reported with less frequency by our respondents, is still an important source of role conflict.

Differences between 4/10s and non-4/10s. For each variable examined, with the exception of being too tired at work because of home, employees working the 4/10 schedule reported lower levels of work–family conflict. The differences were statistically significant for four of the six variables examined, as shown in Table 4. Additionally, the two scales for work-to-family conflict and family-to-work conflict both demonstrate significant differences between 4/10 and non-4/10 employees, with non-4/10 employees reporting higher levels of work–family conflict.

Multivariate Analysis

What impact do any of these differences hold? We used ordinary least squares (OLS) regression to examine the relationships among variables on the job satisfaction and the two work–family conflict scales. The previous analysis suggests that those employees on the 4/10 workweek differed from non-4/10 workweek employees on some measures of job satisfaction and the two work–family conflict scales. How do other factors influence these variables? This section uses OLS multivariate regression to explore the impact of work schedule, compensation structure (salaried vs. hourly employees), tenure with the city, and the number of dependents at home on each of these scales.

The job satisfaction model explains very little of the variance using the variables displayed in Table 5. Notably, the overall model only approaches significance. The only individual variable to approach any significant influence is the family-to-work conflict scale ($p = .072$). When holding constant the other features, this suggests that employees with low levels of family-to-work conflict will perceive high levels of job satisfaction. However, because the model is not significant, we cannot express any confidence in these relationships. Next, we explore the two work–family conflict models to see if any organizationally controllable or individual factors influence work–family conflict.

To explore this issue, we modeled the two work–family conflict scales using the same set of variables and included job satisfaction (see Tables 6 and 7). The overall model for work-to-family conflict is statistically significant, explaining about 21%

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Table 5
Regression Analysis: Dependent Variable—Job Satisfaction Scale

Independent Variables	*B*	*SE B*	β	Sig.
(Constant)	20.026	1.642		.000
4/10 work schedule	0.28	0.557	.057	.617
Work-to-family conflict	−0.152	0.106	−.171	.157
Family-to-work conflict	−0.242	0.133	−.208	.072
Compensation structure	0.302	0.539	.063	.577
Tenure with city	0.031	0.035	.112	.377
Number of dependents	0.014	0.16	.009	.931
Age	−0.023	0.028	−.103	.412

Note: $R^2 = .125$, Adj. $R^2 = .05$ ($F = 1.672$, $p = .127$).

Table 6
Regression Analysis: Dependent Variable—Work-to-Family Conflict Scale

Independent Variables	*B*	*SE B*	β	Sig.
(Constant)	9.313	2.634		.001
4/10 work schedule	−1.311	0.554	−.238	.020
Family-to-work conflict	0.382	0.132	.291	.005
Job Satisfaction	−0.16	0.112	−.142	.157
Compensation structure	1.027	0.542	.192	.062
Tenure with city	0.045	0.036	.146	.206
Number of dependents	0.049	0.165	.029	.765
Age	−0.039	0.029	−.153	.179

Note: $R^2 = .272$, Adj. $R^2 = .21$ ($F = 4.386$, $p = .000$).

of the variation in work-to-family conflict. Specifically, two variables are significant, and one approaches significance. Holding other factors constant, employees working the 4/10 work schedule exhibit lower levels of work-to-family conflict ($p = .020$). Also, employees with higher levels of family-to-work conflict exhibit higher levels of work-to-family conflict ($p = .005$). The variable approaching statistical significance is compensation structure, with employees who are salaried demonstrating higher levels of work-to-family conflict ($p = .062$). Interestingly, other variables, such as job satisfaction, the number of dependents at home, the length of time employed with the city, and the employee's age, did not exhibit a significant influence on work-to-family conflict.

The final model explores family-to-work conflict (see Table 7). This model explains 14% of the variation in family-to-work conflict. Only one variable is significant, work-to-family conflict ($p = .005$), and only one approaches significance, job satisfaction ($p = .072$). Holding other factors constant, employees with higher

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Table 7
Regression Analysis: Dependent Variable—Family-to-Work Conflict Scale

Independent Variables	*B*	*SE B*	β	Sig.
(Constant)	7.235	2.101		.001
4/10 work schedule	−0.414	0.453	−.098	.364
Work-to-family conflict	0.241	0.084	.317	.005
Job satisfaction	−0.161	0.088	−.188	.072
Compensation structure	−0.524	0.437	−.129	.234
Tenure with city	−0.005	0.029	−.022	.857
Number of dependents	−0.009	0.131	−.007	.944
Age	−0.012	0.023	−.059	.619

Note: $R_1^2 = .207$, Adj. $R^2 = .14$ ($F = 3.066$, $p = .006$).

levels of work-to-family conflict will exhibit higher levels of family-to-work conflict, a mutually reinforcing set of stressors. Additionally, employees with high levels of job satisfaction appear to be less likely to have high levels of family-to-work conflict. Other variables, such as age, the number of dependents, or tenure with the city, do not have a significant influence on family-to-work conflict.

Conclusion

What are the implications of this study? First, the exercise of critically exploring employee responses to changes in management practices is profitable both from a practical and from an academic perspective. It is important for organizations to assess the benefits and potential costs of changes as they are made in the organization, particularly in light of future decisions. As alternative work arrangements increase in popularity and usage in the workplace, the impact of these programs should be evaluated. Are these programs meeting the expected benefits for the employees and the organization?

Second, there are lessons that can be learned from assessing employee perceptions of the 4/10 workweek. It appears, for example, that employees working the 4/10 workweek experience lower levels of work–family conflict than their counterparts who are working other schedules in the city. Given the relationship between both directions of work–family conflict, this finding clearly influences the productivity and satisfaction of employees. This is especially important as high levels of work–family conflict are related to decreased productivity, absenteeism, and turnover (Glass & Estes, 1997), all significantly negative outcomes for any organization. It should be noted that the relationship between the 4/10 workweek and work-to-family conflict is stronger than between the 4/10 workweek and family-to-work conflict. This finding is similar to previous research on the use of two forms of alternative work arrangements, namely flextime and flexplace (Shockley & Allen, 2007).

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This research is one of a limited group looking at the impact of a compressed workweek on work–family conflict and job satisfaction. In particular, there is little research on this topic in the public sector domain. In addition, the study includes both directions of work–family conflict, namely work-to-family and family-to-work conflict. The generalizability of the current study is limited, because of the use of employees of only one city. Although this is acceptable for exploratory research, future studies would benefit from multiple workplace settings.

We understand that employees on a compressed workweek schedule experience lower levels of work–family conflict, but further research is needed to understand why that relationship exists. What is it about the compressed workweek schedule that leads to lower levels of work–family conflict? In addition, further research on alternative work schedules would help us better understand the relationship between work-to-family conflict and family-to-work conflict and how organizationally controllable factors affect these issues. Another avenue of future research would be to study levels of customer/client satisfaction with alternative work schedules. Clearly, there are benefits of alternative work schedules for the employees, but are the needs of the citizens (who serve as customer/clients in the public sector) being met?

We believe this brief analysis is one step in the right direction to understanding one controllable factor and its influence on work–family conflict and job satisfaction.

Note

1. There was a very small negative nonstatistically significant correlation between childcare responses and the number of children at home ($r = -.75$). Additionally, there was no statistical difference between the childcare responses of male and female employees or married and unmarried (either single or divorced) employees.

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Condensed 4-day Work Week - Estimated Savings and Reduced Greenhouse Gas (GHG) Emissions

	Employees			County			Grand Total	
	Basis	$ Savings	Reduced GHG Emissions (tons eCO2)	Basis	$ Savings	Reduced GHG Emissions (tons eCO2)	$ Savings	Reduced GHG Emissions (tons eCO2)
1. Reduced Vehicle Miles Traveled								
Miles/Commute	22.58							
Miles/Year/Employee (50 wks.)	1,129							
# Employees Transitioning to 4-day Work Week	424.18							
Total Reduced Vehicle Miles Traveled	478,899			460,701				
2. Reduced Gasoline Costs								
Miles Per Gallon	19.8							
Cost Per Gallon	$4.05			$3.95				
Total Gasoline Cost Savings		$97,955			$138,064		$236,019	
Savings/Employee	$231							
3. Reduced GHG Emissions due to Reduced Vehicle Miles Traveled								
*eCO2/Gallon	23.6			23.6				
Total Gallons	24,186			34,933				
Pounds Reduced eCO2	570,800			824,424				
Tons Reduced eCO2			285.4			412.2		697.6
*19 pounds eCO2/gallon for tank-to-wheels fuel use and 4.6 pounds eCO2/gallon for upstream well-to-tank use.								
4. Reduced Uniform Cleaning					$ 2,897		$2,897	
5. Reduced Custodial Services					$ 10,387		$10,387	
6. Reduced Utility Bills					$ 8,502		$8,502	
7. Reduced GHG Emissions from Reduced Kwh								
Reduced Kwh				62,689				
Kwh FY 06/07				26,192,010				
Tons eCO2 from Buildings FY 06/07				17,205.7				
% Reduction				0.2393%				
Tons eCO2 Reduced from Energy to Operate Buildings						41.2		41.2
Total Savings and GHG Reductions		$ 97,955	285.4		$ 159,850	453.39	$ 257,805	738.79
Total GHG Emissions FY 06/07								22,549.30
*% GHG Emission Reductions								3.28%

* Note: Assumptions regarding employee commutes are more precise with this current estimate of GHG emssions from employee commutes than with the GHG Inventory; therefore, total GHG emission reduction from FY 06/07 are overstated.

Alternative Schedule Work Survey

Employee Survey

In June 2008, staff sent out an informal Alternative Work Schedule Employee Survey to current employees to determine their opinion on converting to a 4 day compressed work week. County offices would be closed one (1) day during the regular workweek. Approximately seventy-one (71%) percent or 583 out of 817 Board employees responded to the survey. A summary of the survey results are outlined as follows:

- 86% of the employees responding to the survey were either strongly supportive, supportive or somewhat supportive of the County converting to a 10 hour day/4 days per week work week. Only 9% were not supportive.

- 79% of respondents indicated that a 4 day, 40 hour work week would benefit them and 81% felt that it would assist them in reducing travel to work and the amount of fuel used in their personal vehicles weekly.

- 88% of respondents indicated that they would be able to work a schedule of 10 hours per day/4 days per week and 10% could not.

- 75% of respondents would prefer to work 10 hours per day/4 days per week and 19% of respondents would prefer to maintain their current work schedule.

- 68% of respondents would not have any family/personal issues which would prevent them from working 10 hours per day/4 days per week, however 12% would experience problems with child pick up/drop off.

- 88% of respondents did not feel that a 4 day, 32 hour work week would benefit them and only 7% felt that it would benefit them.

- 60% of respondents, if given a choice, would prefer that County offices are closed on Friday, 35% would prefer Monday.

Overall, employees seemed to be positive about changing to a 4 day compressed work week.

Employee Alternative Work Schedule Survey

All Divisions

1. **How supportive are you with the County converting to a 10 hour day/4 days per week work week?**
   18 - No Opinion
   54 - Not Supportive
   86 - Somewhat Supportive
   112 - Supportive
   301 - Strongly Supportive
   12 - **Didn't Answer**
2. **Would a 4 day, 40 hour work week benefit you?**
   463 - Yes
   110 - No
   10 - **Didn't Answer**

   If yes, please check how:
   392 - Reduced fuel costs
   331 - More personal time
   67 - Reduced child care costs
   282 - More time with family
   54 - Other:
   Click here to View Responses
3. **Would a 4 day, 32 hour work week benefit you? (regular gross pay reduced from 40 hours per week to 32 hours per week)**
   46 - Yes
   514 - No
   23 - **Didn't Answer**

   If yes, please check how:
   34 - Reduced fuel costs
   33 - More personal time
   5 - Reduced child care costs
   22 - More time with family
   14 - Other:
   Click here to View Responses
4. **Would the 4 day compressed workweek assist you in reducing travel to work and reduce the amount of fuel in your personal vehicle used weekly?**
   470 - Yes
   96 - No
   17 - **Didn't Answer**
5. **Can you work a schedule of 10 hours per day/4 days per week?**
   512 - Yes
   61 - No
   10 - **Didn't Answer**
6. **What family/personal issues do you have which would prevent you from working 10 hours per day/4 days per week:**
   398 - None
   71 - Child pick up/drop off
   5 - Elder parent or relative pick up/drop off
   5 - Medical Appointments (self or family)

28 - Sports Team Activities (self or children)
7 - Volunteer/Mentor Activities
32 - Church, Civic group or other meetings/activities
17 - Education/School
45 - Other:
Click here to View Responses

7. **If you had a choice, which work schedule would you prefer:**
437 - 10 hours per day/4 days per week with a 3 day weekend.
17 - 8 hours per day/4 days per week with a 3 day weekend.
(regular gross pay would be reduced from 40 hours per week to 32 hours per week)
112 - Maintain current work schedule and days
17 - **Didn't Answer**

8. **If you had a choice, which day of the week would you prefer County offices to be closed?**
205 - Monday
353 - Friday
25 - **Didn't Answer**

9. **What time do you normally begin work each day?**

1 - Before 6:00 AM	91 - 7:30 AM	9 - 9:30 AM
3 - 6:00 AM	164 - 8:00 AM	4 - 10:00 AM
11 - 6:30 AM	36 - 8:30 AM	13 - After 10:00 AM
175 - 7:00 AM	64 - 9:00 AM	12 - **Didn't Answer**

10. **What time do your normally leave work each day?**

7 - Before 3:00 PM	159 - 5:00 PM	0 - 7:30 PM
1 - 3:00 PM	146 - 5:30 PM	6 - 8:00 PM
24 - 3:30 PM	77 - 6:00 PM	12 - After 8:00 PM
51 - 4:00 PM	15 - 6:30 PM	
64 - 4:30 PM	8 - 7:00 PM	13 - **Didn't Answer**

11. **How frequently do you have to stay at work after hours (after 5:00pm or after your shift was scheduled to end)**
89 - Not Applicable
283 - Rarely
161 - Weekly
36 - Monthly
14 - **Didn't Answer**

12. **How many miles is it from your home to your work site/office (one-way)?**

0 - 6	10 - 51	20 - 23	30 - 19	40 - 6	50 - 4	60 - 0	70 - 0
1 - 14	11 - 9	21 - 1	31 - 1	41 - 1	51 - 0	61 - 0	Over 70 - 1
2 - 19	12 - 36	22 - 7	32 - 5	42 - 2	52 - 0	62 - 0	
3 - 32	13 - 15	23 - 8	33 - 0	43 - 0	53 - 0	63 - 0	**Didn't Answer - 16**
4 - 23	14 - 14	24 - 7	34 - 2	44 - 0	54 - 0	64 - 0	
5 - 34	15 - 34	25 - 22	35 - 1	45 - 2	55 - 1	65 - 0	
6 - 27	16 - 9	26 - 7	36 - 1	46 - 0	56 - 0	66 - 0	
7 - 38	17 - 11	27 - 4	37 - 0	47 - 0	57 - 0	67 - 0	
8 - 31	18 - 12	28 - 7	38 - 0	48 - 2	58 - 0	68 - 0	
9 - 16	19 - 2	29 - 0	39 - 0	49 - 0	59 - 0	69 - 0	

5

13. What division are you in?
35 - County Administration (also includes Commission Aides, Support Services, PIO, Intergovernmental Affairs, OMB, HR)

7 -Tourist Development
9 -County Attorney
59 -Management Services (also includes Support Services, MIS, GIS)
42 -Facilities Management
13 -Probation
11 -PreTrial Release
10 -Purchasing & M/WSBE (also includes Warehouse)
10 -Cooperative Extension
5 -EMS
11 -Health & Human Services (also includes Veterans, Housing, Social Services & Volunteer Center)
86 -Library Services
59 -Growth and Environmental Management
19 -Planning Department
6 -Animal Control
30 -Public Works Engineering
9 -Fleet Management
15 -Mosquito & Stormwater
85 -Public Works Operations
27 -Solid Waste
22 -Park & Recreation
3 -Public Works Administration
10 -Didn't Answer

Back to Main Menu

All Divisions

Question 2	Question 3	Question 6

How would a 4 day, 40 hour work week benefit you?

More time to take care of housework, lawn care, etc. Also, the opportunity to take mini-vacations.

View This Survey

I currently spend $16.00 per day in fuel cost commuting to and from work. This would be a great personal savings as well as savings for the County in reducing electric/fuel/and maintanence costs.

View This Survey

I could schedule all appointments on that day off so I would not have to take any time off from work, unless I am sick.

View This Survey

ability to use day of for appointments that would normally require tome off from work.

View This Survey

Would prefer 4 day, 36 hour work week.

View This Survey

Take care of personal business that is hard to do during the week on a 1 hr lunch break.

View This Survey

Opportunity for second or part time job.

View This Survey

Reduces Leave (Annual + Sick)taken for Dr.'s Appointments,and miscellaneous appointments during the work week. So far, attempts to schedule appointments after my shift ends (7:00AM to 4:00PM)has not been very successful.

View This Survey

Volunteer time part time job

View This Survey

This would give us a day to take care of personal business and appointments that we normally have to take annual leave for.

View This Survey

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leaving a business work week day off to conduct personal business (banking, bill paying, and appointments

View This Survey

Less time taking off work for medical appointments and personal appointments during working hours. I'm in favor of working 7:00 AM - 5:30 PM with a 30 minute lunch like Public Works does.

View This Survey

REDUCE WEAR AND TEAR ON VEHICLE.

View This Survey

I'm not certain if I would qualify for a change in work hours being senior mgmt status, but is the option of telecommuting being considered? Work at the office four days and work from home one day.

View This Survey

5

Please do not let a few staff members personal reasons for not changing stop what is good for the county and most individuals. Thank you

View This Survey

Would be able to make appointments on day off, instead of through the work week.

View This Survey

More time to relax and alleviate stress in order to get ready for the next work week.

View This Survey

It takes me 45 minutes to arrive at my office every morning. My son's before school program does not open until 7:00 a.m. and they close promptly at 6:00 p.m.--with late fees for every minute after 6:00 p.m. There is no possible way I could get to work by 7:00 and leave work in time to pick up my child by 6:00 p.m.

View This Survey

The county would be helping reduce CO2 emissions by not operating its fleet on Fridays and from the X number of employees not making the additional journey to work that one extra day. Additional savings would be created with the decreased amount of utility consumption with county buildings not operating that day. One day off per week would save me (based on the type of vehicle I drive and miles per gallon used), based on my trip to daycare and journey to work, approximately $3.73 that one day off (in fuel savings) which would equate to $14.92 a month...

View This Survey

CAN ARRANGE DOCTORS APPOITMENT AND OTHER APPOINTS ON DAY OFF INSTEAD OF USING SICK OR ANNUAL TIME.

View This Survey

---

i would have more time to devote to community service activites. and less travel time due to less traffic at these hours.

5

View This Survey

Can get more work done in the field with a longer day

View This Survey

I may actually be able to use annual leave for rest, recuperation, and spending time with family instead of appointments (i.e. termite inspection, air conditioning maintenance, other personal business or house maintenance and repairs).

View This Survey

none of the above

View This Survey

I'm doing 4 day 10 hours

View This Survey

7:00 am to 5:30 pm 1/2 lunch break 2-15 min breaks

View This Survey

already doing

View This Survey

This is a great Idea and should be applied across the board.

View This Survey

Less overhead costs to my program.

View This Survey

An all around saving for everyone!

View This Survey

Car Pooling would become an option if Mondays were the day off.

View This Survey

Less tired. I currently work 8 days in a row, have a single day off, work 2 days and have 3 days off.

View This Survey

I am already on the 10 hour work day and it does help in all of the above.

View This Survey

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lESS STRESS

View This Survey

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40 hour work week would be hard to adjusted being that my job is shift work.

View This Survey

I think we would spend one day recovering, and then maybe more driving?

View This Survey

I'm not sure how it benefit the Library because we are open for the Public and we want to make it convenient for the public and Staff. So if the hours are from 7-6 how will this benefit the public - Library and branches. Our Schedules varies so we may come in at 9 am - 6 or we may work at 11 am and leave at 8 pm

View This Survey

Fridays would allow me to attend Saturday personal workshops out of town without taking a personal day off.

View This Survey

I am enrolled in Grad school and hence need more time for studying.

View This Survey

I would like a 4-day, 40-hr work week personally. However, as a library employee and manager, I work occasional Saturdays and evenings. Working 4 days and 40 hours consistently would be difficult for me. Also, I live only 2.5 miles from the main library so fuel costs aren't such a big consideration.

View This Survey

I am a 20-hour employee. I would vote for a 4-day week that was: Tuesday, Wed., Thurs., Fri.

View This Survey

One less day that I have to see

View This Survey

I already work four days a week.

View This Survey

No fuel savings because I live only 1/2 mile from work, so I walk to and from work everyday.

View This Survey

Less stress, health benefit

View This Survey

5

However, child care becomes a problem. 36 hr or a 4 day / 9 hr day is workable.

View This Survey

I would even be in favor of two 15 hour days and a 10 hr day I have to travel 50 miles one way per day and paying 130.00 per week for gas

View This Survey

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3 DAY WEEKENDS ARE GREAT.LIKE HAVING A MINI VACATION EVERY WEEK.PLUS I SET ALL DR. APPOIMENTS ON MY DAY OFF

View This Survey

Would not have to bear personal work expense 1-day a week (bath,clothes,etc)

View This Survey

Task effiuency- move hrs consective to spen on a project.

View This Survey

While it will not offer me any fuel savings (my wife and I commute together a few days each week, but the change in hours of operation will make it impractical), it will provde me time without distractions to complete publications and other project in a quiet environment.

View This Survey

Right now I work 2-ten hour days, 2-eight hour days and 1-4 hour day, and the new schedule would allow me to have a more regular routine. I am anxiously waiting to hear the decision whether we will be changing or not. I think it would be a positive move for the County.

View This Survey

5

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the cockeyed greenhouse gas foolishness has nothing to do with my decision

View This Survey

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already work 4 day

View This Survey

Already work a four day work week

View This Survey

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improved morale and reduced stress

View This Survey

It would actually increase costs. My child would have to begin to participate in the Before School Program at an additional $80 a month. The earliest this program begins is 7:00 a.m. His school begins at 8:35 a.m. This expense is in addition to the expense of the After School Program of $145 a month - which I already use (and my child has to be picked up by 6:00 p.m.). So I think this would offset any savings in fuel I might have by not coming in one day a week. These programs are the Leon County "Before School" and "Extended Day Care" or After School Program. The costs are pretty much the same within $5 to 10$ a month from school to school for all Elementary schools in Leon County.

View This Survey

It will reduce the cost of fuel, allow me to have a day for personal priorities such as doctor/ dental appointments without having to take a day from business hours and allow me to spend more quality and not rushed time with family and friends.

View This Survey

When I have to change to driving my vehicle instead of the County vehicle home, it will cost me less.

View This Survey

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unsure, possibly more personal time

View This Survey

I all ready work 4-10's

View This Survey

Comments; As an . for over 9 years, I have found that my working hours are spread over 7 days per week and not restricted to 8 AM - 5 PM. We serve at the pleasure of I work over half my hours from home, with permission and encouragement. This reduces my energy costs, though that was not the original objective. I will continue to work all 7 days, regardless of whether this measure passes or not. I will still need to access my office in the courthouse, even if the HVAC is off on one day per week, as I have done in the past, on weeknights and weekends.

View This Survey

How would this change affect part time or 20hour week?

View This Survey

If employees were allowed to work from home one day of the week that would assist with the cost that it takes to run the county. Additionally, it would not be totally effective unless the other governmental agencies were on board with doing the same thing. A four day work week would not keep employees at home and off the road, it only increase the number of citizens hanging out in town, shopping, running errands, etc. during the day. Traffic on the weekend is often times worse than weekdays because everyone is out around the same time of the day. Regardless of the situation with the high price of gas and electricity, the bottom line is that many people really don't care and will continue to do what we have always done, complain about it, but continue to spend money.

View This Survey

Days to take care bizz

View This Survey

Why not let each department be in charge of there own schedules. It does not serve well the citizens if all offices are closed on Friday. This could be addressed by each department staying open the entire week, but having split staff on 4 day work weeks(mon-thur and tues-fri)

View This Survey

5

66 Record(s) Listed

Back to Main Menu

All Divisions

Question 2	**Question 3**	Question 6

How would a 4 day, 32 hour work week benefit you?
(regular gross pay reduced from 40 hours per week to 32 hours per week)

It would reduce my pay!

View This Survey

Would prefer 4 day, 36 hour work week.

View This Survey

I could not afford to lose 8 hours pay a week.That would be 32 hours a month. That would be over 300.00 a month. Who could afford this?

View This Survey

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same comment as #4.

View This Survey

I already work two days per week just to pay for the gas to come to work. When I figure that out a few weeks ago, I was quite depressed. While reduced hours would result in a lower paycheck, it might not be so bad if I didn't have to drive out here every day. Would the county consider telecommuting or alternative office sites? Since my work laptop is setup to do everything I do at work (check email, access to g drive, web updates, etc.), I could easily set up at home or at a nearby, un-occupied office/space in a branch library.

View This Survey

Need 40 hours

View This Survey

5

This would be a good option during certain life events such as needed family or personal care. While my finances are not set up to handle this at this time, the option would be desirable.

View This Survey

Cannot afford the reduction in pay.

View This Survey

How about working 8 hour days/4 days per week and 1 / 8 hour day telecommuting

View This Survey

I could not afford that change in my budget.

View This Survey

Not sure, need the money, like the personal time, but may spend it driving around doing errands.

View This Survey

As a part time employee do not feel justified in answering these questions as they would not impact me as they would full time staff..as a part timer I would prefer 4 five hour days as opposed to 5 four hour days. The impact of these changes are very much 'stage of life' and economic issues that could adversely affect family life..on the other hand I like the option of a 32 hr work week as opposed to just the 20 or 40 choice currently available..and on the other third hand feel that library services and hours are doubly important in economically tight times to the public and should be available as much as possible.

View This Survey

Can't afford the reduction in pay but seems a good option for those who can!

View This Survey

5

Yes, but to restate number 2, a 36 hr work week is a better option.

View This Survey

But will result in less pay....(?)

View This Survey

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reduce pay bad but will be good for child care hrs& my education

View This Survey

I don't believe I could afford the cut in pay and the extra expenses that I would have with medical for myself and my child in my employee monthly contribution costs, co-pays of prescriptions and co-pays for office visits. Therefore I would try and work the 4/10 hour days.

View This Survey

Has a 4 day-9 hour work day been considered? Parents could alternate pick-up and drop-off with kids and only lose 4 hours per week of pay? I will have to alter pick-up of my granddaughter to once a week only on Monday.

View This Survey

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unsure

View This Survey

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part time 20 hour week?

View This Survey

No, but a discounted or free StarMetro pass would be a progressive idea that actually would reduce travel cost and green house gas emissions.

View This Survey

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21 Record(s) Listed

Back to Main Menu

All Divisions

Question 2	Question 3	**Question 6**

What family/personal issues do you have which would prevent you from working 10 hours per day/4 days per week?

Weekly civic organization meeting ends at 8 AM. I will be President next year.

View This Survey

I have a daughter currently in a preschool that does not take children until 7:45 a.m. Pick up time is preferred by 5:15 p.m. but no later than 5:30 p.m. I CANNOT work a 10-hour work day nor can I afford to take a paycut. This schedule would pose a threat to my livelihood as well as what I feel is in the best interest of my daughter. I strongly oppose this proposition.

View This Survey

I think that the library employees should have a choice of 4 or 5 days a week since we will not just be open 4 days. I also think that since we are different...perhaps we could have scedules between 7am and closing for those of us not in public service areas. Flexing schedules for public service areas could make it easier to cover the hours we are open.

View This Survey

It may prove difficult to maintain a high level of concentration in reviewing plans for 10-hours straight. I would be willing to try the alternative schedule, just hard to evaluate since fairly significant departure from previous work schedules. Any consideration to 9-hr days Mon-Thur w/ every other Friday off.

View This Survey

2nd job

View This Survey

only work 20 hours per week

5

View This Survey

I am single, so some personal issues sometimes need direct attention. This can be handled though via annual leave/comp time requests.

View This Survey

While I could see the benefit to the organization and the additional free time, scheduling child care and transportation would be difficult. My child depends on me for transportation to school each AM since he is out of his normal school zone due to a disablility. In addition, he has routine visits with physicians and councelors. The additional child care costs would eliminate any cost savings from driving. If the change were to occurr, I could adjust and make use of the time.

View This Survey

I coach youth Soccer and Baseball. It might be a struggle to make it to practices and games. Would the county consider allowing leave for such things? With a supervisor's permission, could I make up the hours on other days?

View This Survey

It may effect my part time job, do not know for sure.

View This Survey

I supervise a department, and would have to be here 5 days/week, 40 hours at least anyway.

View This Survey

It would increase my childcare expenses because as it stands now I only have to pay for afterschool care, which ends at 6:00. With the new 4/10 work week, I would have to have before and afterschool care.

View This Survey

As of now none...minus medical appointments, which cannot be scheduled on the one day that the county choices to be closed

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View This Survey

Prepare dinner for family before evening activities and homework.

View This Survey

I'm not sure how the library would benefit from this 10 hours a day and open 4 days a week. Our Schedules some work from 11:15- 8 while others work from 9:15 - 6:15 branches

View This Survey

Church, I am a pastor of a church

View This Survey

All of Above

View This Survey

If this becomes policy (which I hope)than none of the above would really matter. I would have to adjust.

View This Survey

Another job

View This Survey

The County already offers flex time, if I wanted to reduce my "fuel consumption" I would choose a four day work week. I feel it should be a personal decision not one forced on us.

View This Survey

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family time

View This Survey

daily work responsibilities around house and property; time for daily physical exercise needed for health; HIGH STRESS JOB - eight hours in one day frequently pushes you to your limits, if not beyond.

View This Survey

At present I do work an additional part-time position in retail at Gov. Sq., which I report to at 6:00 pm 2 or 3 days during the week and some Saturdays. (hopefully not much longer) I think they could work with me over a few minutes tho.

View This Survey

There are no family issues; however, I work in the library and currently there are only 8 full time employees in my department. There is no possible way we could maintain the current level of service without altering our hours or adding additional staff. We would need to have either 5 or 6 ten hour days and have different shifts to make the schedule work for it. It would be wonderful!!

View This Survey

I'm 64 years old and in excellent health due in no small part to the fact that I have been a life-long runner and a physically active person who bikes, skates and does resistance training. These activities must be maintined on a regular daily basis to be of value. I spend at least an hour a day in some physical activity. A 10 hour work day would not give me the time for that hour of physical activity and would therefor be deleterious to my health and emotional well-being. Neither can I afford to take and 8 hour a week pay cut. I work at one of the branch libraries. Surely the commission wouldn't consider having the libraries open only four days a week. I think there would be a huge public outcry if that were to come about.

View This Survey

The Collins Main Library is open seven days and 4 evenings a week. Having us do 4 ten hour days will stretch our staff very thin.

View This Survey

Less time in the evening with family - Library opens at 10 am. and staff would have to work until 9 pm Friday, Saturday and Sunday are "short" days and a 10 hour day is not possible on those days. An optional plan is best for the library.

View This Survey

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Various school activities for children.

View This Survey

Only once night per week, however if I could make those hours up on another day I could.

View This Survey

I think productivity would go down, that is a long day. Whereas now, i rarely take a break, i am sure i would take them with so long a day.

View This Survey

I would make new arrangements to accomodate our new work schedule. Thanks for offering. It is a progressive idea.

View This Survey

I have a part time night job two nights a week as well as school one night a week. If it wasn't for these two things I would like the 4 days per week schedule.

View This Survey

Possible child care issues

View This Survey

The only way we could make this work would be to get more staff members and/or reduce our operating hours. We are open Mon. - Thurs. 10 AM to 9PM , Fri. 10 AM to 6 PM , Sat. 10 AM to 5 PM , Sun. 1 PM to 6 PM . We are already stretched thin with unfilled positions. Maybe closing on Sundays would help. Also, my child gets on the school bus at 8:15 AM . I commute from Crawfordville, so I work from 9:15 to 6:15, which is about perfect for me. In a few years my child will go to middle school and he will get on the bus earlier so I could cpmeto work earlier. But for now I would have to pay extra to drop my child off before work and not see him get on the bus every morning.

View This Survey

LIBRARY HOURS- IF WE CAN BE CLOSED THE SAME HOURS AS THE BRANCHES, BE CLOSED TWO NIGHTS EARLY TUESDAYS AND THURSDAYS OPPOSITE THE BRANCHES HOURS. ALL LIBRARIES HOURS BE THE SAME 8-5 OR 9-6 MONDAYS THRU FRIDAYS. THE PUBLIC WILL ADJUST.

View This Survey

I am considering a part-time job which would conflict.

View This Survey

Library employees need to be at work while the Library is open to the public, in order to staff the buildings and serve library users. The Library schedule would mean that employees would have to work into the evenings, thus losing dinner/family time four evenings a week. This would be a true hardship for employees arranging child care, care of elders in the family, or participating in outside activites at church, school, sports or clubs. Perhaps the 4-day, 40-hr schedule could be optional for employees at the library and other county departments who need to work outside standard office hours.

View This Survey

The main library hours should be the same as the Branches: Closed Sundays and Mondays, Tuesdays & Thursdays 11am to 8pm, Wednesdays & Fridays 10am to 6pm, and Saturdays 10am to 4pm

View This Survey

WORK NEEDING TO BE DO AROUND THE HOUSE DURING THE MIDDLE OF THE WEEK

View This Survey

Would cut into my tai chi practice but would not be an undue burden

View This Survey

Assuming annual leave and sick leave can still be taken as needed, there will be no conflicts for me.

View This Survey

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Currently, The LeRoy Collins Leon County Public Library (Main) is open 7 days/week. The weekend days are shortened, and we would have to come in a fifth day to make up time...also, we are already short-staffed. This would complicate matters further in terms of scheduling. My full-time team members currently have to take annual leave or come in extra hours during the week to get 40 hours. Obviously, that defeats the purpose of working 4 days a week. In my opinion, the only way this would be easily managed is to close the main Library on Sundays and Mondays, and to be open until 8:00 on Saturday.

View This Survey

Currently I have my children enrolled in before and after school programs which take in no earlier than 7:00 a.m. and requires that they be picked up before 6:00 p.m. School does not start until 8:50 a.m. and lets out at 3:20 p.m. And I have to take advantage of every minute. I am unaware of any childcare for school age children that take in before 7:00 a.m. and provide transporation to school and after 6:00 pickup times. Also, Activities for Children outside of school such as sports usually start at 6:00 p.m. Is the school board, Parks & Recreation, local daycares and other resources willing to accomodate this?

View This Survey

To restate, a 36 hr 4day 9hr work week is an option.

View This Survey

As a person with a disability doing 10 hour days is very difficult to manage.

View This Survey

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pet care and appointments

View This Survey

Car pool, no w/wife may be violated...(?)

View This Survey

Wife and I ride together. The State of Florida is on a 5 day workweek.

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View This Survey

Would prevent car-pooling.

View This Survey

I can only work the 10 hours/4 days per week with the help of my ex-husband picking up our son from school everyday. If that arrangement was not available, or if it should change for any reason I would be in a situation where I would have to try and hire someone to pick up my child from school everyday in addition to the Before and Aftercare Expenses. Has anyone mentioned a 9 hour day as an option? It would be less of a pay cut. Several people in my Division have mentioned it makes for a better alternative than the 32 hours per week - Wondering if that would possibly be less of a increase in medical expense coverages as well that would need to be paid by the employee - Might that be considered?

View This Survey

My department will most likely not fall into the 7:00 to 6:00 time frame. This means that I will most likely be working a 9:00 to 8:00 schedule 4 days a week. Add to that my travel time of 40 to 60 minutes, and I end up really working four 12-hour days. I can do it if I have to, in order to keep my job, but I would prefer not to work four 12 hour days that end at 8:00 pm.

View This Survey

i have to cook for my husband

View This Survey

I am a part-time employee, 20 hours per week.

View This Survey

I feel that I would tire easily.

View This Survey

Regulatory Requirement for 5 days/wk inspection of water systems

View This Survey

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Additional comments: I answered "Yes I can work a 4-day, 10hour week." The real answer is "Yes, but it would be painful." I believe that if the standard changes throughout local and state government that the daycare agencies will adapt hours to accommodate. However, it won't be a childcare cost savings because it still requires longer hours for daycare staff and is still at least 40 hours of care. Schools are less likely to adapt to this schedule and this would remain an issue for parents of school-aged children. One more thought is that this makes for a really long day for a small child to be at daycare or school aftercare. Our family would require an adjustment to my spouse's work hours which may not be and for one parent to drop off and the other to pick up (which is what we already do for the most part). For MIS, unless all offices would be closed on the same day, we would need to provide some level of service if some offices were still open. Several years ago, FSU had "summer hours" in order to save energy. We worked 7:30 - 5:00 M-Th, and 7:30 - 1:30 F. The idea was to allow air conditioning reduction on hot summer afternoons. Perhaps someone at FSU could testify to whether or not they felt it was successful. Thanks for the opportunity for input!!

View This Survey

Health limitations would not allow me to work 10 hour days at any time other than BOCC meeting days. Although I listed 8 AM to 8 PM as "average" workdays, I often start earlier and end later, but have intermittent periods of rest during each work day. I'm assuming that are not being included in the data, as was not listed on the menu. I felt my feedback may be of use anyway.

View This Survey

I agree that the compressed work week is a great option, but find there are a number of other factors to consider. How will those with disabilities be affected with longer work hours? What about single parents' obligations for their children? How about those on fixed incomes who cannot work 10 hour days but cannot survive a 20% pay cut? It is common practice by child care providers to require payment for the full month regardless of the number of days a child will be present, ie, there is no cost savings for only needing care 4 days per week.

View This Survey

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part time 20hours per week

View This Survey

Since mornings are not my favorite time of the day, I would need a grace period to adjust and learn how to get to work so early in the morning.

View This Survey

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60 Record(s) Listed

List of Agencies Implementing or Considering Compressed Work Week					
	Work Four Days		Work Four Days/Open Five Days		
Agency	Four Day Work Week	Which Employees Participating	Four Day Work Week/Open Five Days	Which Employees Participating	Explanation Notes
Bay County, FL	Yes	All/Public Works			Public Works only. No fuel cost savings calculations. Savings from reduced mobilization.
Brevard County, FL			Yes	Voluntary	Primarily Road/Bridge and Solid Wastestaffs.Reduce staff fuel costs and reduce traffic congestion
Charlotte County, FL			Yes	Voluntary	Public Works. Other departments are considered if it meets a business need.
Dixie County, FL			Yes	Road Department Only	Savings from transportation reductions due to fewer mobilizations and the ability to complete projects.
Hernando County, FL			Yes	Voluntary	
Miami-Dade County, FL					Resolution on July 1, 2008 Commission agenda to expand an earlier Resolution to direct Mayor or designee to conduct study of four day work week and other flexible hours
Putnam County, FL			Yes	Voluntary	Plan to implement in July. Employee benefit to reduce gas consumption.

Washington County, FL	Yes	All			**Commission agenda June 19, 2008.** Est. 20% savings based on closing buildings one day per week. Employee benefit to provide fuel savings for employees.
State of Florida	No		Yes	Determined by Agency	Each Agency will tell DMS at what level it can participate and that will determine the savings
City of Chipley, FL	Yes	Road Department only			Beginning July 7. No data on fuel savings.
City of Coconut Creek, FL	Yes	All except vital services			Saving employees about 20% in commute costs.
Oakland County Michigan			Yes	Voluntary/Pilot	Passed by Commission June 12, 2008. Saving employees about 20% in commute costs.
Seattle Housing Authority			Yes	Voluntary	Employee scheduling flexibility and reduction in traffic congestion.
City of Birmingham, Alabama			Yes	Voluntary	Pilot program until September.
City of Vallejo, California			Yes	Voluntary	Requests are considered by Department based on business needs. Pilot closing City Hall one day resulted in utility savings, but citizens wanted services five days.
Bay County, FL School Board					Considering reducing the school week to four days in School Year 2009-2010.
Hernando County, FL School Board					Discussed among other cost saving options reducing the school week to four days.

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator Kim Dressel, Management Services Director
Subject:	Consideration of the Approval of the Construction of a Shower and Locker Room Facility in the Courthouse

Statement of Issue:
This Budget Discussion Item seeks Board consideration of the approval of the construction of a shower and locker room facility within the Courthouse.

Background:
The Board approved a comprehensive Leon County Wellness Program on April 8, 2008, during which time the issue of providing showers and lockers in the workplace was raised by a member of the Board (Attachment #1). In response, the County Administrator stated that a budget discussion item would be brought back to address showers and locker rooms. The matter was again raised on May 27, 2008, during discussions surrounding the greenhouse gas emissions forecast and reduction target for Leon County governmental operations, when a Board member advocated employees walking or cycling to work as a means to reduce greenhouse gas emissions and suggested looking into the construction of a shower facility (Attachment #2). In response, a diagram of a proposed shower and locker room facility for the Courthouse has been developed and project costs have been estimated.

Analysis:
Staff has surveyed the Courthouse to identify potential areas for the construction of a shower and locker room facility that would: (1) not unreasonably displace ongoing Courthouse operations; (2) be easily accessed by County and State employees housed at the Courthouse or Courthouse Annex; (3) be compatible with surrounding uses; and (4) not require excessive reconstruction or retrofits to support such a use. Staff recommends pursuing the renovation of male and female restroom areas within MIS, located on P-3. The area is accessible through the public entrance off Calhoun Street, or from the public elevators. It is within a secured access area that would be accessible to staff with access to the Courthouse, but remain inaccessible to the general public.

Staff estimates it would cost $75,000 to construct a facility, primarily with in-house forces. The facility is anticipated to include six showers (three male and three female, each with one ADA accessible shower). Additionally, an accessible toilet and lavatory will remain in each area. Three lockers for each side will be included.

Staff housed in this area will have access to other facilities on the P-3 level.

Other County buildings with shower facilities include Public Works' main office building, Fleet Management, Amtrak, the Renaissance Center (in space owned by the City but accessible by County employees), the Solid Waste Transfer Station, and the Jail/Sheriff Administration Facility.

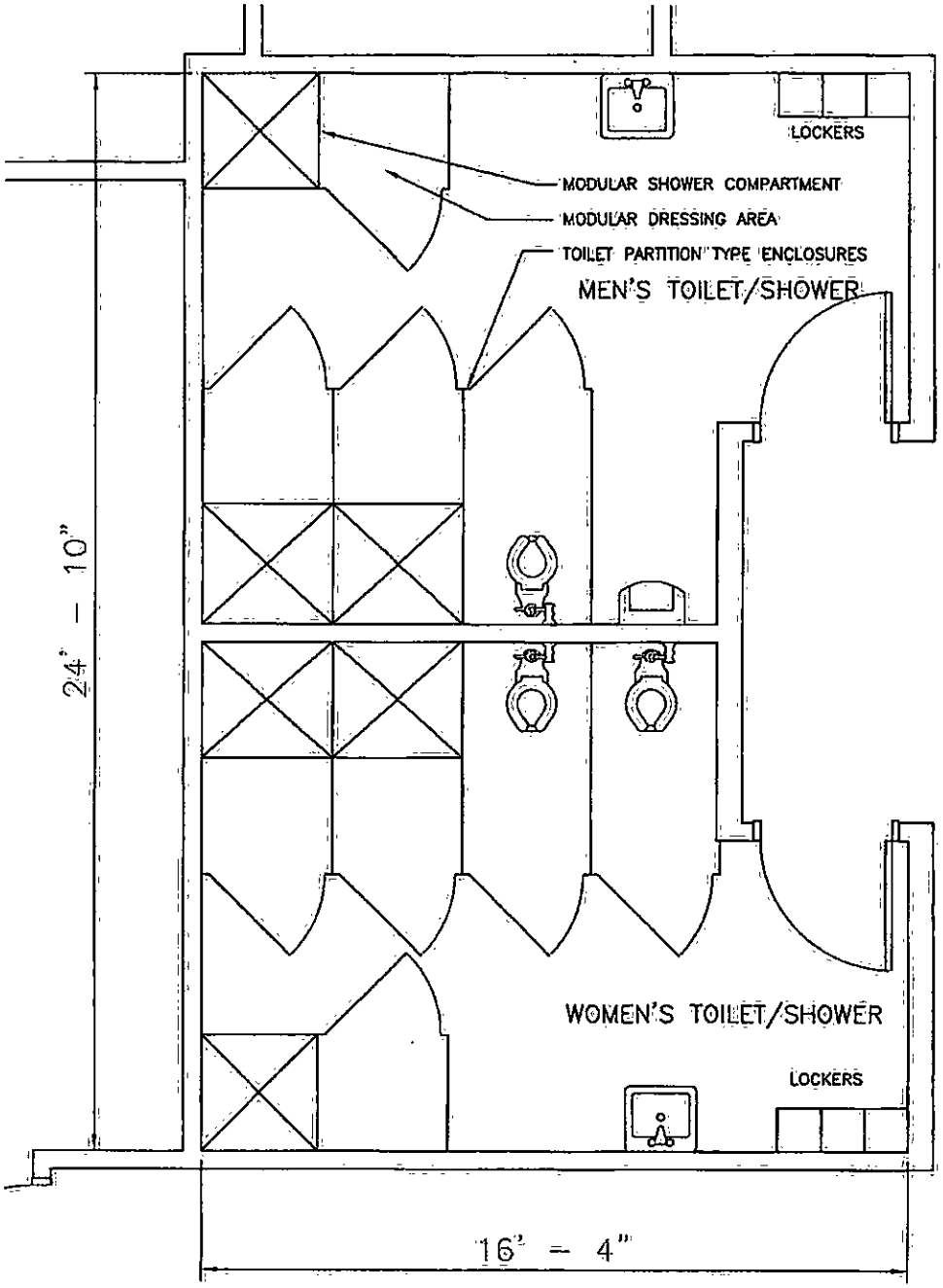
Options:

1. Fund and direct the construction of a shower and locker room facility at the Courthouse as described in this Budget Discussion Item.
2. Do not fund and direct the construction of a shower and locker room facility at the Courthouse as described in this Budget Discussion Item.
3. Board Direction.

Recommendation:
Option #1 has been in included in the tentative budget

Attachments:
1. Diagram of the shower and locker room facility.
2. Relevant follow-up from the April 8, 2008 Board meeting.
3. Relevant follow-up from the May 27, 2008 Board meeting.

PA/AR/KD



Partial Floor Plan	3/4" = 1'-0"	A1
Courthouse Showers	000000.00	

Loss Control Facilities Management

Board of County Commissioners

Tuesday, April 08, 2008 Meeting - Follow-Up Memo

Item 12 Approval to Implement a Comprehensive Leon County Wellness Program
(Human Resources - Lillian Bennett)

- Lillian Bennett, Human Resources Director, provided detailed information on the Program.
- **Commissioner Thaell moved, seconded by Commissioner Rackleff, to approve Option #1: Approve the development of a comprehensive County Wellness Program and provide funding in the amount of $25,000 in the FY 08/09 budget.**
- Commissioner Desloge asked if an amendment to the motion could be made to include the County would provide showers and lockers in the workplace.
- County Administrator Alam stated that staff will bring back a budget discussion agenda item to address the showers and locker rooms.

The motion passed 6-0, with Commissioner DePuy out of Chambers.

Staff: OMB – Alan Rosenzweig

Board of County Commissioners

Tuesday, May 27, 2008 Meeting - Follow-Up Memo

Item 22 Acceptance of the Greenhouse Gas Emissions Business as Usual Forecast and Adoption of the Reduction Target for Leon County Government Operations
(Management Services/Facilities Management - Alan Rosenzweig/Kim Dressel/Tom Brantley)

- Vincent Long, Deputy County Administrator, gave a brief overview of the International Council for Local Environmental Initiatives (ICLEI) conference and stated that Leon County is way ahead of many municipalities. He added that the Board approved participation in the Cities for Climate Protection (CCP) Campaign and, as part of the County's participation in the campaign, the County committed to achieving the five CCP Milestones:

  1. Inventory its GHG emission levels; March 11, 2008 meeting, the Board accepted the Greenhouse Gas Inventory Report for Leon County Government Operations
  2. Set a reduction target; Staff recommends two target reductions:
     - 10-Year Target - A reduction target of 20% from the FY 2006/07 baseline GHG emission level by September 30, 2017, which is the end of the initial 10-year target period; and
     - 2050 Target – A reduction target of 80% from the FY 2006/2007 baseline GHG emission level by September 30, 2050.
  3. Develop a Local Action Plan;
  4. Implement the Local Action Plan; and
  5. Monitor the progress and report results.

- Commissioner Rackleff asked how many employees walk, cycle, or bus to work, and added that it's an issue to address. He recommended that the County consider the provision of sidewalks and bus service in future construction projects.
- Speaker: Rebecca Sager, representing the League of Women Voters, stated that the group supports staff recommendation and the League continues to study the development of sustainable communities.
- Commissioner Desloge advocates for employees walking or cycling to work and suggests looking into constructing a shower facility. In addition, he asked about future costs.
  - Ms. Dressel stated that there will be costs for retrofitting, thermostats, etc. but spending will be in proportion to cost savings.

- Commissioner Thaell stated that the local action plan is almost complete and will meet ICLEI milestones #3 and #4.
- **Commissioner Thaell moved, seconded by Commissioner Rackleff, to approve Options #1 and #2:**
  1. **Accept the 10-year "business as usual" forecast of greenhouse gas emissions from Leon County government operations, from the base line year of FY 2006/2007 to the target year FY 2016/2017.**
  2. **Commit to reduce greenhouse gas emissions from Leon County government operations as follows: (1) by 20% by the end of FY 2016/2017, in comparison with the base year of FY 2006/2007; and (2) by 80% by the end of FY 2049/2050, in comparison with the base year of FY 2006/2007.**

The motion passed 6-0, with Commissioner Proctor out of Chambers.

Staff: Management Services/Facilities – Alan Rosenzweig/Kim Dressel/Tom Brantley

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator Kim Dressel, Management Services Director
Subject:	Reuse of the Tharpe Street Facility for Records Storage and Other Long-Term Facility Needs

Statement of Issue:
This Budget Discussion Item seeks Board approval to reuse the Tharpe Street facility to meet the County's long-term records storage and other long-term facility needs.

Background:
On January 23, 2007, the Board authorized staff to issue an Invitation to Bid for the purchase and sale of County-owned property located at 3401 W. Tharpe Street (Tharpe Street facility), the prior location of Growth and Environmental Management. In addition to its normal notification process, the Purchasing Division placed a listing with CoStar.com, a subscription real estate internet service used by commercial Realtors. Bidding was extended through July, and the County received no bids.

Subsequent to the issuance of the Invitation to Bid, and prior to the closing date, the Leon County School Board contacted staff and expressed an interest in the Tharpe Street facility, however acceptable terms were not reached. Additionally, at about the same time, Florida laws were enacted that made the Counties financially responsible for providing facilities for the Regional Conflict Counsels, and the Tharpe Street facility was evaluated and determined to be a feasible location. The Regional Conflict Counsel, however, leased alternative space through one-time State-funding, and the legality of this unfunded mandate is being challenged.

The need for additional records storage area has been a recurring issue for the County, but focus on the issue was heightened with the preparation of the FY 08/09 budget at the start of this calendar year. The Public Defender, Supervisor of Elections and County offices requested additional storage capacity (the County is responsible for providing facilities to Article V entities and County Officers).

In order to gain a broad view of the issue, staff surveyed offices to identify the quantity of records stored off-site in rented facilities, and the quantity of records stored within office areas that would more efficiently be stored off-site. Based on that analysis and other considerations, staff is recommending the reuse of the Tharpe Street facility to meet the County's long-term records storage needs.

Analysis:

The County currently needs to accommodate approximately 21,578 records storage cartons and bulk storage of 4,696 square feet (SF). The Facilities warehouse provides storage for approximately 5,832 records storage cartons. This leaves approximately 15,746 cartons and 4,696 SF of bulk storage to be accommodated elsewhere, either through the use of rented space or by retaining records within office areas (which would be more cost effective stored off-site in less expensive space). Additionally, records storage needs are increasing by approximately 3% per year (a 7% increase in new records, with 4% of the existing records being purged).

Combined, the County is spending approximately $72,050 per year to rent storage area.

Storage Demand Summary				
Use/Location	**Entity**	**Annual Cost**	**Square Feet**	**Cartons**
A. Off-Site:				
1. Archive	Clerk of Courts	$19,114	6,000	8,700
2. Archive	Public Defender	$1,440	300	720
3. Archive (at State Archives)	Clerk of Courts	$2,268		756
4. Archive (off site security)	MIS	$126		42
5. Archive (at State Archives)	Public Defender	$1,905		635
6. Archive (at State Archives)	State Attorney	$4,305		1,435
7. Material	Supervisor of Elections	$21,892	2,054	0
8. Miscellaneous (Surplus, Furniture)	Facilities Mgmt.	$21,000	6,000	0
SUBTOTAL		$72,050	14,354	12,288
B. Storage within Offices:				
1. Archive (within office area)	Multiple Entities			3,458
C. Stored at Facilities Mgmt.'s Warehouse:				
1. Archive (at Facilities)	Multiple Entities			5,832
GRAND TOTAL		**$72,050**	**14,354**	**21,578**

Staff estimates it can ready the Tharpe Street facility to meet the County's long-term storage needs for a one-time cost of $190,000 and annual operating costs of approximately $33,000 ($39,050 less than current rent costs), which equates to a simple pay back period of 4.9 years. The one-time estimated costs include: shelving - $98,358; installation of shelving for the Clerk and Supervisor of Elections - $9,962; a lift for the Clerk's area - $6,500; a used forklift for the Supervisor of Elections' area - $15,000; fire suppression system - $19,280; lighting - $5,500; and doors, locks and minor construction - $35,400. Funding for these anticipated costs is included in the proposed FY 08/09 budget.

The Tharpe Street facility contains approximately 25,258 SF of space (of which approximately 6,994 SF is warehouse area), and 1.6 acres of land. Its most recently appraised value was $1,290,000

(based on the average of two appraisals), or approximately $51.07 per SF. The appraised value is far below the anticipated cost to duplicate the space. The national average cost for warehouse construction is $96.50 per SF for a building in the 10,000 SF range, which equates to $2,437,397 for the 25,258 SF Tharpe Street facility. The cost for site development, for new construction, is $150,000 per acre, which equates to $240,000 for the 1.6 Tharpe Street facility site. The total replacement cost estimate, excluding the land value, is $2,677,397 or $106.00 per SF. Staff estimates less than three-fourths of the space will be utilized for storage in the near term, which leaves additional office area to meet future needs, at a lower cost than the County is likely to find elsewhere.

Options:

1. Direct staff to reuse the Tharpe Street facility as described in this Budget Discussion Item through the inclusion of a one-time $190,000 CIP with an anticipated pay-back of less than 5 years through lease savings.
2. Do not direct staff to reuse the Tharpe Street facility as described in this Budget Discussion Item through the inclusion of a one-time $190,000 CIP with an anticipated pay-back of less than 5 years through lease savings.
3. Board Direction.

Recommendation:
Option #1 is included in the tentative budget.

PA/AR/KD

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 1, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Lillian Bennett, Human Resources Director LB Alan Rosenzweig, Assistant County Administrator AR
Subject:	Acceptance of the Status Report on the Voluntary Separation Incentive Program

Statement of Issue:

This agenda item requests Board acceptance of a status report on the Voluntary Separation Incentive Program (VSIP).

Background:

At the March 11, 2008 Fiscal Year 2009 Budget Workshop, staff recommended, and the Board approved, a Voluntary Separation Incentive Program (VSIP) (Attachment #1). The primary objective of the VSIP was to create additional vacant positions (FTE's) throughout the organization that could eventually be eliminated to assist with reductions required in the FY 2008/09 budget. At the April 8, 2008 Board meeting, staff presented a status report on the Voluntary Separation Incentive Program (VSIP) which included the number of applications received by Division and the estimated cost impact and recurring savings of the twenty-eight (28) employees who submitted applications were approved to leave employment under the VSIP (Attachment #2).

Analysis:

Human Resources received twenty eight (28) applications from employees who expressed an interest in being considered for the VSIP program. This represented approximately 22% of the total 129 eligible employees. Of the 28 applications received, 19 employees were approved to receive VSIP Agreements. Twelve (12) employees or sixty-three percent (63%) of the approved employees have accepted the VSIP offer and agreements have been signed and executed.

Table #1 reflects the total applications received and employees executing agreements in the following Divisions:

Table #1
Number of Applications Received/Agreements Executed

Division	Number of Applications	Number of Employees Executing Agreements
Tourist Development	1	
Human Resources	1	
GEM-Building Inspection	2	
GEM-Development Services	1	1
Public Works-Engineering	3	1
Public Works-Fleet	2	
Public Works-Parks & Recreation	3	1
Public Works-Operations	3	2
Public Works-Solid Waste *	3	1
Management Services-Probation	1	
Management Services-Facilities	2	1
Public Services-Library	4	4
Public Services-Volunteers	1	
Public Services-Housing	1	1
Total	28	12

**Please note that one Agreement is still pending acceptance by employee.*

Fourteen positions were either not approved for participation in the VSIP or the employee declined further consideration for the program. One position is still pending acceptance by the employee with a deadline date of June 21, 2008. Employees participating in the VSIP will end employment with Leon County on or before September 30, 2008.

The following chart shows the cost impact and recurring savings of those employees who executed the VSIP agreements:

Table # 2
Estimated Cost Impact of VSIP (Board Only)

Categories of Employees Offered VSIP	Number of Employee Applications Received	Cost of Financial Incentive	County 50% Cost of Medical Insurance	Total Cost of VSIP	Recurring Savings of Salaries & Benefits
DROP end date in 2011-2013	2	$50,000	$11,463	$61,463	$108,959
DROP end date in 2009-2010	3	$75,000	$19,192	$94,192	$188,987
Re-employed Retirees	4	$90,522	$19,192	$109,714	$169,465
30+ years of service	2	$50,000	$17,623	$67,623	$110,021
25-29 years of service	1	$25,000	$7,729	$32,729	$52,283
20-24 years of service	0				
19 years of service	0				
Total	12	$290,522	$75,199	$365,721	$629,715

The cost of the VSIP program is estimated at $365,721, however, the recurring savings from salaries and benefits is estimated at $629,715. This savings has been shown as a reduction in the FY 2008/09 Tentative Budget. Board Resolutions will be given to employees in the VSIP program with ten (10) or more years of service with Leon County at the July 23, 2008 Board meeting.

Options:
1. Approve Status Report on the Voluntary Separation Incentive Program (VSIP)
2. Do Not Approve Status Report on the Voluntary Separation Incentive Program (VSIP)
3. Board Direction

Recommendation:
Option #1

Attachments:
1. March 11, 2008 Budget Discussion Item of Board Adoption of a Voluntary Separation Incentive Program (without attachments)
2. April 8, 2008 Agenda Item on Status Report on the Voluntary Separation Incentive Program (without attachments)

PA/LB/AC

Board of County Commissioners

Budget Discussion Item

Date of Meeting:	March 11, 2008
Date Submitted:	March 5, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Lillian Bennett, Human Resources Director
Subject:	Board Adoption of a Voluntary Separation Incentive Program & Approval of Revisions to Section XII-"Separations" of the Leon County Personnel Policies and Procedures Manual

Statement of Issue:

This agenda item requests Board adoption of a Voluntary Separation Incentive Program (VSIP) to eliminate or minimize the need for a reduction in workforce (Attachment #1) and approval of the revision to Section XII –"Separations" of the Leon County Personnel Policies and Procedures Manual to include a section on the Voluntary Separation Incentive Program (Attachment #2).

Background:

In anticipation of the various property tax reform proposals submitted during the 2007 legislative session, the Board proactively initiated a hiring and travel freeze on February 26, 2007 (Attachment #3). Only critical positions having a significant impact on the essential level of service to the citizens of Leon County have been filled. As a result of the hiring freeze, the County currently has eighty-seven (87) vacant positions representing approximately seventy-seven (77) FTE's. This translates into a recurring savings of approximately $3.4 million (Attachment #4).

At the November 27, 2007 meeting, in preparation for the possible passage of the referendum on property tax reform, the Board adopted revisions to Section XII of the Personnel Policies and Procedures Manual titled "Separations" (Attachment #5). This policy was updated to reflect current government and industry separation practices and allow the County flexibility to adapt to an ever changing environment. The revised separation policy is designed to assist the County in meeting the challenges that are encountered during periods of restructuring, budget reductions, legislative mandates and other matters that may impact the level of services provided.

Analysis:

On January 29, 2008, the citizens of the State of Florida passed Amendment #1 on Property Tax Reform. The resulting fiscal impact to the County in the FY 2008/09 budget is estimated at $12.8 million. In anticipation of the potential impacts of this reduction to County programs and services, as well as to the County's workforce, staff is proposing Board adoption of a Voluntary Separation Incentive Program (VSIP).

A Voluntary Separation Incentive Program is a management tool that organizations utilize to eliminate or minimize the necessity for a reduction in workforce. This type of program allows some flexibility in dealing with the impacts of budget reductions and changing staffing needs. Many employers throughout the country have implemented Voluntary Separation Incentive Programs. This is usually implemented when employers experience financial constraints and as a result need to reduce positions (FTE's) within the workforce. The VSIP program offers financial incentives to encourage employees to voluntarily leave employment through resignation or through retirement to *minimize involuntary reductions in workforce.*

The United States Office of Personnel Management offers a VSIP to its employees during periods of budget constraints and downsizing (Attachment #6). Other governmental entities that offer Voluntary Separation Incentive Programs include the State of Washington, Arizona, South Carolina and Colorado (Attachment #7). Historically, Counties in Florida have not utilized voluntary separation programs; however, with the magnitude of budget reductions that counties are now facing, a number of counties are considering such programs to eliminate or reduce the need for involuntary reductions in workforce (layoffs). Collier County adopted their Voluntary Separation Program on January 29, 2008 and Martin County on February 25, 2008 (Attachment #8).

Leon County Voluntary Separation Incentive Program (VSIP) (Attachment #1)
The primary objective of the Leon County Voluntary Separation Incentive Program is to create additional vacant positions (FTE's) throughout the organization that can eventually be eliminated to *assist in meeting the estimated $12.8 million needed in budget reductions.* The VSIP can accomplish this objective by providing incentives for employees to voluntarily terminate employment through resignation or retirement. The VSIP also facilitates redeployment and reorganization of employees by filling critical vacant positions with employees from positions where programs and services may face budget reductions.

The VSIP program is totally voluntary for employees. Approval by the County will be dependent upon the strategic, financial and organizational needs of the department, division and that of the County as a whole. The VSIP program will be used at the discretion of the County and is not an employee entitlement. The ultimate goal of the program is the elimination of a position (FTE) through the approval of a VSIP, thereby eliminating or minimizing involuntary reductions in workforce. For a separation agreement to be approved, the Division Director must identify a

position to be permanently eliminated. In eliminating a position, either the position occupied by the requesting employee or another position of equal FTE will have to be eliminated.

Staff reviewed and considered various eligibility and incentive payment options. A summary of those options and cost impacts are included in Attachment #9. Staff is recommending option #4, as contained in attachment #9, which is outlined below:

Eligibility:
The VSIP program will be offered to Board and Constitutional Office employees with the following eligibility criteria:

- Deferred Retirement Option Program (DROP) participants with mandatory service end dates beginning October 1, 2009 through the end of September 2013 or;
- Rehired Florida Retirement System (FRS) Retirees (Employees receiving an FRS pension benefit and rehired by Leon County) or;
- Employees with twenty (20) or more years of Florida Retirement System (FRS) service as of September 30, 2008 which includes a minimum of ten (10) years of Leon County service. Excluded employees include employees in grant funded positions, and DROP participants with mandatory service end dates in the 2007/08 and 2008/09 fiscal years.

Financial Incentive:
Employees who are approved for the VSIP program and voluntarily resign will receive the following incentive payment:

- An amount equal to 6 months (1040 hours) of their current annual base salary or $25,000; whichever is greater.
- Assistance with the cost of health insurance. Leon County will pay the cost of 50% of the employee's current medical insurance coverage for up to 18 months as a retiree or through COBRA contingent upon the employee continuing to make the remaining 50% premium contribution..

If all eligible employees are approved for the VSIP program, staff estimates that 131 employees could potentially be impacted at an estimated cost of $4.9 million. This cost assumes that all employees eligible for the program are approved. However, for example, if only 30% of the 131 eligible employees are approved for the program, the result would be a reduction of 39 additional positions (FTE's).

Table #1 below provides a summary of the estimated number of Board employees who will be offered the VSIP and the estimated cost of implementing the VSIP.

Table #1
Estimated Cost Impact of VSIP (Board Only)

Employees Offered VSIP FRS Service	Number of Employees	Cost of Financial Incentive	County 50% Cost of COBRA Medical Insurance	Total Cost
DROP end date in 2011-2013	16	$491,390	$110,290	$601,680
DROP end date in 2009-2010	6	$151,475	$40,550	$192,025
Re-employed Retirees	8	$190,522	$40,550	$231,072
30+ years of service	13	$443,086	$102,512	$545,598
25-29 years of service	28	$811,176	$220,667	$1,032,843
20-24 years of service	50	$1,408,734	$326,715	$1,735,449
19 years of service	10	$439,384	$70,830	$510,214
Total	131	$3,935,767	$912,114	$4,847,881

Educational Meetings:

Upon Board approval of the VSIP program, Human Resources staff will conduct educational sessions with the eligible employees to explain the program. Additionally, representatives from the Florida Retirement System (FRS) and Ernst and Young will conduct group educational sessions with employees on understanding the retirement options available under FRS, including whether or not to exercise the employees 2nd election for either the Defined Benefit Plan (Pension Plan) or the Defined Contribution Plan (Investment Plan).

Ernst & Young is the accounting firm contracted by FRS to offer unbiased education to employees on their retirement benefits and planning for their financial future. Ernst and Young does not request commissions or sell any products to the employee. Any eligible employee, who applies to be considered for the VSIP program, may contact a certified financial planner through the Financial Guidance Line to develop a financial plan. Once the financial plan has been completed, the employee may meet face to face with a certified financial planner with Ernst & Young to discuss their own personal financial situation. The cost to meet with a certified financial planner on an individual basis is $200 per hour. Leon County will pay the cost up to $200 per employee for an estimated cost of $28,000 assuming all eligible Board employees apply for the VSIP program.

Timelines

The following outlines the estimated timelines for implementation and conclusion of the VSIP program:

- VSIP program offered to eligible employees starting March 12, 2008.
- Applications submitted to Human Resources by March 31, 2008.
- FRS Educational Workshops held on March 25, 31 and April 1.

- Ernst and Young individual financial planning meetings with eligible employees.
- The County Administration will appoint an Executive Leadership Team that will approve or deny applications by April 9, 2008.
- Written Agreements sent to approved employees by April 16, 2008.
- Employees sign and return written agreements no later than June 2, 2008 (45 days)
    - (Federal Age Discrimination in Employment Act (ADEA) regulations require 45 days for employee to accept or reject offer)
- Employees have 7 days after signing the Agreement to revoke (June 9, 2008).
- Voluntary resignation followed by VSIP Payout on the pay period following the date of separation.
- Separations must occur no later than September 30, 2008.

Options:

1. Adopt the Voluntary Separation Incentive Program for Board and Constitutional Office employees and the revisions to Section XII-"Separations" of the Leon County Personnel Policies and Procedures Manual.
2. Approve the $200 per employee cost of the individual Ernst and Young financial planning meetings at an estimated Board employee cost of $28,000 from the general fund contingency account.
3. Do not adopt the Voluntary Separation Incentive Program for Board and Constitutional Office employees and the revisions to Section XII-"Separations" of the Leon County Personnel Policies and Procedures Manual.
4. Board Direction

Recommendation:

Options #1 and #2.

Attachments:

1. Draft Leon County Voluntary Separation Incentive Program Description
2. Draft Revision to Section XII-"Separations" of the Leon County Personnel Policies and Procedures Manual
3. Memo from County Administrator Announcing Hiring and Travel Freeze
4. Estimated Cost Saving of Salaries and Benefits of Frozen Positions
5. Agenda Item dated November 27, 2008 Adoption of Revisions to Section XII – Leon County Personnel Policies and Procedures Manual – "Separation" Policy
6. United States Office of Personnel Management Guide to Voluntary Separation Incentive Payments
7. States that have implemented Voluntary Separation Programs
8. Collier and Martin County Voluntary Separation Programs
9. Summary of Cost of VSIP options

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP) DESCRIPTION

Purpose

The primary purpose of the VSIP is to enable the County to achieve budget reductions through voluntary separations of employees in order to avoid or minimize the need for a reduction in force. The program has been developed to provide an incentive to employees who are interested in voluntarily leaving their positions. The results of implementing a VSIP is to reduce cost and eliminate positions or reduce FTE's; filling vacant positions at a lower cost, or to facilitate redeployment and reorganization by filling positions with another employee who may be facing the elimination of his/her position. The VSIP is used at the County's discretion and is not an employee entitlement.

Summary

Once an employee is offered the opportunity to participate, the employee may voluntarily initiate a request for consideration for the Voluntary Separation Agreement. Approval by the County will be dependent upon the strategic, financial and organizational need of the department, division and that of Leon County as a whole. For a separation agreement to be approved, the Division Director must identify a position to be permanently eliminated. In eliminating a position, either the position occupied by the requesting employee or another position of equal FTE will have to be eliminated.

Recommendations to approve voluntary separation applications will be made by the Division Director, Group Director, Deputy County Administrator, Assistant County Administrator, Human Resources Director, with final approval by the County Administrator.

Re-employment

Employees who leave the County under the terms of the Voluntary Separation Program may not be re-employed for a period of 12 months following the ending of their employment under the Voluntary Separation Incentive Program. Employees who have separated under this program, may apply for positions for which they are qualified just as any other applicant. Return to employment will be at the sole discretion of the County.

Estimated Schedule

The program implementation will begin on March 12, 2008.
Applications will need to be submitted to Human Resources by March 31, 2008.
FRS Educational Workshops held on March 25, 31 and April 1.
FRS Ernst & Young individual financial planning meetings with interested eligible employees.

Executive Leadership Team approval or denial of applications by April 9th
Written Agreements sent to approved employees by April 16, 2008
Employees sign and return written agreements no later than June 2, 2008 (45 days)
Employees have 7 days after signing Agreement to revoke (June 9, 2008)
Separations may occur immediately or no later than September 30, 2008.
Lump Sum payments occur the pay period following the employee's date of separation.

Eligibility

The VSIP program will be offered to regular full time or part time employees of the Board and Constitutional Office with the following eligibility criteria:

- Deferred Retirement Option Program (DROP) participants with mandatory service end dates beginning October 1, 2009 through the end of September 2013 or;
- Rehired Florida Retirement System (FRS) Retirees (Employees receiving an FRS pension benefit and rehired by Leon County) or;
- Employees with twenty (20) or more years of Florida Retirement System (FRS) service as of September 30, 2008 which includes a minimum of ten (10) years of Leon County service.
- Excluded employees include employee in grant funded positions, and DROP participants with mandatory service end dates in the 2007/08 and 2008/09 fiscal years.

Payment Incentives under the VSIP

Employees who are approved for the VSIP program and voluntarily resign will receive the following incentive payment:

- An amount equal to 6 months (1040 hours) of their current annual base salary or $25,000; whichever is greater.
- Assistance with the cost of health insurance. The County will pay the cost of 50% of the employee's current medical insurance coverage for up to 18 months, as a retiree or through COBRA contingent upon the employee continuing to make the remaining 50% premium contribution.

Overtime payments, extra assignments, and other forms of hourly premiums will not be taken into account in calculating the payment incentive. Payments to part time employees will be prorated based on FTE. Payments to employees in GIS, Cooperative Extension and Planning will be prorated in direct proportion to Leon County funding.

Selection Criteria

The separation must help the division or program area achieve its strategic, budgetary and organizational needs. The County may approve those VSIP applications that provide the least amount of disruption to government services.
Departments and Divisions should consider and address:

- Retention of adequate levels of skilled workers in needed occupations and locations.
- Retention of employees in positions with skills that are key to achieving the Divisions mission, goals and priorities.
- Potential disruption due to overall loss of experienced workers.

Approval by the County will be dependent upon the strategic and organizational needs of the Department, Division and that of Leon County as a whole. For a separation agreement to be approved, the Division Director must identify a position to be permanently eliminated. In eliminating a position, either the position occupied by the requesting employee or another position of equal FTE will have to be eliminated.

Applying for a Voluntary Separation Agreement

Participation by employees is voluntary. Employees should consider their situation carefully. If an employee has been thinking of leaving their position for other opportunities, or preparing for retirement, a voluntary separation agreement may be appropriate. Employees must inform their Division Directors of their decision to apply to participate in the Program. Employees should contact Human Resources for the Application Form. Individual communications about an employees' possible voluntary separation will be shared only on a need-to-know basis.

Provisions

Payment will be made in a lump sum. All dollars received are considered wages and are subject to Federal and Social Security taxes.

The terms and conditions of separation will become effective for an employee only if he/she is approved for voluntary separation under this program and:
1. The County during its process of budgeting offers the requested separation agreement;
2. Both Leon County and the employee enter into a formal agreement signed and executed by the both.

The County will review and approve or disapprove voluntary separation applications as soon as feasible following receipt of a complete and timely filed application. The County reserves the right to reject applications in cases of ineligibility or in the exercise of its sole discretion in light of program, division and organizational goals. Leon County may also defer action on applications until a later date pending assessment of progress of

goals. If the County defers action on an application and later offers the applicant an opportunity to participate in the program, the employee is not obligated to accept the offer at that time.

The County will consider and approve requests as soon after receipt as is reasonably possible. Applications for voluntary separation must be received by Human Resources by March 31, 2008.

Individuals offered a VSIP incentive will be given sufficient time to make a decision. Employees choosing to accept a VSIP will sign an Agreement indicating their decision to participate is voluntary. In accordance with the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, an employee will have up to a 45 day period following a formal offer of a separation agreement to consider signing it. During this period of time the employee will be advised to consult with his/her attorney and persons providing tax advice. After signing the Agreement, the employee may revoke his/her decision to accept the terms and conditions of the Agreement by submitting a written request to the Director of Human Resources, no later than 7 calendar days after the date upon which the employee signed the Agreement. The County cannot give tax advice, so employees should consult with their own tax advisors about tax consequences of the payment.

Employees will need to submit a written notice of resignation with their signed Agreement.

Upon termination of employment, the employee will be paid for any used annual leave, compensatory leave as well as 25% of the balance of their sick leave. Employees will be eligible to continue their medical insurance through COBRA or as a retiree. The County will pay for 50% of the cost of coverage for up to 18 months. Any monies owed to Leon County will be deducted from the separation payment.

Approval or denial of applications for the VSIP will be at the sole discretion of the County. All decisions made by employees to resign under this program are voluntary and are not considered grievable and will not be subject to appeal.

The VSP will be administered solely by Leon County. The County will have the final right to interpret its terms. Leon County may amend or terminate the Program but not adversely impact a staff member who has been approved under a written agreement.

VSIP Implementation Team

A Voluntary Separation Implementation Team has been established to provide technical advice and assistance to managers, directors and employees. The team is also responsible for tracking the status of and managing the process of approval or denial of applications. The team members are:

Lillian Bennett, Director of Human Resources; Amy Cox, Human Resources Manager; Clarence Moore, Employee Relations Manager

BOARD OF COUNTY COMMISSIONERS
MEMORANDUM

DATE: March 10, 2008

TO: The Honorable Chairman and Members of the Board

THRU: Parwez Alam, County Administrator

FROM: Lillian Bennett, Director Human Resources
Alan Rosenzweig, Assistant County Administrator

SUBJECT: Additional Information for March 11, 2008 Workshop

Item #2: Voluntary Separation Program

The following is an update to Table #1, page 4 of the Voluntary Separation item. The last column "Recurring Savings of Salaries and Benefits" is additional information. As reflected in the table, if all eligible employees participated in the program, the annualized savings would be $9,154,621.

Revised
Table #1
Estimated Cost Impact of VSIP (Board Only)

Employees Offered VSIP FRS Service	Number of Employees	Cost of Financial Incentive	County 50% Cost of COBRA Medical Insurance	Total Cost of VSIP	Recurring Savings of Salaries & Benefits
DROP end date in 2011-2013	16	$491,390	$110,290	$601,680	$1,288,258
DROP end date in 2009-2010	6	$151,475	$40,550	$192,025	$368,799
Re-employed Retirees	8	$190,522	$40,550	$231,072	$359,375
30+ years of service	13	$443,086	$102,512	$545,598	$1,087,393
25-29 years of service	28	$811,176	$220,667	$1,031,843	$2,029,167
20-24 years of service	50	$1,408,734	$326,715	$1,735,449	$3,389,417
19 years of service	10	$277,992	$70,830	$348,822	$632,212
Total	131	$3,774,375	$912,114	$4,686,489[1]	$9,154,621

[1] *Total VSIP cost has been adjusted. Should be $4.7 million instead of $4.9 million.*

Back Print

Attachment # 2
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Board of County Commissioners
Agenda Request 13

Date of Meeting: April 8, 2008
Date Submitted: April 2, 2008

To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Lillian Bennett, Human Resources Director
Subject: Acceptance of the Status Report on the Voluntary Separation Incentive Program

Statement of Issue:
This agenda item requests Board acceptance of a status report on the Voluntary Separation Incentive Program (VSIP).

Background:
At the March 11, 2008 Fiscal Year 2009 Budget Workshop, staff recommended, and the Board approved, a Voluntary Separation Incentive Program (VSIP) (Attachment #1). In addition, staff provided a revised Table #1 of eligible employees, VSIP costs and recurring savings of salaries and benefits (Attachment #2).

The primary objective of the VSIP is to create additional vacant positions (FTE's) throughout the organization that can eventually be eliminated to assist in meeting the estimated $12.8 million needed in budget reductions. The VSIP could potentially accomplish this by providing incentives for employees to voluntarily terminate employment through resignation or retirement. The VSIP could also facilitate redeployment and reorganization of employees by filling critical vacant positions with employees from positions where programs and services may face budget reductions.

Analysis:

On March 17, 2008, Human Resources sent an announcement to all eligible employees providing information on the VSIP program, and invited them to attend educational sessions on March 19, 20, and 21. At the educational sessions, Human Resources staff explained the provisions of the program, answered any questions employees had, and provided available information on the Florida Retirement System (FRS) Financial Guidance Line, Ernst & Young Financial Planning Workbook, Pension Plan, Deferred Retirement Option Program (DROP), Investment Plan, and the opportunity to utilize the FRS 2nd Election option to change plans. Seventy-nine percent (79%) of all eligible employees attended. Attachment #3 provides a summary of attendance by Division. Additionally, staff contacted the representatives of the Constitutional Offices to determine the Offices' interest in offering the Program. At this time, only the Clerk of Courts and Supervisor of Elections showed interest in participating.

FRS/Ernst & Young will be on site on April 22, 23, and 24 to conduct group educational sessions with employees to assist in understanding the retirement options available under FRS, including whether or not to exercise the employees 2nd election for the Pension or Investment Plans, Financial Planning, Estate Planning, and Cash/Debt Management.

At this time, Human Resources has received 28 applications from employees who have expressed an interest in being considered for the program. This represents approximately 22% of the total 129 eligible employees. Applications have been received from employees in the following Divisions:

Table #1
Number of Applications Received

Division	Number of Applications
Tourist Development	1

Human Resources	1
GEM-Building Inspection	2
GEM-Development Services	1
Public Works-Engineering	3
Public Works-Fleet	2
Public Works-Parks & Recreation	3
Public Works-Operations	3
Public Works-Solid Waste	3
Management Services-Probation	1
Management Services-Facilities	2
Public Services-Library	4
Public Services-Volunteers	1
Public Services-Housing	1
Total	28

Attachment # 2
Page 2 of 4

Please note that applications have not been reviewed or approved for participation in VSIP.

Employees will be notified if their application is approved or not approved. Those approved will be sent a written Agreement/Release. Employees will have 45 days to review and submit the signed Agreement to Human Resources. Once the employee signs the Agreement/Release, the employee will have an additional 7 days to revoke the Agreement/Release. The employee must leave employment no later than September 30, 2008.

The following chart shows the cost impact and recurring savings if all of the employees who submitted applications are approved to leave employment under the VSIP.

Table #2
Estimated Cost Impact of VSIP (Board Only)

Categories of Employees Offered VSIP	Number of Employee Applications Received	Cost of Financial Incentive	County 50% Cost of Medical Insurance	Total Cost of VSIP	Recurring Savings of Salaries & Benefits
DROP end date in 2011-2013	5	$156,032	$32,821	$188,853	$406,135
DROP end date in 2009-2010	4	$100,000	$26,921	$126,921	$253,553
Re-employed Retirees	4	$90,522	$19,192	$109,714	$169,465
30+ years of service	3	$75,000	$21,357	$96,357	$149,118
25-29 years of service	3	$75,000	$15,197	$90,197	$150,875
20-24 years of service	8	$204,356	$60,003	$264,360	$485,347
19 years of service	1	$25,000	$3,734	$28,734	$56,266
Total	28	$725,910	$179,225	$905,136	$1,670,759

At the educational meetings, employees expressed concerns regarding the possibility of a reduction in force (layoff). Staff explained that further analysis and Board direction on the estimated impact of budget reductions to employees, if any, would be provided at the June 18-20, 2008 Budget Workshops.

Options:

1. Accept the status report on the Voluntary Separation Incentive Program.
2. Do not accept the status report on the Voluntary Separation Incentive Program.
3. Board Direction.

Attachment # 2
Page 3 of 4

Attachment # 2
Page 4 of 4

Recommendation:
Option #1.

Attachments:

1. March 11, 2008 Budget Discussion Item and Program Description of Board Adoption of a Voluntary Separation Incentive Program & Approval of Revisions to Section XII-"Separations" of the Leon County Personnel Policies and Procedures Manual (without attachments)
2. Revised Table #1-Additional Information for March 11, 2008 Workshop.
3. Eligible Employee Attendance at Educational Sessions by Division

Back Print

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Vincent S. Long, Deputy County Administrator Alan Rosenzweig, Assistant County Administrator Kim Dressel, Management Services Director
Subject:	Lake Jackson and Apalachee Parkway Branch Libraries

Statement of Issue: This Budget Discussion Item provides the alternative lease and construction options relating to the Lake Jackson and Apalachee Parkway branch libraries.

Background:
The FY 06/07 budget included funding for a new 12,000 square foot (SF) Lake Jackson Branch Library, to be located on County-owned land at the northwest corner of U.S. Highway 27 North and Perkins Road, and a new 12,000 SF Southeast Branch Library on County-owned property at Mahan Drive and Pedrick Road. However, as a preemptive action on the impending property tax reductions, the Board suspended these capital projects at the February 27, 2007 workshop on property tax reform measures. During the June 27, 2007 budget workshop, these projects were removed from the five-year Capital Improvement Plan (CIP) of County and Facilities Management construction budgets. This decision resulted in the libraries remaining at their current leased locations:

1. Lake Jackson Branch Library – 6,908 SF located in Huntington Oaks Shopping Center, at the intersection of Fred George Road and U.S. 27 North, as owned by Huntington Oaks, Inc. The County has leased this space for a branch library since 1991. Under the current lease terms, the County pays $10.50 per square foot per year ($72,534 per year), using a triple net lease arrangement (NNN). The current lease expires on August 31, 2008.

2. Apalachee Parkway Branch Library – 2,000 SF located in Cross Creek Shopping Center, at the intersection of Capital Circle and U.S. 27 South, as owned by Aronov Realty Management, Inc. The County has leased this space for a branch library since 1997. Under the current lease terms, the County pays $13.36 per square foot per year ($26,720 per year), NNN. The current lease expires on September 30, 2008.

At the June 10, 2008 meeting, an agenda item was brought to the Board seeking approval to negotiate a lease continuance for the existing building spaces for both of these branch libraries (Attachment #1). At the meeting, however, the Board directed staff to identify larger leased areas. In addition, as part of the various property tax options being presented, staff has included construction costs associated with developing the two stand alone branches.

Analysis:
The analysis section provides three alternatives (cost details are summarized in Attachment #2):

Alternative #1: Remain in the current leased space;
Alternative #2: Remain in leased space with Increased Area; and
Alternative #3: Construct stand alone branch libraries.

Alternative #1 – Remain in Current Leased Space (as-is alternative) – The Board expressed concerns about entering into a long-term, ten-year lease during its June 10, 2008, meeting. Costs are provided for a 5-year lease for the Lake Jackson branch (which includes a one-time early termination option at the end of year three), and a three-year lease for the Apalachee Parkway branch, with two one-year renewal options for a total of five years (Attachment #3). For comparative purposes, Attachment #2 provides 10-year cost information.

A. Lake Jackson Branch (current space) – A five year lease for 6,908 SF, with a one-time early termination option at the end of year three, with a penalty of six months of rental obligation (base rent plus pass through costs). First year total operating costs (base rent, CAM, and operating and maintenance (O&M)) are estimated to total $127,591.
B. Apalachee Parkway Branch (current space) – A three year lease for 2,000 SF. First year total operating costs are estimated to total $42,460.
C. Total, Both Branches - First year operating costs for Alternative #1, for both branches, are estimated to total $170,051.

Alternative #2 - Remain in Leased Space with Increased Area – The following options expand the branches into adjoining areas (cost impacts are summarized in Table 1).

A. Lake Jackson Branch (increased space) - A five-year lease that includes remaining in the currently leased space (6,908 SF) and taking occupancy of an adjacent space (3,100 SF) on August 1, 2009 (space not available until this time), for a total of 10,008 SF. First year cost increases, over the "as-is" alternative, follows below (Attachment #2 provides a detailed analysis and anticipates annual increases of 4%):
    a. Increased Lease Obligations and O&M Costs: $28,356
    b. Staffing (to support the increased space, convert one library information professional from part-time to full time effective August 1, 2009): $2,320
    c. The first year increased cost: $30,675.

B. Apalachee Parkway Branch Library (increased space) – A five-year lease that includes remaining in the currently leased space (2,000 SF) and taking occupancy of the adjacent space on October 1, 2008 (1,200 SF), for a total of 3,200 SF. First year cost increases, over the "as-is" alternative, follows below (Attachment #2 provides a detailed analysis and anticipates annual increases of 4%):
    a. Increased Lease Obligations and O&M Costs: $46,476
    b. Staffing (to support the increased space, 2.5 additional positions would be required): $69,478
    c. Total first year increased cost: $115,954.

The "stabilized costs" for these increased lease areas would not occur until year two of the leases, as noted in Table 1.

Table 1: Comparison of Existing Rental and Increased Rental Space Costs					
	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
Lake Jackson Branch Library					
Existing Rent Obligations and O&M	$127,591	$132,694	$138,002	$143,522	$149,263
Expanded Rent/Staff	$158,266	$199,322	$207,295	$215,586	$224,210
Total Increased Cost	$30,675	$66,628	$69,293	$72,064	$74,947
Apalachee Parkway Branch Library					
Existing Rent Obligations and O&M	$42,460	$43,821	$45,227	$46,678	$48,177
Expanded Rent/Staff	$158,414	$142,371	$147,510	$152,838	$158,362
Total Increased Cost	$115,954	$98,550	$102,283	$106,160	$110,185
Total, Both Branches					
Total Increased Costs (Both Branches)	$146,629	$165,178	$171,576	$178,224	$185,132
Note: Assumes the Lake Jackson branch begins to occupy and pay rent in the expanded space on August 1, 2009. The decreased cost between FY08/09 and FY09/10 in the Apalachee Branch is associated with one-time costs in FY08/09. For Lake Jackson, the FY08/09 one-time costs are off-set by a reduced amount of rent for the year due to the expanded space not being available until August 2009 or for one month of next fiscal year.					

Alternative #3 - Construction of New Lake Jackson and Southeast Branch Libraries (12,000 SF) – The following two alternatives are for the construction and operation of two 12,000 SF, stand-alone branch libraries, each LEED certified. Cost estimates consider that the County has been awarded a $500,000 grant for the Lake Jackson facility and the funds are available. The County will have to reapply for a state grant for the Southeast Branch; however, if the State funds are available there is a strong likelihood the County would receive funding. Services will increase at both locations in the following areas: larger material collections, increased number of public computers, additional programming and activities. Total estimated construction costs are summarized in Table 2.

A. Lake Jackson Branch - Staff projects the new stand alone Lake Jackson branch could open October, 2010. Given the timing of the lease term, the County would remain responsible for approximately 18-months of rental and operating costs obligations at Huntington Oaks Plaza subsequent to the opening of the new branch. However, in FY 2011/2012, when those obligations fully expire, ongoing operating costs for the new facility would be approximately $105,000 (assuming rental savings), which includes an additional 3.5 positions.
B. Southeast Branch – Staff projects the new stand alone Southeast branch could open in October, 2011. In FY 2011/2012, when fully operational, ongoing operating costs for the new facility would be approximately $230,000, which includes an additional 5.5 positions.

Table 2 – Total Estimated Construction Costs for Lake Jackson and Southeast Branches			
	Lake Jackson	Southeast	Total
Total Construction Costs (including site work, construction, soft costs, furnishings, data and communications, and LEED certification)	$5,760,000	$6,600,000	$12,360,000
Library Construction Grant	-$500,000	$0	-$500,000
Net Total	$5,260,000	$6,600,000	$11,860,000
Note: The cost difference is associated with anticipated phasing of Lake Jackson then the Southeast. Cost estimates are rounded.			

Options:
As reflected in the Property Tax budget discussion item, there are a number of options for the Board to consider in establishing funding for next fiscal year. The following summarizes the options related to the branch libraries:

Option 1 (4-3 millage vote): Remain in the existing space and enter into 5 year leases.

Option 2 (5-2 rolled-back millage vote): Fund the construction of Lake Jackson Branch Library over the next two fiscal years. Fund the expansion of the rental space of Apalachee next year and the construction of the Branch library over the following 3 years.

Option 3 (5-2 millagae vote; not tax increase for median value home): Fund the construction of Lake Jackson as part of next year's budget and Apalachee in the following year.

Recommendation:
Board Direction pending millage rate and property tax discussion.

Attachments:
1. June 10, 2008 Agenda Item
2. Summary of Lake Jackson and Parkway Branch Libraries' Lease and Construction Cost Estimates
3. Lease Proposals for Expanded Space Options

PA/VL/AR/KD/RB

Board of County Commissioners
Agenda Request

Date of Meeting:	June 10, 2008
Date Submitted:	June 4, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Vincent S. Long, Deputy County Administrator Alan Rosenzweig, Assistant County Administrator Kim Dressel, Management Services Director
Subject:	Approval of the Extension of the Lease Agreements for the Lake Jackson and Apalachee Parkway Branch Libraries

Statement of Issue:
This agenda item seeks Board approval of the continued leasing of store-front building space to facilitate the Lake Jackson and Apalachee Parkway Branch Libraries.

Background:
The County presently leases private store-front building space for two of its branch libraries at the following locations:

1. Lake Jackson Branch Library – 6,908 square feet located in Huntington Oaks Shopping Center, at the intersection of Fred George Road and U.S. 27 North, as owned by Huntington Oaks, Inc. The County has leased this space for a branch library facility since 1991. Under the current lease terms, the County pays $10.50 per square foot per year ($72,534 per year), using a triple net lease arrangement (NNN). The current lease expires on August 31, 2008.

2. Apalachee Parkway Branch Library – 2,000 square feet located in Cross Creek Shopping Center, at the intersection of Capital Circle and U.S. 27 South, as owned by Aronov Realty Management, Inc. The County has leased this space for a branch library facility since 1997. Under the current lease terms, the County pays $13.36 per square foot per year ($26,720 per year), NNN. The current lease expires on September 30, 2008.

Each of these branch libraries were previously programmed into the County's Capital Improvement Program (CIP) for replacement by newly constructed branch library facilities. However, these capital projects were suspended by the Board on February 27, 2007, at a workshop on property tax reform measures. Subsequent to these actions, these projects have since been removed from the five-year CIP of County and Facilities Management construction budgets.

Operating funds to continue leasing of these private store-front spaces are included in the proposed FY 2009 budget, but do not include any increases in rent or "common area maintenance expenses" (CAM) from FY 2008 expenditure levels, or any inflationary increases for FY 2010 and beyond.

Analysis:

A customary "triple net (NNN)" lease arrangement, entered into with a commercial landlord, involves the tenant accepting full responsibilities for three areas of expenses: 1) Utilities; 2) Janitorial; and 3) Maintenance and Repairs. Under this approach, the landlord remains responsible for the building itself (consisting of foundation/floors, sidewalls and roof), and the related site amenities, but then the landlord can also recover certain shared expense items as borne by all of the tenants (parking lots, walkways, landscaping and irrigation systems).

CAM is the shared expense of maintenance responsibilities between the landlord and the tenant. Under this arrangement, the landlord's cost to maintain these shared common areas, is apportioned among the total population of tenancies who also use and enjoy the benefits of improvements. But CAM would not apply in the instance of an owner's need to insure safety, landlord code compliance, facility updates, or renewal and replacement of the building core.

Staff has met with each of the designated property representatives in an attempt to negotiate a suitable set of lease conditions and corresponding rental rates for maintaining these facilities in their current locations. It is noted that in both of these pre-existing lease agreements, the HVAC items were previously assigned as County maintenance responsibilities, along with further repairing and replacing these systems if it ever became necessary. During staff negotiations, the concept of transferring these responsibilities back to the landlord/owner was discussed. The staff has since negotiated the owner's acceptance of payment responsibility for major repairs, particularly those exceeding $300, and also the renewal and replacement responsibilities. However, the County would remain responsible for routine maintenance (changing filters, cleaning coils, etc.), at the lesser level of repair costs, or those under $300. The specific terms of the proposed leases, as negotiated by staff, appears in Attachments #1, #2 and #3 and are further summarized as follows:

Lake Jackson Branch Library (6,908 sf) – (Attachment #1):

Ten-year lease term with following lease rates:

1. $10.50 psf NNN (Years 1-3); and
2. +4% annual increases (Years 4-10).
3. Additionally, the owner will give the County a one time early termination option at the end of year seven, with a penalty of six months of rental obligation (base rent plus pass through costs) (Attachment #2).

OR

Five-year lease term with following lease rates:

1. $11.00 psf NNN (Year 1); and
2. +4% annual increases (Years 2-5).

Apalachee Parkway Branch Library (2,000 sf) – (Attachment #3):

Five-year lease term with following lease rates:

1. $13.76 psf NNN (Year 1); and
2. +3% annual increases (Years 2-5).

The following two lease options are proposed for the Board's consideration (cost details are summarized in Attachment #4):

Option 1: A five year lease for the Lake Jackson Branch and a five year lease for the Apalachee Parkway Branch.

- Years 1 – 5: The total estimated cost for this option in FY 09 is $129,041 and is estimated to total $693,243 for the five year lease term for both branch libraries.

Option 2: A ten year lease for the Lake Jackson Branch and a five year lease for the Apalachee Parkway Branch.

- Years 1 – 5: The total estimated cost for this option in FY 09 is $125,587 and is estimated to cost $653,158 over the next five years for both branch libraries (there will remain an additional five-year commitment for the Lake Jackson Branch).
- Years 6 – 10: The estimated rental obligation for the Lake Jackson Branch is $473,815 for year one through year five; $560,476 for year six through year ten; and $1,034,291 for the full ten years.
- Early Termination Option: The broker for the property advises the owner is willing to give the County a one time early termination option that may be exercised at the end of year seven. If the option is properly exercised at the end of year seven, the County would be responsible for six months of rental obligation (base rent plus pass through costs), which are estimated to total $55,971. If the County seeks to terminate the lease at any other time, it would remain responsible for the full ten-year rental obligation.

There is a difference of $3,454 between Option 1 and Option 2 in FY 09 and a difference of $40,085 over the next five years, not considering the remaining five years of the Lake Jackson lease.

Staff recommends the renewal of these leases for a five-year term for both branch libraries. The recommended five-year term will give the Board greater flexibility to reevaluate the library system in subsequent years. Exercising the seven-year early termination obligation would result in expenses ($55,971) that exceed the five year difference in lease options ($40,085).

The appropriate funding for these leases will be included in the FY 09 budget.

Options:

1. Direct staff to negotiate a five-year lease renewal for the Lake Jackson Branch Library and a five-year lease renewal for the Apalachee Parkway Branch Library, in a form approved by the County Attorney, and authorize the County Administrator to execute the leases and all necessary documents.
2. Direct staff to negotiate a ten-year lease renewal for the Lake Jackson Branch Library and a five-year lease renewal for the Apalachee Parkway Branch Library, in a form approved by the County Attorney, and authorize the County Administrator to execute the leases and all necessary documents.
3. Do not direct staff to negotiate a lease renewal for the Lake Jackson Branch Library and Apalachee Parkway Branch Library.
4. Board direction.

Recommendation:
Option #1

Attachments:
1. Proposal for Lake Jackson Branch Library
2. Lake Jackson Early Termination Provision
3. Proposal for Apalachee Parkway Branch Library
4. Anticipated Five Year Lease Costs

TALCOR Commercial Real Estate Services, Inc.

March 11, 2008

Mr. Tom Brantley & Ms. Helen Moeller
Director of Facilities Management & Construction
Leon County
1907 South Monroe Street
Tallahassee, Fl 32301

RE: Leon County Library
Lake Jackson Branch
3840-302 North Monroe Street
Tallahassee, Florida 32303

Dear Tom & Helen:

Thank you for the opportunity to discuss different options for renewing the lease at Huntington Oaks Shopping Center.

Current Space:	6908 Square Feet
Current Expiration:	August 31, 2008
Current Rate:	$10.50/SF NNN

Proposal to Extend the Term:

1st Option: Ten (10) Years
Years 1-3 @ $10.50/SF NNN
Years 4-10 with 4% annual increases

2nd Option: Five (5) Years @ $11.00/SF NNN with 4% annual increases

Once the terms are agreed upon, we will prepare a Lease Amendment for review and execution.

Yours truly,

E. Edward Murray, Jr., CCIM
President

F:\users\Ed\Documents\brantley-library-huntington oaks 3.08.doc

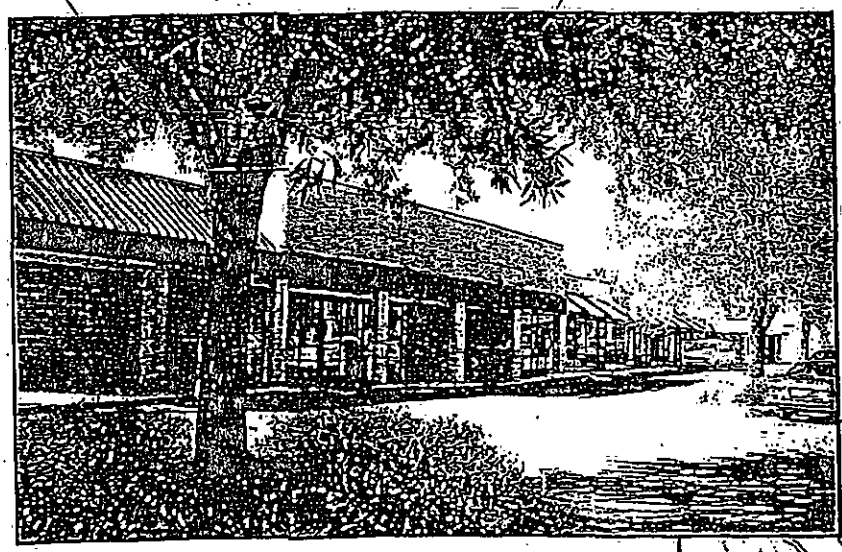
Monticello Square / 1018 Thomasville Road, Suite 200A / Tallahassee, FL 32303 / (850) 224-2300 / FAX (850) 425-1114

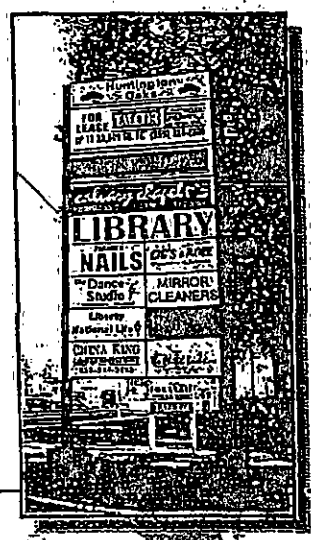
HUNTINGTON OAKS PLAZA

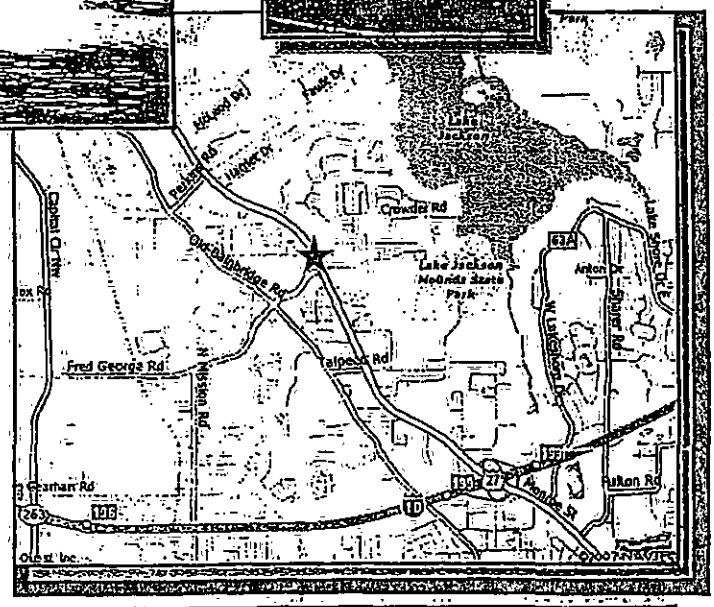
3840 NORTH MONROE ST
TALLAHASSEE, FLORIDA

RETAIL

FOR LEASE







DEMOGRAPHICS

	1 MILE	3 MILE	5 MILE
Population	5,303	35,876	100,371
Avg. Income	$68,292	$61,402	$51,596
Med. Income	$53,737	$49,869	$33,611

SPACE AVAILABLE

Unit	Sq Ft	Price
100	918	$12/SF NNN
101	900	$12/SF NNN
200	9,000	$10/SF NNN
300	29,000	$ 8/SF NNN

TRAFFIC COUNT

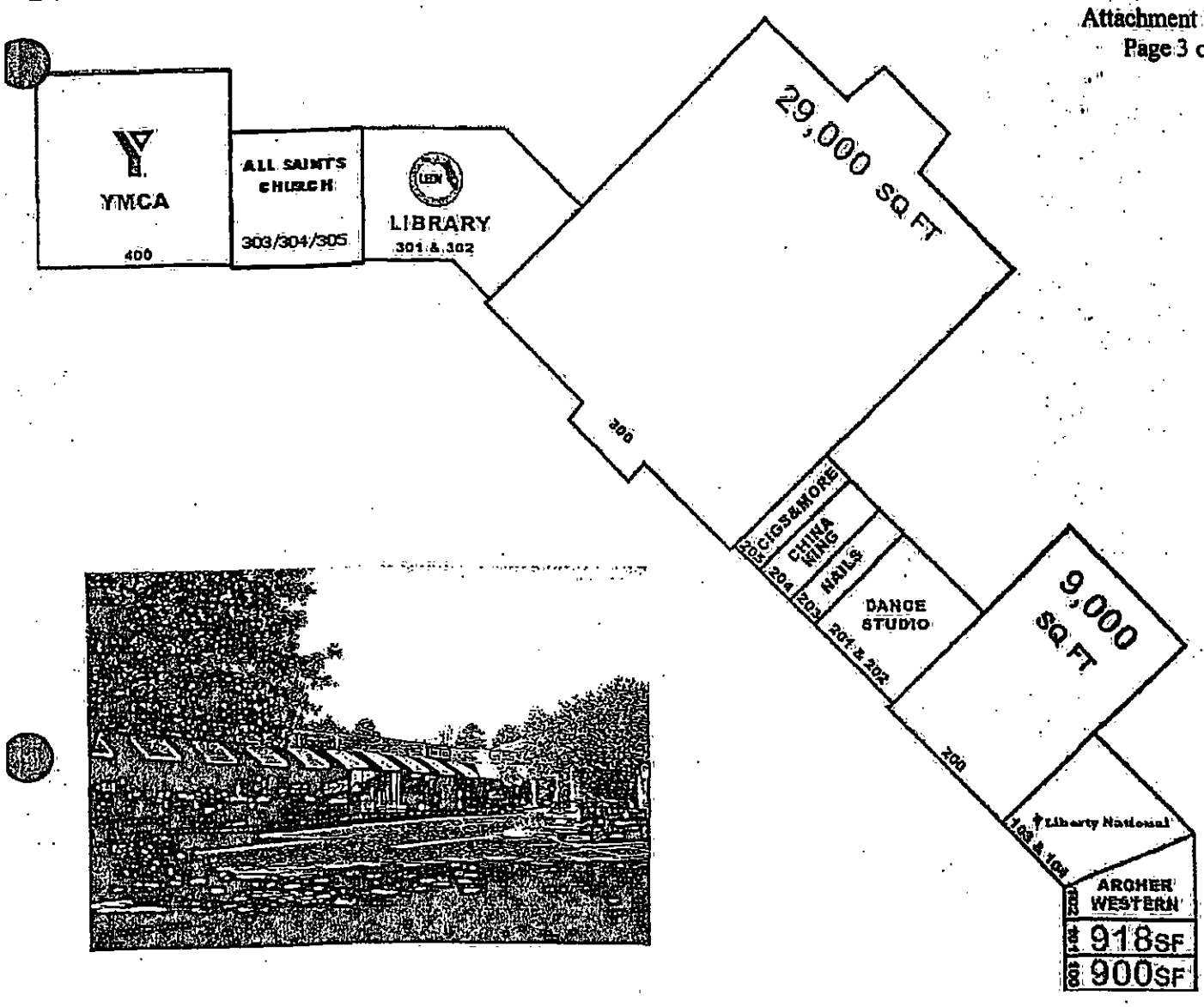
36,500 cars per 24 hours

1018 THOMASVILLE ROAD, SUITE 200A / TALLAHASSEE, FLORIDA 32303 / (850) 224-2300 / FAX: 425-1114 / WWW.TALCOR.COM

Jimmy Nystrom
850-224-2300
nystrom@talcor.com

TALCOR Commercial Real Estate Services, Inc.

Please note while all information is deemed reliable; none is guaranteed.



Unit	Tenant	Sq Ft
100	AVAILABLE	918
101	AVAILABLE	900
102	Archer Western Contractor	1,616
103	Liberty National Life	3,180
200	AVAILABLE	9,000
201	Dance Studio	3,000
203	Fashion Nails	900
204	China King	1,200
205	Cigs & More	940
300	AVAILABLE	29,000
301/302	Leon County Public Library	6,908
303/304/305	All Saints Church	3,600
400	YMCA	8,100

TALCOR

Kim Dressel - Fwd: Response from Talcor

From: David Colombo
To: Dresselk@leoncountyfl.gov
Date: 6/2/2008 3:10 PM
Subject: Fwd: Response from Talcor
Attachments:

Attachment # 1
Page 8 of 12

Tom:
I spoke with the owner concerning a modification to a 10 year renewal.
He is willing to give the BCC a one time kickout at the end of the 7th year with a payment of 6 months of rental obligation (base rent + pass thrus).
Please call with questions.
Take care.
EEM

E. Edward Murray, Jr., CCIM
TALCOR Commercial Real Estate Services, Inc.
1018 Thomasville Road, Suite 200A
Tallahassee, Florida 32303
(850) 224-2300 phone
(850) 425-1114 fax
murray@talcor.com
www.talcor.com

Tom Brantley - RE: Meeting cancellation...Cross Creek lease

From: Tom Brantley
To: Buford, Lewis
Date: 3/17/2008 5:09 PM
Subject: RE: Meeting cancellation...Cross Creek lease
CC: Moeller, Helen

Lewis,

Helen and I received and are discussing the leasing proposal that you sent to us. And as you and I discussed last week, instead of us meeting tomorrow, please allow Helen and I time to review this and I will communicate back to you by phone or e-mail. Thanks,

Tom Brantley, M.S., P.E., C.G.C., Director
Division of Facilities Management & Construction
Leon County Board of County Commissioners
1907 South Monroe Street
Tallahassee, FL 32301
Phone: (850) 606-5000
Fax: (850) 606-5001
brantleyt@leoncountyfl.gov

>>> "Lewis Buford" <LBuford@tlhland.com> 3/14/2008 9:25 AM >>>
Tom

The Library at Cross Creek is currently paying the following;

$13.36 p.s.f. base rent and $3.13 p.s.f. Cam, taxes & insurance for a total of $2748 a month.

Per your request, I propose the following;

A 5 year lease with the 1st year base rent at $13.76 p.s.f. (a 3% increase over the current base rent) and escalating 3% per year in October throughout the 5 year term. The CAM, taxes and insurance will continue to be passed though at the actual amounts. Tenant will continue to maintain the interior of the space and the day to day responsibilities of the hvac, Landlord will assume all costs in excess of $300 per unit.

The above is subject to the mutual review and execution of a final Lease.

If you or Helen have any questions about this proposal or feel like we need to meet to discuss it further just let me know.

Lewis Buford
385-6363

-----Original Message-----
From: Tom Brantley [mailto:BrantleyT@leoncountyfl.gov]
Sent: Thursday, March 13, 2008 12:26 PM
To: Lewis Buford
Cc: Helen Moeller

ubject: Meeting change...

ewis,

ter speaking with Helen, we are available to meet with you at -- YOUR FFICE -- on Tuesday, March 18, 2008, at 3pm. This is assuming that we ven need to meet after receiving and reviewing the lease proposals that ou have said you would submit to us by e-mail. Please advise.

hanks - Tom

om Brantley, M.S., P.E., C.G.C., Director
ivision of Facilities Management & Construction
eon County Board of County Commissioners
907 South Monroe Street
allahassee, FL 32301
hone: (850) 606-5000
ax: (850) 606-5001
rantleyt@leoncountyfl.gov

~~2,200~~ sf 2,000 sf

$32,976/yr CURRENT TOTAL

BUDGET:
SAY $35K

Cross Creek Center, LLC
217 John Knox Road
Tallahassee, Florida 32303

INVOICE

DATE	INVOICE NUMBER
May 1, 2008	200629

BILL TO:

Leon County
Facilities Management Division
1907-A S. Monroe Street
Tallahassee, Florida 32301

RE: Leon County
Library Parkway Branch

Description	Amount
Base Rent	$2,227.10
CAM Charges	520.90
Total	$2,748.00

dhea

Anticipated Five Year Lease Costs

I Anticipated Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
OPTION 1 **- 5-Yr. Lease/Lake Jackson Branch & 5-Yr. Lease/Apalachee Parkway Branch**						
A. 5-Yr Lake Jackson Base	$75,988	$79,028	$82,189	$85,476	$88,895	$411,576
Est. Lake Jackson CAM	$19,273	$19,852	$20,447	$21,060	$21,692	$102,325
Total Lake Jackson	$95,261	$98,879	$102,636	$106,537	$110,588	$513,900
B. 5-Yr Apalachee Parkway Base	$27,520	$28,346	$29,196	$30,072	$30,974	$146,108
Est. Apalachee Parkway CAM	$6,260	$6,448	$6,641	$6,840	$7,046	$33,235
Total Apalachee Parkway	$33,780	$34,794	$35,837	$36,912	$38,020	$179,343
GRAND TOTAL (both branches)	$129,041	$133,673	$138,473	$143,449	$148,608	$693,243
OPTION 2 **- 10-Yr. Lease/Lake Jackson Branch & 5-Yr. Lease Apalachee Parkway Branch**						
A. 10-Yr Lake Jackson Base	$72,534	$72,534	$72,534	$75,435	$78,453	$371,490
Est. Lake Jackson CAM	$19,273	$19,852	$20,447	$21,060	$21,692	$102,325
Total Lake Jackson	$91,807	$92,386	$92,981	$96,496	$100,145	$473,815
B. 5-Yr Apalachee Parkway Base	$27,520	$28,346	$29,196	$30,072	$30,974	$146,108
Est. Apalachee Parkway CAM	$6,260	$6,448	$6,641	$6,840	$7,046	$33,235
Total Apalachee Parkway	$33,780	$34,794	$35,837	$36,912	$38,020	$179,343
GRAND TOTAL (both branches)	$125,587	$127,180	$128,818	$133,408	$138,165	$653,158
II Cost Difference between 5 yr. and 10 yr. Lease for Lake Jackson Branch	$3,454	$6,493	$9,655	$10,041	$10,442	$40,085

Anticipated Lake Jackson Year Six – Year Ten Costs

Anticipated Costs	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Est. Lake Jackson Base and CAM	$103,932	$107,862	$111,941	$116,174	$120,567	$560,476
Est. costs of termination after seventh year of lease (Six months of rental obligation plus pass through costs)			$55,971			

Summary of Lake Jackson and Parkway Branch Libraries' Lease and Construction Cost Estimates

	$/GSF	Balance of FY 07/08	1 FY 08/09	2 FY 09/10	3 FY 10/11	4 FY 11/12	5 FY 11/12	6 FY 13/14	7 FY 14/15	8 FY 15/16	9 FY 16/17	10 FY17/18
Alternative 1: LEASE - WITH NO INCREASED AREA (AS-IS OPTION)												
A. Lake Jackson (6,908 sq. ft)												
(1) 10-Year Term with 7 year early termination option:												
Operating costs (Base Rent, CAM, O&M)	$17.97	$10,345	$124,137	$125,344	$126,600	$131,664	$136,931	$142,408	$148,104	$154,028	$160,190	$166,597
(2) 5-Year Term with 3 year early termination option:								**Estimated Lease Rates for Years 6 - 10:**				
Operating costs	$18.47	$10,633	$127,591	$132,694	$138,002	$143,522	$149,263	$155,234	$161,443	$167,901	$174,617	$181,601
B. Parkway (2,000 sq. ft): 5-Year Term and 3-Year Term (rates remain the same):								**Estimated Lease Rates for Years 6 - 10:**				
Operating costs	$21.23	$3,538	$42,460	$43,821	$45,227	$46,678	$48,177	$49,724	$51,322	$52,973	$54,677	$56,437
C. Total Alternative 1- (A(2) + B):			$170,051									
Alternative 2: LEASE - WITH INCREASED AREA												
A. Lake Jackson (10,008 sq. ft): 5-Year Term with 3 year early termination option:								**Estimated Lease Rates for Years 6 - 10:**				
			Add'l space & staff 8/1/09									
Operating costs	$18.47	$10,633	$155,947	$184,848	$192,242	$199,931	$207,929	$216,246	$224,896	$233,891	$243,247	$252,977
Increased Staffing Cost			$2,320	$14,474	$15,053	$15,655	$16,281	$16,932	$17,609	$18,314	$19,046	$19,808
Total Operating Costs (including Inc. Staffing)			$158,266	$199,322	$207,295	$215,586	$224,210	$233,178	$242,505	$252,205	$262,293	$272,785
Increased Operating (over Alternative 1A(2))			$28,356	$52,154	$54,240	$56,409	$58,666	$61,012	$63,453	$65,990	$68,630	$71,376
Increased Staffing Cost (over Alternative 1A(2))			$2,320	$14,474	$15,053	$15,655	$16,281	$16,932	$17,609	$18,314	$19,046	$19,808
Total Increased Cost (over Alternative 1A(2))			$30,675	$66,628	$69,293	$72,064	$74,947	$77,944	$81,062	$84,304	$87,676	$91,184
B. Parkway (3,200 sq. ft): 5-Year Term and 3-Year Term (rates remain the same):								**Estimated Lease Rates for Years 6 - 10:**				
Operating costs	$21.23	$3,538	$88,936	$70,114	$72,363	$74,685	$77,083	$79,559	$82,116	$84,756	$87,483	$90,299
Increased Staffing Cost			$69,478	$72,257	$75,147	$78,153	$81,279	$84,531	$87,912	$91,428	$95,085	$98,889
Total Cost			$158,414	$142,371	$147,510	$152,838	$158,362	$164,090	$170,028	$176,184	$182,568	$189,188
Total Operating Costs (including Inc. Staffing)			$115,954	$98,550	$102,283	$106,160	$110,185	$114,366	$118,706	$123,211	$127,891	$132,751
Increased Operating (over Alternative 1B)			$46,476	$26,293	$27,136	$28,007	$28,906	$29,835	$30,794	$31,783	$32,806	$33,862
Increased Staffing Cost (over Alternative 1B)			$69,478	$72,257	$75,147	$78,153	$81,279	$84,531	$87,912	$91,428	$95,085	$98,889
Total Increased Cost (over Alternative 1B)			$115,954	$98,550	$102,283	$106,160	$110,185	$114,366	$118,706	$123,211	$127,891	$132,751
C. Total Operating Cost Inc., Both Branches			$146,629	$165,178	$171,576	$178,224	$185,132	$192,310	$199,768	$207,515	$215,568	$223,935
Alternative 3: CONSTRUCTION												
A. Lake Jackson												
(1) Operating				Open in Oct. 2010; add'l staff 2 mos.	3rd Year Term	6-mos. Lease Penalty Pmt.						
a. Lease and CAM (6,908 sq ft)		$8,117	$97,403	$101,298	$105,351	$54,783						
b. O & M		$2,516	$30,188	$31,396	$95,114	$88,518	$92,059	$95,741	$99,571	$103,554	$107,696	$112,004
Subtotal		$10,633	$127,591	$132,694	$200,465	$143,301	$92,059	$95,741	$99,571	$103,554	$107,696	$112,004
c. Increased Personnel				$23,747	$148,179	$154,106	$160,271	$166,681	$173,349	$180,283	$187,494	$194,994
Total Operating Costs		$10,633	$127,591	$156,440	$348,644	$297,407	$252,330	$262,422	$272,920	$283,837	$295,190	$306,998
d. Increased Total Operating (over Alt. 1A(2))			$0	$23,746	$210,642	$153,885	$103,067	$107,188	$111,477	$115,936	$120,573	$125,397
(2) Construction (12,000 sq ft) & Design												
a. As Planned			$4,867,847	$622,125								
b. LEED Compliant			$5,067,847	$622,125								
c. LEED Certified			$5,142,847	$622,125								
Total Construction LEED Certified:			$5,764,972									
Net Cost (Total less $500,000 Grant):			$5,264,972									
B. Southeast Branch (Parkway)												
(1) Operating					Add'l staff 2 mos.	Open Oct. 2011						
a. Lease and CAM (2,000 sq ft)		$2,810	$33,720	$35,069	$27,353							
b. O & M		$728	$8,740	$14,186	$31,525	$81,840	$85,114	$88,518	$92,059	$95,741	$99,571	$103,554
Subtotal		$3,538	$42,460	$49,255	$58,878	$81,840	$85,114	$88,518	$92,059	$95,741	$99,571	$103,554
c. Increased Personnel			$0	$0	$30,826	$192,352	$200,046	$208,048	$216,370	$225,025	$234,026	$243,387
Total Operating Costs			$42,460	$49,255	$89,704	$274,192	$285,160	$296,566	$308,429	$320,766	$333,597	$346,941
d. Increased Total Operating (over Alt. 1B)			$0	$5,434	$44,477	$227,514	$236,983	$246,842	$257,107	$267,793	$278,920	$290,504
(2) Construction (12,000 sq ft) & Design												
a. As Planned (LEED Compliant)			$532,222	$5,213,233	$781,719							
b. LEED Certified			$607,222	$5,213,233	$781,719							
Total Construction LEED Certified:				$6,602,174								

Attachment # 2
Page 1 of 1

TALCOR Commercial Real Estate Services, Inc.

Attachment # 3
Page 1 of 2

Memo

To: Mr. Tom Brantley

From: E. Edward Murray, Jr.

Date: June 18, 2008

Re: Leon County Library lease (6,908 square feet) at Huntington Oaks Shopping Center

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Per your request, below are two options for the Board to consider:

1. Five year lease term on existing 6,908 square feet with the following rates:
    1. $11.00 p.s.f. NNN (Year 1); and
    2. 4% annual increase (Year 2-5)

Tenant shall also have a one time option on 3/31/09 to expand into the adjacent 3,100 square feet at the same terms and conditions of the existing space. The Landlord shall cut an opening through to the existing space. Also, the Landlord shall carpet and paint the existing space. The additional space should be delivered to the County on approximately 7/1/09.

10,008 GSF

2. Five year lease term on 9,000 square feet with the following rates:
    1. $10.00 p.s.f. NNN (Year 1); and
    2. 4% annual increases (Year 2-5)

Please review the above and let me know if you need anything else.

Thanks!

Occupy new space 8/1/09
rent commences 8/1/09

Monticello Square / 1018 Thomasville Road, Suite 200A / Tallahassee, FL 32303 / (850) 224-2300 / FAX (850) 425-1114

John Ward - Fwd: Cross Creek, Library space

From: Tom Brantley
To: Ward, John
Date: 6/19/2008 8:16 AM
Subject: Fwd: Cross Creek, Library space

FYI - Tom

Tom Brantley, M.S., P.E., C.G.C., C.U.C., L.S.I.T., Director
Division of Facilities Management & Construction
Leon County Board of County Commissioners
1907 South Monroe Street
Tallahassee, FL 32301
Phone: (850) 606-5000
Fax: (850) 606-5001
brantleyt@leoncountyfl.gov

>>> "Lewis Buford" <LBuford@tlhland.com> 6/11/2008 3:54 PM >>>

Tom

Thanks for the update regarding the Library lease extension.

The easiest alternative is to expand you into the adjacent space next door to your existing space. You are currently in 2000 s.f. and I have space immediately adjacent to your existing space. This would be an easy expansion of 1200 s.f., bringing you to 3200 s.f.

Landlord will plan the space with your input, permit it and create the required connections between the spaces (not to exceed $15,000 in cost which I think will accomplish the matter) in return for a 3 year lease extension at the same rate as previously proposed.

I am checking on another option and will be back in touch as soon as I can determine its availability.

space available immediately
rent will commence on occupation

Lewis Buford

385-6363

Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator PA
Alan Rosenzweig, Assistant County Administrator AR
Tony Park, P.E. Director, Public Works TP
Scott Ross, Budget Manager SR

Subject: Five Year Projection of Revenues and Expenditures for the Transportation Trust Fund

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Statement of Issue:
This item provides the current status of the five-year projected revenues and expenditures for the Transportation Trust Fund.

Background:
The Transportation Trust Fund is a special revenue fund established by FL Statute. The primary revenue sources for this fund include proceeds from state and local gas taxes. The fund is used to account for revenues and expenditures restricted to the maintenance and construction of roads and bridges.

During the development of the FY 2009 budget process, the Board has continued to review the revenue shortfall and the resources necessary to support expenditures for this fund. Since FY 2004, general revenue has been utilized to make up any shortfall. With the current revenue restrictions imposed by Amendment # 1 and property tax reform, this dependence on general revenue has placed this fund in greater competition with other general revenue funding needs.

Analysis:
Without additional general revenue or other funding resources, the Transportation Trust Fund cannot sustain the current level of operating expenditures. Current revenue generated through state and local gas taxes does not cover the cost of the program. Moreover, revenue projections for the fund indicate that a decrease in gas tax collections has occurred which will likely continue due to increasing fuel prices. This is due to the fact that taxes imposed on fuel are based on gallons purchased (consumption) and not the cost of the commodity.

In FY 2007 the Board approved $1.9 million in general revenue support for transportation. The Board was able to reduce this subsidy in FY 2008 by $1.0 million, largely due to the elimination of

the Tharpe Street capital project. This project cancellation allowed transportation fund dollars, previously used to support the arterial road and intersection improvement capital projects, to fund operating expenditures, thereby reducing the general revenue subsidy.

Even with the realignment of capital expenses in FY 2008, as reflected in **Figure 1**, revenues will not keep pace with expenditures projected from FY 2009 – FY 2013. The trend analysis shows the gas tax revenues declining an average of 1.6% from FY 2009- FY 20013, with expenditures increasing on average by 3.9%. This disparity in growth rates is largely due to the gas taxes being based on consumption (volume) instead of cost; while, expenditure increases are directly associated with the increased costs of various road maintenance supplies, and gasoline and diesel fuels.

Figure 1

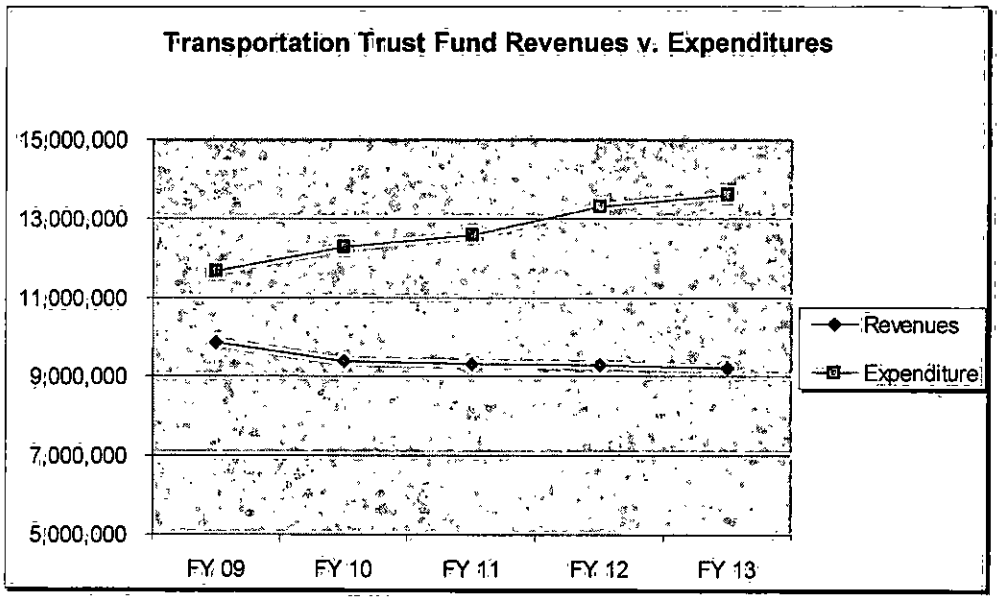
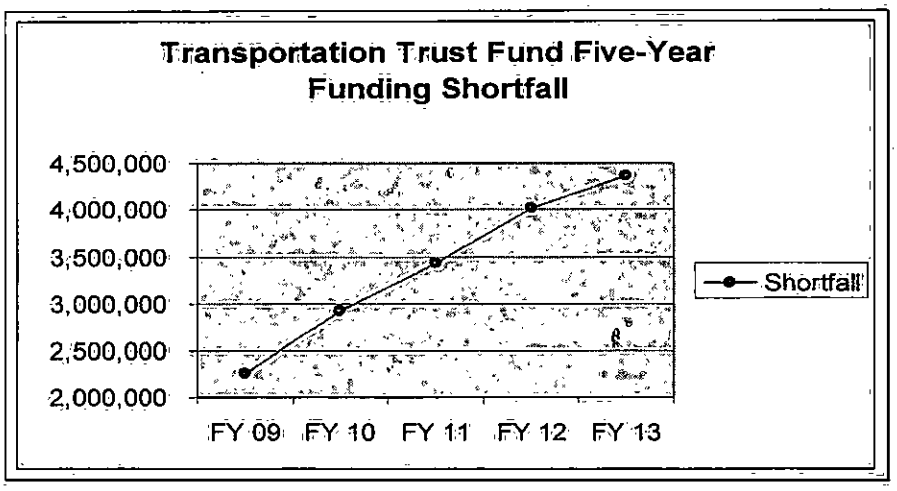


Figure 2 reflects the five-year shortfall for the transportation trust fund. For all five years, the shortfall is $17.0 million.



Transportation Trust Fund Authorized Gas Taxes

Currently, the fund is supported by four of the five authorized state and local gas taxes. **Table 1** provides a summary of these taxes.

Table 1

Authorized Gas Taxes	Levy Rate	Authorization
Constitutional Fuel Tax	2 Cents	State Imposed
County Fuel Tax	1 Cents	State Imposed
1st Local Option Fuel Tax	6 Cents	Locally imposed. Shared with the City through interlocal ending 8/31/2015.
Ninth Cent Fuel Tax	1 Cents	Locally imposed. 100% to the County.
2nd Local Option Fuel Tax	Up to .5 Cents	Currently not imposed. Generates approximately $1.1 million per penny. Shared with the City through interlocal agreement.

Florida Statute allows county governments to impose up to 12 cents in local option fuel taxes, of which 7 cents are levied in Leon County through the 9th cent and the 1st local option fuel tax (1-6 cent). Leon County keeps 100 percent of the 9th cent, but shares the 6 cents with the City of Tallahassee at a 53.33% (City): 46.67% (County) ratio.

Currently, Leon County does not impose the 2nd local option fuel tax. The Board considered this new levy during the March 11, 2008 budget workshop, but decided not to impose this additional tax due to the economic burden citizens were already experiencing as a result of the world-wide increase in the cost of oil products. With no additional resources, at the current funding level transportation expenditures will have to rely on continued general revenue support and/or program reductions.

The tentative budget includes a subsidy of $2.249 million. In FY2008, the subsidy was $897,955.

Options:

1. Accept staff's report and update on the five-year revenue and expenditure analysis for the Transportation Trust Fund which includes a $2.249 million subsidy to for FY2009.
2. Do not accept staff's report and update on the five-year revenue and expenditure analysis for the Transportation Trust Fund and do not authorize a subsidy for FY2009.
3. Board Direction.

Recommendation:

Option #1 is currently included in the tentative budget.

Board of County Commissioners

Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Alan Rosenzweig, Assistant County Administrator AR Scott Ross, Manager, Office of Management and Budget SR
Subject:	Capital Improvement Program

Statement of Issue:

This budget discussion item provides the Board an analysis of the County's capital improvement program for current and future projects.

Background:

The County's capital improvement program (CIP) is a multi-year program that identifies capital projects to be funded during a five year period. Each individual capital project is undertaken to acquire a capital asset, which is tangible property that has a useful life of more than three to five years and a cost of at least $10,000. Examples of capital projects are purchases of land, major renovations, repairs to existing grounds or facilities, acquisition of equipment, construction projects, implementation of software and improvements to roads.

Capital infrastructure is essential to the community. Roads, bridges, stormwater systems, and public buildings help to shape the local economy by affecting the flow of goods, business location decisions, and prospects for future development. The quality of life for a Leon County resident depends on the reliability of transportation, the quality of stormwater, the efficiency of waste disposal, the accessibility of culture, recreation, and many other public services. Higher quality service levels can be achieved through the proper planning and provision of the replacement and maintenance of the County's capital assets.

During the FY 2008 budget process, the Board categorized for the capital improvement program. Below is a description of each of the major categories.

- Non-mandatory: Projects that the Board has no obligation to fund and that are considered an enhancement of services.
- Mandatory: Projects that the Board is obligated to fund to support a function required by law, contract, etc.
- Maintenance: Projects which are ongoing and necessary to maintain the County's existing infrastructure.
- Essential: Projects that are not considered mandatory or maintenance, but without them there could potentially be negative impacts on existing County infrastructure.

Based on these categories, the Board reprioritized future funding allocations to capital projects, by adopting the following modifications to the County's capital improvement program:

- Discontinue the funding of non-mandatory projects and reallocating funds to mandatory projects, maintenance, and essential capital projects.
- Reallocate projects previously funded through general revenue to dedicated capital project funding where possible.
- Eliminate funding for the Tharpe Street widening project and established a 'sinking fund' with these resources to address the resurfacing and intersection improvements for the next five to eight years. This reallocation of funds from Tharpe Street to resurfacing and intersection improvements reduced the Transportation Trust Fund's reliance on general revenue subsidy.
- Utilize the general/fine forfeiture fund balance to support the future capital improvement program's general revenue mandatory, maintenance, and essential projects through a transfer of $15 million to the Capital Improvement Fund in order provide funding.

In addition to adopting the above modifications, the Board directed staff to evaluate general fund balances prior to the utilizing these funds to support the capital improvement program to ensure balances do not decrease below fiscally acceptable levels.

Analysis:
During the preparation FY09 Capital Improvement Program budget, staff reviewed all projects that were considered mandatory, maintenance, and essential to the existing infrastructure of the County. In accordance with County Policy of Fiscal Planning, the capital improvement budget was moved forward to include these projects with funding in fiscal years FY09 – FY13 (attachment #1). A list of all projects, with funding in fiscal years FY09 – FY13, is provided in attachment #2. In addition, a complete list of all capital improvement projects that are anticipated to be carry forward in FY09 and into the next fiscal year is provided in attachment #3.

In order to maintain funding in general government capital projects, an additional transfer of $1.3 million per year, over the next five years, in recurring general fund revenue has been included in the capital improvement budget. This transfer will not negatively affect the level of fund balance required by County policy. In addition, this transfer is consistent with the annual evaluation of the utilization of general/fine forfeiture resources to support the capital improvement program. This evaluation is done in order to ensure fund balances do not decrease below fiscally acceptable levels.

Public Works annually reevaluates all transportation projects to determine if additional funds are needed. Based on this evaluation, Public Works has revised its FY09 – FY13 funding requests for resurfacing and intersection and safety improvements; additional funds have been appropriated to the resurfacing and intersection and safety improvements. This is consistent with the modifications made during the FY08 budget process. Reserves are adequate to fund these projects for the next five years.

Revised and New Projects:
In order to continue to maintain the existing infrastructure of the County, revised and new projects were included in the capital improvement program. These projects are considered mandatory, maintenance, and essential County infrastructure. A detailed analysis of these projects follows:

Revised and New Capital Improvement Projects			
Project Title	**FY09**	**FY10-FY13**	**Total Project Cost**
Centralized Storage Facility	$190,000	-	$190,000
Community Services Building HVAC	$25,739	$164,471	$190,210
Software Upgrades*	$65,00	$375,000	$440,000
Library Services Self Checkout	$25,000	-	$25,000
Election Equipment	$400,000	$2,770,000	$3,170,000
Employee Wellness Facilities	$75,000	-	$75,000
Traffic Court Building	$250,000	-	$250,000
Total Cost of New and Revised Projects	**$1,030,739**	**$3,334,471**	**$4,365,210**

*Note: Included in the software upgrades is the Permit and Enforcement tracking System Migration. The total cost for this project is $750,000. However, an Interlocal agreement between Leon County and City of Tallahassee states that the County and City will fund the project 50/50. Therefore, the County is required to pay $375,000 over two fiscal years (FY10 and FY11).

1. Centralized Storage Facility: This project consolidates archive records and surplus furniture. Facilities Management has identified the Tharpe Street Building (the previous location of Growth and Environmental Management) as a secure location for the storage of archive records for Board offices, Clerk of Courts, Public Defender, and State Attorney. Bulk storage will also be provided to Facilities Management and the Supervisor of Elections. The consolidation will result in the elimination of multiple storage leases, with an annual savings of approximately $72,000. This project is considered mandatory under Article V of the Florida Constitution, which states that the County is required to provide adequate storage to the Public Defender, State Attorney, and the Clerk of Courts. The total cost of this project is $190,000.

2. Community Services Building HVAC: This project replaces the heating ventilation air control (HVAC) system in the Community Services Building. This project is considered required maintenance since the existing aging system is unable to serve the needs of the building occupants. The total cost of this project is $190,210.

3. Software Upgrades: The software upgrades include Permit and Enforcement Tracking System Migration and Budgeting Software. In the near future, software for these programs will no longer be supported due to the evolution of technology. Included in the software upgrades is the Permit and Enforcement tracking System Migration. The total cost for this project is $750,000. However, an Interlocal agreement between Leon County and City of Tallahassee states that the County and City will fund the project 50/50. Therefore, the County will be required to pay $375,000 over two fiscal years (FY10 and FY11). These upgrades are considered essential to maintaining the technical infrastructure of the County. The total cost for these projects is $440,000.

4. Library Services Self Checkout Station: This project is the purchase of a self checkout station for the Lake Jackson Branch Library, while maintaining staffing levels. Self checkout stations have proven successful in the Main Library and other branch locations. It is anticipated that the purchase of the station will provide better service to the library patrons. This project is considered essential to maintaining the current level of service provided at the Lake Jackson Branch Library. The total cost of this project is $25,000.

5. Election Equipment: This project is for the replacement of election equipment. The current machines used by the Supervisor of Elections have reached its maximum capacity. In addition, the current

technology is being phased out and will not be available by 2010. Therefore, the machines will be purchased over the next three fiscal years in order have all replacements by the Presidential Primary in 2012. This project is considered mandatory due to the fact that Florida Statutes states that all voting systems are required to utilize paper ballots and all ADA voting machines must be compliant by January 1, 2012. The total cost of this project is $3,170,000.

6. Employee Wellness Facilities: This project will provide a shower facility for courthouse employees who chose to bike or walk to work. This project also supports the County's commitment to reducing greenhouse gas emissions. The total cost of this project is $75,000.

7. Traffic Court Building: This project will renovate the Traffic Court Building to allow for the relocation of Guardian ad Litem. In addition, improvements will be made on two court mediation rooms and the existing courtroom. This project is considered mandatory due to the fact F.S. 29.0008 requires the County to provide office space for the Circuit Courts and Guardian ad Litem. The total cost of this project is $250,000.

In addition to the above, certain capital projects have also been included in the budget options presented:

Option 2 Capital Projects:

- Lake Jackson Branch Library - $2.766 million FY2009; 5-yr total $5.276 million. Funds are in addition to existing $500,000 grant.
- Southeast Branch Library - $6.6 million 5-yr total.
- Northeast Park - $1,000,000 in FY2009 and FY2010 for a total of $2.0 million
- Climate Action Plan - $302,000 FY2009, $355,000 FY2010 total of $657,000
- Woodville Branch Library - $2.0 million in FY2013

Option 3 Capital Projects:

- Lake Jackson Branch Library - $5.276 FY2009. Funds are in addition to existing $500,000 grant.
- Southeast Branch Library - $6.3 million FY2010.
- Woodville Branch Library - $6.6 million FY2011.
- Northeast Park - $2.0 million FY2009.
- Climate Action Plan - $302,000 FY2009, $355,000 FY2010 total of $657,000.
- Other Transportation Needs (could include Transit, Sidewalks, Tharpe Street, Bannerman Road and/or Woodville Highway): $4.5 million FY2009; $37.2 million over five years.

Options:

1. Accept the status of FY 2009 – FY 2013 Capital Improvement Program.
2. Do not accept the status of FY 2009 – FY 2013 Capital Improvement Program.
3. Board Direction

Recommendation:

Option #1 to accept the status report. Board direction regarding funding options for additional capital projects.

Attachments:

1. County Policy on Fiscal Planning
2. Capital Improvement Projects with Funding in FY09 – FY13
3. Capital Improvement Projects: Anticipated Carryforwards

Board of County Commissioners

Leon County, Florida

Policy No. 93-44

Title:	Fiscal Planning
Date Adopted:	November 16, 2004
Effective Date:	November 16, 2004
Reference:	N/A
Policy Superseded:	Policy 93-44, adopted 8/10/93; Policy No. 92-3, "Fiscal Planning," adopted 3/10/92

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 93-44, adopted by the Board of County Commissioners on August 10, 1993, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

The County will establish fiscal planning practices to:

1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.

2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.

3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.

4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.

5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.

6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch. 129, F.S.

7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s), shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.

8. Annually, prior to March 1, the Board of County Commissioners will:

   A. Establish a budget calendar for the annual budget cycle.

   B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.

   C. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.

9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.

Leon County Government
Capital Improvement Projects for FY 2009 - FY 2013

Project Title	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	Five Year Total
Culture & Recreation						
042003 Capital Cascades Greenway - Lake Henrietta	250,000	0	0	0	0	250,000
046009 Greenways and Trails Management	90,000	90,000	125,000	125,000	150,000	580,000
096023 Library Services Self Checkout Stations	25,000	0	0	0	0	25,000
046001 Parks Playground & Capital Maintenance	150,000	155,000	160,000	175,000	200,000	840,000
045007 Pedrick Road Pond Walking Trail	75,000	0	0	0	0	75,000
047001 St. Marks Headwaters Greenways	0	0	100,000	200,000	200,000	500,000
Total	*590,000*	*245,000*	*385,000*	*500,000*	*550,000*	*2,270,000*
General Government						
086011 Architectural & Engineering Services	60,000	60,000	60,000	60,000	60,000	300,000
086054 Centralized Storage Facility	190,000	0	0	0	0	190,000
086026 Community Services Building HVAC	25,739	164,471	0	0	0	190,210
086017 Common Area Furnishings	33,000	33,000	33,000	33,000	33,000	165,000
086024 Courthouse Repairs	0	55,000	0	65,000	0	120,000
086007 Courtroom Minor Renovations	50,000	50,000	50,000	50,000	150,000	350,000
076023 Courtroom Technology	100,000	100,000	50,000	50,000	50,000	350,000
076003 Data Wiring	25,000	25,000	25,000	25,000	25,000	125,000
076004 Digital Phone System	175,000	0	0	0	0	175,000
096015 Election Equipment	400,000	420,000	1,750,000	300,000	300,000	3,170,000
086037 Elevator Generator Upgrades	220,000	220,000	220,000	0	0	660,000
086057 Employee Wellness Facilities	75,000	0	0	0	0	75,000
076008 File Server Maintenance	287,500	250,000	250,000	250,000	250,000	1,287,500
076001 Financial Hardware and Software	65,000	0	0	0	0	65,000
026003 General Vehicle & Equipment Replacement	324,000	455,760	501,336	550,000	605,000	2,436,096
076060 Geographic Information Systems Incremental Basemap Update	258,500	258,500	258,500	258,500	258,500	1,292,500
076009 Geographic Information/Permit Enforcement & Tracking Systems	300,000	300,000	300,000	300,000	300,000	1,500,000
076018 Network Backbone Upgrade	150,000	150,000	150,000	80,000	80,000	610,000
086029 Parking Garage Floor Sweeper Replacement	55,000	0	0	0	0	55,000
086033 Parking Lot Maintenance	13,680	16,704	0	0	0	30,384
076015 Permit & Enforcement Tracking System Migration	0	187,500	187,500	0	0	375,000
076051 Public Defender Technology	30,000	30,000	30,000	30,000	30,000	150,000
076047 State Attorney Technology	30,000	30,000	30,000	30,000	30,000	150,000
086003 Traffic Court Building	250,000	0	0	0	0	250,000
076024 User Computer Upgrades	300,000	300,000	300,000	300,000	300,000	1,500,000
076042 Work Order Management	50,000	0	0	0	0	50,000
076005 Supervisor of Elections Technology	25,000	25,000	25,000	25,000	25,000	125,000
Total	*3,492,419*	*3,130,935*	*4,220,336*	*2,406,500*	*2,496,500*	*15,746,690*
Health & Safety						
096013 Additional Ambulance & Equipment	0	0	182,000	0	199,650	381,650
096018 Digital Radio Communications System	0	0	0	0	0	0
096010 Emergency Medical Services Equipment	80,000	80,000	80,000	80,000	80,000	400,000
096008 Emergency Medical Services Facility	0	0	0	0	0	0
076058 Emergency Medical Services Technology	12,500	12,500	12,500	12,500	12,500	62,500
026014 Emergency Medical Services Vehicle & Equipment Replacement	482,895	507,039	709,856	612,250	514,292	2,826,332
086031 Jail Roof Replacement	550,000	550,000	0	0	0	1,100,000
096016 Public Safety Communications Center	0	0	0	0	0	0
086056 Robert Stevens Health Clinic Maintenance	170,000	45,195	288,794	0	0	503,989
086042 Sheriff Heliport Building Construction	59,409	0	0	0	0	59,409
066026 Stormwater Maintenance Filter Replacement	240,000	130,000	130,000	120,000	100,000	720,000
Total	*1,594,804*	*1,324,734*	*1,403,150*	*824,750*	*906,442*	*6,053,880*
Solid Waste						
036019 Household Hazardous Waste Collection Center	531,000	0	0	0	0	531,000
036003 Landfill Heavy Equipment & Vehicle Replacement	250,000	1,020,005	342,500	661,091	827,890	3,101,486
036002 Landfill Improvements	100,000	0	0	0	0	100,000
036029 Recycling Hooklift Containers	80,000	0	0	0	0	80,000
036021 Resource Recovery Area	0	509,775	0	0	0	509,775
036027 Rural Waste Service Center Compaction Equipment	30,000	0	0	0	0	30,000
036010 Transfer Station Heavy Equipment Replacement	45,000	355,000	150,000	410,000	451,000	1,411,000
036023 Transfer Station Improvements	0	250,000	50,000	50,000	100,000	450,000
Total	*1,036,000*	*2,134,780*	*542,500*	*1,121,091*	*1,378,890*	*6,213,261*
Stormwater						
067002 Blue Print 2000 Water Quality Enhancements	1,000,000	0	0	0	0	1,000,000
064005 Bradfordville Pond 4 Outfall Stabilization	100,000	0	0	0	0	100,000
064006 Killearn Lakes Plantation Stormwater	600,000	0	0	0	0	600,000
065001 Lafayette Street Stormwater	1,767,740	0	0	0	0	1,767,740
062002 Lakeview Bridge	0	0	500,000	0	0	500,000
063005 Lexington Pond Retrofit	3,000,000	2,000,000	0	0	0	5,000,000
062004 Longwood Subdivision Retrofit	150,000	0	0	0	0	150,000
026004 Stormwater Vehicle & Equipment Replacement	569,300	782,210	860,431	990,431	1,090,474	4,292,846
Total	*7,187,040*	*2,782,210*	*1,360,431*	*990,431*	*1,090,474*	*13,410,586*

All projects are currently funded in the proposed FY09 - FY13 Capital Improvement Program. Revised and new projects have been highlighted.

Leon County Government
Capital Improvement Projects for FY 2009 - FY 2013

Project Title	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	Five Year Total
Transportation						
057900 2/3 - Program Start Up Cost	100,000	100,000	100,000	100,000	100,000	500,000
056001 Arterial/Collector Resurfacing	3,200,000	3,200,000	3,200,000	4,348,210	6,067,487	20,015,697
054003 Bannerman Road	750,000	0	0	0	0	750,000
055001 Buck Lake Road	500,000	0	0	0	0	500,000
056005 Community Safety & Mobility	500,000	500,000	500,000	500,000	500,000	2,500,000
056007 Florida Department of Transportation Permitting Fees	100,000	100,000	100,000	100,000	100,000	500,000
051005 Gaines Street	176,654	3,263,113	2,635,524	1,348,105	0	7,423,396
057001 Intersection and Safety Improvements	1,065,687	750,000	750,000	1,500,000	1,500,000	5,565,687
054005 Kerry Forest Parkway Extension	150,000	0	0	0	0	150,000
057005 Local Road Resurfacing	*0*	*850,000*	*0*	*1,050,000*	*0*	*1,900,000*
051006 Natural Bridge Road Bridge	500,000	0	0	0	0	500,000
057003 Private Road Maintenance - Program Start Up Cost	100,000	100,000	100,000	100,000	100,000	500,000
026005 Public Works Vehicle & Equipment Replacement	749,394	938,110	1,031,921	1,186,710	1,068,039	4,974,174
053002 Pullen Road at Old Bainbridge Road	612,489	0	0	0	0	612,489
053005 Talpeco Road & Highway 27 North	400,000	0	0	0	0	400,000
054007 Timberlane Road Intersections	100,000	0	0	0	0	100,000
051004 Tram Road & Gaile Avenue	0	0	200,000	0	0	200,000
026006 Open Graded Cold Mix Stabilization	802,500	602,500	602,500	602,500	602,500	3,212,500
Total	*9,806,724*	*10,403,723*	*9,219,945*	*10,835,525*	*10,038,026*	*50,303,943*
Grand Total	**$ 23,706,987**	**$ 20,021,382**	**$ 17,131,362**	**$ 16,678,297**	**$ 16,460,332**	**$ 93,998,360**

All projects are currently funded in the proposed FY09 - FY13 Capital Improvement Program. Revised and new projects have been highlighted.

Leon County Government
Capital Improvement Projects Anticipated Carryforwards

Project Title	Life to Date 2007	FY 08 Adjusted Budget	FY 08 YTD Activity
Culture & Recreation			
042002 Hopkins Crossing Park	456	14,544	0
044006 Miccosukee Greenway Trailhead	173	180,000	1,802
043007 Red and Sam Park	65,424	459,576	2,200
Total	*66,052*	*654,120*	*4,002*
General Government			
086025 Bank of America Building Acquisition/Renovations	18,773,342	3,491,179	19,009
076054 CITRIX Upgrade	42,759	45,000	0
086027 Courthouse Renovations	3,341,949	9,715,390	2,858,621
076048 Electronic Timesheets	121,945	50,556	0
076055 Growth & Environmental Management Technology	154,456	66,763	0
Total	*22,434,451*	*13,368,888*	*2,877,630*
Health & Safety			
096018 Digital Radio Communications System	0	9,186,850	898,700
096008 Emergency Medical Services Facility	8,275	8,321,545	0
096016 Public Safety Communications Center	69,329	13,349,512	0
096025 Renovation of Jail Annex	302,692	2,469,093	1,012,706
Total	*380,296*	*33,327,000*	*1,911,406*
Solid Waste			
None.			
Stormwater			
063002 Harbinwood Estates Drainage	4,721,097	2,011,658	859,290
064001 Killearn Acres Flood Mitigation	459,583	2,999,410	11,253
062001 Lake Munson Restoration	2,422,114	415,581	69,190
063004 Okeeheepkee/Woodmont Pond	1,099,207	2,205,622	9,141
Total	*8,702,000*	*7,632,271*	*948,874*
Transportation			
054010 Beech Ridge Trail	5,186	596,496	883
053004 Cloudland Drive	122,835	0	0
055005 Magnolia Drive & Lafayette Street Intersection	24,533	818,138	29,383
026002 Miccosukee Road Complex	2,170,130	3,654,972	35,773
053003 North Monroe Turn Lane	1,125,564	2,466,399	307,391
052002 Smith Creek Road Bridge	38,986	263,632	2,313
Total	*3,487,234*	*7,799,637*	*375,743*
Grand Total	**$ 35,070,033**	**$ 62,781,916**	**$ 6,117,655**

All projects are fully funded and anticipated to be carryforward into the next fiscal year.

Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator
Vince Long, Deputy County Administrator
Alan Rosenzweig, Assistant County Administrator
Kim Dressel, Management Services Director

Subject: Approval of the Climate Change Action Plan

Statement of Issue:
This Budget Discussion Item seeks Board approval of the Climate Change Action Plan (Attachment #1).

Background:
The February, 2007 Fourth Assessment Report, issued by the Intergovernmental Panel on Climate Change (IPCC), used its strongest language yet to link human activity to the Earth's warming temperatures, rising seas, more intense storms, and a host of other environmental maladies:

> "Most of the observed increase in globally averaged temperature since the mid-20th century is *very likely* due to the observed increase in anthropogenic [human-caused] greenhouse gas concentrations." The phrase "very likely" translates to a 90% probability, the report's author's note.

In July, 2007, Leon County committed to reducing its greenhouse gas (GHG) emissions through the achievement of the five Cities for Climate Protection (CCP) Milestones. To date, the County has achieved the first two milestones.

1. Milestone 1 was achieved March 11, 2008 with the Board's acceptance of the Greenhouse Gas Inventory for Leon County Government Operations (GHG Inventory). The GHG Inventory reported GHG emissions for the base year FY 2006/2007 totaled 22,549.3 tons of carbon dioxide equivalents (eCO2) from the following sectors: buildings (76%), vehicle fleet (18%), employee commute (5%) and solid waste (1%).

2. Milestone 2 was achieved May 27, 2008 with the Board's:

   a. Acceptance of the "business as usual" forecast that GHG emissions, from County government operations, will increase by 17.8% from the base year FY 2006/2007 and total approximately 26,559 eCO2 tons in FY 2016/2017 if no actions are taken to reduce such emissions; and

b. Commitment to reduce GHG emissions from Leon County government operations as follows:
   i. 10-Year Target – By FY 2016/2017, reduce emissions by 20% from base year FY 2006/2007 emission levels (which equates to a reduction of 451 tons of eCO2 annually and 4,510 tons of eCO2 over the 10-year period); and
   ii. 2050 Target – By FY 2049/2050, reduce emissions by 80% from base year FY 2006/2007 emission levels.

3. Milestone 3, Develop a Local Action Plan, is the topic of this Budget Discussion Item. The Climate Action Plan for Leon County Government Operations (Plan) specifies near-term strategies to reduce GHG emissions from County government operations by 2% per year, thereby positioning the County to meet its 10-year goal of a carbon footprint 20% smaller than it was in FY 2006/2007. The Plan is meant to guide County operations toward a sustainable energy future, that dramatically reduces GHG emissions from its current levels, by focusing on strategies which decrease energy demand, increase energy efficiency, switch to renewable energy and vehicle fuel, reduce vehicle miles traveled, and reduce solid waste through increased reuse and recycling.

4. Upon adoption of the Local Action Plan, staff will pursue Milestone 4, Implementation of the Plan, and Milestone 5, Monitor the Progress and Report Results.

Analysis:

The majority of Leon County's GHG emissions result from its consumption of energy to heat, cool, light and otherwise operate its buildings and facilities; to transport its fleet of vehicles to repair roads, maintain right-of-ways, inspect buildings, maintain and repair its facilities, operate its parks and ball fields, etc.; and for its employees to commute to and from work. Reductions in energy use directly correlate with: (1) reducing GHG emissions, and (2) reducing electric bills that have increased by 75% over the past five years, totaling more than $3 million dollars in FY 06/07.

- Action Category #1: Reduce GHG emissions from County buildings and facilities, the source of approximately 76% of the County's emissions, through energy conservation measures, solar technology, and other relevant actions.

- Action Category #2: Reduce GHG emissions from the County's vehicle fleet, the source of approximately 18% of the County's emissions, through more fuel efficient vehicles, alternative and cleaner fuels, modal shifts, and other relevant actions.

- Action Category #3: Reduce GHG emissions from the County employees' commutes to and from work, the source of approximately 5% of the County's emissions, through modal shifts, electronic conferencing, work scheduling alternatives, and other relevant actions.

- Action Category #4: Reduce GHG emissions from County employee-generated solid waste, the source of approximately 1% of the County's emissions, through increased recycling and other relevant actions.

- Action Category #5: Institute policies and procedures that mitigate greenhouse gas emissions from County government operations.

- Action Category #6: Implement other measures to extend community awareness, and enable the County to become better stewards of the environment, and meet the needs of the present without compromising the ability of future generations to meet their needs.

Strategies to implement the Plan include:

- Criteria for Selection of Mitigation Strategies - GHG emission reduction projects, intended to reduce energy consumption and selected by staff for implementation within available funding levels, will: (1) be a strategy identified in this Plan; (2) be historically proven in terms of technology and performance; (3) be projected to reduce GHG emissions from County operations; and (4) meet at lease one of the following cost effectiveness criteria:

  a. Simple Payback Period < Seven Years
  b. Cost Per Ton of eCO2 Avoided < $50.

  Strategies not projected to meet the above criteria will not be implemented without specific Board direction. In addition to the substantive criteria above, staff will consider factors such as: life cycle costs, resource availability (including funding, staffing and operational impacts), implementation timeframes, compatibility with existing priorities, end of life disposal, available assistance and support, and visibility.

  A recording power meter, which measures energy consumption for various building components, has been purchased and will be used to measure current energy usage. These measures can then be converted to projected dollar savings before the measure is implemented throughout the facility, to assure the above criteria are met prior to implementation. The larger systems will be implemented through energy audits, with savings and pay back periods projected through manufacturers' data and engineering analysis.

- Measurability and Documentation – Documentation developed by projects selected by staff for implementation will include, at a minimum: project description, estimated simple payback period, GHG emission reductions, estimated costs prior to implementation, and actual project costs.

- Plan Implementation (CCP Milestone #4) - The County Sustainable Operations Team, appointed by the County Administrator, will provide general oversight and support for implementation of the Plan in all County operations with the assistance of all County Departments and the Public Information Office (PIO), which will educate County employees and the public about the County's GHG program.

- Plan Monitoring and Reporting (CCP Milestone #5) – Staff will continue to track energy consumption and GHG emissions from County operations; assess new opportunities to reduce GHG emissions; and report progress annually to the Board.

While the achievement of GHG reduction measures requires substantial up-front investments in terms of staff costs and capital outlay, many of these measures will produce pay back in terms of reduced energy costs. With electric rates increasing by approximately 11% per year (assuming constant electric consumption), implementing cost effective energy conservation measures is prudent from a budgetary perspective, aside from the reduction in GHG emissions.

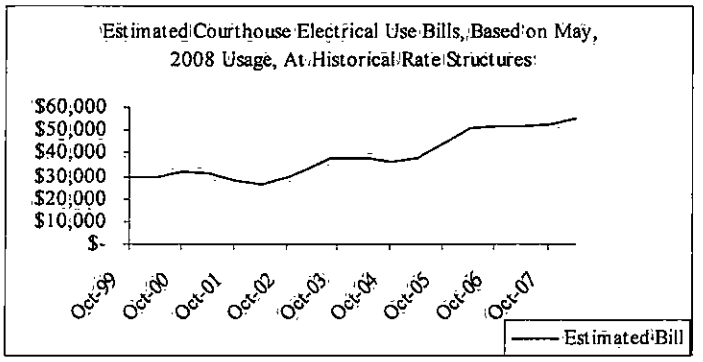
The City's electric rate structure for Commercial Service, General Service Demand, includes: (1) A customer charge, which does not vary with consumption; that charge was $40/month in October, 1999 and is currently $50/month (a 25% increase in that time period); (2) A charge for energy use, which consists of: (a) kilowatt hours (kWh's) consumed; and (b) an energy cost recovery (previously referred to a fuel oil adjustment), that varies with consumption and is applied per kWh (the combined kWh and energy cost recovery rate was $0.04847 in October, 1999 and is currently $0.10002 (a 106.35% increase); and (3) A charge for the highest rate of energy consumption (expressed in kW), during the billing period-peak demand, is billed based upon the highest thirty minute demand interval for the billing period; the kW rate was $7.25 in October, 1999 and is now $9.25 (an increase of 27.59%).

To determine the total impact of these rate changes over time, staff applied the May, 2008 Courthouse electric consumption to the rates in effect from October, 1999 through April, 2008 (therefore the consumption level remained constant; only the rates charged varied). The impact of the rate change is depicted in the table and chart on this page, and summarized below (projections include the preferred customer discount of 7%, applied to kW, kWh, and energy recovery, but do not include gross tax receipts).

Electric costs for the Courthouse would have been approximately $35,350.85 under May, 2003 rates and $54,962.70 under April, 2008 rates (a $19,612.85 monthly increase, which equates to a 55.48% increase during this five-year period, or 11.1% per year). Annualized, this increase would be $235,342 for the Courthouse alone.

Est. Electric Charges, Based On May 2008 Courthouse Consumption and Rates in Effect for Various Time Periods (includes 7% Prefered Customer Discount)

Date	Estimated Bill	% Inc. Since October, 1999
Oct-99	$ 29,628.64	
Apr-00	$ 29,628.64	0.00%
Oct-00	$ 31,741.32	7.13%
Apr-01	$ 31,386.21	5.93%
Oct-01	$ 27,925.01	-5.75%
Apr-02	$ 26,554.02	-10.38%
Oct-02	$ 29,260.04	-1.24%
May-03	$ 35,350.85	19.31%
Aug-03	$ 37,899.55	27.92%
Oct-03	$ 37,899.55	27.92%
Apr-04	$ 37,899.55	27.92%
Oct-04	$ 36,007.13	21.53%
Apr-05	$ 37,814.15	27.63%
Oct-05	$ 44,457.85	50.05%
Apr-06	$ 51,059.09	72.33%
Oct-06	$ 51,936.51	75.29%
Dec-06	$ 51,936.51	75.29%
Apr-07	$ 51,936.51	75.29%
Oct-07	$ 52,796.08	78.19%
Apr-08	$ 54,962.70	85.51%
Rate Increases	**10/99 - 4/08**	**5/03-4/08**
% Increase	85.51%	55.48%
Periods (Years)	8.5	5.0
Avg. Inc./Year	10.06%	11.10%
$ Increase	$ 25,334	$ 19,612
Annualized $ Inc.	$ 304,009	$ 235,342



While the vast majority of the proposed actions target the reduction of GHG emissions through energy conservation, alternative energy sources that emit fewer GHGs, reducing vehicle miles traveled, and reducing employee-generated solid waste, all of which directly correlate with the GHG Inventory that was prepared in accordance with the CCP structure, the Plan includes some actions that do not directly tie to the CCP factors or have no measurable impact on GHG emissions from County operations:

1. Recycling Stations at Recreational Areas (Action Category #4) – The CCP framework considers solid waste generated by employees, but not through visitors to County facilities. The Plan includes implementing recycling stations at recreational facilities ($30,000 for containers and $25,000 for collection).

2. Creating Awareness of County's Green Programs and Informational Signage (Action Category #5) – Increasing public awareness of the County's green initiatives do not directly reduce its GHG emissions, but do bring awareness to the actions the County is taking in this regard ($3,000).

3. Hiring a Sustainability Director (Action Category #5) – This position would be tasked with coordinating, monitoring, reporting, initiating, and carrying out activities related to the Climate Action Plan, CCP milestones, and related duties, at a minimum hire-in rate of $53,812.99 ($76,666).

4. Implementing other sustainability measures (Action Category #6) –

    a. Identifying older irrigation systems, without rain shut-off controls, and begin replacing them to conserve water ($5,000).

    b. Hosting future Climate Action Summits. Although no funding level is provided, staff anticipates future Climate Action Summits would be paid through fees from exhibitors, contributions, etc., with funds remaining from this year's summit to serve as seed money.

    c. Becoming a Certified Florida Green Local Government ($4,500).

    d. Joining Climate Communities, a national organization which advocates for federal resources, tools, and incentives to support local government's climate change issues ($6,000).

The Plan identifies estimated FY 2008/2009 expenditures and includes some FY 2009/2010 cost projections. More precise cost information will be developed as surveys, audits, and studies are conducted and system options are identified and selected. Out-year funding will be required to continue Plan implementation, however, the required level of funding has not been fully developed. The following table summarizes costs by action category.

Action Category	% of GHG Sources	One-Time Costs	Recurring Costs	Total FY 09
#1: Reduce GHG emissions from County buildings and facilities.	76%	Capital: $157,000 Operating: $35,000 Total: $192,000	Capital: $115,000 Operating: $15,600 Total: $130,600	Capital: $272,000 Operating: $50,600 Total: $322,600
#2: Reduce GHG emissions from the County's vehicle fleet.	18%	Funded through the Vehicle Replacement Program	Funded through the Vehicle Replacement Program	Funded through the Vehicle Replacement Program
#3: Reduce GHG emissions from the County employee's commutes to and from work.	5%	Capital: $0 Operating: $0 Total: $0	Capital: $0 Operating: $4,500 Total: $4,500	Capital: $0 Operating: $4,500 Total: $4,500
#4: Reduce GHG emissions from County employee-generated solid waste.	1%	Capital: $0 Operating: $8,000 Total: $8,000	Capital: $30,000 Operating: $29,200 Total: $59,200	Capital: $30,000 Operating: $37,200 Total: $67,200
#5: Institute policies and procedures that mitigate greenhouse gas emissions from County government operations.	N/A	Capital: $0 Operating: $0 Total: $0	Capital: $0 Operating: $79,666 Total: $79,666	Capital: $0 Operating: $79,666 Total: $79,666
#6: Implement other measures to extend community awareness, to become better stewards of the environment and meet the needs of the present without compromising the ability of future generations to meet their needs	N/A	Capital: $0 Operating: $0 Total: $0	Capital: $0 Operating: $11,000 Total: $11,000	Capital: $0 Operating: $11,000 Total: $11,000
Total		Capital: $157,000 Operating: $43,000 Total: $200,000	Capital: $145,000 Operating: $139,666 Total: $284,966	Capital: $302,000 Operating: 182,966 Total: $484,966

Options:

1. Approve the Climate Action Plan.
2. Do not approve the Climate Action Plan.
3. Board Direction.

Recommendation:

Option #1; funding for the operating and capital are included in Budget Options #2 and #3.

Attachment:

#1 – Climate Action Plan

PA/VL/AR/KD

Climate Action Plan for Leon County Government Operations

July 8, 2008

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Attachment #1 - Climate Protection Action Plan Strategies

Attachment #2 - Leon County's Past Efforts to Increase Energy Efficiencies and Reduce Greenhouse Gas Emissions

Attachment #3 -Multi-Modal Transportation District (MMTD)

EXECUTIVE SUMMARY

The Intergovernmental Panel on Climate Change (IPCC), which was created by the United Nations in 1988 and is made up of scientists from 113 countries, issued its Fourth Assessment Report in February, 2007, in which it used its strongest language yet to link human activity to the Earth's warming temperatures, rising seas, more intense storms, and a host of other environmental maladies:

> "Most of the observed increase in globally averaged temperature since the mid-20th century is *very likely* due to the observed increase in anthropogenic [human-caused] greenhouse gas concentrations." The phrase "very likely" translates to a 90% probability, the report's author's note.

A. Cities for Climate Protection (CCP) Milesones

Leon County made a commitment in July, 2007 to reduce its greenhouse gas (GHG) emissions through the achievement of the following Cities for Climate Protection (CCP) Milestones:

CCP Milestone 1 - Inventory Its GHG Emission Levels: Achieved March 11, 2008 with the Board's acceptance of the Greenhouse Gas Inventory for Leon County Government Operations (GHG Inventory), which reported GHG emissions for the base year FY 2006/2007 totaled 22,549.3 tons of carbon dioxide equivalents (eCO2) from the following sectors: buildings (76%), vehicle fleet (18%), employee commute (5%) and solid waste (1%).

FY 2006/07 GHG Emissions		
Source	eCO2 Tons	%
Buildings (energy use)	17205.7	76%
Vehicle Fleet	4114.7	18%
Employee Commute	1004.8	5%
Solid Waste	224.1	1%
Total	22549.3	100%

CCP Milestone 2 - Set a Reduction Target: Achieved May 27, 2008 with the Board's:

(1) Acceptance of the "business as usual" forecast that GHG emissions, from County government operations, will increase by 17.8% from the base year FY 2006/2007 and total approximately 26,559 eCO2 tons in FY 2016/2017 if no actions are taken to reduce such emissions; and

(2) Commitment to reduce GHG emissions from Leon County government operations as follows:

a. 10-Year Target – By FY 2016/2017, reduce emissions by 20% from base year FY 2006/2007 emission levels (which equates to a reduction of 451 tons of eCO2 annually and 4,510 tons of eCO2 over the 10-year period); and

b. 2050 Target – By FY 2049/2050, reduce emissions by 80% from base year FY 2006/2007 emission levels.

CCP Milestone 3 - Develop a Local Action Plan: The Climate Action Plan for Leon County Government Operations (Plan) specifies near-term strategies to reduce GHG emissions from County government operations by 2% per year, thereby positioning the County to meet its 10-year goal of a

carbon footprint 20% smaller than it was in FY 2006/2007 (Attachment #1). The vision of the Plan is to guide County operations toward a sustainable energy future, that dramatically reduces GHG emissions from its current levels, by focusing on strategies which decrease energy demand, increase energy efficiency, switch to renewable energy and vehicle fuel, reduce vehicle miles traveled, and reduce solid waste through increased reuse and recycling. Prior County initiatives are summarized in Attachment #2.

CCP Milestone 4 - Implement the Local Action Plan: Key elements for successful implementation of the Climate Action Plan will include leadership, funding, communications, training, measurement and reporting. The County Administrator has appointed the following Sustainable Operations Team members to lead the charge with the support of all County divisions and staff: Public Works - Tony Park, Leigh Root, John Pompey, Norm Thomas, and Pat Plocek; Management Services - Kim Dressel, Roshaunda Bradley, Tom Brantley, Carl Morgan, John Ward, Pat Curtis, and Keith Roberts; County Administration - Vince Long, and Shington Lamy; County Commission - Judith Dougherty; Human Resources - Lillian Bennett and Amy Cox; Growth Management - Ray Burroughs; Planning - Wayne Tedder; and Scott Ross - OMB.

CCP Milestone 5 - Monitor the Progress and Report Results: The Sustainable Operations Team will meet at least quarterly and report progress annually to the Board.

While the action strategies itemized in this Local Action Plan are part of a greenhouse gas emissions reduction initiative, it should be emphasized that the actions necessary to reduce greenhouse gas emissions are also sound environmental actions, many of which produce pay back through reduced energy costs. With City of Tallahassee electric rates increasing by approximately 11% per year, and gasoline prices now hovering around $4 per gallon, gaining efficiencies and reducing demand through cost effective means is fiscally prudent.

B. Climate Action Plan Categories

Strategies to reduce GHG emissions from County operations are outlined in the Plan, grouped by sector. While the County recognizes that its actions in this effort are far too small to impact global GHG emissions trends, it also recognizes that the cost of inaction is high and represents a missed opportunity to: save money, improve sustainability, and inspire other communities and individuals to implement GHG reduction efforts to slow global warming.

- Action Category #1: Reduce GHG emissions from County buildings and facilities, the source of approximately 76% of the County's emissions, through energy conservation measures, solar technology, and other relevant actions.

- Action Category #2: Reduce GHG emissions from the County's vehicle fleet, the source of approximately 18% of the County's emissions, through more fuel efficient vehicles, alternative and cleaner fuels, modal shifts, and other relevant actions.

- Action Category #3: Reduce GHG emissions from the County employee's commutes to and from work, the source of approximately 5% of the County's emissions, through modal shifts, electronic conferencing, work scheduling alternatives, and other relevant actions.

- Action Category #4: Reduce GHG emissions from County employee-generated solid waste, the source of approximately 1% of the County's emissions, through increased recycling and other relevant actions.

- Action Category #5: Institute policies and procedures that mitigate greenhouse gas emissions from County government operations.

- Action Category #6: Implement other measures to extend community awareness and enable the County to become better stewards of the environment and meet the needs of the present without compromising the ability of future generations to meet their needs.

Chapter

Introduction

A. Global Climate Change – "Very Likely" Man-made and to Continue for Centuries

Achim Steiner, Executive Director of the United Nation's Environmental Programme (UNEP), cautions,

> "The implications of global warming over the coming decades for our industrial economy, water supplies, agriculture, biological diversity and even geopolitics are massive. Momentum for action is building; this new report (IPCC's Fourth Assessment Report) should spur policymakers to get off the fence and put strong and effective policies in place to tackle greenhouse gas emissions." "In our daily lives we all respond urgently to dangers that are much less likely than climate change to affect the future of our children."

IPCC's Fourth Assessment Report, released in early 2007, describes an accelerating transition to a warmer world marked by more extreme temperatures including heat waves, new wind patterns, worsening drought in some regions, heavier precipitation in others, melting glaciers and Arctic ice and rising global average sea levels. For the first time, the report provides evidence that the ice sheets of Antarctica and Greenland are slowly losing mass and contributing to sea level rise. Key conclusions contained in the report's Summary for Policy Makers include:

- *Global warming is "unequivocal" and it is "very likely" human activity is the main driver, causing most of the rise in temperatures since 1950, and the marked increase in atmospheric concentrations of GHGs carbon dioxide (CO2), methane (CH4) and nitrous oxide (N2O) since 1750 is the result of human activities.* The amounts of CO2 and CH4 now in the atmosphere far exceed pre-industrial values going back 650,000 years. Concentrations of CO2 have already risen by 35% (from a pre-industrial level of 280 ppm to around 379 ppm in 2005) while methane concentrations have risen (250%) from 715 parts per billion (ppb) to 1,774 in 2005.

- *Global climate is likely to warm 3.5 to 8°F if carbon dioxide concentrations in the atmosphere reach twice the levels of 1750, before the Industrial Revolution.* Many energy and environment experts see such a doubling, or worse, as a foregone conclusion after 2050 unless there is a prompt and sustained shift away from the 20th-century pattern of unfettered burning of coal and oil, the main sources of carbon dioxide, and an aggressive expansion of nonpolluting sources of energy. In addition, the report says there is a more than a 1-in-10 chance of much greater warming; a risk that many experts say is

far too high to ignore. Even a level of warming that falls in the middle of the group's range of projections would be likely to cause significant stress to ecosystems, according to many climate experts and biologists. In addition, it would alter longstanding climate patterns that shape water supplies and agricultural production.

- *The warming has set in motion a rise in global sea levels, the report says.* It forecasts a rise of 7 to 23 inches by 2100 and concludes that seas will continue to rise for at least 1,000 years to come. By comparison, seas rose about 6 to 9 inches in the 20th century.

B. Climate Change in Florida

Changes consistent with the early effects of global warming are being observed in Florida, including retreating and eroding shorelines, dying coral reefs, salt-water intrusion into freshwater aquifers, increasing numbers of forest fires, and warmer air and sea surface temperatures. The National Oceanic and Atmospheric Administration (NOAA) cautions that global warming is expected to make future hurricanes stronger, with ". . . significantly more intense rainfall, than under present day climate conditions and is based on anticipated enhancement of energy available to the storms due to higher tropical sea surface temperatures." The Florida Climate Alliance and National Resources Defense Council identified the following potential effects of global warming that Florida may experience in the future:

- Coastal property and key tourist's resources damaged by sea level rise.
- Fresh water supplies, agriculture and tourist centers endangered by salt-water intrusion.
- Harm to coastal ecosystems, such as the Everglades and coral reefs, due to the combined effect of sea level rise, rising temperatures, and alterations in rainfall.
- Increased heat-related illnesses and infectious diseases.
- Negative impacts on agriculture, commercial forests, and natural ecosystems.
- More intense weather systems, and heavier, more concentrated rains, along with longer droughts, likely resulting in a decrease of crop yields.
- Substantial threats to both life and tax base if hurricanes become stronger with more intense rainfall.

C. Leon County's Commitment to Reduce its Contribution to Global Warming

Out of concern for the potential negative impacts climate change will have on the local community and beyond, Leon County became a member of the International Council for Local Environmental Initiatives (ICLEI) and committed to participate in its Cities for Climate Protection (CCP) campaign in 2007, thereby joining the ranks of more than 150 cities, towns, and counties in the United States and over 600 municipalities worldwide. In May, 2008, Leon County set a goal to reduce GHG emissions from its operations by 20% by September 30, 2017 and by 80% by September 30, 2050, in comparison with base year FY 2006/2007 emission levels.

The County Administrator appointed a Sustainable Operations Team to develop and lead the implementation of a local action plan thereby positioning the County to achieve its GHG emission reduction targets. The strategies in this Plan are largely based on similar plans

developed by other governmental entities, and reports from the IPCC and other reputable sources.

Chapter 2

GHG Emission Trends and Opportunities to Stabilize Atmospheric GHG Concentrations

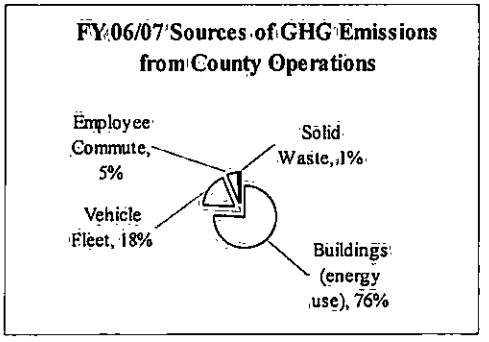
A. Global GHG Emission Trends

While the IPCC emphasizes the need to stabilize and reduce the atmospheric concentrations of eCO2, historically high rates of anthropomorphic greenhouse gasses are being released globally. To illustrate, between 1970 and 2004: (1) global GHG emissions increased 70%; (2) CO2 emissions grew by 80% and represented 77% of total anthropogenic GHG emissions in 2004; and (3) the largest growth in emissions came from the energy supply sector (an increase of 145%).

The IPCC emphasized: (1) that atmospheric CO2 concentrations should not exceed the range of 450-550 ppm by 2050, in order to avoid catastrophic economic consequences associated with an average global temperature rise greater than 2ºC; (2) the need to begin reducing total global emissions within ten to fifteen years; and (3) the need to achieve absolute cuts in emissions from developed countries of 60-80% from 1990 levels by 2050.

B. Leon County Government Operation's GHG Emission Trends and Reduction Goals

In March, 2008, the Board approved the GHG Inventory, which established the context within which to assess emission reduction opportunities. The GHG Inventory reported base year FY 2006/2007 GHG emissions totaled 22,549.3 tons of carbon dioxide equivalents (eCO2) from the following sectors: buildings (76%), vehicle fleet (18%), employee commute (5%) and solid waste (1%).



If actions are not taken to reduce emissions, GHG emissions are projected to increase by 17.8% and total 26,559 eCO2 by September 31, 2017.

In May, 2008, the Board of County Commissioners set goals to reduce GHG emissions from its operations: (1) by 20% by September 30, 2017; and (2) by 80% by September 30, 2050, in comparison with base year FY 2006/2007 emission levels.

C. GHG Mitigation Technologies and Practices

The IPCC concluded that: (1) no one technology or sector can be completely responsible for mitigating future warming; (2) the range of stabilization levels can be achieved through the deployment of a portfolio of technologies that are currently available and those that are expected to be commercialized in coming decades; and (3) key practices and technologies in various sectors should be implemented to reduce global emissions. Additionally, the IPCC identified the following as the technologies with the greatest potential (those closely linked with County operations are highlighted in bold font, many of which are incorporated in The Plan):

Key Mitigation Technologies and Practices by Sector (IPCC 2007)		
Sector	**Currently Commercially Available**	**Projected to be Commercialized Before 2030**
Energy Supply	Improved supply and distribution efficiency; fuel switching from coal to gas; nuclear power; renewable heat and power (hydropower, solar, wind, geothermal and bioenergy); combined heat and power; early applications of CCS (e.g. storage of removed CO2 from natural gas)	Carbon Capture and Storage (CCS) for gas, biomass and coal-fired electricity generating facilities; advanced nuclear power; advanced renewable energy, including tidal and waves energy, concentrating solar, and solar PV
Transport	**More fuel efficient vehicles; hybrid vehicles; cleaner diesel vehicles; biofuels; modal shifts from road transport to rail and public transport systems; non-motorized transport (cycling, walking); land-use and transport planning**	Second generation biofuels; higher efficiency aircraft; advanced electric and hybrid vehicles with more powerful and reliable batteries
Buildings	**Efficient lighting and daylighting; more efficient electrical appliances and heating and cooling devices; improved cook stoves, improved insulation; passive and active solar design for heating and cooling; alternative refrigeration fluids, recovery and recycle of fluorinated gases**	Integrated design of commercial buildings including technologies, such as intelligent meters that provide feedback and control; solar PV integrated in buildings
Industry	More efficient end-use electrical equipment; heat and power recovery; material recycling and substitution; control of non-CO2 gas emissions; and a wide array of process-specific technologies	Advanced energy efficiency; CCS for cement, ammonia, and iron manufacture; inert electrodes for aluminium manufacture
Agriculture	Improved crop and grazing land management to increase soil carbon storage; restoration of cultivated peaty soils and degraded lands; improved rice cultivation techniques and livestock and manure management to reduce CH4 emissions; improved nitrogen fertilizer application techniques to reduce N2O emissions; dedicated energy crops to replace fossil fuel use; improved energy efficiency	Improvements of crop yields
Forestry/forests	Afforestation; reforestation; forest management; reduced deforestation; harvested wood product management; use of forestry products for bio-energy to replace fossil fuel use	Tree species improvement to increase biomass productivity and carbon sequestration. Improved remote sensing technologies for analysis of vegetation/ soil carbon sequestration potential and mapping land use change
Waste	**Landfill methane recovery; waste incineration with energy recovery; composting of organic waste; controlled waste water treatment; recycling and waste minimization**	Biocovers and biofilters to optimize CH4 oxidation

Chapter 3

The Climate Action Plan Strategies

In March, 2008, the Board of County Commissioners directed staff to develop an action plan to reduce GHG emissions from County government operations. The Plan serves as the guiding document and planning tool for the County to achieve its GHG emissions reduction goals, while meeting the needs of present and future generations.

The Plan identifies a range of GHG emission mitigation strategies that will reduce forecasted emissions from County government operations (Attachment #1). These strategies focus on the following major sources of GHG emissions: buildings and facilities; vehicle fleet; employees' commutes to and from work; and employee-generated solid waste. The Plan also includes additional strategies to reduce GHG emissions, increase community awareness, and for the County to become better stewards of the environment.

It is important to note that these mitigation strategies are just the first of a series of steps that will be taken over the next forty-three years. It is impossible to know today what new technologies will become commercialized over that time period.

A. Buildings, Facilities and Energy Efficiencies

Energy used to heat, cool, light and otherwise operate County buildings and facilities is responsible for approximately 76% of Leon County's GHG emissions. Therefore, reducing energy demands and increasing energy efficiencies in County buildings and facilities will need to play a major role in the County's strategies to reach its GHG mitigation goals. This focus towards energy efficiencies is consistent with the IPCC's 2007 Climate Change Synthesis Report,

> "All assessed stabilization (of atmospheric concentrations of GHGs) scenarios indicate that 60-80% of the reductions (in GHG emissions) would come from energy supply and energy use and industrial processes, with energy efficiency playing a key role in many scenarios."

Many energy efficiency measures have quick paybacks in terms of reduced energy costs, and significantly reduce GHG emissions. The IPCC identified the following mitigation technologies that are currently commercially available: "Efficient lighting and daylighting; more efficient electrical appliances and heating and cooling devices; improved cook stoves, improved insulation; passive and active solar design for heating and cooling; alternative refrigeration fluids, recovery and recycle of fluorinated gases..."

The Plan identifies measures that reduce energy use through decreased demand and increased efficiencies, including for example: performing energy audits; adjusting thermostat settings; making lighting more energy efficient; installing sensors to turn off lights when an area is not in use; setting

office space and office use standards to limit the amount of space required to be developed and operated; supporting only necessary appliances and eliminating the others from County facilities; making appliances more energy efficient when warranted; and replacing, retrofitting, and/or re-commissioning heating, ventilation and air conditioning (HVAC) systems (which includes verification of proper performance regarding equipment and installation, controls, operations and default settings). The Plan includes identification of solar and/or less GHG intensive energy applications; the development of design standards that incorporate energy efficiencies into new construction; and that new construction and renovations will follow LEED or FGBC guidelines.

Lighting produces about 35 percent of the CO2 emissions from the commercial sector. This simple fact, along with an impressive variety of energy-efficient lighting technologies, presents significant opportunities for substantial energy savings. Federal agencies, such as the Department of Energy and the Environmental Protection Agency (EPA), have long recognized the potential for energy improvements in lighting and have sponsored numerous programs to encourage more efficient lighting. To the degree practicable, inefficient ballasts will be replaced with electronic ballasts; T 12 F34 fluorescent lamps will be replaced with T8 F28 lamps or other energy efficient lamps; and incandescent lamps will be replaced with compact fluorescent lamps (CFLs). Lighting will be updated as more efficient lighting becomes available. Additionally, outdoor lighting will be evaluated and replaced with more efficient systems when deemed more cost effective, and exit lights will be retrofitted with LED units. At a minimum, occupancy sensors will be installed in irregularly used areas such as restrooms and in common rooms such as break rooms. Ideally, all spaces should have occupancy sensor controls.

These strategies alone, however, will not position the County to fully achieve its GHG emissions reduction goal in the facilities sector. Additional mitigation strategies will need to be identified in upcoming Plan revisions.

In considering the cost of implementing these initiatives, it is important to note the fiscal impact of increasing electric rates. The City's electric rate structure for Commercial Service, General Service Demand, includes: (1) A customer charge which was $40/month in October, 1999 and is now $50/month (a 25% increase); (2) A charge for energy use, which consists of: (a) kilowatt hours (kWh's) consumed; and (b) an energy cost recovery (previously referred to a fuel oil adjustment), that varies with consumption and is applied per kWh (the combined kWh and energy cost recovery rate was $0.04847 in October, 1999 and is now $0.10002 (a 106.35% increase); and (3) A charge for the highest rate of energy consumption (expressed in kW), during the billing period-peak demand, is billed based upon the highest thirty minute demand interval for the billing period; the kW rate was $7.25 in October, 1999 and is now $9.25 (an increase of 27.59%).

Electric costs for the Courthouse would have been approximately $35,350.85 under May, 2003 rates and $54,962.70 under April, 2008 rates (a $19,612.85 monthly increase, which equates to a 55.48% increase during this five-year period, or 11.1% per year). Annualized, this increase would be $235,342 for the Courthouse alone.

Est. Electric Charges, Based On May 2008 Courthouse Consumption and Rates in Effect for Various Time Periods (includes 7% Prefered Customer Discount)		
Rate Increases	10/99 - 4/08	5/03-4/08
% Increase	85.51%	55.48%
Periods (Years)	8.5	5.0
Avg. Inc./Year	10.06%	11.10%
$ Increase	$ 25,334	$ 19,612
Annualized $ Inc.	$ 304,009	$ 235,342

B. Vehicle Fleet and Employee Commute

Transportation accounts for approximately 23% of the County's emissions through two sources: (1) its vehicle fleet, which is responsible for 18% of the emissions thereby making it the second largest GHG emissions contributor; and (2) its employees' commutes to and from work, which is responsible for another 5% of the emissions, thereby making it the third largest GHG emissions contributor.

Each gallon of gasoline produces approximately 19.4 pounds of eCO2 for tank-to-wheel fuel use and 4.6 pounds of eCO2 for upstream well-to-tank use. According to the EPA, the average passenger vehicle is estimated to annually consume 500 gallons of gasoline and emit 5.5 metric tons of CO2.

There are three fundamental strategies for reducing vehicle GHG emissions: (1) reduce vehicle miles traveled (VMT); (2) improve fuel economy; and (3) use less GHG-intensive fuels. While reducing VMT curtails GHG emissions, it also helps alleviate other growing problems, such as traffic congestion, and offsets the need for new road infrastructure. Additionally, improving fuel economy and switching to alternate fuels decreases GHG emissions, local air pollution and our dependency on foreign oil.

The IPCC identified the following mitigation technologies that are currently commercially available to reduce GHG emissions from the transportation sector, "More fuel efficient vehicles; hybrid vehicles; cleaner diesel vehicles; biofuels; modal shifts from road transport to rail and public transport systems; non-motorized transport (cycling, walking); land-use and transport planning..."

The Plan identifies measures that include the purchases of more fuel efficient, hybrid and "right-sized" vehicles through the replacement of retired vehicles; the use of bio diesel and alternative fuels; reducing VMT through limiting take home vehicles, mobile technology, teleconferencing and other technologies that can be expanded to reduce VMT. Alternate work schedules are also being considered as a means to reduce emissions, including a four-day work week, which will have the greatest reduction impact on employee commutes.

Staff anticipates current market forces will entice employees to modify their commuter choices when feasible, including the use of a more fuel efficient vehicle, carpooling, biking, walking, or riding public transit. Employees' opportunities in this regard are largely limited by where employees live and where they must travel relative to work and stops to and from work, such as a childcare facility or school. Staff has involved Commuter Services of North Florida to help employees choose the best commute options to meet their needs through services such as Ridematch, which can locate potential carpool partners, and Guaranteed Ride Home, a program that provides fare-free taxi service in cases of emergency for those that use a commute option at least three days per week.

Land-use and transportation planning issues are not addressed in the Plan, as the Plan focuses on GHG emissions from County operations. Nonetheless, Planning and Growth Management divisions are highly involved in development and implementation of initiatives that improve sustainability in these sectors (Attachment #3).

C. Waste - Reduce, Reuse and Recycle

Solid waste produced by employees is estimated to generate 1% of the GHGs emitted by County operations. It is important to note that this estimate is understated, as it does not include emissions from the County's landfill, or from visitors to the County's libraries, parks, community centers or other facilities. Further, it does not consider waste as a result from facilities construction.

The IPCC identified the following mitigation technologies that are currently commercially available to reduce GHG emissions from the waste sector, "Landfill methane recovery; waste incineration with energy recovery; composting of organic waste; controlled waste water treatment; recycling and waste minimization...." The County currently has a methane gas recovery system in place at the landfill, and sponsors several waste reduction programs including recycling through the County's landfill and rural collection center drop-off locations, and hosting composting bin sales.

Recycling reduces GHG emissions in two ways: (1) it keeps materials out of the landfill, thereby avoiding methane emissions (methane has 23 times the climate forcing potential of CO2); and (2) it reduces the emissions associated with the mining, processing, and transportation of virgin resources. The energy savings associated with recycling are summarized in this table. The GHG inventory estimated each County employee, on average, generates approximately one-half ton of solid waste per year. Therefore, it appears there is a good opportunity to reduce GHG emissions through increased recycling.

Recycling - Energy Savings and eCO2 Impacts (per ton recycled)			
Materials	% Energy Reduction	Equivalent Barrel Oil	Tons eCO2 Reduced
Aluminum	95	37.2	13.8
Cardboard	26	2.43	0.04
Steel	61	2.71	1.52
Plastic (PET)	57	1.1	0.985
Newsprint	45	3.97	-0.03
Source: US Department of Energy			

Additionally, it is anticipated the Green Procurement Policy and design standards, which are identified in the Plan, will address issues related to reuse of goods, materials and office space through standardization.

D. Other Sustainability Measures, including Water Conservation, Urban Forestry, and Food Choices

1. Water Conservation - Conserving water also conserves energy and reduces emissions, largely by reducing the volume of water that needs to be treated by wastewater treatment plants. As the County does not operate such plants, water conservation has a limited impact on County operations' GHG emissions and, consistent with the CCP's protocol, water use was not included in its GHG Inventory.

Water conservation measures have, however, been incorporated into the Plan as another sustainability measure, rather than as a strategy undertaken by the County to help achieve its GHG reduction goals. Additionally, implementing measures to reduce the amount of water that needs to be heated, chilled or stored at modified temperatures reduces energy use and such actions are included in the buildings and facilities sector.

2. Urban Forestry – The County is responsible for planting and maintaining trees at its parks, right-of-ways, buildings and other facilities. These trees filter pollutants from the air, improve water quality, reduce stormwater runoff, and reduce energy costs. Additionally, carbon removal (sequestration) by trees plays an important role in the global carbon cycle. Trees sequester CO2 from the atmosphere through photosynthesis and return oxygen back to the atmosphere as a byproduct.

Trees then store carbon in their biomass (roots, trunk, branches, and leaves), accounting for about half the dry weight of most trees. The amount of carbon stored increases as trees grow in size. Trees store the carbon until they die or are allowed to decay completely and are considered a "sink" for excess carbon in the atmosphere.

With regard to the Plan, strategically placed trees shade building walls, particularly those containing the most windows, thereby reducing energy consumption and decreasing GHG emissions (heat transmitted through the roof is best reduced by using attic insulation, radiant barriers and ventilation, as tree limbs over the roof can present both a nuisance (litter clogging rain gutters) and a risk of damage or injury should heavy limbs fall off in a storm).

3. Food Choices – Dietary shifts can have a greater impact on one's carbon footprint than adjustments in modes of transportation. All told, livestock are responsible for more GHG emissions than all the planes, trains and automobiles on the planet. The livestock sector is responsible for 18 percent of greenhouse gas emissions measured in CO2 equivalent, according to the report Livestock's Long Shadow - Environmental Issues and Options, released by the Food and Agriculture Organization of the United Nations (FAO) in 2006. In the report, senior U.N. Food and Agriculture Organization official Henning Steinfeld reports that the meat industry is "....one of the most significant contributors to today's most serious environmental problems...." and that "....urgent action is required to remedy the situation..." The report found the world's livestock industry "generates 65 per cent of human-related nitrous oxide, which has 296 times the Global Warming Potential (GWP) of CO2", concluding "that livestock are responsible for 18 percent of greenhouse gas emissions, a bigger share than that of transport." In terms of climate change, livestock are a threat not only because of the gases coming from their stomachs and manure but because of deforestation, as land is cleared to make way for pastures, and the amount of energy needed to produce the crops that feed the animals.

In 2008, researchers from Carnegie Mellon University found:

(1) replacing red meat and dairy with chicken, fish, or eggs for one day per week reduces emissions equal to 760 miles per year of driving;
(2) switching to a totally local diet throughout the year is equivalent of driving about 1,000 miles less per year; and
(3) switching to vegetables one day per week is equivalent of driving 1,160 miles less per year.

These estimates were in comparison with driving a car that gets 25 miles per gallon of gasoline for 12,000 miles per year (the U.S. average), which produces about 4.4 tons of CO2.

Based on the Carnegie Mellon's findings, switching to a plant based diet 5 days/week would result in GHG emission reductions roughly equivalent to the level of GHGs emitted from employee work commutes:

- Employees commute to/from work, on average, approximately 5,513 miles/year (based on an average round trip commute of 22.5 miles/day, 5 days/week, and 49 weeks/year).
- Shifting to a plant-based diet 5 days per week would be equivalent to driving 5,800 miles less per year (1,160 miles less per day x 5 days).

To maintain a focus of how our daily food choices impact the climate, the Plan includes the purchase of vegetarian, poultry, and locally grown foods for commission meeting breaks, and excludes the purchase of red meat.

Chapter 4

Implementation Strategies

In order to reach its GHG emission reduction goals, Leon County must reduce its GHG emissions by a total of 4,510 tons eCO2 by September 30, 2017, which represents a 20% reduction from its FY 2006/2007 base year emission level of 22,549.3 tons of eCO2; and by 18,039 tons eCO2 by September 30, 2050, which represents an 80% reduction from its FY 2006/2007 emission level. Attachment #1 and the previous sections of the Plan outlined various actions across sectors that could be implemented to reduce GHG emissions from County operations. These actions include continuation of existing activities and programs, as well as initiating new actions that will achieve far greater emissions reductions.

Strategies to implement the Climate Action Plan to reduce GHG emissions from County government operations will include:

- Criteria for Selection of Mitigation Strategies - GHG emission reduction projects, intended to reduce energy consumption and selected by staff for implementation within available funding levels, will: (1) be a strategy identified in this Plan; (2) be historically proven in terms of technology and performance; (3) be projected to reduce GHG emissions from County operations; and (4) meet at lease one of the following cost effectiveness criteria:

  a. Simple Payback Period < Seven Years
  b. Cost Per Ton of eCO2 Avoided < $50.

  Strategies not projected to meet the above criteria will not be implemented without specific Board direction. In addition to the substantive criteria above, staff will consider factors such as: life cycle costs, resource availability (including funding, staffing and operational impacts), implementation timeframes, compatibility with existing priorities, end of life disposal, available assistance and support, and visibility.

  A recording power meter, which measures energy consumption for various building components, has been purchased and will be used to measure current energy usage. These measures can then be converted to projected dollar savings before the measure is implemented throughout the facility, to assure the above criteria are met prior to implementation. The larger systems will be implemented through energy audits, with savings and pay back periods projected through manufacturers' data and engineering analysis.

- Measurability and Documentation – Documentation developed by projects selected by staff for implementation will include, at a minimum: project description, estimated simple payback period, GHG emission reductions, estimated costs prior to implementation, and actual project costs.

- Plan Implementation (CCP Milestone #4) - The following entities will take responsibility for implementing the Plan upon Board approval:

  - County Sustainable Operations Team: The team will provide general oversight and support for implementation of the plan in all County operations.

  - Public Information Office (PIO): The PIO will assist Sustainable Operations Team in implementing public information campaigns to educate County employees and the public about the County's GHG program.

  - County Departments: All county divisions and departments will assist in implementation of data gathering and appropriate action items for GHG reduction.

- Plan Monitoring and Reporting (CCP Milestone #5) – Staff will continue to track energy consumption and GHG emissions from County operations; assess new opportunities to reduce GHG emissions; and report progress annually to the Board.

The Plan identifies estimated FY 2008/2009 expenditures and includes some FY 2009/2010 cost projections. More precise cost information will be developed as surveys, audits, and studies are conducted and system options are identified and selected. Therefore, funding from one GHG reduction measure may be used to further the implementation of another. It is important to note that out-year funding will be required to continue to implement the Plan, however, the required level of funding has not been fully developed. While the achievement of GHG reduction measures requires substantial up-front investments in terms of staff costs and capital outlay, many of these measures will produce immediate and full pay back in terms of reduced energy costs.

6/19/08

Leon County
Climate Protection Action Plan Strategies
July 8, 2008

The Climate Protection Action Plan provides strategies and actions to reduce greenhouse gas (GHG) emission levels from Leon County Government Operations consistent with the commitment made in the Cities for Climate Protection resolution. The County's FY 2006/2007 baseline emission levels will serve as the threshold for measuring the success of these efforts.

Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	**Activity**	**Assigned to**	**Estimated Completion Date**	**GHG Reduction for County Operations**	**Cost Savings**	**Staff Resources Only**	**FY 08/09 Est. Budget**	**One time or Continuing Cost**	**FY 09/10 Est. Budget**
1. Reduce the County's Energy Consumption	1. Develop Facilities policy recommendations addressing the following: ▪ Thermostat settings ▪ Lights out ▪ Equipment off ▪ Limiting water coolers ▪ Limiting employee electrical devices ▪ Setting space size standards for new construction and remodeling ▪ Setting lighting level standards	Kim Dressel, Tom Brantley, John Ward, Carl Morgan, Pat Curtis	2/09	Basis for future action items	N/A	Yes	-	-	-

Attachment #1
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Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	▪ Limiting hot water heaters consistent with Health Department regulations ▪ Requiring demand hot water heaters, solar, or other energy efficient solutions whenever feasible. ▪ Other related matters.								
	2. Conduct a facility survey of County facilities.	Tom Brantley, John Ward, Carl Morgan, Facilities Interns	10/08	Basis for future action items	N/A	Yes	-	-	-
	3. Conduct an in depth energy audit of County facilities with the highest opportunities for energy savings.	Tom Brantley, John Ward, Carl Morgan	10/09 (First year audits)	Basis for future action items	N/A	No	$10,000	One time	TBD
	4. Install and adjust digital thermostats in County facilities based on the industry standards to reduce consumption.	Tom Brantley, Al Sessions, Jeff Williams	10/08 (Currently being pursued)	Medium Potential .6% to 2.9% per additional building *BOMA estimate	Medium Potential	No	$5,000	One time	-

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Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	5. Perform energy-efficient lighting retrofits in County facilities, consistent with the facilities survey.	Tom Brantley/ Facilities Management	10/09 (Almost Completed)	Medium Potential 3.5% to 9.7% (T12 to T8 fluorescent) *BOMA estimate	Medium Potential	No	$75,000	One time	-
	6. Install motion detectors that will turn lights off if a room is unoccupied for a certain length of time, consistent with the facilities survey.	Tom Brantley, Albert Sessions, Jeff Williams, Tenants	10/08	Medium Potential .3% to 3.2% per additional building *BOMA estimate	Medium Potential	No	$75,000	One time	-
	7. Perform heating, cooling and ventilation system retrofits and/or reconditioning based on the energy audit.	Tom Brantley, John Ward, Carl Morgan, Chuck Tuck	10/10	Large Potential	Large Potential	No	$100,000	Continuing	$100,000
	8. Implement energy efficient lighting and controls for the Woodville and Miccosukee playfields.	Tony Park, Pat Plocek, John Ward	12/08	Medium Potential	Medium Potential	No	$15,000	One time	$15,000
	9. Conduct a study to identify outdoor basketball courts, parks, and playfields for energy	Tony Park, Pat Plocek,	3/09	Basis for future action items	N/A	No	$25,000	One time	-

Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	efficient lighting retrofits.								
	10. Implement energy efficiency lighting improvements for outdoor basketball courts, parks, and playfields, consistent with the study.	Tony Park, Pat Plocek	10/13 (3 fields per year)	Medium Potential	Medium Potential	No	-	Continuing (for 4 years)	$200,000
	11. Activate energy settings on MIS-supported monitors and CPUs and educate users as to the effects on their systems.	Pat Curtis	Complete	Medium Potential	Medium Potential	Yes	-	-	-
	12. Evaluate existing hot water heaters and remove when determined inconsistent with the new policy.	Tom Brantley, Jeff Williams, Al Sessions, John Ward	10/09	Small Potential	Small Potential	No	$2,000	One time	-
	13. Replace needed hot water systems with more cost effective units, including solar, gas, demand, or more efficient tank systems when more energy efficient. Provide timers to prevent operation	Tom Brantley, Jeff Williams, Al Sessions, John Ward	10/10	Medium Potential	Medium Potential	No	-	One time	$10,000

Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	when not needed and insulation as warranted.								
	14. Evaluate existing water coolers and turn off units when determined inconsistent with policy.	Tom Brantley, Jeff Williams, Al Sessions, John Ward	10/09	Small Potential	Small Potential	Yes	-	-	-
	15. Evaluate the efficiency of timers for water coolers that remain installed consistent with the policy, and install timers as appropriate.	Tom Brantley, Jeff Williams, Al Sessions, John Ward	12/09	Small Potential	Small Potential	Yes	-	One time	$2,000
	16. Direct the removal of employee electrical devices that are not consistent with the policy.	Tom Brantley/ Facilities Management, Division Directors	4/09	Medium Potential .6% to 5.2% *BOMA estimate	Medium Potential	Yes	-	-	-
	17. Continue Implementation of the ESCO Contract.	Tom Brantley/ Facilities Management	10/09	Medium Potential	Medium Potential	No	Under Contract	One time	-
	18. Install insulation and other conservation measures, consistent with the energy audit.	Tom Brantley, Jeff Williams, Al Sessions, John Ward	TBD	Medium Potential	Medium Potential	No	-	-	TBD
2. Utilize Solar Systems and incorporate daylighting	1. Develop a plan to evaluate all new construction and some existing buildings and	Tom Brantley/ Facilities Mgmt	Ongoing	Basis for future action items	N/A	Yes	-	-	-

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Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
in County facilities.	facilities for cost effective solar systems.								
	2. Evaluate existing buildings and facilities for cost effective solar retrofits or other energy systems that reduce GHG emissions.	Tom Brantley/ Facilities Mgmt, Pat Plocek	10/09	Basis for future action items	N/A	No	$15,000	Continuing	TBD
	3. Pursue grant funding for solar photovoltaic (PV) panels and solar hot water heating systems.	Tom Brantley, John Ward, Don Lanham	10/09	Basis for future action items	Amount Unknown	Yes	-	-	-
	4. Develop recommendations for improved daylighting of new County facilities, and implement such recommendations in Leon County's Design Guidelines.	Tom Brantley, John Ward, Carl Morgan	12/08	Small Potential	Small Potential	Yes	-	-	-
	5. Install solar or other energy systems that reduce GHG emissions.	Tom Brantley, John Ward, Carl Morgan	10/10 (1st Phase)	Medium Potential	Medium Potential	No	-	-	TBD
3. Build, Renovate, and Maintain Green	1. Become a member of FGBC.	Tom Brantley	10/08	N/A	N/A		$100	Continuing	$100
	2. Become a member of USGBC.	Tom Brantley	10/08	N/A	N/A		$500	Continuing	$500

Action Category #1: Reduce Greenhouse Gas Emissions from County Buildings and Facilities									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
Government Buildings	3. Require that all new construction and renovations of County buildings follow LEED or FGBC guidelines.	Tom Brantley, John Ward, Carl Morgan	Ongoing	Medium Potential; Basis for future action	Medium Potential		TBD	Continuing	TBD
4. Modify County's Design Guidelines	1. Modify County Design Guidelines to coincide with the County's Green Procurement Policy.	Tom Brantley, John Ward, Carl Morgan, Keith Roberts	05/09	Medium Potential; Basis for future action	Medium Potential	Yes	-	-	-
	2. Modify County Design Guidelines to incorporate reflective roof covering for all new construction & re-roofing.	Tom Brantley, John Ward, Carl Morgan	12/08	Medium Potential; Basis for future action	Medium Potential	Yes	-	-	-
						TOTAL	$322,600	-	$327,600

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Action Category #2: Reduce Greenhouse Gas Emissions from the County's Vehicle Fleet									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
1. Increase Vehicle Fuel Efficiency	1. Continue to schedule or plan trips so that multiple tasks are incorporated into a single trip.	John Pompey	Ongoing	Medium Potential	Medium Potential	Yes	-	-	-
	2. Continue to monitor use of take home vehicles and ensure proper justification is in place for all approved.	John Pompey	Ongoing	Small Potential	Small Potential	Yes	-	-	-
	3. Continue to purchase fuel efficient or electric and/or smaller fleet vehicles where feasible.	John Pompey	Ongoing	Medium Potential	Small Potential	Yes	-	-	-
	4. Develop and enforce policy to limit idling of County vehicles.	John Pompey	10/08	Large Potential	Amount Unknown	Yes	-	-	-
	5. Continue to plan the incorporation of mobile technology in vehicles, such as	John Pompey, Pat Curtis	Ongoing	Medium Potential	Medium Potential	Yes	-	-	-

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Action Category #2: Reduce Greenhouse Gas Emissions from the County's Vehicle Fleet										
					Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	computers connected to the office.								
	6. Continue right-sizing vehicles with the task being performed, consistent with the current Fleet policy.	John Pompey	Ongoing	Medium Potential	Medium Potential	Yes	-	-	-
2. Incorporate Alternative Fuels	1. Continue to evaluate option of using alternative fuel in all County vehicles.	John Pompey	Ongoing	Unknown	Amount Unknown	Yes	-	-	-
	2. Continue the test of Biodiesel and other alternative fuels in selected County fleet.	John Pompey	Ongoing	Large Potential	Amount Unknown	Yes	-	-	-
3. Track Fuel Usage	1. Continue to integrate fuel usage with a preventative maintenance program so that poor performing vehicles are identified for maintenance or replacement.	John Pompey	Ongoing	Small Potential	Small Potential	Yes	-	-	-
	2. Continue to use fuel consumption records to verify fuel	John Pompey	Ongoing	Basis for future action items	N/A	Yes	-	-	-

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Action Category #2: Reduce Greenhouse Gas Emissions from the County's Vehicle Fleet									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	efficiency.								
4. Continue the Preventative Maintenance (PM) Program	1. Continue to perform regular filter changes, proper tire pressures, and tune ups to insure the engine is operating at peak efficiency.	John Pompey	Ongoing	Unknown	Amount Unknown	Yes	-	-	-
5. Provide Green Fleet Training	1. Continue to offer green fleet management training to all applicable departments.	John Pompey	Ongoing	Basis for future action items	N/A	Yes	-	-	-
						Total	$0	-	$0

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Action Category #3: Reduce Greenhouse Gas Emissions from Employee Commutes To and From Work									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
1. Adopt a Transportation Demand Management Program, which would Include Incentives for County Staff	1. Consult with Commuter Services of North Florida to develop a Transportation Demand Management Plan (TDM Plan) that identifies and sets goals for the reduction of vehicle miles traveled. The plan would include the following: ▪ Conduct a survey to assess the options of offering the following for Board employees: telecommuting, four-day workweeks, video conferencing, bike parking retrofits, van/carpooling, and	Lillian Bennett, Amy Cox, Maggie Theriot	Ongoing	Medium Potential	Negligible and not measurable	No	$4,500	Continuing	$50,000

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Action Category #3: Reduce Greenhouse Gas Emissions from Employee Commutes To and From Work									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	alternative commuting services. ▪ Confer with City of Tallahassee/ Star Metro to acquire free or discounted public transportation fees for County employees. ▪ Increase preferential parking for car pool users, consistent with demands.								
2. Propose a Four-Day Work Week	1. Assess the feasibility of instituting a four-day work week for most of the Board's staff.	Vince Long, Alan Rosenzweig, Kim Dressel, Lillian Bennett, David McDevitt, Tony Park	7/08	Medium Potential	Medium Potential	Yes	-	Continuing	-
						Total	$4,500	-	$50,000

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Leon County
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Action Category #4: Reduce Greenhouse Gas Emissions from County Employee's Solid Waste									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
1. Minimize solid and hazardous waste through waste reduction, reuse, and recycling	1. Develop a waste reduction, reuse and recycling policy to reduce the amount of waste produced.	Norm Thomas, Cyndy Brantley, Carole Gentry	10/08	Basis for future action items	N/A	Yes	-	-	-
	2. Become a partner in the EPA Waste Wise program.	Norm Thomas	10/08	N/A	N/A	Yes	-	-	-
	3. Implement recycling stations for plastic, glass, and aluminum beverage containers at all recreational and County facilities through contracted services.	Norm Thomas, Pat Plocek, Tom Brantley, Maggie Theriot	Ongoing	Unknown	Small Potential	No	$30,000 (Containers) $25,000 (Collection Costs)	Continuing	$30,000 (Containers) $25,000 (Collection Costs)
	4. Develop a construction project waste management/recycling plan through contracted services and add such plan to the County Design Guidelines.	Norm Thomas, John Ward, Carl Morgan	1/09	Unknown	Amount Unknown	No	*Add to Project funding	Continuing	*Add to project funding

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Action Category #4: Reduce Greenhouse Gas Emissions from County Employee's Solid Waste									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	5. Continue the methane gas recovery at the landfill. (Anticipated to generate $135,000/yr. in revenue)	Norm Thomas	Ongoing	Large Potential	Program will generate revenue		-	-	
	6. Perform waste audits in County facilities to create incentives for increasing recycling and decreasing disposal costs.	Norm Thomas, Maggie Theriot	10/09	Basis for future action items	N/A	Yes	$8,000	One time	-
	7. Provide reusable mugs or water bottles to all new employees.	Lillian Bennett, Amy Cox, Rebeka Gipson-King	12/08	N/A	N/A	No	$4,200	Continuing	$4,200
	8. Utilize reusable water bottles and mugs at County Commission meetings.	Commission Aides	Ongoing	N/A	N/A		TBD		TBD
	9. Consider alternatives to water bottles at County events.	Rebeka Gipson King	Ongoing	N/A	N/A	No	TBD	Continuing	TBD
						Total	$67,200	-	$59,200

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Action Category #5: Support Greenhouse Gas Mitigation and Sustainability Efforts in County Government Operations									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
1. Conservation Planning	1. Monitor & track Leon County Government Operations' energy and water use and solid waste generation.	Tom Brantley, Norm Thomas, John Pompey, Lillian Bennett	Ongoing	N/A	N/A	Yes	-	-	-
2. Appoint a Green Team, and Implement, Monitor, and Report Progress on the Climate Action Plan	1. Create a sustainable operations team to aid in implementing and monitoring progress on County Government Operations Action Plan initiatives.	County Administrator	Complete 5/08	N/A	N/A	Yes	-	-	-
	2. Implement, Monitor and Report Progress on the Action Plan	Sustainable Operations Team	Ongoing, meet at least quarterly, report annually	N/A	N/A	Yes	-	-	-
3. Provide Education on the County's Green	1. Maintain the "Growing Green" website to relay the County's commitment to reducing its greenhouse	Rebeka Gipson-King, Carole Gentry, Sustainable	Ongoing	N/A	N/A	Yes	-	-	-

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Action Category #5: Support Greenhouse Gas Mitigation and Sustainability Efforts in County Government Operations									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
Programs	gas emissions.	Operations Team							
	2. Include the County's commitment to the environment in new employee orientation.	Lillian Bennett, Amy Cox	Ongoing	N/A	N/A	Yes	-	-	-
	3. Promote and create awareness of the County's green building programs and green projects through the press releases, website, and printed materials.	Rebeka Gipson-King, Carole Gentry	Ongoing	N/A	N/A	No	$2,000	Continuing	$2,000
	4. Place informative signs at County facilities to highlight green features of public amenities that detail their benefits.	Rebeka Gipson-King, Carole Gentry	Ongoing	N/A	N/A	No	$1,000	Continuing	$1,000
	5. Distribute periodic internal communications on green topics to raise employee awareness.	Rebeka Gipson-King	Ongoing	N/A	N/A	Yes	-	-	-
	6. Include the County's green initiatives on NACo's Green Government website.	Rebeka Gipson-King, Shington Lamy	Ongoing	N/A	N/A	Yes	-	-	-

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4. Adopt Policies to Implement a Green Procurement Program	1. Create a task force to review current policies regarding procurement of products and research new strategies for green procurement.	Keith Roberts, Sustainable Operations Team, Division Directors	3/09	N/A	N/A	Yes	-	-	-
	2. Draft a comprehensive County Green Procurement Policy. Major areas to be examined are: ▪ Life cycle economics ▪ Current contracts for inclusion of potential green products and actions in future cycles ▪ Readily available products with recycled or environmentally friendly content (paper, plastics, cleaning chemicals) ▪ Utilization and inclusion of environmentally friendly product guidelines such as the EPA's Environmental Purchasing Program, Energy Star, Responsible Purchasing Council standards, etc. ▪ Other related issues.	Keith Roberts, Division Directors	3/09	Small Potential	Small Potential	Yes	-	-	-
	3. Purchase vegetarian, poultry, and locally grown foods to serve during commission meeting breaks, and	Commission Aides	Ongoing	N/A	N/A	No	No Cost Increase	Continuing	No Cost Increase

		exclude the purchase of red meat.							
5. Hire a Sustainability Director	4. Hire a Sustainability Director, at an anticipated PG58 and a minimum hire-in rate of $53,812.99, to coordinate, monitor, report, initiate and carryout activities related to the Climate Action Plan and CCP milestones.	Kim Dressel	12/08, with ongoing responsibilities	N/A	N/A	No	$76,666	Continuing	$76,666
						Total	**$79,666**	-	**$79,666**

Leon County
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Action Category #6: Other Sustainability Measures									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
1. Institute Procedures that Support Sustainable Landscaping and Preservation of Existing Trees	1. Evaluate County property to determine the simplicity of incorporating the principles of Florida Friendly Landscaping.	Tom Brantley, Pat Plocek, Tom Jackson, Stan Rosenthal, David Marshall, Maggie Theriot	TBD	N/A	Negligible and Not Measurable	No	-	Continuing	-
	2. Recognize public landscapes under Florida Yards & Neighborhoods	Tom Brantley, Pat Plocek, Tom Jackson, Stan Rosenthal, David	After the principles of Florida Friendly	N/A	N/A	No	-	-	-

Action Category #6: Other Sustainability Measures									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	program.	Marshall, Maggie Theriot	Landscaping are incorporated						
2. Institute Policies to support Water Conservation	1. Identify older irrigation systems without rain shut-off control, and plan for their replacement, and complete replacements consistent with the level of funding.	Tom Brantley, Pat Plocek	10/09 (Planning)	N/A	N/A	Yes	$5,000	Continuing	TBD
	2. Install aerators on faucets and low-flow showerheads where feasible.	Tom Brantley, Jeff Williams, Al Sessions, John Ward, Chuck Tuck	1/10	Negligible and not measurable	Amount Unknown	No	-	One time	TBD
	3. Survey toilet fixtures in County facilities for retrofits and plan replacements with water conservation systems.	Tom Brantley, Jeff Williams, Al Sessions, John Ward	1/10	Negligible and not measurable	Amount Unknown	Yes	-	One time	TBD
	4. Modify County Design Guidelines to incorporate water conservation systems such as plumbing and	Tom Brantley, John Ward, Carl Morgan, Pat Plocek	12/08	Negligible and not measurable	Amount Unknown	Yes	-	-	-

Action Category #6: Other Sustainability Measures									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
	irrigation.								
3. Preserve Existing Trees and Replace When Necessary	1. Perform Tree Survey and develop Five Year Plan for maintenance and replacements.	John Ward, Stan Rosenthal	10/09	Basis for future actions	N/A	Yes	-	Continuing	TBD
	2. Fund efforts to perform landscape maintenance and planting of shade trees, consistent with the Tree Survey	Tom Jackson, Maggie Theriot, Stan Rosenthal	Ongoing	Small Potential	Small Potential	No	-	Continuing	TBD
	3. Plant new trees and shrubs strategically to shelter buildings and reduce fuel consumption needed to cool buildings.	Tom Jackson, Maggie Theriot, Stan Rosenthal	Ongoing	Small Potential	Small Potential	No	-	Continuing	TBD
	4. Continue to pursue the County's recognition as a Tree City USA on an annual basis.	Shington Lamy	Ongoing – Annual Submissions	N/A	N/A	Yes	-	-	-

Action Category #6: Other Sustainability Measures									
				Potential Estimated Savings		Estimated Financial Impact (Not Considering Energy Savings Offset)			
Task	Activity	Assigned to	Estimated Completion Date	GHG Reduction for County Operations	Cost Savings	Staff Resources Only	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
4. Extend Community Awareness	1. Host the Leon County Climate Action Summit to ensure a Sustainable future for our community.	Sustainability Coordinator, County Administration, Shington Lamy	Ongoing (As Directed by the Board)	N/A	N/A	No	TBD	Continuing	TBD
5. Increase Sustainability in County Operations	2. Become a Certified Florida Green Local Government.	Sustainability Coordinator, Shington Lamy	10/10	N/A	N/A				$4,500
6. Increase Resources Awareness	3. Join Climate Communities, a national organization which advocates for federal resources, tools, and incentives to support local governments' actions regarding climate change issues.	Sustainability Coordinator, County Administration, Sington Lamy	Ongoing (As Directed by the Board)	N/A	N/A	No	$6,000	Continuing	$6,000
						TOTAL	$11,000	-	$10,500

	FY 08/09 Est. Budget	One time or Continuing Cost	FY 09/10 Est. Budget
Total All Categories	$484,966	-	$526,966

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Attachment #2

Leon County's Past Efforts to Increase Energy Efficiencies and Reduce Greenhouse Gases

The County has actively and successfully participated in a number of programs and activities over the past years designed to reduce the amount of energy produced by County Operations. A few of these energy conservation programs include the following:

- U.S. Environmental Protection Agency (USEPA) "Green Lights" Program: Leon County became a program participant in USEPA "Green Lights" program in 1994. Green Lights is an innovative program sponsored by the Environmental Protection Agency (EPA) which encourages U.S. corporations to install energy-efficient lighting technologies. Using these technologies, energy consumption can be dramatically reduced while delivering the same or better quality lighting. Leon County completed the retrofit of its building facilities in 1997, which the USEPA has determined reduced GHG emissions (at the annual rate of 3,757,570 pounds of CO2; 16,706,025 grams of sulfur dioxide; and 6,052,909 grams of nitrogen oxides) and reduced our annual electrical energy consumption by approximately 2,058,939 kWh/year. This was later confirmed through out total energy cost savings of $3,693,311 occurring over the 10-year period from 1995-2004.

- Energy Savings Company (ESCO) Contract: On October 11, 2005, the Board selected thirteen projects to be included in an ESCO contract with Energy Systems Group, which included: installing a combined central energy plant between the Courthouse Annex and Courthouse, performing additional lighting upgrades in County building facilities, performing water conservation in certain County buildings, and further reducing the rate of electrical consumption by employing computerized energy management system controls. The total project cost of $4,466,238 is expected to generate savings of $6,714,535 over a period of twelve years.

- Workshop on Smart Energy Strategies: The Board held a Workshop on Smart Energy Strategies on August 22, 2006. At this meeting, the Board adopted 15 strategies to increase energy conservation and reduce GHG emissions. The strategies fall under the following categories: Cleaner Vehicles, Energy Efficient Buildings, Environmentally-Friendly Policies and Practices, Renewable Energy, and Community Education and Outreach. These strategies, which are in various stages of implementation, are incorporated in the Climate Action Plan.

- Workshop on "Green Buildings" and FSU's Off Grid Zero Emissions Building (OGZEB): The Board held a workshop on green building and FSU's OGZEB on May 22, 2007. The workshop highlighted the benefits of building green, including enhancing and protecting biodiversity and ecosystems, improving air and water quality, restoring natural resources, reducing operating costs, optimizing life-cycle economic performance, enhancing occupant comfort and health, minimizing strain on local infrastructure, and improving overall quality of life. In addition, representatives from The Sustainable Energy Science and Engineering Center at FSU and Mad Dog

Construction presented information about the new energy efficient building, OGZEB, being built on FSU's campus.

- International Council of Local Environmental Initiatives (ICLEI – Local Governments for Sustainability): Recognizing the need for cooperation and taking responsibility for its contributions to climate change, Leon County joined the International Council for Local Environmental Initiatives (ICLEI) in July 2007. Membership in ICLEI provides information and a network of peers to Leon County regarding worldwide, national and regional efforts in the areas of climate protection, reduction of GHG emissions and impacts of climate change and other environmental issues. Additionally, ICLEI develops and provides at no cost to the members case studies, training workshops, publications and other learning opportunities.

- Leon County Hosts National Conversation on Climate Action: On October 4, 2007, 70 communities across the country, along with Leon County, came together to discuss the science behind and what is needed to solve global warming. It was all part of the National Conversation on Climate Action, a series of events convened by local government leaders and designed to build awareness of, grow support for and engage new allies in local climate action work. Leon County's Conversation highlighted and catalyzed local efforts to address global warming, build local awareness and facilitate community engagement.

- Leon County Hosts the Climate Action Summit: More than 400 people came together on March 28, 2008 to address energy consumption and economic and environmental challenges to our community at the Leon County Climate Action Summit. The Board of County Commissioners hosted the Summit, along with co-sponsors, the City of Tallahassee, the Tallahassee Democrat and the Environmental Defense Fund, to ensure a sustainable future for our community, our economy and our way of life. The Summit brought together members from all parts of the community, including residents, businesses, scientists and engineers, to talk about a variety of environmental issues ranging from residential landscaping to land use planning. In addition, participants were educated about new, emerging technologies and cost-saving strategies to increase energy efficiency and reduce energy demand.

Attachment #3

Multi-Modal Transportation District and Additions to the County's Land Development Code adopted by the Board on January 29, 2008

The Planning Department, with assistance from various other City and County Departments, is undertaking a major project that is intended to shift our local development patterns. The 18.2 square mile Multi-Modal Transportation District (MMTD) covers our urban core and focuses on increasing funding for alternative transportation facilities, as well as improving urban design and aesthetics. Within the MMTD, public funding investments will be directed toward sidewalk construction, bike lanes and trails, and improved StarMetro stop amenities; thereby providing facility alternatives to the automobile. This change in public funding is accomplished through a revised concurrency management system. The new system will acknowledging that, based on land use patterns and development types, not all trips in the MMTD will be made in an automobile, whereas suburban and exurban projects place many more long automobile trips on our local roads because there is no alternative in these areas. Thus, the system incentivizes urban infill and redevelopment projects by assessing lower charges inside the MMTD. The low-density, outward development pattern exacerbates congestion in the urban core and puts more greenhouse gas (GHG) emissions in the air. By promoting compact infill and redevelopment, the community can accommodate accessibility demands through the alternative modes of transportation rather than being dependant on single-occupancy vehicles.

In addition to the revamped concurrency management system, the Planning Department is drafting an implementing development code for the MMTD that will improve urban design, promote mixed-use development, and increase interconnections to improve both access and mobility. This 'Community Code' seeks to replicate much of what makes our nation's older cities walkable, bicycle-friendly, and easily accessible by transit. The general design requirements will: 1) line streets with trees to provide shade to pedestrians; 2) pull buildings close to the street and place parking at the rear of sites; 3) narrow streets to slow traffic and improve safety; 4) make on-street parking an alternative to paving entire urban properties; and 5) promote creative stormwater management techniques that will allow for increased development on each site. Each of these measures is intended to make bicycle and foot trips as easy and enjoyable as taking a personal automobile. As pedestrian, bicycle, and transit options become more pleasant and easier to use, more citizens will utilize alternatives to their car and the collective GHG emissions per capita for the city and county could be reduced significantly. Ensuring our transportation systems, land use patterns, and site design are mutually supportive is imperative as the community moves toward a greener future.

Green Roofs - A "green roof" has been shown to reduce the surface temperature of a building. This reduction in surface temperature translates into lower energy consumption and increased air quality. A "green roof" can mitigate the "heat island" effect felt in urban areas.

Transit-Oriented Design - Efficient implementation and use of mass transit can reduce the number of vehicle trips using the roadway network, which effectively increases the life of roadway facilities and reduces a communities carbon footprint. The American Public Transportation Association estimates that the elimination of one vehicle and using public transit can reduce a two-car household's carbon footprint between 25-30%.

Accessory Dwelling Units - Accessory dwellings help address the scarcity of affordable housing, as well as, land consumption and new infrastructure required for a standard single family subdivision. More efficient use of land. In addition, ADU's can provide owners the additional income necessary to maintain a home when the structure becomes more than they need or can afford.

Interconnections - Dense, compact developments with good connectivity reduces auto trips and allows for more compact, "walkable" development and therefore, less reliance on automobile trips for daily needs. In addition, dense development can improve air and water quality by reducing impacts to the natural environment.

Conservation Subdivisions - Conservation subdivisions provide the opportunity to protect and conserve large areas of sensitive land in perpetuity. These set aside areas provide preservation of wildlife habitat, views, and rural setting. They also provide a reduction in number and length of car trips on the regional road network, and improve viability or opportunity for transit. Also results in a more sustainable infrastructure, in which delivery of municipal services is possible at lower cost. Expenditure of less energy and resources (i.e. shorter distances for delivery services, vehicle trips, garbage trucks, less heat island effect, etc.).

Additionally, we are currently drafting further LDC changes for review by the BCC-appointed GEM Citizens User Group that will should assist with the reduction of carbon emissions/green house gases. These include LEED/Us green building incentives for streamlining the development review and approval process, increasing allowable density standards in the RP zoning district, allowing increased development density and intensity by providing for off-site open space and/or payment of fee in lieu of open space options, revising building height restrictions to allow increased density/intensity of development, proposing smaller minimum lot sizes and/or eliminating minimum lot size restrictions in several zoning districts, and establishing locational standards and providing incentives for the establishment of community gardens - to list a few. It is anticipated that these proposals will be provided to the BCC for consideration in the Fall/Winter 2008.

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Alan Rosenzweig, Assistant County Administrator AR Lillian Bennett, Director, Human Resources LB
Subject:	Funding Allocation for FY 2009for Cost of Living Adjustments (COLA) and Other Pay Adjustments

Statement of Issue:
This item discusses the recommended FY 2009 funding allocation for cost of living adjustments (COLA) and other pay adjustments.

Background:
As part of the development of the annual budget, the County determines the pay increases and adjustments that take effect at the beginning of the fiscal year, October 1st. In addition, in accordance with the Leon County Board of County Commissioners Personnel Policies and Procedures Manual, Policy 5.02, Human Resources maintains a three-year classification review schedule for all Board positions.

Analysis:
Cost of Living Adjustments
Leon County recognizes that the most valuable asset of any organization is its employees. Historically, Leon County has provided performance based merit raises on a range of 3 – 5% for career service employees. Through properly compensating employees the organization has developed a highly skilled organization with the ability to have long-term retention. These efforts have allowed Leon County the ability to provide exemplary service to the community throughout all departments and divisions. As compared to other Counties in the State of Florida, Leon County continues to provide services with fewer employees per resident than most other Counties: Leon County has 6.7 employees per 1,000 residents which ranks the 60th lowest of 67 counties.

In FY 2008, the Board provided a 2.7% COLA or $1,000 which ever was greater. This adjustment paralleled the May 2007 Consumer Price Index (CPI).

Since November 2007, the 12 month average CPI has been consistently at or above 4%:

November 2007 – 4.3%
December 2007 – 4.1%
January 2008 – 4.3%
February 2008 – 4.0%
March 2008 – 4.0%
April 2008 – 3.9%
May 2008 – 4.2%

Due to anticipated increases in energy and food prices the CPI is anticipated to continue to stay inthis range. The tentative budget includes a COLA of 3.9% or $1,000 which ever is greater.

Other pay adjustments
As authorized by the Board in response to property tax reform and in preparation for the impacts of Amendment #1, the County Administrator temporarily suspended the cyclical job classification reviews for Board positions. In accordance with the Leon County Board of County Commissioners Personnel Policies and Procedures Manual, Policy 5.02, Human Resources maintains a three-year classification review schedule for all Board positions. These classification reviews are utilized to ensure that Leon County remains competitive in the job market to ensure adequate retention and recruitment. Staff recommends lifting the suspension of job classification reviews in FY 2009. Due to a change in duties, one position reclassification has been included in the budget with a fiscal impact of $3,201.

At the June 10, 2008 meeting, the Board awarded employee health insurance services to Capital Health Plan and Blue Cross Blue Shield for the 2009 Plan Year. Additionally, the Board approved a change in the employer/employee contribution percentage from 92.5/7.5 to 90/10. As a result, employees will be required to pay 2.5% more of the cost of their health insurance. The 2.5% increase will result in an approximately 30% increase in individual employee's contribution. For family coverage, the employee increase will be $346 annually. The County's Health Insurance Program covers Board and Constitutional Office employees as well as retirees.

Options:
1. The following adjustments have been included in the FY 2009 preliminary budget.
   - A 3.9% cost of living adjustment or $1,000 (whichever is greater) for all employees
   - Human Resources recommended reclassification for one position in the amount of $3,201
2. Board Direction.

Recommendation:
Option #1 has been included in the tentative budget.

Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator PA
Alan Rosenzweig, Assistant County Administrator AR

Subject: Constitutional Officer Budgets

Statement of Issue:
This Budget Discussion Item provides the Board a summary of the Constitutional Officer Budgets.

Background:
The County is required to provide funding for the Constitutional Officers. The Board has a varying degree of authority as it relates to establishing these office's budgets. As part of the budget process, the Board requested participation in preparing possible budget reductions from each of the officers.

Analysis:
The following provides a brief overview of each budget.

Sheriff: Per the Board's request, the Sheriff provided a law enforcement budget that included cost savings of $2,560,629. Some of the reductions are the result of costs savings from changes in retirement, healthcare and workers compensation. Sheriff and Board staff reviewed the proposed reductions to determine a priority order for funding.

Option 1: The reductions total $1,840,927. $921,292 is associated with cost savings associated with retirement, workers compensation, and insurance. $501,893 is for reductions in operating and maintenance accounts, travel and other minor administrative adjustments. $35,947 is for the elimination of a secretarial position. $119,051 is associated with a proposed reorganization which would result in the reduction of one Lieutenant position. $262,744 is for a reduction in funding for vehicle replacement.

Option 2: The reductions total $1,459,132. $921,292 is associated with cost savings associated with retirement, workers compensation, and insurance. $501,893 is for reductions in operating and maintenance accounts, travel and other minor administrative adjustments. $35,947 is for the elimination of a secretarial position. Under this option the $119,051 for the Lieutenant position and the $262,744 for the vehicle replacement would be funded.

Option 3: The reductions total is $921,292. The $921,292 is associated with cost savings associated with retirement, workers compensation, and insurance. Under this option the $501,893 in operating and maintenance accounts, travel and other minor administrative adjustments would be funded. The

$35,947 for the secretarial position; the $119,051 for the Lieutenant position and the $262,744 for the vehicle replacement would be funded.

Property Appraiser: The Property Appraiser submitted a budget request to the Department of Revenue that identified a series of reductions consistent with the Board's request. Property Appraiser and Board staff reviewed the reductions to determine a priority order for funding.

Option 1: The reduction total is $247,082. $77,633 is associated with keeping a Neighborhood Specialist and Commercial Analyst positions vacant. $20,040 is associated with reductions for out of state travel and training. $39,409 is for the elimination of a secretary position. $85,000 is related to on-line filing for exemptions and a $25,000 reduction associated with parking costs.

Option 2: The reduction total is $149,409. $85,000 is related to on-line filing for exemptions and a $25,000 reduction associated with parking costs. $39,409 is for the elimination of a secretary position. The $77,633 for the Neighborhood Specialist and Commercial Analyst positions vacant and the $20,040 for out of state travel are funded.

Option 3: The reduction total is $110,000. $85,000 is related to on-line filing for exemptions and a $25,000 reduction associated with parking costs. The $77,633 for the Neighborhood Specialist and Commercial Analyst positions vacant, the $20,040 for out of state travel and the $39,409 for the secretary position are funded.

Clerk of the Circuit Court: The Board is responsible for funding two portions of the Clerk's budget. Per the existing interlocal agreement, the Board jointly funds the finance department. In addition, the Board is responsible for funding Article V elements of the Clerk's budget. The Clerk submitted reductions consistent with the Board's request. The Clerk identified $61,453 for an Accountant IV position in Finance. This reduction is included under Option 1. The position is funded under Options 2 and 3.

Supervisor of Elections: The Supervisor of Elections budget increases or decreases on an annual basis consistent with the various elections cycles. The Supervisor's FY08 budget reflects the costs associated with the Presidential election cycle. The FY09 request is $2,917,983 or a reduction of $935,226 over last year. The Supervisor of Elections has identified costs savings within his request associated with the printing and mailing of absentee ballots. The Supervisor submitted a capital improvement project (CIP) request associated with the replacement of voting equipment. Staff has included this CIP request for funding (the CIP budget discussion item provides detailed information).

Tax Collector: The Tax Collector's budget is approved by the Department of Revenue. The Board provides funding for the Tax Collector through the payment of commissions associated with the collection of property taxes. The Tax Collector returns unspent fees and commissions to the Board at the end of the fiscal year. Based on the Board's request for budget reductions, the Tax Collector has committed to return at least $433,423. The actual excess fees maybe be greater based on the final amount of commissions collected.

Public Defender: The Board is responsible for funding the Article V portion of the Public Defender's budget. Consistent with the Board's request, the Public Defender has submitted reductions of $8,833. This reduction is included under Option 1. The funding is restored under Options 2 and 3.

State Attorney: The Board is responsible for funding the Article V portion of the State Attorney's budget. Consistent with the Board's request, the State Attorney has submitted reductions of $10,533. This reduction is included under Option 1. The funding is restored under Options 2 and 3.

Court Administration: The majority of the Board's direct funding for Court Administration is associated with the Jail Detention Review Coordinator and Mental Health Coordinator positions. Staff is not recommending any reductions in either of these areas. In addition, the Board funds Article V related aspects of Court Administration. The Board also funds various aspects of court related programs (i.e. Teen Court, Law Library, etc.) with dedicated fees.

Table 1 below provides a summary of the Constitutional Officer budgets.

Table 1: Constitutional Officer Budget Summary

	FY08	**FY09 Option 1**	**FY09 Option 2**	**FY09 Option 3**
Sheriff	$61,916,643	$61,795,599	$62,177,394	$62,715,234
Property Appraiser	4,684,337	4,462,034	4,559,707	4,599,116
Clerk	1,847,365	1,865,626	1,927,079	1,927,079
Tax Collector*	5,215,125	4,876,000	4,876,000	4,876,000
Supervisor of Elections	3,853,209	2,917,983	2,917,983	2,917,983
Public Defender	107,775	98,942	107,775	107,775
State Attorney	88,904	78,351	88,884	88,884
Court Administration**	187,298	186,772	186,772	186,772
Total	**$77,900,656**	**$76,281,307**	**$76,841,594**	**$77,418,843**

* Budget reflects commissions paid to the Tax Collector. The Tax Collector has committed to returning at minimum $433,000 in excess fees at the end of FY 09 which is the equivalent amount of the requested decrease.
** Due to state budget reductions to this office, additional reductions could not be made without significantly effecting the operations of the court system.

Options:

1. Accept staff's report regarding the Constitutional Officer budgets.
2. Do not accept staff's report regarding the Constitutional Officer budgets.
3. Board Direction.

Recommendation:

Option #1

Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator
Alan Rosenzweig, Assistant County Administrator
Scott Ross, Budget Manager

Subject: Discretionary Outside Agency Funding for Fiscal Year 2009

Statement of Issue:
This item considers the providing funding to outside agencies for FY 2009.

Background:
During the February 26, 2008 meeting, the Board established the discretionary funding levels for outside agencies as required by the Leon County, Discretionary Funding Ordinance.

Analysis:
At the February 26, 2008 meeting the Board established the level of discretionary funding for outside agencies. Table 1 shows the FY 2009 funding levels approved by the Board compared to current year funding.

Table 1: FY 2009 Discretionary Funding

Funding Category	FY 2008 Budget	FY 2009	Variance
Community Human Service Partnership (CHSP)	$750,000	$690,000	($60,000)
Line-item outside agency funding	$1,185,409	895,008	(290,401)
Event Sponsorships	$21,500	10,750	(10,750)
Youth Sports Teams	$4750	3,850	(900)
Total	$1,960,159	$1,599,608	($360,551)

These funding levels were established consistent with Board direction provided at the January 30, 2008 Prioritization of County Services Workshop which established service category reductions levels for human services (8%), cultural services (19%) and special events (50%). These service level reductions were established to mitigate the revenue impacts of Amendment #1.

CHSP Funding
The Board approved the maximum level of CHSP funding at the human services reduction level of 8%. The current preliminary budget reflects CHSP with an 8% reduction from $750,000 to $690,000. The decrease reflects the increase provided to CHSP for the current fiscal year, and reduces their funding to the FY 2007 level.

Outside Agency Funding

Table 2 reflects the agencies approved for line-item funding applications, the FY08 funding level, the service level reduction category for the agencies, and the amount of funding the agency requested. Each agency that received an application was notified of the reduction category where their services were placed.

Table 2: FY 2009 Funding Levels Established for Line-Item Agencies

Permanent Line Item Funding Agencies	FY 2008 Adopted Budget	Service Category Reduction	FY 2009 Requested Amount
Human Services Funding		(8%)	
Big Brothers/Big Sisters (1)	$23,750	$21,850	$27,500
Dick Howser Center for Childhood Services(1)	47,500	43,700	47,500
DISC Village	185,759	170,898	185,759
Whole Child Leon (United Way of the Big Bend) (2)	38,000	34,960	38,000
United Partners for Human Services (UPHS) (2)	23,750	21,850	23,500
Subtotal – Human Services	*$318,759*	*$293,258*	*$322,259*
Cultural Services Funding		(19%)	
Keep Tallahassee-Leon County Beautiful	21,375	17,314	21,375
Tallahassee Trust for Historic Preservation	63,175	51,172	51,172
Council on Cultural Arts (COCA) (3)	658,350	533,264	654,500
Mission San Luis	52,500	*N/A*	0
St. Francis Wildlife Association	71,250	*N/A*	0
Subtotal Cultural and Other Services	*$866,900*	*$601,750*	*$72,047*
Total Permanent Funding	**$1,185,409**	**$895,008**	**$1,049,306**
FY 2009 Recommended Reduction		**($166,651)**	

(1) Indicates organization that receives CHSP funding for service delivery. Additional County funding is for capital improvements that do not qualify for CHSP funding as allowed by County Ordinance 2006-034. This is the third year of a four year pledge for the Big Brother/Big Sisters and final year of funding for the Dick Howser Center three year pledge.

(2) Whole Child Leon and UPHS are not 503(c) organizations and are not eligible for CHSP money. These agencies are coalition organizations that refer clients for services to other human service agencies

(3) COCA is shown to reflect funding levels established during the February 26, 2008 Board meeting. A separate budget discussion item addresses FY 2009 funding options for COCA.

Mission San Luis and St. Francis Wildlife did not receive applications. FY 2008 was the final year for the Mission San Luis federal matching grant, and St. Francis funding was realigned to the Animal Control Services budget as authorized by the Board. Possible reductions to the St. Francis contract are considered in the master budget reduction list. FY 2008 funding for these two agencies account for the $166,651 variance in the recommended reductions for FY 2009, and the overall $351,301 savings reflected in Table 1 on the preceding page.

Furthermore, the Board authorized additional line-item applications for the Tallahassee Memorial Trauma Center and the Economic Development Council.

Table 3: Board Directed Additional Funding Considerations for Outside Agencies

Outside Agency	FY 2008 Adopted Budget	Service Category Reduction	FY 2009 Requested Amount
Tallahassee Memorial Trauma Center (Human Svs.)	$300,000	$276,000	$300,000
Economic Development Council (Cultural and Other)	199,500	161,595	199,500
Total Additional Outside Agency Funding	**$499,500**	**$437,595**	**$499,500**
FY 2009 Recommended Reduction		**($61,905)**	

Most of the agencies requested level funding as budgeted in FY 2008, and did not request a reduced amount with the following exceptions: The Tallahassee Trust for Historic Preservation submitted a request consistent with the 19% reduction; UPHS requested $350 less than FY 2008; and Big Brothers/Big Sisters requested $3,750 more to make up for the FY 2008 reduction.

Special Events

The Board established the funding level for event sponsorship at $10,750, a 50% reduction from FY 2008. This funding amount is established in budget option 1, and is fully funded in options 2 and 3. Table 4 shows the special event funding that has been included in the FY 2009 preliminary budget. Funding for the Soul Santa event shows the net reduction after the FY 2008 mid-year inclusion of the Walker Ford Center as a part of the Soul Santa Funding.

Table 4: Special Event Funding

Event Sponsorships(Organization)	FY 08 Funding	FY09 Funding
Celebrate America 4th of July Celebration (Celebrate America)	$2,500	*
Dr. Martin Luther King Celebration (Inter Civic Southern Leadership Council of Tallahassee)	4,500	*
Capital City Classic (Capital City Classic)	5,000	*
Friends of the Leroy Collins Public Library (The Friends of the Library)	2,500	*
NAACP Freedom Funds Award (Tallahassee Branch NAACP)	1,000	*
After School Jazz Jam (The Women's Club)	2,000	*
Soul Santa (Frenchtown $2,500 and Walker Ford $1,500)	4,000	*
Total	**$21,500**	**$10,750**

* Final funding levels to be determined by the Board depending on final budget option for the tentative budget.

Currently, the preliminary FY 2009 budget has been prepared with the reductions to the maximum funding levels established at the February 26, 2008 Board meeting, this includes the $3,850 reduction in Youth Sport Funding. If the Board desires to increase funding levels in any of these discretionary funding categories, budget reductions would need to be made in other areas during the balancing portion of the workshop.

Summary
Table 5 provides various levels of funding that have been considered for outside agencies based on the different millage options presented.

Table 5: Outside Agency Funding Options

Agency (1)	FY08 Funding	FY09 Request	Option 1	Option 2	Option 3
Community Health Services Partnership	$750,000	$750,000	$690,000	$690,000	$750,000
Big Brothers/Big Sisters	$23,750	$27,500	$21,850	$21,850	$27,500
Dick Howser Center for Childhood Services	$47500	$47,500	$43,700	$43,700	$47,500
DISC Village	$185,759	$185,759	$170,898	$170,898	$185,759
Whole Child Leon (United Way of the Big Bend)	$38,000	$38,000	$34,960	$34,960	$38,000
United Partners for Human Services (UPHS)	$23,750	$23,500	$21,850	$21,850	$23,500
Keep Tallahassee/Leon County Beautiful	$21,375	$21,375	$17,314	$17,314	$21,735
Trust for Historic Preservation. (2)	$63,175	$51,172	$51,172	$51,172	$61,175
Tallahassee Memorial Trauma Center	$300,000	$300,000	$276,000	$276,000	$300,000
Economic Development Council	$199,500	$199,500	$161,595	$161,595	$199,500
Event Funding	$21,500	$21,500	$10,750	$21,500	$21,500
Total	**$1,674,309**	**$1,665,806**	**$1,500,089**	**$1,510,839**	**$1,676,169**

(1) A separate budget discussion item is included to consider COCA funding utilizing Tourist Development Taxes.
(2) The Trust for Historic Preservation's request was consistent with the Board's funding levels established in March. All other agencies requested levels in excess of the funding levels established in March. Option 3 reflects the Historic Preservation funding at a level consistent with FY08.

Options:
1. Direct staff to include funding at the option determined by the Board.
2. Board Direction

Recommendation:
Board direction.

Attachments:
1. Outside agency funding applications

PA/AR/SR/sr

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LEON
FLORIDA'S CAPITAL COUNTY

BIG BROTHERS/BIG SISTERS

LEON
FLORIDA'S CAPITAL COUNTY

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2008/2009 Non-Departmental Funding Application

A. Organizational Information

Legal Name of Agency: Big Brothers Big Sisters of the Big Bend, Inc.

Agency Representative: Leah D. Sandridge, MSW, LCSW

Physical & Mailing Address: 565 East Tennessee Street
Tallahassee, Florida 32308

Telephone: (850) 386-6002

Fax: (850) 385-7382

E-mail Address: Leah@BigBrothers-BigSisters.org

Agency Employer ID Number (FEIN): 59-2130789

Does the Agency have a **501(c) (3)** status? Yes X No __

Date of Agency Incorporation: October 14, 1981

"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided (attach additional pages as necessary):

Big Brothers Big Sisters of the Big Bend, Inc. (BBBS) serves children, between the ages of 5 and 18, whose circumstances demonstrate the need for additional one-to-one adult support. All of our services are provided free of charge for the children and their families. Our volunteers are asked to pay $25 to offset the costs of their criminal and driver's license background checks.

In our Community-Based Mentoring (CBM) program, carefully screened adult volunteers commit to spending time with their "little" on at least two or three occasions a month, for a minimum of one year. These mentors provide support by sharing experiences, celebrating accomplishments and listening to the child's concerns.

In 1999, BBBS established a School-Based Mentoring (SBM) program that targets children attending school in kindergarten through 12th grade. This program is quite similar to our CBM program in that there is an emphasis placed on one-to-one mentoring and the establishment of a friendship. However, there is also a focus on academic enhancement. The volunteers spend a minimum of one hour per week, for a minimum of one school year, at the child's school focusing on academic improvement and social development.

For all of our mentoring programs, the clients must exhibit at least one of the following: poor academic performance, delinquent behavior, low self-esteem, poor relationship skills, alcohol and/or drug use, isolated environment, promiscuity, etc. The Client Enrollment, Volunteer Enrollment, Match and Match Support Processes outlined below are the same for participants in both mentoring programs. The only differences for the SBM program are that a home visit and automobile insurance verification are not completed because the volunteers are not permitted to meet with the children away from school, unless for a group activity supervised by BBBS staff, and are not allowed to transport them.

* Client Enrollment Process – A client inquiry/referral comes to BBBS from: interested children and parents, teachers, guidance counselors, Department of Children and Families and Juvenile Justice case workers, as well as other community-based organizations. After the referral is deemed appropriate, the Client Enrollment form is sent to the parent and client. An Enrollment & Match Specialist (EMS) then completes a Client Interview, during which individualized and age-appropriate Sexual Abuse Prevention and Recognition Training is also conducted. In addition, a Parent Interview and Teacher and/or Counselor Assessment are completed. These are compiled and reported in a comprehensive Psychosocial Assessment and the case is clinically staffed and typically referred to our waiting list, and/or auxiliary community resources, until an appropriate "match" can be made.

* Volunteer Enrollment Process – When a volunteer inquiry is made, the prospective volunteer is scheduled for an individual Orientation and Interview session. At this individual session, the EMS also provides Abuse Prevention/Recognition Training. Additionally, a Volunteer Enrollment form and Pre-Interview Questionnaire are completed. Our thorough assessment of the volunteer also includes receiving three references, a nationwide FBI Fingerprint-based Background Check, a Driver's License Record Check and Automobile Insurance Verification. From the responses given by the volunteer, along with the extra information derived during the enrollment process, the need to follow-up with a home visit is determined. The assessment information is compiled and reported in a comprehensive Psychosocial Assessment, the volunteer's case is clinically staffed and an

appropriate "match" is made as soon as possible.

* "Match" Process – Once an EMS identifies a compatible "match", preliminary information is shared with the parent and volunteer. If the "match" is mutually acceptable, a Match Conference is scheduled to occur at the agency office or child's home in order to introduce the child and volunteer to one another with the EMS, parent, child and volunteer all present. At this time, the volunteer is given a *Resource Guide* which contains written information regarding: Developmental Stages, Building Self-Esteem, Communication Skills, Relationship Building, Suggestions for Big Brothers and Sisters, Suggested Learning Experiences/ Activities, and Responsibilities of a Mentor. A *Career Choices* folder is also provided, which outlines age-appropriate activities and resources to help integrate career awareness into their time together.

* Match Support Process – Contact is made with the child, parent, and volunteer during the first two weeks of the match. A Case Plan is established within the first three months of the match, with supervision and support provided by a Match Support Specialist (MSS) on at least a monthly basis for the first year. Of course, training needs always fluctuate according to various circumstances surrounding the match. As such, a constant assessment of needs occurs as part of every support contact and additional training and/or information is provided, whenever necessary. When a match reaches its one-year anniversary, an annual Match Evaluation is completed to assess the benefits of the relationship to the child. Regardless of the degree of success, match support continues to be provided regularly by a MSS for the remainder of the match. If it is determined that the match needs to be closed, steps are taken to officially terminate the match. In situations where this action is deemed appropriate, the child and mentor are both considered for the possibility of re-match and are contacted to determine their respective interest in continued program participation.

2. Who is the target population intended to be served or benefit from this program?

The target population for the BBBS program is children, between the ages of 5 and 18, whose circumstances demonstrate the need for additional adult support. "Youth in mentoring relationships are more likely to be a member of a minority group and less likely to be reared in a two-parent family" (Contemporary Issues in Mentoring, Public/Private Ventures, 1998). In the Big Bend area, there are over 12,427 female-headed households (Census 2000), of which an estimated 20% (2,485) are in need of a Big Brother or Big Sister. However, this data does not include single-parent households that may be headed by men or children who live with other family members. As such, this documented need is actually much greater.

	United States	Florida	Big Bend Area	Leon County
Households with children under 18	38,022,115	1,986,554	47,530	39,201
Female-Headed Households	7%	7%	9%	8%
Grandparent as Caregiver	6%	7%	11%	6%
Separated/ Divorced/Widowed	6%	7%	8%	5%

*Census 2000 Demographic Profiles, US Census Bureau Website

All of the children in our CBM program indicate a demonstrated need in at least one of the following a reas: poor academic performance, truancy or poor attendance, low self-esteem, poor relationship skills, isolated environment, delinquent behavior, alcohol and/or drug use, promiscuity, etc. "When asked about other issues in the youth's home, nearly one-third (32%) of mentors report that the youth's parents appear to have serious problems with alcohol and drug abuse, mental health

problems, trouble with the law or domestic violence" (Contemporary Issues in Mentoring; Public/Private Ventures, 1998). In addition, and unfortunately, at least 75% of the children we serve have self-reported being abused physically, emotionally, and/or sexually prior to entering our program.

Additional factors that support the need for mentoring relate to other key indicators of a child's well being, as reported by Kids Count and the Annie E. Casey Foundation. These indicators link to various social and economic factors that have an adverse effect on the preparation and success of children in our service area. As shown in the following charts, these indicators, among others, are prevalent in our target service area.

	United States	Florida	Big Bend Area	Leon County
Teen Birth Rate	40%	32%	48%	18%
Youth Referred for Delinquency	2%	3%	2%	2%
Reported Cases of STDs	7%	2%	3%	4%

*Census 2000 Demographic Profiles, US Census Bureau Website
*Children at a Glance, Center for the Study of Children's Futures
*Florida Vital Statistics Annual Report 2005, Florida Department of Health Website
*Kaiser Family statehealthfacts.org, 50 State Comparisons
*National Fact Sheet 2006: The Nation's Children 2006, Child Welfare League of America Website
*STD Surveillance 2003, Centers for Disease Control and Prevention Website
*Teen Birth Rates in the United States, The National Campaign to Prevent Teen Pregnancy Website

The instability of the children in our service delivery area can also be attributed to economic factors. Through no fault of their own, they often do not have access to the resources and supports needed to succeed. "They need the guidance, the time, and often the financial help of a stable, secure family. They need connections to wider communities that provide them with a foundation of learning, life skills, and credentials that can help them gain the knowledge and confidence they need to succeed" (Kids Count 2004, Essay: Moving Youth From Risk to Opportunity). Historically, at least 85% of our clients live at or below the poverty level, based upon information provided by the parent/guardian on the child's enrollment form.

	United States	Florida	Big Bend Area	Leon County
Unemployment Rate	4%	3%	3%	6%
Families Below Poverty Level	14%	14%	19%	13%
Students Eligible for Free Reduced Lunch	39%	51%	61%	42%

*Census 2000 Demographic Profiles, US Census Bureau Website
*Florida School Indicators Report, Florida Department of Education Website
*State Profiles, National Center for Education Statistics Website

The target population for the BBBS SBM program is children attending schools that received a grade of C or lower according to 2006-2007 Florida Department of Education (FLDOE) statistics provided in the Florida School Grades Report. The FLDOE annually assigns each school a letter grade that is Based upon: student scores on the math, reading and writing portions of the Florida Comprehensive Assessment Test; the amount of progress students have made over the past school year; and how many students are performing at or above their grade level. In Leon County, there are 32,383 children attending public schools. 29% of these schools received a grade of C or lower in the 2006-2007 school year and, therefore, have students that would benefit from a relationship with a Big Brother or Big Sister.

	Florida	Big Bend Area	Leon County
Student Membership	2,662,701	54,450	32,351
C, D & F Schools	32%	56%	29%
Students attending C, D & F Schools	26%	30%	28%

*Florida School Indicators Report, Florida DOE Website
*State Profiles, National Center for Education Statistics Website

Although these aforementioned FLDOE School Grades are not a direct indicator of educational failure, they indicate greater areas of need. Also, the previously reported chart information outlines some other areas of need, which have helped us outline our SBM service delivery area.

Additionally, the children in our SBM program must exhibit at least one of the following: low self-esteem, poor relationship skills, alcohol and/or drug use, poor academic performance, promiscuity, teenage pregnancy, delinquent behavior, isolated environment, etc. "In schools across the country, too many of our poorest and most vulnerable children arrive without the developmental skills and competencies that all kids need to learn and succeed. By not having access to the resources and experiences available to more affluent kids, these students start school at a disadvantage. They face an achievement gap that starts early and too often continues to grow over time (Kids Count 2006, Essay: Family, Friend, and Neighbor Care: Strengthening a Critical Resource to Help Young Children Succeed).

According to the National Promises Study, "roughly 20% of our young people do not have caring adults in their lives. This number is higher for the disadvantaged. Unfortunately, 8.5 million young people go without key relationships. "To fill this need, we need to start by increasing the number of formal mentors in our country" (Every Child, Every Promise, 2006). With more than 40% of our young people saying they doubt they can ever achieve their goals and 70% stating they wish they had more opportunities to help them fulfill their dreams (Every Child, Every Promise, 2006), our SBM program is a proven way to help the young people in our community restore their hopes and dreams.

The children in our SBM program remain in the program for as long as they have documented needs and goals that they still want to achieve with the assistance of their mentor. We never disenroll a child because of poor academic or behavioral performance. It is during this time that a mentor is crucial and most beneficial. However, we would modify their case plan and continue to work towards their feeling more confident about themselves in general.

3. What methods are being used to effectively reach this program's target population?

BBBS makes at least weekly public service announcements about the program, special events and our need for additional volunteers. We pursue avenues of free publicity through television spots, newspaper articles, and other agency newsletters, which inevitably lead to additional client and volunteer inquiries. In addition, agency representatives meet with various schools, civic groups and organizations in the community to elicit program participation for clients, volunteers and donors. We have also recently hired a Resource Development Director to perform additional community outreach.

Furthermore, we distribute program information, flyers and newsletters throughout the year. Our website provides prospective volunteers, clients and donors with additional information about BBBS. This website is also linked to a variety of other mentoring association web sites (i.e.: BBBSA, BBBS Association of Florida, Florida Mentoring Partnership, United Partners for Human Services, etc.). Additionally, our new illuminated sign and digital marquee have proven to be our most effective

outreach method for volunteer recruitment, with our "walk-in" traffic accounting for nearly 25% of our volunteer inquiries.

Auxiliary collaborative partners help us promote community awareness and distribute information about our mentoring programs in an attempt to recruit volunteer mentors, as well as appropriate clients. These include, yet are not limited to: 2-1-1 Big Bend, our regional telephone counseling and referral service; Leon County School Board; Florida Mentoring Partnership; United Way of the Big Bend; Gate Petroleum; Subway; Arby's; Refreshment Services Pepsi; Florida State University; Florida Agricultural & Mechanical University; and Tallahassee Community College.

BBBS is one of the mentoring programs supported by the Florida Mentoring Partnership and works with various state agencies to provide informational materials and make presentations, encouraging employees to take advantage of the one hour of administrative leave available each week to mentor youth. Similarly, BBBS works with Leon County and the City of Tallahassee in order to educate their staff about this same administrative leave policy.

BBBS has also worked with WCTV and FOX-49 to produce public service announcements for some of our fundraisers, Bowl For Kids' Sake and the Gate Charity Golf Tournament benefiting Big Brothers Big Sisters. We collaborated with the Florida News Channel to create a promotional video about our program. And the Tallahassee Democrat assists BBBS in promoting the program and educating the community about mentoring. In addition, our program has received support from several local, state and federal political representatives. Lastly, we work closely with United Way agencies and other community-based organizations, as well as the BBBS Association of Florida, on local and statewide projects and issues.

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

Project Phases	Time Frames	Completion Status
Raise funds for down payment to purchase building	7/2001 – 6/2005	Completed 10/2004
Raise funds for Capital Campaign	11/2004 – 3/2015	Ongoing
Locate building and secure contract	11/2004 – 2/2005	Completed 2/2005
Obtain financing for building loan	1/2005 – 2/2005	Completed 2/2005
Close on building purchase	3/15/2005 – 3/31/2005	Completed 3/15/2005
Repairs and renovations for new building: restore wood floors in original structure and replace carpet in additions; paint walls and trim throughout; repair and clean hv/ac units; install new ductwork and vapor barrier for downstairs unit; install kitchen sink; install light and motion censored light fixtures by front door.	3/2005 – 4/2005	Completed 4/2005
Erect new sign	1/2006 – 4/2006	Completed 4/2006
Install ceiling fans	3/15/2005 – 6/31/2009	Completed 7/2006
Install digital marquee for sign	3/15/2005 – 6/31/2009	Completed 10/2006
Install hot water heater in kitchen	3/15/2005 – 6/31/2009	Completed 1/2007
Install new hv/ac unit for downstairs	3/15/2005 – 6/31/2009	Completed 9/2007
Repair wood rot and mold in bathroom floor; paint; renovate bathroom floor by installing ceramic tile	3/15/2005 – 6/31/2009	Completed 12/2007

Work on repairs and renovations for new building: repair wood rot and mold in one exterior wall and foyer; install new roof; repair electrical wiring; repair galvanized plumbing; install additional windows in three offices; install new doors in three offices; renovate kitchen; install additional bathroom; renovate existing bathrooms; complete landscaping design and landscape accordingly; reinforce rear deck and install loading ramp; install new hv/ac unit for upstairs; etc.	3/15/2005 – 6/31/2009	Ongoing
Establish designated funds for ongoing/ Unexpected maintenance and repairs	1/1/2006 – 6/31/2006	ongoing

5. List the program's short-term, intermediate, and long-term goals.

Goals and objectives accomplished for 2006/07(or 2006) current fiscal year.

- Purchased, with specific grant and in-kind donations, a digital-marquee to add to our double-sided illuminated sign, to further enhance our volunteer recruitment and fundraising efforts.
- Received a 23% increase in funding for the third year renewal of our performance-based grant from the US Department of Education, to serve 25 additional children in our School- and Community-Based programs.
- Received a 40% increase in our performance-based grant from the Florida Department of Education, to serve 30 more children in our School-Based Program.
- Increased the number of children served in a Community-Based one-to-one match relationship from 202 to 265, a 31% increase in children served.
- Increased the number of children served in a School-Based one-to-one match relationship from 106 to 172, a 62% increase in children served.
- Awarded by BBBS of America as 2007 Small Agency of the Year.
- Awarded by BBBS of America as 2006 Best All-Around Performer.
- Decreased cost per match to an average of $734, which is 34% less than BBBS agency nationwide for the calendar year 2007.
- Decreased the closure rate of matches from 22% to 18%.
- Achieved or exceeded all of our outcome measures, as audited by our state and federal funding sources (see pages 22 and 34 for specifics).
- Augmented proceeds received from the Annual Gate Heart Sale and change canisters by 55% through increased public awareness via radio public service announcements, incorporating employee incentives, as well as manning information tables at various station locations.
- Continued to decrease Volunteer Enrollment processing time through ongoing refinement of Service Delivery Model, to an average of eight weeks.
- Maintained the Community-Based waitlist at 60 or less, while decreasing the average wait for boys to approximately one year and for girls to approximately three months.
- Maintained the School-Based waitlist at 40 or less, while decreasing the average wait for boys to approximately six months and for girls to two months.
- Continued to provide Sexual Abuse Recognition and Prevention Training for all prospective volunteers, clients and parents as well as other agencies and groups, which equated to about 310 people.
- Made/Hosted 65 volunteer recruitment presentations and/or special events to over 4,200 people.
- Made over $23,000 of additional renovations/improvements to our building, with a specific grant and in-kind contributions.
- Increased our in-kind donations by 24%.

- Continued to send monthly E-newsletters, which are designed and managed internally.

Goals and objectives planned for 2007/08 (or 2007) fiscal year.

- Recoup 12.5% funding cut from CHSP, so that our aggressive match growth goals can continue to be achieved and alternative funding sources can be solicited, based upon solid local financial support.
- Received a 5% increase in our performance-based grant from the Florida Department of Education, to serve at least 5 more children in our School-Based Program.
- Received a new three year performance-based grant from the US Department of Health & Human Services Administration for Children and Families to serve 40 children in our Mentoring Children of Prisoners program.
- Increase the number of children served in a Community-Based one-to-one match relationship by at least 20%; currently we are achieving 16%.
- Increase the number of children served in a School-Based one-to-one match relationship by at least 20%; which we are currently achieving.
- Continue to decrease cost per match.
- Continue to increase average length of match.
- Continue to decrease the number of closed matches.
- Achieve or exceed all of our outcome measures, as audited by our state and federal funding sources.
- Continue to refine and expand our Community- and School-Based Mentoring programs throughout the Big Bend area, with a specific focus to increase matches in Gadsden, Jefferson, and Wakulla Counties.
- Further refine the new Service Delivery Model to increase Volunteer Enrollment while decreasing the processing time.
- Augment activities provided for children on our waiting list.
- Initiate Capital Campaign to finance renovations and repairs of new agency building, as well as payoff purchase within ten years.
- Implement donation system via web page.
- Establish multiple-year fundraising model for agency.
- Augment existing fundraising efforts.
- Increase our in-kind donations.
- Increase our annual income by applying for at least three new grants.
- Maintain the Community-Based waitlist at 60 or less.
- Maintain the School-Based waitlist at 40 or less.
- Continue to provide Sexual Abuse Recognition and Prevention Training for all prospective volunteers, clients and parents as well as other agencies and groups, which will equate to about 375 people.
- Make/Host 80 volunteer recruitment presentations and/or special events to over 5,000 people.
- Make over $25,000 of additional renovations/improvements to our building, with a specific grant and in-kind contributions.
- Augment efforts to educate the community about our unique outcomes-based one-to-one mentoring program.
- Initiate installation of a specialized Agency Information Management (AIM) system provided through BBBS of America to establish a computerized case management and donor data base system.
- Continue to refine and expand our Community- and School-Based Mentoring programs throughout the Big Bend area, with a specific focus to increase matches in Gadsden, Jefferson, Liberty and Wakulla Counties.
- Establish a server for our computer network.

- Publish an Annual Report.

6. Projected program Impact/outcome results - What is the projected impact on the target population?

According to "Big Brothers Big Sisters Quick Facts", children who have a Big Brother or Sister improved self-esteem, school grades and attendance, relations with friends and family, and interest in new activities. According to P/PV's study, "with the support of a "Big", young people in the study used less drugs and alcohol, cut classes less often, and trusted their parents more. In addition, what mattered to these children was that they had a caring adult in their lives, someone to confide in, relax with and look up to. As a result, they were doing better in school and at home, and avoiding violence and substance abuse at a pivotal time in their lives when even small changes in behavior, or choices made, can change the course of their future.

In addition, according to P/PV's study, "Big Brothers Big Sisters programs work by taking a positive approach to youth and connecting them with a caring adult." P/PV's study indicated dramatic findings, "particularly at a time when many people contend that nothing works in reaching teenagers." In addition, the Big Brothers Big Sisters program "suggests a strategy the country can build on to make a difference, especially for youth in single-parent families." With the cost of incarcerating a juvenile offender exceeding $36,500 per year, the BBBS mentoring program would pay for itself if it deterred seven children per year from engaging in delinquent behavior, including yet not limited to drug and alcohol abuse. However, not all successes can have a dollar amount placed on them.

For example, according to P/PV's study, observed improvements in attitudes, performance and behavior after a short time suggests that having a Big Brothers or Sister does have an effect on deterring anti-social behaviors. P/PV researchers completed the first nationwide impact study of a mentoring organization which provided evidence that one-on-one mentoring "works" as a strategy for supporting children at risk.

Program-based Outcome Evaluation Questionnaires completed by parents, children, and volunteer along with school records and student report cards enabled to evaluate our strengths and weaknesses, as well as make any necessary changes to improve our program. After all, an effective mentoring program has built-in accountability systems that increase mentor and program reliability as well as effectiveness.

Locally, BBBS has outcomes that consistently meet or exceed the P/PV research findings. The following data, compiled from the most recent Parent/Guardian and Mentor Program-based Outcome Evaluation Questionnaires of our CBM program, indicates that:

- 86% of the Littles had improved self-confidence,
- 80% of the Littles were able to express their feelings more appropriately and developed improved relationships with their peers,
- 86% of the Littles developed more positive attitudes toward school,
- 69% of the Littles had developed better relationships with their families,
- 71% became more involved in new interests and/or hobbies, and were
- 50% more likely to avoid delinquent behaviors.

We have experienced similar outcomes with regards to our SBM program. In fact, our local BBBS outcomes consistently meet or exceed the National and Statewide Mentoring Outcomes goals. The following data were compiled from the local BBBS 2005-2006 SBM Outcome Summary:

- 88% maintained or improved their academic performance,
- 88% maintained their school attendance,
- 90% showed improvement on behavioral evaluation, and
- 89% were promoted to the next grade level.

We are making a difference in the lives of young people through professionally supported one-on-one relationships assisting them in reaching their highest potential as they grow into responsible men and women.

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

This funding is being requested to assist with the purchase, repairs and renovations of a building to permanently house BBBS of the Big Bend. This funding will enable our agency to make a long-term investment in the lives of children throughout our community. In 2005-2006, the Leon County Commissioners committed funding $100,000 for this project, payable over four years at $25,000 per year.

The new BBBS building is located in an extremely high-traffic area of town on a common thoroughfare. Additionally, it is more centrally located for not only our clients, but also our volunteer sources. This increased exposure will enable us to maximize our community education and volunteer recruitment efforts in order to serve more children that would benefit from our mentoring services.

Our agency does receive funding through the Community Human Service Partnership (CHSP) process. However, these funds cannot be utilized for a Capital Campaign. Rather, they must be used to provide direct program services. This also is the case for the vast majority of other funding sources from which our agency currently receives funds.

These requested funds from Leon County would allow the time and efforts of the staff to focus on our mentoring services, as opposed to working to find alternate financial resources. As such, without this funding, BBBS will be limited in its ability to continue having a match growth rate of at least 20%, as it has over the past three years. As previously discussed, BBBS programs are a proven prevention program for at-risk youth. Ultimately, without such an effective prevention program in our community, taxpayers will have to pay additional money for intervention and/or incarceration programs that do not have the same positive measurable outcomes.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

There are a variety of other mentoring agencies in Leon County, including but not limited to: 100 Black Men, Boys & Girls Clubs, Boy Scouts, Communities in Schools, Girl Scouts, H.O.S.T.S., Project KICK, Take Stock in Children, etc.

However, it should be noted that all of these mentoring programs are based upon group mentoring philosophy and none have the audited outcome measures that have consistently been produced by our one-on-one BBBS mentoring program. In addition, many of these mentoring programs do not complete a thorough background check on their volunteer mentors nor carry the specialized liability

insurance necessary to protect their volunteers and clients.

In addition, according to P/PV and the office of Juvenile Justice Delinquency Prevention Bulletin (April 1997), the Big Brothers Big Sisters program delivery structure has proven to be successful because "the relationships were built using an approach that defines the mentor as a friend, not as a teacher or a preacher. The mentor's role is to support the child in his or her various endeavors not explicitly to change the youth's behavior or character. Also, "mentoring works when the relationship have the kinds of support Big Brothers Big Sisters provides: thorough screening of mentors, youths and their families; training for mentors; intensive supervision; and support from professional staff." It should be noted that in past research, P/PV has found that mentoring relationships do not last in programs without these support.

9. List any Agency partnerships and collaboration related to this program.

Agency	Partnership/Collaboration
The Sign Company of Tallahassee	In-kind donation towards lighted sign & marquee
Sunrise Carpet Cleaning & Dye Company	In-kind services for pressure washing & maintenance
Church of Jesus Christ of Latter-Day Saints	In-kind services for cleaning, gardening & maintenance
Volunteer Leon – Make A Difference Day	In-kind services for cleaning & landscape

C. Funding Information

10. Agency's current total budget: 2007/08 $403,854*(current)* 2008/09 $477,250*(proposed)*

11. Total cost of program: **$500,000** *$100,000 was the initial amount of funding requested from Leon County. This amount was awarded in 2005/2006 by the Leon County Commissioners to be payable over four years, at $25,000 per year. This year's request amount has been increased to **$27,500** to make up for overall funding cuts the past two years.

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits	0	0	0
Professional Fees	0	0	0
Occupancy/Utilities/Network	0	0	0
Supplies/Postage	0	0	0
Equipment Rental, Maintenance, Purchase	0	0	0
Meeting costs/Travel/Transportation	0	0	0
Staff/Board Development/Recruitment	0	0	0
Awards/Grants/Direct Aid	0	0	0
Bad Debts/Uncollectible	0	0	0
Bonding/Liability/Directors Insurance	0	0	0
Other expense (please itemize) *See Attached	23,750	0	23,750
Total	23,750	0	23,750

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	23,750	27,500
City of Tallahassee (not CHSP)	0	0
United Way (not CHSP)	9,332	10,000
State	114,480	114,480
Federal	162,750	0
Grants	0	15,000
Contributions/Special Events	90,000	100,000
Dues/Membership	0	0
Program Service Fees	0	0
Other Income (please itemize) *See Attached	4,000	4,500
Total	407,832	297,000

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits	321,022	277,755
Professional Fees	11,440	12,200
Occupancy/Utilities/Network	42,620	35,000
Supplies/Postage	12,500	11,000
Equipment Rental, Maintenance, Purchase	29,750	25,750
Meeting costs/Travel/Transportation	17,000	10,000
Staff/Board Development/Recruitment	0	0
Awards/Grants/Direct Aid	0	0
Bad Debts/Uncollectible	0	0
Bonding/Liability/Directors Insurance	20,000	22,045
Other expense (please itemize) *See Attached	31,500	12,000
Total	485,832	405,750

15. Describe actions and fund-raisers to secure funding.

The Board of Directors has initiated a Capital Campaign for this effort. They plan to raise at least $500,000 in order to cover the costs related to the purchase, repairs and renovations of our new building. To date, $11,000 has been raised, not including in-kind donations or funds from this grant. We are also making a similar $100,000 funding request from the City of Tallahassee. In addition, the agency's staff is pursuing a variety of foundation grants as well as alternative fundraising efforts to assist with securing the necessary funds for our Capital Campaign.

16. Will this program or event recur every year?

No X Yes _____

*In 2005-2006 the Leon County Commissioners committed to funding $100,000 for this project, payable over four years at $25,000 per year.

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No X Yes _____

*See above note.

If "yes," estimate the amount of next year's funding request. _____

18. Has Leon County ever contributed funds to this program in the past?

No X Yes _____

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: n/a

Recipient or Agency: n/a

Program Title: n/a

Funding Level: n/a

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: **Leah D. Sandridge, MSW, LCSW**

Signature: Leah D. Sandridge

Date Signed: March 20, 2008

Big Brothers Big Sisters of the Big Bend, Inc.

565 East Tennessee Street
Tallahassee, FL 32308
www.BigBrothers-BigSisters.org

Phone: (850) 386-6002
Fax: (850) 385-7382
Toll Free: (888) 412-BIGS

Itemized Report for 2006-07 Non-Departmental Program Expenses

Date	Vendor	Purpose	Amount
4/16/2006	The Sign Company	Balance Due for Pole Pylon Sign	$2,750.00
5/1/2006	Paul's Pest Control	Sentricon Renewal	$284.00
6/9/2006	Rick Watson's Heating & Air	Air Conditioner Service	$350.00
7/13/2006	Home Depot	Ceiling Fans & Supplies	$364.76
7/21/2006	Joseph Suarez	Ceiling Fan Expenses	$79.19
7/27/2006	The Sign Company	Portion of Downpayment for Electronic Message Board	$1,507.19
8/18/2006	Innovative Office Solutions	Cross-Connect Fax Line	$65.00
9/5/2006	Home Depot	Maintenance Supplies	$280.67
10/19/2006	The Sign Company	Balance Due for Electronic Message Board	$6,125.00
1/19/2007	Leah Sandridge	Water Heater	$129.00
2/2/2007	Embarq	Addition of 4th Phone Line	$69.00
2/13/2007	Home Depot	Paint Supplies and Insecticide	$73.43
2/15/2007	Innovative Office Solutions	Connect 4th Phone Line; Program Phones	$71.00
3/30/2007	Innovative Office Solutions	Correct Main Voice Mail Problem	$71.00
6/7/2007	Paul's Pest Control	Sentricon Renewal	$284.00
7/20/2007	Lance Maxwell Plumbing, Inc.	Water Main Repair	$789.70
9/6/2007	Rick Watson's Heating & Air	Air Conditioner Repair	$155.00
9/13/2007	Rob Anderson	Wood Rot Repair	$929.59
9/24/2007	Rick Watson's Heating & Air	Replace Air Conditioner/Furnace; Install Smoke Detector	$7,602.00
		TOTAL	$21,979.53

Date	Payroll	Amount
7/21/2006	Joseph Suarez	$266.66
9/1/2006	Joseph Suarez	$764.53
10/26/2006	Joseph Suarez	$683.87
3/16/2007	Joseph Suarez	$55.41
	TOTAL	$1,770.47
	GRAND TOTAL	$23,750.00

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Itemized Report for Revenue

Other Income for 2007-08:

Volunteer Application Fees - $3,000
Miscellaneous - $500
Interest Income - $500
Other Income - $4,000

Other Income for 2008-09:

Volunteer Application Fees - $3,500
Miscellaneous - $500
Interest Income - $500
Other Income - $4,500

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Itemized Report for Expenses

Other Expenses for 2007-08:

Fundraising Costs - $5,000
Volunteer Recruitment - $10,000
Banking & Miscellaneous - $2,000
Background Checks - $3,000
Payments/Fees to State and National Association - $11,500
Other Expenses - $31,500

Other Expenses for 2008-09:

Fundraising Costs - $1,000
Banking & Miscellaneous - $1,000
Background Checks - $2,000
Payments/Fees to State and National Association - $8,000
Other Expenses - $12,000

Big Brothers Big Sisters of the Big Bend, Inc
Balance Sheet
As of January 31, 2008

	Jan 31, 08
ASSETS	
Current Assets	
Checking/Savings	
010 · WACHOVIA	563.83
015 · BANK OF AMERICA	57,499.59
016 · BANK OF AMERICA - SAVINGS @.29%	3,578.99
019 · TSB - MM ACCOUNT @ 3.80%	57,113.11
Total Checking/Savings	118,755.52
Other Current Assets	
034 · REFUNDS RECEIVABLE	735.00
035 · PREPAID INSURANCE EXPENSE	4,755.86
Total Other Current Assets	5,490.86
Total Current Assets	124,246.38
Fixed Assets	
140 · MACHINERY & EQUIPMENT	5,401.99
145 · SIGN	17,750.00
150 · BUILDING	262,740.02
155 · LAND	166,600.00
161 · ACCUMULATED DEPRECIATION	-12,613.26
Total Fixed Assets	439,878.75
Other Assets	
282 · DEPOSITS	250.00
Total Other Assets	250.00
TOTAL ASSETS	**564,375.13**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
310 · INTEREST PAYABLE	824.49
320 · MORTGAGE PAYABLE B OF A	6,203.69
350 · PAYROLL LIABILITIES	4,871.07
354 · RETIREMENT PAYABLE	229.58
Total Other Current Liabilities	12,128.83
Total Current Liabilities	12,128.83
Long Term Liabilities	
420 · MORTGAGE PAYABLE - B OF A	311,188.96
Total Long Term Liabilities	311,188.96
Total Liabilities	323,317.79
Equity	
500 · NET ASSETS	200,317.52
Net Income	40,739.82
Total Equity	241,057.34
TOTAL LIABILITIES & EQUITY	**564,375.13**

Big Brothers Big Sisters of the Big Bend, Inc
Profit & Loss Budget vs. Actual
July 2007 through January 2008

	Jul '07 - Jan 08	Budget	$ Over Budget	% of Budget
Income				
600 · CONTRIBUTIONS	9,621.68	10,000.00	-378.32	96.22%
611 · UNITED WAY	55,794.57	84,332.00	-28,537.43	66.16%
612 · BBBS OF FLORIDA	58,032.51	88,000.00	-29,967.49	65.95%
614 · US DEPT OF EDUCATION	94,937.36	162,750.00	-67,812.64	58.33%
615 · LEON COUNTY	23,750.00	23,750.00	0.00	100.0%
616 · UNITED WAY NEIGHBORING COUNTIES	0.00	3,000.00	-3,000.00	0.0%
618 · MCOP (Mentoring Children of Pri	9,200.01	30,000.00	-20,799.99	30.67%
620 · GOLF TOURNAMENT	2,700.00	15,000.00	-12,300.00	18.0%
622 · BOWL FOR KIDS SAKE	7,999.25	25,000.00	-17,000.75	32.0%
624 · RAISING MORE MONEY	0.00	20,000.00	-20,000.00	0.0%
625 · CAPITAL CAMPAIGN	0.00	20,000.00	-20,000.00	0.0%
650 · PROGRAM SERVICE FEES	3,736.00	3,000.00	736.00	124.53%
690 · INTEREST INCOME	1,448.04	500.00	948.04	289.61%
699 · MISCELLANEOUS	2,490.31	500.00	1,990.31	498.06%
Total Income	269,709.73	485,832.00	-216,122.27	55.52%
Gross Profit	269,709.73	485,832.00	-216,122.27	55.52%
Expense				
810 · SALARIES	122,621.36	253,768.00	-131,146.64	48.32%
812 · EMPLOYEE BENEFITS	22,904.22	47,662.00	-24,757.78	48.06%
818 · FUNDRAISING COSTS	2,234.75	0.00	2,234.75	100.0%
820 · SUPPLIES	1,550.05	4,500.00	-2,949.95	34.45%
821 · OFFICE EXPENSE	2,307.74	4,500.00	-2,192.26	51.28%
822 · CONFERENCES & MEETINGS	5,326.21	11,000.00	-5,673.79	48.42%
823 · COMPUTER EXPENSE	335.00	4,000.00	-3,665.00	8.38%
824 · GIFTS/GRANTS/AWARDS	0.00	5,000.00	-5,000.00	0.0%
831 · VOLUNTEER RECRUITMENT	187.00	10,000.00	-9,813.00	1.87%
832 · BACKGROUND CHECKS	2,610.00	3,000.00	-390.00	87.0%
833 · LEGAL & ACCOUNTING	1,500.00	5,000.00	-3,500.00	30.0%
834 · DUES & SUBSCRIPTIONS	1,394.03	4,500.00	-3,105.97	30.98%
835 · AFFILIATION FEES PAID	4,843.50	6,500.00	-1,656.50	74.52%
836 · TELEPHONE	2,888.36	10,000.00	-7,111.64	28.88%
839 · POSTAGE & SHIPPING	614.24	3,500.00	-2,885.76	17.55%
840 · TRAVEL	2,832.06	5,000.00	-2,167.94	56.64%
845 · MEALS & ENTERTAINMENT	47.99	1,000.00	-952.01	4.8%
850 · BANKING & MISC.	843.76	2,000.00	-1,156.24	42.19%
861 · EQUIPMENT RENTAL	546.00	2,000.00	-1,454.00	27.3%
865 · UTILITIES	2,983.97	6,500.00	-3,516.03	45.91%
870 · TAXES & LICENSES	0.00	500.00	-500.00	0.0%
871 · PAYROLL TAXES	9,477.92	19,592.00	-10,114.08	48.38%
875 · INSURANCE	15,257.95	20,000.00	-4,742.05	76.29%
880 · REPAIRS & MAINTENANCE	8,546.70	23,750.00	-15,203.30	35.99%
885 · GRANTS MANAGEMENT FEE	4,605.54	6,440.00	-1,834.46	71.52%
895 · INTEREST	12,511.56	26,120.00	-13,608.44	47.9%
Total Expense	228,969.91	485,832.00	-256,862.09	47.13%
Net Income	40,739.82	0.00	40,739.82	100.0%

Big Brothers Big Sisters of the Big Bend, Inc
Profit & Loss
July 2007 through January 2008

	Jul '07 - Jan 08	Jul '06 - Jan 07	$ Change
Income			
600 · CONTRIBUTIONS	9,621.68	4,546.53	5,075.15
611 · UNITED WAY	55,794.57	54,425.60	1,368.97
612 · BBBS OF FLORIDA	58,032.51	47,000.01	11,032.50
614 · US DEPT OF EDUCATION	94,937.36	71,329.44	23,607.92
615 · LEON COUNTY	23,750.00	4,617.81	19,132.19
618 · MCOP (Mentoring Children of Pri	9,200.01	0.00	9,200.01
620 · GOLF TOURNAMENT	2,700.00	0.00	2,700.00
621 · RECYCLING	0.00	2,926.50	-2,926.50
622 · BOWL FOR KIDS SAKE	7,999.25	8,518.00	-518.75
625 · CAPITAL CAMPAIGN	0.00	75.00	-75.00
650 · PROGRAM SERVICE FEES	3,736.00	3,845.33	-109.33
690 · INTEREST INCOME	1,448.04	2.05	1,445.99
699 · MISCELLANEOUS	2,490.31	847.55	1,642.76
Total Income	269,709.73	198,133.82	71,575.91
Gross Profit	269,709.73	198,133.82	71,575.91
Expense			
810 · SALARIES	122,621.36	104,809.14	17,812.22
812 · EMPLOYEE BENEFITS	22,904.22	14,099.90	8,804.32
818 · FUNDRAISING COSTS	2,234.75	2,492.08	-257.33
820 · SUPPLIES	1,550.05	2,294.24	-744.19
821 · OFFICE EXPENSE	2,307.74	2,947.28	-639.54
822 · CONFERENCES & MEETINGS	5,326.21	3,528.47	1,797.74
823 · COMPUTER EXPENSE	335.00	409.97	-74.97
824 · GIFTS/GRANTS/AWARDS	0.00	135.00	-135.00
831 · VOLUNTEER RECRUITMENT	187.00	755.06	-568.06
832 · BACKGROUND CHECKS	2,610.00	3,006.00	-396.00
833 · LEGAL & ACCOUNTING	1,500.00	0.00	1,500.00
834 · DUES & SUBSCRIPTIONS	1,394.03	1,044.62	349.41
835 · AFFILIATION FEES PAID	4,843.50	3,027.00	1,816.50
836 · TELEPHONE	2,888.36	2,465.54	422.82
839 · POSTAGE & SHIPPING	614.24	2,404.00	-1,789.76
840 · TRAVEL	2,832.06	992.08	1,839.98
845 · MEALS & ENTERTAINMENT	47.99	772.81	-724.82
850 · BANKING & MISC.	843.76	944.49	-100.73
861 · EQUIPMENT RENTAL	546.00	375.95	170.05
865 · UTILITIES	2,983.97	2,602.03	381.94
871 · PAYROLL TAXES	9,477.92	8,222.88	1,255.04
875 · INSURANCE	15,257.95	12,201.21	3,056.74
880 · REPAIRS & MAINTENANCE	8,546.70	0.00	8,546.70
885 · GRANTS MANAGEMENT FEE	4,605.54	3,760.01	845.53
895 · INTEREST	12,511.56	13,082.80	-571.24
999 · SUSPENSE	0.00	-1,000.00	1,000.00
Total Expense	228,969.91	185,372.56	43,597.35
Net Income	40,739.82	12,761.26	27,978.56

State of Florida

Department of State

I certify that the attached is a true and correct copy of the complete file of record on BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, a corporation not for profit organized under the laws of the State of Florida, as shown by the records of this office.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
14th day of October, 1981.

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

George Firestone
Secretary of State

CER 101 Rev. 12-80

BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE
P.O. Box 4376/Tallahassee, Florida 32303

FILED
OCT 5 9 05 AM '81
SECRETARY OF STATE
TALLAHASSEE FLORIDA

ARTICLES OF INCORPORATION

760273

OF

BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

KNOW ALL PERSONS BY THESE PRESENTS: That we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the State of Florida, and we hereby certify that:

I. NAME

The name of this corporation is BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

II. PRIMARY PURPOSE

The specific and primary purpose for which this corporation is formed and intends to initially engage is to organize, under professional direction, a body of mature and responsible men and women to interest themselves individually in the welfare and improvement of children whose physical, mental and moral development has been retarded, hindered or endangered because of inadequate parental supervision, bad environment or other conditions, and to aid them in developing a love of God and love of Country, and a usefulness to the Community and to themselves.

III. KIND OF CORPORATION

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of Florida.

IV. PRINCIPAL OFFICE

(a) The County in the State of Florida where the principal office for the transaction of business of this corporation is to be located is Leon.

(b) The Registered Office of the Corporation shall be:

1852 Cottage Grove Road
Post Office Box 4376
Tallahassee, Leon County,
Florida 32303

(c) The Registered Agent of the Corporation shall be:

F. Antony Cafiero
1852 Cottage Grove Road
Post Office Box 4376
Tallahassee, Leon County,
Florida 32303

V. TERM

The term for which the BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC. is to exist will be perpetual.

VI. GENERAL PURPOSES AND POWERS

The general purposes for which this corporation is formed and its powers are:

(a) To take a direct, personal and friendly interest in the underprivileged children and their families, and to employ methods that will tend to promote their physical, mental and moral welfare and thus aid in making them better citizens of their community and their nation.

(b) To obtain, receive, hold, administer and expend property and funds in accordance with the policies and principles of the Corporation. Such funds shall be obtained and secured in accordance with sound principles and policies pertaining to the raising of funds for charitable purposes, and shall be deposited to the credit of this Corporation.

(c) To enter into, make, perform and carry out contracts of every kind for any lawful purpose (without limit as to amount) with any person, firm, association or corporation, municipality, county, parish, state, territory, government or other municipal or governmental subdivision.

(d) To have and to exercise all the powers conferred by the laws of the State of Florida upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended.

(e) This corporation is organized for and will be operated for charitable purposes, is not organized for profit and will not be operated for profit, and no part of its net earnings will inure to the benefit of any member, shareholder, or individual.

(f) No property of this corporation will be used or operated by the corporation or any other person so as to benefit any officer, trustee, director, shareholder, member, employee, contributer, or bondholder, of this corporation, or of the operator, or any other person, through the distribution of profits, payment of excessive charges or compensations or the more advantageous pursuit of their business or profession.

VII. OFFICERS

(a) The officers of this corporation shall be Chairperson, Vice-Chairperson of Administration, Vice-Chairperson of Operations, Treasurer, and Secretary.

(b) All officers shall be elected by a majority vote of the Board of Directors present at the annual meeting and shall first be members of the Board of Directors and shall serve one year.

(c) Honorary officers and Board members may be elected at the direction of the Board of Directors, and shall serve without vote, and shall be in addition to the duly prescribed and elected Board of Directors.

(d) The names and addresses (all of which are in the State of Florida) of the persons who are appointed to act as the first officers of this corporation are:

CHAIRPERSON

F. Antony Cafiero
1852 Cottage Grove Road
Tallahassee, FL 32303

VICE-CHAIRPERSON OF ADMINISTRATION

Gregory Garthwaite
275 John Knox Road
Tallahassee, FL 32303

VICE-CHAIRPERSON OF OPERATIONS

Gregory Garthwaite
275 John Knox Road
Tallahassee, FL 32303

TREASURER

Kyla M. Bryson
2080 Hollywood Drive
Tallahassee, FL 32303

SECRETARY

Kyla M. Bryson
1080 Hollywood Drive
Tallahassee, FL 32303

VIII. DIRECTORS

(a) The number of directors of this corporation shall be not less than five to forty members.

(b) Authority is hereby granted to the members of this corporation, entitled to vote, to change from time to time the authorized number of directors of this corporation by a duly adopted by-law, or by a duly adopted amendment of the by-laws, of this corporation, provided that in no case shall such number be less than five (5).

(c) The names and addresses (all of which are in the State of Florida) of the persons who are appointed to act as first directors of this corporation are:

F. Antony Cafiero
1852 Cottage Grove Rd.
Tallahassee, FL 32303

Kyla M. Bryson
2080 Hollywood Drive
Tallahassee, FL 32303

Gregory Garthwaite
275 John Knox Road
Tallahassee, FL 32303

Mood Conyers, Jr.
2711 Allen Road, H-23
Tallahassee, FL 32303

Douglas J. Gilligan
2711 Allen Road, H-23
Tallahassee, FL 32303

IX. QUALIFICATION OF MEMBERS

SECTION 1. Individual membership is actively sought for interested residents of the Service Community and is open to persons who are interested in the welfare of the youth in Greater Tallahassee. The Board of Directors of the corporation shall from time to time fix the amounts, if any, of individual membership fees to be paid yearly for membership in the corporation.

SECTION 2. Members of the corporation are eligible to attend the annual meeting and participate in the election of the Board of Directors.

SECTION 3. The number of members of this corporation shall be unlimited.

X. BY-LAWS

By-Laws of the corporation shall be adopted by the Directors named in these Articles of Incorporation. The By-Laws may be amended by a majority vote of the members of the corporation having voting rights present at any regular meeting of the Board, provided notice of any proposed amendment has been submitted to the members of the corporation ten (10) days prior to said regular meeting.

XI. ARTICLES OF INCORPORATION

Articles of Incorporation shall be adopted by the Directors named in these Articles of Incorporation, and may be amended by a majority vote of the members of the corporation having voting rights present at any regular meeting of the Board, provided notice of any proposed amendment has been submitted to the members of the corporation ten (10) days prior to said regular meeting.

XII. PRIVATE PROPERTY OF MEMBERS NOT ASSESSABLE

The private property of the members, directors and officers shall not be subject to the payment of corporate debts of this corporation to any extent whatsoever.

IN WITNESS WHEREOF, for the purpose of forming this corporation under the laws of the State of Florida, the undersigned, constituting the incorporators of this corporation, and being the persons hereinabove named as the first directors of this corporation, have executed these Articles of Incorporation this 03 day of October, 1981.

SUBSCRIBERS

F. Antony Cafiero
1852 Cottage Grove Road
Tallahassee, FL 32303

Kyla M. Bryson
2080 Hollywood Drive
Tallahassee, FL 32303

Gregory Garthwaite
275 John Knox Road
Tallahassee, FL 32301

I, F. Antony Cafiero, hereby accept the designation and all responsibilities contained therein of registered agent of BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

Registered Agent

03 October 81
Date

Notary Public

October 3, 1981
Date

Notary Public, State of Florida at Large
My Commission Expires Sept. 12, 1982
Bonded By American Fire & Casualty Company

FILED

FEB 26 10 46 AM '87

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

AMENDMENTS TO

ARTICLES OF INCORPORATION

OF

BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

The following Articles and Sections are amended to read:

II. PRIMARY PURPOSE

The specific and primary purpose for which this corporation is formed and intends to initially engage is to organize, under professional direction, a body of mature and responsible men and women to interest themselves individually in the welfare and improvement of children whose physical, mental and moral development has been hindered or endangered because of inadequate parental supervision, bad environment or other conditions, and to aid them in developing into responsible and mature citizens.

IV. PRINCIPAL OFFICE

(a) The Office of the Corporation shall be:

Big Brothers/Big Sisters of Greater Tallahassee, Inc.
1300 Executive Center Drive, Suite 212
P. O. Box 10582
Tallahassee, Florida 32302

(b) The Agent of the Corporation shall be:

Dan Clark, Chairperson
1300 Executive Center Drive, Suite 212
P. O. Box 10582
Tallahassee, Florida 32302

VI. GENERAL PURPOSES AND POWERS

(g) No property of this corporation will be used by the corporation or by its members for fraternal or lodge purposes, or for social purposes except where such use is clearly incidental to a primary charitable purpose.

(h) All the property of this corporation is irrevocably dedicated to charitable purposes and upon the liquidation, dissolution or abandonment of this corporation none of the property of this corporation will or shall inure to the benefit of any private person except a fund, foundation or corporation organized and operated for religious, hospital or charitable purposes.

VII. OFFICERS

Omit (b) and (c); then (d) becomes (b)

(b) The names and addresses (all of which are in the State of Florida) of the persons who are appointed to act as the officers of this corporation are:

CHAIRPERSON

Dan Clark
1515-42 Paul Russell Road
Tallahassee, Florida 32301

VICE-CHAIRPERSON OF ADMINISTRATION

Judy Jennings
1918 Nanticoke Circle
Tallahassee, Florida 32303

VICE-CHAIRPERSON OF OPERATIONS

Kate Scharla-Nielsen
324 Lipona Street #19
Tallahassee, Florida 32304

TREASURER

Pamela Coats
280 John Knox Road #139
Tallahassee, Florida 32303

SECRETARY

Terry Howell
204 W. 5th Avenue
Tallahassee, Florida 32303

VIII. DIRECTORS

(a) The number of directors of this corporation shall be not less than fifteen and no more than forty.

Omit (c).

IX. MEMBERSHIP

The requirements and qualifications for, and classes of, membership in this corporation, and the voting rights of the members, shall be as set forth in the Bylaws.

X. BYLAWS

Bylaws of the corporation may be amended or repealed by the members having voting rights as provided for in the Bylaws.

XI. ARTICLES OF INCORPORATION

These Articles may be amended by a majority vote of the members present, having voting rights, at any annual or special meeting of the membership. Proposed amendments must be submitted to the members of the corporation ten (10) days prior to said meeting.

These amendments were approved on January 19, 1982 as provided for in these articles.

Dan Clark
Chairperson

Vernon A. Hanover
Secretary

FLORIDA DEPARTMENT OF STATE
Jim Smith
Secretary of State

Gardner, Shelfer & Duggar
1300 Thomaswood Dr.
Tallahassee, FL 32312

SUBJECT: BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

DOCUMENT NUMBER: 760273

This will acknowledge receipt of the following:

1. X Check(s) totaling $ 35.00
2. ___ Amendment to Limited Partnership filed
3. X Amendment(s) to Articles of Incorporation filed 7-14-92 changing its name to BIG BROTHERS & BIG SISTERS OF THE BIG BEND, INC.
4. ___ Merger filed
5. ___ Reinstatement filed
6. ___ Cancellation of a Limited Partnership filed
7. ___ Dissolution/Withdrawal of Corporation filed
8. ___ OTHER:

ENCLOSED:

1. ___ Certified Copy
2. ___ Other:
3. ___ Certificate Under Seal

If you have any further questions concerning the filing of your document, please call (904) 487-6050.

Division Of Corporations P.O. BOX 6327, Tallahassee, FL 32314

CR2E037 (7-89)

CR2E042

FILED
1994 JUL 14 PM 2:07
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

AMENDMENT TO

ARTICLES OF INCORPORATION

OF

BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.

The undersigned directors of **BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, INC.**, a Florida Non-Profit Corporation, hereby amend the Articles of Incorporation of this corporation as follows:

Article I of the original Articles which were filed with the Secretary of State on October 14, 1981, is hereby amended to reflect the new name of the corporation. Article I is hereby amended as follows:

I. NAME

The name of this corporation is BIG BROTHERS & BIG SISTERS OF THE Big BEND, INC.

Article VII(a) of the original Articles which were filed with the Secretary of State on October 14, 1981, is hereby deleted and a new Article VII(a) is hereby added as follows:

ARTICLE VII
DUTIES OF OFFICERS

(a) The officers of this corporation shall be Chairperson, Vice Chairperson, Secretary and Treasurer. The positions of Secretary and Treasurer may be combined under one individual.

The undersigned as all directors and members entitled to vote, of the corporation resolve that this Amendments shall take

effect and is official adopted as of July 14, 1992.

Scott Jay
Donald Rhienhart
George Harrison, III
Michael P. Bist
Amy L. Arnold
Stephen Emmanuel
Paul Hiers
Barbara H. Harrison
Louise H. Moss
Stephanie Alman
Robin R. Balliro

STATE OF FLORIDA,
COUNTY OF LEON.

The foregoing instrument was acknowledged before me this 14th day of July, 1992, by Scott Jay, Donald Rhienhart, George Harrison, III, Michael P. Bist, Amy L. Arnold, Stephen Emmanuel, Paul Hiers, Barbara H. Harrison, Louise H. Moss, Stephanie Alman, Robin R. Balliro, of **BIG BROTHERS & BIG SISTERS OF THE BIG BEND, INC.** on behalf of the corporation and are personally known to me and did take an oath.

CYNTHIA T. RAGANS NOTARY PUBLIC STATE OF FLORIDA

NOTARY PUBLIC - Cynthia T. Ragans
(Type Name)
My Commission Expires
Notary Public, State of Florida
My Commission Expires Nov. 5, 1993
Bonded Thru Troy Fain - Insurance Inc.

I HEREBY swear and affirm that the directors and members who have affixed their signatures hereto constitute a majority of the directors and members entitled to vote on any Amendment to the Articles of Incorporation of BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, and pursuant to the Articles and Bylaws of this non-profit corporation, there has been adequate notice, and there are a sufficient number of votes to amend these Articles of Incorporation.

EXECUTED by the Secretary of BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, this 7th day of July, 1992.

Secretary:

Robin R. Balliro

ROBIN BALLIRO

STATE OF FLORIDA
COUNTY OF LEON

The foregoing was acknowledged before me this 7th day of July, 1992, by ROBIN BALLIRO, as Secretary of BIG BROTHERS/BIG SISTERS OF GREATER TALLAHASSEE, who was personally known to me, and who did take an oath.

Shannon Summerlin

NOTARY PUBLIC
Print Name: Shannon Summerlin
My Commission Expires:

Notary Public, State of Florida
My Commission Expires Dec. 5, 1993
Bonded Thru Troy Fain Insurance Inc.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning 7/01/06 , and ending 6/30/07

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return
- [ ] Amended return
- [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: Big Brothers Big Sisters of the Big Bend, Inc.

Number and street (or P.O. box if mail is not delivered to street address): 565 E. Tennessee Street — Room/suite

City or town, state or country, and ZIP + 4: Tallahassee FL 32301

COPY

D Employer identification number: 59-2130789

E Telephone number: 850-386-6002

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) If "Yes," enter number of affiliates ▶

H(c) Are all affiliates included? [ ] Yes [ ] No (If "No," attach a list. See instructions.)

H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [ ] No

I Group Exemption Number ▶

G Website: ▶ bigbrothers-bigsister.org

J Organization type (check only one) ▶ [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ [X] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 351,309

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor advised funds	1a		
	b	Direct public support (not included on line 1a)	1b	35,704	
	c	Indirect public support (not included on line 1a)	1c		
	d	Government contributions (grants) (not included on line 1a)	1d	305,468	
	e	Total (add lines 1a through 1d) (cash $ 341,172 noncash $)			1e 341,172
	2	Program service revenue including government fees and contracts (from Part VII, line 93)			2 8,777
	3	Membership dues and assessments			3
	4	Interest on savings and temporary cash investments			4 1,360
	5	Dividends and interest from securities			5
	6a	Gross rents	6a		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss). Subtract line 6b from line 6a			6c
	7	Other investment income (describe ▶)			7
	8a	Gross amount from sales of assets other than inventory — (A) Securities: ; (B) Other:	8a		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss). Combine line 8c, columns (A) and (B)			8d
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ [ ]			
	a	Gross revenue (not including $ of contributions reported on line 1b)	9a		
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a			9c
	10a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a			10c
	11	Other revenue (from Part VII, line 103)			11
	12	Total revenue. Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11			12 351,309
Expenses	13	Program services (from line 44, column (B))			13 295,249
	14	Management and general (from line 44, column (C))			14 27,786
	15	Fundraising (from line 44, column (D))			15 17,232
	16	Payments to affiliates (attach schedule)			16
	17	Total expenses. Add lines 16 and 44, column (A)			17 340,267
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12			18 11,042
	19	Net assets or fund balances at beginning of year (from line 73, column (A))			19 227,646
	20	Other changes in net assets or fund balances (attach explanation)			20
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20			21 238,688

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

DAA

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See the instructions.)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A (attach schedule) See Statement 1	25a	65,304	62,039	3,265	
b Compensation of former officers, directors, key employees, etc. listed in Part V-B (attach schedule)	25b				
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	120,315	108,730	4,160	7,425
27 Pension plan contributions not included on lines 25a, b, and c	27	4,259	3,922	196	141
28 Employee benefits not included on lines 25a–27	28	25,158	23,171	1,157	830
29 Payroll taxes	29	14,558	13,394	582	582
30 Professional fundraising fees	30				
31 Accounting fees	31	5,000	4,500	250	250
32 Legal fees	32				
33 Supplies	33	7,692	6,922	385	385
34 Telephone	34	4,672	4,204	234	234
35 Postage and shipping	35	2,430	2,187	121	122
36 Occupancy	36	6,306	5,676	315	315
37 Equipment rental and maintenance	37	774	620	77	77
38 Printing and publications	38				
39 Travel	39	1,116	1,116		
40 Conferences, conventions, and meetings	40	4,346		4,346	
41 Interest	41	19,980	17,982	999	999
42 Depreciation, depletion, etc. (attach schedule)	42	8,748	8,748		
43 Other expenses not covered above (itemize): a See Statement 2	43a	49,609	32,038	11,699	5,872
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g	43g				
44 Total functional expenses. Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	340,267	295,249	27,786	17,232

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs $ ____ ; (ii) the amount allocated to Program services $ ____ ;

(iii) the amount allocated to Management and general $ ____ ; and (iv) the amount allocated to Fundraising $ ____

Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ Provide Kids with Positive Guidance All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a Match Volunteer Big Brothers and Sisters with Children from Single Parent Homes to Provide Companionship & Guidance to Help Prevent Juvenile Delinquency and to Foster Self-Confidence in the Children. (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	295,249
b (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule) (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f Total of Program Service Expenses (should equal line 44, column (B), Program services) ▶	295,249

Part IV Balance Sheets (See the instructions.)

	Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.			(A) Beginning of year		(B) End of year
Assets	45 Cash-non-interest-bearing			87,721	45	79,741
	46 Savings and temporary cash investments				46	
	47a Accounts receivable	47a				
	b Less: allowance for doubtful accounts	47b		735	47c	
	48a Pledges receivable	48a				
	b Less: allowance for doubtful accounts	48b			48c	
	49 Grants receivable			40,340	49	49,962
	50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)				50a	
	b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (att. schedule)				50b	
	51a Other notes and loans receivable (attach schedule)	51a				
	b Less: allowance for doubtful accounts	51b			51c	
	52 Inventories for sale or use				52	
	53 Prepaid expenses and deferred charges			4,756	53	3,462
	54a Investments—publicly-traded securities ▶ ☐ Cost ☐ FMV				54a	
	b Investments—other securities (attach schedule) ▶ ☐ Cost ☐ FMV				54b	
	55a Investments-land, buildings, and equipment: basis	55a				
	b Less: accumulated depreciation (attach schedule)	55b			55c	
	56 Investments-other (attach schedule)				56	
	57a Land, buildings, and equipment: basis	57a	452,742			
	b Less: accumulated depreciation (attach schedule) See Statement 3	57b	21,383	427,607	57c	431,359
	58 Other assets, including program-related investments (describe ▶ See Statement 4)			250	58	250
	59 Total assets (must equal line 74). Add lines 45 through 58			561,409	59	564,774
Liabilities	60 Accounts payable and accrued expenses			4,558	60	6,713
	61 Grants payable				61	
	62 Deferred revenue				62	
	63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
	64a Tax-exempt bond liabilities (attach schedule)				64a	
	b Mortgages and other notes payable (attach schedule)				64b	
	65 Other liabilities (describe ▶ See Statement 5)			329,205	65	319,373
	66 Total liabilities. Add lines 60 through 65			333,763	66	326,086
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here ▶ [X] and complete lines 67 through 69 and lines 73 and 74.					
	67 Unrestricted			227,646	67	238,688
	68 Temporarily restricted				68	
	69 Permanently restricted				69	
	Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.					
	70 Capital stock, trust principal, or current funds				70	
	71 Paid-in or capital surplus, or land, building, and equipment fund				71	
	72 Retained earnings, endowment, accumulated income, or other funds				72	
	73 Total net assets or fund balances (add lines 67 through 69 or lines 70 through 72. (Column (A) must equal line 19 and column (B) must equal line 21)			227,646	73	238,688
	74 Total liabilities and net assets/fund balances. Add lines 66 and 73			561,409	74	564,774

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return (See the instructions.)

a	Total revenue, gains, and other support per audited financial statements			a	351,309
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1			
2	Donated services and use of facilities	b2			
3	Recoveries of prior year grants	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	
c	Subtract line b from line a			c	351,309
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	Total revenue (Part I, line 12). Add lines c and d ▶			e	351,309

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

a	Total expenses and losses per audited financial statements			a	340,267
b	Amounts included on line a but not Part I, line 17:				
1	Donated services and use of facilities	b1			
2	Prior year adjustments reported on Part II, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	
c	Subtract line b from line a			c	340,267
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	Total expenses (Part I, line 17). Add lines c and d ▶			e	340,267

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) (See the instructions.)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
See Statement 6				

Part V-A Current Officers, Directors, Trustees, and Key Employees (continued)

			Yes	No
75a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶ 13			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization." If "Yes," attach a statement that includes the information described in the instructions.	75c		X
d	Does the organization have a written conflict of interest policy?	75d		X

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits

(If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
N/A				

Part VI Other Information (See the instructions.)

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		X
78a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a	X	
b	If "Yes," has it filed a tax return on Form 990-T for this year?	78b	X	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ and check whether it is ☐ exempt or ☐ nonexempt			
81a	Enter direct and indirect political expenditures. (See line 81 instructions.) 81a			
b	Did the organization file Form 1120-POL for this year?	81b		X

Part VI Other Information (continued)

				Yes	No
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?		82a		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)	82b			
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?		83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	N/A	83b		
84a	Did the organization solicit any contributions or gifts that were not tax deductible?		84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	N/A	84b		
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members?	N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less?	N/A	85b		
	If "Yes" was answered to either 85a or 85b, **do not** complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.				
c	Dues, assessments, and similar amounts from members	85c			
d	Section 162(e) lobbying and political expenditures	85d			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e			
f	*Taxable amount of lobbying and political expenditures (line 85d less 85e)*	85f			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	N/A	85h		
86	501(c)(7) orgs. Enter: a Initiation fees and capital contributions included on line 12	86a			
b	Gross receipts, included on line 12, for public use of club facilities	86b			
87	501(c)(12) orgs. Enter: a Gross income from members or shareholders	87a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b			
88a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX		88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶		88b		X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: *section 4911* ▶ 0 ; *section 4912* ▶ 0 ; *section 4955* ▶ 0				
b	501(c)(3) and 501(c)(4) orgs. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach *a statement explaining each transaction*		89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶	0			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶	0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?		89e		X
f	All organizations. Did the organization acquire a direct or indirect interest in any applicable insurance contract?		89f		X
g	For supporting organizations and sponsoring organizations maintaining donor advised funds. Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		89g		X

90a List the states with which a copy of this return is filed ▶ FL

b Number of employees employed in the pay period that includes March 12, 2006 (See instructions.) 90b 9

91a The books are in care of ▶ Scott Evaul Telephone no. ▶ 850-222-1606

Located at ▶ 250 E. 6th Ave. Tallahassee, FL ZIP + 4 ▶ 32303

		Yes	No
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	91b		X

Part VI Other Information (continued)

			Yes	No
c	At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X
	If "Yes," enter the name of the foreign country ▶			
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92		

Part VII Analysis of Income-Producing Activities (See the instructions.)

Note: Enter gross amounts unless otherwise indicated.

		Unrelated business income (A) Business code	Unrelated business income (B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	Excluded by section 512, 513, or 514 (D) Amount	(E) Related or exempt function income
93	Program service revenue:					
a	Recycling	323100	3,092			
b						5,685
c						
d						
e						
f	Medicare/Medicaid payments					
g	Fees and contracts from government agencies					
94	Membership dues and assessments					
95	Interest on savings and temporary cash investments			14	1,360	
96	Dividends and interest from securities					
97	Net rental income or (loss) from real estate:					
a	debt-financed property					
b	not debt-financed property					
98	Net rental income or (loss) from personal property					
99	Other investment income					
100	Gain or (loss) from sales of assets other than inventory					
101	Net income or (loss) from special events					
102	Gross profit or (loss) from sales of inventory					
103	Other revenue: a					
b						
c						
d						
e						
104	Subtotal (add columns (B), (D), and (E))		3,092		1,360	5,685
105	Total (add line 104, columns (B), (D), and (E)) ▶					10,137

Note: Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	Program Events Used to Recruit Volunteers for Matches and Raise Money to Continue Volunteer Recruitment and Monitoring of Such Activities.

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See the instructions.)

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

Part XI **Information Regarding Transfers To and From Controlled Entities.** Complete only if the organization is a controlling organization as defined in section 512(b)(13).

		Yes	No
106	Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
107	Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
108	Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer Date

Leah Sandridge Executive Director

Type or print name and title

Paid Preparer's Use Only

Preparer's signature — Date 8/22/08 — Check if self-employed ▶ ☐ — Preparer's SSN or PTIN (See Gen. Instr. X) P00207181

Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ Ingram Accounting & Consulting, LLC
118 Salem Ct
Tallahassee, FL 32301-2810

EIN ▶

Phone no. ▶ 850-877-8099

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2006

Name of the organization: Big Brothers Big Sisters of the Big Bend, Inc.

Employer identification number: 59-2130789

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Comp.	(d) Contrib. to empl. ben. plans & deferred comp	(e) Expense account & other allowances
NONE				
Total number of other employees paid over $50,000 ▶				

Part II-A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over $50,000 for professional services ▶		

Part II-B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of other contractors receiving over $50,000 for other services ▶		

For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

Part III Statements About Activities (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)	1		X
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)			
a	Sale, exchange, or leasing of property?	2a		X
b	Lending of money or other extension of credit?	2b		X
c	Furnishing of goods, services, or facilities?	2c		X
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? See Part V-A, Form 990	2d	X	
e	Transfer of any part of its income or assets?	2e		X
3a	Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b	Did the organization make any taxable distributions under section 4966?	4b		
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		
d	Enter the total number of donor advised funds owned at the end of the tax year ▶ _____			
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶ _____			
f	Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶ 0			
g	Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ▶ 0			

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions-subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Intergrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) Use cash method of accounting.

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	295,608	212,730	189,161	166,887	864,386
16 Membership fees received					0
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	14,329	51,385	21,910	13,262	100,886
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	31	1,114	918	1,573	3,636
19 Net income from unrelated business activities not included in line 18					0
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					0
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					0
23 Total of lines 15 through 22	309,968	265,229	211,989	181,722	968,908
24 Line 23 minus line 17	295,639	213,844	190,079	168,460	868,022
25 Enter 1% of line 23	3,100	2,652	2,120	1,817	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 17,360

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b 847,026

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c 868,022

d Add: Amounts from column (e) for lines: 18 3,636 19 ____ 22 ____ 26b 847,026 ▶ 26d 850,662

e Public support (line 26c minus line 26d total) ▶ 26e 17,360

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f 1.9999 %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year: N/A

(2005) ____ (2004) ____ (2003) ____ (2002) ____

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year: N/A

(2005) ____ (2004) ____ (2003) ____ (2002) ____

c Add: Amounts from column (e) for lines: 15 ____ 16 ____ 17 ____ 20 ____ 21 ____ ▶ 27c

d Add: Line 27a total ____ and line 27b total ____ ▶ 27d

e Public support (line 27c total minus line 27d total) ▶ 27e

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ▶ 27g %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h %

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part V Private School Questionnaire (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

		N/A		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?		31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)				
32	Does the organization maintain the following:				
a	Records indicating the racial composition of the student body, faculty, and administrative staff?		32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?		32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?		32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?		32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)				
33	Does the organization discriminate by race in any way with respect to:				
a	Students' rights or privileges?		33a		
b	Admissions policies?		33b		
c	Employment of faculty or administrative staff?		33c		
d	Scholarships or other financial assistance?		33d		
e	Educational policies?		33e		
f	Use of facilities?		33f		
g	Athletic programs?		33g		
h	Other extracurricular activities?		33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)				
34a	Does the organization receive any financial aid or assistance from a governmental agency?		34a		
b	Has the organization's right to such aid ever been revoked or suspended?		34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement.				
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation		35		

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.)
(To be completed **ONLY** by an eligible organization that filed Form 5768) N/A

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table-			
If the amount on line 40 is- / **The lobbying nontaxable amount is-**			
Not over $500,000 / 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 / $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 / $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 / $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 / $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See page 13 of the instructions.)

54 of 470

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a	Transfers from the reporting organization to a noncharitable exempt organization of:		
(i)	Cash	51a(i)	X
(ii)	Other assets	a(ii)	X
b	Other transactions:		
(i)	Sales or exchanges of assets with a noncharitable exempt organization	b(i)	X
(ii)	Purchases of assets from a noncharitable exempt organization	b(ii)	X
(iii)	Rental of facilities, equipment, or other assets	b(iii)	X
(iv)	Reimbursement arrangements	b(iv)	X
(v)	Loans or loan guarantees	b(v)	X
(vi)	Performance of services or membership or fundraising solicitations	b(vi)	X
c	Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c	X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received:

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
N/A			

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ ☐ Yes ☒ No

b If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship
N/A		

Federal Statements

Statement 1 - Form 990, Part II, Line 25a - Compensation of Current Officers

Name	Program Services	Management & General	Fundraising
Expenses	$	$	$
Compensation	62,039	3,265	
Total	$ 62,039	$ 3,265	$ 0

Statement 2 - Form 990, Part II, Line 43 - Other Functional Expenses

Description	Total Expenses	Program Service	Mgt & General	Fund-Raising
	$	$	$	$
Expenses				
Affiliation Fees	6,293		6,293	
Background Checks	5,058	5,058		
Dues and Subscriptions	1,376		1,376	
Grant Management Fee	6,000	6,000		
Fundraising Facilities Fees	4,732			4,732
Insurance	21,872	19,685	1,094	1,093
License & Taxes	270		270	
Meals and Entertainment	773		773	
Miscellaneous	1,823		1,823	
Office Furniture and Equipmen	470	447	23	
Volunteer Recruitment	942	848	47	47
Affiliation Fees				
Background Checks				
Banking				
Computer Expenses				
Dues & Subscriptions				
Grants Management Fee				
Insurance				
Meals and Entertainment				
Taxes & Licenses				
Utilities				
Total	$ 49,609	$ 32,038	$ 11,699	$ 5,872

Statement 3 - Form 990, Part IV, Line 57 - Land, Buildings, and Equipment

Description	Beginning of Year	Accum Deprec	End of Year	Accum Deprec
	$ 273,642	$ 12,635	$ 286,142	$ 21,383
	166,600		166,600	
Total	$ 440,242	$ 12,635	$ 452,742	$ 21,383

Statement 4 - Form 990, Part IV, Line 58 - Other Assets

Description	Beginning of Year	End of Year
Deposits	$ 250	$ 250
Total	$ 250	$ 250

Statement 5 - Form 990, Part IV, Line 65 - Other Liabilities

Description	Beginning of Year	End of Year
Pension Payable	$ 4,516	$ 825
Interest Payable	824	865
Current Portion of Mortgage	6,204	6,852
Mortgage Payable	317,661	310,831
Total	$ 329,205	$ 319,373

Statement 6 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
Leah Sandridge 397 Meadow Ridge Drive Tallahassee FL 32312	Exec. Direct	40	65,304	14,194	0
Keith Blocker 5632 Nature Lane Tallahassee FL 32303	Board Member	.5	0	0	0
Sara Chang 2230 Lake Bradford Rd Tallahassee FL 32310	Board Member	.5	0	0	0
Scott Evaul 250 E. Sixth Ave Tallahassee FL 32303	Treasurer	2	0	0	0
Ben Graybar 3175 Ferns Glen Dr Tallahassee FL 32309	Chairperson	1	0	0	0
Barbara Harrison 2217 Pineland Dr Tallahassee FL 32317	Vice-Chair	1	0	0	0
Ann Kozeliski 905 Chestwood Ave Tallahassee FL 32303	Board Member	.5	0	0	0
John Levingston 136 Rovetta Business Bldg Tallahassee FL 32306	Board Member	.5	0	0	0
Albert Martinez 4000 Colleton Court Tallahassee FL 32311	Board Member	.5	0	0	0
Errol Powell 2013 Amboise Court	Secretary	1	0	0	0

Statement 6 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees (continued)

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
Tallahassee FL 32308					
Mark Ryan 250 E. Sixth Avenue Tallahassee FL 32303	Board Member	.5	0	0	0
Dan Winchester 1204 Firethorn Lane Tallahassee FL 32303	Board Member	.5	0	0	0
Zaneta Batchelor 1539 Fernando Drive Tallahassee FL 32303	Board Member	.5	0	0	0

Form **990-T**

Department of the Treasury
Internal Revenue Service

Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))

For calendar year 2006 or other tax year beginning 7/01/06, and ending 6/30/07. ▶ See separate instructions.

OMB No. 1545-0687

2006

Open to Public Inspection for 501(c)(3) Organizations Only

A [ ] Check box if address changed

B Exempt under section
[X] 501(C)(3)
[ ] 408(e) [ ] 220(e)
[ ] 408A [ ] 530(a)
[ ] 529(a)

C Book value of all assets at end of year 564,774

Print or Type

Name of organization ([ ] Check box if name changed and see instructions.)
Big Brothers Big Sisters of the Big Bend, Inc.

Number, street, and room or suite no. If a P.O. box, see page 9 of instructions.
565 E. Tennessee Street

City or town, state, and ZIP code
Tallahassee FL 32301

D Employer identification number (Employees' trust, see instructions for Block D on page 9.)
59-2130789

E Unrelated business activity codes (See instructions for Block E on page 9.)
323100

F Group exemption number (See instructions for Block F on page 9.) ▶

G Check organization type ▶ [X] 501(c) corporation [ ] 501(c) trust [ ] 401(a) trust [ ] Other trust

H Describe the organization's primary unrelated business activity. ▶

I During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? ▶ [ ] Yes [X] No
If "Yes," enter the name and identifying number of the parent corporation. ▶

J The books are in care of ▶ Scott Evaul Telephone number ▶ 850-222-1606

Part I Unrelated Trade or Business Income

			(A) Income	(B) Expenses	(C) Net
1a	Gross receipts or sales				
b	Less returns and allowances c Balance ▶	1c			
2	Cost of goods sold (Schedule A, line 7)	2			
3	Gross profit. Subtract line 2 from line 1c	3			
4a	Capital gain net income (attach Schedule D)	4a			
b	Net gain (loss) (Form 4797, Part II, line 17) (attach Form 4797)	4b			
c	Capital loss deduction for trusts	4c			
5	Income (loss) from partnerships and S corp. (attach stmt.)	5			
6	Rent income (Schedule C)	6			
7	Unrelated debt-financed income (Schedule E)	7			
8	Interest, annuities, royalties, & rents from controlled organizations (Schedule F)	8			
9	Investment income of a section 501(c)(7), (9), or (17) organization (Schedule G)	9			
10	Exploited exempt activity income (Schedule I)	10			
11	Advertising income (Schedule J)	11			
12	Other income (See page 11 of the instructions; attach schedule.) See Stmt 1	12	3,092		3,092
13	Total. Combine lines 3 through 12	13	3,092		3,092

Part II Deductions Not Taken Elsewhere (See page 12 of the instructions for limitations on deductions.)
(Except for contributions, deductions must be directly connected with the unrelated business income.)

14	Compensation of officers, directors, and trustees (Schedule K)			14	
15	Salaries and wages			15	
16	Repairs and maintenance			16	
17	Bad debts			17	
18	Interest (attach schedule)			18	
19	Taxes and licenses			19	
20	Charitable contributions (See page 14 of the instructions for limitation rules.)			20	
21	Depreciation (attach Form 4562)	21			
22	Less depreciation claimed on Schedule A and elsewhere on return	22a		22b	0
23	Depletion			23	
24	Contributions to deferred compensation plans			24	
25	Employee benefit programs			25	
26	Excess exempt expenses (Schedule I)			26	
27	Excess readership costs (Schedule J)			27	
28	Other deductions (attach schedule)			28	
29	**Total deductions.** Add lines 14 through 28			29	
30	Unrelated business taxable income before net operating loss deduction. Subtract line 29 from line 13			30	3,092
31	Net operating loss deduction (limited to the amount on line 30)			31	
32	Unrelated business taxable income before specific deduction. Subtract line 31 from line 30			32	3,092
33	Specific deduction (Generally $1,000, but see line 33 instructions for exceptions.)			33	1,000
34	**Unrelated business taxable income.** Subtract line 33 from line 32. If line 33 is greater than line 32, enter the smaller of zero or line 32			34	15 2,092

DAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Part III Tax Computation

35	**Organizations Taxable as Corporations.** See instructions for tax computation on page 15. Controlled group members (sections 1561 and 1563) check here ▶ ☐ See instructions and:		
a	Enter your share of the $50,000, $25,000, and $9,925,000 taxable income brackets (in that order): (1) $ (2) $ (3) $		
b	Enter organization's share of: (1) Additional 5% tax (not more than $11,750) $ (2) Additional 3% tax (not more than $100,000) $		
c	Income tax on the amount on line 34 ▶	35c	314
36	**Trusts Taxable at Trust Rates.** See instructions for tax computation on page 16. Income tax on the amount on line 34 from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041) ▶	36	
37	**Proxy tax.** See page 16 of the instructions ▶	37	
38	Alternative minimum tax	38	
39	**Total.** Add lines 37 and 38 to line 35c or 36, whichever applies	39	314

Part IV Tax and Payments

40a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	40a			
b	Other credits (see page 17 of the instructions)	40b			
c	General business credit. Check here and indicate which forms are attached: ☐ Form 3800 ☐ Form(s) (specify) ▶	40c			
d	Credit for prior year minimum tax (attach Form 8801 or 8827)	40d			
e	**Total credits.** Add lines 40a through 40d			40e	
41	Subtract line 40e from line 39			41	314
42	Other taxes. Check if from: ☐ Form 4255 ☐ Form 8611 ☐ Form 8697 ☐ Form 8866 ☐ Other			42	
43	**Total tax.** Add lines 41 and 42			43	314
44a	Payments: A 2005 overpayment credited to 2006	44a			
b	2006 estimated tax payments	44b			
c	Tax deposited with Form 8868	44c			
d	Foreign organizations: Tax paid or withheld at source (see instructions)	44d			
e	Backup withholding (see instructions)	44e			
f	Credit for federal telephone excise tax paid (attach Form 8913)	44f			
g	Other credits and payments: ☐ Form 2439 ☐ Form 4136 ☐ Other Total ▶	44g			
45	**Total payments.** Add lines 44a through 44g			45	
46	Estimated tax penalty (see page 4 of the instructions). Check if Form 2220 is attached ▶ ☐			46	
47	**Tax due.** If line 45 is less than the total of lines 43 and 46, enter amount owed ▶			47	314
48	**Overpayment.** If line 45 is larger than the total of lines 43 and 46, enter amount overpaid ▶			48	
49	Enter the amount of line 48 you want: Credited to 2007 estimated tax ▶ Refunded ▶			49	

Part V Statements Regarding Certain Activities and Other Information (see instructions on page 18)

		Yes	No
1	At any time during the 2006 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If YES, the organization may have to file Form TD F 90-22.1. If YES, enter the name of the foreign country here ▶		X
2	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If YES, see page 5 of the instructions for other forms the organization may have to file.		X
3	Enter the amount of tax-exempt interest received or accrued during the tax year ▶ $		

Schedule A-Cost of Goods Sold. Enter method of inventory valuation ▶

1	Inventory at beginning of year	1	6	Inventory at end of year	6
2	Purchases	2	7	**Cost of goods sold.** Subtract line 6 from line 5. Enter here and in Part I, line 2	7
3	Cost of labor	3			
4a	Additional sec. 263A costs (attach sch.)	4a	8	Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?	Yes / No
b	Other costs (attach schedule)	4b			
5	**Total.** Add lines 1 through 4b	5			

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer ▶ Date ▶ Title

May the IRS discuss this return with the preparer shown below (see instructions)? ☐ Yes ☐ No

Paid Preparer's Use Only

Preparer's signature ▶	Date	Check if self-employed ☐	Preparer's SSN or PTIN P00207181
Firm's name (or yours if self-employed), address, and ZIP code ▶	Ingram Accounting & Consulting, LLC 118 Salem Ct Tallahassee, FL 32301-2810	EIN 15	Phone # 850-877-8099

DAA

Schedule C-Rent Income (From Real Property and Personal Property Leased With Real Property) (see instructions on page 20)

1 Description of property

(1) N/A
(2)
(3)
(4)

2 Rent received or accrued		3 Deductions directly connected with the income in columns 2(a) and 2(b) (attach schedule)
(a) From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)	(b) From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)	
(1)		
(2)		
(3)		
(4)		
Total	Total	
Total income. Add totals of columns 2(a) and 2(b). Enter here and on page 1, Part I, line 6, column (A) ▶		**Total deductions.** Enter here and on page 1, Part I, line 6, column (B) ▶

Schedule E-Unrelated Debt-Financed Income (see instructions on page 20)

1 Description of debt-financed property	2 Gross income from or allocable to debt-financed property	3 Deductions directly connected with or allocable to debt-financed property	
		(a) Straight line depreciation (attach schedule)	(b) Other deductions (attach schedule)
(1) N/A			
(2)			
(3)			
(4)			

4 Amount of average acquisition debt on or allocable to debt-financed property (attach schedule)	5 Average adjusted basis of or allocable to debt-financed property (attach schedule)	6 Column 4 divided by column 5	7 Gross income reportable (column 2 x column 6)	8 Allocable deductions (column 6 x total of columns 3(a) and 3(b))
(1)		%		
(2)		%		
(3)		%		
(4)		%		
Totals ▶			Enter here and on page 1, Part I, line 7, column (A).	Enter here and on page 1, Part I, line 7, column (B).
Total dividends-received deductions included in column 8 ▶				

Schedule F-Interest, Annuities, Royalties, and Rents From Controlled Organizations (see instructions on page 21)

1 Name of Controlled Organization	2 Employer Identification Number	Exempt Controlled Organizations			
		3 Net unrelated income (loss) (see instructions)	4 Total of specified payments made	5 Part of column 4 that is included in the controlling organization's gross inc.	6 Deductions directly connected with income in column 5
(1) N/A					
(2)					
(3)					
(4)					

Nonexempt Controlled Organizations

7 Taxable Income	8 Net unrelated income (loss) (see instructions)	9 Total of specified payments made	10 Part of column 9 that is included in the controlling organization's gross income	11 Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
Totals ▶			Add columns 5 and 10. Enter here and on page 1, Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on page 1, Part I, line 8, column (B).

Schedule G-Investment Income of a Section 501(c)(7), (9), or (17) Organization (see instructions on page 22)

1 Description of income	2 Amount of income	3 Deductions directly connected (attach schedule)	4 Set-asides (attach schedule)	5 Total deductions and set-asides (col. 3 plus col. 4)
(1) N/A				
(2)				
(3)				
(4)				
Totals ▶	Enter here and on page 1, Part I, line 9, column (A).			Enter here and on page 1, Part I, line 9, column (B).

Schedule I-Exploited Exempt Activity Income, Other Than Advertising Income (see instructions on page 22)

1 Description of exploited activity	2 Gross unrelated business income from trade or business	3 Expenses directly connected with production of unrelated business income	4 Net income (loss) from unrelated trade or business (column 2 minus column 3). If a gain, compute cols. 5 through 7.	5 Gross income from activity that is not unrelated business income	6 Expenses attributable to column 5	7 Excess exempt expenses (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals ▶	Enter here and on page 1, Part I, line 10, col. (A).	Enter here and on page 1, Part I, line 10, col. (B).				Enter here and on page 1, Part II, line 26.

Schedule J-Advertising Income (see instructions on page 23)

Part I Income From Periodicals Reported on a Consolidated Basis

1 Name of periodical	2 Gross advertising income	3 Direct advertising costs	4 Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5 Circulation income	6 Readership costs	7 Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals (carry to Part II, line (5)) ▶						

Part II Income From Periodicals Reported on a Separate Basis (For each periodical listed in Part II, fill in columns 2 through 7 on a line-by-line basis.)

(1) N/A						
(2)						
(3)						
(4)						
(5) Totals from Part I						
Totals, Part II (lines 1-5) ▶	Enter here and on page 1, Part I, line 11, col. (A).	Enter here and on page 1, Part I, line 11, col. (B).				Enter here and on page 1, Part II, line 27.

Schedule K-Compensation of Officers, Directors, and Trustees (see instructions on page 23)

1 Name	2 Title	3 Percent of time devoted to business	4 Compensation attributable to unrelated business
N/A		%	
		%	
		%	
		%	
Total. Enter here and on page 1, Part II, line 14 ▶			

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)

▶ See separate instructions. ▶ Attach to your tax return.

OMB No. 1545-0172
2006
Attachment Sequence No. 67

Name(s) shown on return: Big Brothers Big Sisters of the Big Bend, Inc.

Identifying number: 59-2130789

Business or activity to which this form relates: Indirect Depreciation

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount. See the instructions for a higher limit for certain businesses	1	108,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation	3	430,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
6			
7	Listed property. Enter the amount from line 29	7	

8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2005 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to 2007. Add lines 9 and 10, less line 12 ▶	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)

14	Special allowance for qualified New York Liberty or Gulf Opportunity Zone property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	1,131

Part III MACRS Depreciation (Do not include listed property.) (See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2006	17	7,617
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ▶ ☐		

Section B-Assets Placed in Service During 2006 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only-see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C-Assets Placed in Service During 2006 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	40-year			40 yrs.	MM	S/L	

Part IV Summary (see instructions)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations-see instr.	22	8,748
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

15

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2006)

DAA

There are no amounts for Page 2

Statement 1 - Form 990-T, Part I, Line 12 - Other Income

Description	Amount
Recycling	$ 3,092
Total	$ 3,092

Federal Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
Prior MACRS:												
1	Dell Computer	5/16/02	1,436				1,436	5	HY	S/L	1,183	253
2	TV/VCR Combo	6/27/02	140				140	5	HY	S/L	114	26
3	Projector	6/28/02	1,199				1,199	5	HY	S/L	979	220
4	Dell Computer	6/30/03	1,172				1,172	5	HY	S/L	703	235
5	HP Laser Printer	6/30/03	1,455			X	727	5	HY	S/L	873	146
7	Building	3/15/05	262,740				262,740	39	MM	S/L	8,702	6,737
			268,142				267,414				12,554	7,617
Other Depreciation:												
6	Land	3/15/05	166,600				166,600	0	--	Land	0	0
8	Sign	4/10/06	5,500				5,500	15	MO	S/L	81	367
9	Sign	7/25/06	12,500				12,500	15	MO	S/L	0	764
	Total Other Depreciation		184,600				184,600				81	1,131
	Total ACRS and Other Depreciation		184,600				184,600				81	1,131
	Grand Totals		452,742				452,014				12,635	8,748
	Less: Dispositions		0				0				0	0
	Net Grand Totals		452,742				452,014				12,635	8,748

FL Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Basis for Depr	FL Prior	FL Current	Federal Current	Difference Fed - FL
Prior MACRS:								
1	Dell Computer	5/16/02	1,436	1,436	1,183	253	253	0
2	TV/VCR Combo	6/27/02	140	140	114	26	26	0
3	Projector	6/28/02	1,199	1,199	979	220	220	0
4	Dell Computer	6/30/03	1,172	1,172	703	235	235	0
5	HP Laser Printer	6/30/03	1,455	727	873	146	146	0
7	Building	3/15/05	262,740	262,740	8,702	6,737	6,737	0
			268,142	267,414	12,554	7,617	7,617	0
Other Depreciation:								
6	Land	3/15/05	166,600	166,600	0	0	0	0
8	Sign	4/10/06	5,500	5,500	81	367	367	0
9	Sign	7/25/06	12,500	12,500	0	764	764	0
	Total Other Depreciation		184,600	184,600	81	1,131	1,131	0
	Total ACRS and Other Depreciation		184,600	184,600	81	1,131	1,131	0
	Grand Totals		452,742	452,014	12,635	8,748	8,748	0
	Less: Dispositions		0	0	0	0	0	0
	Net Grand Totals		452,742	452,014	12,635	8,748	8,748	0

AMT Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
Prior MACRS:												
1	Dell Computer	5/16/02	1,436				1,436	5	HY	S/L	1,015	288
2	TV/VCR Combo	6/27/02	140				140	5	HY	S/L	112	28
3	Projector	6/28/02	1,199				1,199	5	HY	S/L	839	240
4	Dell Computer	6/30/03	1,172				1,172	5	HY	S/L	703	234
5	HP Laser Printer	6/30/03	1,455			X	727	5	HY	S/L	1,091	146
7	Building	3/15/05	262,740				262,740	39	MM	S/L	8,702	6,737
			268,142				267,414				12,462	7,673
Other Depreciation:												
6	Land	3/15/05	0				0	0	HY		0	0
8	Sign	4/10/06	5,500				5,500	15	MO	S/L	81	367
9	Sign	7/25/06	12,500				12,500	15	MO	S/L	0	764
	Total Other Depreciation		18,000				18,000				81	1,131
	Total ACRS and Other Depreciation		18,000				18,000				81	1,131
	Grand Totals		286,142				285,414				12,543	8,804
	Less: Dispositions		0				0				0	0
	Net Grand Totals		286,142				285,414				12,543	8,804

Depreciation Adjustment Report
All Business Activities

Form	Unit	Asset	Description	Tax	AMT	AMT Adjustments/ Preferences
MACRS Adjustments:						
Page 1	1	1	Dell Computer	253	288	-35
Page 1	1	2	TV/VCR Combo	26	28	-2
Page 1	1	3	Projector	220	240	-20
Page 1	1	4	Dell Computer	235	234	1
Page 1	1	5	HP Laser Printer	146	146	0
Page 1	1	7	Building	6,737	6,737	0
				7,617	7,673	-56

Bonus Depreciation Report

Asset	Property Description	Date In Service	Tax Cost	Bus Pct	Tax Sec 179 Exp	Current Bonus	Prior Bonus	Tax Basis for Depr
Activity: Form 990, Page 1								
5	HP Laser Printer	6/30/03	1,455		0	0	728	727
		Form 990, Page 1	1,455		0	0	728	727
		Grand Total	1,455		0	0	728	727

Future Depreciation Report FYE: 6/30/08

Form 990, Page 1

Asset	Description	Date In Service	Cost	Tax	AMT
Prior MACRS:					
1	Dell Computer	5/16/02	1,436	0	0
2	TV/VCR Combo	6/27/02	140	0	0
3	Projector	6/28/02	1,199	0	0
4	Dell Computer	6/30/03	1,172	234	235
5	HP Laser Printer	6/30/03	1,455	145	145
7	Building	3/15/05	262,740	6,737	6,737
			268,142	7,116	7,117
Other Depreciation:					
6	Land	3/15/05	166,600	0	0
8	Sign	4/10/06	5,500	366	366
9	Sign	7/25/06	12,500	833	833
	Total Other Depreciation		184,600	1,199	1,199
	Total ACRS and Other Depreciation		184,600	1,199	1,199
	Grand Totals		452,742	8,315	8,316

Asset	Description	Date In Service	Cost	FL
Prior MACRS:				
1	Dell Computer	5/16/02	1,436	0
2	TV/VCR Combo	6/27/02	140	0
3	Projector	6/28/02	1,199	0
4	Dell Computer	6/30/03	1,172	234
5	HP Laser Printer	6/30/03	1,455	145
7	Building	3/15/05	262,740	6,737
			268,142	7,116
Other Depreciation:				
6	Land	3/15/05	166,600	0
8	Sign	4/10/06	5,500	366
9	Sign	7/25/06	12,500	833
	Total Other Depreciation		184,600	1,199
	Total ACRS and Other Depreciation		184,600	1,199
	Grand Totals		452,742	8,315

Form 990, Part I, Line 1b - Direct Public Support

Description	Cash	Noncash	Total
Individuals / Corp	$ 12,779	$	$ 12,779
Fundraising	22,925		22,925
Total	$ 35,704	$ 0	$ 35,704

Form 990, Part I, Line 1d - Government Contributions

Description	Cash	Noncash	Total
US Dept of Education	$ 129,024	$	$ 129,024
United Way	87,826		87,826
BBBS of Florida	84,000		84,000
Governor's Mentoring Initiative	4,618		4,618
Total	$ 305,468	$ 0	$ 305,468

Schedule A, Part IV-A, Line 26b - Excess Gifts

Donor Name	Total	Excess
	$ 864,386	$ 847,026
Total	$ 864,386	$ 847,026

DICK HOWSER CENTER

LEON
FLORIDA'S CAPITAL COUNTY

A. Organizational Information

Legal Name of Agency: The Dick Howser Center for Childhood Services, Inc.

Agency Representative: Pam Kuhlmeier

Physical & Mailing Address: 240 Mabry Street

Tallahassee, FL 32304

Telephone: (850) 671-3569

Fax: (850) 671-3024

E-mail Address: dhcpam@embarqmail.com

Agency Employer ID Number (FEIN): 59-1553555

Does the Agency have a **501(c) (3)** status? Yes: X No: _____

Date of Agency Incorporation: October, 1974
"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

03-24-08 P04:39 IN

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary):

For almost 20 years, the Leon Dick Howser Center on Mabry Street has been a special place for many families in Leon County. At our center, very young children who have a developmental disability (or who are considered at risk of disability or delay) receive the extra help they need, while learning and playing with their friends who are typically developing. Services available include exceptional student education and early intervention, as well as speech/language, occupational, and physical therapy. In addition, full day childcare is provided for both children with disabilities and children who are developing typically. This creates a unique and inclusive atmosphere where children with varying gifts and abilities enjoy a nurturing and natural environment designed to encourage the growth of both self-esteem and personal independence.

Our onsite physical therapist, occupational therapist, and speech/language therapist are pediatric specialists who can meet the challenges presented by working with very young children. Medically prescribed therapy is available on-site to children who are enrolled at the center as well as children who come in only for therapy. Some children also receive educationally relevant therapy services through Leon County Schools.

For several years, the Leon County School System operated a preschool within the Leon Dick Howser Center and our employees worked together as teams in the same classrooms. However, in August of 2007, the Leon County Schools decided to consolidate their preschool programs at what used to be Wesson Elementary for fiscal reasons, and graciously donated three portables and over $9,000 of classroom equipment and supplies to the Dick Howser Center. This has provided us with a unique opportunity to expand by opening our own classrooms, expanding therapy space and therefore increase the services we provide to the birth to five populations.

In addition to our teachers and therapists, numerous community volunteers lend their services at the center and we also host many education and therapy students from local universities for internships, research projects, and practicum experiences. We participate in the Foster Grandparent Program and have three "Grandmas" in our agency who assist with the infants and toddlers.

Eligibility requirements vary according to the services a child needs. In general, the Leon Dick Howser Center has no enrollment restrictions other than age (under 6 years old for childcare/preschool, under 12 years old for our summer program). However, children must meet the eligibility requirements for specific programs. For example, in order to be eligible for special education services, children must qualify through the Early Steps Program/Children's Home Society (CHS) or Leon County Schools because of a developmental delay or disability. Parents must meet income criteria in order for children to receive childcare services through school readiness funds (formerly subsidized child care). The need for therapy services is determined by the child's physician, in conjunction with the team working with the child.

Fees for early intervention and special education services are paid through a contract with CHS or Leon County Schools. Fees for childcare (full day care or before and after school care) are paid by parents or by school readiness funds through a contract with Arbor E & T. Therapy services are funded by CHS, Medicaid, or private insurance.

2. Who is the target population intended to be served or benefit from this program?

Our Leon Center targets children from birth to age five who are in need of early intervention and education services due to disability, delay, or risk factors such as economic or environmental issues. We also attempt to meet the needs of the general community by providing early childhood education and quality childcare through private tuition to children who are developing typically. Three years ago we were able to expand our target population to include children from five to twelve

years, with priority given to children with special needs and then to children from families we currently serve, as we began a summer school program for school age children. Due to the success of the summer school program, we also began providing services to older children during winter break and spring break. Several children entered into this program after other programs were unable to accept them due to their special needs.

We currently have an enrollment of 87 children at our Leon Center and are heading towards capacity again with the new classroom open only a few weeks. We have 36 children with a wide variety of special needs, 60 children from families of low income through school readiness funding, and 20 children through private tuition paid by their parents. Additional children receive therapy services on an outpatient basis, but are not enrolled in the center. We are currently providing childcare services for two children with special needs who had no other funding through a small memorial fund set up by one of our board members.

Of the 87 children who attend our center at the time of this writing, at least 75 (or 86%) are enrolled in programs to assist families with minimal income (a 5% increase from last year). Seventy-four (or 85%, another increase from last year) of the children attending our center are enrolled in the free or reduced lunch program due to low family income.

Specific needs of our target population include children exhibiting the following: Developmental delays, Autism, Down Syndrome, Cerebral Palsy, sensory deficits, Failure to Thrive, feeding disorders, fetal alcohol syndrome, drug exposure, prematurity, heart conditions, speech and hearing deficits, vision deficits, genetic syndromes, hydrocephaly, spina bifida, seizure disorders, breathing difficulties, and other special medical concerns. We also target children with behavioral, emotional and psychological difficulties which many times preclude children from attending a typical daycare setting. Other children we target are those with undiagnosed or not yet diagnosed difficulties that result in children who are not able to receive services elsewhere, and children at risk of any of the above.

3. What methods are being used to effectively reach this program's target population?

We participate in many public relations and public education efforts in Leon County. These include open houses and presentations before civic and parent groups. We participate in events on behalf of United Way. Our fundraising activities, particularly our Celebrity Waiter Dinner & Auction and the Capital City Chili Cook-off, generate a tremendous amount of publicity and information about our programs. We also take part in other community health and human services fairs and events. We work hand in hand with Leon County Schools, Early Steps/Children's Home Society, ARBOR E & T, and Developmental Services to ensure an understanding of all of the services we have available to families. We distribute brochures and information through a variety of outlets. We participate in several interagency councils and various local organizations. Word of mouth, from families who participate or who have participated in our program, has been extremely effective. For the fifth year we have fostered a partnership with local radio and television stations to create Public Service Announcements for The Dick Howser Center that continues to air throughout the year.

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

The project for The Dick Howser future facility is projected to take at least 24-36 months. The Dick Howser Center is committed to becoming a haven for families with special needs infants, toddlers and elementary school age children and will provide our specialized services for the entire community.

Phase I.

Phase I, we have been expanding upon our first phase due to some unexpected opportunities and challenges. In our initial first phase we: created a coalition with individuals from both the private and public sectors. The partnerships we have established to make this project a success in our community continue to expand.

The Parrish Group has not only been a wonderful partner who has donated time, money and expertise to our project. Robert Parrish established a scholarship fund in honor of his mother, Margarette. Today this scholarship has funded over $5000 worth of tuition and therapies for several children who would have not been able to receive the specialized care we provide. In addition, the Margarette Parrish Scholarship Fund has raised an additional $35,000 since November, 2007. Businesses who have joined in this effort include Commercial Restaurant Supply, Arrowood Law Firm, Marsalvor Corporation and The Alai Group, Inc.

Members of the public/private coalition are meeting with City officials and civil engineers to review the land options for a new facility on behalf of The Dick Howser Center.

The Department of Corrections is also a partner in our plans for establishing a new and improved facility. They have officially scheduled The Dick Howser Center as one of their "Helping Hands" projects, and will be providing inmate labor once we begin construction.

Cumulus Broadcasting and WCTV6 are partners and supporters in this project. We are in the planning stages to publicly promote The Dick Howser project as it evolves.

Florida State University and Florida A & M University are also partners and supporters of The Dick Howser Center. Both universities are participating in the project and in our year-round fund raising efforts.

We are continuing our efforts with the City of Tallahassee to secure additional land surrounding the site where the Dick Howser facility is now located. The City offered Dick Howser additional land outside of our location. We took all of this into consideration and have decided to continue to work with the City regarding the surrounding property of our existing facility. We intend to continue negotiations with the City until we have exhausted all options. Our plans have been drafted in such a way that we are able to build our first new building on the land that we now own without encroachment in anyway on city property.

The Leon County School System is also a partner and supporter of Dick Howser. Leon County School Superintendent Jackie Pons is part of our coalition and is working with us throughout each phase of the project. Other partners include banks such as Wakulla Bank and Tallahassee State Bank, several local restaurants, law firms such as Black & Cohen and Carlton Fields, medical groups, construction companies such as the Parrish Group and Florida Home Builders Association, shopping centers, etc. In addition, we are adding new leadership to our Board of Directors. These individuals will enhance our

efforts for private donations for our building fund. A more extensive list of businesses and individuals are available upon request.

Phase II.

Phase II is our building phase. We hope to break ground by January, 2009.

In 2007 Dick Howser created a Leadership Fund. Co-Chairs, Commissioner Ed DePuy and Parrish Group President, Robert Parrish, along with State Representative Curtis Richardson are assuming the responsibility of leading the capital building program. Now that the Leon County School System has donated the portables we have been focusing on utilizing this new space as an interim PHASE II. Our new therapy room, plus upgrades in all areas of the existing facility has offered us the opportunity to expand and enhance prior to breaking ground for the new building project.

Hospital partnerships:

We will continue to build our community coalition. Although the medical community is involved with the children at Dick Howser, we plan to develop a strong partnership with hospitals.

Funding:

Additional funding sources are being established through state and local sources, including grants for new programs specifically targeting infant development.

Community Outreach Campaign:

Community outreach and The Dick Howser message continue to be enhanced through our media partnerships. This campaign is targeted to all families with infants, toddlers and older special needs children. We have been promoting The Dick Howser Center and our expanded services for the last year, and look forward to opening our doors to more families in need once we open our new facility.

Phase III.

Phase III will be the creation of The Dick Howser Campus. This will include the final completion of our new facility, and the enhancement of our old facility. Our plans include:

A larger Dick Howser Center main facility, excluding our newly acquired portable classrooms.

Expanded specialized play areas designed for special needs children along with our typical children. We plan to have enclosed and protected courtyard play areas so that our children and teachers are protected at all times from traffic and any possible harm or disruptions due to the population we serve.

Expanded facilities exclusively designed for therapy services based on the new therapy offerings we began in 2007.

We know that within the next 3 years, with continued funding provided by our public/private partnerships, we will offer this community an expanded, family friendly, and child oriented day school program, after school program, and summer camp program.

We will continue to utilize our existing building as a therapy facility for babies, toddlers and elementary age children. We have already begun to utilize the existing rooms for specific services that will benefit all families in Leon and surrounding counties.

Our goal is to provide a child friendly environment therapy center where families from across the county can bring their children. We will work with our local hospitals and medical community so that our special campus will provide alternative to the clinics and sterile environments families must go to if they seek these specialized services.

5. List the program's short-term, intermediate, and long-term goals.

- Continue to recruit private sector businesses to join those that have established partnerships with Dick Howser.
- Secure state and local grants over and above any funding available to Dick Howser at this time. Lobby for new funding sources through program identification and coalition work. Target existing funds in established state agencies for the disabled.
- Add an additional major fund raising event to our calendar for 2009, which Cumulus Broadcasting is spearheading with our fund development staff.
- Continue to partner with the Department of Corrections in the creation of new and retrofitted playgrounds and green areas for enhanced privacy and protection of our children.
- Secure additional land adjacent to the Dick Howser facility from the City of Tallahassee.

6. Projected program Impact/outcome results - What is the projected impact on the target population?

Our public schools have taken on more students in the pre-k areas, including those with special needs; however we continue to provide our specialized services to more and more infants, toddlers and 3-5 year olds and their families.

Our specialized services have given way to a new additional baby room and has doubled our capacity for infant care. We understand the concern for parents with infants with developmental challenges and those who come from seriously disadvantaged homes. Dick

Howser plays a pivotal role in the lives of these special families and ultimately in this community.

Although we unfortunately turn away families each week based on the lack of space, The Dick Howser is committed to continuing in every way we can to capitalize on our long standing name and good reputation in this community. As long as there is a child in need of our services we intend to serve that child. There continues to be needy children in the community who are unable to receive our services due to factors such as transportation difficulties or lack of funding. These numbers represent a group of citizens who know about the Dick Howser Center but are not being helped with our specialized services and care. We are always filled to capacity and have an ongoing waiting list, however, we try never to turn away a child with special needs.

If we believe that our community is growing and that our population will continue to increase at a reasonable rate, the numbers that The Dick Howser Center could and should serve is beyond our comprehension.

Fact:
There are many families that fear taking their babies to hospitals and clinics. They are concerned over costs for therapy and they are fearful of sterile and cold hospital environments.

Fact:
There are many families that are not provided the necessary information needed to come to a facility like Dick Howser, and they have no idea what The Dick Howser Center could offer their child.

Fact:
Other than the Dick Howser Center, our community does not provide a child friendly facility for child care services and outpatient services for special needs infants, toddlers and elementary age children. Many children are not able to attend regular child care centers or preschools. They have a variety of emotional, behavioral, physical and developmental disabilities, which require special care, and treatment a typical child care facility is unable to provide.

Fact:
Our community does not offer enough quality after school programs for children with special needs. These children need friends and mentors like any other child. They need specialized playground areas for those with physical handicaps, and should be provided a community based facility where they can continue their friendships and activities on a year-round basis.

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

The Leon County Commission has shown their commitment to the future of this county and the families served by Dick Howser. The Dick Howser Center has benefited greatly from the commissions contribution for our building program. As in all construction our plans have taken longer than we had hoped, but along with the county funding we have recruited a strong team of supporters from the private sector. This public/private effort must continue as an example of what our community is able to do during times of budget reductions for the future of those who are in the most need and who are certainly the most vulnerable.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

Pediatria is a new private organization opening in 2008 for children who are medically fragile. They are able to provide therapies and child care during the day for up to 36 children from a several county area. Pediatria will target children who are not medically stable enough to be in a regular child care center and require vigilant nursing care. These children will not be in an inclusive environment with typically developing children like those at the Dick Howser Centers. We are making every effort to partner with this facility, and any others of this type, so that if and when they are able to prepare a child to move forward in his or her developmental stages, even though they may be unable to move into a regular school environment, they will have an opportunity to triage with our inclusive programs and into the next level of care and therapy.

There is not another agency or private entity in Leon County able to provide the specialized services The Dick Howser Center provides by having on-site therapy services for children ages birth to five in an inclusive, natural environment. Here, therapists can model and train teachers in therapeutic interventions throughout the day to enhance the children's development and progress. They are also able to work closely with the parents to facilitate carryover of intervention goals and techniques.

The Leon County Schools operates preschools for children with disabilities but **no longer serves the birth to three population.** They do provide therapy services for preschool children ages 3-5, however, these children must meet certain educationally relevant guidelines in order to receive services. This results in many children who would benefit from early intervention services not being able to receive the additional help they need.

Children in our community are able to receive medically necessary therapies at private clinics and hospitals (such as TMH). However, this requires parents or caregivers to transport the children to these facilities causing hardship to most working parents. In addition, these settings are not deemed as natural environments, which are the most beneficial settings for children's services.

9. List any Agency partnerships and collaboration related to this program.

- **Leon County School System:** Although Leon County Schools no longer operates a preschool at the Dick Howser Center, we continue our contract with Leon County Schools as a provider of after school and summer programs for children with disabilities from infancy through age five. We also continue as a referral source for children who are moving into the school and are able to utilize special assistance for children under the age of five with disabilities. Leon County Schools also provides transportation from their pre-k program to our after school program.
- **Children's Home Society:** We continue our contract with Children's Home Society and the Early Steps Program through which we provide specialized instruction and therapy services to children with disabilities from birth through age three for whom a public school placement is not available. Children's Home Society provides service coordination (case management) and other support services to the children and their families.
- **Children's Medical Services:** In addition to the children we are referred to under Children's Home Society's Early Steps Program, we coordinate care and provide early intervention to children with more extensive medical needs through Children's Medical Services.
- **Arbor Education & Training:** We continue to contract with Arbor E & T to provide childcare with School Readiness funds (formerly subsidized child care) and education services to children from birth through age five considered at risk due to environmental factors such as poverty.
- **Kids Incorporated:** We continue to use the trainings offered by Kids, Incorporated, including the Child Development Associate Credential (CDA). We work closely with them to implement a child development tracking system.
- **Florida A&M University, Florida State University, Tallahassee Community College, Lively Vocational Technical Institute:** We continue to accept students for internships, research projects, and practicums from a number of departments and colleges at both universities. These students benefit from seeing early childhood education and therapy provided in an inclusive environment and from hands-on experience in the classroom or therapy sessions. We also use many volunteers made available though a Service Learning program. The enthusiasm, ideas, and assistance from these many students enhance our program. We also make and receive referrals for needed services to several departments at Florida State, including the Center for Autism and Related Disorders (CARD) and the First Words Project
- **Department of Children and Families:** We frequently receive referrals from the Department of Children and Families for young children who are in need of special attention and care due to environmental factors such as child abuse or family member substance abuse. The Department of Children and Families is also the childcare licensing agent for the state of Florida. In conjunction with the Department of Health, they conduct regular inspections and file audits
- **Department of Health Child Nutrition Program:** We participate in the Child Nutrition Program, which allows us to be reimbursed for providing nutritious meals and snacks. The Department sponsors training opportunities throughout the year, and assistance with menu planning and food preparation. We are also the area's sponsor for the Department of Health's Child Nutrition Program for Day Care Homes. In this partnership, we enroll and monitor family childcare homes in the Child Nutrition Program.
- **Elder Care Services:** We will continue to use the Foster Grandparent Program offered by Elder Care Services. This program brings the elderly into our center to interact in our classroom.
- **Early Learning Coalition (formerly Leon and Gadsden School Readiness Coalitions):** We continue to be a part of this coalition as a provider of quality childcare in our area.
- **Whole Child Leon:** We are a registered provider for families using the whole child system and participate in provider and network meetings.
- **Jumpstart:** A service organization consisting of college students who come to the center and work with preschoolers on a biweekly basis. Jumpstart's goal is to build literacy, language, social, and initiative skills in young children. They do this by pairing motivated college students, called Corps members, with preschool children in caring and supportive one-to-one relationships for an entire school year.

- **America's Second Harvest of the Big Bend:** America's Second Harvest collects and distributes food to 501(c)(3) nonprofit member organizations in the Big Bend area of Florida that provide food to people in need. On a weekly basis, a list of current food items is provided to the Center and low cost food items are purchased when available.

Other private providers: We will continue our participation in many activities including provider meetings and joint staff development activities with other private providers of child development services and share resources, concerns, and ideas that strengthen all our agencies.

C. Funding Information

10. Agency's current total budget: 2007/08 $_1,921,441_____ *(current)* 2008/09 $_1,903,346__ *(proposed)*

11. Total cost of program: $563,337

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded	Other Agencie Funded	Total
Compensation and Benefits		390,207	390,207
Professional Fees		33,512	33,512
Occupancy/Utilities/Network		18,176	18,176
Supplies/Postage		15,854	15,854
Equipment Rental, Maintenance, P		7,613	7,613
Meeting costs/Travel/Transportatio		250	250
Staff/Board Development/Recruitm		450	450
Awards/Grants/Direct Aid		37,941	37,941
Bad Debts/Uncollectible			
Bonding/Liability/Directors Insuranc		7,250	7,250
*Other expense (please itemize)	47,500	4,584	52,084
Total	**47,500**	**515,837**	**563,337**

*Itemized Expenses:

Miscellaneous Expenses	2007/08 (Current)	
Payments to Local/State/National	450	
Background Checks	64	
Uniforms	350	
Contract Workers	3,720	
Capital Building Fund	47,500	
Total	**52,084**	

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	47,500	47,500
City of Tallahassee (not CHSP)		
United Way (not CHSP)	11,354	
State	43,688	44,541
Federal		
Grants		
Contributions/Special Events	5,000	5,250
Dues/Membership		
Program Service Fees	351,007	361,537
*Other Income (please itemize)	111,325	127,075
Total	**569,874**	**585,903**

*Itemized other income:

Miscellaneous Revenue	2007/08 (Current)	2008/09 (Proposed)
Interest Income	2,200	2,200
CHSP	109,125	124,875
Total	**111,325**	**127,075**

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits	390,207	398,011
Professional Fees	33,512	33,512
Occupancy/Utilities/Network	18,176	18,539
Supplies/Postage	15,854	16,171
Equipment Rental, Maintenance, Pu	7,613	7,765
Meeting costs/Travel/Transportation	250	250
Staff/Board Development/Recruitme	450	450
Awards/Grants/Direct Aid	37,941	38,699
Bad Debts/Uncollectible		
Bonding/Liability/Directors Insurance	7,250	7,322
*Other expense (please itemize)	52,084	52,184
Total	**563,337**	**572,903**

***Itemized Expenses:**

Miscellaneous Expenses	2007/08 (Current)	2008/09 (Proposed)
Payments to Local/State/National	450	450
Background Checks	64	64
Uniforms	350	350
Contract Workers	3,720	3,820
Capital Building Fund	47,500	47,500
Total	**52,084**	**52,184**

15. Describe actions and fund-raisers to secure funding.

Please see question 5 above.

16. Will this program or event recur every year?

No____X____ Yes_____

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No____X____ Yes_____
If "yes," estimate: the amount of next year's funding request. _____

18. Has Leon County ever contributed funds to this program in the past?

No_____ Yes____X____

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: October 2006, October 2007

Recipient or Agency: The Dick Howser Center For Childhood Services, Inc.

Program Title: The Leon Dick Howser Center - Capital Building Fund

Funding Level: $150,000 (3 payments of $50,000 with 5% reductions = $47,500)

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Pamela J. Kuhlmeier

Signature: Pamela J. Kuhlmeier

Date Signed: 3-24-08

AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION

THE DICK HOWSER CENTER FOR CHILDHOOD SERVICES, INC.

June 30, 2007

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

► The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning 7/01, 2006, and ending 6/30, 2007

B Check if applicable: [ ] Address change [ ] Name change [ ] Initial return [ ] Final return [ ] Amended return [ ] Application pending

Please use IRS label or print or type. See specific instructions.

C The Dick Howser Center for Childhood Services, Inc.
240 Mabry Street
Tallahassee, FL 32304

D Employer identification number: 59-1553555

E Telephone number: 850-617-3569

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ►

• **Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).**

H and I are not applicable to section 527 organizations.

H (a) Is this a group return for affiliates? [ ] Yes [X] No

H (b) If Yes, enter number of affiliates ►

H (c) Are all affiliates included? [ ] Yes [ ] No (If "No," attach a list. See instructions.)

H (d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [X] No

I Group Exemption Number ►

M Check ► [ ] if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

G Web site: ► N/A

J Organization type (check only one) ► [X] 501(c) 3 ◄ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ► [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ► 1,893,179.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances *(See the instructions.)*

REVENUE	1 Contributions, gifts, grants, and similar amounts received:				
	a Contributions to donor advised funds	1a			
	b Direct public support (not included on line 1a)	1b	116,137.		
	c Indirect public support (not included on line 1a)	1c	121,867.		
	d Government contributions (grants) (not included on line 1a)	1d			
	e Total (add lines 1a through 1d) (cash $ 238,004. noncash $)			1e	238,004.
	2 Program service revenue including government fees and contracts (from Part VII, line 93)			2	1,651,626.
	3 Membership dues and assessments			3	
	4 Interest on savings and temporary cash investments			4	
	5 Dividends and interest from securities			5	
	6a Gross rents	6a			
	b Less: rental expenses	6b			
	c Net rental income or (loss). Subtract line 6b from line 6a			6c	
	7 Other investment income (describe ►)			7	
	8a Gross amount from sales of assets other than inventory — (A) Securities: ; (B) Other:	8a			
	b Less: cost or other basis and sales expenses	8b			
	c Gain or (loss) (attach schedule)	8c			
	d Net gain or (loss). Combine line 8c, columns (A) and (B)			8d	
	9 Special events and activities (attach schedule). If any amount is from gaming, check here ► [ ]				
	a Gross revenue (not including $ of contributions reported on line 1b)	9a			
	b Less: direct expenses other than fundraising expenses	9b			
	c Net income or (loss) from special events. Subtract line 9b from line 9a			9c	
	10a Gross sales of inventory, less returns and allowances	10a			
	b Less: cost of goods sold	10b			
	c Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a			10c	
	11 Other revenue (from Part VII, line 103)			11	3,549.
	12 **Total revenue.** Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11			12	1,893,179.
EXPENSES	13 Program services (from line 44, column (B))			13	1,721,012.
	14 Management and general (from line 44, column (C))			14	206,601.
	15 Fundraising (from line 44, column (D))			15	28,126.
	16 Payments to affiliates (attach schedule)			16	
	17 **Total expenses.** Add lines 16 and 44, column (A)			17	1,955,739.
NET ASSETS	18 Excess or (deficit) for the year. Subtract line 17 from line 12			18	-62,560.
	19 Net assets or fund balances at beginning of year (from line 73, column (A))			19	324,447.
	20 Other changes in net assets or fund balances (attach explanation)			20	
	21 Net assets or fund balances at end of year. Combine lines 18, 19, and 20			21	261,887.

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Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach sch) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ► ☐	22a				
22b Other grants and allocations (att sch) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ► ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc listed in Part V-A (attach sch) See Stmt 1	25a	55,640.	0.	55,640.	0.
b Compensation of former officers, directors, key employees, etc listed in Part V-B (attach sch)	25b	0.	0.	0.	0.
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)	25c	0.	0.	0.	0.
26 Salaries and wages of employees not included on lines 25a, b, and c	26	989,268.	942,824.	46,444.	
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a - 27	28	78,674.	68,741.	9,933.	
29 Payroll taxes	29	87,430.	78,581.	8,849.	
30 Professional fundraising fees	30	86,948.	71,139.	15,809.	
31 Accounting fees	31	9,125.		9,125.	
32 Legal fees	32				
33 Supplies	33	27,992.	25,510.	2,482.	
34 Telephone	34	10,849.	7,873.	2,976.	
35 Postage and shipping	35	752.	123.	629.	
36 Occupancy	36	77,632.	77,632.		
37 Equipment rental and maintenance	37	15,374.	13,307.	2,067.	
38 Printing and publications	38				
39 Travel	39	7,848.	6,771.	1,077.	
40 Conferences, conventions, and meetings	40				
41 Interest	41	7,085.		7,085.	
42 Depreciation, depletion, etc (attach schedule)	42	22,996.		22,996.	
43 Other expenses not covered above (itemize):					
a See Statement 2	43a	478,126.	428,511.	21,489.	28,126.
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g	43g				
44 Total functional expenses. Add lines 22a through 43g. (Organizations completing columns (B) - (D), carry these totals to lines 13 - 15)	44	1,955,739.	1,721,012.	206,601.	28,126.

Joint Costs. Check ► ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in **(B)** Program services? ► ☐ Yes ☒ No

If "Yes," enter **(i)** the aggregate amount of these joint costs $ ____; **(ii)** the amount allocated to Program services $ ____; **(iii)** the amount allocated to Management and general $ ____; and **(iv)** the amount allocated to Fundraising $ ____

15

Part III Statement of Program Service Accomplishments

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ► See Statement 3 All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts; but optional for others.)
a Early Childhood Development - the center operates day care centers to enable clients to interact with other children under the direct supervision of center staff. Therapy services and Respite service are provided to children in a 7 county area. (Grants and allocations $) If this amount includes foreign grants, check here ► ☐	1,640,089.
b Food program - reduced price lunches are provided to qualified children. (Grants and allocations $) If this amount includes foreign grants, check here ► ☐	80,923.
c (Grants and allocations $) If this amount includes foreign grants, check here ► ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ► ☐	
e Other program services (Grants and allocations $) If this amount includes foreign grants, check here ► ☐	
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services) ►	1,721,012.

Part IV Balance Sheets *(See the instructions.)*

Note: *Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.*			(A) Beginning of year		(B) End of year
ASSETS					
45 Cash – non-interest-bearing			56,981.	45	62,466.
46 Savings and temporary cash investments				46	
47a Accounts receivable	47a	20,143.			
b Less: allowance for doubtful accounts	47b		108,194.	47c	20,143.
48a Pledges receivable	48a				
b Less: allowance for doubtful accounts	48b			48c	
49 Grants receivable			41,445.	49	109,505.
50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)				50a	
b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)				50b	
51a Other notes and loans receivable (attach schedule)	51a				
b Less: allowance for doubtful accounts	51b			51c	
52 Inventories for sale or use				52	
53 Prepaid expenses and deferred charges			13,162.	53	
54a Investments – publicly-traded securities ► ☐ Cost ☐ FMV				54a	
b Investments – other securities (attach sch) ► ☐ Cost ☐ FMV				54b	
55a Investments – land, buildings, & equipment: basis	55a				
b Less: accumulated depreciation (attach schedule)	55b			55c	
56 Investments – other (attach schedule)				56	
57a Land, buildings, and equipment: basis	57a	624,751.			
b Less: accumulated depreciation (attach schedule) Statement 4	57b	320,414.	323,378.	57c	304,337.
58 Other assets, including program-related investments (describe ► See Statement 5)			14,346.	58	11,351.
59 **Total assets** (must equal line 74). Add lines 45 through 58			557,506.	59	507,802.
LIABILITIES					
60 Accounts payable and accrued expenses			34,904.	60	38,476.
61 Grants payable				61	
62 Deferred revenue				62	
63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
64a Tax-exempt bond liabilities (attach schedule)				64a	
b Mortgages and other notes payable (attach schedule)			170,607.	64b	154,208.
65 Other liabilities (describe ► See Statement 6)			27,548.	65	53,231.
66 **Total liabilities.** Add lines 60 through 65			233,059.	66	245,915.
NET ASSETS OR FUND BALANCES					
Organizations that follow SFAS 117, check here ► [X] and complete lines 67 through 69 and lines 73 and 74.					
67 Unrestricted			324,447.	67	214,387.
68 Temporarily restricted				68	47,500.
69 Permanently restricted				69	
Organizations that do not follow SFAS 117, check here ► ☐ and complete lines 70 through 74.					
70 Capital stock, trust principal, or current funds				70	
71 Paid-in or capital surplus, or land, building, and equipment fund				71	
72 Retained earnings, endowment, accumulated income, or other funds				72	
73 **Total net assets or fund balances.** Add lines 67 through 69 or lines 70 through 72. (Column (A) **must** equal line 19 and column (B) **must** equal line 21)			324,447.	73	261,887.
74 **Total liabilities and net assets/fund balances.** Add lines 66 and 73			557,506.	74	507,802.

Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return *(See the instructions.)*

a	Total revenue, gains, and other support per audited financial statements			a	1,970,004.
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1			
2	Donated services and use of facilities	b2	76,825.		
3	Recoveries of prior year grants	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	76,825.
c	Subtract line b from line a			c	1,893,179.
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	**Total revenue** (Part I, line 12). Add lines c and d ►			e	1,893,179.

Part IV-B Reconciliation of Expenses per Audited Financial Statements with Expenses per Return

a	Total expenses and losses per audited financial statements			a	2,032,564.
b	Amounts included on line a but not on Part I, line 17:				
1	Donated services and use of facilities	b1	76,825.		
2	Prior year adjustments reported on Part I, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	76,825.
c	Subtract line b from line a			c	1,955,739.
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	**Total expenses** (Part I, line 17). Add lines c and d ►			e	1,955,739.

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) *(See the instructions.)*

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans and deferred compensation plans	(E) Expense account and other allowances
Pamela Kuhlmeier 240 Mabry Street Tallahassee, FL 32304	Executive Direc 40	55,640.	0.	0.
See attached List	0	0.	0.	0.
				15

Part V-A Current Officers, Directors, Trustees, and Key Employees *(continued)*

		Yes	No
75 a Enter the total number of officers, directors, and trustees permitted to vote on organization business as board meetings. ► 10			
b Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If 'Yes,' attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c Do any officers, directors, trustees, or key employees listed in form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of 'related organization'	75c		X
If 'Yes,' attach a statement that includes the information described in the instructions.			
d Does the organization have a written conflict of interest policy?	75d		X

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits (If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans and deferred compensation plans	(E) Expense account and other allowances
None				

Part VI Other Information *(See the instructions.)*

		Yes	No
76 Did the organization make a change in its activities or methods of conducting activities? If 'Yes,' attach a detailed statement of each change	76		X
77 Were any changes made in the organizing or governing documents but not reported to the IRS?	77		X
If 'Yes,' attach a conformed copy of the changes.			
78 a Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		X
b If 'Yes,' has it filed a tax return on **Form 990-T** for this year?	78b	N/A	
79 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If 'Yes,' attach a statement	79		X
80 a Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc, to any other exempt or nonexempt organization?	80a		X
b If 'Yes,' enter the name of the organization ► N/A and check whether it is ☐ exempt or ☐ nonexempt.			
81 a Enter direct and indirect political expenditures. (See line 81 instructions.) 81a 0			
b Did the organization file **Form 1120-POL** for this year?	81b		X

Part VI Other Information *(continued)*

			Yes	No
82 a Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?		82a	X	
b If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)	82b 76,825.			
83 a Did the organization comply with the public inspection requirements for returns and exemption applications?		83a	X	
b Did the organization comply with the disclosure requirements relating to *quid pro quo* contributions?		83b	X	
84 a Did the organization solicit any contributions or gifts that were not tax deductible?		84a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		84b	N/A	
85 *501(c)(4), (5), or (6) organizations.* a Were substantially all dues nondeductible by members?		85a	N/A	
b Did the organization make only in-house lobbying expenditures of $2,000 or less?		85b	N/A	
If "Yes" was answered to either 85a or 85b, **do not** complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.				
c Dues, assessments, and similar amounts from members	85c N/A			
d Section 162(e) lobbying and political expenditures	85d N/A			
e Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e N/A			
f Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f N/A			
g Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?		85g	N/A	
h If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?		85h	N/A	
86 *501(c)(7) organizations.* Enter: a Initiation fees and capital contributions included on line 12	86a N/A			
b Gross receipts, included on line 12, for public use of club facilities	86b N/A			
87 *501(c)(12) organizations.* Enter: a Gross income from members or shareholders	87a N/A			
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b N/A			
88 a At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX		88a		X
b At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ►		88b		X
89 a *501(c)(3) organizations.* Enter: Amount of tax imposed on the organization during the year under: section 4911 ► 0. ; section 4912 ► 0. ; section 4955 ► 0.				
b *501(c)(3) and 501(c)(4) organizations.* Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction		89b		X
c Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ► 0.				
d Enter: Amount of tax on line 89c, above, reimbursed by the organization ► 0.				
e *All organizations.* At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?		89e		X
f *All organizations.* Did the organization acquire a direct or indirect interest in any applicable insurance contract?		89f		X
g *For supporting organizations and sponsoring organizations maintaining donor advised funds.* Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		89g		X
90 a List the states with which a copy of this return is filed ► None				
b Number of employees employed in the pay period that includes March 12, 2006 (See instructions.)		90b	75	
91 a The books are in care of ► Pamela Kuhlmeier Telephone number ► 850-671-3569 Located at ► 240 Mabry Street, Tallahassee Fl ZIP + 4 ► 32304				
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ►		91b		X
See the instructions for exceptions and filing requirements for **Form TD F 90-22.1**, Report of Foreign Bank and Financial Accounts.				

Part VI Other Information *(continued)*

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X
If "Yes," enter the name of the foreign country ►			
92 *Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of* ***Form 1041*** – Check here ► N/A ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ►	92	N/A	

Part VII Analysis of Income-Producing Activities *(See the instructions.)*

Note: *Enter gross amounts unless otherwise indicated.*	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a Program services					1,444,264.
b Therapy income					207,362.
c					
d					
e					
f Medicare/Medicaid payments					
g Fees & contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings & temporary cash invmnts					
96 Dividends & interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from pers prop					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue: a					
b Other revenues					3,549.
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))					1,655,175.
105 Total (add line 104, columns (B), (D), and (E)) ►					1,655,175.

Note: *Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.*

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes *(See the instructions.)*

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	See Statement 7

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities *(See the instructions.)*

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts *(See the instructions.)*

a Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

b Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: *If "Yes" to* ***(b)****, file Form 8870* ***and*** *Form 4720 (see instructions).*

Part XI **Information Regarding Transfers To and From Controlled Entities.** *Complete only if the organization is a controlling organization as defined in section 512(b)(13).*

		Yes	No
106	Did the reporting organization **make** any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If 'Yes,' complete the schedule below for each controlled entity		X

	(A) Name, address, of each controlled entity	(B) Employer identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
107	Did the reporting organization **receive** any transfers **from** a controlled entity as defined in section 512(b)(13) of the Code? If 'Yes,' complete the schedule below for each controlled entity		X

	(A) Name, address, of each controlled entity	(B) Employer identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
108	Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		X

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer ▶ Date

Type or print name and title. ▶

Paid Preparer's Use Only

Preparer's signature ▶ Rodney E. Reams	Date	Check if self-employed ▶ ☐	Preparer's SSN or PTIN (See General Instruction W) N/A
Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ REAMS AND REAMS CPA'S 2019 CENTRE POINTE BLVD STE 102 TALLAHASSEE, FL 32308-7825		EIN ▶ N/A Phone no. ▶ (850) 325-6476	

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information — (See separate instructions.)

► **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ.**

OMB No. 1545-0047

2006

Name of the organization: The Dick Howser Center for Childhood Services, Inc.

Employer identification number: 59-1553555

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See instructions. List each one. If there are none, enter 'None.')

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				
Total number of other employees paid over $50,000 ►	0			

Part II – A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See instructions. List each one (whether individuals or firms). If there are none, enter 'None.')

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
None		
Total number of others receiving over $50,000 for professional services ► 0		

Part II – B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter 'None.' See instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
None		
Total number of other contractors receiving over $50,000 for other services ► 0		

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

Part III Statements About Activities (See instructions.)

		Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If 'Yes,' enter the total expenses paid or incurred in connection with the lobbying activities ► $ N/A (Must equal amounts on line 38, Part VI-A, or line l of Part VI-B.)	1		X
Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking 'Yes' must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? *(If the answer to any question is 'Yes,' attach a detailed statement explaining the transactions.)*			
a Sale, exchange, or leasing of property?	2a		X
b Lending of money or other extension of credit?	2b		X
c Furnishing of goods, services, or facilities?	2c		X
d Payment of compensation (or payment or reimbursement of expenses if more than $1,000)?	2d		X
e Transfer of any part of its income or assets?	2e		X
3a Did the organization make grants for scholarships, fellowships, student loans, etc? (If 'Yes,' attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If 'Yes,' attach a detailed statement	3c		X
d Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4a Did the organization maintain any donor advised funds? If 'Yes,' complete lines 4b through 4g. If 'No,' complete lines 4f and 4g	4a		X
b Did the organization make any taxable distributions under section 4966?	4b	N/A	
c Did the organization make a distribution to a donor, donor advisor, or related person?	4c	N/A	

d Enter the total number of donor advised funds owned at the end of the tax year ► N/A

e Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ► N/A

f Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ► 0

g Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ► 0.

Part IV **Reason for Non-Private Foundation Status** (See instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ►

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☒ An organization that normally receives: **(1) more than 33-1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc, functions – subject to certain exceptions, and **(2) no more than 33-1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization: ►

☐ Type I ☐ Type II ☐ Type III-Functionally Integrated ☐ Type III-Other

Provide the following information about the supported organizations. (See instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ►					0.

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) ***Use cash method of accounting.***

Note: *You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.*

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	642,421.	635,741.	659,286.	737,855.	2,675,303.
16 Membership fees received					0.
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc, purpose	1,221,079.	933,164.	1,031,024.	1,631,654.	4,816,921.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975			913.	77.	990.
19 Net income from unrelated business activities not included in line 18					0.
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0.
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					0.
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets See Stmt 8	10,301.	16,547.	10,863.	-63,311.	-25,600.
23 Total of lines 15 through 22	1,873,801.	1,585,452.	1,702,086.	2,306,275.	7,467,614.
24 Line 23 minus line 17	652,722.	652,288.	671,062.	674,621.	2,650,693.
25 Enter 1% of line 23	18,738.	15,855.	17,021.	23,063.	

26 Organizations described on lines 10 or 11: a Enter 2% of amount in column (e), line 24 N/A ► **26a**

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ► **26b**

c Total support for section 509(a)(1) test: Enter line 24, column (e) ► **26c**

d Add: Amounts from column (e) for lines: 18 _____ 19 _____ 22 _____ 26b _____ **26d**

e Public support (line 26c minus line 26d total) ► **26e**

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ► **26f** %

27 Organizations described on line 12:

a For amounts included in lines 15, 16, and 17 that were received from a 'disqualified person,' prepare a list for your records to show the name of, and total amounts received in each year from, each 'disqualified person.' **Do not file this list with your return.** Enter the sum of such amounts for each year:

(2005) 0. (2004) 0. (2003) 0. (2002) 0.

b For any amount included in line 17 that was received from each person (other than 'disqualified persons'), prepare a list for your records to show the name of, and amount received for each year, that was more than the **larger** of **(1)** the amount on line 25 for the year or **(2)** $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in **(1)** or **(2)**, enter the sum of these differences (the excess amounts) for each year:

(2005) 0. (2004) 0. (2003) 0. (2002) 0.

c Add: Amounts from column (e) for lines: 15 2,675,303. 16 _____ 17 4,816,921. 20 _____ 21 _____ **27c** 7,492,224.

d Add: Line 27a total 0. and line 27b total 0. **27d** 0.

e Public support (line 27c total minus line 27d total) ► **27e** 7,492,224.

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ► **27f** 7,467,614.

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ► **27g** 100.00 %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ► **27h** 0.01 %

28 Unusual Grants: For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part V **Private School Questionnaire** (See instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

		N/A	Yes	No
29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29			
30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30			
31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31			
If 'Yes,' please describe; if 'No,' please explain. (If you need more space, attach a separate statement.)				
32 Does the organization maintain the following:				
a Records indicating the racial composition of the student body, faculty, and administrative staff?	32a			
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b			
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c			
d Copies of all material used by the organization or on its behalf to solicit contributions?	32d			
If you answered 'No' to any of the above, please explain. (If you need more space, attach a separate statement.)				
33 Does the organization discriminate by race in any way with respect to:				
a Students' rights or privileges?	33a			
b Admissions policies?	33b			
c Employment of faculty or administrative staff?	33c			
d Scholarships or other financial assistance?	33d			
e Educational policies?	33e			
f Use of facilities?	33f			
g Athletic programs?	33g			
h Other extracurricular activities?	33h			
If you answered 'Yes' to any of the above, please explain. (If you need more space, attach a separate statement.)				
34a Does the organization receive any financial aid or assistance from a governmental agency?	34a			
b Has the organization's right to such aid ever been revoked or suspended?	34b			
If you answered 'Yes' to either 34a or b, please explain using an attached statement.				
35 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev Proc 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If 'No,' attach an explanation.	35			

15

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See instructions.)
(To be completed **ONLY** by an eligible organization that filed Form 5768)

N/A

Check ► a ☐ if the organization belongs to an affiliated group. Check ► b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term 'expenditures' means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for **all** electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table —			
If the amount on line 40 is — / **The lobbying nontaxable amount is —**			
Not over $500,000 / 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 / $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 / $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 / $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 / $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		
Caution: *If there is an amount on either line 43 or line 44, you must file Form 4720.*			

4-Year Averaging Period Under Section 501(h)
(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ►	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See instructions.)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See instructions)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a (i)		X
(ii) Other assets	a (ii)		X
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b (i)		X
(ii) Purchases of assets from a noncharitable exempt organization	b (ii)		X
(iii) Rental of facilities, equipment, or other assets	b (iii)		X
(iv) Reimbursement arrangements	b (iv)		X
(v) Loans or loan guarantees	b (v)		X
(vi) Performance of services or membership or fundraising solicitations	b (vi)		X
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
N/A			

52 a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ► ☐ Yes ☒ No

b If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship
N/A		

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Supplementary Information for line 1 of Form 990, 990-EZ and 990-PF (see instructions)

OMB No 1545-0047

2006

Name of organization The Dick Howser Center for Childhood Services, Inc.

Employer identification number 59-1553555

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**. (**Note:** *Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule — see instructions.)*

General Rule —

[X] For organizations filing Form 990, 990-EZ, or 990-PF that received, during the year, $5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules —

[ ] For a section 501(c)(3) organization filing Form 990, or Form 990-EZ, that met the 33-1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi) and received from any one contributor, during the year, a contribution of the greater of $5,000 or 2% of the amount on line 1 of these forms. (Complete Parts I and II.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, aggregate contributions or bequests of more than $1,000 for use *exclusively* for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. (Complete Parts I, II, and III.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, some contributions for use *exclusively* for religious, charitable, etc, purposes, but these contributions did not aggregate to more than $1,000. (If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc, purpose. Do not complete any of the Parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc, contributions of $5,000 or more during the year.) ..... ► $ _____

Caution: *Organizations that are not covered by the General Rule and/or the Special Rules do not file Schedule B (Form 990, 990-EZ, or 990-PF) but they* ***must*** *check the box in the heading of their Form 990, Form 990-EZ, or on line 2 of their Form 990-PF, to certify that they do not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).*

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990, Form 990-EZ, and Form 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2006)

Name of organization: The Dick Howser Center for Childhood

Employer identification number: 59-1553555

Part I **Contributors** (See Specific Instructions.)

(a) Number	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	United Way of Big Bend 307 East Seventh Avenue Tallahassee, FL 32303	$ 121,867.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
2	Cumulus Broadcasting 505 W Pensacola Street Tallahassee, Fl 32301	$ 63,966.	Person [ ] Payroll [ ] Noncash [X] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)

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Name of organization: The Dick Howser Center for Childhood

Employer identification number: 59-1553555

Part II **Noncash Property** (See Specific Instructions.)

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
2	Advertising/promotion of fundraising events	$ 63,966.	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (see instructions)	(d) Date received
		$	

Name of organization: The Dick Howser Center for Childhood

Employer identification number: 59-1553555

Part III *Exclusively* religious, charitable, etc, individual contributions to section 501(c)(7), (8), or (10) organizations aggregating more than $1,000 for the year (Complete cols (a) through (e) and the following line entry.)

For organizations completing Part III, enter total of *exclusively* religious, charitable, etc, contributions of $1,000 or less for the year. (Enter this information once – see instructions.) ► $ N/A

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

The Dick Howser Center for Childhood Services, Inc. 59-1553555

Statement 1
Form 990, Part II, Line 25a
Compensation of Officers, Directors, Etc.

Compensation Received	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
Pamela Kuhlmeier	55,640.	0.	55,640.	0.
Total	$ 55,640.	$ 0.	$ 55,640.	$ 0.

Employee Benefit Plan Contribution	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
Pamela Kuhlmeier	0.	0.	0.	0.
Total	$ 0.	$ 0.	$ 0.	$ 0.

Expense Acct. & Other Allowances	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
Pamela Kuhlmeier	0.	0.	0.	0.
Total	$ 0.	$ 0.	$ 0.	$ 0.

Statement 2
Form 990, Part II, Line 43
Other Expenses

	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
Advertising	2,465.	2,465.		
Background checks	753.	744.	9.	
Bank Charges	1,111.	46.	1,065.	
Contract Labor	122,690.	121,502.	1,188.	
Dues and Subscriptions	785.	30.	755.	
Food program expenses	81,374.	80,923.	451.	
Fundraising	28,126.			28,126.
Insurance	32,480.	23,677.	8,803.	
Licenses & Permits	1,488.	942.	546.	
Loss on disposal of assets	5,800.		5,800.	
Miscellaneous	1,120.		1,120.	
Therapy services	159,101.	159,101.		
Training and certification	860.	771.	89.	
Uniforms	1,663.		1,663.	
Utilities	38,310.	38,310.		
Total	$ 478,126.	$ 428,511.	$ 21,489.	$ 28,126.

Statement 3
Form 990, Part III
Organization's Primary Exempt Purpose

Promoting the general welfare of persons handicapped with cerebral palsy.

Statement 4
Form 990, Part IV, Line 57
Land, Buildings, and Equipment

Category	Basis	Accum. Deprec.	Book Value
Miscellaneous	$ 624,751.	$ 320,414.	$ 304,337.
Total	$ 624,751.	$ 320,414.	$ 304,337.

Statement 5
Form 990, Part IV, Line 58
Other Assets

Deposits	$ 9,853.
Net Intangible Assets	1,498.
Total	$ 11,351.

Statement 6
Form 990, Part IV, Line 65
Other Liabilities

Accrued salaries and wages	$ 53,231.
Total	$ 53,231.

Statement 7
Form 990, Part VIII
Relationship of Activities to the Accomplishment of Exempt Purposes

Line #	Explanation of Activities
93a	The Center provides therapeutic services to needy children in a seven county area in North Florida.
93a	The Center provides respite care services to needy children and their families.
93a	The Center provides child daycare services to enable clients to the center to interact with other children under the direct supervision of the center's staff.

Statement 8
Schedule A, Part IV-A, Line 22
Other Income

Description	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
Miscellaneous	$ 10,301.	$ 16,547.	$ 10,863.	$ -63,311.	$ -25,600.
Total	$ 10,301.	$ 16,547.	$ 10,863.	$ -63,311.	$ -25,600.

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REAMS AND REAMS

Certified Public Accountants

Rodney E. Reams, CPA
R. Allen Reams, CPA
Lucy Reams, MBA

Member
Florida Institute of
Certified Public Accountants
American Institute of
Certified Public Accountants

December 14, 2007

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
The Dick Howser Center for
Childhood Services, Inc.
Tallahassee, Florida

We have audited the accompanying statement of financial position of The Dick Howser Center for Childhood Services, Inc. (a Florida non-profit corporation) as of June 30, 2007, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Dick Howser Center for Childhood Services, Inc. at June 30, 2007, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2007, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

2019 Centre Pointe Blvd., Ste. 102
Tallahassee, FL 32308

Telephone: (850) 325-6476
Facsimile: (850) 325-6477

www.reams-cpas.com

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of The Dick Howser Center for Childhood Services, Inc. taken as a whole. The accompanying Schedule Expenditures of Federal and State Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The accompanying Schedule of Public Support and Other Revenue is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Reano + Reano, CPAs

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF FINANCIAL POSITION
June 30, 2007

ASSETS

Current assets	
Cash and cash equivalents (includes restricted cash of $47,500)	$ 62,466
Accounts receivable	20,143
Grants and contracts receivable	109,505
Total current assets	192,114
Property and equipment	
Building and equipment	566,869
Accumulated depreciation	(262,532)
Total property and equipment	304,337
Other assets	
Deposits	9,853
Loan costs (net of accumulated amortization)	1,498
Total other assets	11,351
TOTAL ASSETS	$ 507,802

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF FINANCIAL POSITION
June 30, 2007

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable	$ 38,476
Accrued salaries and wages	53,231
Notes payable - current portion	17,290
Total current liabilities	108,997
Long term liabilities	
Notes payable - less current portion	136,918
Total liabilities	245,915
Net assets	
Unrestricted	
Undesignated	64,258
Designated for property and equipment	150,129
Total unrestricted net assets	214,387
Temporarily restricted net assets	47,500
Total net assets	261,887
TOTAL LIABILITIES AND NET ASSETS	$ 507,802

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF ACTIVITIES
Year Ended June 30, 2007

	Unrestricted	Temporarily Restricted	Total
PUBLIC SUPPORT AND OTHER REVENUE			
Public Support	$ 145,462	$ 47,500	$ 192,962
Other Revenue			
Grants and contracts	1,566,131	-	1,566,131
Therapy income	207,362	-	207,362
Other revenues	3,549	-	3,549
Total public support and other	1,922,504	47,500	1,970,004
EXPENSES AND LOSSES			
Program services	1,721,012	-	1,721,012
Fundraising	104,951	-	104,951
General and administrative	206,601	-	206,601
Total expenses	2,032,564	-	2,032,564
INCREASE (DECREASE) IN NET ASSETS	(110,060)	47,500	(62,560)
NET ASSETS AT BEGINNING OF YEAR	324,447	-	324,447
NET ASSETS AT END OF YEAR	$ 214,387	$ 47,500	$ 261,887

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year ending June 30, 2007

	Supporting Services		
	Management and General	Fundraising	Total Supporting Services
Salaries	$ 102,084	$ -	$ 102,084
Payroll taxes	8,849	-	8,849
Workers compensation	4,083	-	4,083
Fringe benefits	5,466	-	5,466
Employee recognition	384	-	384
Total salaries and related expenses	120,866	-	120,866
Accounting fees	9,125	-	9,125
Advertising	-	-	-
Background checks	9	-	9
Bank charges	1,065	-	1,065
Contract workers	1,188	-	1,188
Dues and subscriptions	755	-	755
Equipment rental and replacement	1,999	-	1,999
Food program expenses	451	-	451
Fundraising	-	28,126	28,126
Insurance	8,803	-	8,803
Interest expense	7,085	-	7,085
Licenses and permits	546	-	546
Miscellaneous	1,120	-	1,120
Office supplies	1,925	-	1,925
Postage	629	-	629
Professional services	15,809	-	15,809
Program supplies	557	-	557
Rent	-	-	-
Repairs and maintenance	68	-	68
Loss on disposal of assets	5,800	-	5,800
Telephone	2,976	-	2,976
Therapy services	-	-	-
Training and certification	89	-	89
Travel	1,077	-	1,077
Uniforms	1,663	-	1,663
Utilities	-	-	-
In-kind services	-	76,825	76,825
Total expenses before depreciation	183,605	104,951	288,556
Depreciation and amortization	22,996	-	22,996
TOTAL EXPENSES	$ 206,601	$ 104,951	$ 311,552

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The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year ending June 30, 2007

	Program Services			
	Community Support	Leon	Gadsden	Wakulla
Salaries	$ 13,704	$ 329,537	$ 339,306	$ 227,902
Payroll taxes	1,122	27,635	27,391	20,044
Workers compensation	191	5,077	6,224	4,311
Fringe benefits	1,769	22,412	20,759	6,983
Employee recognition	63	370	401	181
Total salaries and related expenses	16,849	385,031	394,081	259,421
Accounting fees	-	-	-	-
Advertising	-	-	1,380	1,085
Background checks	-	160	360	192
Bank charges	-	-	-	-
Contract workers	-	3,760	2,975	-
Dues and subscriptions	-	-	-	30
Equipment rental and replacement	-	2,434	2,849	1,824
Food program expenses	-	34,768	24,960	21,195
Fundraising	-	-	-	-
Insurance	736	7,363	7,363	7,363
Interest expense	-	-	-	-
Licenses and permits	-	449	141	352
Miscellaneous	-	-	-	-
Office supplies	-	630	606	493
Postage	-	33	-	24
Professional services	-	22,010	18,118	20,651
Program supplies	-	8,272	6,174	8,923
Rent	-	-	29,632	48,000
Repairs and maintenance	-	3,131	313	2,547
Loss on disposal of assets	-	-	-	-
Telephone	-	2,034	3,697	1,842
Therapy services	-	-	-	-
Training and certification	-	406	-	171
Travel	4,397	132	92	660
Uniforms	-	-	-	-
Utilities	-	12,504	16,155	9,651
In-kind services	-	-	-	-
Total expenses before depreciation	21,982	483,117	508,896	384,424
Depreciation and amortization	-	-	-	-
TOTAL EXPENSES	$ 21,982	$ 483,117	$ 508,896	$ 384,424

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year ending June 30, 2007

	Program Services			
	Day Care Food Program	Therapy	Total Program Services	TOTAL EXPENSES
Salaries	$ 15,030	$ 17,345	$ 942,824	$ 1,044,908
Payroll taxes	1,111	1,278	78,581	87,430
Workers compensation	-	-	15,803	19,886
Fringe benefits	-	-	51,923	57,389
Employee recognition	-	-	1,015	1,399
Total salaries and related expenses	16,141	18,623	1,090,146	1,211,012
Accounting fees	-	-	-	9,125
Advertising	-	-	2,465	2,465
Background checks	32	-	744	753
Bank charges	46	-	46	1,111
Contract workers	114,767	-	121,502	122,690
Dues and subscriptions	-	-	30	785
Equipment rental and replacement	209	-	7,316	9,315
Food program expenses	-	-	80,923	81,374
Fundraising	-	-	-	28,126
Insurance	852	-	23,677	32,480
Interest expense	-	-	-	7,085
Licenses and permits	-	-	942	1,488
Miscellaneous	-	-	-	1,120
Office supplies	151	-	1,880	3,805
Postage	66	-	123	752
Professional services	155	10,205	71,139	86,948
Program supplies	261	-	23,630	24,187
Rent	-	-	77,632	77,632
Repairs and maintenance	-	-	5,991	6,059
Loss on disposal of assets	-	-	-	5,800
Telephone	300	-	7,873	10,849
Therapy services	-	159,101	159,101	159,101
Training and certification	194	-	771	860
Travel	1,490	-	6,771	7,848
Uniforms	-	-	-	1,663
Utilities	-	-	38,310	38,310
In-kind services	-	-	-	76,825
Total expenses before depreciation	134,664	187,929	1,721,012	2,009,568
Depreciation and amortization	-	-	-	22,996
TOTAL EXPENSES	$134,664	$187,929	$1,721,012	$ 2,032,564

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.
STATEMENT OF CASH FLOWS
Year Ended June 30, 2007

CASH FLOWS FROM OPERATING ACTIVITIES	
Decrease in net assets	$ (62,560)
Adjustments to reconcile decrease in net assets to net cash provided by (used in) operating activities:	
Depreciation and amortization	22,996
Loss on disposal of assets	5,800
(Increase) decrease in operating assets:	
Accounts receivable	88,051
Grants and contracts receivable	(68,060)
Prepaid expenses	13,162
Increase (decrease) in operating liabilities:	
Accounts payable	3,572
Accrued salaries and wages	25,683
Net cash provided by operating activities	28,644
CASH FLOWS FROM INVESTING ACTIVITIES	
Acquisition of property and equipment	(6,760)
Net cash (used in) investing activities	(6,760)
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long term debt	(16,399)
Net cash (used in) financing activities	(16,399)
Net increase in cash and cash equivalents	5,485
Cash and cash equivalents at beginning of year	56,981
Cash and cash equivalents at end of year	$ 62,466
Supplemental Disclosures	
Interest paid	$ 7,085

The accompanying notes are an integral part of this statement.

The Dick Howser Center for Childhood Services, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

NOTE A – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Dick Howser Center for Childhood Services, Inc. is a nonprofit organization, organized under the laws of the State of Florida in 1973, for the purpose of promoting the general welfare of persons handicapped with cerebral palsy. Originally known as United Cerebral Palsy of the Big Bend Area, Inc., the organization filed amendments to the Articles of Incorporation to change its name, first, to The Dick Howser Center for Cerebral Palsy, Inc. on November 21, 1988, then the The Dick Howser Center for Childhood Services, Inc. on June 28, 1996.

The Center is supported primarily through donor contributions, grants and contracts with a number of supporting agencies; including Florida State University Center for Prevention and Early Intervention Policy, the Department of Health and Gadsden County School Board. Funds under these grants and contracts are for the purpose of providing various services to families handicapped and underprivileged children.

Basis of Accounting

The financial statements of The Dick Howser Center for Childhood Services, Inc. have been prepared on the accrual basis and, accordingly, reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-For-Profit Organizations.* Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted net assets.

Contributions

Under Statement of Financial Accounting Standards (SFAS) No. 116, *Accounting for Contributions Received and Contributions Made*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the absence or existence and nature of any donor restrictions.

The Dick Howser Center for Childhood Services, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

NOTE A – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Donated Materials and Services

Donated material and equipment are reflected as contributions in the accompanying statements at their estimated values at date of receipt. A substantial number of unpaid volunteers have made significant contributions of their time in the Organization's program services and fundraising campaigns. The value of this contributed time is not reflected in these statements since it is not susceptible to objective measurement or valuation.

Cash and cash equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash includes amounts received from Leon County to be used for building improvements.

Property and Equipment

Property and equipment is carried at cost. Property and equipment is depreciated over its estimated useful life ranging from five to thirty-nine years using the straight line method. Depreciation expense for the year was $20,000. The Organization capitalizes all purchases of property and equipment with a cost of $500 and greater.

Income Taxes

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision is included in the financial statements for income tax liabilities or credits. The Organization is classified as an organization other than a private foundation.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The Dick Howser Center for Childhood Services, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

NOTE A – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Compensated Absences

The Organization provides annual leave and sick leave benefits to all its full-time employees as specified in its personnel policies. It is impracticable to estimate the amount of compensation for future absences, and accordingly, no liability has been recorded in the accompanying financial statements. The Organization's policy is to recognize the costs of compensated absences when actually paid to employees.

NOTE B – ACCOUNTS AND GRANTS RECEIVABLE

The Organization considers accounts and grants receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required. If management determines amounts to be uncollectible, they will be charged to operations when that determination is made.

NOTE C – NOTES PAYABLE

Notes payable consists of the following:

Note payable to Regions Bank (formerly Amsouth Bank), due in monthly installments of $1,765 including principal and interest; interest rate is fixed at 4.19%; secured by a first mortgage on the Leon Center/Administrative building. The note matures on October 31, 2015.	$148,797
Energy loan with the City of Tallahassee, payable in monthly installments of $189, including principal and interest, interest rate is fixed at 5%. Matures in November 2009.	5,411
Total	154,208
Less current portion	(17,290)
Total long-term portion of notes payable	$136,918

The Dick Howser Center for Childhood Services, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2007

NOTE C – NOTES PAYABLE - Continued

A schedule of maturities of long-term debt for the years ending June 30, 2007 is as follows:

2008	$17,290
2009	18,046
2010	17,497
2011	17,273
2012	16,481
Thereafter	67,621
Total	$154,208

Interest totaling $7,085 was incurred during the twelve months ended June 30, 2007. No interest was capitalized as part of the cost of assets acquired during the period.

NOTE D – PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

Land	$ 20,512
Building and improvements	470,847
Furniture and equipment	75,510
	566,869
Less accumulated depreciation	(262,532)
Balance	$304,337

Depreciation expense for the year ended June 30, 2007 amounted to $20,000.

NOTE E – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of an amount received for building renovations and are available at June 30, 2007.

SUPPLEMENTAL INFORMATION

The Dick Howser Center for Childhood Services, Inc.
SCHEDULE OF PUBLIC SUPPORT AND OTHER REVENUE
Year Ended June 30, 2007

PUBLIC SUPPORT		
Special events and contributions	$	132,884
Contributions		60,078
Total public support		192,962
OTHER REVENUE		
Grants and contracts		
United Way	$	121,867
State of Florida, Department of Health		281,840
Head Start Program:		
Florida State University		201,426
North Florida Child Development		62,138
Gadsden County Schools		148,463
Early Learning Coalition		402,472
Medwaiver - Respite		22,344
Tuition		144,325
Gadsden County School Board		106,506
Wakulla County School Board		74,750
Total grants and contracts		1,566,131
Therapy income		
Children's Home Society		19,836
Medicaid		186,983
Private insurance		543
Total therapy income		207,362
Other revenue		
Interest income		3,426
Miscellaneous		123
Total other income		3,549
TOTAL PUBLIC SUPPORT AND OTHER REVENUE	$	1,970,004

See auditor's report.

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The Dick Howser Center for Childhood Services, Inc.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the year ended June 30, 2007

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
U.S. Department of Health and Human Services			
Pass through programs from:			
Florida State University			
Early Head Start	93.600	R00700	$ 201,426
North Florida Child Development			
Head Start	93.600	-	62,138
Gadsden County School Board			
Head Start	93.600	-	148,463
Total U.S. Department of Health and Human Services			412,027
U.S. Department of Agriculture			
Pass through programs from:			
State of Florida, Department of Health			
Child and adult care food program	10.558	S-311, D-2279	281,840
Total U.S. Department of Agriculture			281,840
Total expenditure of federal awards			$ 693,867

See auditor's report and accompanying notes to schedule of expenditures of federal awards.

The Dick Howser Center for Childhood Services, Inc.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2007

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of The Dick Howser Center for Childhood Services, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

REAMS AND REAMS

Certified Public Accountants

Rodney E. Reams, CPA
R. Allen Reams, CPA
Lucy Reams, MBA

Member
Florida Institute of
Certified Public Accountants
American Institute of
Certified Public Accountants

December 14, 2007

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
The Dick Howser Center for
Childhood Services, Inc.

We have audited the financial statements of The Dick Howser Center for Childhood Services, Inc. as of and for the year ended June 30, 2007, and have issued our report thereon dated December 14, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered The Dick Howser Center for Childhood Services, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies and material weaknesses.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect

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misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. We consider the deficiencies in internal control described in Section II of the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies in internal control over financial reporting.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Dick Howser Center for Childhood Services, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Reams + Reams, CPAs

REAMS AND REAMS

Certified Public Accountants

Rodney E. Reams, CPA
R. Allen Reams, CPA
Lucy Reams, MBA

Member
Florida Institute of
Certified Public Accountants
American Institute of
Certified Public Accountants

December 14, 2007

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Directors
The Dick Howser Center for
Childhood Services, Inc.

Compliance

We have audited the compliance of The Dick Howser Center for Childhood Services, Inc. with the types of compliance requirements described in the OMB *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2007. The Dick Howser Center for Childhood Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of The Dick Howser Center for Childhood Services, Inc.'s management. Our responsibility is to express an opinion on The Dick Howser Center for Childhood Services, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations.* Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about The Dick Howser Center for Childhood Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of The Dick Howser Center for Childhood Services, Inc.'s compliance with those requirements.

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In our opinion, The Dick Howser Center for Childhood Services, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2007.

Internal Control Over Compliance

The management of The Dick Howser Center for Childhood Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered The Dick Howser Center for Childhood Services, Inc.'s internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the entity's internal control that might be significant deficiencies or material weaknesses as defined below. We did not identify any deficiencies in internal control over compliance that we consider to be significant deficiencies or material weaknesses.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Reams + Reams, CPAs

The Dick Howser Center for Childhood Services, Inc.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year ending June 30, 2007

Section I—Summary of Auditor's Results

a) An unqualified opinion was issued on the financial statements
b) Significant deficiencies in internal control over financial reporting were disclosed by the audit of the financial statements.
c) The audit did not disclose any non-compliance which is material to the financial statements.
d) No deficiencies in internal control over the major program was noted by the audit of the financial statements.
e) An unqualified opinion was issued on compliance with requirements applicable to the major program.
f) The audit did not disclose any findings which are required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
g) The major program was Head Start, CFDA Number 93.600.
h) The dollar threshold used to distinguish between Type A and Type B programs was $300,000.
i) The Dick Howser Center for Childhood Services, Inc. did not qualify as a low-risk auditee.

Section II – Findings related to the Financial Statements

Significant Deficiencies:

2007-01 Preparation of financial statements – The auditor prepares the financial statements and footnote disclosures and has determined the Center does not have the ability to independently prepare or review financial statements and related footnote disclosures, as such, there are not controls in place to prevent and detect misstatements in this area.

Recommendation – We realize this is a prevalent issue with small non-profit organizations, however, the Center should review its operating procedures to obtain the maximum internal control possible under the circumstances. This could include consulting with a source other than the audit firm to review the financial statements before issuance.

2007-02 Control of cash receipts – During our review of internal control, we noted the centers in Wakulla and Gadsden have accepted cash payments for tuition. No formal receipting process is in place at either location, so collection of cash leads to disagreements between employees and parents over how much was collected and if the tuition was collected at all.

Recommendation – We recommend either discontinue the acceptance of cash or implement a lock box system where parents paying cash can put the cash in an envelope with their name and their child's name and put the envelope into a locked cash box. Only the Center director has access.

The Dick Howser Center
For Childhood Services, Inc.

ADMINISTRATIVE OFFICE & COMMUNITY SUPPORT
240 Mabry Street
Tallahassee, FL 32304
(850) 671-3569
Fax (850) 671-3024

GADSDEN CENTER
363 E. Crawford Street
Quincy, FL 32351
(850) 875-2635
Fax (850) 875-1301

LEON CENTER
240 Mabry Street
Tallahassee, FL 32304
(850) 574-3906
Fax (850) 575-0654

WAKULLA CENTER
22 Fell Way
Crawfordville, FL 32327
(850) 926-1299
Fax (850) 926-2176

EXECUTIVE DIRECTOR
Pamela J. Kuhlmeier

CORRECTIVE ACTION PLAN

January 17, 2008

U.S. Department of Health and Human Services

The Dick Howser Center for Childhood Services, Inc. respectfully submits the following corrective action plan for the year ended June 30, 2007.

Name and address of independent public accounting firm:

Reams & Reams, CPA's
2019 Centre Pointe Blvd., Ste. 102
Tallahassee, FL 32308

Audit period: June 30, 2007

The findings from the June 30, 2007 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

Findings – Financial Statement Audit

2007-01 Preparation of financial statements: The Board of Directors for the Dick Howser Center for Childhood Services, Inc. has agreed to accept this deficiency due to fiscal constraints which do not enable us to employ a full time CPA qualified to prepare these statements. Our administrative funding at this time does not allow us to operate with more than a part-time CFO. The Board is in agreement that should the agency be in a financial position to have a CPA on staff in the future it would certainly be in our best interest to do so.

2007-02 Control of cash receipts: All Dick Howser Centers (Leon County, Gadsden County and Wakulla County) have always had a duplicate receipt system in place. However, it came to the

United Way of the Big Bend

attention of management that occasionally a parent would leave the center without waiting for a receipt or a Director was not available to give a receipt and cash payments would be left regardless. This resulted in discrepancies between parents and Directors regarding tuition.

In August of 2007 we instituted a locked cash box for all payments and keys were only available to the Director. However, we continued to believe this was not sufficient to alleviate the problem. Therefore, in September of 2007 we instituted a policy of NO CASH allowed at any Center. Please see the attached memorandum which was sent to all parents and employees. All Centers have adhered to the no cash policy and have continued with a three-part duplicate receipt system for money orders and checks received. No discrepancies have occurred since September of 2007 when this policy was implemented.

Please feel free to contact me at (850) 671-3569 if you require any further information. Thank you.

Sincerely,

Pam Kuhlmeier

Pam Kuhlmeier
Executive Director

Cc: Steve Black, Dick Howser Center Board Chairman

MEMORANDUM

TO: Parents and Guardians
FROM: Dick Howser Administrative Office
RE: Payments
DATE: August 30, 2007

EFFECTIVE SEPTEMBER 4th, 2007, the Dick Howser Center will NO LONGER BE ACCEPTING CASH PAYMENTS FOR ANY REASON. The following forms of payment will be acceptable:

- **Personal checks made out to the Dick Howser Center. (No blank checks will be accepted.)**
- **Money Orders made out to the Dick Howser Center.**
- **Credit Card Payments at the Administrative Office or by phone at 671-3569.**

We understand that this may be an inconvenience to some, but for accounting purposes it is a necessity. Thank you and please remember to pay your tuition by the 10th of every month to avoid a late fee.

The Dick Howser Center
For Childhood Services, Inc.

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Pam Kuhlmeier

Pam Kuhlmeier
Executive Director

Cc: Steve Black, Dick Howser Center Board Chairman

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We understand that this may be an inconvenience to some, but for accounting purposes it is a necessity. Thank you and please remember to pay your tuition by the 10th of every month to avoid a late fee.

FILED
Oct 11 11 44 AM '83
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLES OF INCORPORATION

OF

THE UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC.

(A Corporation Not For Profit)

We, the undersigned, along with other persons being desirous of forming a corporation for charitable purposes under the provisions of Chapter 617 of the Florida Statutes do agree to the following:

ARTICLE I - NAME

The name of this corporation is THE UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC., a corporation not for profit.

ARTICLE II - PURPOSES

The general nature of the objects and purposes of this corporation shall be to (a) promote the general welfare of persons handicapped with Cerebral Palsy; (b) to plan, promote and assist in the establishment, maintenance and operation of training centers or clinics or otherwise to provide services for the educational, social and physical betterment of such persons; (c) to aid in research for the prevention and treatment of Cerebral Palsy whenever possible; (d) to sponsor a campaign of education whereby the general public will be apprised of the problems and needs of such persons; (e) to cooperate with governmental and private agencies concerned with the welfare of the handicapped in accordance with and the furtherance of the policies of United Cerebral Palsy Associations, Inc.; and (f) to take any action which will promote any and all of the foregoing purposes.

ARTICLE III - QUALIFICATION OF MEMBERS

The membership of this corporation shall constitute all persons hereinafter named as subscribers, all officers and directors and all persons who shall hereafter become entered on the rolls and meet such qualification and requirements of good standing as may be established by the Board of Directors from time to time and who shall be entitled to all rights and privileges of the corporation including the right to vote, to hold office and to serve on committees. Members shall be admitted upon approval by the membership committee as appointed by the President.

ARTICLE IV - TERM OF EXISTENCE

This corporation is to exist perpetually.

ARTICLE V - SUBSCRIBERS

The names and residences of subscribers to these Articles are:

NAME	RESIDENCES
Tom E. Blayney	1846 Doomar Drive Tallahassee, Florida 32303
Jack Kelly	1839 Doomar Drive Tallahassee, Florida 32303
Mrs. Donna Butterfield	1848 Doomar Drive Tallahassee, Florida 32303
Larry Brock	1102 Adelaide Drive Tallahassee, Florida 32303

ARTICLE VI - OFFICERS

Section 1: The officers of the corporation shall be a President, Vice President, Secretary, Treasurer and such other officers as may be provided in the bylaws.

Section 2: The names of the persons who are to serve as officers of the corporation until the first Annual Meeting are:

OFFICE	NAME
President	Tom E. Blayney
Vice President	Jack Kelly
Secretary	Donna Butterfield
Treasurer	Larry Brock

Section 3: The officers shall be elected at the annual meeting of the Board of Directors or as provided in the bylaws.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: The business affairs of this corporation shall be managed by the Board of Directors. The corporation shall have fourteen (14) directors initially. Thereafter, the Board of Directors shall be composed of not less than [illegible] nor more than twenty (20) directors including the officers of the corporation.

number of directors may be increased or decreased from time to time by the bylaws but shall never be less than three.

Section 2: The Board of Directors shall be members of the corporation.

Section 3: Members of the Board of Directors shall be elected and hold office in accordance with the bylaws.

Section 4: The names and addresses of the persons who are to serve as directors initially are as follows:

NAME	ADDRESS
Tom E. Blayney	2046 Doomer Drive Tallahassee, Florida 32303
Larry Brock	1801 Adelaide Drive Tallahassee, Florida 32303
Jack Kelly	2039 Doomer Drive Tallahassee, Florida 32303
Donna Butterfield	2048 Doomer Drive Tallahassee, Florida 32303
Wayne Blanton	1825 Hopkins Drive Tallahassee, Florida
Bruce Harter	2205 Berkshire Drive Tallahassee, Florida 32304
Melinda Proctor	Rt. 3, Box 374 Tallahassee, Florida 32303
Bill O'Conner	Ile De France, Lafayette Oaks Tallahassee, Florida
Margie Faris	1546 Valley Road Tallahassee, Florida 32301
Wayne Duncan	410 Victory Garden Dr., Apt. 1 Tallahassee, Florida 32301
Jessie Moon	2224 Old St. Augustine Rd. Tallahassee, Florida
Colin Phipps	820 Lakeridge Rd. Tallahassee, Florida
Don Middlebrooks	410 Victory Garden Dr., Apt. 106 Tallahassee, Florida 32301
David C. White	2228 Inglewood Dr. Tallahassee, Florida 32309

ARTICLE VIII.- BYLAWS

Section 1: The Board of Directors of this corporation may provide such bylaws for the conduct of its business and the carrying out of its purposes as they may deem necessary from time to time.

Section 1: The bylaws may be amended, altered or rescinded by a majority vote of the Board of Directors present at any regular meeting or any special meeting called for that purpose.

ARTICLE IX - AMENDMENTS

These Articles of Incorporation may be amended by a majority vote of the Board of Directors only and at any regular meeting or any special meeting called for that purpose.

ARTICLE X - LOCATION

The location of this corporation and its principal office and place of business will be 1005 East Park Avenue, Tallahassee, Florida 32301 and may be changed at any time by the Board of Directors.

IN WITNESS WHEREOF, we, the undersigned subscribing Incorporators, have hereunto set our hands and seals this 16th day of October, 1974 for the purpose of forming this corporation not for profit under laws of the State of Florida.

TOM E. BLAYNEY

JACK KELLY

DONNA BUTTERFIELD

LARRY BROCK

STATE OF FLORIDA
COUNTY OF LEON

Before me, a notary public duly authorized in the State and County named above to take acknowledgments personally appeared TOM E BLAYNEY, JACK KELLY, DONNA BUTTERFIELD and LARRY BROCK, to me known to be the persons described as subscribers in and who executed the foregoing Articles of Incorporation and they acknowledged before me that they executed and subscribed to these Articles of Incorporation.

Witness my hand and official seal in the County and State named above this 16th day of October, 1974.

NOTARY PUBLIC

My Commission Expires:

CERTIFICATE DESIGNATING (OR CHANGING) PLACE OF BUSINESS OR DOMICILE FOR THE SERVICE OF PROCESS WITHIN THIS STATE, NAMING AGENT UPON WHOM PROCESS MAY BE SERVED.

In pursuance of Chapter 48.091, Florida Statutes, the following is submitted, in compliance with said Act:

First--That UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC. (Name of Corporation) desiring to organize under the laws of the State of Florida (Florida) with its principal office, as indicated in the articles of incorporation at City of Tallahassee (City) County of Leon (County), State of Florida (State) has named Yeannie B. Taylor (Name of Resident Agent) located at 1005 E. Park Avenue, Tallahassee, Florida 32301 (Street address and number of building, Post Office Box address not acceptable)

City of Tallahassee (City), County of Leon (County) State of Florida, as its agent to accept service of process within this state.

FILED
Oct 18 11 54 AM 1974
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ACKNOWLEDGEMENT: (MUST BE SIGNED BY DESIGNATED AGENT)

Having been named to accept service of process for the above stated corporation, at place designated in this certificate, I hereby accept to act in this capacity, and agree to comply with the provision of said Act relative to keeping open said office.

By Yeannie B. Taylor
Signature
(resident agent)

Corp 83
8-17-73

FILED

Apr 26 1 58 PM '75

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

united cerebral palsy ... BIG BEND AREA

Phone [illegible]

[illegible] TALLAHASSEE, FLORIDA [illegible]

AN AMENDMENT TO THE ARTICLES OF INCORPORATION
OF THE UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC.
TALLAHASSEE, FLORIDA 32301

Article VIII

Dissolution or Termination of United Cerebral Palsy, Big Bend

If United Cerebral Palsy, Big Bend Area, incorporated as a non-profit organization in the state of Florida, should ever be dissolved or terminated, the assets of the organization, after all liabilities have been set, shall be entrusted to United Cerebral Palsy of Florida, also incorporated as a non-profit organization, for equal distribution to the affiliate agencies in the state of Florida, which are themselves exempt organizations as described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law.

At a Board of Directors meeting on April 25th, this Article was passed in accordance with the provision Article VI, Section 3.

President of the Board

Secretary

State of Florida

Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation, as amended to date, of THE UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC., a corporation organized under the laws of the State of Florida, as shown by the records of this office.

The document number of this corporation is 731145.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
9th day of May, 1985.

George Firestone
Secretary of State

CER-101

State of Florida

Department of State

I certify that the attached is a true and correct copy of the Articles of Amendment, filed on November 21, 1988, to Articles of Incorporation for UNITED CEREBRAL PALSY OF THE BIG BEND AREA, INC. changing its name to THE DICK HOWSER CENTER FOR CEREBRAL PALSY, INC., a Florida corporation, as shown by the records of this office.

The document number of this corporation is 731145.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
21st day of November, 1988.

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Jim Smith
Secretary of State

CR2E022 (8-87)

State of Florida

Department of State

I certify from the records of this office that THE DICK HOWSER CENTER FOR CEREBRAL PALSY, INC. which changed its name to DICK HOWSER CENTER FOR CHILDHOOD SERVICES, INC. on June 28, 1996, is a corporation organized under the laws of the State of Florida, filed on October 18, 1974.

The document number of this corporation is 731145.

I further certify that said corporation has paid all fees due this office through December 31, 2007, that its most recent annual report/uniform business report was filed on July 3, 2007, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Ninth day of November, 2007

Kurt S. Browning
Secretary of State

CR2EO22 (01-07)

DISC VILLAGE

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

03-21-08 P03:05 IN

Legal Name of Agency: DISC Village, Inc.

Agency Representative: Thomas K. Olk, Chief Executive Officer

Physical & Mailing Address: 3333 W. Pensacola Street, Tallahassee FL 32304

Telephone: (850) 575-4388

FAX: (850) 576-5960

E-Mail Address: TO1995@aol.com

Agency Employer ID Number (FEIN): 59-1491338

Does the Agency have a 501(c)(3) status: Yes X No ____

Date of Agency Incorporation: 06/15/1973
Attach Articles of Incorporation.

Please attach the Agency's most recent completed tax return.

B. Project Information

1. Succinctly describe the program for which funding is requested. Please include types of services provided (attach additional pages as necessary):

This request will support the continuing operation of the Juvenile Assessment Center by providing funding for the Correctional Officers and the Civil Citation program. The Correctional Officers allow law enforcement agencies the ability to effectively hand-off arrested youth at the Juvenile Assessment Center and return to the streets. The Juvenile Assessment Center provides screening to the arrested youth for appropriate placement. The Civil Citation program offers early intervention, counseling, education and other appropriate community resources to divert first time juvenile misdemeanor offenders from the juvenile justice system. Local law enforcement officers issue civil citations to youth instead of making an arrest. The civil citation allows youth to complete community service hours at approved community worksites if the youth and their parents agree to participate in the program. Participating youth must complete all sanctions assigned to them in order to be successfully diverted. The program employs a case manager who conducts assessments for treatment referral needs, provides oversight of youth activities, case management and liaison/advocacy functions.

2. Who is the target population intended to be served or benefit from this program?

The target population for the Civil Citation program is any Leon County youth who commits a first time misdemeanor. Eligibility for the program is based on the current offense, lack of a delinquency history, residency of the youth, officer discretion, and the willingness of the youth and parent/guardian to participate. The target population for the Correctional Officers is any arrested youth brought to the Juvenile Assessment Center by law enforcement.

3. What methods are used to effectively reach this program's target population?

The target population for the Civil Citation program is determined by law enforcement discretion. If an officer determines that a youth would be appropriate for Civil Citation, they call the JAC to determine if the youth has any type of prior delinquency history on file. At that point, if the youth meets the other criteria, they give the youth a citation and advise them to call the Civil Citation office within 7 days. Law enforcement officers receive periodic training from the case manager to ensure consistent application of the program, especially in regards to minority overrepresentation.

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

The Correctional Officers provide onsite custody and control of the youth at the Juvenile Assessment Center 24 hours a day seven days a week. The Civil Citation program operates from 8:00 a.m. to 5:00 p.m., Monday through Friday. However, accommodations are made for youth/families that cannot come in during regular business hours.

5. List the program's short-term, intermediate, and long-term goals.

The main goal for the Correctional Officers is to provide immediate custody and control of arrested youth brought to the Juvenile Assessment Center which will allow local law enforcement to return to their duties with minimal disruption of their time.

The main goal of the Civil Citation program is to keep youth out of the overburdened Juvenile Justice system.

6. Projected Program Impact/outcome results - What is the projected impact on the target population?

The Civil Citation program has been operating for over ten years to give law enforcement officers the discretion to provide first time misdemeanor youth with a "second chance". The program also enables law enforcement officers to have more control over a youth's sanctions. It allows them to outline required community services hours and other sanctions to assist the offending youth at a considerable cost savings to an arrest. Since the program operates outside of the juvenile justice system, it has been estimated to have saved thousands of dollars each year in costs normally associated with processing arrested youth. Other benefits of the program include the provision of earliest possible treatment interventions and clear and immediate consequences for youth. It is used as a tool to minimize minority overrepresentation in the local juvenile justice system.

7. Why is this funding requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

This funding is being requested to maintain the operations of Juvenile Assessment Center by providing the mandatory onsite security and supervision of arrested youth. Having the Juvenile Assessment Center provides the ability for local law enforcement to bring arrested youth to a secure site and allows them to return to their duties of providing safety and security in the community with minimal disruption of their time. The Civil Citation program faces the risk of closing if it is not funded, which would be a waste of resources since the Civil Citation program has been found to save more money than it costs to operate and to provide a second chance for juvenile offenders.

8. What other agencies in Leon County (governmental, non-profit, private) provide service(s) similar to those which would be provided by this funding?

There are no other agencies in Leon County that provide services similar to the Civil Citation program. The Civil Citation program provides coordinated referrals to the county's various delinquency prevention and intervention programs. It is a component of the JAC, which represents a synergetic endeavor that involves eleven partner agencies.

9. **List any Agency partnerships and collaboration related to this program.**

Agency	Partnership/Collaboration
Capital City Youth Services	Leon County School Board
State Attorney's Office	Department of Juvenile Justice
Public Defender's Office	City of Tallahassee Police Department
Clerk of the Courts	Leon County Sheriff's Office
Florida State University Police Department	Department of Children and Families

C. Funding Information

10. **Agency's current total budget:** **2007/08 $ 7,710,000** *(Current)*
2008/09 $ 7,756,260 *(Proposed)*

11. **Total cost of program:** **$381,561 (2007/2008)**

12. **Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:**

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits	155,270	162,770	318,040
Professional Fees	0	0	0
Occupancy/Utilities/Network	2,860	3,100	5,960
Supplies/Postage	85	92	177
Equipment Rental, Maint., Purchase	296	321	617
Meeting costs/Travel/Transportation	210	228	438
Staff/Board Development/Recruitment	1,073	1,162	2,235
Awards/Grants/Direct Aid	0	0	0
Bad Debts/Uncollectibles	0	0	0
Bonding/Liability/Directors Insurance	795	861	1,656
Other expense (please itemize)			
Reference Materials	2,137	2,315	4,452
Educational Materials	541	587	1,128
Administrative Cost	22,492	24,366	46,858
TOTAL	185,759	195,802	381,561

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP):	185,759	185,759
City of Tallahassee (not CHSP):	67,500	67,500
City of Tallahassee – Mid year appropriations pending	60,259	60,259
United Way (not CHSP):		
State:		
Federal:	58,000 (pass through from County and City)	58,000 (pass through from County and City)
Grants:		
Contributions/Special Events:		
Dues/Membership:		
Program Service Fees:		
Other Income (please itemize):		
TOTAL	371,518	371,518

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits	318,040	327,581
Professional Fees	0	0
Occupancy/Utilities/Network	5,960	6,139
Supplies/Postage	177	182
Equipment Rental, Maint., Purchase	617	636
Meeting costs/Travel/Transportation	438	451
Staff/Board Development/Recruitment	2,235	2,302
Awards/Grants/Direct aid	0	0
Bad Debts/Uncollectibles	0	0
Bonding/Liability/Directors Insurance	1,656	1,706
Other expense (please itemize)		
Educational Materials	4,452	4,586
Urinalysis Expense	1,128	1,162
Capital Outlay	0	0
Administrative Cost	46,858	48,264
TOTAL	381,561	393,009

15. Describe actions and fund-raisers to secure funding.

DISC Village is consistently working with partner organizations, foundations and other governmental agencies in an effort to optimize program funding.

16. Will this program or event recur every year?

No _____ **Yes** ___X___

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No _____ **Yes** ___X___

If "yes," estimate: the amount of next year's funding request.

18. Has Leon County ever contributed funds to this program in the past?

No _____ **Yes** ___X___

If "yes," list date(s), recipient or agency, project title and amount of funding:

Date: 10/01/2007-9/30/2008

Recipient or Agency: DISC Village, Inc.

Program Title: JAC – Booking (Correctional Officers) and Civil Citation Programs

Funding Level: $185,759

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Thomas K. Olk

Signature:

Date Signed: 3/21/2008

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning JUL 1, 2006 and ending JUN 30, 2007

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return ☐ Amended return ☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: DISC VILLAGE, INC.

Number and street (or P.O. box if mail is not delivered to street address): 3333 WEST PENSACOLA ST. Room/suite: 300

City or town, state or country, and ZIP + 4: TALLAHASSEE, FL 32304-2867

D Employer identification number: 59-1491338

E Telephone number: (850) 575-4388

F Accounting method: ☐ Cash ☒ Accrual ☐ Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? ☐ Yes ☒ No

H(b) If "Yes," enter number of affiliates ▶ N/A

H(c) Are all affiliates included? N/A ☐ Yes ☐ No (If "No," attach a list.)

H(d) Is this a separate return filed by an organization covered by a group ruling? ☐ Yes ☒ No

I Group Exemption Number ▶ N/A

G Website: ▶WWW.DISCVILLAGE.COM

J Organization type (check only one) ▶ ☒ 501(c) (3) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Check here ▶ ☐ if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ ☐ if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 7,643,361.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor-advised funds	1a		
	b	Direct public support (not included on line 1a)	1b	37,345.	
	c	Indirect public support (not included on line 1a)	1c	1,297,259.	
	d	Government contributions (grants) (not included on line 1a)	1d	5,581,081.	
	e	Total (add lines 1a through 1d) (cash $ 6,915,685. noncash $)			1e 6,915,685.
	2	Program service revenue including government fees and contracts (from Part VII, line 93)			2 631,741.
	3	Membership dues and assessments			3
	4	Interest on savings and temporary cash investments			4 26,646.
	5	Dividends and interest from securities			5 3,216.
	6 a	Gross rents	6a		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss). Subtract line 6b from line 6a			6c
	7	Other investment income (describe ▶ SEE STATEMENT 1)			7 <14,817.>
	8 a	Gross amount from sales of assets other than inventory — (A) Securities / (B) Other	8a		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss). Combine line 8c, columns (A) and (B)			8d
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ ☐			
	a	Gross revenue (not including $ of contributions reported on line 1b)	9a		
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a			9c
	10 a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a			10c
	11	Other revenue (from Part VII, line 103)			11 80,890.
	12	Total revenue. Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11			12 7,643,361.
Expenses	13	Program services (from line 44, column (B))			13 7,270,317.
	14	Management and general (from line 44, column (C))			14 1,706,674.
	15	Fundraising (from line 44, column (D))			15
	16	Payments to affiliates (attach schedule)			16
	17	Total expenses. Add lines 16 and 44, column (A)			17 8,976,991.
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12			18 <1,333,630.>
	19	Net assets or fund balances at beginning of year (from line 73, column (A))			19 1,852,969.
	20	Other changes in net assets or fund balances (attach explanation)			20 0.
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20			21 519,339.

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ 0. noncash $ 0.) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ 0. noncash $ 0.) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A	25a	68,307.	0.	68,307.	0.
b Compensation of former officers, directors, key employees, etc. listed in Part V-B	25b	0.	0.	0.	0.
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	4,066,377.	2,980,637.	1,085,740.	
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a - 27	28	421,233.	366,473.	54,760.	
29 Payroll taxes	29	281,447.	199,827.	81,620.	
30 Professional fundraising fees	30				
31 Accounting fees	31	41,375.	4,138.	37,237.	
32 Legal fees	32	13,341.	1,334.	12,007.	
33 Supplies	33	199,875.	193,879.	5,996.	
34 Telephone	34	85,033.	64,625.	20,408.	
35 Postage and shipping	35	11,679.	8,059.	3,620.	
36 Occupancy	36	358,744.	243,946.	114,798.	
37 Equipment rental and maintenance	37	102,026.	60,868.	41,158.	
38 Printing and publications	38	25,216.	25,216.		
39 Travel	39	70,831.	57,373.	13,458.	
40 Conferences, conventions, and meetings	40	5,968.	119.	5,849.	
41 Interest	41				
42 Depreciation, depletion, etc. (attach schedule)	42	267,545.	232,764.	34,781.	
43 Other expenses not covered above (itemize):					
a	43a				
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g SEE STATEMENT 2	43g	2,957,994.	2,831,059.	126,935.	
44 Total functional expenses. Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	8,976,991.	7,270,317.	1,706,674.	0.

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs $ N/A ; (ii) the amount allocated to Program services $ N/A ;

(iii) the amount allocated to Management and general $ N/A ; and (iv) the amount allocated to Fundraising $ N/A

Part III Statement of Program Service Accomplishments *(See the instructions.)*

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ SUBSTANCE ABUSE SERVICES

All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)

	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a DRUG AND ALCOHOL PROGRAMS - PROVIDE RESIDENTIAL THERAPEUTIC SERVICES FOR ADOLESCENT DRUG AND ALCOHOL OFFENDERS.	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	4,144,080.
b SPECIALIZED SERVICES PROGRAMS - PROVIDE TARGETED CASE MANAGEMENT AND COUNSELING SERVICES FOR CHILDREN AND FAMILIES.	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	2,471,907.
c D.O.C. PROGRAMS - PROVIDE CONSELING SERVICES TO INDIVIDUALS WITH SUBSTANCE ABUSE PROBLEMS WHO ARE IN CORRECTIONAL FACILITIES.	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	654,330.
d	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule)	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f Total of Program Service Expenses (should equal line 44, column (B), Program services) ▶	7,270,317.

Part IV Balance Sheets *(See the instructions.)*

Note: *Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.*

				(A) Beginning of year		(B) End of year
Assets	45 Cash - non-interest-bearing			549,192.	45	367,983.
	46 Savings and temporary cash investments			826,812.	46	199,021.
	47 a Accounts receivable	47a	45,483.			
	b Less: allowance for doubtful accounts	47b			47c	45,483.
	48 a Pledges receivable	48a				
	b Less: allowance for doubtful accounts	48b			48c	
	49 Grants receivable			411,526.	49	832,745.
	50 a Receivables from current and former officers, directors, trustees, and key employees				50a	
	b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				50b	
	51 a Other notes and loans receivable	51a				
	b Less: allowance for doubtful accounts	51b			51c	
	52 Inventories for sale or use				52	
	53 Prepaid expenses and deferred charges			2,401.	53	83,024.
	54 a Investments - publicly-traded securities ▶ ☐ Cost ☐ FMV				54a	
	b Investments - other securities ▶ ☐ Cost ☐ FMV				54b	
	55 a Investments - land, buildings, and equipment: basis	55a				
	b Less: accumulated depreciation	55b			55c	
	56 Investments - other				56	
	57 a Land, buildings, and equipment: basis	57a	1,660,981.			
	b Less: accumulated depreciation	57b	1,038,832.	605,205.	57c	622,149.
	58 Other assets, including program-related investments (describe ▶ DEPOSITS)			304,802.	58	15,802.
	59 **Total assets** (must equal line 74). Add lines 45 through 58			2,699,938.	59	2,166,207.
Liabilities	60 Accounts payable and accrued expenses			822,449.	60	1,526,949.
	61 Grants payable				61	
	62 Deferred revenue				62	69,927.
	63 Loans from officers, directors, trustees, and key employees				63	
	64 a Tax-exempt bond liabilities				64a	
	b Mortgages and other notes payable				64b	
	65 Other liabilities (describe ▶ SEE STATEMENT 3)			24,520.	65	49,992.
	66 **Total liabilities.** Add lines 60 through 65			846,969.	66	1,646,868.
Net Assets or Fund Balances	**Organizations that follow SFAS 117, check here ▶ [X] and complete lines 67 through 69 and lines 73 and 74.**					
	67 Unrestricted			1,852,969.	67	519,339.
	68 Temporarily restricted				68	
	69 Permanently restricted				69	
	Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.					
	70 Capital stock, trust principal, or current funds				70	
	71 Paid-in or capital surplus, or land, building, and equipment fund				71	
	72 Retained earnings, endowment, accumulated income, or other funds				72	
	73 **Total net assets or fund balances.** Add lines 67 through 69 or lines 70 through 72. (Column (A) must equal line 19 and column (B) must equal line 21)			1,852,969.	73	519,339.
	74 **Total liabilities and net assets/fund balances.** Add lines 66 and 73			2,699,938.	74	2,166,207.

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return *(See the instructions.)*

a	Total revenue, gains, and other support per audited financial statements			a	7,838,742.
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1			
2	*Donated services and use of facilities*	b2	195,381.		
3	Recoveries of prior year grants	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	195,381.
c	Subtract line b from line a			c	7,643,361.
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	0.
e	*Total revenue (Part I, line 12). Add lines c and d* ▶			e	7,643,361.

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements			a	9,172,372.
b	Amounts included on line a but not on Part I, line 17:				
1	Donated services and use of facilities	b1	195,381.		
2	Prior year adjustments reported on Part I, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	195,381.
c	*Subtract line b from line a*			c	8,976,991.
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	0.
e	Total expenses (Part I, line 17). Add lines c and d ▶			e	8,976,991.

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) *(See the instructions.)*

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
THOMAS K. OLK 3333 WEST PENSACOLA STREET TALLAHASSEE, FLORIDA 32304	EXECUTIVE DIRECTOR 40.00	68,307.	3,470.	0.
LOU LOGAN 3333 WEST PENSACOLA STREET TALLAHASSEE, FLORIDA 32304	ASST. DIRECTOR 40.00	240,889.	10,512.	0.
BOARD OF DIRECTORS - SEE ATTACHED	0.00	0.	0.	0.

Part V-A Current Officers, Directors, Trustees, and Key Employees *(continued)*

			Yes	No
75 a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶ 5			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization." If "Yes," attach a statement that includes the information described in the instructions.	75c		X
d	Does the organization have a written conflict of interest policy?	75d	X	

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits (If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
NONE				

Part VI Other Information *(See the instructions.)*

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		X
78 a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		X
b	If "Yes," has it filed a tax return on Form 990-T for this year? N/A	78b		
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80 a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ N/A and check whether it is ☐ exempt or ☐ nonexempt			
81 a	Enter direct or indirect political expenditures. (See line 81 instructions.) 81a 0.			
b	Did the organization file Form 1120-POL for this year?	81b		X

Part VI Other Information *(continued)*

			Yes	No
82 a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. *(See instructions in Part III.)* 82b N/A			
83 a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions? N/A	83b		
84 a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? N/A	84b		
85	*501(c)(4), (5), or (6) organizations.* a Were substantially all dues nondeductible by members? N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less? N/A	85b		
	If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.			
c	Dues, assessments, and similar amounts from members 85c N/A			
d	Section 162(e) lobbying and political expenditures 85d N/A			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices 85e N/A			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) 85f N/A			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f? N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? N/A	85h		
86	*501(c)(7) organizations.* Enter: a Initiation fees and capital contributions included on line 12 86a N/A			
b	Gross receipts, included on line 12, for public use of club facilities 86b N/A			
87	*501(c)(12) organizations.* Enter: a Gross income from members or shareholders 87a N/A			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 87b N/A			
88 a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶	88b		X
89 a	*501(c)(3) organizations.* Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0.; section 4912 ▶ 0.; section 4955 ▶ 0.			
b	*501(c)(3) and 501(c)(4) organizations.* Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0.			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶ 0.			
e	*All organizations.* At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	89e		X
f	*All organizations.* Did the organization acquire a direct or indirect interest in any applicable insurance contract?	89f		X
g	*For supporting organizations and sponsoring organizations maintaining donor advised funds.* Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	89g		X
90 a	List the states with which a copy of this return is filed ▶ NONE			
b	Number of employees employed in the pay period that includes March 12, 2006 90b 137			
91 a	The books are in care of ▶ MIKE SASNETT Telephone no. ▶ (850) 575-4388 Located at ▶ 3333 WEST PENSACOLA STREET, TALLAHASSEE, FLORIDA ZIP + 4 ▶ 32308			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ N/A See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	91b		X

Part VI Other Information *(continued)*

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X
If "Yes," enter the name of the foreign country ▶ N/A			
92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here ▶ ☐			
and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92	N/A	

Part VII Analysis of Income-Producing Activities *(See the instructions.)*

Note: *Enter gross amounts unless otherwise indicated.*	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a CLIENT SERVICE REVENUE					240,080.
b					
c					
d					
e					
f Medicare/Medicaid payments					391,661.
g Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments			14	26,646.	
96 Dividends and interest from securities			14	3,216.	
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income			14	<14,817.>	
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue:					
a OTHER MISCELLANEOUS					80,890.
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))		0.		15,045.	712,631.
105 Total (add line 104, columns (B), (D), and (E)) ▶					727,676.

Note: *Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.*

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes *(See the instructions.)*

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	SEE STATEMENT 4

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities *(See the instructions.)*

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
	%			
N/A	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts *(See the instructions.)*

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: *If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).*

Part XI **Information Regarding Transfers To and From Controlled Entities.** *Complete only if the organization is a controlling organization as defined in section 512(b)(13).* N/A

	Yes	No
106 Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

	Yes	No
107 Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

	Yes	No
108 Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer — Date

Type or print name and title

Paid Preparer's Use Only

Preparer's signature — Date 2-28-08 — Check if self-employed ▶ ☐ — Preparer's SSN or PTIN (See Gen. Inst. X)

Firm's name (or yours if self-employed), address, and ZIP + 4: JAMES MOORE & CO. P.L.
2473 CARE DRIVE SUITE 2
TALLAHASSEE, FL 32308-4580

EIN ▶

Phone no. ▶ (850)386-6184

Form **990** (2006)

15

CLIENT'S COPY

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2006

Name of the organization: DISC VILLAGE, INC.

Employer identification number: 59 1491338

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
HARRY ROHR 3333 WEST PENSACOLA STREET, SUITE 300	DIR./COMM. SERVICE 40.00	52,118.	3,334.	
SOPHIA WHALEY 3333 WEST PENSACOLA STREET, SUITE 300	DIR. / CHILD WELFARE 40.00	65,923.	3,981.	
MICHAEL SASNETT 3333 WEST PENSACOLA STREET, SUITE 300	FINANCIAL MGR 40.00	62,731.	4,012.	
JIM BATTLES 3333 WEST PENSACOLA STREET, SUITE 300	CONSTRUCTION SUPERVI 40.00	53,836.	3,446.	
Total number of other employees paid over $50,000 ▶	0			

Part II-A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
PAUL PEAVY 1678 COPPERFIELD CIRCLE, TALLAHASSEE, FL 32312	CONTRACTOR	81,000.
Total number of others receiving over $50,000 for professional services ▶ 0		

Part II-B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of other contractors receiving over $50,000 for other services ▶ 0		

15

Part III **Statements About Activities** (See page 2 of the instructions.)

		Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ $ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)	1	X	
Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? *(If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)*			
a Sale, exchange, or leasing of property?	2a		X
b Lending of money or other extension of credit?	2b		X
c Furnishing of goods, services, or facilities?	2c		X
d Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? SEE PART V-A, FORM 990	2d	X	
e Transfer of any part of its income or assets?	2e		X
3 a Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b Dd the organization have a section 403(b) annuity plan for its employees?	3b		X
c Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4 a Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b Did the organization make any taxable distributions under section 4966? N/A	4b		
c Did the organization make a distribution to a donor, donor advisor, or related person? N/A	4c		
d Enter the total number of donor advised funds owned at the end of the tax year ▶		N/A	
e Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶		N/A	
f Enter the total number of separate funds or accounts owned at the end of the year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts. ▶		0.	
g Enter the aggregate value of assets in all funds or accounts included on line 4f at the end of the tax year ▶		0.	

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☐ An organization that normally receives: **(1) more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions - subject to certain exceptions, and **(2) no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Integrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

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Part IV-A **Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) **Use cash method of accounting.**
Note: *You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.*

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	6,085,117.	14689230.	15267797.	16816485.	52,858,629.
16 Membership fees received					
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	1,710,671.	1,619,755.	1,576,122.	1,628,024.	6,534,572.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	485,100.	1,394,933.	1,198,745.	457,949.	3,536,727.
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					
23 Total of lines 15 through 22	8,280,888.	17703918.	18042664.	18902458.	62,929,928.
24 Line 23 minus line 17	6,570,217.	16084163.	16466542.	17274434.	56,395,356.
25 Enter 1% of line 23	82,809.	177,039.	180,427.	189,025.	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 1,127,907.

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b 0.

c *Total support for section 509(a)(1) test. Enter line 24, column (e)* ▶ 26c 56,395,356.

d Add: Amounts from column (e) for lines: 18 3,536,727. 19 _____ 22 _____ 26b _____ ▶ 26d 3,536,727.

e Public support (line 26c minus line 26d total) ▶ 26e 52,858,629.

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f 93.7287%

27 ***Organizations described on line 12:*** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year: N/A

(2005) ..... (2004) ..... (2003) ..... (2002) .....

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the **larger** of **(1)** the amount on line 25 for the year or **(2)** $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in **(1)** or **(2)**, enter the sum of these differences (the excess amounts) for each year: N/A

(2005) ..... (2004) ..... (2003) ..... (2002) .....

c Add: Amounts from column (e) for lines: 15 _____ 16 _____ 17 _____ 20 _____ 21 _____ ▶ 27c N/A

d Add: Line 27a total _____ and line 27b total _____ ▶ 27d N/A

e Public support (line 27c total minus line 27d total) ▶ 27e N/A

f Total support for section 509(a)(2) test. Enter amount on line 23, column (e) ▶ 27f N/A

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ▶ 27g N/A %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h N/A %

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

NONE

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Part V **Private School Questionnaire** (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

N/A

			Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)			
32	Does the organization maintain the following:			
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)			
33	Does the organization discriminate by race in any way with respect to:			
a	Students' rights or privileges?	33a		
b	Admissions policies?	33b		
c	Employment of faculty or administrative staff?	33c		
d	Scholarships or other financial assistance?	33d		
e	Educational policies?	33e		
f	Use of facilities?	33f		
g	Athletic programs?	33g		
h	Other extracurricular activities?	33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)			
34 a	Does the organization receive any financial aid or assistance from a governmental agency?	34a		
b	Has the organization's right to such aid ever been revoked or suspended?	34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement.			
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35		

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Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.)
(To be completed ONLY by an eligible organization that filed Form 5768)

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
		N/A	
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		0.
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		0.
38 Total lobbying expenditures (add lines 36 and 37)	38		0.
39 Other exempt purpose expenditures	39		0.
40 Total exempt purpose expenditures (add lines 38 and 39)	40		0.
41 Lobbying nontaxable amount. Enter the amount from the following table -			
If the amount on line 40 is - / The lobbying nontaxable amount is -			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	41		0.
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		0.
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		0.
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		0.

Caution: *If there is an amount on either line 43 or line 44, you must file Form 4720.*

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					0.
46 Lobbying ceiling amount (150% of line 45(e))					0.
47 Total lobbying expenditures					0.
48 Grassroots nontaxable amount					0.
49 Grassroots ceiling amount (150% of line 48(e))					0.
50 Grassroots lobbying expenditures					0.

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			0.

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII **Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations** (See page 13 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a(i)		X
(ii) Other assets	a(ii)		X
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		X
(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		X
(iii) Rental of facilities, equipment, or other assets	b(iii)		X
(iv) Reimbursement arrangements	b(iv)		X
(v) Loans or loan guarantees	b(v)		X
(vi) Performance of services or membership or fundraising solicitations	b(vi)		X
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received: N/A

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements

52 a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ ☐ Yes ☒ No

b If "Yes," complete the following schedule: N/A

(a) Name of organization	(b) Type of organization	(c) Description of relationship

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State of Florida

Department of State

I certify that the attached is a true and correct copy of Amended and Restated Articles of Incorporation, filed April 10, 1989, for DISC VILLAGE, INC., a Florida corporation, as shown by the records of this office.

The document number of this corporation is 726722.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
10th day of April, 1989.

Jim Smith
Secretary of State

CR2EO22 (6-88)

AMENDED AND RESTATED
ARTICLES OF INCORPORATION

DISC VILLAGE, INC.
(A Corporation Not for Profit)

We, the undersigned, with other persons being desirous of amending and restating a corporation for charitable and philanthropic purposes, under the provisions of Ch. 617 of the Florida Statutes, do agree to the following:

ARTICLE I. NAME

The name of this corporation is DISC VILLAGE, INC.

ARTICLE II. PURPOSES

The general nature of the objects and purposes of this corporation shall be:

To promote the well being of those suffering from drug, alcohol, and other substance abuse; and to promote the re-integration of those persons into productive roles in the community.

To provide an effective and integrated approach to substance abuse treatment through a coordinated continuum of care to include: substance abuse prevention/education, referral services, family services, residential services, vocational training, life management skills, outpatient services, case management services, criminal justice liaison services, urinalysis testing, and extended aftercare services

No part of its net earnings shall inure to the benefit of any individual except to subsidize the projects as above described; no substantial part of its activities shall be the carrying on of lobbying or otherwise attempting to influence legislation; and it shall not participate in nor intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office or referendum. If by reason of change in Section 501(c) of the United States Internal Revenue Code of 1954, or otherwise, the carrying out of any of the said purposes would cause the assets or income of this corporation to be subject to federal income tax, no further distributions shall be made for such non-exempt purpose or purposes.

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ARTICLE III. QUALIFICATION OF MEMBERS

The directors shall comprise the membership of the Corporation and also included shall be such persons, corporations, associations and others as may be qualified for and admitted to membership pursuant to DISC Village Bylaws.

ARTICLE IV. TERMS OF EXISTENCE

This corporation is to exist perpetually.

ARTICLE V. SUBSCRIBERS

The names and residences of the subscribers to these articles are:

NAME	RESIDENCE
Alexander Bassin, Ph.D.	2312 Domingo Drive Tallahassee, Florida 32304
Eugene Czajkoski, Ph.D.	2340 Kilkenney East Tallahassee, Florida 32308
Joseph James Aloi	325 Mayo Street Tallahassee, Florida 32304

ARTICLE VI. OFFICERS

Section 1. The officers of the corporation shall be a President, a Vice President, a Secretary, a Treasurer and such other officers as may be provided in the bylaws.

Section 2. The names of the persons who are to serve as officers of the corporation until the next annual meeting are:

OFFICE	NAME
President	Dr. Alexander Bassin
Vice President and Secretary	Dr. Eugene Czajkoski
Treasurer	Joseph James Aloi

Section 3. The officers shall be elected at the annual meeting of the Board of Directors or as provided in the bylaws.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. The business affairs of this corporation shall be managed by the Board of Directors. This corporation shall have three directors initially. The number of directors may be changed from time to time, by the bylaws, but shall never be less than three.

Section 2. The Board of Directors shall be members of the corporation.

Section 3. Members of the Board of Directors shall be elected and hold office in accordance with the bylaws.

Section 4. The names and addresses of the persons who are to serve as directors for the ensuing year, or until the next annual meeting of the corporation are (never less than three):

NAME	RESIDENCE
Alexander Bassin, Ph.D.	2312 Domingo Drive Tallahassee, FL 32304
Eugene Czajkoski, Ph.D.	2340 Kilkenney East Tallahassee, FL 32308
Joseph James Aloi	325 Mayo Street Tallahassee, FL 32304
Sharon Maxwell, Ph.D.	602 Ingleside Avenue Tallahassee, FL 32303
Roosevelt Randolph, Esq.	1104 Albritton Drive Tallahassee, FL 32301

ARTICLE VIII. AMENDMENTS

Section 1. These Articles of Incorporation may be amended at a special meeting of the membership called for that purpose by a two-third (2/3) vote of those present.

Section 2. Amendments may also be made at a regular meeting of

the membership upon notice given, as provided by the bylaws, of intention to submit such amendments.

ARTICLE IX. LOCATION

The location of this corporation shall be at 3333 West Pensacola Street, in the City of Tallahassee, County of Leon, State of Florida.

ARTICLE X. LIABILITY

DISC Village shall defend, indemnify, and hold harmless its directors and officers from and against any and all liability for acts or omissions committed or omitted in the course and scope of their duties as officers or directors of DISC Village, unless such officer or director acted in bad faith with respect to the issue for which indemnification is sought.

ARTICLE XI. DISSOLUTION

In the event of dissolution, it shall be the duty of the Members to designate a successor non-profit corporation, contributions to which are deductible for Federal income tax purposes, to take over all or substantially all of the functions and purposes of the corporation, or if no such successor corporation is so designated, to designate the non-profit corporation or corporations as the recipient or recipients to which shall be paid over any property or assets remaining after dissolution. In no event shall the assets of the corporation be distributed to members, officers, or directors of the corporation.

Any amendments included herein have been adopted pursuant to 617.0201(4) Florida Statutes, and there is no discrepancy between the articles of incorporation as theretofore amended other than the inclusion of these amendments and the omission of matters of historical interest.

The members and board of directors adopted these amended and restated Articles of Incorporation on April 3, 1989.

IN WITNESS WHEREOF, we, the undersigned incorporators, have hereunto set our hands and seals, this 3rd day of April 1989, for the purpose of amending and restating this corporation not for profit under the laws of the State of Florida.

Alexander Bassin, President

Eugene Czajkoski, Vice President & Secretary

Joseph James Aloi, Treasurer

Sworn to and subscribed before me

this 3rd day of April 1989.

Notary Public

Notary Public, State of Florida
My Commission Expires April 13, 1992
Bonded Thru Troy Fain - Insurance Inc.

DISC VILLAGE, INC.

CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2007 AND 2006

DISC VILLAGE, INC.
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JUNE 30, 2007 AND 2006

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JAMES MOORE & CO., P.L.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
DISC Village, Inc.:

We have audited the accompanying consolidated statement of financial position of DISC Village, Inc. as of June 30, 2007 and 2006, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended. These consolidated financial statements are the responsibility of DISC Village, Inc.'s management. Our responsibility is to express an opinion on these consolidated financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in ***Government Auditing Standards***, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of DISC Village, Inc. as of June 30, 2007 and 2006, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with ***Government Auditing Standards***, we have also issued our report dated December 14, 2007, on our consideration of DISC Village, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with ***Government Auditing Standards*** and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic consolidated financial statements of DISC Village, Inc. taken as a whole. The accompanying Schedule of Expenses of Federal Awards and State Financial Assistance is presented for purposes of additional analysis as required by the United States Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General and is not a required part of the consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

The information presented in the schedules on pages 18 through 31 is presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information has not been subjected to the auditing procedures applied in the audits of the consolidated financial statements, and accordingly, we express no opinion on it.

James Moore & Co., P.L.

Tallahassee, Florida
December 14, 2007

DISC VILLAGE, INC.
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2007 AND 2006

	2007	2006
ASSETS		
Current assets		
Cash and cash equivalents	$ 946,133	$ 1,731,944
Grants and contracts receivable	832,745	411,526
Accounts receivable	47,519	-
Bond receivable - current portion	95,000	90,000
Investments	21,241,215	19,728,367
Prepaid expenses	83,024	2,401
Total current assets	23,245,636	21,964,238
Property and equipment, net	10,451,447	9,364,537
Other assets	15,802	304,802
Bond receivable - non current portion	315,000	410,000
Total Assets	$ 34,027,885	$ 32,043,577
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	$ 320,381	$ 348,445
Accrued salaries	74,298	84,305
Accrued leave	142,346	142,346
Accrued unemployment	100,000	100,000
Other accrued liabilities	7,539	66,532
Current portion of notes and mortgages payable	1,161,040	310,194
Total current liabilities	1,805,604	1,051,822
Long-term liabilities		
Interest rate swap agreement	49,992	24,520
Notes and mortgage payable, less current portion	4,235,307	4,546,346
Total long-term liabilities	4,285,299	4,570,866
Net assets, unrestricted	27,936,982	26,420,889
Total Liabilities and Net Assets	$ 34,027,885	$ 32,043,577

The accompanying notes to consolidated financial statements are an integral part of these statements.

DISC VILLAGE, INC.
CONSOLIDATED STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

	2007	2006
Unrestricted Support and Revenue		
Grants and contracts	$ 6,200,517	$ 6,301,683
Net client service revenue	240,080	143,470
Contributions	37,346	35,000
In-kind contributions	195,381	97,599
Food stamps	49,993	46,186
Rent	711,673	711,611
Investment income	3,419,265	1,425,842
Other revenue	80,436	32,832
Gain on disposal of property and equipment	10,655	4,378,384
Total support and revenue	10,945,346	13,172,607
Expenses and Losses		
Program services		
Schedule of Major Programs	1,667,607	2,160,614
Department of Children and Families	3,519,880	3,870,417
Other programs	1,929,543	1,431,848
Total program services	7,117,030	7,462,879
Support services		
General and administrative	2,286,751	1,433,094
Total expenses	9,403,781	8,895,973
Increase in unrestricted net assets before gain (loss) on interest rate swap agreement	1,541,565	4,276,634
Gain (loss) on interest rate swap agreement	(25,472)	357,688
Increase in unrestricted net assets	1,516,093	4,634,322
Unrestricted net assets, beginning of year	26,420,889	21,786,567
Unrestricted net assets, end of year	$ 27,936,982	$ 26,420,889

The accompanying notes to consolidated financial statements
are an integral part of these statements.

DISC VILLAGE, INC.
CONSOLIDATED STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2007

	Program Expenses				
	Schedule of Major Programs	Department of Children & Families	Other Programs	General and Administrative	Total 2007
Salaries & Payroll Taxes	$ 1,290,408	$ 1,924,093	$ 587,206	$ 1,529,482	$ 5,331,189
Fringe Benefits	103,782	198,904	52,550	53,784	409,020
Advertising	6,362	11,563	6,475	5,995	30,395
Banking Charges	33	21	52	70,761	70,867
Contractual Services	2,830	412,122	132,936	15,972	563,860
Depreciation	21,813	142,784	279,283	66,124	510,004
Dues & Subscriptions	-	111	-	24,234	24,345
Educational Supplies	2,592	1,710	3,189	1,445	8,936
Equipment	4,536	4,340	6,914	4,561	20,351
Food Supplies	2,162	109,427	63,484	620	175,693
Household Supplies	2,498	9,384	10,690	1,412	23,984
In-Kind Expense	6,783	161,305	24,947	2,345	195,380
Insurance	42,179	78,250	90,920	48,337	259,686
Leased Equipment	9,184	16,826	21,004	5,423	52,437
Licenses & Fees	434	1,930	1,360	30,931	34,655
Medical Services & Supplies	2,004	68,438	29,066	317	99,825
Meeting Expense	39	38	32	5,860	5,969
Miscellaneous	6,954	40,230	356,657	1,252	405,093
Occupancy Costs	55,682	125,085	184,167	173,933	538,867
Office Supplies	14,808	21,517	1,949	130,951	169,225
Postage & Freight	3,008	4,727	367	3,578	11,680
Printing & Copying	475	1,076	546	4	2,101
Professional Services	2,000	540	3,185	51,366	57,091
Reference Materials	464	1,173	2,007	511	4,155
Repairs & Maintenance	22,452	77,248	49,284	10,119	159,103
Telephone	19,879	37,955	10,311	21,099	89,244
Training	607	7,841	2,088	1,931	12,467
Travel Expense	30,249	23,120	6,322	14,103	73,794
Vehicle Operation & Maintenance	13,390	38,122	2,552	10,301	64,365
Total Direct Expenses	1,667,607	3,519,880	1,929,543	2,286,751	9,403,781
Allocation of General and Administrative Expenses	214,624	492,783	260,323	(967,730)	-
Total Expenses	$ 1,882,231	$ 4,012,663	$ 2,189,866	$ 1,319,021	$ 9,403,781

The accompanying notes to consolidated financial statements are an integral part of these statements.

DISC VILLAGE, INC.
CONSOLIDATED STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2006

	Program Expenses				
	Schedule of Major Programs	Department of Children & Families	Other Programs	General and Administrative	Total 2006
Salaries & Payroll Taxes	$1,643,237	$ 2,167,359	$ 408,113	$ 723,839	$ 4,942,548
Fringe Benefits	129,860	216,765	36,241	71,115	453,981
Advertising	2,459	12,273	445	1,454	16,631
Banking Charges	-	-	141	5,567	5,708
Contractual Services	9,493	471,793	30,456	10,162	521,904
Depreciation	27,543	180,817	237,814	71,975	518,149
Dues & Subscriptions	-	120	-	33,010	33,130
Educational Supplies	10,325	161	3,003	800	14,289
Equipment	3,682	3,253	19,278	21,455	47,668
Food Supplies	4,308	153,314	615	2,058	160,295
Household Supplies	1,908	11,389	6,196	1,874	21,367
In-Kind Expense	8,243	84,022	5,334	-	97,599
Insurance	64,837	110,526	54,014	68,897	298,274
Interest Expense	-	-	373,922	-	373,922
Investment Fee	-	-	-	57,045	57,045
Leased Equipment	7,655	21,058	8,993	13,444	51,150
Licenses & Fees	667	5,241	203	9,020	15,131
Medical Services & Supplies	2,140	66,263	34,660	1,315	104,378
Meeting Expense	383	443	470	8,886	10,182
Miscellaneous	18,802	37,729	13,383	16,364	86,278
Occupancy Costs	116,221	130,459	132,923	33,718	413,321
Office Supplies	14,647	20,463	1,669	9,354	46,133
Postage & Freight	4,375	4,960	533	3,640	13,508
Printing & Copying	1,578	18,798	102	910	21,388
Professional Services	-	250	-	191,878	192,128
Reference Materials	538	5,701	6,132	1,882	14,253
Repairs & Maintenance	5,228	17,918	20,408	2,223	45,777
Telephone	24,100	48,777	8,627	32,543	114,047
Increase in unrestricted net assets	1,266	9,597	672	4,354	15,889
Travel Expense	40,779	38,725	10,781	28,247	118,532
Vehicle Operation & Maintenance	16,340	32,243	16,720	6,065	71,368
Total Direct Expenses	2,160,614	3,870,417	1,431,848	1,433,094	8,895,973
Allocation of General and Administrative Expenses	325,172	582,872	215,493	(1,123,537)	-
Total Expenses	$2,485,786	$ 4,453,289	$ 1,647,341	$ 309,557	$ 8,895,973

The accompanying notes to consolidated financial statements are an integral part of these statements.

DISC VILLAGE, INC.
CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006
Increase (Decrease) in Cash and Cash Equivalents

	2007	2006
Cash flows from operating activities		
Cash received from grantors, contractors and contributors	$ 10,254,467	$ 13,964,442
Cash paid to employees, vendors and subcontractors	(11,262,129)	(14,119,641)
Interest received	452,934	315,866
Interest paid	(375,232)	(373,922)
Net cash used in operating activities	(929,960)	(213,255)
Cash flows from investing activities		
Proceeds from bonds	90,000	-
Sale of investments	1,307,665	883,260
Purchase of investments	(46,852)	(10,424,338)
Purchases of property and equipment	(1,759,521)	(668,659)
Proceeds from sale of property and equipmen	13,000	9,498,816
Net cash used in investing activities	(395,708)	(710,921)
Cash flows from financing activities		
Payments on long term debt	(310,193)	(309,412)
Proceeds from line of credit	850,000	-
Net cash provided by (used in) financing activities	539,807	(309,412)
Net decrease in cash and cash equivalents	(785,861)	(1,233,588)
Cash and cash equivalents, beginning of year	1,731,994	2,965,582
Cash and cash equivalents, end of year	$ 946,133	$ 1,731,994
Reconciliation of increase in net assets to net cash used in operating activities		
Increase in net assets	$ 1,516,093	$ 4,634,322
Adjustments to reconcile increase in net assets to ne cash used in operating activities:		
Depreciation and amortization	521,607	518,149
Change in investments reported at fair valu	(2,770,026)	(604,832)
(Gain) loss on interest rate swap agreement reported at fair valu	25,472	(357,688)
(Gain) loss on disposal of property and equipment	133,833	(4,378,384)
(Increase) decrease in grants and contracts receivabl	(420,733)	1,245,498
Increase in accounts receivable	(47,519)	(479,294)
Decrease in pledges receivabl	-	25,631
Increase in prepaid expenses	(80,623)	(2,401)
Decrease in accounts payable	(28,064)	(370,560)
Decrease in accrued salaries	(10,007)	(199,237)
Decrease in accrued leave	-	(34,957)
(Increase) decrease in other asset	289,000	(261,500)
Increase (decrease) in accrued liabilitie	(58,993)	51,998
Total adjustments	(2,446,053)	(4,847,577)
Net cash used in operating activities	$ (929,960)	$ (213,255)

Supplemental Schedule of non-cash investing and financing activities:
During the year ending June 30, 2006, the Organization received a $500,000 bond in connection with the sale of property and equipment.

The accompanying notes to consolidated financial statements are an integral part of these statements.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of DISC Village, Inc. (the "Organization") which affect significant elements of the accompanying consolidated financial statements:

(a) **General**—The Organization is engaged in providing a comprehensive array of alcohol, drug and mental health rehabilitative services to residents of North Florida. In August 2001, DISC Village, Inc. formed Woodville Properties, Inc. and DISC Village Foundation, Inc. All organizations share a common Board of Directors and management. The consolidated financial statements include the accounts of DISC Village, Inc., Woodville Properties, Inc. and DISC Village Foundation, Inc. Woodville Properties, Inc. and DISC Village Foundation, Inc. are consolidated since DISC Village, Inc. has both an economic interest in and control of Woodville Properties, Inc. and DISC Village Foundation, Inc. through a majority voting interest in their governing boards. All significant inter-company transactions and accounts are eliminated.

(b) **Property and Equipment**—Property and equipment acquired by the Organization is considered to be owned by the Organization. However, funding sources may maintain as equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The State of Florida has a reversionary interest in those assets purchased with its funds which have a cost of $1,000 or more and an estimated useful life of at least one year. The Federal Government has a reversionary interest in those assets purchased with its funds which have cost of $5,000 or more and an estimated useful life of at least one year.

Property and equipment with a value greater than $1,000 and an estimated useful life of at least one year are recorded at cost when purchased or at estimated fair market value when contributed. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from five to forty years.

(c) **Income Taxes**—DISC Village, Inc., DISC Village Foundation, Inc., and Woodville Properties, Inc. are generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision for Federal income taxes has been made in the accompanying consolidated financial statements.

(d) **Cash and Cash Equivalents**—For the purpose of reporting cash flows, cash and cash equivalents include cash on hand, demand deposits held with banks, and short-term investments with original maturities of 90 days or less.

(e) **Use of Estimates**—The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(f) **Basis of Accounting**—The consolidated financial statements have been prepared on the accrual basis of accounting, and accordingly, reflect all significant receivables, payables and other liabilities.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(1) **Summary of Significant Accounting Policies:** (Continued)

(g) **Basis of Presentation**—Consolidated financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations.* Under SFAS No. 117, the Organization is required to report information regarding its consolidated financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

(h) **Functional Allocation of Expenses**—The cost of providing the various services and other activities have been summarized on a functional basis in the Consolidated Statement of Activities. Accordingly, certain costs have been allocated among the program and supporting services benefited.

(i) **Contributions**—All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases these net asset classes. However, if a restriction is fulfilled in the same time period in which the contribution is received, the entity reports the support as unrestricted.

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-free interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

Contributed property and equipment is recorded at fair value at the date of donation. In the absence of donor-imposed stipulations regarding how long the contributed assets must be used, the entity has adopted a policy of not implying a time restriction on contributions of such assets that expires. Therefore, all contributions of property and equipment, and of the assets contributed to acquire property and equipment, are recorded as unrestricted support or contributions.

(j) **Investments**—The Organization invests cash in excess of current working capital requirements in marketable debt and equity securities as well as bond and equity mutual funds. Investments are carried at fair value based upon quoted market prices on the last business day of the fiscal year. Realized and unrealized gains and losses are recorded in investment income on the consolidated statement of activities.

(k) **Accrued Leave**—The Organization compensates its employees for unused vacation leave upon termination of employment. The amount of the change in accrued leave for all employees from one year to the next is reported as an expense during the current year.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(1) **Summary of Significant Accounting Policies:** (Continued)

(l) **Derivative Financial Instruments**—The Organization uses interest rate swap agreements to manage exposure to fluctuations in interest rates and to reduce up-front loan origination costs. The Organization does not use derivative financial instruments for speculation purposes, nor are they a party to leveraged derivatives.

Each interest rate swap agreement is designated with the principal balance and term of a specific debt obligation. These agreements involve the exchange of amounts based on a variable interest rate for amounts based on a fixed interest rate over the life of the agreement, without an exchange of the notional amount upon which the payments are based. The differential to be paid or received as interest rates change is accrued and recognized as an adjustment of interest expense related to the debt (the accrual method), over the life of the agreement. The change in the fair value of the interest rate swap agreement is reported as a separate component in the consolidated statements of activities.

(m) **Grants, Contracts and Accounts Receivable**—Grants, contracts and accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with customers, grantors, and contractors having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

(n) **Advertising Costs**—Advertising costs are charged to operations as incurred.

(2) **Significant Funding Sources:**

The Organization receives a substantial amount of its funding from the U.S. Department of Health and Human Services, the State of Florida, Department of Juvenile Justice and the State of Florida, Department of Children and Families. A significant reduction in the level of this funding, if it were to occur, could have an adverse effect on the Organization's programs and activities.

(3) **Concentrations of Credit Risk:**

The more significant concentrations of credit risk are as follows:

(a) **Demand and Time Deposits**—The Organization maintains cash deposits with several financial institutions. The Organization has no policy requiring collateral or other security to support its deposits, although all demand deposits with these institutions are Federally insured up to $100,000 under FDIC protection.

(b) **Accounts, Grants and Contracts Receivable**—The Organization's receivables are for amounts due under contracts with local, state, and Federal government agencies. The Organization has no policy requiring collateral or other security to support its receivables.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(3) **Concentrations of Credit Risk:** (Continued)

(c) **Financial Instruments**—Financial instruments that potentially subject the Organization to concentrations of credit risk include investments.

(4) **Matching Requirements:**

The Organization received a portion of its support through grants and contracts. Certain grants and contracts require the Organization to provide specified amounts of matching revenue. Each contract, where applicable, has met all matching requirements. Also, for each contract that ended on or before June 30, 2007, no matching obligation remains outstanding to the funding source.

Total ADM Expenses	$ 4,216,383
Less: Other state and Federal funds	(480,258)
Less: Non-Match ADM funds	(3,342,992)
Less: Disallowed cost under FAC 65E-14	(9,939)
Total allowable expenses	383,194
ADM funds received requiring match	145,816
Local match	48,605
Minimum required expenses for ADM contracts requiring match	194,421
Excess expenses	$ 188,773

(5) **Property and Equipment:**

The following is a summary of property and equipment at June 30:

	2007	2006
Vehicles	$ 232,724	$ 257,340
Furniture and equipment	1,211,048	1,173,664
Buildings	12,291,733	10,843,989
Construction in progress	348,161	272,987
Land and land improvements	2,356,685	2,304,298
Loan costs	62,586	62,586
	16,502,937	14,914,864
Less: Accumulated depreciation and amortization	6,051,490	5,550,327
Total	$ 10,451,447	$ 9,364,537

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(6) Notes and Mortgage Payable:

Notes and Mortgage payable consisted of the following at June 30:

	2007	2006
Mortgage payable to financial institution, payable in 119 monthly installments of $25,000 plus interest on the outstanding balance at a variable interest rate equal to the Wall Street Journal LIBOR rate plus 1.7% per annum. A final balloon payment of $3,034,299 and outstanding interest is due at maturity on April 10, 2012. The mortgage is collateralized by investments.	$ 4,450,000	$ 4,750,000
8% mortgage payable to a trust, payable in monthly installments of $1,529 including interest, collateralized by real estate. Note matures on September 15, 2009.	96,347	106,540
Line of credit payable to financial institution, payable in interest only payments with a variable interest rate equal to the Wall Street Journal LIBOR rate plus 1% balance due on September 30, 2007, collateralized by investment account	850,000	–
	5,396,347	4,856,540
Less: current portion of long-term debt	1,161,040	310,194
Long-term debt, less current portion	$ 4,235,307	$ 4,546,346

At June 30, 2007, five year maturities were as follows:

Year Ending June 30,	Amount
2008	1,161,040
2009	311,956
2010	312,948
2011	314,023
2012	315,187
Thereafter	2,981,193

(7) Derivative Financial Instruments:

Concurrent with the issuance of the mortgage payable on April 20, 2002, the Organization entered into a derivative interest rate swap agreement with the International Swap Dealer's Association, Inc. (ISDA). At June 30, 2007 and 2006, the Organization had interest rate swap agreements with notional principal amounts of $4,450,000 and $4,750,000, respectively. Notional amounts in these agreements are based on the monthly outstanding balance of the mortgage payable. The purpose of this agreement is to fix interest rates on the variable rate debt and reduce exposure to interest rate fluctuations. The variable rates are adjusted monthly based on London Interbank Offered Rates (LIBOR). Notional amounts do not quantify risk or represent assets or liabilities of the Organization, but are used in the determination of cash settlements under the agreements.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(7) **Derivative Financial Instruments:** (Continued)

Under this agreement, at June 30, 2007 and 2006, the Organization was receiving a variable interest rate of 7.02% and 6.85%, respectively, (equivalent to the variable interest rate paid on the mortgage payable) and paying a fixed rate of 7.33% for both years. Settlements are calculated monthly based on the notional amounts. The remaining term in the swap agreement at June 30, 2007 is five years and ten months which corresponds with the maturity date of the mortgage. The fair value of the interest rate swap agreement is presented in the consolidated statements of financial position and is based on quoted market prices, which reflect the present values of the difference between future fixed-rate payments and estimated future variable-rate receipts and represents the estimated termination value at June 30, 2007 and 2006, respectively. Changes in the quoted fair value of the agreements are recognized in the consolidated statements of activities.

Neither the Organization nor the counterparty, which is a prominent banking institution, are required to collateralize their respective obligations under the swap agreement. The Organization is exposed to loss if the counterparty defaults. At June 30, 2007 and 2006, the Organization had no exposure to credit loss on the interest rate swap.

(8) **401(K) Profit Sharing Retirement Plan:**

The Organization currently maintains a 401(K) Profit Sharing Retirement Plan (a defined contribution plan). All employees may contribute to their 401(K) plans through salary deductions. Employer base and matching contributions are made for all employees age 21 or older with at least one year of service. The contribution for the years ended June 30, 2007 and 2006 was $148,451 and $170,334.

(9) **Unemployment Compensation:**

The Organization is a self-insured employer with the State of Florida, Agency for Workforce Innovation, Division of Unemployment Compensation. As such, the Division of Unemployment Compensation processes unemployment claims, pays the unemployment benefits to eligible claimants and invoices the Organization for the benefits paid from the Florida Unemployment Compensation Fund.

The employment liability represents an estimate for the ultimate unemployment payments that are unpaid at the consolidated statement of financial position date and the present value of the benefit obligation. These estimates are continually reviewed and, as adjustments become necessary, such adjustments are reflected in current operations.

Although the Organization believes that the estimate of the liability for claims is reasonable in the circumstances, the absence of adequate claims experience to support the assumptions inherent in establishing the estimate results in uncertainty as to the ultimate amount that will be required for the claims. Accordingly, the ultimate amount of the claims and related unemployment expense may vary from the estimated amounts included in the accompanying consolidated financial statements.

DISC VILLAGE, INC.
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2007 AND 2006

(10) **Investments:**

Investments consisted of the following at June 30, :

	2007			2006		
	Cost	Fair Value	Unrealized Gain	Cost	Fair Value	Unrealized Gain
Bonds	$ 6,305,852	$ 6,305,852	$ –	$ 5,668,430	$ 5,668,430	$ –
Equity securities	12,537,323	14,935,363	2,398,040	13,455,103	14,059,937	604,831
Total	$ 18,843,175	$ 21,241,215	$ 2,398,040	$ 19,123,536	$ 19,728,367	$ 604,831

(11) **Medicaid:**

The Organization bills Medicaid at Medicaid established rates for eligible services performed. Services rendered are reimbursed by Medicaid subject to specific documentation requirements. Compliance audits are conducted periodically by the Medicaid fiscal intermediaries, as well as the Organization's corporate compliance program, which can result in the recoupment of fees paid to the Organization.

DISC VILLAGE, INC.
SCHEDULE OF EXPENSES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2007

Federal Grantor/Pass Through Grantor/ State Grantor/Program Title	Federal CFDA Number	State CSFA Number	Current Year Expenses
FEDERAL AWARDS			
U.S. Department of Health and Human Services			
Passed through Big Bend Community Based Care			
Promoting Safe and Stable Families	93.556	--	$ 38,017
Passed through State of Florida, Department of Children and Families			
Temporary Assistance for Needy Families	93.558	--	305,429
Passed through Big Bend Community Based Care, Inc.			
Temporary Assistance for Needy Families	93.558	--	117,541
			422,970
Medical Assistance Program	93.778	--	56
Passed through State of Florida, Department of Children and Families			
Block Grants for Prevention and Treatment of Substance Abuse	93.959	--	1,864,472
Passed through Big Bend Community Based Care, Inc.			
Social Services Block Grant	93.667	--	14,061
Child Welfare Services State Grants	93.645	--	26,862
Foster Care Title IV-E	93.658	--	102,010
Chafee – Foster Care Independence Program	93.674	--	469,421
Adoption Assistance	93.659	--	36,281

DISC VILLAGE, INC.
SCHEDULE OF EXPENSES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2007
(Continued)

Federal Grantor/Pass Through Grantor/ State Grantor/Program Title	Federal CFDA Number	State CSFA Number	Current Year Expenses
FEDERAL AWARDS (Continued)			
U.S. Department of Agriculture			
Passed through State of Florida, Department of Education			
School Breakfast Program	10.553	--	$ 7,513
National School Lunch Program	10.555	--	2,802
National School Lunch Program	10.555	--	13,593
			16,395
U.S. Department of Justice			
Passed through City of Tallahassee, Florida Police Department			
Local Law Enforcement Block Grant Program	16.592	--	58,000
Juvenile Justice and Delinquency Prevention	16.540	--	32,007
U.S. Department of Labor			
Passed through Workforce Plus			
WIA Youth Activities	17.259	--	29,075
Total Federal Awards			$ 3,117,140

DISC VILLAGE, INC.
SCHEDULE OF EXPENSES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2007
(Continued)

Federal Grantor/Pass Through Grantor/ State Grantor/Program Title	Federal CFDA Number	State CSFA Number	Current Year Expenses
STATE AWARDS			
State of Florida, Department of Children and Families			
Substance Abuse Treatment and Aftercare Services for Children	--	60.030	$ 1,082,758
Substance Abuse Treatment and Aftercare Services for Adults	--	60.033	197,521
Purchase Therapeutic Services Child Community Support Services	--	60.047	38,628
Passed through Big Bend Community Based Care, Inc.			
Community Based Care Supports	--	60.094	411,494
State of Florida, Department of Juvenile Justice			
Juvenile Assessment Centers	--	80.020	385,388
Total State Awards			2,115,789
Total Federal and State Awards			$ 5,243,929

Basis of Presentation:

The accompanying schedule of Federal Awards and State Financial Assistance includes the Federal and State grant and contract activity of DISC Village, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations* and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the consolidated financial statements.

DISC VILLAGE, INC.
ADDITIONAL INFORMATION
FOR THE YEARS ENDED JUNE 30, 2007 AND 2006

DISC VILLAGE, INC.
SCHEDULES OF REVENUE AND FUNCTIONAL EXPENSES
NON-DCF OTHER MAJOR PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2007

	BBCBC Community Prevention	BBCBC Case Management	BBCBC Independent Living	BBCBC Marriage Family	DJJ JAC	Leon County School	Total 2007
Revenues:							
Department of Juvenile Justice	$ -	$ -	$ -	$ -	$ 480,124	$ -	$ 480,124
Big Bend Community Based Care	197,043	457,451	509,730	36,756	-	-	1,200,980
Department of Education	-	-	-	-	-	96,348	96,348
Miscellaneous	-	-	-	-	6,783	-	6,783
Total Revenues	197,043	457,451	509,730	36,756	486,907	96,348	1,784,235
Expenses and Charges:							
Payroll and Related Expenses							
Salaries and Payroll Taxes	118,942	359,487	350,075	25,799	323,525	112,579	1,290,408
Fringe Benefits	9,539	36,099	33,824	2,185	24,220	7,837	113,704
Total Payroll and Related Expenses	128,481	395,586	383,899	27,984	347,745	120,417	1,404,112
Start-up cost	-	-	-	-			-
Clothing Expenses	-	-	-	-	1,773	-	1,773
Depreciation	100	6,221	255	-	15,238	-	21,813
Educational / Recreational Expense	0	0	11	-	56	464	531
Equipment Cost	184	2,456	4,916	-	6,165	-	13,720
Food	-	62	62	-	2,037	-	2,162
In-Kind	-	-	-	-	6,783	-	6,783
Insurance	2,816	14,293	7,914	1,170	10,984	1,792	38,970
Medical and Pharmacy	-	618	2	-	1,383	-	2,004
Occupancy	14,401	29	312	-	886	-	15,629
Operating Supplies	129	10,114	2,769	-	6,098	1,678	20,788
Repairs and Maintenance	6,183	283	11,043	-	10,141	5	27,655
Subcontracted Services	-	-	-	-	-	-	-
Travel	1,361	13,341	13,144	1,278	1,125	-	30,249
Telephone	1,808	7,482	10,656	284	25,449	8,830	54,509
Vehicle Operations and Maintenance	2	5,488	84	-	1,103	-	6,676
Other	368	4,117	4,617	-	9,738	1,391	20,230
Total Operating Expenses and Charges	155,833	460,091	439,683	30,717	446,705	134,577	1,667,606
Indirect Overhead Allocation	21,817	64,413	61,556	4,300	62,539	-	214,624
Total Expenses and Charges	177,649	524,504	501,239	35,017	509,244	134,577	1,882,229
Capitalized Assets	-	-	-	-	-	-	-
Total Contractual Expenses and Charges	177,649	524,504	501,239	35,017	509,244	134,577	1,882,229
Excess (Deficiency) of Revenue over Expenses, Charges and Capitalized Assets	$ 19,394	$ (67,053)	$ 8,491	$ 1,739	$ (22,337)	$ (38,229)	$ (97,994)

DISC VILLAGE, INC.
SCHEDULES OF REVENUE AND FUNCTIONAL EXPENSES
NON-DCF OTHER MAJOR PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2006

	BBCBC Community Prevention	BBCBC Case Management	BBCBC Foster Care	BBCBC Independent Living	BBCBC Marriage Family	DJJ JAC	Leon County School	Total 2006
Revenues:								
Department of Juvenile Justice	$ -	$ -	$ -	$ -	$ -	$ 394,890	$ -	$ 394,890
Department of Children and Families	-	-	-	-	-	65,999	-	65,999
Big Bend Community Based Care	191,507	464,369	113,790	472,331	147,024	-	-	1,389,021
Leon County	-	-	-	-	-	75,000	-	75,000
City of Tallahassee	-	-	-	-	-	167,716	-	167,716
Department of Education	-	-	-	-	-	-	77,823	77,823
National School Lunch & Breakfast	-	-	1,814	-	-	-	-	1,814
Miscellaneous	-	-	-	-	-	12,243	-	12,243
Total Revenues	191,507	464,369	115,604	472,331	147,024	715,848	77,823	2,184,506
Expenses and Charges:								
Payroll and Related Expenses								
Salaries and Payroll Taxes	124,662	321,341	88,873	315,912	95,469	585,851	111,129	1,643,236
Fringe Benefits	6,928	26,691	3,276	26,102	9,899	49,092	7,872	129,860
Total Payroll and Related Expenses	131,590	348,032	92,149	342,014	105,368	634,943	119,001	1,773,096
Start-up cost	-	-	-	-	-	-	-	-
Clothing Expenses	-	-	906	-	-	1,419	-	2,326
Depreciation	-	3,017	2,119	-	-	22,407	-	27,543
Educational / Recreational Expense	-	-	124	5,799	-	-	4,402	10,325
Equipment Cost	10	1,310	-	10	10	2,308	34	3,682
Food	-	-	2,235	-	11	2,062	-	4,308
In-Kind	-	-	-	-	-	8,243	-	8,243
Insurance	4,320	3,563	10,185	6,300	2,509	34,346	3,614	64,837
Medical and Pharmacy	-	0	55	0	0	2,085	-	2,140
Occupancy (Note 1)	11,921	1,525	24,189	12,035	10,921	47,715	7,915	116,221
Operating Supplies	377	10,023	706	10,421	1,003	8,049	2,572	33,152
Repairs and Maintenance	86	481	34	466	19	4,024	118	5,228
Subcontracted Services	9	89	5,277	1,312	37	2,769	-	9,493
Travel	2,750	12,746	442	16,349	6,410	2,082	-	40,779
Telephone	2,050	5,871	747	7,772	1,337	6,136	188	24,101
Vehicle Operations and Maintenance	187	7,781	4,514	441	126	3,131	160	16,340
Other	15	1,836	4,691	1,846	325	10,081	8	18,802
Total Operating Expenses and Charges	153,315	396,274	148,373	404,765	128,076	791,800	138,012	2,160,615
Indirect Overhead Allocation	22,997	59,441	22,256	60,715	19,211	118,770	20,702	324,092
Total Expenses and Charges	176,312	455,715	170,629	465,480	147,288	910,570	158,714	2,484,707
Capitalized Assets	-	14,300	-	-	-	-	-	14,300
Total Contractual Expenses and Charges	176,312	470,015	170,629	465,480	147,288	910,570	158,714	2,499,007
Excess (Deficiency) of Revenue over Expenses, Charges and Capitalized Assets	$ 15,195	$ (5,646)	$ (55,025)	$ 6,851	$ (264)	$ (194,722)	$ (80,891)	$ (314,501)

DISC VILLAGE, INC.
SCHEDULE OF BED-DAY AVAILABILITY PAYMENTS
FOR THE YEAR ENDED JUNE 30, 2007

Program	Cost Center	State Contracted Rate	Total Units of Service Provided	Total Units of Services Paid For by 3rd Party Contracts, Local Govt. or Other State Agencies	Maximum # of Units Eligible for Payment By Department	Amount Paid for Services by the Department	Maximum $ Value of Units in Column F	Amount Owed to Department (G - H or $0 whichever is greater)
A	B	C	D	E	(D-E) F	G	(F x C) H	I
Adult SA	Residential Level II	$ 173.21	3,182.00	35.61	3,146.39	$ 536,238.26	544,986.21	$ -
Adult SA	Residential Level IV	$ 49.53	1,314.00	185.88	1,128.12	$ 55,489.94	55,875.78	$ -
Children's SA	Residential Level II	$ 171.08	5,840.00	440.75	5,399.25	$ 918,343.11	923,703.69	$ -
					Total Amount Owed to Department			$ -

DISC VILLAGE, INC.
SCHEDULE OF BED-DAY AVAILABILITY PAYMENTS
FOR THE YEAR ENDED JUNE 30, 2006

Program	Cost Center	State Contracted Rate	Total Units of Service Provided	Total Units of Services Paid For by 3rd Party Contracts, Local Govt. or Other State Agencies	Maximum # of Units Eligible for Payment By Department	Amount Paid for Services by the Department	Maximum $ Value of Units in Column F	Amount Owed to Department (G - H or $0 whichever is greater)
					(D-E)		(F x C)	
A	B	C	D	E	F	G	H	I
Adult SA	Residential Level II	$ 173	2,604	254	2,350	$ 406,896	$ 406,896	$ -
Adult SA	Residential Level IV	49	1,173	208	965	47,680	47,680	-
Children's SA	Residential Level II	170	5,372	665	4,708	799,716	799,717	-
					Total Amount Owed to Department			$ -

AUDIT SCHEDULE

SUBSTANCE ABUSE & MENTAL HEALTH SERVICES

PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: DBC Village, Inc. DATE PREPARED: 10/22/2007

CONTRACT #: BD502 BUDGET PERIOD: FROM 07/01/2006 TO 06/30/2007

PART I: ACTUAL FUNDING SOURCES & REVENUES

	STATE-DESIGNATED SAMH COST CENTERS															
	STATE SAMH FUNDED COST CENTERS															
	Adult Services															
FUNDING SOURCES & REVENUES	Intervention	Outpatient Individual	Outpatient Group	Prevention	Room & Board Residential II	Outreach	Residential II	Aftercare	Incidental Expenses	Residential IV	Total for Program 1	Total for State SAMH-Funded Cost Centers	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers	Non-SAMH Cost Center	Total Funding
A	B_{1a}	B_{1b}	B_{1c}	B_{1d}	B_{1e}	B_{1f}	B_{1g}	B_{1h}	B_{1i}	B_{1j}	C_1	D	E	F	G	H
IA. TOTAL STATE SAMH FUNDING																
(1) From the District funding this contract	$ 253,553	$ 172,963	$ 81,689	$ 106,409	$ 171,709	$ 9,713	$ 841,657	$ 2,723	$ 20,000	$ 55,490	$ 1,715,918	$ 1,715,918	$ -	$ 1,715,918	$ -	$ 1,715,918
(2) From Other Districts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 253,553	$ 172,963	$ 81,689	$ 106,409	$ 171,709	$ 9,713	$ 841,657	$ 2,723	$ 20,000	$ 55,490	$ 1,715,918	$ 1,715,918	$ -	$ 1,715,918	$ -	$ 1,715,918
IB. OTHER GOVT. FUNDING																
(1) Other State Agency Funding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 58,440	$ 58,440	$ -	$ 58,440
(2) Medicaid	$ 6,885	$ 2,263	$ 283	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,431	$ 9,431	$ -	$ 9,431	$ -	$ 9,431
(3) Local Government	$ 3,627	$ 689	$ 3,184	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,500	$ 7,500	$ -	$ 7,500	$ -	$ 7,500
(4) Federal Grants and Contracts	$ -	$ 8,248	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,248	$ 8,248	$ -	$ 8,248	$ -	$ 8,248
(5) In-kind from local govt. only	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOT. OTHER GOVT. FUNDING =	$ 10,512	$ 11,200	$ 3,467	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,179	$ 25,179	$ 58,440	$ 83,619	$ -	$ 83,619
IC. ALL OTHER REVENUES																
(1) 1st & 2nd Party Payments	$ 2,637	$ 1,646	$ 873	$ -	$ -	$	$ 6,169	$ -	$ -	$ 8,207	$ 20,331	$ 20,331	$ -	$ 20,331	$ -	$ 20,331
(2) 3rd Party Payments (except Medicare)	$ -	$ -	$ -	$ -	$ -	$	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(3) Medicare	$ -	$ -	$ -	$ -	$ -	$	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(4) Contributions and Donations	$ -	$ -	$ -	$ -	$ -	$	$ 16,784	$ -	$ -	$ 3,142	$ 19,926	$ 19,926	$ -	$ 19,926	$ -	$ 19,926
(5) Other	$ -	$ -	$ -	$ -	$ -	$	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(6) In-kind	$ 6,076	$ 3,790	$ 1,551	$ 3,686	$ -	$ 367	$ 20,324	$ 70	$ -	$ -	$ 35,864	$ 35,864	$ -	$ 35,864	$ -	$ 35,864
TOT. ALL OTHER REVENUES =	$ 8,713	$ 5,436	$ 2,224	$ 3,686	$ -	$ 367	$ 42,277	$ 70	$ -	$ 12,349	$ 76,121	$ 76,121	$ -	$ 76,121	$ -	$ 76,121
TOTAL FUNDING =	$ 272,779	$ 189,599	$ 87,380	$ 110,095	$ 171,709	$ 10,080	$ 883,944	$ 2,793	$ 20,000	$ 67,839	$ 1,816,218	$ 1,816,218	$ 58,440	$ 1,874,658	$ -	$ 1,874,658

AUDIT SCHEDULE

SUBSTANCE ABUSE & MENTAL HEALTH SERVICES

PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: Disc Village, Inc. DATE PREPARED:

CONTRACT #: 60302 BUDGET PERIOD:

PART II: ACTUAL EXPENSES

	STATE-DESIGNATED SAMH COST CENTERS																
	STATE SAMH-FUNDED COST CENTERS																
	Adult Services																
EXPENSE CATEGORIES	Intervention	Outpatient Individual	Outpatient Group	Outreach	Prevention	Room & Board Residential II	Outreach	Residential II	Aftercare	Incidental Expenses	Residential IV	Total for Program 1	Total for State SAMH-Funded Cost Centers	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers	Administration	Total Expenses
A.	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	B_{24}	C_2	D	E	F	I	J
EA. PERSONNEL EXPENSES																	
(1) Salaries	$ 175,401	$ 109,429	$ 44,778	$ -	$ 106,408	$ -	$ 10,597	$ 398,983	$ 2,012	$ -	$ 40,882	$ 878,383	$ 878,383	$ 29,699	$ 908,081		$ 908,081
(2) Fringe Benefits	$ 36,380	$ 22,060	$ 9,027	$ -	$ 21,451	$ -	$ 2,136	$ 80,804	$ 406	$ -	$ 8,414	$ 179,782	$ 179,782	$ 8,261	$ 188,042		$ 188,042
TOTAL PERSONNEL EXPENSES =	$ 210,781	$ 131,489	$ 53,805	$ -	$ 127,860	$ -	$ 12,734	$ 467,770	$ 2,418	$ -	$ 49,308	$ 1,058,144	$ 1,058,144	$ 38,978	$ 1,092,124		$ 1,092,124
EB. OTHER EXPENSES																	
(1) Building Occupancy	$ 23,156	$ 14,448	$ 5,912	$ -	$ 14,049	$ -	$ 1,399	$ 84,155	$ 266	$ -	$ 30,581	$ 183,948	$ 183,948	$ 2,853	$ 186,803		$ 186,803
(2) Professional Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
(3) Travel	$ 5,071	$ 3,164	$ 1,293	$ -	$ 3,070	$ -	$ 306	$ 11,310	$ 54	$ -	$ 1,103	$ 25,384	$ 25,384	$ 890	$ 26,274		$ 26,274
(4) Equipment	$ 2,192	$ 1,370	$ 544	$ -	$ 1,293	$ -	$ 129	$ 3,130	$ 24	$ -	$ 836	$ 9,439	$ 9,439	$ 318	$ 9,759		$ 9,759
(5) Food Services	$ 467	$ 292	$ 119	$ -	$ 283	$ -	$ 28	$ 66,243	$ 5	$ -	$ 36	$ 67,473	$ 67,473	$ 84	$ 67,557		$ 67,557
(6) Medical and Pharmacy	$ 3,722	$ 2,322	$ 950	$ -	$ 2,254	$ -	$ 225	$ 11,991	$ 43	$ -	$ 1,431	$ 22,542	$ 22,542	$ 646	$ 23,189		$ 23,189
(7) Subcontracted Services	$ -	$ 39,771	$ 18,229	$ -	$ -	$ 150,621	$ (9)	$ 5,992	$ (9)	$ -	$ 1,974	$ 206,187	$ 206,187	$ 15,278	$ 221,465		$ 221,465
(8) Insurance	$ 5,383	$ 3,345	$ 1,368	$ -	$ 3,253	$ -	$ 324	$ 17,533	$ 62	$ -	$ 2,233	$ 33,499	$ 33,499	$ 904	$ 34,403		$ 34,403
(9) Interest Paid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
(10) Operating Supplies & Expenses	$ 8,692	$ 2,693	$ 334	$ -	$ 5,580	$ -	$ 599	$ 17,594	$ 112	$ 20,000	$ 4,160	$ 61,061	$ 61,061	$ 1,457	$ 62,518		$ 62,518
(11) Other	$ 668	$ 429	$ 179	$ -	$ 417	$ -	$ 42	$ 830	$ 8	$ -	$ 13	$ 2,601	$ 2,601	$ 112	$ 2,713		$ 2,713
(12) Donated Items	$ 8,078	$ 3,790	$ 1,551	$ -	$ 3,656	$ -	$ 367	$ 20,324	$ 70	$ -	$ -	$ 35,884	$ 35,884	$ -	$ 35,884		$ 35,884
TOTAL OTHER EXPENSES =	$ 58,347	$ 69,574	$ 28,499	$ -	$ 34,198	$ 150,621	$ 3,405	$ 248,702	$ 647	$ 20,000	$ 41,887	$ 649,998	$ 649,998	$ 20,342	$ 670,340		$ 670,340
TOT. PERSONNEL & OTH. EXP. =	$ 297,128	$ 197,063	$ 82,305	$ -	$ 162,058	$ 150,621	$ 16,139	$ 716,471	$ 3,065	$ 20,000	$ 91,294	$ 1,708,142	$ 1,708,142	$ 58,322	$ 1,762,464		$ 1,762,464
EC. DISTRIBUTED INDIRECT COSTS																	
(a) Other Support Costs (Optional)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		$ -
(b) Administration	$ 37,398	$ 27,589	$ 11,523	$ -	$ 22,688	$ 21,087	$ 2,258	$ 100,306	$ 429	$ 2,600	$ 12,781	$ 239,660	$ 239,660	$ 7,885	$ 248,745		$ 248,745
TOT. DISTR'D INDIRECT COSTS =	$ 37,398	$ 27,589	$ 11,523	$ -	$ 22,688	$ 21,087	$ 2,258	$ 100,306	$ 429	$ 2,600	$ 12,781	$ 239,660	$ 239,660	$ 7,885	$ 248,745		$ 248,745
TOTAL ACTUAL OPER. EXPENSES =	$ 304,527	$ 224,652	$ 93,828	$ -	$ 184,743	$ 171,708	$ 18,398	$ 816,777	$ 3,495	$ 22,600	$ 104,075	$ 1,945,002	$ 1,945,002	$ 64,207	$ 2,009,209		$ 2,009,209
ED. UNALLOWABLE COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
TOT. ALLOWABLE OPERATING EXP.	$ 304,527	$ 224,652	$ 93,828	$ -	$ 184,743	$ 171,708	$ 18,398	$ 816,777	$ 3,495	$ 22,600	$ 104,075	$ 1,945,002	$ 1,945,002	$ 64,207	$ 2,009,209		$ 2,009,209
EF. CAPITAL EXPENDITURES	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$		$

AUDIT SCHEDULE

SUBSTANCE ABUSE & MENTAL HEALTH SERVICES

PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: DISC Village, Inc.

DATE PREPARED: 11/15/2007

CONTRACT #: BDS02

BUDGET PERIOD: FROM 07/01/2006 TO 06/30/2007

PART I: ACTUAL FUNDING SOURCES & REVENUES

	STATE-DESIGNATED SAMH COST CENTERS									
	STATE SAMH-FUNDED COST CENTERS									
	Combined Programs			Juvenile Mental Health Services						
FUNDING SOURCES & REVENUES	(CC name)	(CC name)	Total for Combined Programs (B_{1-a}+...+B_{1-d})	Information & Referral	Total for Program 1 (B_{2-a}+...+B_{2-d})	Total for State SAMH-Funded Cost Centers (C_1+...+C_4)	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers (D+E)	Non-SAMH Cost Center	Total Funding (F+G)
A	B_{1-a}	B_{1-b}	C_1	B_{2-a}	C_2	D	E	F	G	H
IA. TOTAL STATE SAMH FUNDING										
(1) From the District funding this contract	$ -	$ -	$ -	$ 38,628	$ 38,628	$ 38,628	XXXXXXXXX	$ 38,628	XXXXXXXXX	$ 38,628
(2) From Other Districts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	XXXXXXXXX	$ -
IB. OTHER GOVT. FUNDING										
(1) Other State Agency Funding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(2) Medicaid	$ -	$ -	$ -	$ 227,950	$ 227,950	$ 227,950	$ 148,410	$ 376,360	$ -	$ 376,360
(3) Local Government	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(4) Federal Grants and Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(5) In-kind from local govt. only	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOT. OTHER GOVT. FUNDING =	$ -	$ -	$ -	$ 266,578	$ 266,578	$ 266,578	$ 148,410	$ 414,988	$	$ 414,988
IC. ALL OTHER REVENUES										
(1) 1st & 2nd Party Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(2) 3rd Party Payments (except Medicare)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(3) Medicare	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(4) Contributions and Donations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(5) Other	$ -	$ -	$ -	$ 970	$ 970	$ 970	$ -	$ 970	$ -	$ 970
(6) In-kind	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOT. ALL OTHER REVENUES =	$ -	$ -	$ -	$ 970	$ 970	$ 970	$ -	$ 970	$ -	$ 970
TOTAL FUNDING =	$ -	$ -	$ -	$ 267,548	$ 267,548	$ 267,548	$ 148,410	$ 415,958	$ -	$ 415,958

AUDIT SCHEDULE

SUBSTANCE ABUSE & MENTAL HEALTH SERVICES

PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: DISC Village, Inc.

DATE PREPARED: 11/15/2007

CONTRACT #: 80342

BUDGET PERIOD: FROM 07/01/2006 TO 06/30/2007

PART II: ACTUAL EXPENSES

	STATE-DESIGNATED SAMH COST CENTERS												
	STATE SAMH-FUNDED COST CENTERS												
	Combined Programs			Juvenile Mental Health Services									*except line a ltd
EXPENSE CATEGORIES	(CC name)	(CC name)	Total for Program 1 or Combined	Information & Referral	Total for Program 1	Total for State SAMH-Funded Cost Centers	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers	Non-SAMH Cost Center	Other Support Costs (optional)	Administration	Total Expenses
A.	B_{1a}	B_{1b}	C_1	B_{2a}	C_2	D	E	F	G	H	I	J
BA. PERSONNEL EXPENSES												
(1) Salaries	$ -	$ -	$ -	$ 45,161	$ 45,161	$ 45,161	$ 668	$ 45,829	$ -	$ -	$ -	$ 45,829
(2) Fringe Benefits	$ -	$ -	$ -	$ 6,877	$ 6,877	$ 6,877	$ 104	$ 6,981	$ -	$ -	$ -	$ 6,980
TOTAL PERSONNEL EXPENSES =	$ -	$ -	$ -	$ 52,038	$ 52,038	$ 52,038	$ 772	$ 52,810	$ -	$ -	$ -	$ 52,810
BB. OTHER EXPENSES												
(1) Building Occupancy	$ -	$ -	$ -	$ 2,900	$ 2,900	$ 2,900	$ 53	$ 2,953	$ -	$ -	$ -	$ 2,953
(2) Professional Services	$ -	$ -	$ -	$ 199,500	$ 199,500	$ 199,500	$ 96,000	$ 295,500	$ -	$ -	$ -	$ 295,500
(3) Travel	$ -	$ -	$ -	$ 4	$ 4	$ 4	$ -	$ 4	$ -	$ -	$ -	$ 4
(4) Equipment	$ -	$ -	$ -	$ 410	$ 410	$ 410	$ -	$ 410	$ -	$ -	$ -	$ 410
(5) Food Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(6) Medical and Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(7) Subcontracted Services	$ -	$ -	$ -	$ 1,102	$ 1,102	$ 1,102	$ 227	$ 1,329	$ -	$ -	$ -	$ 1,329
(8) Insurance	$ -	$ -	$ -	$ 1,421	$ 1,421	$ 1,421	$ -	$ 1,421	$ -	$ -	$ -	$ 1,421
(9) Interest Paid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(10) Operating Supplies & Expenses	$ -	$ -	$ -	$ 3,720	$ 3,720	$ 3,720	$ 944	$ 4,663	$ -	$ -	$ -	$ 4,663
(11) Other	$ -	$ -	$ -	$ 481	$ 481	$ 481	$ 133	$ 614	$ -	$ -	$ -	$ 614
(12) Donated Items	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL OTHER EXPENSES =	$ -	$ -	$ -	$ 209,538	$ 209,538	$ 209,538	$ 97,357	$ 306,894	$ -	$ -	$ -	$ 306,894
TOT. PERSONNEL & OTH. EXP. =	$ -	$ -	$ -	$ 261,576	$ 261,576	$ 261,576	$ 98,129	$ 359,703	$ -	$ -	$ -	$ 359,703
BC. DISTRIBUTED INDIRECT COSTS												
(a) Other Support Costs (Optional)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(b) Administration	$ -	$ -	$ -	$ 36,620	$ 36,620	$ 36,620	$ 13,738	$ 50,357	$ -	$ -	$ -	$ 50,357
TOT. DISTR'D INDIRECT COSTS =	$ -	$ -	$ -	$ 36,620	$ 36,620	$ 36,620	$ 13,738	$ 50,357	$ -	XXXXXXXXXX	XXXXXXXXXX	$ 50,357
TOTAL OPER. EXPENSES =	$ -	$ -	$ -	$ 298,195	$ 298,195	$ 298,195	$ 111,866	$ 410,061	$ -	$ -	$ -	$ 410,061
BD. UNALLOWABLE COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	XXXXXXXXXX	XXXXXXXXXX	$ -
TOT. ALLOWABLE OPERATING EXP.	$ -	$ -	$ -	$ 298,195	$ 298,195	$ 298,195	$ -	$ 410,061	$ -	XXXXXXXXXX	XXXXXXXXXX	$ 410,061
BF. CAPITAL EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

AUDIT SCHEDULE
SUBSTANCE ABUSE & MENTAL HEALTH SERVICES
PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: DISC Village, Inc. DATE PREPARED: 10/22/2007

CONTRACT #: BD502 PERIOD: FROM 07/01/2006 TO 06/30/2007

PART II: ACTUAL FUNDING SOURCES & REVENUES

	STATE-DESIGNATED SAMH COST CENTERS										
	STATE SAMH FUNDED COST CENTERS										
	Juvenile Services										
FUNDING SOURCES & REVENUES	Intervention	Outpatient Individual	Outpatient Group	Prevention/ Intervention	Residential II	Aftercare	Total for Program 1 (B2-a+...+B2-x)	Total for State SAMH-Funded Cost Centers (C1+...+C4)	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers (D+E)	Total Funding (F+G)
A	B3-a	B3-b	Bx-x	Bx-x	Bx-x	Bx-x	C2	D	E	F	H
IA. TOTAL STATE SAMH FUNDING											
(1) From the District funding this contract	$ 148,075	$ 236,240	$ 54,507	$ 366,393	$ 918,342	$ 10,705	$ 1,734,262	$ 1,734,262	XXXXXXXXX	$ 1,734,262	$ 1,734,262
(2) From Other Districts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 148,075	$ 236,240	$ 54,507	$ 366,393	$ 918,342	$ 10,705	$ 1,734,262	$ 1,734,262	$ -	$ 1,734,262	$ 1,734,262
IB. OTHER GOVT. FUNDING											
(1) Other State Agency Funding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(2) Medicaid	$ 235	$ 5,636	$ -	$ -	$ -	$ -	$ 5,871	$ 5,871	$ -	$ 5,871	$ 5,871
(3) Local Government	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(4) Federal Grants and Contracts	$ -	$ -	$ -	$ -	$ 23,908	$ -	$ 23,908	$ 23,908	$ -	$ 23,908	$ 23,908
(5) In-kind from local govt. only	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOT. OTHER GOVT. FUNDING =	$ 235	$ 5,636	$ -	$ -	$ 23,908	$ -	$ 29,779	$ 29,779	$ -	$ 29,779	$ 29,779
IC. ALL OTHER REVENUES											
(1) 1st & 2nd Party Payments	$ -	$ -	$ -	$ -	$ 37,971	$ -	$ 37,971	$ 37,971	$ -	$ 37,971	$ 37,971
(2) 3rd Party Payments (except Medicare)	$ -	$ -	$ -	$ -	$ 13,524	$ -	$ 13,524	$ 13,524	$ -	$ 13,524	$ 13,524
(3) Medicare	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(4) Contributions and Donations	$ -	$ -	$ -	$ -	$ 31,034	$ -	$ 31,034	$ 31,034	$ -	$ 31,034	$ 31,034
(5) Other	$ -	$ -	$ -	$ -	$ 59	$ -	$ 59	$ 59	$ -	$ 59	$ 35,059
(6) In-kind	$ 8,864	$ 16,605	$ 10,830	$ 58,498	$ 24,328	$ -	$ 118,925	$ 118,925	$ -	$ 118,925	$ 118,925
TOT. ALL OTHER REVENUES =	$ 8,864	$ 16,605	$ 10,830	$ 58,498	$ 106,916	$ -	$ 201,513	$ 201,513	$ -	$ 201,513	$ 236,513
TOTAL FUNDING =	$ 156,974	$ 258,481	$ 65,337	$ 424,891	$ 1,049,166	$ 10,705	$ 1,965,554	$ 1,965,554	$ -	$ 1,965,554	$ 2,000,554

AUDIT SCHEDULE

SUBSTANCE ABUSE & MENTAL HEALTH SERVICES

PROGRAM/COST CENTER ACTUAL EXPENSES AND REVENUE SCHEDULE

AGENCY: Diego Village, Inc. DATE PREPARED: 10/22/2007

CONTRACT #: 80902 PERIOD: FROM 07/01/2006 TO 06/30/2007

PART II: ACTUAL EXPENSES

EXPENSE CATEGORIES	STATE-DESIGNATED SAMH COST CENTERS													
	STATE SAMH-FUNDED COST CENTERS													
	Juvenile Services													*except UC & ID
	Intervention	Outpatient Individual	Outpatient Group	Prevention/ Intervention	Residential II	Aftercare	Total for Program 1	Total for State SAMH-Funded Cost Centers	Total for Non-State-Funded SAMH Cost Centers	Tot. for All State-Designated SAMH Cost Centers	Non-SAMH Cost Center	Administration	Total Expenses
A	B_{1a}	B_{2a}	B_{3a}	B_{4a}	B_{5a}	B_{6a}	C_1	D	E	F	G	H	J
IIA. PERSONNEL EXPENSES													
(1) Salaries	$ 77,820	$ 148,733	$ 98,252	$ 229,532	$ 317,504	$ 8,780	$ 875,422	$ 875,422	$ -	$ 875,422	$ 13,310	$ -	$ 888,731
(2) Fringe Benefits	$ 15,033	$ 28,458	$ 19,028	$ 35,952	$ 56,508	$ 1,313	$ 155,231	$ 155,231	$ -	$ 155,231	$ 1,800	$ -	$ 157,031
TOTAL PERSONNEL EXPENSES =	$ 92,853	$ 175,191	$ 117,280	$ 264,484	$ 373,012	$ 8,092	$ 1,030,653	$ 1,030,653	$ -	$ 1,030,653	$ 15,109	$ -	$ 1,045,762
IIB. OTHER EXPENSES													
(1) Building Occupancy	$ 19,835	$ 29,898	$ 19,781	$ 21,524	$ 77,714	$ 1,369	$ 165,565	$ 165,565	$ -	$ 165,565	$ 7,053	$ -	$ 172,618
(2) Professional Services	$ -	$ -	$ -	$ 540	$ -	$ -	$ 540	$ 540	$ -	$ 540	$ 60	$ -	$ 600
(3) Travel	$ 1,426	$ 2,699	$ 1,807	$ 1,734	$ 7,030	$ 129	$ 14,823	$ 14,823	$ -	$ 14,823	$ 49	$ -	$ 14,872
(4) Equipment	$ 1,258	$ 2,379	$ 1,593	$ 569	$ 5,410	$ 115	$ 11,316	$ 11,316	$ -	$ 11,316	$ 221	$ -	$ 11,538
(5) Food Services	$ 125	$ 236	$ 158	$ 268	$ 41,136	$ 11	$ 41,954	$ 41,954	$ -	$ 41,954	$ -	$ -	$ 41,954
(6) Medical and Pharmacy	$ 9,002	$ 17,018	$ 11,395	$ 9	$ 7,899	$ 780	$ 46,103	$ 46,103	$ -	$ 46,103	$ -	$ -	$ 46,104
(7) Subcontracted Services	$ 742	$ 1,403	$ 940	$ 838	$ 6,847	$ 63	$ 10,433	$ 10,433	$ -	$ 10,433	$ 95	$ -	$ 10,527
(8) Insurance	$ 3,226	$ 6,099	$ 4,084	$ 7,845	$ 17,952	$ 282	$ 39,589	$ 39,589	$ -	$ 39,589	$ 434	$ -	$ 40,023
(9) Interest Paid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(10) Operating Supplies & Expenses	$ 5,707	$ 10,788	$ 7,224	$ 15,491	$ 20,049	$ 498	$ 59,759	$ 59,759	$ -	$ 59,759	$ 881	$ -	$ 60,716
(11) Other	$ 632	$ 1,195	$ 800	$ 1,715	$ 1,588	$ 55	$ 5,983	$ 5,983	$ -	$ 5,983	$ 285	$ -	$ 6,267
(12) Donated Items	$ 10,942	$ 18,994	$ 12,712	$ 58,498	$ 24,328	$ 878	$ 125,443	$ 125,443	$ -	$ 125,443	$ -	$ -	$ 125,443
TOTAL OTHER EXPENSES =	$ 47,799	$ 90,330	$ 60,504	$ 108,943	$ 209,728	$ 4,179	$ 521,509	$ 521,509	$ -	$ 521,509	$ 8,143	$ -	$ 530,652
TOT. PERSONNEL & OTH. EXP. =	$ 140,652	$ 265,510	$ 177,784	$ 373,407	$ 582,740	$ 12,268	$ 1,552,162	$ 1,552,162	$ -	$ 1,552,162	$ 24,253	$ -	$ 1,576,415
IIC. DISTRIBUTED INDIRECT COSTS													
(a) Other Support Costs (Optional)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(b) Administration	$ 19,963	$ 37,171	$ 24,890	$ 52,277	$ 81,584	$ 1,718	$ 217,303	$ 217,303	$ -	$ 217,303	$ 3,395	XXXXXXXXXX	$ 220,698
TOT. DISTRD INDIRECT COSTS =	$ 19,963	$ 37,171	$ 24,890	$ 52,277	$ 81,584	$ 1,718	$ 217,303	$ 217,303	$ -	$ 217,303	$ 3,395	XXXXXXXXXX	$ 220,698
TOTAL OPER. EXPENSES =	$ 160,115	$ 302,681	$ 202,674	$ 425,684	$ 664,324	$ 13,986	$ 1,769,464	$ 1,769,464	$ -	$ 1,769,464	$ 27,648	XXXXXXXXXX	$ 1,797,113
IID. UNALLOWABLE COSTS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	XXXXXXXXXX	$ -
TOT. ALLOWABLE OPERATING EXP.	$ 160,115	$ 302,681	$ 202,674	$ 425,684	$ 664,324	$ 13,986	$ 1,769,464	$ 1,769,464	$ -	$ 1,769,464	$ 27,648	XXXXXXXXXX	$ 1,797,113
IIF. CAPITAL EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

DISC VILLAGE, INC.
SCHEDULE OF RELATED PARTY TRANSACTIONS ADJUSTMENTS
DETAILING COST CENTERS FUNDED BY FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
FOR THE YEAR ENDED JUNE 30, 2007

	Related Party	Intervention	Outpatient Individual	Outpatient Group	Prevention	Prevention / Intervention Day	Outreach	Residential Level II	Aftercare	SPOA	Total ADM	Non-ADAMH DCF Funding	Total DCF Funding
Revenues From Grantee													
Expenses Associated With Grantee Transactions													
Depreciation	DISC Village, Inc.	$ 17,893	$ 19,344	$ 11,063	$ 4,867	$ 5,548	$ 483	$ 83,614	$ 747	$ 395	$ 143,953	$ -	$ 143,953
Related Party Transaction Adjustment		$ 17,893	$ 19,344	$ 11,063	$ 4,867	$ 5,548	$ 483	$ 83,614	$ 747	$ 395	$ 143,953	$ -	$ 143,953

DISC VILLAGE, INC.
SCHEDULE OF RELATED PARTY TRANSACTIONS ADJUSTMENTS
DETAILING COST CENTERS FUNDED BY FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
FOR THE YEAR ENDED JUNE 30, 2006

	Related Party	Intervention	Outpatient Individual	Outpatient Group	Prevention	Prevention / Intervention Day	Outreach	Residential Level II	Aftercare	Total ADM	Non-ADAMH DCF Funding	Total DCF Funding
Revenues From Grantee												
Rent	Woodville Properties, Inc.	$ 24,348	$ 54,561	$ 7,347	$ -	$ 25,424	$ -	$ 145,330	$ 226	$ 257,236	$ -	$ 257,236
Expenses Associated With Grantee Transactions												
Depreciation	DISC Village, Inc.	4,909	11,001	1,481	-	2,637	-	35,260	46	55,334	-	55,334
Related Party Transaction Adjustment		$ 19,439	$ 43,560	$ 5,866	$ -	$ 22,787	$ -	$ 110,070	$ 180	$ 201,902	$ -	$ 201,902

AUDIT SCHEDULE

Schedule of State Earnings for Fiscal Year 06/30/2007

1	**Total Expenditures**	$	4,216,383
2	**Less Other State and Federal Funds**	$	(480,258)
3	**Less Non-Match SAMH Funds**	$	(3,342,992)
4	**Less Unallowable Costs per 65E-14, F.A.C.**	$	(9,939)
5	**Total Allowable Expenditures** (Sum of lines 1, 2, 3, and 4)	$	383,194
6	**Maximum Available Earnings** (Line 5 times 75%)	$	287,395
7	**Amount of State Funds Requiring Match**	$	145,816
8	**Amount Due to Department** (Subtract line 7 from line 6. If this amount is negative, the amount of the difference is due to the department up to the amount of Line 7.)	$	141,579

JAMES MOORE & CO., P.L.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors,
DISC Village, Inc.:

We have audited the consolidated financial statements of DISC Village, Inc. as of and for the year ended June 30, 2007, and have issued our report thereon dated December 14, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in ***Government Auditing Standards***, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered DISC Village, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of DISC Village, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of DISC Village, Inc. 's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects DISC Village, Inc.'s ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of DISC Village, Inc.'s financial statements that is more than inconsequential will not be prevented or detected by DISC Village, Inc.'s internal control. We did not identify any deficiencies that we consider to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that result in more than a remote likelihood that a material misstatement of the consolidated financial statements will not be prevented or detected by DISC Village, Inc.'s internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether DISC Village, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. We did not identify any instances of noncompliance or other matters that are required to be reported under ***Government Auditing Standards***, issued by the Comptroller General of the United States.

This report is intended solely for the information and use of management, the Board of Directors, State awarding agencies and Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

James Moore & Co., P.L.

Tallahassee, Florida
December 14, 2007

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS *APPLICABLE TO EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT* AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB A-133 AND CHAPTER 10.650, RULES OF THE STATE OF FLORIDA OFFICE OF THE AUDITOR GENERAL

To the Board of Directors,
DISC Village, Inc.:

Compliance

We have audited the compliance of DISC Village, Inc. with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement*, and the requirements described in the State of Florida, State Projects Compliance Supplement, that are applicable to each of its major federal programs and state projects for the year ended June 30, 2007. DISC Village, Inc.'s major federal programs and state projects are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs and state projects is the responsibility of DISC Village, Inc.'s management. Our responsibility is to express an opinion on DISC Village, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in ***Government Auditing Standards***, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.650, Rules of the State of Florida, Office of the Auditor General. Those standards, OMB Circular A-133, and Chapter 10.650, Rules of the State of Florida, Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about DISC Village, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on DISC Village, Inc.'s compliance with those requirements.

In our opinion, DISC Village, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs and state projects for the year ended June 30, 2007.

Internal Control Over Compliance

The management of DISC Village, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to

federal programs and state projects. In planning and performing our audit, we considered DISC Village, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program or state project in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of DISC Village, Inc.'s internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies in internal control that might be significant deficiencies or material weaknesses, We did not identify any deficiencies that we consider to be a material weaknesses, as defined above.

This report is intended solely for the information and use of the DISC Village, Inc.'s management, the Board of Directors, State awarding agencies, and Federal awarding and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

James Moore & Co., P.L.

Tallahassee, Florida
December 14, 2007

DISC VILLAGE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL PROGRAMS AND STATE PROJECTS
JUNE 30, 2007

I. Summary of Auditors' Results:

Financial Statements

A. Type of audit report issued on the financial statements: Unqualified.

Internal control over financial reporting:

Material weakness(es) identified?	____ yes	_X_ no
Significant deficiencies identified that are not considered to be material weaknesses?	____ yes	_X_ none reported
Noncompliance material to financial statements noted?	____ yes	_X_ no

Federal Awards and State Financial Assistance

Internal control over major Federal programs:

Material weakness(es) identified?	____ yes	_X_ no
Significant deficiencies identified that are not considered to be material weaknesses?	____ yes	_X_ none reported

Types of auditor's report issued on compliance for major Federal programs: Unqualified

Any audit findings that are required to be reported in accordance with section 510(a) of OMB Circular A-133:	____ yes	_X_ no
Dollar threshold used to distinguish between type A and type B Federal Programs/State Projects:	$300,000/$100,000	
Auditee qualified as low-risk auditee:	_X_ yes	____ no

B. Identification of major programs:

Federal Program	Federal CFDA Number
Chafee – Foster Care Independence Program	93.674
Block Grants for Prevention and Treatment of Substance Abuse	93.959

State Project	State CSFA Number
Substance Abuse Treatment and Aftercare Services for Children	60.030

DISC VILLAGE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL PROGRAMS AND STATE PROJECTS
JUNE 30, 2007
(Continued)

II. Financial Statement Findings:

None.

III. Federal Award Findings and Questioned Costs:

None.

IV. State Project Findings and Questioned Costs:

None.

V. Management letter required by 10.650, Rule of the Auditor General:

Nothing to report.

ECONOMIC DEVELOPMENT COUNCIL (EDC)

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: Economic Development Council of Tallahassee/Leon County, Inc.

Agency Representative: Beth Kirkland, Executive

Physical & Mailing Address: 100 N. Duval Street, Tallahassee, FL 32301
P. O. Box 1639, Tallahassee, FL 32302

Telephone: (850) 224-8116

Fax: (850) 425-1056

E-mail Address: bkirkland@taledc.com

Agency Employer ID Number (FEIN): 59-3374108

Does the Agency have a **501(c) (3)** status? Yes: x No: _____

Date of Agency Incorporation: May 5, 1995

"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary):

Act as the primary marketing agent for Leon County and the Capital Region for business retention, expansion and recruitment as related to value-added, private sector job creation. Additionally, the EDC will serve as the source for economic and market-related trends. (Please see Executive Summary of Services included in Attachment B.)

2. Who is the target population intended to be served or benefit from this program?

All segments of the community and region will benefit from the initiatives.

3. What methods are being used to effectively reach this program's target population?

The EDC has broad community representation as evidenced by its public/private partnerships, memberships and Roundtable Industry Sector Programs. Eligible workforce as well as current governmental employees would have the opportunity to benefit from private sector recruitment. In addition, targeted programs to address the Southern Strategy area have been created.

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

FY 2008-2009 (October 1, 2008-September 30, 2009)

5. List the program's short-term, intermediate, and long-term goals.

Short-term Goals: Continue to serve as Administrator of the Enterprise Zone Development Agency; and the Qualified Targeted Industry Tax Refund programs for Leon County.

Intermediate-term Goals: Continue sector development through the First Focus on Local Business Initiative; develop effective marketing and attraction tools such as a GIS website, workforce DVD and corporate DVD.

Long-term Goals: Continue to enhance the local quality of life by promoting the attraction, creation and preservation of quality jobs, companies and investment opportunities through business expansion, recruitment and retention activities.

6. Projected program Impact/outcome results - What is the projected impact on the target population?

Creation, retention and expansion of local companies necessary to promote quality employment and investment opportunities in Leon County and the Region.

Continued progress in the economic diversification of Leon County and the Region through cooperative work with Leon County, the City of Tallahassee, the educational community and private sector partners to leverage technical and financial resources to support progressive business develop ment.

Continued recruitment of new capital investment and jobs to Leon County and the Region.

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

This funding is requested to continue the Economic Development public/private partnership between Leon County and the EDC. If this funding request is not approved, new business establishments and existing business retentions and expansions, in terms of jobs created, would be significantly reduced. Additionally, business assistance and services would be negatively affected. Existing companies located in Leon County and the Region would not have access to the resources available through the EDC.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

None

9. List any Agency partnerships and collaboration related to this program.

Agency	Partnership/Collaboration
See below	

First Focus on Local Business (First Focus) is an existing industry/business retention and expansion program. First Focus is a cooperative initiative of Tallahassee MSA economic development organizations, small business resources, education and workforce development with the purpose of proactively engaging local firms to assist them in expanding facilities, creating jobs and diversifying the local economic base.

Participating EDOs:

EDC of Tallahassee/Leon County, Inc.
Florida A&M University Technology Transfer
Florida First Capital Finance Corporation
Florida State University Technology Transfer
Gadsden EDC
Greater Tallahassee Chamber of Commerce
Jim Moran Institute for Global Entrepreneurship
Leon County Schools
Lively Technical Center
SCORE
Small Business Development Center @ FAMU
TCC Center for Economic & Workforce Development
Wakulla EDC
Workforce Plus

Regional and State Resources:

Florida's Great Northwest
Workforce Florida
Enterprise Florida

C. Funding Information

10. Agency's current total budget: 2007/08 $892,253 *(current)* 2008/09 $887,253 *(proposed)*

11. Total cost of program: $887,253

12. Please list the 2008/09 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded (20%)	Other Agencies Funded	Total
Compensation and Benefits	119,970	479,880	599,850
Professional Fees	2,300	9,200	11,500
Occupancy/Utilities/Network	10,051	40,202	50,253
Supplies/Postage	1,200	4,800	6,000
Equipment Rental, Maintenance, Purchase	4,600	18,400	23,000
Meeting costs/Travel/Transportation	5,090	20,360	25,450
Staff/Board Development/Recruitment	0	0	0
Awards/Grants/Direct Aid	220	880	11,000
Bad Debts/Uncollectible	4,200	16,800	21,000
Bonding/Liability/Directors Insurance	500	2,000	2,500
Other expense (please itemize)*Subtotal	29,320	117,280	146,600
Total	177,451	709,802	887,253
Advertising/PR	10,000	40,000	50,000
Business Retention	5,000	20,000	25,000
Depreciation	1,700	6,800	8,500
Dues/Subscriptions	2,200	8,800	11,000
Licenses/Taxes/Fees	350	1,400	1,750
Printing	470	1,880	2,350
Project Development	9,600	38,400	48,000
Subtotal*	29,320	117,280	146,600

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	199,500*	199,500*
City of Tallahassee (not CHSP)	135,000	135,000
United Way (not CHSP)	0	0
State	0	0

Federal	0	0
Grants	30,000	30,000
Contributions/Special Events	45,253	45,253
Dues/Membership	502,000	497,000
Program Service Fees	0	0
Other Income (please itemize) Interest	5,500	5,500
Total	892,253	887,253

*includes $25,000 for QTI Match Fund.

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits	576,193	599,850
Professional Fees	11,000	11,500
Occupancy/Utilities/Network	50,053	50,253
Supplies/Postage	6,200	6,000
Equipment Rental, Maintenance, Purchase	22,500	23,000
Meeting costs/Travel/Transportation	28,600	25,450
Staff/Board Development/Recruitment	0	0
Awards/Grants/Direct Aid	1,500	1,100
Bad Debts/Uncollectible	21,000	21,000
Bonding/Liability/Directors Insurance	2,300	2,500
Other expense(please itemize)*Subtotal	168,800	146,600
Total	888,146	887,253
Advertising/PR	65,000	50,000
Business Retention	31,200	25,000
Depreciation	8,500	8,500
Dues/Subscriptions	14,500	11,000
Licenses/Taxes/Fees	1,600	1,750
Printing	2,000	2,350
Project Development	46,000	48,000
Subtotal*	168,800	146,600

15. Describe actions and fund-raisers to secure funding.

Forty percent of funding is from Leon County and the City of Tallahassee. The balance is generated through a private funding campaign titled Foresight Fund. Approximately 100 companies have invested a total of $475,000 annually for a five year period. The campaign timeframe is from 2006-11.

16. Will this program or event recur every year?

No_____ Yes___x_____

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No_____ Yes___x_____

If "yes," estimate: the amount of next year's funding request. $199,500*
*includes $25,000 for QTI Match Fund.

18. Has Leon County ever contributed funds to this program in the past?

No_____ Yes__x_____

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: Please see ATTACHMENT A

Recipient or Agency: _____

Program Title: _____

Funding Level: _____

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Beth Kirkland

Signature: Beth Kirkland

Date Signed: 3/28/2008

22391 03/24/2008

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

231 of 470

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning 10/01/06 , and ending 9/30/07

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return
- [ ] Amended return
- [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization
Economic Development Council
of Tallahassee-Leon County, Inc.

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
P.O. BOX 1639

City or town, state or country, and ZIP + 4
Tallahassee FL 32302-1639

D Employer identification number
59-3374108

E Telephone number
850-224-8116

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and are not applicable to section 527 organizations.
- H(a) Is this a group return for affiliates? [ ] Yes [X] No
- H(b) If "Yes," enter number of affiliates ▶
- H(c) Are all affiliates included? [ ] Yes [ ] No (If "No," attach a list. See instructions.)
- H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [ ] No

I Group Exemption Number ▶

G Website: ▶ edctallahasseeleon.com

J Organization type (check only one) ▶ [X] 501(c) (3) ◀(insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ [X] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 868,882

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor advised funds	1a		
	b	Direct public support (not included on line 1a)	1b		
	c	Indirect public support (not included on line 1a)	1c		
	d	Government contributions (grants) (not included on line 1a)	1d		
	e	Total (add lines 1a through 1d) (cash $ ____ noncash $ ____)		1e	0
	2	Program service revenue including government fees and contracts (from Part VII, line 93)		2	324,500
	3	Membership dues and assessments See Statement 1		3	518,021
	4	Interest on savings and temporary cash investments		4	10,309
	5	Dividends and interest from securities		5	
	6a	Gross rents	6a		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss). Subtract line 6b from line 6a		6c	
	7	Other investment income (describe ▶)		7	
	8a	Gross amount from sales of assets other than inventory — (A) Securities / (B) Other	8a		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss). Combine line 8c, columns (A) and (B)		8d	
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ [ ]			
	a	Gross revenue (not including $ ____ of contributions reported on line 1b)	9a		
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a		9c	
	10a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a		10c	
	11	Other revenue (from Part VII, line 103)		11	16,052
	12	**Total revenue.** Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11		12	868,882
Expenses	13	Program services (from line 44, column (B))		13	792,393
	14	Management and general (from line 44, column (C))		14	106,938
	15	Fundraising (from line 44, column (D))		15	
	16	Payments to affiliates (attach schedule)		16	
	17	**Total expenses.** Add lines 16 and 44, column (A)		17	899,331
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12		18	-30,449
	19	Net assets or fund balances at beginning of year (from line 73, column (A))		19	299,686
	20	Other changes in net assets or fund balances (attach explanation)		20	
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20		21	269,237

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For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

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15

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See the instructions.)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A (attach schedule) See Statement 2	25a	157,133	140,107	17,026	
b Compensation of former officers, directors, key employees, etc. listed in Part V-B (attach schedule)	25b				
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	245,336	184,002	61,334	
27 Pension plan contributions not included on lines 25a, b, and c	27	4,871	3,653	1,218	
28 Employee benefits not included on lines 25a – 27	28	29,943	22,457	7,486	
29 Payroll taxes	29	27,214	20,410	6,804	
30 Professional fundraising fees	30				
31 Accounting fees	31	15,123	14,367	756	
32 Legal fees	32				
33 Supplies	33	5,728	5,442	286	
34 Telephone	34	9,128	8,672	456	
35 Postage and shipping	35	1,412	1,341	71	
36 Occupancy	36				
37 Equipment rental and maintenance	37	4,922	4,676	246	
38 Printing and publications	38	4,998	4,748	250	
39 Travel	39				
40 Conferences, conventions, and meetings	40	14,702	13,967	735	
41 Interest	41				
42 Depreciation, depletion, etc. (attach schedule)	42	5,702		5,702	
43 Other expenses not covered above (itemize):					
a See Statement 3	43a	373,119	368,551	4,568	
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g	43g				
44 **Total functional expenses.** Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	899,331	792,393	106,938	0

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs $ ____ (ii) the amount allocated to Program services $ ____

(iii) the amount allocated to Management and general $ ____ and (iv) the amount allocated to Fundraising $ ____

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Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ Business Development & Job Creation All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a Economic Enhancement and Private Sector Job Creation (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	792,393
b (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule) (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services) ▶	792,393

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Part IV Balance Sheets (See the instructions.)

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.			(A) Beginning of year		(B) End of year
Assets					
45 Cash-non-interest-bearing			278,380	45	290,915
46 Savings and temporary cash investments			262,232	46	247,832
47a Accounts receivable	47a	110,856			
b Less: allowance for doubtful accounts	47b	4,388	70,721	47c	106,468
48a Pledges receivable	48a				
b Less: allowance for doubtful accounts	48b			48c	
49 Grants receivable			105,000	49	100,761
50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)				50a	
b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (att. schedule)				50b	
51a Other notes and loans receivable (attach schedule)	51a				
b Less: allowance for doubtful accounts	51b			51c	
52 Inventories for sale or use				52	
53 Prepaid expenses and deferred charges			29,744	53	3,451
54a Investments—publicly-traded securities ▶ ☐ Cost ☐ FMV				54a	
b Investments—other securities (attach schedule) ▶ ☐ Cost ☐ FMV				54b	
55a Investments-land, buildings, and equipment: basis	55a	84,629			
b Less: accumulated depreciation (attach schedule) See Statement 4	55b	73,067	17,263	55c	11,562
56 Investments-other (attach schedule)				56	
57a Land, buildings, and equipment: basis	57a				
b Less: accumulated depreciation (attach schedule)	57b			57c	
58 Other assets, including program-related investments (describe ▶)				58	
59 Total assets (must equal line 74). Add lines 45 through 58			763,340	59	760,989
Liabilities					
60 Accounts payable and accrued expenses			72,403	60	72,515
61 Grants payable				61	
62 Deferred revenue See Statement 5			391,251	62	419,237
63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
64a Tax-exempt bond liabilities (attach schedule)				64a	
b Mortgages and other notes payable (attach schedule)				64b	
65 Other liabilities (describe ▶)				65	
66 Total liabilities. Add lines 60 through 65			463,654	66	491,752
Net Assets or Fund Balances					
Organizations that follow SFAS 117, check here ▶ [X] and complete lines 67 through 69 and lines 73 and 74.					
67 Unrestricted			299,686	67	269,237
68 Temporarily restricted				68	
69 Permanently restricted				69	
Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.					
70 Capital stock, trust principal, or current funds				70	
71 Paid-in or capital surplus, or land, building, and equipment fund				71	
72 Retained earnings, endowment, accumulated income, or other funds				72	
73 Total net assets or fund balances (add lines 67 through 69 or lines 70 through 72. (Column (A) must equal line 19 and column (B) must equal line 21)			299,686	73	269,237
74 Total liabilities and net assets/fund balances. Add lines 66 and 73			763,340	74	760,989

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return (See the instructions.)

a	Total revenue, gains, and other support per audited financial statements			a	911,135
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1			
2	Donated services and use of facilities	b2	42,253		
3	Recoveries of prior year grants	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	42,253
c	Subtract line b from line a			c	868,882
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	Total revenue (Part I, line 12). Add lines c and d ▶			e	868,882

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements			a	935,882
b	Amounts included on line a but not Part I, line 17:				
1	Donated services and use of facilities	b1	42,253		
2	Prior year adjustments reported on Part I, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	42,253
c	Subtract line b from line a			c	893,629
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify): See Statement 6	d2	5,702		
	Add lines d1 and d2			d	5,702
e	Total expenses (Part I, line 17). Add lines c and d ▶			e	899,331

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) (See the instructions.)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
Suzanne Dick Tallahassee FL	President 20	46,935	3,106	0
Stu Bevis Tallahassee FL	VP Finances 20	26,198	5,122	0
Beth Kirkland Tallahassee FL	Ex. Director 45	21,000	1,232	0
See Attached Schedule	Directors 0	0	0	0

Part V-A Current Officers, Directors, Trustees, and Key Employees (continued)

			Yes	No
75a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization." If "Yes," attach a statement that includes the information described in the instructions.	75c		X
d	Does the organization have a written conflict of interest policy?	75d		X

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits

(If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
N/A				

Part VI Other Information (See the instructions.)

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		X
78a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		X
b	If "Yes," has it filed a tax return on Form 990-T for this year?	78b		
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ and check whether it is ☐ exempt or ☐ nonexempt			
81a	Enter direct and indirect political expenditures. (See line 81 instructions.) 81a			
b	Did the organization file Form 1120-POL for this year? N/A	81b		

Part VI Other Information (continued)

				Yes	No
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?		82a		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)	82b			
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?		83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	N/A	83b		
84a	Did the organization solicit any contributions or gifts that were not tax deductible?		84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	N/A	84b		
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members?	N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less?	N/A	85b		
	If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.				
c	Dues, assessments, and similar amounts from members	85c			
d	Section 162(e) lobbying and political expenditures	85d			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	N/A	85h		
86	501(c)(7) orgs. Enter: a Initiation fees and capital contributions included on line 12	86a			
b	Gross receipts, included on line 12, for public use of club facilities	86b			
87	501(c)(12) orgs. Enter: a Gross income from members or shareholders	87a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b			
88a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX		88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI	▶	88b		X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0				
b	501(c)(3) and 501(c)(4) orgs. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction		89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958	▶ 0			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization	▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?		89e		X
f	All organizations. Did the organization acquire a direct or indirect interest in any applicable insurance contract?		89f		X
g	For supporting organizations and sponsoring organizations maintaining donor advised funds. Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		89g		X

90a List the states with which a copy of this return is filed ▶ FL

b Number of employees employed in the pay period that includes March 12, 2006 (See instructions.) 90b 19

91a The books are in care of ▶ Stu Bevis Telephone no. ▶ 850-224-8116

Located at ▶ 100 N. Duval St. Tallahassee, FL ZIP + 4 ▶ 32302

		Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		
	If "Yes," enter the name of the foreign country ▶	91b	X
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		

Part VI Other Information (continued)

			Yes	No
c	At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X
	If "Yes," enter the name of the foreign country ▶			
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041- Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92		

Part VII Analysis of Income-Producing Activities (See the instructions.)

Note: Enter gross amounts unless otherwise indicated.	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a					
b					
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					324,500
94 Membership dues and assessments					518,021
95 Interest on savings and temporary cash investments			14	10,309	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue: a					
b Miscellaneous					16,052
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))		0		10,309	858,573
105 Total (add line 104, columns (B), (D), and (E)) ▶					868,882

Note: Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	See Statement 7

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See the instructions.)

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

Part XI **Information Regarding Transfers To and From Controlled Entities.** Complete only if the organization is a controlling organization as defined in section 512(b)(13).

		Yes	No
106	Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
107	Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
108	Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer — Date

Type or print name and title

Paid Preparer's Use Only

Preparer's signature — Date — Check if self-employed ▶ ☐ — Preparer's SSN or PTIN (See Gen. Instr. X) P00177745

Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ Sanders, Sanders & Holloway, P.A.
250 E 6th Ave
Tallahassee, FL 32303-6208

EIN ▶ 59-1974251

Phone no. ▶ 850-222-1608

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information (See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2006

Name of the organization: Economic Development Council of Tallahassee-Leon County, Inc.

Employer identification number: 59-3374108

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Comp.	(d) Contrib. to empl. ben. plans & deferred comp.	(e) Expense account & other allowances
NONE				
Total number of other employees paid over $50,000 ▶				

Part II-A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over $50,000 for professional services ▶		

Part II-B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of other contractors receiving over $50,000 for other services ▶		

For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

DAA

Part III **Statements About Activities** (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ (Must equal amounts on line 38, Part VI-A, or line I of Part VI-B.)	1		X
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)			
a	Sale, exchange, or leasing of property?	2a		X
b	Lending of money or other extension of credit?	2b		X
c	Furnishing of goods, services, or facilities?	2c		X
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? See Part V-A, Form 990	2d	X	
e	Transfer of any part of its income or assets?	2e		X
3a	*Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)*	3a		X
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b	Did the organization make any taxable distributions under section 4966?	4b		
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		
d	Enter the total number of donor advised funds owned at the end of the tax year ▶ _____			
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶ _____			
f	Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶ 0			
g	Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ▶ 0			

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only ONE applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☒ An organization that normally receives: (1) **more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions subject to certain exceptions, and (2) **no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Intergrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) **Use cash method of accounting.**

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)		352,150	360,000	361,534	1,073,684
16 Membership fees received		479,569	465,177	418,403	1,363,149
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose		10,479	2,500	66,586	79,565
18 *Gross income from interest, dividends,* amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975		1,832	359	544	2,735
19 Net income from unrelated business activities not included in line 18					0
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0
21 The value of services or facilities furnished to the organization by a governmental unit *without charge. Do not include the value of* services or facilities generally furnished to the public without charge					0
22 Other income. Attach a schedule. Do not *include gain or (loss) from* sale of capital assets					0
23 Total of lines 15 through 22		844,030	828,036	847,067	2,519,133
24 Line 23 minus line 17		833,551	825,536	780,481	2,439,568
25 Enter 1% of line 23		8,440	8,280	8,471	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 0

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b

c *Total support for section 509(a)(1) test: Enter line 24, column (e)* ▶ 26c

d Add: Amounts from column (e) for lines: 18 _____ 19 _____ 22 _____ 26b _____ ▶ 26d

e Public support (line 26c minus line 26d total) ▶ 26e

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year:

(2005) 0 (2004) 0 (2003) 0 (2002) 0

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the **larger** of **(1)** the amount on line 25 for the year or **(2)** $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in **(1)** or **(2)**, enter the sum of these differences (the excess amounts) for each year:

(2005) 0 (2004) 0 (2003) 0 (2002) 0

c Add: Amounts from column (e) for lines: 15 1,073,684 16 1,363,149 17 79,565 20 _____ 21 _____ ▶ 27c 2,516,398

d Add: Line 27a total _____ and line 27b total _____ ▶ 27d

e Public support (line 27c total minus line 27d total) ▶ 27e 2,516,398

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f 2,519,133

g ***Public support percentage (line 27e (numerator) divided by line 27f (denominator))*** ▶ 27g 99.8914%

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h 0.1086%

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part V Private School Questionnaire (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

		N/A		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during *the period of solicitation for students, or during the registration period if it has no solicitation program, in a way* that makes the policy known to all parts of the general community it serves?		31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)				
32	Does the organization maintain the following:				
a	Records indicating the racial composition of the student body, faculty, and administrative staff?		32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?		32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?		32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?		32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)				
33	Does the organization discriminate by race in any way with respect to:				
a	Students' rights or privileges?		33a		
b	Admissions policies?		33b		
c	Employment of faculty or administrative staff?		33c		
d	Scholarships or other financial assistance?		33d		
e	Educational policies?		33e		
f	Use of facilities?		33f		
g	Athletic programs?		33g		
h	Other extracurricular activities?		33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)				
34a	Does the organization receive any financial aid or assistance from a governmental agency?		34a		
b	Has the organization's right to such aid ever been revoked or suspended?		34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement.				
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 *of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation*		35		

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.)
(To be completed ONLY by an eligible organization that filed Form 5768) N/A

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table-			
If the amount on line 40 is- / **The lobbying nontaxable amount is-**			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII **Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations** (See page 13 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

			Yes	No
a	Transfers from the reporting organization to a noncharitable exempt organization of:			
	(i) Cash	51a(i)		X
	(ii) Other assets	a(ii)		X
b	Other transactions:			
	(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		X
	(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		X
	(iii) Rental of facilities, equipment, or other assets	b(iii)		X
	(iv) Reimbursement arrangements	b(iv)	X	
	(v) Loans or loan guarantees	b(v)		X
	(vi) Performance of services or membership or fundraising solicitations	b(vi)		X
c	Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c	X	

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
		See Statement 8	

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ [X] Yes [ ] No

b If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship
TLH Chamber of Commerc	501(c)(6)	Common Facilities & Employees

Statement 1 - Form 990, Part I, Line 3 - Membership Dues and Assessments

Description	Amount
	$ 518,021
Total	$ 518,021

Federal Statements

Statement 2 - Form 990, Part II, Line 25a - Compensation of Current Officers

Name	Program Services	Management & General	Fundraising
Expenses	$	$	$
Compensation	140,107	17,026	
Total	$ 140,107	$ 17,026	$ 0

Statement 3 - Form 990, Part II, Line 43 - Other Functional Expenses

Description	Total Expenses	Program Service	Mgt & General	Fund-Raising
	$	$	$	$
Expenses				
401K Admin Fees				
Contract Services	9,488	9,488		
Cost of Events	197	197		
Auto Expense	13,806	13,116	690	
Business Retention	94,478	94,478		
Bed Debt	28,184	28,184		
Advertising & Marketing	86,114	86,114		
Dues & Subscriptions	25,667	24,384	1,283	
Insurance	1,662	1,579	83	
Computer Expense	32,915	31,269	1,646	
Awards	1,242	1,242		
Taxes & Licenses	866		866	
Project Development	71,292	71,292		
Industry Sector	7,208	7,208		
Total	$ 373,119	$ 368,551	$ 4,568	$ 0

Statement 4 - Form 990, Part IV, Line 55 - Investments in Land, Buildings, and Equipment

Description	Beginning of Year	Accum Deprec	End of Year	Accum Deprec
	$ 84,629	$ 67,366	$ 84,629	$ 73,067
Total	$ 84,629	$ 67,366	$ 84,629	$ 73,067

Statement 5 - Form 990, Part IV, Line 62 - Deferred Revenue

Description	Beginning of Year	End of Year
	$ 391,251	$ 419,237
Total	$ 391,251	$ 419,237

Statement 6 - Form 990, Part IV-B - Other Expenses included on Return

Description	Amount
Book / Tax Deprec Difference	$ 5,702
Total	$ 5,702

Statement 7 - Form 990, Part VIII - Relationship of Activities

Line No.	Description
93g	Promote TLH / Leon Co. FL. To Potential Businesses Considering Relocating To the Area
94	Promote Business and Economic Development and Goodwill in The TLH / Leon Co. Area
103b	Other Miscellaneous Revenue for its Exempt Purpose.

Statement 8 - Schedule A, Part VII, Line 51d - Schedule Information

Line No.	Amount Involved	Name of Noncharitable Exempt Organization	Description of Transfers Transactions, Etc.
		TLH Chamber of Commerc	Chamber pays all bills and gets reimbursed monthly.
		TLH Chamber of Commerc	Rent-In-Kind Of $42,253

ATTACHMENT A

Economic Development Council of Tallahassee/Leon County, Inc. FY 2008-2009
Previous Leon County Funding Worksheet

Date	Recipient	Project Title	Operational	QTI Match	Total Funding Level
FY-2008	EDC	EDC	174,500.00	25,000.00	199,500.00
FY-2007	EDC	EDC	174,500.00	25,000.00	199,500.00
FY-2006	EDC	EDC	185,000.00	25,000.00	210,000.00
FY-2005	EDC	EDC	185,000.00	25,000.00	210,000.00
FY-2004	EDC	EDC	185,000.00	25,000.00	210,000.00
FY-2003	EDC	EDC	185,000.00	25,000.00	210,000.00
FY-2002	EDC	EDC	150,000.00	25,000.00	175,000.00
FY-2001	EDC	EDC	150,000.00	25,000.00	175,000.00
FY-2000	EDC	EDC	150,000.00	25,000.00	175,000.00
FY-1999	EDC	EDC	150,000.00	25,000.00	175,000.00
FY-1998	EDC	EDC	100,000.00		100,000.00
FY-1997	EDC	EDC	45,000.00		45,000.00
FY-1996	EDC	EDC	50,000.00		50,000.00
FY-1995	EDC	EDC	25,000.00		25,000.00
FY-1994	Project 2010	Project 2010	-		-
FY-1993	Project 2010	Project 2010	-		-

EXECUTIVE SUMMARY OF THE ECONOMIC DEVELOPMENT COUNCIL'S STRATEGIC PLAN, FISCAL YEAR 2007–2009

The EDC has aligned its priorities with those outlined by our regional and state economic development partners—Florida's Great Northwest and Enterprise Florida Inc. They include:

- **Build World-Class Talent:** The EDC will work with local and regional school districts and post-secondary institutions to align education programs with the workforce needs of existing industry. Particular focus will be on the establishment of career academies that offer national certifications. Articulation pathways are especially important as we prepare tomorrow's workforce.
- **Ensure Business Climate Competitiveness:** Develop the framework for a local incentive "Tool Box" for new and expanding businesses that reward productivity, innovation, capital investment and value-added job creation. Areas of focus might include: workforce training grants, expedited permitting, sector partnership opportunities, and competitive "cost of business" expenses.
- **Promote Sustainable Development to Ensure Superior Quality of Life:** Available product (sites and buildings) for new and expanding businesses. Promote existing and identify possible business park development property with regard to balanced land use and multimodal infrastructure to meet future needs.
- **Invest in the Innovation Economy and Workforce:** Tallahassee is home to 60,000 college students at two universities and a growing community college. The EDC will work in coordination with the Chamber on initiatives, such as: "Access Tallahassee", a program to engage young professionals and the Knight Creative Communities Initiative, a combination of research, training and community dialogue to foster the growth of the area's creative economy. Additionally, we will continue to support science and technology-based research and development as they are the major drivers for new company formation and high-wage jobs.
- **Participate in Florida's Efforts as a Preeminent Global Hub:** The EDC will partner with Enterprise Florida and Florida's Great Northwest to market Tallahassee and the Capital Region as a hub for economic development. Florida's growth is projected to pass New York as the third most populous state by 2011.
- **Accelerate Economic Diversification:** First Focus on Local Business is geared to grow the targeted sectors of aviation, advanced manufacturing, technology, alternative/renewable energy and life sciences. Existing industry in these sectors will benefit from the hands-on rapid response of the First Focus partners.

BUSINESS RETENTION AND EXPANSION

- **FIRST FOCUS**

An existing industry/business retention and expansion program, First Focus is a cooperative initiative of Tallahassee MSA economic development organizations, small business resources, education and workforce development with the purpose of proactively engaging local firms to assist them in expanding facilities, creating jobs and diversifying the local economic base.

Participating EDOs are:
EDC of Tallahassee/Leon County, Inc.
Workforce Plus
TCC Center for Economic & Workforce Development
Lively Technical Center
Greater Tallahassee Chamber of Commerce
Jim Moran Institute for Global Entrepreneurship
Small Business Development Center at FAMU
Wakulla EDC

Gadsden EDC
SCORE
Florida First Capital Finance Corporation
FAMU Technology Transfer
FSU Technology Transfer
Leon County Schools
Vision 2020

Regional and State Resources are:
Florida's Great Northwest
Workforce Florida
Enterprise Florida

First Focus will continue to gather information on local companies' growth and expansion needs—the number of jobs that will become available as well as the skills those employees will need. On-site interviews are conducted to collect this information as well as a background profile on the company. This is all stored in an e-Synchronist online database system which allows for clear but completely confidential data reports of the findings.

Industry Sector Initiatives
An alternate approach to working with existing companies one on one is the industry sector roundtables. First Focus manages active roundtables in information technology, advanced manufacturing, and life sciences. New roundtables for Aviation and Alternative Energy will begin in 2008. FY2006-07 focused on introducing our local employers in these sectors to the state associations working on their behalf, such as, Manufacturers Association of Florida, BioFlorida, ITFlorida and the sector councils of Florida's Great Northwest WIRED program.

The advanced manufacturing roundtable branded as Capital Regional Manufacturers will assist Tallahassee Community College in the facility and curriculum design for the planned Advanced Manufacturing Training Center.

The Life Sciences sector has completed a survey of healthcare providers regarding employment and training needs and will develop a marketing plan to promote the assets of the sector and attract talent for occupations with highest turnover and vacancy rates. They have supported Big Bend Regional Health Information Organization to secure a Federal Communications Commission grant for $9.6 million to electronically connect eight healthcare facilities in nine counties, many of them rural.

The TallTech Alliance, a separate not for profit organization recognized as the EDC information technology roundtable, continues to support growing IT firms with resources such as 1) Small business and entrepreneurial grants and incentive programs, and 2)Debt and equity financing options, federal R&D grant opportunities for small businesses.

- **ENTERPRISE ZONE**
  In 2002, Leon County led the legislative effort to establish the Tallahassee/Leon County Enterprise Zone #3701 (EZ) to stimulate economic development in underdeveloped areas in our community. The EZ is a 20 square-mile area across Leon County that offers significant state-based tax incentives to property and business owners within the EZ boundaries who renovate their homes, create jobs, and/or expand their businesses. These incentives include rebates of state sales tax paid for equipment and construction materials and a state tax credit for increases in local property taxes due to property improvements.

  The EZ is governed by the Enterprise Zone Development Agency Board (EZDA) and administered by the Tallahassee-Leon County Economic Development Council - Karen Hintz. The EZDA is comprised of 11 members, 10 of whom are appointed by the Board of County Commissioners. The EZDA's responsibilities include:

- Review, process, and certify applications for state enterprise zone tax incentives
- Provide assistance to businesses and residents within the EZ
- Promote the development of the EZ
- Make and execute contracts and other instruments necessary to exercise the County's powers as an EZ governing body
- Assist in the development and oversight of the EZ strategic plan and identify and recommend to the County and City Commissions ways to remove regulatory barriers placed on businesses
- Oversee and monitor the implementation of the strategic plan for the EZ
- Identify financial needs of, and local resources or assistance available to, eligible businesses within the EZ

The EZDA has five measurable goals to assess annual successes and accomplishments. These measurable goals are: (1) The number of incentive applications approved; (2) full-time employees listed on the EZ application that live in the EZ, (3) the full-time jobs created in the EZ, (4) advertised outreach, and (5) Web site hits registered to the Tallahassee-Leon County Economic Development Council Web site to verify parcel IDs/addresses in the EZ.

BUSINESS RECRUITMENT

Continue recruitment of new capital investment and jobs to the area, focusing on businesses in targeted industry sectors as outlined by the Wadley Donovan Report and the industry cluster analysis being conducted by Florida's Great Northwest.

Maintain effective relationships with national site selection consultants via upgraded GIS-based Web site, quarterly email correspondence and meetings during visits to select cities.

- **ATTEND KEY CONSULTANT EVENTS, MARKETING SALES MISSIONS AND CONFERENCES SUCH AS:**

  Seminars and Conferences
  - International Economic Development Council Events
  - Florida Economic Development Council Annual Conference
  - Enterprise Florida Consultant Events
  - Florida's Great Northwest Consultant Events
  - National Business Aviation Association Annual Meeting
  - Gulf Power Economic Development Symposium
  - Enterprise Florida Strategic Planning Sessions

- **MAINTAIN AVAILABLE COMMERCIAL BUILDINGS AND DEVELOPMENT SITES IN A WEB-BASED DATABASE**

  The EDC Web site will continue to serve as the source for local and state resources for economic development. Additional enhancements for business development opportunities will include mapping property, demographics and workforce data as well as key regional assets using Geographical Information Systems technology. These pages will include user-friendly sections on related resources, success stories and contact information.

MARKETING

Successfully market the advantages of relocating or expanding a business in Tallahassee/Leon County and enhance the image of the region as a preferred business location nationally and internationally.

REGIONAL PROMOTION

Partner with Regional economic development entities such as:

- Gadsden County Industrial Development Authority
- Wakulla County Economic Development Council
- Jefferson County EDC
- Florida's Great Northwest
- Enterprise Florida

STATISTICAL DATA/RESEARCH

Provide economic research and market analysis needed by existing companies in Tallahassee/Leon County and those companies interested in expanding or relocating to the region.

BUDGET DEVELOPMENT/PRIVATE SECTOR LEVERAGE

The EDC launched phase two of the private sector investment program to enhance the EDC's overall operating budget. The Foresight Fund 2006-2011 will recruit and manage private sector investment to be used directly for efforts to grow existing and new business opportunities.

The Economic Development Council of Tallahassee/Leon County

Statement of Financial Position

As of February 29, 2008

	Feb 29, 08	Feb 28, 07
ASSETS		
Current Assets		
Checking/Savings		
Bank-Checking	340,911.44	47,411.56
Bank-Savings	1,156.98	1,156.40
Total Checking/Savings	342,068.42	48,567.96
Other Current Assets		
A/R - Leon County	174,500.00	185,000.00
A/R - City of Tallahassee	135,000.00	150,000.00
A/R - Grant	3,190.75	0.00
A/R - Leon County (CD)	25,000.00	25,000.00
A/R - SunTrust Bankcard	333.00	0.00
Barter Receivable	33,258.73	43,465.49
Member Dues	140,125.00	147,192.47
Prepaid Expenses	9,983.92	20,293.53
Total Other Current Assets	521,391.40	570,951.49
Total Current Assets	863,459.82	619,519.45
Fixed Assets		
Accumulated Depreciation	-78,615.49	-70,490.49
Capitalized Equipment	84,628.89	84,628.89
Total Fixed Assets	6,013.40	14,138.40
Other Assets		
Investments	234,809.06	193,841.81
Investments - Reserves	186,730.98	206,417.61
Total Other Assets	421,540.04	400,259.42
TOTAL ASSETS	1,291,013.26	1,033,917.27
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	12,500.00	0.00
Total Accounts Payable	12,500.00	0.00
Other Current Liabilities		
A/P - Our Region Tomorrow	200,000.00	0.00
A/P - Salary Expense	0.00	9,699.91
Due to/from Chamber	47,703.74	31,872.81
ED Investment Fund	234,809.06	218,841.81
Unearned Revenue	473,374.53	465,324.12
Total Other Current Liabilities	955,887.33	725,738.65
Total Current Liabilities	968,387.33	725,738.65

The Economic Development Council of Tallahassee/Leon County

Statement of Financial Position

As of February 29, 2008

	Feb 29, 08	Feb 28, 07
Total Liabilities	968,387.33	725,738.65
Equity		
Fund Balance	280,690.22	300,049.49
Retained Earnings	0.00	-363.04
Net Income	41,935.71	8,492.17
Total Equity	322,625.93	308,178.62
TOTAL LIABILITIES & EQUITY	1,291,013.26	1,033,917.27

Total
Statement of Activities
October 2007 through February 2008

	TOTAL ECONOMIC DEVELOPMENT COUNCIL			
	February 08	Oct '07 - Feb 08	Budget	% of Budget
Income				
Income				
Capital Regional Partnership	0.00	0.00	15,000.00	0.0%
Grants - City of Tallahassee	11,250.00	56,250.00	135,000.00	41.67%
Grants - Leon County	14,541.66	72,708.30	174,500.00	41.67%
In-Kind Chamber	3,521.08	17,605.40	42,253.00	41.67%
Interest Income	17.18	69.06	5,500.00	1.26%
Miscellaneous Revenue	2,320.00	85,799.91	30,000.00	286.0%
Private Sector Funding	44,951.40	197,478.01	487,000.00	40.55%
Sponsorship	0.00	0.00	3,000.00	0.0%
Total Income	76,601.32	429,910.68	892,253.00	48.18%
Total Income	76,601.32	429,910.68	892,253.00	48.18%
Expense				
Bad Debt Expense-Membership Due	0.00	1,500.00	21,000.00	7.14%
Depreciation	625.00	3,750.00	8,500.00	44.12%
Oper Exp				
Accounting, audit	525.00	6,968.54	11,000.00	63.35%
Advertising & P.R.	5,581.36	48,983.09	65,000.00	75.36%
Auto	656.94	4,127.03	11,000.00	37.52%
Board Expenses	186.76	1,363.01	3,000.00	45.43%
Business Retention	2,788.36	16,801.19	31,200.00	53.85%
Committees	0.00	0.00	6,000.00	0.0%
Computer & Web Operations	6,067.13	14,759.15	18,500.00	79.78%
Contract Services - Consulting	0.00	150.00	0.00	100.0%
Dues/publications/subscriptions	812.89	5,102.84	14,500.00	35.19%
Equipment op./maint./purchase	894.90	3,331.89	4,000.00	83.3%
Florida's Great Northwest	833.33	4,414.49	16,000.00	27.59%
Industry Sector Committees	72.77	161.72	3,600.00	4.49%
Insurance	133.67	668.35	2,300.00	29.06%
Office Supplies	943.78	2,206.75	4,900.00	45.04%
Postage	62.89	626.79	1,300.00	48.22%
Printing	453.26	2,315.88	2,000.00	115.79%
Project Development	1,218.54	16,246.44	30,000.00	54.16%
Recognition & awards	0.00	80.00	1,500.00	5.33%
Rent in-kind	3,521.08	17,605.40	42,253.00	41.67%
Staff seminars	52.32	4,522.11	5,000.00	90.44%
Taxes, licenses, fees, other	55.04	614.82	1,600.00	38.43%
Telephone	466.59	2,301.29	7,800.00	29.5%
Total Oper Exp	25,326.61	153,350.78	282,453.00	54.29%
Pers Exp				
401K EDC Match, administration	358.33	1,961.79	4,500.00	43.6%
Health Insurance	3,874.00	19,947.39	42,123.12	47.36%
Payroll Outsourcing	286.19	1,069.86	2,500.00	42.79%
Payroll Taxes	1,138.12	11,728.09	37,111.00	31.6%
Salaries	40,279.74	193,499.70	485,106.00	39.89%
WC/UC	316.61	1,147.36	4,852.00	23.65%

Total
Statement of Activities
October 2007 through February 2008

	TOTAL ECONOMIC DEVELOPMENT COUNCIL			
	February 08	Oct '07 - Feb 08	Budget	% of Budget
Total Pers Exp	46,252.99	229,354.19	576,192.12	39.81%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	72,204.60	387,954.97	888,145.12	43.68%
Net Income	4,396.72	41,955.71	4,107.88	1,021.35%

THE ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY, INC.

Tallahassee, Florida

FINANCIAL STATEMENTS

Years Ended September 30, 2007 and 2006

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Years Ended September 30, 2007 and 2006

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Independent Auditors' Report

Board of Directors
The Economic Development Council
of Tallahassee/Leon County, Inc.
Tallahassee, Florida

We have audited the accompanying statements of financial position of the Economic Development Council of Tallahassee/Leon County, Inc., a non-profit organization, as of September 30, 2007 and 2006 and the related statements of activity and changes in net assets, and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Economic Development Council of Tallahassee/Leon County, Inc. as of September 30, 2007 and 2006 and the results of its operations, changes in its net assets, and its cash flows for the years then ended in conformity with auditing standards generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated January 18, 2008 on our consideration of the Economic Development Council of Tallahassee/Leon County, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Sanders, Sanders & Holloway, P.A.

Sanders, Sanders & Holloway, P.A.
Certified Public Accountants

January 18, 2008

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Tallahassee, Florida
STATEMENTS OF FINANCIAL POSITION
September 30, 2007 and 2006

ASSETS	2007	2006
ASSETS		
Cash and Cash Equivalents	$ 290,915	$ 278,380
Investment in Certificates of Deposit	247,832	262,233
Accounts Receivable:		
Member Dues (Net of Allowance For Bad Debts, $4,388 and $1,768)	76,128	33,583
Barters	29,522	37,041
Grants	100,761	105,000
Miscellaneous	818	97
Prepaid Expenses	3,451	29,744
Furniture and Equipment, Net	11,562	17,263
Total Assets	$ 760,989	$ 763,341

LIABILITIES AND NET ASSETS

LIABILITIES		
Accounts Payable	$ 50	$ 18,348
Accrued Wages & Taxes	9,769	20,465
Due To Chamber of Commerce	56,695	33,590
Unearned Revenue:		
Membership Dues	199,524	188,472
Leon County Grant	219,714	202,779
Total Liabilities	485,752	463,654
NET ASSETS - UNRESTRICTED	275,237	299,687
TOTAL LIABILITIES AND NET ASSETS	$ 760,989	$ 763,341

Read the Accompanying Notes. They are an Integral
Part of the Financial Statements.

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Tallahassee, Florida
STATEMENTS OF ACTIVITY AND CHANGES IN NET ASSETS
Years Ended September 30, 2007 and 2006

	2007 UNRESTRICTED	2006 UNRESTRICTED
SUPPORT, REVENUE, AND RECLASSIFICATIONS		
Private Sector	$ 518,021	$ 505,328
City Grant	150,000	150,000
County Grant	174,500	185,000
Interest Income	10,309	1,832
In -Kind Revenue	42,253	42,253
Sponsorships	14,500	7,950
Other Revenue	1,552	1,600
TOTAL SUPPORT, REVENUE, AND RECLASSIFICATIONS	911,135	893,963
EXPENSES		
Program Service	805,777	784,506
Management and General	129,808	106,304
Total Expenses	935,585	890,810
CHANGE IN NET ASSETS	(24,450)	3,153
NET ASSETS, OCTOBER 1	299,687	296,534
NET ASSETS, SEPTEMBER 30	$ 275,237	$ 299,687

Read the Accompanying Notes. They are an Integral
Part of the Financial Statements.

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Tallahassee, Florida
STATEMENTS OF CASH FLOWS
Years Ended September 30, 2007 and 2006

	2007	2006
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets (Exhibit B)	$ (24,450)	$ 3,153
Adjustments:		
Depreciation	5,702	8,339
(Increase) in Accounts Receivable	(45,166)	(22,422)
Decrease in Barter Receivables	7,519	(3,576)
Decrease in Grant Receivables	4,239	-
Increase in Allowance for Bad Debts	2,620	1,168
Increase in Miscellenous Receivables	(721)	-
Decrease in Prepaid Expenses	26,293	(26,250)
Decrease in Accounts Payable	(18,298)	914
Decrease in Accrued Wages & Taxes	(10,696)	(6,766)
Increase in Due to Chamber	23,106	5,063
Increase in Unearned Dues and Other Revenue	27,986	50,658
Net Cash Provided(Used) by Operating Activities	(1,866)	10,281
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Certficate of Deposits	25,000	(200,000)
Reinvestment of Certificate of Deposit Interest	(10,599)	(3,304)
Purchase of Furniture, Equipment & Improvements	-	(4,374)
Net Cash Provided(Used) By Investing Activities	14,401	(207,678)
NET INCREASE(DECREASE) IN CASH AND CASH EQUIVALENTS	12,535	(197,397)
CASH AND CASH EQUIVALENTS - OCTOBER 1	278,380	475,777
CASH AND CASH EQUIVALENTS - SEPTEMBER 30	$ 290,915	$ 278,380

Read the Accompanying Notes. They are an Integral
Part of the Financial Statements.

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Tallahassee, Florida
NOTES TO FINANCIAL STATEMENTS
September 30, 2007 and 2006

NOTE 1 - DESCRIPTION OF PROGRAM AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Economic Development Council of Tallahassee/Leon County, Inc., (Economic Development Council) is a Florida non-profit corporation. The purpose of the Economic Development Council is to develop a course of action to better serve the residents and interests of the Tallahassee area through an economic enhancement and private sector job creation program.

Basis of Accounting

The records of the program are maintained on the accrual basis of accounting. Using this method, revenues are recognized when earned and expenses are recognized when incurred.

Income Taxes

The Economic Development Council is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code.

Fixed Assets

Fixed assets are stated at cost. The Economic Development Council's policy is to capitalize appropriate assets with a cost of $1,000 or more. Depreciation is computed using the straight-line method over the estimated useful lives of the individual assets, ranging from 5 to 7 years for furniture and equipment, and 20 years for leasehold improvements. A summary of assets cost and accumulated depreciation at September 30 follows:

	2007	2006
Furniture and Equipment	$77,951	$77,951
Leasehold Improvements	6,678	6,678
Total	84,629	84,629
Less Accumulated Depreciation	73,067	67,366
Total	$11,562	$17,263

Total depreciation expense for the years ended September 30, 2007 and 2006 was $5,702 and $8,338, respectively.

In-Kind Contributions

The Economic Development Council received in-kind contributions from the Tallahassee Chamber of Commerce, Inc., in the form of office space and services. The estimated fair value of the in-kind contribution has been reported as revenue and expense. The value of the in-kind contributions was $42,253 for the years ended 2007 and 2006.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - DESCRIPTION OF PROGRAM AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents
For purposes of the statement of cash flows, the Economic Development Council considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Revenue Recognition
Membership dues are received in advance for membership terms up to one year. At receipt, these dues are considered unearned revenue. They are recognized as time elapses and the revenue becomes earned. Grant revenue from the City of Tallahassee and Leon County are contracts for service grants (See Note 2). Revenue from such grants is recognized when earned.

NOTE 2 - REVENUE SOURCES
The Economic Development Council received funding primarily from three sources during the period ended September 30, 2007: annual memberships, a grant from the City of Tallahassee, and a grant from Leon County. Membership revenue includes bartered dues for goods and services.

City of Tallahassee Grant
An agreement was entered into by the Economic Development Council and the City of Tallahassee in which the City authorized and approved funding in the amount of $150,000 for the period of October 1, 2006 through September 30, 2007 for assistance in implementing economic development activities.

The agreement requires the Economic Development Council to match the grant with cash and in-kind contributions (in-kind not to exceed 50% of the EDC total match) during the period of October 1, 2006 through September 30, 2007. The following is a summary of matching funds provided by the Economic Development Council:

Cash from Membership Dues	$480,374
Cash from Other Revenue Sources	16,052
In-Kind Income	42,253
Total Matching Funds Provided By the Economic Development Council from October 1, 2006 Through September 30, 2007	$538,679

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 2 - REVENUE SOURCES (Continued)

Leon County Grant - Leon County approved a grant in the amount of $199,500 and $210,000 for the 12 months ended September 30, 2007 and 2006, respectively, for assistance in implementing economic development activities. The grant includes $25,000 to be held in an "escrow" account as a reserve for future costs to provide incentives for prospective businesses to relocate in this area. The EDC had an outstanding receivable of $12,500 from Leon County in 2007 and 2006 for this "escrow" money. The "escrow" account balances, net of the $12,500 receivable, as of September 30, 2007 and 2006 were $207,214 and $190,279.

NOTE 3 -SCHEDULE OF FUNCTIONAL EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management has determined that approximately 25% of salaries are incurred for General & Administrative classification. Other expenses have been allocated based on time studies.

NOTE 4 - RETIREMENT PLAN

The Economic Development Council has a 401(k) retirement plan for its employees. The company matches employee's contributions at 40% up to 5% of the employee's wages. Matching contributions were $2,436 and $2,420 for 2007 and 2006 respectively.

NOTE 5 - CONCENTRATION OF CREDIT RISK

The Economic Development Council maintains an account balances at financial institutions in excess of $100,000. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to $100,000. The amount in excess of the FDIC limits totaled $156,210 and $156,718 as of September 30, 2007 and 2006. It is the opinion of management that the solvency of the referenced financial institution is not of particular concern at this time.

NOTE 6 – DESIGNATED NET ASSETS

The following is a summary of the changes in net assets for board designations:

	Job Growth	Marketing	Total
Beginning, October 1	$ 100,666	$ 100,938	$ 201,604
Additions	$ 6,276	$ 3,870	$ 10,146
Usage	-	(25,000)	(25,000)
Ending, September 30	$ 106,942	$ 79,808	$ 186,750

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 7 - RELATED PARTIES (Continued)

The Economic Development Council has some common employees with the Tallahassee Chamber of Commerce, Inc. including the President. The Economic Development Council receives in-kind contributions from the Tallahassee Chamber of Commerce, Inc., which includes rent, office space and utilities. As of September 30, 2007 and 2006, the Economic Development Council had a payable to the Tallahassee Chamber of Commerce, Inc. of $56,695 and $33,590 respectively.

THE ECONOMIC DEVELOPMENT COUNCIL OF TALLAHASSEE/LEON COUNTY, INC.

Tallahassee, Florida

SUPPLEMENTARY INFORMATION

Years Ended September 30, 2007 and 2006

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Independent Auditor's Report on Supplementary Information

Board of Directors
The Economic Development Council
of Tallahassee/Leon County, Inc.
Tallahassee, Florida

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information on page 10 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Sanders, Sanders & Holloway, P.A.

Sanders, Sanders & Holloway, P.A.
Certified Public Accountants

January 18, 2008

THE ECONOMIC DEVELOPMENT COUNCIL OF
TALLAHASSEE/LEON COUNTY, INC.
Tallahassee, Florida
SCHEDULES OF PROGRAM &
GENERAL & ADMINISTRATIVE EXPENSES
Years Ended September 30, 2007 and 2006

	2007			2006		
EXPENSES	PROGRAM	GENERAL & ADMINISTRATIVE	TOTAL	PROGRAM	GENERAL & ADMINISTRATIVE	TOTAL
Salaries	$ 297,671	$ 99,224	$ 396,895	$ 227,583	$ 75,861	$ 303,444
Payroll Tax / Insurance	22,500	7,500	30,000	19,047	6,349	25,396
Employee Benefits	23,702	7,901	31,603	22,128	7,376	29,504
Contract Services	9,488	-	9,488	51,543		51,543
Cost of Events	197		197	12,848		12,848
Automobile Expenses	13,116	690	13,806	11,827	622	12,449
Business Retention	94,478	-	94,478	80,878		80,878
Accounting / Professional	14,367	756	15,123	14,853	782	15,635
Rent	40,140	2,113	42,253	40,140	2,113	42,253
Bad Debt	28,184	-	28,184	12,895		12,895
Equipment Rental / Operation	4,676	246	4,922	3,955	208	4,163
Depreciation	-	5,702	5,702	-	8,338	8,338
Advertising and Marketing Materials	86,114		86,114	149,210		149,210
Dues, Publications and Subscriptions	24,384	1,283	25,667	23,759	1,250	25,009
Conferences and Meetings	13,967	735	14,702	6,994	368	7,362
Printing	4,748	250	4,998	4,962	261	5,223
Office Supplies	5,100	268	5,368	3,948	208	4,156
Postage	1,341	71	1,412	1,783	94	1,877
Telephone	8,672	456	9,128	6,012	316	6,328
Insurance	1,579	83	1,662	1,619	85	1,704
Computer Expense	31,269	1,646	32,915	27,723	1,459	29,182
Technical Advisory Committees	8	-	8	14,847		14,847
Recognition and Awards	1,234		1,234	674		674
Taxes and Licenses	-	866	866	-	614	614
Project Development	71,292		71,292	44,308		44,308
Industry Sector	7,208		7,208	970		970
Miscellaneous Expense	342	18	360	-		-
TOTAL PROGRAM SERVICES	$ 805,777	$ 129,808	$ 935,585	$ 784,506	$ 106,304	$ 890,810

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Read the Accompanying Notes. They are an Integral
Part of the Financial Statements.

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Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*

Board of Directors
The Economic Development Council
of Tallahassee/Leon County, Inc.
Tallahassee, Florida

We have audited the financial statements of the Economic Development Council of Tallahassee/Leon County, Inc. (a nonprofit organization) as of and for the year ended September 30, 2007, and have issued our report thereon dated January 18, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Florida Institute of Rehabilitation Education, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Florida Institute of Rehabilitation Education, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over

Board of Directors
The Economic Development Council
of Tallahassee/Leon County, Inc.
Tallahassee, Florida

financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record,

process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. We consider the following deficiency described below to be a significant deficiency in internal control over financial reporting.

Separation of Duties

Although the small size of the Organization's staff limits the extent of separation of duties, we believe certain steps could be taken to improve certain incompatible duties. The basic premise is that no one employee should have access to both physical assets and the related accounting records or to all phases of a transaction. Our recommendation in this area is to continue to make every effort to use the available staff to achieve as much separation as possible.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that none of the significant deficiencies described above is a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Economic Development Council of Tallahassee/Leon County, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the audit committee, Board of Trustees, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Sanders, Sanders & Holloway, P.A.

SANDERS, SANDERS, & HOLLOWAY, P.A.
Certified Public Accountants
January 18, 2008

LEON
FLORIDA'S CAPITAL COUNTY

KEEP TALLAHASSEE-
LEON COUNTY BEAUTIFUL

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: Keep Tallahassee-Leon County Beautiful, Inc.

Agency Representative: Diana Hanson

Physical & Mailing Address: 3212 Beaumont Drive 32309

P.O. Box 191 Tallahassee, FL 32302

Telephone: 850-681-8589

Fax: 850-222-1221

E-mail Address: keeptallahasseebeaut@comcast.net

Agency Employer ID Number (FEIN): 31-1528968

Does the Agency have a **501(c) (3)** status? Yes: x No:

Date of Agency Incorporation: 7-15-91
"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning OCTOBER 1, 2006, and ending SEPTEMBER 30, 20 07

B Check if applicable
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return
- ☐ Amended return
- ☐ Application pending

200709 031510000 29 IB
KEEP TALLAHASSEE LEON COUNTY
BEAUTIFUL INC
401 E VIRGINIA ST
TALLAHASSEE FL 32301-1267

IRS

D Employer identification number: 1528968

Telephone number: (850) 224-6800

Accounting method: ☐ Cash ☑ Accrual ☐ Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? ☐ Yes ☑ No

H(b) If "Yes," enter number of affiliates ▶

H(c) Are all affiliates included? ☐ Yes ☐ No (If "No," attach a list. See instructions.)

H(d) Is this a separate return filed by an organization covered by a group ruling? ☐ Yes ☑ No

G Website: ▶

J Organization type (check only one) ▶ ☑ 501(c) (3) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Check here ▶ ☐ if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

I Group Exemption Number ▶

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 117,301

M Check ▶ ☑ if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

Revenue	1 Contributions, gifts, grants, and similar amounts received:				
	a Contributions to donor advised funds	1a	23,200		
	b Direct public support (not included on line 1a)	1b			
	c Indirect public support (not included on line 1a)	1c			
	d Government contributions (grants) (not included on line 1a)	1d	5,000		
	e Total (add lines 1a through 1d) (cash $ 28,200 noncash $)			1e	28,200
	2 Program service revenue including government fees and contracts (from Part VII, line 93)			2	
	3 Membership dues and assessments			3	4,138
	4 Interest on savings and temporary cash investments			4	45
	5 Dividends and interest from securities			5	
	6a Gross rents	6a			
	b Less: rental expenses	6b			
	c Net rental income or (loss). Subtract line 6b from line 6a			6c	
	7 Other investment income (describe ▶)			7	
	8a Gross amount from sales of assets other than inventory — (A) Securities / (B) Other	8a			
	b Less: cost or other basis and sales expenses	8b			
	c Gain or (loss) (attach schedule)	8c			
	d Net gain or (loss). Combine line 8c, columns (A) and (B)			8d	
	9 Special events and activities (attach schedule). If any amount is from gaming, check here ▶ ☐				
	a Gross revenue (not including $ of contributions reported on line 1b)	9a	84,918		
	b Less: direct expenses other than fundraising expenses	9b	12,887		
	c Net income or (loss) from special events. Subtract line 9b from line 9a			9c	72,031
	10a Gross sales of inventory, less returns and allowances	10a			
	b Less: cost of goods sold	10b			
	c Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a			10c	
	11 Other revenue (from Part VII, line 103)			11	
	12 **Total revenue.** Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11			12	104,414
Expenses	13 Program services (from line 44, column (B))			13	55,512
	14 Management and general (from line 44, column (C))			14	34,313
	15 Fundraising (from line 44, column (D))			15	17,993
	16 Payments to affiliates (attach schedule)			16	
	17 **Total expenses.** Add lines 16 and 44, column (A)			17	107,818
Net Assets	18 Excess or (deficit) for the year. Subtract line 17 from line 12			18	-3,404
	19 Net assets or fund balances at beginning of year (from line 73, column (A))			19	36,839
	20 Other changes in net assets or fund balances (attach explanation)			20	
	21 Net assets or fund balances at end of year. Combine lines 18, 19, and 20			21	33,435

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form 990 (2006)

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. *(See the instructions.)*

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ _____ noncash $ _____) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ 3,205 noncash $ _____) If this amount includes foreign grants, check here ▶ ☐	22b	3,205	3,205		
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A (attach schedule)	25a	55,941	27,971	18,349	9,622
b Compensation of former officers, directors, key employees, etc. listed in Part V-B (attach schedule)	25b				
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26				
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a – 27	28	9,317	4,659	3,056	1,603
29 Payroll taxes	29	4,279	2,140	1,404	736
30 Professional fundraising fees	30				
31 Accounting fees	31				
32 Legal fees	32				
33 Supplies	33	4,422	2,211	1,450	761
34 Telephone	34	4,497	2,279	1,475	773
35 Postage and shipping	35	855	428	280	147
36 Occupancy	36	2,996	1,498	983	515
37 Equipment rental and maintenance	37	2,642	1,321	867	454
38 Printing and publications	38	781	391	256	134
39 Travel	39	4,703	2,352	1,543	809
40 Conferences, conventions, and meetings	40	1,355	678	444	233
41 Interest	41				
42 Depreciation, depletion, etc. (attach schedule)	42				
43 Other expenses not covered above (itemize):					
a Dues	43a	485	243	159	83
b Public relations	43b	1,341	671	440	231
c Recognition awards	43c	3,638	1,819	1,193	626
d Miscellaneous	43d	176	88	58	30
e Cost of events	43e	7,185	3,593	2,357	1,236
f	43f				
g	43g				
44 **Total functional expenses.** Add lines 22a through 43g. (Organizations completing columns (B)–(D), carry these totals to lines 13–15)	44	107,818	55,512	34,313	17,993

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☑ No

If "Yes," enter (i) the aggregate amount of these joint costs $_____; (ii) the amount allocated to Program services $_____; (iii) the amount allocated to Management and general $_____; and (iv) the amount allocated to Fundraising $_____

15

Part III Statement of Program Service Accomplishments *(See the instructions.)*

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ Environmental education All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a Environmental education, liter cleanup, and recycling (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	55,512
b (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule) (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	55,512
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services). ▶	

Part IV Balance Sheets *(See the instructions.)*

Note: *Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.*		(A) Beginning of year		(B) End of year
Assets				
45 Cash—non-interest-bearing		100	45	100
46 Savings and temporary cash investments		39,395	46	35,991
47a Accounts receivable	47a			
b Less: allowance for doubtful accounts	47b		47c	
48a Pledges receivable	48a			
b Less: allowance for doubtful accounts	48b		48c	
49 Grants receivable			49	
50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)			50a	
b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)			50b	
51a Other notes and loans receivable (attach schedule)	51a			
b Less: allowance for doubtful accounts	51b		51c	
52 Inventories for sale or use			52	
53 Prepaid expenses and deferred charges			53	
54a Investments—publicly-traded securities ▶ ☐ Cost ☐ FMV			54a	
b Investments—other securities (attach schedule) ▶ ☐ Cost ☐ FMV			54b	
55a Investments—land, buildings, and equipment: basis	55a			
b Less: accumulated depreciation (attach schedule)	55b		55c	
56 Investments—other (attach schedule)			56	
57a Land, buildings, and equipment: basis	57a			
b Less: accumulated depreciation (attach schedule)	57b		57c	
58 Other assets, including program-related investments (describe ▶)			58	
59 **Total assets** (must equal line 74). Add lines 45 through 58		39,495	59	36,091
Liabilities				
60 Accounts payable and accrued expenses			60	
61 Grants payable			61	
62 Deferred revenue			62	
63 Loans from officers, directors, trustees, and key employees (attach schedule)			63	
64a Tax-exempt bond liabilities (attach schedule)			64a	
b Mortgages and other notes payable (attach schedule)			64b	
65 Other liabilities (describe ▶ Payroll taxes)		2,656	65	2,656
66 **Total liabilities.** Add lines 60 through 65		2,656	66	2,656
Net Assets or Fund Balances				
Organizations that follow SFAS 117, check here ▶ ☐ and complete lines 67 through 69 and lines 73 and 74.				
67 Unrestricted			67	
68 Temporarily restricted			68	
69 Permanently restricted			69	
Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.				
70 Capital stock, trust principal, or current funds			70	
71 Paid-in or capital surplus, or land, building, and equipment fund		33,961	71	
72 Retained earnings, endowment, accumulated income, or other funds		2,878	72	33,435
73 **Total net assets or fund balances.** Add lines 67 through 69 or lines 70 through 72. (Column (A) **must** equal line 19 and column (B) **must** equal line 21)		36,839	73	33,435
74 **Total liabilities and net assets/fund balances.** Add lines 66 and 73		39,495	74	36,091

Part IV-A **Reconciliation of Revenue per Audited Financial Statements With Revenue per Return** *(See the instructions.)*

a	Total revenue, gains, and other support per audited financial statements		a
b	Amounts included on line a but not on Part I, line 12:		
1	Net unrealized gains on investments	b1	
2	Donated services and use of facilities	b2	
3	Recoveries of prior year grants	b3	
4	Other (specify):	b4	
	Add lines b1 through b4		b
c	Subtract line b from line a		c
d	Amounts included on Part I, line 12, but not on line a:		
1	Investment expenses not included on Part I, line 6b	d1	
2	Other (specify):	d2	
	Add lines d1 and d2		d
e	Total revenue (Part I, line 12). Add lines c and d ▶		e

Part IV-B **Reconciliation of Expenses per Audited Financial Statements With Expenses per Return**

a	Total expenses and losses per audited financial statements		a
b	Amounts included on line a but not on Part I, line 17:		
1	Donated services and use of facilities	b1	
2	Prior year adjustments reported on Part I, line 20	b2	
3	Losses reported on Part I, line 20	b3	
4	Other (specify):	b4	
	Add lines b1 through b4		b
c	Subtract line b from line a		c
d	Amounts included on Part I, line 17, but not on line a:		
1	Investment expenses not included on Part I, line 6b	d1	
2	Other (specify):	d2	
	Add lines d1 and d2		d
e	Total expenses (Part I, line 17). Add lines c and d ▶		e

Part V-A **Current Officers, Directors, Trustees, and Key Employees** (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) *(See the instructions.)*

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
Diana Hanson 3212 Beaumont Dr., Tallahassee, FL 32308	Exec Director, 40	55,941	0	600
Frank E Dorsey 401 E Virginia St., Tallahassee, FL 32301	Treasurer	0	0	0

Part V-A Current Officers, Directors, Trustees, and Key Employees *(continued)*

		Yes	No
75a Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶			
b Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		✔
c Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for *the definition of "related organization."* ▶ If "Yes," attach a statement that includes the information described in the instructions.	75c		✔
d Does the organization have a written conflict of interest policy?	75d		✔

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits (If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances

Part VI Other Information *(See the instructions.)*

		Yes	No
76 Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		✔
77 Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		✔
78a Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		✔
b If "Yes," has it filed a tax return on **Form 990-T** for this year?	78b		✔
79 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		✔
80a Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		✔
b If "Yes," enter the name of the organization ▶ _____ and check whether it is ☐ exempt or ☐ nonexempt			
81a Enter direct and indirect political expenditures. (See line 81 instructions.) 81a			
b Did the organization file **Form 1120-POL** for this year?	81b		✔

Part VI Other Information *(continued)*

			Yes	No
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	✓	
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.) 82b			
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	✓	
b	Did the organization comply with the disclosure requirements relating to *quid pro quo* contributions?	83b	✓	
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b		
85	*501(c)(4), (5), or (6) organizations.* a Were substantially all dues nondeductible by members?	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less?	85b		
	If "Yes" was answered to either 85a or 85b, **do not** complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.			
c	Dues, assessments, and similar amounts from members 85c			
d	Section 162(e) lobbying and political expenditures 85d			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices 85e			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) 85f			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h		
86	*501(c)(7) orgs.* Enter: a Initiation fees and capital contributions included on line 12 86a			
b	Gross receipts, included on line 12, for public use of club facilities 86b			
87	*501(c)(12) orgs.* Enter: a Gross income from members or shareholders 87a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 87b			
88a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88a		
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶	88b		
89a	*501(c)(3) organizations.* Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0			
b	*501(c)(3) and 501(c)(4) orgs.* Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b		✓
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶ 0			
e	*All organizations.* At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	89e		✓
f	*All organizations.* Did the organization acquire a direct or indirect interest in any applicable insurance contract?	89f		✓
g	*For supporting organizations and sponsoring organizations maintaining donor advised funds.* Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	89g		

90a List the states with which a copy of this return is filed ▶ Florida

b Number of employees employed in the pay period that includes March 12, 2006 (See instructions.) 90b 1

91a The books are in care of ▶ Frank E Dorsey Telephone no. ▶ (850) 224-6800

Located at ▶ 401 E Virginia Street, Tallahassee, FL ZIP + 4 ▶ 32301-1267

		Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	91b	✓
	If "Yes," enter the name of the foreign country ▶		
	See the instructions for exceptions and filing requirements for **Form TD F 90-22.1**, Report of Foreign Bank and Financial Accounts.		

Part VI Other Information *(continued)*

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States? If "Yes," enter the name of the foreign country ▶	91c		✔
92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041—Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92		

Part VII Analysis of Income-Producing Activities *(See the instructions.)*

Note: Enter gross amounts unless otherwise indicated.	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a Corporate grants					22,200
b					
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					5,000
94 Membership dues and assessments					4,139
95 Interest on savings and temporary cash investments					45
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					72,031
102 Gross profit or (loss) from sales of inventory					
103 Other revenue: a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))					104,414
105 Total (add line 104, columns (B), (D), and (E)) ▶					104,414

Note: *Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.*

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes *(See the instructions.)*

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
105	All revenues are related

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities *(See the instructions.)*

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts *(See the instructions.)*

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☑ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☑ No

Note: *If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).*

Part XI **Information Regarding Transfers To and From Controlled Entities.** *Complete only if the organization is a controlling organization as defined in section 512(b)(13).*

		Yes	No
106	Did the reporting organization **make** any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		✓

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
Totals				

		Yes	No
107	Did the reporting organization **receive** any transfers **from** a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		✓

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
Totals				

		Yes	No
108	Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		✓

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer — Date 11/3/07

Frank E Dorsey, Treasurer

Type or print name and title

Paid Preparer's Use Only

Preparer's signature	Date	Check if self-employed ▶ ☐	Preparer's SSN or PTIN (See Gen. Inst. X)
Firm's name (or yours if self-employed), address, and ZIP + 4		EIN ▶	
		Phone no. ▶ ( )	

Printed on recycled paper

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information—(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2006

Name of the organization: KEEP TALLAHASSEE LEON COUNTY BEAUTIFUL

Employer identification number: 31 1528968

Part I **Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**
(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
DIANA HANSON 3212 BEAUMONT DR, TALLAHASSEE FL	EXEC DIRECTOR, 40	55,941	0	600
Total number of other employees paid over $50,000 ▶	1			

Part II-A **Compensation of the Five Highest Paid Independent Contractors for Professional Services**
(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
Total number of others receiving over $50,000 for professional services ▶	0	

Part II-B **Compensation of the Five Highest Paid Independent Contractors for Other Services**
(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
Total number of other contractors receiving over $50,000 for other services ▶	0	

For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ. Cat. No. 11285F Schedule A (Form 990 or 990-EZ) 2006

Part III **Statements About Activities** (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)	1		✔
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? *(If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)*			
a	Sale, exchange, or leasing of property?	2a		✔
b	Lending of money or other extension of credit?	2b		✔
c	Furnishing of goods, services, or facilities?	2c		✔
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)?	2d		✔
e	Transfer of any part of its income or assets?	2e		✔
3a	Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		✔
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		✔
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		✔
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		✔
4a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		✔
b	Did the organization make any taxable distributions under section 4966?	4b		
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		
d	Enter the total number of donor advised funds owned at the end of the tax year ▶ _____			
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶ _____			
f	Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶ 0			
g	Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ▶ 0			

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☑ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☐ An organization that normally receives: (1) **more than 33⅓%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions—subject to certain exceptions, and (2) **no more than 33⅓%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Integrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents?		(e) Amount of support
			Yes	No	
Total				▶	

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.*

Note: *You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.*

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	28,200	77,300	103,089	94,895	303,484
16 Membership fees received	4,138	2,982	3,314	5,875	16,309
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	84,918	49,429	31,275	21,202	186,824
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	45	41	15	99	200
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					
23 Total of lines 15 through 22	117,301	129,752	121,256	130,265	506,817
24 Line 23 minus line 17	32,383	80,323	89,981	88,063	290,750
25 Enter 1% of line 23	1,173	1,298	1,213	1,303	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 10,136

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b 0

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c 290,750

d Add: Amounts from column (e) for lines: 18 200 19 0 22 0 26b 0 ▶ 26d 200

e Public support (line 26c minus line 26d total) ▶ 26e 290,750

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f 99 %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year:

(2005) ..... (2004) ..... (2003) ..... (2002) .....

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year:

(2005) ..... (2004) ..... (2003) ..... (2002) .....

c Add: Amounts from column (e) for lines: 15 _____ 16 _____ 17 _____ 20 _____ 21 _____ ▶ 27c

d Add: Line 27a total _____ and line 27b total _____ ▶ 27d

e *Public support (line 27c total minus line 27d total)* ▶ 27e

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f

g *Public support percentage (line 27e (numerator) divided by line 27f (denominator))* ▶ 27g %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h %

28 ***Unusual Grants:*** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part V **Private School Questionnaire** (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

			Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)			
32	Does the organization maintain the following:			
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)			
33	Does the organization discriminate by race in any way with respect to:			
a	Students' rights or privileges?	33a		
b	Admissions policies?	33b		
c	Employment of faculty or administrative staff?	33c		
d	Scholarships or other financial assistance?	33d		
e	Educational policies?	33e		
f	Use of facilities?	33f		
g	Athletic programs?	33g		
h	Other extracurricular activities?	33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)			
34a	Does the organization receive any financial aid or assistance from a governmental agency?	34a		
b	Has the organization's right to such aid ever been revoked or suspended?	34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement.			
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35		

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.)
(To be completed ONLY by an eligible organization that filed Form 5768)

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table—			
If the amount on line 40 is— / **The lobbying nontaxable amount is—**			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

Caution: *If there is an amount on either line 43 or line 44, you must file Form 4720.*

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII **Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations** (See page 13 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a(i)		✔
(ii) Other assets	a(ii)		✔
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		✔
(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		✔
(iii) Rental of facilities, equipment, or other assets	b(iii)		✔
(iv) Reimbursement arrangements	b(iv)		✔
(v) Loans or loan guarantees	b(v)		✔
(vi) Performance of services or membership or fundraising solicitations	b(vi)		✔
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		✔

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ ☐ Yes ☑ No

b If "Yes," complete the following schedule.

(a) Name of organization	(b) Type of organization	(c) Description of relationship

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KEEP TALLAHASSEE LEON CO BEAUTIFUL
Profit & Loss
October 2006 through September 2007

	Oct '06 - Sep 07
Ordinary Income/Expense	
Income	
501 Governmental Grants	5,000.00
502 Corporate Grants	6,200.00
521 Membership Dues	4,138.70
541 Interest Income	44.85
Total Income	15,383.55
Expense	
605 Grants and Contributions	3,205.06
610 Salaries	55,941.25
620 Employee Benefits	9,317.32
630 Payroll Taxes	4,279.48
640 Supplies	4,421.52
650 Telephone	4,496.61
660 Postage and Shipping	854.63
670 *Occupancy*	2,996.00
680 Equip Rental & Maintenance	2,642.38
690 Printing and Publications	781.57
700 Travel	4,703.21
710 Conferences, and Meetings	579.49
720 Board Meeting exp.	775.60
730 Dues	485.00
740 Public Relations	1,340.86
750 Recognition and awards	3,637.53
760 Miscellanious	176.41
770 Cost of Events	7,184.72
935 Take Pride	-16,000.00
Total Expense	91,818.64
Net Ordinary Income	-76,435.09
Other Income/Expense	
Other Income	
901 Golf Tournament	31,675.00
902 Golf Tournament Exp	-4,126.66
907 Drive In Movies	14,915.17
908 DIM Expenses	-2,495.80
921 Annual Banquet	491.03
922 Annual Banquet Exp	-416.02
931 Shoot the Moon	33,563.00
932 Shoot the Moon Exp	-5,288.19
933 Lunch	445.00
940 Can Campaign	3,828.30
941 Can Campaign Exp	-559.90
Total Other Income	72,030.93
Net Other Income	72,030.93
Net Income	-4,404.16

97 JUL 16 [illegible]

TALLAHASSEE, FLORIDA

ARTICLES OF INCORPORATION

The undersigned, [illegible] for the purpose of forming a corporation under the Florida Not-for-Profit Corporation Act, hereby adopts the following Articles of Incorporation.

ARTICLE I NAME

The name of the corporation shall be

Keep Tallahassee-Leon County Beautiful, Inc.

ARTICLE II PRINCIPAL OFFICE

The principal place of business and mailing address of this corporation shall be

P.O. Box 1639
Tallahassee, FL 32302

ARTICLE III PURPOSE(S)

The specific purpose(s) for which the corporation is organized is(are):

KTLCB was formed to seek and provide support in educating leaders of the community and educating the public on enhancing the quality of the environment. Its broader purpose is to utilize community citizens to promote civic pride; to educate and foster a better understanding and appreciation of the environment; and to encourage positive leadership throughout the local community.

ARTICLE IV MANNER OF ELECTION OF DIRECTORS

The manner in which the directors are elected or appointed is:

Nominated by nominating committee, approved by existing board.

ARTICLE V INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and Florida street address of the initial registered agent are:

Diana Hanson
100 N. Duval
Tallahassee, FL 32302

ARTICLE VI INCORPORATOR

The name and address of the incorporator to these Articles of Incorporation are:

Diana Hanson
100 N. Duval
Tallahassee, FL 32302

Diana Hanson
Signature/Incorporator

7-15-97
Date

(An additional article must be added if an effective date is requested.)

Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and am familiar with and accept the obligations of my position as registered agent.

Diana Hanson
Signature/Registered Agent

7-15-97
Date

AMENDMENT TO ARTICLES OF INCORPORATION

ARTICLE III: PURPOSE(S)

Ss i organization be organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary): Continuation of beautification/cleanup projects and programs for KTLCB including Litter Hot Line.

2. Who is the target population intended to be served or benefit from this program? Leon County neighborhoods, businesses, schools, recreational areas, lake shores and surrounding areas (including Apalachicola Nat'l Forest).

3. What methods are being used to effectively reach this program's target population? Countywide cleanups of lakeshores, neighborhoods, forest/community gardens Educational programs/books for classrooms/website links for schools Litter-free events/Litter Hot Line/Volunteer coordination for Super Clean Sweep/Shore

4. Outline the phases and time frames in which this program or event will be accomplished if funded. Fall: Shore Cleanup/Recognition Program Spring: Super Clean Sweep/Education Program/Earth Day On-Going: Litter Free Events/Litter Hot Line/Cleanups

5. List the program's short-term, intermediate, and long-term goals. Raise Awareness through education Reduce Litter /Increase Recycling

6. Projected program Impact/outcome results - What is the projected impact on the target population? Reduction of litter through volunteers and education Involve as many entities as possible to help spread our message Consumer/teacher-friendly website — Billboards with our message Continue to reach out to students in myriad of ways

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought? This funding is a vital need for us. We have 4 fundraisers a year. We apply for grants ($,000 in 2007 from Waste Management).

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding? City of Tallahassee helps sponsor our Golf Tournament

9. List any Agency partnerships and collaboration related to this program.

Agency	Partnership/Collaboration
Leon Co Solid Waste	waives landfill fees for cleanups
COT Solid Waste	extra pickups for cleanup projects
Volunteer Leon	Volunteers for projects
Co/City Recycling	Recycling events
Challenger Learning Center	Educational Kiosk and power point message @ all theatres

C. Funding Information

10. Agency's current total budget: 2007/08 $ 108,000 (current) 2008/09 $ 110,000 (proposed)

11. Total cost of program: $108,000 - $110,000

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits			
Professional Fees			
Occupancy/Utilities/Network			
Supplies/Postage	4000		
Equipment Rental, Maintenance, Purchase	2650		
Meeting costs/Travel/Transportation	2600		
Staff/Board Development/Recruitment			
Awards/Grants/Direct Aid		9575	
~~Bad Debts/Uncollectible~~ Recog/Awards	3600		
Bonding/Liability/Directors Insurance	800		
~~Other expense (please itemize)~~ P.R.	1400		
~~Total~~ Cost of Events	6325		
Total	21,375		

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	21,375	21,375
City of Tallahassee (not CHSP)	15,000	20,000
United Way (not CHSP)	-0-	-0-
State	-0-	-0-
Federal	-0-	-0-
Grants	5000	
Contributions/Special Events	32,000	33,000
Dues/Membership	4000	4000
Program Service Fees		
Other Income (please itemize)		
Total	77,375	78,375

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits		
Professional Fees		
Occupancy/Utilities/Network		
Supplies/Postage	4000	4000
Equipment Rental, Maintenance, Purchase	2000	2000
Meeting costs/Travel/Transportation	3800	3800
Staff/Board Development/Recruitment		
Awards/Grants/Direct Aid		
~~Bad Debts/Uncollectible~~ cost of events	6500	6500
Bonding/Liability/Directors Insurance	800	800
~~Other expense (please itemize)~~ PR	1800	1800
~~Total~~ recog/awards	2475	2475
	21,375	21,375

15. Describe actions and fund-raisers to secure funding.
APPLIED FOR 3 GRANTS THIS YEAR. GOT ONE FOR $5000.
HOLD 4 FUNDRAISERS A YEAR... LOOKING AT A FIFTH.

16. Will this program or event recur every year?

No_____ Yes x

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No_____ Yes x

If "yes," estimate: the amount of next year's funding request. 21,375

18. Has Leon County ever contributed funds to this program in the past?

No_____ Yes x

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: 2003 TO PRESENT $15,000 TO 21,375 PRESENTLY

Recipient or Agency: Keep Tallahassee - Leon County Beautiful

Program Title: _____

Funding Level: 21,375

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Diana Hanson

Signature: Diana Hanson

Date Signed: March 17, 2008

TALLAHASSEE TRUST FOR HISTORIC PRESERVATION

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: Tallahassee Trust for Historic Preservation, Inc.

Agency Representative: Michael Wing, Executive Director

Physical & Mailing Address: 423 East Virginia St.

Tallahassee, FL 32301

Telephone: 850-488-7334

Fax: 850-488-7333

E-mail Address: miketaltrust@comcast.net

Agency Employer ID Number (FEIN): 592921039

Does the Agency have a **501(c) (3)** status? Yes: X No: ____

Date of Agency Incorporation: September 27, 1988

"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

B. Program Information

1. *Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary):*

Funding is being sought for the Tallahassee Trust for Historic Preservation (TTHP) to continue to staff the Tallahassee-Leon County Architectural Review Board, and to provide comprehensive historic preservation services to the local government and the citizens of Leon County. Services include education, planning, and technical assistance as it pertains to historic preservation.

The Tallahassee Trust for Historic Preservation will provide the following services to Leon County

- Assist the County in fulfilling the Goals, Objectives and Policies of the Historic Preservation Element of the Tallahassee-Leon County Comprehensive Plan.

- Assist the County in fulfilling the requirements of the Federal Certified Local Government (CLG) Program including preparation and submission of the required Annual CLG Reports to the Historic Preservation Section of the Florida Department of State, Bureau of Historical Resources, ensuring appropriate enforcement of state and local legislation for designation and protection of historic properties, providing staff, technical support, and records keeping for the historic preservation review commission, maintaining a system for survey and inventory of historic properties, and reviewing the appropriateness of nominations to the National Registers of Historic Places.

- Assist the County in accordance with Leon County Historic Preservation Ordinance as amended. This assistance includes administering and staffing the Tallahassee-Leon County Architectural Review Board (ARB), processing its correspondence, preparing the required legal notifications, maintaining the meeting minutes and archives of properties listed on the Tallahassee-Leon County Register of Historic Places, providing the technical information required for the Architectural Review Board to reach an informed decision., and coordinating with other governmental agencies involved in the regulatory process, and providing technical support.

- Provide the County government with information about identified historic properties in the area of any proposed project and assess the effect the proposed project will have on the historic resources.

- Prepare historic preservation grant-in-aide applications.

The Tallahassee Trust for Historic Preservation will promote historic preservation and provide the citizens of Leon County with historic preservation information and education through the following:

- Maintaining a resource library of general historic preservation information, surveys, and individual property files.

- Assisting individuals and groups with information on the National and Local Registers of Historic Places, what makes a property eligible for placement on these Registers, the nomination process for placing properties on these Registers, and how to apply the Secretary of the Interior's Standards for the Treatment of Historic Properties to local historic properties.

- Providing information on financial incentives available to assist private citizens with historic

rehabilitation projects.

- Providing educational and informational presentations on historic preservation, and the role it plays in a community's quality of life and economic development, to various community organizations and educational facilities in Leon County.

-Training future historic preservationists by providing historic preservation presentations to students enrolled in Florida State University's Public History program and Florida A&M University's Architectural program, and providing internship positions for students enrolled in these programs with an interest in pursuing a historic preservation related career.

2. **Who is the target population intended to be served or benefit from this program?**
The residents of Leon County

3. **What methods are being used to effectively reach this program's target population?**

Enforcement of existing national, state, and local historic preservation regulations, and dissemination of historic preservation information through public outreach and education.

4. **Outline the phases and time frames in which this program or event will be accomplished if funded.**

Meeting the provisions of the Leon County Historic Preservation Ordinance and providing Historic Preservation Services to the local government and the community is ongoing and continuous. The Architectural Review Board meets monthly on the first Wednesday of the month and staff from the Tallahassee Trust for Historic Preservation carry out the responsibilities and duties of the Board on a full time basis. The resource library is open to the public weekdays from 8:00 am to 5:00 pm and staff are a vailable to answer questions or provide preservation information. Historic Preservation presentations or lectures are available and can be scheduled for most any time, either at the office of the Historic Trust or at venues throughout the County.

The time frame for the current funding request is the 2007-2008 Fiscal Year.

5. **List the program's short-term, intermediate, and long-term goals.**

The long-term goal is the preservation of Leon County's historic resources. This is accomplished by the ongoing goals of educating the community about the value of preserving the buildings, structures, objects, sites, and districts that represent our communities past, and enforcement of the regulations in place to protect these irreplaceable resources. Short term goals are to be able to employ staff that have the knowledge, education, and experience in historic preservation to provide this education to the community; provide the local government with information so that irreplaceable historic resources are included in land use planning; and to staff the Tallahassee-Leon County Architectural Review Board with experienced historic preservation professionals who can provide assessment, evaluation, and recom mendations to the board to enable the board members to make an informed decision.

6. Projected program Impact/outcome results - What is the projected impact on the target population?

The impact/outcome is the continued preservation of Leon County's historic resources, as the preservation of a community's historic buildings, structures, objects, and sites has been found to be in the best interest of the community economic viability, and livability. This is evidenced in the National Historic Preservation Act and in numerous local zoning codes throughout the United States. The Tallah assee Trust for Historic Preservation is the local agency dedicated to promoting, preserving, and protecting the historic resources of Leon County.

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

The funding is requested to continue to provide historic preservation services to the local government and the citizens of Leon County.

If the funding request is not approved the Tallahassee Trust for Historic Preservation would have to significantly reduce the level of services provided to the citizens of Leon County. It would require a significant staff reduction which would result in a reduction of informational services provided to the community and a reduction in the maintenance of the research library. It would also mean the Trust would no longer be in a position to assist the County in meeting its Certified Local Government requirements, local historic preservation goals, and land development code regulations.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

The Tallahassee Trust for Historic Preservation is not aware of any other organization or agency in Leon County with the Tallahassee Trust for Historic Preservation's historic preservation background, experience, knowledge, and resources. The Tallahassee Trust for Historic Preservation is the successor of the Historic Tallahassee Preservation Board and the repository of area surveys, national register nominations, individual site files, and general historic preservation information.

9. List any Agency partnerships and collaboration related to this program.

Agency	Partnership/Collaboration
City of Tallahassee-Leon County	Architectural Review Board
Florida Department of State, Bureau of Historical Resources, Historic Preservation Division	Certified Local Government

C. Funding Information

10. Agency's current total budget: 2007/08 $_____ *(current)* 2008/09 $_____ *(proposed)*

11. Total cost of program: _____

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits	36,339.29	52,293.11	88,632.40
Professional Fees	379.36	545.90	925.26
Occupancy/Utilities/Network	10,068.87	14,489.35	24,558.22
Supplies/Postage	593.62	854.22	1,447.84
Equipment Rental, Maintenance, Purchase	1,558.90	2,243.28	3,802.18
Meeting costs/Travel/Transportation	3,414.68	4,913.29	8,327.97
Staff/Board Development/Recruitment	166.50	239.60	406.10
Awards/Grants/Direct Aid	205.00	295.00	500.00
Bad Debts/Uncollectible			
Bonding/Liability/Directors Insurance	1,261.78	1,815.71	3,077.49
Other expense (please itemize)			
Accounting and Bookkeeping	1,325.93	1,908.03	3,233.96
Printing	889.29	1,279.71	2,169.00
Taxes		415.67	415.67
Total	56,203.22	81,292.87	137,496.09

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	63,175.00	51,171.75
City of Tallahassee (not CHSP)	87,875.00	87,875.00
United Way (not CHSP)		
State		
Federal		
Grants		
Contributions/Special Events		
Dues/Membership	2,000.00	2,400.00
Program Service Fees		
Other Income (please itemize)		
Merchandise	200.00	200.00
Property Rental	8,460.00	8,820.45
Total	161,710	150,466.75

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits	99,700.00	103,000.00
Professional Fees	1,000.00	1,000.00
Occupancy/Utilities/Network	38,400.00	25,500.00
Supplies/Postage	1,550.00	1,550.00
Equipment Rental, Maintenance, Purchase	4,510.00	3,500.00
Meeting costs/Travel/Transportation	7,000.00	6,916.75
Staff/Board Development/Recruitment	500.00	500.00
Awards/Grants/Direct Aid	500.00	
Bad Debts/Uncollectible		
Bonding/Liability/Directors Insurance	4,150.00	4,500.00
Other expense (please itemize) Accounting and Bookkeeping	4,400.00	4,000.00
Total	161,710.00	150,466.75

15. Describe actions and fund-raisers to secure funding.

Membership Dues
Merchandise Sales

16. Will this program or event recur every year?

No_____ Yes__X__

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No_____ Yes__X__
If "yes," estimate: the amount of next year's funding request. $51,171.75

18. Has Leon County ever contributed funds to this program in the past?

No_____ Yes__X__

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: FY 1997-1998 through FY 2007-2008

Recipient or Agency: Tallahassee Trust for Historic Preservation, Inc.

Program Title: Historic Preservation Services

Funding Level:	FY 1997-1998	$15,000
	FY 1998-1999	$20,000
	FY 1999-2000	$40,000
	FY 2000-2001	$55,000
	FY 2001-2002	$55,000
	FY 2002-2003	$55,000
	FY 2003-2004	$55,000
	FY 2004-2005	$62,500
	FY 2005-2006	$62,500
	FY 2006-2007	$63,175
	FY 2007-2008	$63,175

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Michael Wing

Signature: Michael Wing

Date Signed: 3/21/08

ATTACHMENT #1

TALLAHASSEE TRUST FOR HISTORIC PRESERVATION

TAX RETURNS

FORMS 990 and 990-T

OCTOBER 1, 2006 THROUGH SEPTEMBER 30, 2007

2006
Form 990 - Return of Organization Exempt from Income Tax

for

Tallahassee Trust for Historic Preservation, Inc.
423 East Virginia Street
Tallahassee, FL 32301

Wadsworth, Humphress, Hollar & Konrad PA

1040 East Park Avenue
Tallahassee, FL 32301-2677
1-850-224-3129
1-850-224-3398 (fax)

TALLHISTRST

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

318 of 4

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning 10/01/06 , and ending 9/30/07

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return
- [ ] Amended return
- [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: Tallahassee Trust for Historic Preservation, Inc.

Number and street (or P.O. box if mail is not delivered to street address): 423 East Virginia Street | Room/suite

City or town, state or country, and ZIP + 4: Tallahassee FL 32301

D Employer identification number: 59-2921039

E Telephone number: 850-488-7334

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) If "Yes," enter number of affiliates ▶

H(c) Are all affiliates included? [ ] Yes [ ] No (If "No," attach a list. See instructions.)

H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [ ] No

I Group Exemption Number ▶

G Website: ▶ www.taltrust.org

J Organization type (check only one) ▶ [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ [ ] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 173,561

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor advised funds	1a		
	b	Direct public support (not included on line 1a)	1b		
	c	Indirect public support (not included on line 1a)	1c		
	d	Government contributions (grants) (not included on line 1a)	1d	5,000	
	e	Total (add lines 1a through 1d) (cash $ 5,000 noncash $)		1e	5,000
	2	Program service revenue including government fees and contracts (from Part VII, line 93)		2	156,325
	3	Membership dues and assessments See Statement 1		3	770
	4	Interest on savings and temporary cash investments		4	
	5	Dividends and interest from securities		5	
	6a	Gross rents	6a	8,781	
	b	Less: rental expenses See Statement 2	6b	10,074	
	c	Net rental income or (loss). Subtract line 6b from line 6a		6c	-1,293
	7	Other investment income (describe ▶)		7	
	8a	Gross amount from sales of assets other than inventory — (A) Securities / (B) Other	8a		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss). Combine line 8c, columns (A) and (B)		8d	
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ [ ]			
	a	Gross revenue (not including $ of contributions reported on line 1b)	9a		
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a		9c	
	10a	Gross sales of inventory, less returns and allowances	10a	2,685	
	b	Less: cost of goods sold	10b	623	
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a Stmt 3		10c	2,062
	11	Other revenue (from Part VII, line 103)		11	
	12	Total revenue. Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11		12	162,864
Expenses	13	Program services (from line 44, column (B))		13	121,190
	14	Management and general (from line 44, column (C))		14	11,677
	15	Fundraising (from line 44, column (D))		15	
	16	Payments to affiliates (attach schedule)		16	
	17	Total expenses. Add lines 16 and 44, column (A)		17	132,867
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12		18	29,997
	19	Net assets or fund balances at beginning of year (from line 73, column (A))		19	81,138
	20	Other changes in net assets or fund balances (attach explanation)		20	
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20		21	111,135

Taxpayer's Copy

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

DAA

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See the instructions.)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A (attach schedule) See Statement	25a	49,875	46,174	3,701	
b Compensation of former officers, directors, key employees, etc. listed in Part V-B (attach schedule)	25b				
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (attach schedule)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	20,966	20,444	522	
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a – 27	28	5,940	5,793	147	
29 Payroll taxes	29	9,764	9,521	243	
30 Professional fundraising fees	30				
31 Accounting fees	31	3,070		3,070	
32 Legal fees	32				
33 Supplies	33	7,232	7,232		
34 Telephone	34	1,825	1,690	135	
35 Postage and shipping	35	363	336	27	
36 Occupancy	36	5,626	5,320	306	
37 Equipment rental and maintenance	37	2,532	2,344	188	
38 Printing and publications	38	2,169	2,169		
39 Travel	39				
40 Conferences, conventions, and meetings	40	8,328	8,328		
41 Interest	41	8,416	7,792	624	
42 Depreciation, depletion, etc. (attach schedule)	42	3,159	637	2,522	
43 Other expenses not covered above (itemize):					
a See Statement	43a	3,602	3,410	192	
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g	43g				
44 Total functional expenses. Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	132,867	121,190	11,677	0

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs $____ ; (ii) the amount allocated to Program services $____ ;

(iii) the amount allocated to Management and general $____ ; and (iv) the amount allocated to Fundraising $____

Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ Advance historic preservation in the community All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a Served as staff for the Architectural Review Board for the City of Tallahassee, Florida and the Leon County Florida Board of County Commissioners (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	121,190
b (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule) (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services) ▶	121,190

Part IV Balance Sheets (See the instructions.)

	Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.			(A) Beginning of year		(B) End of year
Assets	45 Cash-non-interest-bearing			25,588	45	60,638
	46 Savings and temporary cash investments				46	
	47a Accounts receivable	47a				
	b Less: allowance for doubtful accounts	47b			47c	
	48a Pledges receivable	48a				
	b Less: allowance for doubtful accounts	48b			48c	
	49 Grants receivable				49	
	50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)				50a	
	b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (att. schedule)				50b	
	51a Other notes and loans receivable (attach schedule)	51a				
	b Less: allowance for doubtful accounts	51b			51c	
	52 Inventories for sale or use			45,643	52	38,962
	53 Prepaid expenses and deferred charges				53	
	54a Investments—publicly traded securities ▶ ☐ Cost ☐ FMV				54a	
	b Investments—other securities (attach schedule) ▶ ☐ Cost ☐ FMV				54b	
	55a Investments-land, buildings, and equipment: basis	55a				
	b Less: accumulated depreciation (attach schedule)	55b			55c	
	56 Investments-other (attach schedule)				56	
	57a Land, buildings, and equipment: basis	57a	169,555			
	b Less: accumulated depreciation (attach schedule) See Statement 6	57b	24,771	147,744	57c	144,784
	58 Other assets, including program-related investments (describe ▶)				58	
	59 Total assets (must equal line 74). Add lines 45 through 58			218,975	59	244,384
Liabilities	60 Accounts payable and accrued expenses				60	
	61 Grants payable				61	
	62 Deferred revenue				62	
	63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
	64a Tax-exempt bond liabilities (attach schedule)				64a	
	b Mortgages and other notes payable (attach schedule) See Worksheet			137,237	64b	132,649
	65 Other liabilities (describe ▶ See Statement 7)			600	65	600
	66 Total liabilities. Add lines 60 through 65			137,837	66	133,249
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here ▶ ☐ and complete lines 67 through 69 and lines 73 and 74.					
	67 Unrestricted				67	
	68 Temporarily restricted				68	
	69 Permanently restricted				69	
	Organizations that do not follow SFAS 117, check here ▶ ☒ and complete lines 70 through 74.					
	70 Capital stock, trust principal, or current funds				70	
	71 Paid-in or capital surplus, or land, building, and equipment fund				71	
	72 Retained earnings, endowment, accumulated income, or other funds			81,138	72	111,135
	73 Total net assets or fund balances (add lines 67 through 69 or lines 70 through 72. (Column (A) must equal line 19 and column (B) must equal line 21)			81,138	73	111,135
	74 Total liabilities and net assets/fund balances. Add lines 66 and 73			218,975	74	244,384

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return (See the instructions.) N/A

a	Total revenue, gains, and other support per audited financial statements		a	
b	Amounts included on line a but not on Part I, line 12:			
1	Net unrealized gains on investments	b1		
2	Donated services and use of facilities	b2		
3	Recoveries of prior year grants	b3		
4	Other (specify):	b4		
	Add lines b1 through b4		b	
c	Subtract line b from line a		c	
d	Amounts included on Part I, line 12, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify):	d2		
	Add lines d1 and d2		d	
e	Total revenue (Part I, line 12). Add lines c and d ▶		e	

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return N/A

a	Total expenses and losses per audited financial statements		a	
b	Amounts included on line a but not Part I, line 17:			
1	Donated services and use of facilities	b1		
2	Prior year adjustments reported on Part I, line 20	b2		
3	Losses reported on Part I, line 20	b3		
4	Other (specify):	b4		
	Add lines b1 through b4		b	
c	Subtract line b from line a		c	
d	Amounts included on Part I, line 17, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify):	d2		
	Add lines d1 and d2		d	
e	Total expenses (Part I, line 17). Add lines c and d ▶		e	

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) (See the instructions.)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
See Statement 8				

Part V-A Current Officers, Directors, Trustees, and Key Employees (continued)

			Yes	No
75a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶ 19			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization." If "Yes," attach a statement that includes the information described in the instructions.	75c		X
d	Does the organization have a written conflict of interest policy?	75d		X

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits

(If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
N/A				

Part VI Other Information (See the instructions.)

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		X
78a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a	X	
b	If "Yes," has it filed a tax return on Form 990-T for this year?	78b	X	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ and check whether it is ☐ exempt or ☐ nonexempt			
81a	Enter direct and indirect political expenditures. (See line 81 instructions.) 81a			
b	Did the organization file Form 1120-POL for this year?	81b		X

Part VI Other Information (continued)

			Yes	No
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.) 82b			
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X	
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? N/A	84b		
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members? N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less? N/A	85b		
	If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.			
c	Dues, assessments, and similar amounts from members 85c			
d	Section 162(e) lobbying and political expenditures 85d			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices 85e			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) 85f			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f? N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? N/A	85h		
86	501(c)(7) orgs. Enter: a Initiation fees and capital contributions included on line 12 86a			
b	Gross receipts, included on line 12, for public use of club facilities 86b			
87	501(c)(12) orgs. Enter: a Gross income from members or shareholders 87a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 87b			
88a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶	88b		X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0			
b	501(c)(3) and 501(c)(4) orgs. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	89e		X
f	All organizations. Did the organization acquire a direct or indirect interest in any applicable insurance contract?	89f		X
g	For supporting organizations and sponsoring organizations maintaining donor advised funds. Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	89g		X

90a List the states with which a copy of this return is filed ▶ FL

b Number of employees employed in the pay period that includes March 12, 2006 (See instructions.) 90b 3/12/08 2

91a The books are in care of ▶ Michael Wing Telephone no. ▶ 850-488-7334

Located at ▶ 423 E Virginia Street Tallahassee, FL ZIP + 4 ▶ 32301

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 91b Yes No X

If "Yes," enter the name of the foreign country ▶

See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.

Part VI Other Information (continued)

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X

If "Yes," enter the name of the foreign country ▶

92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here ▶ ☐
and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 92

Part VII Analysis of Income-Producing Activities (See the instructions.)

Note: Enter gross amounts unless otherwise indicated.

	Unrelated business income (A) Business code	Unrelated business income (B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	Excluded by section 512, 513, or 514 (D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a City and County Contracts					155,675
b Christmas Event Tickets					650
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					770
95 Interest on savings and temporary cash investments					
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property	531120	-1,293			
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					2,062
103 Other revenue: a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))		-1,293		0	159,157
105 Total (add line 104, columns (B), (D), and (E)) ▶					157,864

Note: Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	See Statement 9

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See the instructions.)

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

Part XI **Information Regarding Transfers To and From Controlled Entities.** Complete only if the organization is a controlling organization as defined in section 512(b)(13).

		Yes	No
106	Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
107	Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

		Yes	No
108	Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Michael Wing (MP copy) — Signature of officer — Date 3-12-08

Michael Wing — Executive Director — Type or print name and title

Paid Preparer's Use Only

Preparer's signature: Kate Konrad CPA	Date 3-6-08	Check if self-employed ☐	Preparer's SSN or PTIN (See Gen. Instr. X) P00041026
Firm's name (or yours if self-employed), address, and ZIP + 4: Wadsworth, Humphress, Hollar & Konrad PA, 1040 E Park Ave, Tallahassee, FL 32301-2677		EIN 59-1451178	Phone no. 850-224-3129

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2006

Name of the organization: Tallahassee Trust for Historic Preservation, Inc.

Employer identification number: 59-2921039

Part I **Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**
(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Comp.	(d) Contrib. to empl. ben. plans & deferred comp	(e) Expense account & other allowances
NONE				
Total number of other employees paid over $50,000 ▶				

Part II-A **Compensation of the Five Highest Paid Independent Contractors for Professional Services**
(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over $50,000 for professional services ▶		

Part II-B **Compensation of the Five Highest Paid Independent Contractors for Other Services**
(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of other contractors receiving over $50,000 for other services ▶		

For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

Schedule A (Form 990 or 990-EZ) 2006

DAA

Part III **Statements About Activities** (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ (Must equal amounts on line 38, Part VI-A, or line I of Part VI-B.)	1		X
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)			
a	Sale, exchange, or leasing of property?	2a		X
b	Lending of money or other extension of credit?	2b		X
c	Furnishing of goods, services, or facilities?	2c		X
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? See Part V-A, Form 990	2d	X	
e	Transfer of any part of its income or assets?	2e		X
3a	Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b	Did the organization make any taxable distributions under section 4966?	4b		
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		
d	Enter the total number of donor advised funds owned at the end of the tax year ▶ _____			
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶ _____			
f	Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶ 0			
g	Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ▶ 0			

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☐ An organization that normally receives: **(1) more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions-subject to certain exceptions, and **(2) no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Intergrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) **Use cash method of accounting.**

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	1,000	5	265	4,348	5,618
16 Membership fees received	2,885	4,610	905	2,975	11,375
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	160,165	169,222	153,866	134,523	617,776
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975					0
19 Net income from unrelated business activities not included in line 18	3,431	3,328	-929	842	6,672
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					0
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					0
23 Total of lines 15 through 22	167,481	177,165	154,107	142,688	641,441
24 Line 23 minus line 17	7,316	7,943	241	8,165	23,665
25 Enter 1% of line 23	1,675	1,772	1,541	1,427	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 473

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c 23,665

d Add: Amounts from column (e) for lines: 18 _____ 19 6,672 22 _____ 26b _____ ▶ 26d 6,672

e Public support (line 26c minus line 26d total) ▶ 26e 16,993

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f 71.8065 %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year: N/A

(2005) _____ (2004) _____ (2003) _____ (2002) _____

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year: N/A

(2005) _____ (2004) _____ (2003) _____ (2002) _____

c Add: Amounts from column (e) for lines: 15 _____ 16 _____ 17 _____ 20 _____ 21 _____ ▶ 27c

d Add: Line 27a total _____ and line 27b total _____ ▶ 27d

e Public support (line 27c total minus line 27d total) ▶ 27e

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ▶ 27g %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h %

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part V **Private School Questionnaire** (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

			N/A	Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29			
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30			
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31			
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)				
32	Does the organization maintain the following:				
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a			
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b			
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c			
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d			
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)				
33	Does the organization discriminate by race in any way with respect to:				
a	Students' rights or privileges?	33a			
b	Admissions policies?	33b			
c	Employment of faculty or administrative staff?	33c			
d	Scholarships or other financial assistance?	33d			
e	Educational policies?	33e			
f	Use of facilities?	33f			
g	Athletic programs?	33g			
h	Other extracurricular activities?	33h			
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)				
34a	Does the organization receive any financial aid or assistance from a governmental agency?	34a			
b	Has the organization's right to such aid ever been revoked or suspended?	34b			
	If you answered "Yes" to either 34a or b, please explain using an attached statement.				
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35			

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.)
(To be completed **ONLY** by an eligible organization that filed Form 5768) N/A

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply:

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table-			
If the amount on line 40 is- / **The lobbying nontaxable amount is-**			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	▶ 41		
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B **Lobbying Activity by Nonelecting Public Charities**
(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See page 13 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a(i)		X
(ii) Other assets	a(ii)		X
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		X
(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		X
(iii) Rental of facilities, equipment, or other assets	b(iii)		X
(iv) Reimbursement arrangements	b(iv)		X
(v) Loans or loan guarantees	b(v)		X
(vi) Performance of services or membership or fundraising solicitations	b(vi)		X
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received:

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
N/A			

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ ☐ Yes ☒ No

b If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship
N/A		

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Supplementary Information for line 1 of Form 990, 990-EZ, and 990-PF (see instructions)

OMB No. 1545-0047

2006

Name of organization
Tallahassee Trust for Historic Preservation, Inc.

Employer identification number
59-2921039

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust not treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.** (**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule-see instructions.)

General Rule-

[ ] For organizations filing Form 990, 990-EZ, or 990-PF that received, during the year, $5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules-

[X] For a section 501(c)(3) organization filing Form 990, or Form 990-EZ, that met the 33 1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution of the greater of $5,000 or 2% of the amount on line 1 of these forms. (Complete Parts I and II.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, aggregate contributions or bequests of more than $1,000 for use exclusively for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. (Complete Parts I, II, and III.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, some contributions for use exclusively for religious, charitable, etc., purposes, but these contributions did not aggregate to more than $1,000. (If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the Parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions of $5,000 or more during the year.) ▶ $ _____

Caution: Organizations that are not covered by the General Rule and/or the Special Rules do not file Schedule B (Form 990, 990-EZ, or 990-PF), but they **must** check the box in the heading of their Form 990, Form 990-EZ, or on line 2 of their Form 990-PF, to certify that they do not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

For Paperwork Reduction Act Notice, see the Instructions for Form 990, Form 990-EZ, and Form 990-PF.

Name of organization: Tallahassee Trust for Historic

Employer identification number: 59-2921039

Part I **Contributors** (See Specific Instructions.)

(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	Department of State 500 S. Bronough Street Ste 415 Tallahassee FL 32301	$ 5,000	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)

Forms 990 / 990-PF

Mortgages and Other Notes Payable

2006

For calendar year 2006, or tax year beginning 10/01/06 and ending 9/30/07

Name: Tallahassee Trust for Historic Preservation, Inc.

Employer Identification Number: 59-2921039

Form 990, Part IV, Line 64b - Additional Information

	Name of lender	Relationship to disqualified person
(1)	Capital City Bank	None
(2)	Florida Heritage Foundation	None
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)	145,000	6/08/01	6/08/21	Monthly p&i/variable int.	7.430
(2)	15,000	1/29/02	1/07/08	20 yr.amort-387.24 qtr. pm	8.280
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

	Security provided by borrower	Purpose of loan
(1)	423 E. Virginia Street, Tallahassee	
(2)	423 E. Virginia Street, Tallahassee	
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)	Cash	123,947	119,813
(2)	Cash	13,290	12,836
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
(9)			
(10)			
Totals		137,237	132,649

Federal Statements

Statement 1 - Form 990, Part I, Line 3 - Membership Dues and Assessments

Description	Amount
Preservation Membership	$ 770
Total	$ 770

Statement 2 - Form 990, Part I, Line 6b - Rental Expenses

Description	Deduction
Rental of 430 sq.ft of bldg	
	164
Interest	2,534
Insurance	517
Repairs	241
Utilities	1,392
Depreciation	688
Security Expense	61
Salaries	3,641
Payroll Taxes	520
Group Health Insurance	290
W/C Insurance	26
Total	10,074

Statement 3 - Form 990, Line 10c - Sales of Inventory

Description	Gross Sales	COGS	Gross Profit
Educational Books	$ 2,685	$ 623	$ 2,062
Total	$ 2,685	$ 623	$ 2,062

Federal Statements

Statement 4 - Form 990, Part II, Line 25a - Compensation of Current Officers

Name	Program Services	Management & General	Fundraising
Expenses	$	$	$
Michael Wing Compensation	46,174	1,177	
Total	$ 46,174	$ 1,177	$ 0

Federal Statements

Statement 5 - Form 990, Part II, Line 43 - Other Functional Expenses

Description	Total Expenses	Program Service	Mgt & General	Fund-Raising
	$	$	$	$
Expenses				
Advertising and Promotion	406	406		
Dues and Subscriptions	916	916		
Directors and Officers Ins	845		845	
Business Policy	1,715	1,588	127	
Licenses and Fees	10		10	
Office Expense	1,318		1,318	
Sponsorships	500	500		
Unrelated Business Income Tax	365		365	
Penalties	51		51	
E/D Salary allocated to 990T	-2,524		-2,524	
Total	$ 3,602	$ 3,410	$ 192	$ 0

Federal Statements

Statement 6 - Form 990, Part IV, Line 57 - Land, Buildings, and Equipment

Description	Beginning of Year	Accum Deprec	End of Year	Accum Deprec
Building-423 E. Virginia Street	$ 128,667	$ 20,923	$ 129,555	$ 24,771
Land 423 E Virginia Street	40,000		40,000	
Total	$ 168,667	$ 20,923	$ 169,555	$ 24,771

Statement 7 - Form 990, Part IV, Line 65 - Other Liabilities

Description	Beginning of Year	End of Year
Tenant Deposit	$ 600	$ 600
Total	$ 600	$ 600

Federal Statements

Statement 8 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
Randy Lewis 211 John Knox Road Tallahassee FL 32303	Chairman	1.5	0	0	0
Andrew Chin 1938 MLK Blvd. Tallahassee FL 32307	Past Chair	.50	0	0	0
Marcy Palmer 4773 Chaires Crossroad Tallahassee FL 32311	Secretary	.50	0	0	0
Benjamin K. Phipps PO Box 1351 Tallahassee FL 32302	Treasurer	.50	0	0	0
J. Terry Peterson 1958-B Commonwealth Lane Tallahassee FL 32303	V/Chairman	.50	0	0	0
Erica R. Clark 2102 Alban Avenue Tallahassee FL 32301	Director	.50	0	0	0
Valerie Jean Conner PhD 534 Oakland Avenue Tallahassee FL 32301	Director	1.5	0	0	0
Laura Lee Corbett 2028 E Forest Drive Tallahassee FL 32303	Director	1.0	0	0	0
Scott Edwards 1579-B Payne Street Tallahassee FL 32303	Director	.50	0	0	0

Federal Statements

Statement 8 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees (continued)

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
Judy Etemadi, PhD. 5019 McLaughlin Dr Tallahassee FL 32308	Director	.50	0	0	0
Donald Gray 438 W. Carolina Street Tallahassee FL 32301	Director	.50	0	0	0
Wendy Grey PO Box 6574 Tallahassee FL 32314	Director	.50	0	0	0
Don Lanham 918 Rairoad Avenue Tallahassee FL 32310	Director	.50	0	0	0
Andrew H. McLeod 1015 Alachua Tallahassee FL 32308	Director	.75	0	0	0
L. Ross Morrell 5041 Valley Farm Road Tallahassee FL 32303	Director	.50	0	0	0
Arleen Pabon, PhD. PO Box 10215 Tallahassee FL 32302	Director	.50	0	0	0
Doris Pollock 3465 Cedar Lane Tallahassee FL 32312	Director	.50	0	0	0
Eduardo Robles 910 Lasswade Drive Tallahassee FL 32312	Director	.50	0	0	

Federal Statements

Statement 8 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees (continued)

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
Francis T. Ventre, PhD. 3007 Shamrock N. #4 Tallahassee FL 32309	Director	.50	0	0	0
Mike Wing 423 E Virginia Street Tallahassee FL 32301	Ex. Director	40	49,875	5,605	0

Statement 9 - Form 990, Part VIII - Relationship of Activities

Line No.	Description
93a	Provides staff for the Architectural Review Board for the City of Tallahassee and the Leon County Board of County Commissioners
93b	Event held to promote public awareness of the entity's programs
94	Regular membership dues
102	Sale of educational material to increase public awareness of historic preservation

TALLHISTRST

Form **8868** (Rev. April 2007)

Department of the Treasury Internal Revenue Service

Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return.

OMB No. 1545-1709

- If you are filing for an **Automatic 3-Month Extension, complete only Part I** and check this box ▶ [X]
- If you are filing for an **Additional (not automatic) 3-Month Extension, complete only Part II** (on page 2 of this form).

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).

Section 501(c) corporations required to file Form 990-T and requesting an automatic 6-month extension-check this box and complete Part I only ▶ [X]

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Electronic Filing (e-file). Generally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file one of the returns noted below (6 months for section 501(c) corporations required to file Form 990-T). However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit www.irs.gov/efile and click on e-file for Charities & Nonprofits.

Type or print. File by the due date for filing your return. See instructions.	Name of Exempt Organization: Tallahassee Trust for Historic Preservation, Inc.	Employer identification number: 59-2921039
	Number, street, and room or suite no. If a P.O. box, see instructions.: 423 East Virginia Street	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.: Tallahassee FL 32301	

Check type of return to be filed (file a separate application for each return):

[X] Form 990	[X] Form 990-T (corporation)	[ ] Form 4720
[ ] Form 990-BL	[ ] Form 990-T (sec. 401(a) or 408(a) trust)	[ ] Form 5227
[ ] Form 990-EZ	[ ] Form 990-T (trust other than above)	[ ] Form 6069
[ ] Form 990-PF	[ ] Form 1041-A	[ ] Form 8870

The books are in the care of ▶ Michael Wing

Telephone No. ▶ 850-488-7334 FAX No. ▶ 850-488-7333

If the organization does not have an office or place of business in the United States, check this box ▶ [ ]

If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ▶ [ ]. If it is for part of the group, check this box ▶ [ ] and attach a list with the names and EINs of all members the extension will cover.

1 I request an automatic 3-month (6 months for a section 501(c) corporation required to file Form 990-T) extension of time until 5/15/08, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶ [ ] calendar year _____ or

▶ [X] tax year beginning 10/01/06, and ending 9/30/07.

2 If this tax year is for less than 12 months, check reason: [ ] Initial return [ ] Final return [ ] Change in accounting period

3a	If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	$
b	If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	$
c	Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	$

Caution: If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see Instructions.

TALLHISTRST

Form **990-T**

Department of the Treasury
Internal Revenue Service

Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))

For calendar year 2006 or other tax year beginning 10/01/06, and ending 9/30/07. ▶ See separate instructions.

346 of 4

OMB No. 1545-0687

2006

Open to Public Inspection for 501(c)(3) Organizations Only

A [ ] Check box if address changed

B Exempt under section
[X] 501(C)(3)
[ ] 408(e) [ ] 220(e)
[ ] 408A [ ] 530(a)
[ ] 529(a)

C Book value of all assets at end of year 244,384

Print or Type

Name of organization ([ ] Check box if name changed and see instructions.)
Tallahassee Trust for Historic Preservation, Inc.

Number, street, and room or suite no. If a P.O. box, see page 9 of instructions.
423 East Virginia Street

City or town, state, and ZIP code
Tallahassee FL 32301

D Employer identification number (Employees' trust, see instructions for Block D on page 9.)
59-2921039

E Unrelated business activity codes (See instructions for Block E on page 9.)
531120

F Group exemption number (See instructions for Block F on page 9.) ▶

G Check organization type ▶ [X] 501(c) corporation [ ] 501(c) trust [ ] 401(a) trust [ ] Other trust

H Describe the organization's primary unrelated business activity. ▶
See Statement 1

I During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? ▶ [ ] Yes [X] No
If "Yes," enter the name and identifying number of the parent corporation. ▶

J The books are in care of ▶ Michael Wing Telephone number ▶ 850-488-7334

Part I Unrelated Trade or Business Income

			(A) Income	(B) Expenses	(C) Net
1a	Gross receipts or sales				
b	Less returns and allowances c Balance ▶	1c			
2	Cost of goods sold (Schedule A, line 7)	2			
3	Gross profit. Subtract line 2 from line 1c	3			
4a	Capital gain net income (attach Schedule D)	4a			
b	Net gain (loss) (Form 4797, Part II, line 17) (attach Form 4797)	4b			
c	Capital loss deduction for trusts	4c			
5	Income (loss) from partnerships and S corp. (attach stmt.)	5			
6	Rent income (Schedule C)	6			
7	Unrelated debt-financed income (Schedule E)	7	8,781	10,074	-1,293
8	Interest, annuities, royalties, & rents from controlled organizations (Schedule F)	8			
9	Investment income of a section 501(c)(7), (9), or (17) organization (Schedule G)	9			
10	Exploited exempt activity income (Schedule I)	10			
11	Advertising income (Schedule J)	11			
12	Other income (See page 11 of the instructions; attach schedule.)	12			
13	**Total.** Combine lines 3 through 12	13	8,781	10,074	-1,293

Part II Deductions Not Taken Elsewhere (See page 12 of the instructions for limitations on deductions.) (Except for contributions, deductions must be directly connected with the unrelated business income.)

14	Compensation of officers, directors, and trustees (Schedule K)			14	
15	Salaries and wages			15	
16	Repairs and maintenance			16	
17	Bad debts			17	
18	Interest (attach schedule)			18	
19	Taxes and licenses			19	
20	Charitable contributions (See page 14 of the instructions for limitation rules.)			20	
21	Depreciation (attach Form 4562)	21	688		
22	Less depreciation claimed on Schedule A and elsewhere on return	22a	688	22b	0
23	Depletion			23	
24	Contributions to deferred compensation plans			24	
25	Employee benefit programs			25	
26	Excess exempt expenses (Schedule I)			26	
27	Excess readership costs (Schedule J)			27	
28	Other deductions (attach schedule)			28	
29	**Total deductions.** Add lines 14 through 28			29	
30	Unrelated business taxable income before net operating loss deduction. Subtract line 29 from line 13			30	-1,293
31	Net operating loss deduction (limited to the amount on line 30)			31	
32	Unrelated business taxable income before specific deduction. Subtract line 31 from line 30			32	-1,293
33	Specific deduction (Generally $1,000, but see line 33 instructions for exceptions.)			33	1,000
34	**Unrelated business taxable income.** Subtract line 33 from line 32. If line 33 is greater than line 32, enter the smaller of zero or line 32			34	-1,293

Taxpayer's Copy

DAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

15

Part III Tax Computation

35 **Organizations Taxable as Corporations.** See instructions for tax computation on page 15.
Controlled group members (sections 1561 and 1563) check here ▶ ☐ **See instructions and:**
a Enter your share of the $50,000, $25,000, and $9,925,000 taxable income brackets (in that order):
(1) $ (2) $ (3) $
b Enter organization's share of: (1) Additional 5% tax (not more than $11,750) $
(2) Additional 3% tax (not more than $100,000) $
c Income tax on the amount on line 34 ▶ 35c

36 **Trusts Taxable at Trust Rates.** See instructions for tax computation on page 16. Income tax on the amount on line 34 from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041) ▶ 36

37 **Proxy tax.** See page 16 of the instructions ▶ 37

38 Alternative minimum tax 38

39 **Total.** Add lines 37 and 38 to line 35c or 36, whichever applies 39

Part IV Tax and Payments

40a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	40a	
b	Other credits (see page 17 of the instructions)	40b	
c	General business credit. Check here and indicate which forms are attached: ☐ Form 3800 ☐ Form(s) (specify) ▶	40c	
d	Credit for prior year minimum tax (attach Form 8801 or 8827)	40d	
e	**Total credits.** Add lines 40a through 40d		40e
41	Subtract line 40e from line 39		41
42	Other taxes. Check if from: ☐ Form 4255 ☐ Form 8611 ☐ Form 8697 ☐ Form 8866 ☐ Other		42
43	**Total tax.** Add lines 41 and 42		43 0
44a	Payments: A 2005 overpayment credited to 2006	44a	
b	2006 estimated tax payments	44b	
c	Tax deposited with Form 8868	44c	
d	Foreign organizations: Tax paid or withheld at source (see instructions)	44d	
e	Backup withholding (see instructions)	44e	
f	Credit for federal telephone excise tax paid (attach Form 8913)	44f	
g	Other credits and payments: ☐ Form 2439 ☐ Form 4136 ☐ Other Total ▶	44g	
45	**Total payments.** Add lines 44a through 44g		45
46	Estimated tax penalty (see page 4 of the instructions). Check if Form 2220 is attached ▶ ☐		46
47	**Tax due.** If line 45 is less than the total of lines 43 and 46, enter amount owed ▶		47
48	**Overpayment.** If line 45 is larger than the total of lines 43 and 46, enter amount overpaid ▶		48
49	Enter the amount of line 48 you want: **Credited to 2007 estimated tax** ▶ **Refunded** ▶		49

Part V Statements Regarding Certain Activities and Other Information (see instructions on page 18)

		Yes	No
1	At any time during the 2006 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If YES, the organization may have to file Form TD F 90-22.1. If YES, enter the name of the foreign country here ▶		X
2	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If YES, see page 5 of the instructions for other forms the organization may have to file.		X
3	Enter the amount of tax-exempt interest received or accrued during the tax year ▶ $		

Schedule A-Cost of Goods Sold. Enter method of inventory valuation ▶

1	Inventory at beginning of year	1		6	Inventory at end of year	6	
2	Purchases	2		7	**Cost of goods sold.** Subtract line 6 from line 5. Enter here and in Part I, line 2	7	
3	Cost of labor	3					
4a	Additional sec. 263A costs (attach sch.)	4a		8	Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?	Yes	No X
b	Other costs (attach schedule)	4b					
5	**Total.** Add lines 1 through 4b	5					

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

▶ MP (cm) 3-12-08 ▶
Signature of officer Date Title

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

Paid Preparer's Use Only

Preparer's signature ▶ Kate Konrad Date 3-6-08 Check if self-employed ☐ Preparer's SSN or PTIN P00041026

Firm's name (or yours if self-employed), address, and ZIP code ▶ Wadsworth, Humphress, Hollar & Konrad PA
1040 E Park Ave
Tallahassee, FL 32301-2677

EIN 59-1451178
Phone # 850-224-3129

Schedule C-Rent Income (From Real Property and Personal Property Leased With Real Property) (see instructions on page 20)

1 Description of property

(1) N/A
(2)
(3)
(4)

2 Rent received or accrued		3 Deductions directly connected with the income in columns 2(a) and 2(b) (attach schedule)
(a) From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)	(b) From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)	
(1)		
(2)		
(3)		
(4)		
Total	Total	
Total income. Add totals of columns 2(a) and 2(b). Enter here and on page 1, Part I, line 6, column (A) ▶		Total deductions. Enter here and on page 1, Part I, line 6, column (B) ▶

Schedule E-Unrelated Debt-Financed Income (see instructions on page 20)

1 Description of debt-financed property	2 Gross income from or allocable to debt-financed property	3 Deductions directly connected with or allocable to debt-financed property See Stmt 2	
		(a) Straight line depreciation (attach schedule)	(b) Other deductions (attach schedule)
(1) Rental of 430 sq.ft bldg	8,781	688	9,386
(2)			
(3)			
(4)			

4 Amount of average acquisition debt on or allocable to debt-financed property (attach schedule)	5 Average adjusted basis of or allocable to debt-financed property (attach schedule)	6 Column 4 divided by column 5	7 Gross income reportable (column 2 x column 6)	8 Allocable deductions (column 6 x total of columns 3(a) and 3(b))
(1) 135,734	101,646	100.00%	8,781	10,074
(2)		%		
(3)		%		
(4)		%		
Totals ▶			Enter here and on page 1, Part I, line 7, column (A). 8,781	Enter here and on page 1, Part I, line 7, column (B). 10,074
Total dividends-received deductions included in column 8 ▶				

Schedule F-Interest, Annuities, Royalties, and Rents From Controlled Organizations (see instructions on page 21)

1 Name of Controlled Organization	2 Employer Identification Number	Exempt Controlled Organizations: 3 Net unrelated income (loss) (see instructions)	4 Total of specified payments made	5 Part of column 4 that is included in the controlling organization's gross inc.	6 Deductions directly connected with income in column 5
(1) N/A					
(2)					
(3)					
(4)					

Nonexempt Controlled Organizations

7 Taxable Income	8 Net unrelated income (loss) (see instructions)	9 Total of specified payments made	10 Part of column 9 that is included in the controlling organization's gross income	11 Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
Totals ▶			Add columns 5 and 10. Enter here and on page 1, Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on page 1, Part I, line 8, column (B).

Schedule G-Investment Income of a Section 501(c)(7), (9), or (17) Organization
(see instructions on page 22)

1 Description of income	2 Amount of income	3 Deductions directly connected (attach schedule)	4 Set-asides (attach schedule)	5 Total deductions and set-asides (col. 3 plus col. 4)
(1) N/A				
(2)				
(3)				
(4)				
Totals ▶	Enter here and on page 1, Part I, line 9, column (A).			Enter here and on page 1, Part I, line 9, column (B).

Schedule I-Exploited Exempt Activity Income, Other Than Advertising Income
(see instructions on page 22)

1 Description of exploited activity	2 Gross unrelated business income from trade or business	3 Expenses directly connected with production of unrelated business income	4 Net income (loss) from unrelated trade or business (column 2 minus column 3). If a gain, compute cols. 5 through 7.	5 Gross income from activity that is not unrelated business income	6 Expenses attributable to column 5	7 Excess exempt expenses (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals ▶	Enter here and on page 1, Part I, line 10, col. (A).	Enter here and on page 1, Part I, line 10, col. (B).				Enter here and on page 1, Part II, line 26.

Schedule J-Advertising Income (see instructions on page 23)

Part I Income From Periodicals Reported on a Consolidated Basis

1 Name of periodical	2 Gross advertising income	3 Direct advertising costs	4 Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5 Circulation income	6 Readership costs	7 Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
Totals (carry to Part II, line (5)) ▶						

Part II Income From Periodicals Reported on a Separate Basis (For each periodical listed in Part II, fill in columns 2 through 7 on a line-by-line basis.)

(1) N/A						
(2)						
(3)						
(4)						
(5) Totals from Part I						
Totals, Part II (lines 1-5) ▶	Enter here and on page 1, Part I, line 11, col. (A).	Enter here and on page 1, Part I, line 11, col. (B).				Enter here and on page 1, Part II, line 27.

Schedule K-Compensation of Officers, Directors, and Trustees (see instructions on page 23)

1 Name	2 Title	3 Percent of time devoted to business	4 Compensation attributable to unrelated business
N/A		%	
		%	
		%	
		%	
Total. Enter here and on page 1, Part II, line 14 ▶			

TALLHISTRST

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)

▶ See separate instructions. ▶ Attach to your tax return.

350 of 470

OMB No. 1545-0172

2006

Attachment Sequence No. **67**

Name(s) shown on return: Tallahassee Trust for Historic Preservation, Inc.

Identifying number: 59-2921039

Business or activity to which this form relates: Indirect Depreciation

Part I **Election To Expense Certain Property Under Section 179**

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount. See the instructions for a higher limit for certain businesses	1	108,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation	3	430,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
6			

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2005 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to 2007. Add lines 9 and 10, less line 12 ▶	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

Part II **Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)**

14	Special allowance for qualified New York Liberty or Gulf Opportunity Zone property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III **MACRS Depreciation (Do not include listed property.) (See instructions.)**

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2006	17	3,803
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ▶ ☐		

Section B-Assets Placed in Service During 2006 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only-see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property		887	5.0	MQ	200DB	44
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C-Assets Placed in Service During 2006 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	40-year			40 yrs.	MM	S/L	

Part IV **Summary (see instructions)**

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations-see instr.	22	3,847
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2006)

15

DAA

There are no amounts for Page 2

Federal Statements

Statement 1 - Form 990-T - Primary Unrelated Business Activity

Description
Rental - 430 Sq Ft portion of 1858 Sq Ft office (23.14%) building at 423 East Virginia Street.

Federal Statements

Statement 2 - Form 990-T, Schedule E, Column 3b - Other Deductions

Description	Deduction
Rental of 430 sq.ft of bldg	
Accounting Fees	164
Interest	2,534
Insurance	517
Repairs	241
Utilities	1,392
Security Expense	61
Salaries	3,641
Payroll Taxes	520
Group Health Insurance	290
W/C Insurance	26
Total	9,386

Tallahassee Trust for Historic Preservation, Inc.
Form 990-T Attachment
FYE 9/30/07

Average Acquisition Debt

	Balance BOM	Principal Paid 1	Balance EOM
10/1/2006	137,837.27	(382.33)	137,454.94
11/1/2006	137,454.94	(382.33)	137,072.61
12/1/2006	137,072.61	(382.33)	136,690.28
1/1/2007	136,690.28	(382.33)	136,307.95
2/1/2007	136,307.95	(382.33)	135,925.62
3/1/2007	135,925.62	(382.33)	135,543.29
4/1/2007	135,543.29	(382.33)	135,160.96
5/1/2007	135,160.96	(382.33)	134,778.63
6/1/2007	134,778.63	(382.33)	134,396.30
7/1/2007	134,396.30	(382.33)	134,013.97
8/1/2007	134,013.97	(382.33)	133,631.64
9/1/2007	133,631.64	(382.31)	133,249.33
	1,628,813.46		
	12 months	135,734.46	average indebtedness

Average Adjusted Basis

Adjusted Basis 10/1/06	103,133.33		
Adjusted Basis 9/30/07	100,158.33		
	203,291.66		
	2	101,645.83	average adjusted basis

Note 1-Principal was adjusted @ 9/30/07 therefore used total principal paid/12 months to determine monthly principal payment

Federal Statements

Form 990-T - General Footnote

Description
Total Depreciation Per Attached Schedule of $2,975 x 23.14% rental portion equals $688 depreciation allocated.

Federal Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
5-year GDS Property:												
8	Computer	7/31/07	887				887	5	MQ	200DB	0	44
			887				887				0	44
Prior MACRS:												
1	Computers (2) Printers (2) Scanner	9/30/00	4,378				4,378	10	HY	S/L	2,663	438
2	Telephones (2)	6/18/01	343				343	10	HY	S/L	183	34
3	Computer Carts (2)	9/04/01	260				260	10	HY	S/L	132	26
4	Building - E. Virginia St.	6/08/01	119,000				119,000	39	MM	S/L	15,867	2,975
5	Computers (2)	9/15/01	3,337			X	2,336	10	HY	S/L	1,696	234
6	Computer & Printer	12/08/03	1,350			X	967	10	HY	S/L	383	96
			128,668				127,284				20,924	3,803
Other Depreciation:												
7	Land	6/08/01	40,000				40,000	0	—	Land	0	0
	Total Other Depreciation		40,000				40,000				0	0
	Total ACRS and Other Depreciation		40,000				40,000				0	0
	Grand Totals		169,555				168,171				20,924	3,847
	Less: Dispositions		0				0				0	0
	Net Grand Totals		169,555				168,171				20,924	3,847

TALLHISTRST

Form **8868** (Rev. April 2007)

Department of the Treasury Internal Revenue Service

Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return.

OMB No. 1545-1709

- If you are filing for an **Automatic 3-Month Extension, complete only Part I** and check this box ▶ [X]
- If you are filing for an **Additional (not automatic) 3-Month Extension, complete only Part II** (on page 2 of this form).

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).

Section 501(c) corporations required to file Form 990-T and requesting an automatic 6-month extension-check this box and complete Part I only ▶ [X]

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Electronic Filing (e-file). Generally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file one of the returns noted below (6 months for section 501(c) corporations required to file Form 990-T). However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit www.irs.gov/efile and click on e-file for Charities & Nonprofits.

Type or print. File by the due date for filing your return. See instructions.	Name of Exempt Organization: Tallahassee Trust for Historic Preservation, Inc.	Employer identification number: 59-2921039
	Number, street, and room or suite no. If a P.O. box, see instructions.: 423 East Virginia Street	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.: Tallahassee FL 32301	

Check type of return to be filed (file a separate application for each return):

[X] Form 990	[X] Form 990-T (corporation)	[ ] Form 4720
[ ] Form 990-BL	[ ] Form 990-T (sec. 401(a) or 408(a) trust)	[ ] Form 5227
[ ] Form 990-EZ	[ ] Form 990-T (trust other than above)	[ ] Form 6069
[ ] Form 990-PF	[ ] Form 1041-A	[ ] Form 8870

- The books are in the care of ▶ Michael Wing

Telephone No. ▶ 850-488-7334 FAX No. ▶ 850-488-7333

- If the organization does not have an office or place of business in the United States, check this box ▶ [ ]
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ . If this is for the whole group, check this box ▶ [ ] . If it is for part of the group, check this box ▶ [ ] and attach a list with the names and EINs of all members the extension will cover.

1 I request an automatic 3-month (6 months for a section 501(c) corporation required to file Form 990-T) extension of time until 5/15/08 , to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶ [ ] calendar year _____ or

▶ [X] tax year beginning 10/01/06 , and ending 9/30/07 .

2 If this tax year is for less than 12 months, check reason: [ ] Initial return [ ] Final return [ ] Change in accounting period

3a	If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	$
b	If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	$
c	Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	$

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see Instructions.

ATTACHMENT #2

TALLAHASSEE TRUST FOR HISTORIC PRESERVATION

MOST RECENT FINANCIAL REPORT

OCTOBER 1, 2007 THROUGH MARCH 12, 2008

Tallahassee Trust for Historic Preservation, Inc.

Profit & Loss

October 1, 2007 through March 12, 2008

		Oct 1, '07 - Mar 12, 08
Ordinary Income/Expense		
Income		
City Contract		43,937.50
County Contract		63,175.00
Membership Dues		280.00
Merchandise Sale		68.39
Rent Income		3,016.56
Less Sales Tax Remitted to DOR		-309.06
Uncategorized Income		388.42
Total Income		110,556.81
Gross Profit		110,556.81
Expense		
Payroll Expenses		
Salaries & Wages	21,092.20	
FICA Tax Expense	7,954.41	
Group Health Insurance	2,593.85	
Workers' Compensation Ins.	800.00	
Total Payroll Expenses		32,440.46
Accounting/Bookkeeping Fees		238.80
Advertising & Promotion		349.00
Communications		789.13
Conferences/Conventions/Meeting		3,826.50
Dues & Subscriptions		354.18
Equipment Rental Expense		1,061.70
Insurance		
D & O Insurance	1,065.54	
BAPP Business Policy	2,778.99	
Total Insurance		3,844.53
Licenses & Fees		71.25
Mortgage Payments		7,010.58
2nd Mortgage Payments		13,101.16
Office Expense		266.38
Postage & Mailing Expense		312.35
Printing Expense		295.00
Professional Fees		50.00
Property Maintenance		3,227.09
Purchase of Fixed Assets		726.08
Security Expense		131.70
Sponsorship Donations		400.00
Utilities		2,776.04
Total Expense		71,271.93
Net Ordinary Income		39,284.88
Net Income		39,284.88

TMH – TRAUMA CENTER

LEON
FLORIDA'S CAPITAL COUNTY

RECEIVED MAR 2 8 2008

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: TALLAHASSEE MEMORIAL HEALTHCARE

Agency Representative: WARREN JONES

Physical & Mailing Address: 1300 MICCOSUKEE ROAD

TALLAHASSEE FL 32308

Telephone: (850) 431-5875

Fax: (850) 431-6737

E-mail Address: Warren.Jones@tmh.org

Agency Employer ID Number (FEIN): 59-1917016

Does the Agency have a 501(c) (3) status? Yes: X No:

Date of Agency Incorporation: 09-15-1999
"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

03-28-08 P03:15 IN

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary):

   PLEASE SEE EXHIBIT "A"

2. Who is the target population intended to be served or benefit from this program?

   CALHOUN, FRANKLIN, GADSDEN, JACKSON, JEFFERSON, LEON, LIBERTY, MADISON, TAYLOR, AND WAKULLA COUNTIES

3. What methods are being used to effectively reach this program's target population?

   PLEASE SEE EXHIBIT "B"

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

   PLEASE SEE EXHIBIT "C"

5. List the program's short-term, intermediate, and long-term goals.

   PLEASE SEE EXHIBIT "D"

6. Projected program Impact/outcome results - What is the projected impact on the target population?

   REDUCE MORTALITY

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

   IF FUNDING IS NOT APPROVED IT WILL SIGNAL A LACK OF COMMUNITY SUPPORT FOR THE ESTABLISHMENT OF A TRAUMA PROGRAM. WE WILL NOT SEEK CERTIFICATION AS A TRAUMA CENTER.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

   NONE

9. List any Agency partnerships and collaboration related to this program.

Agency	Partnership/Collaboration
PLEASE SEE EXHIBIT "E"	

C. Funding Information

10. Agency's current total budget: 2007/08 $ 1.8 M (current) 2008/09 $ 2 M (proposed)

11. Total cost of program: PLEASE SEE EXHIBIT "F"

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources: PLEASE SEE EXHIBIT "F"

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits			
Professional Fees			
Occupancy/Utilities/Network			
Supplies/Postage			
Equipment Rental, Maintenance, Purchase			
Meeting costs/Travel/Transportation			
Staff/Board Development/Recruitment			
Awards/Grants/Direct Aid			
Bad Debts/Uncollectible			
Bonding/Liability/Directors Insurance			
Other expense (please itemize)			
Total			

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (Current)	2008/09 (Proposed)
Leon County (not CHSP)	$ 300,000.00	$ 300,000.00
City of Tallahassee (not CHSP)	$ 250,000.00	$ 250,000.00
United Way (not CHSP)		
State	$ 1,000,000.00	$ 1,000,000.00
Federal		
Grants	$ 7,998.00	$ 7,998.00
Contributions/Special Events		
Dues/Membership		
Program Service Fees		
Other Income (please itemize)		
Total		

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/09 (Proposed)
Compensation and Benefits		
Professional Fees	PLEASE SEE EXHIBIT "F"	
Occupancy/Utilities/Network		
Supplies/Postage		
Equipment Rental, Maintenance, Purchase		
Meeting costs/Travel/Transportation		
Staff/Board Development/Recruitment		
Awards/Grants/Direct Aid		
Bad Debts/Uncollectible		
Bonding/Liability/Directors Insurance		
Other expense (please itemize)		
Total		

15. Describe actions and fund-raisers to secure funding.
THE TALLAHASSEE MEMORIAL FOUNDATION IS CONTINUING ITS EFFORTS TO SECURE COMMUNITY CHARITABLE CONTRIBUTIONS TO SUPPORT THE TRAUMA CENTER.

16. Will this program or event recur every year?

No_____ Yes X

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No_____ Yes X

If "yes," estimate the amount of next year's funding request. $300,000.00

18. Has Leon County ever contributed funds to this program in the past?

No_____ Yes X

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: _____

Recipient or Agency: LEON COUNTY

Program Title: _____

Funding Level: $300,000.00

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: G. MARK O'BRYANT

Signature: [signature]

Date Signed: March 28, 2008

EXHIBIT "A"

Tallahassee Memorial HealthCare Trauma Guidelines	No: TR: 1.01
	Origin: 03/06 Reviewed: 03/07 Revised:08/07
Title: Trauma Philosophy and Objectives	Page: 1 of 2

I. **PHILOSOPHY:**

Tallahassee Memorial HealthCare trauma center's primary focus is to provide optimal care to all acutely injured patients. The care provided is rendered by a multidisciplinary trauma team that includes pre-hospital personnel, trauma surgeons, consult physicians, nurses, and ancillary staff. Specialty areas (e.g. radiology, operating room, critical care units, etc.) of the hospital provide specific functions that are integrated into a pre-established organized system of care for the most severely injured patients.

II. **OBJECTIVES:**

A. To provide initial resuscitative care required for critically injured patients.

B. To provide a complete evaluation of all patients hospitalized for trauma, to insure that no injuries are missed.

C. To provide easy accessibility to the hospital's radiological, blood bank, laboratory services, and operating rooms.

D. To provide all necessary team coordination in cases of complex, multi-system trauma.

E. To provide all necessary intensive care - both diagnostic and therapeutic - for all trauma patients admitted to Tallahassee Memorial HealthCare.

F. To provide an environment that is conducive to the training of future physicians and nurses.

G. To provide clinical experience and teaching for residents, nurses, physician extenders, emergency medical technicians and other allied health care professionals.

H. To provide outreach activities on trauma prevention, including public education and continuing education for staff, physicians, nurses, allied health personnel and community physicians.

APPROVED:

_____

_____
Trauma Medical Director

_____
Trauma Program Manager

_____
Service Line Administrator, Emergency Services

EXHIBIT "B"

As part of the start-up process, TMH is required to develop an accident prevention campaign that will reach its entire service area. TMH also will work with clinical professionals including hospitals and EMS services to efficiently and effectively care for trauma patients.

EXHIBIT "C"

The submission of the application is just the first step in a long review process. According to the Office of Trauma's application instructions the Office will review TMH's application by April 15, 2008 to determine is TMH's application "meets the standards of critical elements to become a trauma center." This process is called the Provisional Review. If after the review process TMH's application is acceptable it will begin to operate as a Provisional Level II Trauma Center on May 1, 2008.

An in-depth review of TMH's application then begins in the second phase followed by an on-site review by a team of out-of-state experts. TMH will be notified by July 1, 2009 whether or not it will be approved as a Level II Trauma Center.

EXHIBIT "D"

Philosophy

We believe that the services provided by the Trauma Program at Tallahassee Memorial Healthcare will strive to be of the highest quality and render superior value to our patients and customers.

Definition of Quality

Quality is the measurable degree to which products and services meet or exceed the needs and expectations of our patients and customers. We, in the Trauma Program Department, are committed to the establishment of standards, the measurement of outcomes and the concept of continuous improvement in quality with the objective of doing the right thing in the right way the first time to improve return on quality.

Quality Assumptions

An understanding of the needs and expectations of our patients and customers determine the quality of a service or product. The Trauma Medical Director and Trauma Program Manager are accountable for implementation of the Performance Improvement (PI) Plan.

Mission, Vision, Values

Quality is based on the mission, vision and values of Tallahassee Memorial Healthcare. Specifically, the mission, vision and values include:

I. Mission
Tallahassee Memorial Healthcare is a private, not-for profit, teaching institution with clinic, and satellite facilities/family medicine centers in five surrounding counties. Our mission is with caring hands and hearts, we honorably serve our community and maintain positive, collaborative relationships by providing compassionate, leading-edge, patient-centered health care for all. We pursue perfection in a trusting and learning environment, thus enhancing the quality of life for those we serve.

II. Vision
Tallahassee Memorial Healthcare seeks to be recognized as World Class and all of our programs and the excellence therein.

III. Values
Integrity – We believe in strict personal honesty and independence.
Compassion – We believe in sharing one's suffering and showing mercy.
Accountability – We believe in being responsible for our actions.

Respect – We believe in showing consideration to others.
Excellence – We believe in achieving the highest level of quality.

Quality Infrastructure

I. Purpose

A. The purpose of the performance improvement initiative for the Trauma Program at Tallahassee Memorial Healthcare is to operationalize the vision, values, and mission identified in the Institution's and Department's strategic plan.

B. This is achieved through objective systematic monitoring and evaluation of patient care; identification of opportunities for improved outcomes; by pursuit of enhancements in patient care services, and by promoting excellence in care.

II. Goals and Objectives

A. To provide the framework for a planned, systematic, ongoing approach for the objective monitoring and evaluation of the quality, appropriateness, and effectiveness of services provided to patients and the population we serve.

B. To identify issues which impact upon the well being of the community and opportunities for improvement in patient care outcomes throughout the trauma care system.

C. To enhance relationships with all clinicians and services that provide care for trauma patients, and whose efforts impact on the patient's outcome.

D. To initiate continuous process improvement and to facilitate positive change in the provision of care throughout the continuum of the trauma system.

E. To function as an integral component of the Tallahassee Memorial Healthcare quality initiative.

F. To report resultant findings, conclusions, recommendations, actions, and outcomes to the senior leadership of Tallahassee Memorial Healthcare.

EXHIBIT "E"

Florida Trauma Centers

ID	Trauma Center	Level	Pediatric	Trauma Registrar	Address	City	State	Zip	Phone	Fax	Wet
1	All Children's Hospital		Yes		801 Sixth Street South	St. Petersburg	Florida	33701	727-897-4926	727-892-8500	www.allkids.org
2	Baptist Hospital Pensacola	2	No		1000 West Moreno Street	Pensacola	Florida	32522	850-434-4037	850-469-5110	www.ebaptisthe
3	Bayfront Medical Center	2	Yes		701 Sixth Street South	St. Petersburg	Florida	33701	727-893-6607	727-893-6910	www.bayfront.o
4	Broward General Medical Center	1	No		1625 South East 3rd Avenue	Fort Lauderale	Florida	33316	954-468-5252	954-355-4797	www.browardhe
5	Delray Medical Center	2	Yes		5352 Linton Blvd	Delray Beach	Florida	33482	561-495-3166	561-495-3103	www.delraymed
6	Halifax Medical Center	2	No		303 North Clyde Morris Blvd	Daytona Beach	Florida	32114	386-254-4060	386-947-4626	www.hfch.org/h
7	Holmes Regional Medical Center	2	No		1350 South Hickory Street	Melbourne	Florida	32901	321-434-1589	321-676-7283	www.health-first.org/hospital
8	Jackson Memorial Hospital/Ryder	1	No		1611 NW 12th Avenue	Miami	Florida	33136	305-585-1611	305-324-0065	um-jmh.org
9	Lakeland Regional Medical Center	2	No		1324 Lakeland Hills Blvd	Lakeland	Florida	33804	863-284-1853	863-687-1214	www.lrmc.com
10	Lee Memorial Hospital	2	No	James Lucas	2780 Cleveland Avenue Suite 702	Fort Myers	Florida	33901	239-334-5522	239-437-5276	www.leememori
11	Memorial Regional Hospital	1	No		3501 Johnson Street	Hollywood	Florida	33021	954-985-5969	954-985-3412	www.mhs.net
12	Miami Children's Hospital	1	Yes		3100 SW 62nd Avenue	Miami	Florida	33155	305-663-6800	305-669-6522	www.mch.com
13	North Broward Medical Center	2	No		201 East Sample Road	Pompano Beach	Florida	33064	954-786-6695	954-786-5174	www.browardhe
14	Orlando Regional Medical Center	1	No		1414 Kuhl Avenue	Orlando	Floirda	32806	321-841-8910	407-237-6328	www.orhs.org
15	Sacred Heart Hospital	2	Yes		5151 North Ninth Avenue	Pensacola	Florida	32513	850-416-7173	850-416-7198	www.sacred-he

16	St Joesph's Hospital	2	Yes		3001 Martin Luther King Jr. Blvd.	Tampa	Florida	33607	813-870-4761	813-870-4639	wwwsjbhealth.o
17	St. Mary's Medical Center	2	Yes		901 45th Street	West Palm Beach	Florida	33407	561-882-6353	561-650-6127	www.stmarysmc
18	Shands Jacksonville Medical Center	2	Yes		655 West Eighth Street	Jacksonville	Florida	32209	904-224-4041	904-244-4027	jax.shands.org
19	Shands at the University of Florida	1	No		1600 SW Archer Road PO Box 100395	Gainesville	Florida	32610	352-265-0851	352-265-0538	www.shands.orc
20	Tampa General Healthcare	1	No		PO Box 1289 Rm. G417	Tampa	Florida	33601	813-884-4395	813-844-4144	www.tgh.org
21	West Florida Regional Medical Center	2	No		8383 North Davis Highway	Pensacola	Florida	32514	850-494-4261	850-494-4141	www.westflorida

EMS Providers

EMS #	EMS Provider	Address	City	State	Zip	County	Phone	Fa
6603	AIRHEART 3 / AIRMETHODS	1931 US HWY 90 WEST	DEFUNIAK SPRINGS	FL	32433	WALTON	850-951-0257	850 951 022
7003	LIFENET TALLAHASSEE/AIRMETHODS	2711 CAPITAL MEDICAL BLVD	TALLAHASSEE	FL	32308	LEON	850-575-2611	850 575 262
103	SHANDSCAIR	BOX 100335 SHANDS HOSPITAL	GAINESVILLE	FL	32610	ALACHUA	352-265-0222	352 265 106
702	EMERGYSTAT INC. OF CALHOUN COUNTY (EMS)	17617 HWY 20 W	BLOUNTSTOWN	FL	32424	CALHOUN	850-674-7320	850 674 732
2001	GADSDEN COUNTY EMS	412 EAST JEFFERSON STREET	QUINCY	FL	32351	GADSDEN	850-875-8688	850 875 868
3301	JEFFERSON COUNTY EMS	COUNTY COURTHOUSE RM 10	MONTICELLO	FL	32344	JEFFERSON	850-342-0180	850 342 018
3701	TMH, INC.	1300 MICCOSUKEE RD	TALLAHASSEE	FL	32308	LEON	850-431-4060	850 431 612
3703	LEON COUNTY EMS	2290 MICCOSUKEE RD	TALLAHASSEE	FL	32308	LEON	850-606-2120	850 606 210
3901	LIBERTY COUNTY AMBULANCE SERVICE	PO BOX 399	BRISTOL	FL	32321	LIBERTY	850-643-5866	850 643 286
4001	MADISON COUNTY EMS	PO BOX 539	MADISON	FL	32341	MADISON	850-973-1494	850 973 415
6202	Taylor County Fire Rescue/ EMS	333 Bryon Butler Parkway	PERRY	FL	32347	TAYLOR	850-584-2227	850 584 270
6501	WAKULLA COUNTY AMBULANCE SERVICE	PO BOX 608	CRAWFORDVILLE	FL	32326	WAKULLA	850-926-5424	850 926 161
1904	WEEMS EMS (2nd contact)	135 AVE G	APALACHICOLA	FL	32320	FRANKLIN	850-653-8853	Ext 123
1609	TRAUMA ONE @ SHANDS JACKSONVILLE MED CTR	655 WEST 8TH ST	JACKSONVILLE	FL	32209	DUVAL	904-244-2782	904 244 278
7001	AIRMEDIC 1	333 BYRON BUTLER BLVD	PERRY	FL	32347	PERRY	850-584-0826	850 584 082
183	GRADY COUNTY EMS	1700 NORTH BROAD STREET	CAIRO	GA	39828	GRADY	229-377-6413	229 377 394
3202	JACKSON COUNTY FIRE	4487	MARIANNA	FL	32446	JACKSON	850-	850

	AND RESCUE UNIT	LAFAYETTE ST					718-0000	718 1004
301	BAY MEDICAL CENTER	518 N COVE BLVD	PANAMA CITY	FL	32401	BAY	850-747-6336	850 747 693
6603	AIRHEART 2 / AIRMETHODS	3689 INDUSTRIAL PARK DRIVE	MARIANNA	FL	32446	JACKSON	850-482-5861	850 482 865
141	COLQUITT COUNTY EMS	3131 SOUTH MAIN STREET	MOULTRIE	GA	31768	COLQUITT	229-891-9059	229 891 906
243	MILLER COUNTY EMS	202 GREY STREET PO BOX 376	COLQUITT	GA	39837	MILLER	229-758-4113	229 758 412
7001	AIRMEDIC 2	70 ACADEMY DRIVE	HAVANA/QUINCY	FL	32333	GADSDEN	850-201-7653	850 201 765
043-01	DECATUR COUNTY EMS	PO 1256	BAINBRIDGE	GA	39818	DECATUR	229-248-3001	229 248 300
1609	TRAUMA ONE @ LAKE CITY (SHANDS)		LAKE CITY	FL		COLUMBIA	386-755-6305	
2401	HAMILTON COUNTY EMS	902 US 41 NW	JASPER	FL	32052	HAMILTON	386-792-6447	386 792 462
290	THOMAS COUNTY EMS	1202 REMINGTON AVENUE	THOMASVILLE	GA	31792	THOMAS	229-227-4113	
1904	Weems Memorial Hospital Ambulance Service/Franklin cty	135 Ave. G	Apalachicola	FL	32320	FRANKLIN	850-653-8853 ext109	850 653 247
	AirHeart office 482-8016							
	Mitchell County EMS, GA (includes Pelham,GA)	4767 Hwy 37 East	Camilla	GA	31730	Ann Lamb	229-336-2072	229 336 571
5907	Suwannee County EMS	13530 80th terrace	Live Oak	FL	32060	SUWANNEE		386 364 348

EXHIBIT "F"

	FY 07	FY 08	FY 09	FY 10
Salaries				
Salaries	$ 318,478.40	$ 340,771.89	$ 364,625.92	$ 390,149.73
Vacation and Holiday	$ 31,847.84	$ 34,077.19	$ 36,462.59	$ 39,014.97
Vacation and holiday accrued	$ 54,141.33	$ 57,931.22	$ 61,986.41	$ 66,325.45
Overtime	$ 5,206.00	$ 5,362.18	$ 5,523.05	$ 5,688.74
Shift Pay	$ 31,847.84	$ 32,803.28	$ 33,787.37	$ 34,800.99
orientation pay	$ 81,236.83	$ 12,976.00	$ 13,365.28	$ 13,766.24
Social Security	$ 25,478.27	$ 27,261.75	$ 29,170.07	$ 31,211.98
Group Health Insurance	$ 13,470.00	$ 13,874.10	$ 14,290.32	$ 14,719.03
Trauma Medical Director	$ 500,000.00	$ 515,000.00	$ 530,450.00	$ 546,363.50
Administrative Trauma Ortho		$ 300,000.00	$ 325,000.00	$ 350,000.00
Medical Director Trauma Ortho		$ 102,500.00	$ 102,500.00	$ 102,500.00
Anesthesiology		$ 175,000.00	$ 300,000.00	$ 325,000.00
General Supplies	$ 15,000.00	$ 15,450.00	$ 15,913.50	$ 16,390.91
Copy Machine	$ 2,000.00	$ 2,060.00	$ 2,121.80	$ 2,185.45
Maintenance and Repair Supply	$ 2,500.00	$ 2,575.00	$ 2,652.25	$ 2,731.82
Dues Subscriptions and Licenses	$ 2,500.00	$ 2,575.00	$ 2,652.25	$ 2,731.82
Software Licensing Fees	$ 13,039.00	$ 4,500.00	$ 4,635.00	$ 4,774.05
Contiuing Education and Travel	$ 40,000.00	$ 41,200.00	$ 42,436.00	$ 43,709.08
Community Outreach and Prevention	$ 50,000.00	$ 51,500.00	$ 53,045.00	$ 54,636.35
catering	$ 1,200.00	$ 1,236.00	$ 1,273.08	$ 1,311.27
purchased service maintenance	$ 12,274.00	$ 12,642.22	$ 13,021.49	$ 13,412.13
Injury Prevention	$ 50,000.00	$ 51,500.00	$ 53,045.00	$ 54,636.35
Operating Budget	$ 1,250,219.51	$ 1,802,795.82	$ 2,007,956.38	$ 2,116,059.87

Please note that Tallahassee Memorial HealthCare has not yet filed its 2007 990 Tax Return.

Tallahassee Memorial Hospital

(A division of Tallahassee Memorial HealthCare, Inc.)

Financial Statements

September 30, 2007 and 2006

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
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September 30, 2007 and 2006

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Report of Independent Certified Public Accountants

To the Board of Directors of
Tallahassee Memorial Health Care, Inc.

In our opinion, the accompanying balance sheets and the related statements of operations, of changes in net assets and of cash flows present fairly, in all material respects, the financial position of Tallahassee Memorial Hospital (a division of Tallahassee Memorial HealthCare, Inc.) (the "Hospital") at September 30, 2007 and 2006, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. These financial statements are the responsibility of the Hospital's management. Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits of these statements in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 11 to the financial statements, the Hospital changed the manner in which it accounts for defined benefit pension and other postretirement plans effective September 30, 2007.

PricewaterhouseCoopers LLP

December 7, 2007

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
Balance Sheets
September 30, 2007 and 2006

	2007	2006
Assets		
Current assets		
Cash and cash equivalents	$ 37,836,306	$ 33,377,975
Short-term investments	1,385,234	1,519,801
Assets limited as to use	9,546,482	9,439,412
Patient accounts receivable, net of allowance for doubtful accounts of approximately $49,813,000 and $36,377,000 as of September 30, 2007 and 2006, respectively	55,610,332	66,787,404
Due from Medicare	1,777,581	2,330,322
Inventories	5,462,016	3,901,807
Other current assets	7,382,665	7,302,957
Total current assets	119,000,616	124,659,678
Assets limited as to use		
Held by trustee	26,172,476	26,498,815
Less amount required to meet current obligations	(9,546,482)	(9,439,412)
Total assets limited as to use	16,625,994	17,059,403
Long-term investments	984,800	984,800
Property, plant and equipment, net	187,484,382	188,634,689
Due from TMH, Inc.	3,803,150	3,538,292
Other assets	7,330,739	4,192,730
Total assets	$335,229,681	$339,069,592
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued expenses	$ 38,247,543	$ 37,441,382
Current portion of long-term debt	4,590,200	4,954,670
Current portion of pension liability	12,271,220	11,029,000
Other current liabilities	11,539,189	11,308,395
Total current liabilities	66,648,152	64,733,447
Long-term debt, net of current portion	133,081,801	136,987,753
Long-term pension liability	17,806,360	36,930,859
Other liabilities	26,418,674	26,696,013
Total liabilities	243,954,987	265,348,072
Commitments and contingencies		
Net assets, unrestricted	91,274,694	73,721,520
Total liabilities and net assets	$335,229,681	$339,069,592

The accompanying notes are an integral part of these financial statements.

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
Statements of Operations
Years Ended September 30, 2007 and 2006

	2007	2006
Unrestricted revenues, gains and other support		
Net patient service revenue	$ 385,619,005	$ 355,817,840
Other revenue	3,523,975	2,824,957
Total revenues, gains and other support	389,142,980	358,642,797
Expenses		
Salaries, wages and benefits	166,606,618	158,168,646
Supplies and other	106,692,321	97,398,077
Professional fees	12,963,088	10,793,222
Insurance	11,588,693	13,026,973
Depreciation and amortization	16,424,686	17,390,783
Interest	8,743,375	8,470,569
Provision for bad debts	48,451,414	43,858,189
Total expenses	371,470,195	349,106,459
Operating income	17,672,785	9,536,338
Other revenues and expenses, net	2,507,471	5,124,810
Excess of revenues over expenses	20,180,256	14,661,148
Change in net unrealized losses on other than trading securities	-	(77,026)
Net assets released from restrictions used for purchase of equipment	950,492	1,460,269
Change in additional minimum pension liability	(3,577,574)	29,193,102
Increase in unrestricted net assets before cumulative effect of change in accounting principle	17,553,174	45,237,493
Cumulative effect of change in accounting principle	-	(380,000)
Increase in unrestricted net assets	$ 17,553,174	$ 44,857,493

The accompanying notes are an integral part of these financial statements.

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
Statements of Changes in Net Assets
Years Ended September 30, 2007 and 2006

	2007	2006
Unrestricted net assets		
Excess of revenues over expenses	$ 20,180,256	$ 14,661,148
Change in net unrealized losses on other than trading securities	-	(77,026)
Net assets released from restrictions used for purchase of equipment	950,492	1,460,269
Change in additional minimum pension liability	(3,577,574)	29,193,102
Increase in unrestricted net assets before cumulative effect of change in accounting principle	17,553,174	45,237,493
Cumulative effect of change in accounting principle	-	(380,000)
Increase in unrestricted net assets	17,553,174	44,857,493
Temporarily restricted net assets		
Contributions	950,492	1,460,269
Net assets released from restrictions used for purchase of equipment	(950,492)	(1,460,269)
Increase in temporarily restricted net assets	-	-
Increase in net assets	17,553,174	44,857,493
Net assets		
Beginning of year	73,721,520	28,864,027
End of year	$ 91,274,694	$ 73,721,520

The accompanying notes are an integral part of these financial statements.

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
Statements of Cash Flows
Years Ended September 30, 2007 and 2006

	2007	2006
Cash flows from operating activities		
Change in net assets	$ 17,553,174	$ 44,857,493
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	16,424,686	17,390,783
Depreciation on office space rental property	1,908,410	1,746,210
Amortization of bond discount and bond issue costs	261,407	280,411
Net realized and unrealized losses on other than trading securities	-	77,026
Net realized and unrealized gains on trading securities	(169,383)	-
Provision for bad debts	48,451,414	43,858,189
Change in pension liability	(17,882,279)	(29,193,102)
Loss on sale of equipment	587,515	30,358
Change in fair value of derivative	(971,583)	(3,335,395)
(Increase) decrease in		
Patient accounts receivable	(37,274,342)	(50,345,930)
Due from Medicare	552,741	(845,353)
Inventories	(1,560,209)	(349,287)
Other current assets	(79,708)	(1,119,683)
(Decrease) increase in		
Accounts payable and accrued expenses	806,161	(11,317,621)
Other current liabilities	230,794	1,286,263
Other liabilities	(277,339)	786,652
Net cash provided by operating activities	28,561,459	13,807,014
Cash flows from investing activities		
Purchases of property, plant and equipment	(17,859,801)	(24,142,587)
Proceeds from disposals of equipment	89,497	47,545
Assets limited as to use		
Purchases of investments	(2,836,368)	(14,882,326)
Proceeds from sales and maturities of investments	3,332,090	14,136,810
Investments		
Purchases of investments	(81,137)	(396,249)
Proceeds from sales and maturities of investments	215,704	2,243,631
Increase in due from TMH, Inc.	(264,858)	(415,632)
Increase in notes receivable and deposits	(2,305,506)	(588,992)
Net cash used in investing activities	(19,710,379)	(23,997,800)
Cash flows from financing activities		
Payments on capital lease obligations	(985,278)	(923,717)
Proceeds from issuance of debt	1,014,498	2,089,349
Payments on long-term debt	(4,421,969)	(4,935,692)
Net cash used in financing activities	(4,392,749)	(3,770,060)
Net increase (decrease) in cash and cash equivalents	4,458,331	(13,960,846)
Cash and cash equivalents		
Beginning of year	33,377,975	47,338,821
End of year	$ 37,836,306	$ 33,377,975
Supplemental disclosures of cash flow information		
Purchases of equipment under capital lease obligation	$ -	$ 70,594
Interest paid on debt obligations	8,902,000	9,195,000

The accompanying notes are an integral part of these financial statements.

Tallahassee Memorial Hospital
(A division of Tallahassee Memorial HealthCare, Inc.)
Notes to Financial Statements
September 30, 2007 and 2006

1. Summary of Significant Accounting Policies

Organization and Reporting Entity
Tallahassee Memorial HealthCare, Inc. ("TMH, Inc.") is a not-for-profit corporation, which primarily operates as Tallahassee Memorial Hospital (the "Hospital") in Tallahassee, Florida. The Hospital provides inpatient, outpatient and emergency care services as well as skilled nursing and psychiatric care to residents in the Big Bend area of Florida. The Hospital is used to distinguish the hospital division from TMH, Inc.'s consolidated financial statements, which are TMH, Inc.'s primary financial statements. The accompanying financial statements of the Hospital are not intended to be the primary financial statements of TMH, Inc. These financial statements are prepared for regulatory purposes.

Basis of Presentation
The accompanying financial statements have been prepared on the accrual basis of accounting. Net assets are identified as unrestricted, temporarily restricted, or permanently restricted.

- Unrestricted - Net assets that are not subject to donor imposed restrictions.
- Temporarily restricted - Net assets whose use by the Hospital is subject to donor-imposed stipulations that can be fulfilled by actions of the Hospital pursuant to those stipulations or that expire by the passage of time. At September 30, 2007 and 2006, the Hospital has no temporarily restricted net assets.
- Permanently restricted - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Hospital. At September 30, 2007 and 2006, the Hospital has no permanently restricted net assets.

Use of Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. The significant estimates involve accounting for the allowance for doubtful accounts, due from Medicare, self-insurance liabilities, accrued pension cost and depreciation and amortization expense.

Cash and Cash Equivalents
Cash and cash equivalents include certain investments in highly liquid debt instruments with original maturities of three months or less when purchased.

Investments
Short-term and long-term investments consist primarily of certificates of deposit with maturities of less than one year, money market funds, mutual funds, debt securities and common stocks. All investments in debt securities and marketable equity securities with readily determinable fair values are measured at fair value in the accompanying consolidated balance sheets. Investment income or loss (including unrealized and realized gains and losses on investments, interest and dividends) is included in the excess of revenues over expenses for trading securities except for income or loss that is restricted by donor or law. Unrealized gains and losses on short-term and long-term investments classified as other than trading securities are excluded from the excess of revenues over expenses. The Hospital evaluates the nature and classification of securities on a periodic basis. During the year ended September 30, 2007, management determined that securities were more reflective of a trading portfolio and, accordingly, has designated all securities as trading securities.

Assets Limited as to Use
Assets limited as to use include assets held by trustees under indenture agreements and self-insurance trust arrangements. Amounts required to meet current liabilities of the Hospital have been presented as current assets in the accompanying consolidated balance sheets. Assets limited as to use are classified as trading or other than trading securities and stated at fair value. Amounts consist of cash and cash equivalents, corporate bonds and U.S. Government and agency obligations. The Hospital evaluates the nature and classification of securities on a periodic basis. During the year ended September 30, 2007, management determined that securities were more reflective of a trading portfolio, and accordingly, has designated all securities as trading.

Inventories
Inventories consist principally of unused supplies and are stated at the lower of cost (first-in, first-out method) or market.

Property, Plant and Equipment
Property, plant and equipment is stated at cost. Depreciation and amortization is computed on the straight-line method over the estimated useful lives of the assets generally as follows:

	Estimated Useful Lives
Building and building improvements	5–40
Leasehold improvements	5–25
Equipment	3–20

Expenditures for additions and improvements are capitalized. Costs incurred to acquire material and services in obtaining and installing internal-use software and payroll costs directly spent on the installation of such software are capitalized. Training and maintenance fees are expensed as incurred. Expenditures for maintenance and repairs are charged to operations as incurred. Upon sale or retirement of depreciable assets, the related cost and accumulated depreciation are removed from the accounts and any gain or loss is included in other revenues and expenses, net.

Debt Issuance Costs
Debt issuance costs incurred in connection with the Health Facilities Revenue Bonds and Health Facilities Revenue Refunding Bonds are being amortized over their respective terms utilizing the straight-line method, which approximates the effective interest method. As of September 30, 2007 and 2006, debt issuance costs of approximately $3,490,000, net of accumulated amortization of $1,776,000 and $1,637,000, respectively, remain to be amortized over future periods and are included in other assets in the balance sheets.

Accrued Self-Insurance Liabilities
The provision for estimated self-insured professional liability (malpractice), workers' compensation and employee health includes estimates of the ultimate costs for both reported claims and claims incurred but not reported. The current portion of professional liability, workers' compensation and employee health are included in accounts payable and accrued expenses and the long-term portion is included in other liabilities in the balance sheets.

Net Patient Service Revenue
The components of net patient service revenue for the years ended September 30, 2007 and 2006 are as follows:

	2007	2006
Gross patient service revenue	$997,741,819	$857,212,477
Contractual adjustments and other deductions	(612,122,814)	(501,394,637)
Net patient service revenue	$385,619,005	$355,817,840

Net patient service revenue is reported at the estimated net realizable amounts from patients, third-party payors, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined. Approximately 94% of the Hospital's net patient accounts receivable at September 30, 2007 and 2006 are due from commercial insurance carriers and governmental payors, and the remainder is due from others who reside primarily in the geographical area in or near Tallahassee, Florida. Patient accounts receivables are stated at their estimated net realizable value as determined by management.

Interest Expense
Cash payments for interest were approximately $8,902,000 and $9,195,000 for the years ended September 30, 2007 and 2006, respectively. Interest expense charged to operations for the years ended September 30, 2007 and 2006 is summarized as follows:

	2007	2006
Interest cost		
Total interest cost	$ 8,743,375	$ 8,904,117
Capitalized	-	(433,548)
Net interest expense	$ 8,743,375	$ 8,470,569

Excess of Revenues Over Expenses
The statements of operations include excess of revenues over expenses. Changes in unrestricted net assets, which are excluded from excess of revenues over expenses, consistent with industry practice, include contributions of long-lived assets, unrealized gains and losses on other than trading securities and the change in additional minimum pension liability.

Charity Care
The Hospital provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Hospital does not pursue collection of amounts determined to qualify as charity care, they are not reported as net patient service revenue.

Donor-Restricted Gifts
Donor-restricted contributions, other than for equipment, whose restrictions are met within the same year as received are reported as unrestricted contributions in the accompanying financial statements.

Derivatives
The Hospital recognizes the asset or liability for derivative instruments on the balance sheets at fair value and the amount is included in other assets in the balance sheets. The market value of the derivative instrument at September 30, 2007 and 2006 was approximately $1,748,000 and $777,000, respectively. Changes in the fair value of derivatives are recorded each period in excess of revenues over expenses or as a change in unrestricted net assets, depending on the type of hedge transaction.

On March 22, 2001, the Hospital entered into a "Basis Rate Swap" agreement with a financial institution to receive or pay the spread between two variable interest rates for a notional amount equal to the outstanding principal on the Series 2000 Bond Issue. The purpose of the Basis Rate Swap is to reduce interest cost over the life of the Series 2000 Bonds. However, the swap agreement does not meet the definition of a hedge. Consequently, changes in the fair value of the instrument are required to be recorded in the excess of revenues over expenses in the statements of operations. The changes in the market value of the swap required the recording of a gain of approximately $972,000 and $3,335,000 in other revenues and expenses, net, in the accompanying statements of operations for the years ended September 30, 2007 and 2006, respectively. The gain is unrealized and represents the amount the Hospital would receive to sell the Basis Rate Swap at the end of the fiscal year.

The Hospital received funds from the Basis Rate Swap of approximately $502,000 and $415,000 for the years ended September 30, 2007 and 2006, respectively, which is recorded in other revenues and expenses, net in the accompanying statements of operations.

New Accounting Pronouncements

Financial Accounting Standards Board ("FASB") Interpretation No. 47, *Accounting for Conditional Asset Retirement Obligations* (an interpretation of FASB Statement No. 143) ("FIN No. 47") was issued in March 2005. FIN No. 47 provides clarification with respect to the timing of liability recognition for legal obligations associated with the retirement of tangible long-lived assets when the timing and/or method of settlement of the obligation is conditional on a future event. This interpretation requires that the fair value of a liability for a conditional asset retirement obligation be recognized in the period in which it occurred if a reasonable estimate of fair value can be made. FIN No. 47 requires the initial application of the interpretation to be recognized as a cumulative effect of a change in an accounting principle. Specifically, FIN No, 47 requires the recognition, a cumulative effect, the cumulative accretion and accumulated depreciation for the period from the date the liability is incurred to the date of adoption of this interpretation. The liability incurred date is presumed to be the date upon which the legal requirement to perform the asset retirement activity was enacted.

Upon adoption of FIN No. 47 in fiscal year 2006, the Hospital recognized asset retirement obligations related to asbestos contamination in buildings and recorded a non-cash transition impact of approximately $380,000, which is reported as cumulative effect of a change in accounting principle in the consolidated statements of operations, and a liability for conditional asset retirement obligations of approximately $380,000. For the year ended September 30, 2007, there were no significant changes in the liability and the liability amount is classified in accounts payable and accrued expenses in the accompanying balance sheets.

On November 10, 2005, the FASB issued FASB Staff Position ("FSP") FASB Interpretation 45-3, *Application of FASB Interpretation No. 45 to Minimum Revenue Guarantees Granted to a Business or Its Owners* ("FSP FIN 45-3"). FSP FIN 45-3 clarified that FIN 45 is applicable to minimum revenue guarantees granted to a non-employee physician by a not-for-profit health care facility that has recruited the physician to move to the facility's geographical area to establish a practice. This FSP applies to minimum revenue guarantees granted to physicians regardless of whether the physician's practice qualifies as a business. FSP FIN 45-3 is effective for new minimum revenue guarantees issued or modified on or after January 1, 2006. Earlier application of the provisions of this FSP is permitted. The guarantor's previous accounting for minimum revenue guarantees issued prior to the date of this FSP's initial application shall not be revised or restated to reflect the effect of the recognition and measurement provisions of Interpretation 45. Intangible assets and liabilities related to these guarantees amounted to approximately $2,652,000 and $2,226,000 at September 30, 2007 and $650,000 and $0 at September 30, 2006, respectively.

On September 28, 2006, the Financial Accounting Standards Board ("FASB") issued Statement No. 158, *Employers' Accounting for Defined Benefit Pension and Other Postretirement Plans, an amendment of FASB Statements No. 87, 88, 106, and 132(R)* ("FASB No. 158"), which addresses how Companies must now recognize a net liability or asset to report the funded status of their defined benefit pension and other postretirement benefit plans (collectively referred to herein as "benefit plans") on their balance sheets. Employers will not be permitted to offset one plan's net assets with another plan's net liabilities. Recognizing the funded status of a company's benefit plans as a net liability or asset will require an offsetting adjustment to unrestricted net assets. Not-for-profit organizations are required to adopt the recognition and disclosure provisions effective for fiscal years ending after June 15, 2007. The Hospital has adopted the provisions of SFAS No. 158 as of September 30, 2007 and will adopt the measurement date provisions as of September 30, 2008 (Note 11).

Concentrations of Credit Risk
The Hospital maintains its cash and cash equivalents with several large institutions. All accounts at each financial institution are guaranteed by the Federal Deposit Insurance Corporation up to $100,000 per bank. The Hospital has cash deposits which exceed the federally insured deposited amount. Management does not anticipate nonperformance by financial institutions.

Reclassifications
Certain items in the 2006 financial statements were reclassified to conform to the 2007 presentation. These reclassifications have no effect on net assets or change in net assets.

2. Net Patient Service Revenue

The Hospital has agreements with third-party payors that provide for payments to the Hospital at amounts different from its established rates. A summary of the payment arrangements with major third party payors follows:

Medicare
Inpatient acute care services, skilled nursing services, hospital outpatient services and home health services rendered to Medicare program beneficiaries are paid at prospectively determined rates. These rates vary according to a patient classification system that is based on clinical, diagnostic, and other factors. Rehabilitative services, psychiatric services, certain outpatient services rendered to Medicare beneficiaries, and direct graduate medical education costs are paid based upon a cost reimbursement methodology. The Hospital is reimbursed for cost reimbursable items at a tentative interim rate with final settlement determined after submission of annual cost reports by the Hospital and audits thereof by the Medicare fiscal intermediary.

The Hospital's Medicare cost reports have been audited by the Medicare intermediary for all years through September 30, 2004. Approximately 30% and 29% of net patient service revenue for the years ended September 30, 2007 and 2006, respectively, is subject to the provisions of Medicare agreements.

Medicaid
Inpatient and outpatient services (except for laboratory and pathology services) rendered to Medicaid program beneficiaries are reimbursed under a cost reimbursement methodology. Reimbursable cost is determined in accordance with the principles of reimbursement established by the State of Florida Title XIX Hospital Reimbursement Plan supplemented by the Medicare Principles of Reimbursement. The interim rates are tentatively established on an individual per diem basis for each hospital, subject to cost ceilings with exceptions. The Hospital is reimbursed at a tentative rate with final settlement determined when the prospectively determined rate is adjusted as a result of intermediary audit of the cost report used in the establishment of the prospective rate. Retroactive adjustments for interim rate changes anticipated after the intermediary audit of the cost report are accrued on an estimated basis in the period when final settlements are determined. The Hospital's Medicaid interim rates are based on the Medicare/Medicaid cost report which has been audited by the fiscal intermediary through September 30, 2003. Approximately 6% and 8% of net patient service revenue for the years ended September 30, 2007 and 2006, respectively, is related to services provided to Medicaid patients.

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. The Hospital believes that it is in compliance with all applicable laws and regulations and is not aware of any pending or threatened investigations involving allegations of potential wrongdoing. While no such regulatory inquiries have been made, compliance with such laws and regulations can be subject to future government review and interpretation as well as significant regulatory action including fines, penalties, and exclusion from the Medicare and Medicaid programs.

Other

The Hospital has also entered into payment agreements with certain commercial insurance carriers, health maintenance organizations, and preferred provider organizations. The basis for payment to the Hospital under these agreements includes prospectively determined rates per discharge, discounts from established charges, and prospectively determined daily rates. Some of these arrangements provide for review of paid claims for compliance with the terms of the contract and result in retroactive settlement with third parties. Retroactive adjustments for other third party claims are recorded in the period when final settlement is determined.

3. Charity Care

The Hospital maintains records to identify and monitor the level of charity care it provides. These records include the amount of charges foregone for services and supplies furnished under its charity care policy and equivalent service statistics. The following information measures the level of charity care provided during the years ended September 30, 2007 and 2006:

	2007	2006
Charges foregone, based on established rates	$ 23,291,000	$ 22,036,000

4. Tax Status

The Hospital is organized as a Florida not-for-profit corporation and is exempt from payment of income taxes under Internal Revenue Code Section 501(c)(3). The Internal Revenue Code provides for taxation of unrelated business income under certain circumstances.

5. Investments

The composition of assets limited as to use at September 30, 2007 and 2006 is set forth in the following table:

	2007	2006
Held by trustee under indenture agreements		
Cash, cash equivalents and short-term investments	$ 6,131,986	$ 6,754,732
U.S. governmental and agency obligations	6,492,175	6,461,193
Corporate obligations	10,067,058	10,068,641
	22,691,219	23,284,566
Held by trustee for self-insurance funding arrangements		
Cash, cash equivalents and short-term investments	187,665	288,213
U.S. governmental and agency obligations	1,430,763	1,184,781
Corporate obligations	1,862,829	1,741,255
	3,481,257	3,214,249
	$ 26,172,476	$ 26,498,815

Short-term and long-term investments, stated at fair value, at September 30, 2007 and 2006, include:

	2007	2006
Equities	$ 984,800	$ 984,800
Certificates of deposit	1,385,234	1,519,801
	2,370,034	2,504,601
Less: Long-term investments	(984,800)	(984,800)
Short-term investments	$ 1,385,234	$ 1,519,801

Investment income and losses for assets limited as to use, cash equivalents, and other investments are approximately comprised of the following for the years ended September 30, 2007 and 2006:

	2007	2006
Income		
Interest income	$ 3,352,000	$ 2,821,000
Unrealized gains on trading securities	169,000	-
	$ 3,521,000	$ 2,821,000
Other changes in unrestricted net assets		
Unrealized gains on other than trading securities	$ -	$ (77,000)

6. Property, Plant and Equipment

Property, plant and equipment is substantially all financed under capital leases (as described in Note 7) at September 30, 2007 and 2006 and summarized as follows:

	2007	2006
Land	$ 4,564,661	$ 4,564,662
Buildings	209,201,202	229,610,473
Equipment	176,030,753	158,189,786
Leasehold improvements	1,623,371	2,120,931
	391,419,987	394,485,852
Less: Accumulated depreciation	(224,956,356)	(228,842,999)
	166,463,631	165,642,853
Construction in progress	21,020,751	22,991,836
Property, plant and equipment, net	$ 187,484,382	$ 188,634,689

Depreciation and amortization expense for the years ended September 30, 2007 and 2006 was $16,424,686 and $17,390,783, respectively. Depreciation expense on office space rental property for the years ended September 30, 2007 and 2006 was $1,908,410 and $1,746,210, respectively, and was included in other revenues and expenses, net in the accompanying statements of operations. Construction in progress at September 30, 2007 consisted of the relocation of cardiovascular services and various other long-term facility renovation projects.

7. Leases

The Hospital leases substantially all of its property, plant and equipment from the City of Tallahassee under the terms of a lease, as amended, which expires in September 2036. The lease is automatically extended one year each September 30 unless the City of Tallahassee or the Hospital elects to nullify that year's extension. Any such election will not affect automatic renewals in future years. Property, plant and equipment acquired by the Hospital becomes a part of the leased properties, but are owned by the City of Tallahassee and are subject to the terms of the lease agreement. Obligations incurred for such acquisitions are the direct responsibility and liability of the Hospital. The Hospital leases the facility for $1 per year and is responsible for payment of related taxes, insurance, operating expenses and capital improvements of the property, plant and equipment.

The Hospital leases a portion of its office and equipment under agreements which expire at various dates through 2012. Rent expense for the years ended September 30, 2007 and 2006 was approximately $2,021,000 and $2,020,000, respectively. As of September 30, 2007, future minimum rental payments required under noncancelable operating leases are approximately:

Years Ending September 30,	
2008	$ 243,000
2009	191,000
2010	161,000
2011	86,000
2012	26,000
	$ 707,000

The Hospital leases office space to tenants under operating leases. Lease terms range from one to fifteen years.

8. Other Liabilities

Other liabilities consist of the following at September 30, 2007 and 2006:

	2007	2006
Workers' compensation liability	$ 3,677,898	$ 3,415,647
Self-insured professional liability	11,657,903	13,666,034
Agency for HealthCare Administration statutory liability	1,991,030	1,898,861
Deferred compensation arrangement	652,400	433,520
Due to Medicaid	3,488,024	3,488,024
Asset retirement obligation	380,000	380,000
Obligation for supplemental executive retirement benefits (Note 12)	3,371,419	3,413,927
Reserve for pending unresolved disputes (Note 17)	1,200,000	-
	$ 26,418,674	$ 26,696,013

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9. Long-Term Debt

A summary of long-term debt and capital lease obligations at September 30, 2007 and 2006 follows:

	2007	2006
Health Facilities Revenue Bonds, Series 1992A, interest of 6% at September 30, 2006, final maturity December 2006.	$ -	$ 1,260,000
Health Facilities Revenue Refunding Bonds, Series 1992B, interest of 6% at September 30, 2007 and 2006, respectively, final maturity December 2015.	22,590,000	24,445,000
Health Facilities Revenue Refunding Bonds, Series 1994, interest of 6.625% and 6.3% to 6.625% at September 30, 2007 and 2006, respectively, final maturity December 2013.	15,640,000	16,100,000
Health Facilities Revenue Bonds, Series 2000, interest of 6.25% to 6.375% at September 30, 2007 and 2006, final maturity December 2030.	100,100,000	100,100,000
Note payable, interest of 5.9% and 5.4% at September 30, 2007 and 2006, respectively, due April 2008.	645,590	478,060
Capital lease obligations	287,971	1,273,250
	139,263,561	143,656,310
Less: Net unamortized bond discount	(1,591,560)	(1,713,887)
Total long-term debt	137,672,001	141,942,423
Less: Current portion	(4,590,200)	(4,954,670)
Long-term portion	$ 133,081,801	$ 136,987,753

The Hospital, with the City of Tallahassee acting as a conduit, issued Health Facilities Revenue Bonds, Series 1992A, for certain construction, renovation, and purchase of equipment. These bonds are collateralized by a security interest in the net revenue of the Hospital, including future net revenues.

The Hospital, with the City of Tallahassee acting as a conduit, issued Health Facilities Revenue Refunding Bonds, Series 1987 and 1992B, of $54,905,000 and $38,840,000, respectively, in connection with two cross-over financings. In addition, Health Facilities Revenue Refunding Bonds, Series 1994, in the amount of $21,835,000 were issued in October 1994. On December 1, 1994, the Hospital elected that the Series 1987 Bonds provide for the payment of the Series 1984 HJU\bvBonds. At the same time, the Series 1992B Bonds and the Series 1994 Bonds provided for the payment of the Series 1987 Bonds. The Hospital granted the City of Tallahassee a security interest in its revenue at the time of closing of the Health Facilities Revenue Refunding Bonds, Series 1994, and the cross-over of the Series 1992B Bonds.

On November 7, 2000, the Hospital, with the City of Tallahassee acting as a conduit, issued Health Facility Revenue Bonds, Series 2000, in the amount of $100,100,000 for certain construction, renovation, and purchase of equipment. Interest rates range from 6.25 % to 6.375 % with final maturity in December 2030. The Series 2000 Bonds are collateralized by the gross revenues of the Hospital.

The Series 1992B Bonds and the Series 1994 Bonds currently outstanding are collateralized by the unconditional and irrevocable guarantee of the Municipal Bond Investors Assurance Corporation. The guarantee expires concurrently with the Bonds.

The bond trust indentures require compliance with various restrictive covenants, such as minimum debt service coverage ratios, and include maintenance of certain debt service funds. The Hospital was in compliance with various financial restrictive covenants at September 30, 2007 and 2006.

Scheduled principal payments on long-term debt and the capital lease obligations are as follows:

Years Ending September 30,	Long-Term Debt	Capital Lease Obligations
2008	$ 4,441,000	$ 172,708
2009	4,035,000	90,975
2010	4,285,000	41,757
2011	4,555,000	-
2012	4,845,000	-
Thereafter	116,815,000	-
	$ 138,976,000	305,440
Less: Amount representing interest under the capital lease obligations		(17,469)
		$ 287,971

The following computer hardware and software were financed under capital leases and are included in property, plant and equipment on the balance sheets at September 30, 2007 and 2006:

	2007	2006
Equipment	$ 3,439,220	$ 3,439,220
Less: Accumulated depreciation	(2,545,289)	(1,833,622)
	$ 893,931	$ 1,605,598

10. Self-Insurance

The Hospital has professional liability insurance coverage through a captive insurer on a claims-made basis. The Hospital is currently self-insured for the first $3,000,000 of each claim. From May 1, 2003 through April 30, 2005, the Hospital was self-insured for the first $5,000,000 of each claim. From March 28, 2002 through April 30, 2003, the Hospital was self-insured for the first $3,000,000 of each claim. From March 15, 2001 through March 27, 2002, the Hospital was self-insured for the first $1,000,000 of each claim. From January 1, 1989 through March 14, 2001 the Hospital was self insured for the first $250,000 and prior to January 1, 1989, the Hospital was self-insured for the first $100,000 of each claim. Malpractice claims, including amounts for which the Hospital is self-insured, have been asserted by various claimants, and additional claims may be asserted for known incidents occurring through September 30, 2007. The claims are in various stages of processing and some may ultimately be brought to trial. Moreover, additional claims arising from services provided to patients in the past may be asserted. The Hospital has engaged an independent actuary to assist in the computation of an accrual for self-insurance of professional liability coverage. The actuarial computations were based upon an evaluation of past incidents. A liability of approximately $22,346,000 and $24,161,000 has been recorded at September 30, 2007 and 2006, respectively, representing management's best estimates based upon the actuarial computations.

Effective May 1, 2005, the Hospital entered into a captive arrangement with Health Care Casualty Risk Retention Group, Inc. ("HCCR") for professional and general liability reinsurance coverage. HCCR provides liability insurance coverage of $20,000,000 per occurrence in excess of the $3,000,000 retention. HCCR provides aggregate liability coverage of $20,000,000.

HCCR was incorporated under the Captive Insurance Company Act of 2004 and the District of Columbia Business Corporation Act, D.C. Code, 2001 edition, on December 14, 2004. HCCR was added to the list of registered Risk Retention Groups by the state of Florida on March 8, 2005. In addition, the Hospital owns shares of Health Care Casualty Insurance Limited (the "Captive") which was incorporated as a limited liability company under the Companies Law of the Cayman Islands on August 30, 2002 and holds an unrestricted Class "B" Cayman Islands insurer's license under Section 4(2) of the Cayman Islands Insurance Law. The license enables the Captive to transact insurance business, other than domestic business, from within the Cayman Islands. The Cayman Islands Monetary Authority has imposed a minimum capital requirement of $120,000.

HCCR and the Captive are owned by a number of healthcare institutions based in the United States. The owners are all not-for-profit hospitals and healthcare systems. The principal activity of the Captive and HCCR is to provide professional and general liability coverage on a claims made basis for the risk associated with the delivery of healthcare services for the shareholders, their employees and medical staff members. The Hospital became a shareholder of the Captive and HCCR on May 1, 2005. As of September 30, 2007, the Hospital is one of eight owners of the Captive, five of which are active and three are inactive and one of six owners of HCCR. TMH, Inc.'s investment in HCCR and the Captive was $100,000 and $857,000, respectively, at September 30, 2007 and 2006. The Captive's bylaws indicate that no more than 15 organizations can be owners. HCCR maintains a facultative reinsurance agreement with the Captive whereby all of the professional and general liability risk of the Hospital is effectively transferred to the Captive. Effective August 1, 2006, the Captive retains $6,000,000 of professional liability risk for each claim and maintains a reinsurance treaty that provides excess coverage of $14,000,000 for each claim and $21,000,000 aggregate coverage per year. Prior to August 1, 2006 the Captive retained $5,000,000 of professional liability risk for each claim and maintained a reinsurance treaty that provided $5,000,000 of excess coverage for each claim.

The Hospital is self-insured for workers' compensation up to $500,000 per occurrence, and has purchased excess coverage from commercial carriers up to the amount allowed by Florida Statutes. A liability of approximately $4,529,000 and $4,229,000 has been recorded at September 30, 2007 and 2006, respectively.

The combined liability for professional liability and workers' compensation self-insurance at September 30, 2007 and 2006 was approximately:

	2007	2006
Other current liabilities	$ 11,539,000	$ 11,308,000
Other liabilities	15,336,000	17,082,000
	$ 26,875,000	$ 28,390,000

11. Retirement Plans

The Hospital maintains a noncontributory defined benefit pension plan (the "Plan") covering substantially all employees. The Plan's benefits are based on years of service and the employees' compensation during the highest five years of credited service. The Hospital's funding policy is to contribute annually the minimum amount permitted under ERISA using the Projected Unit Credit Actuarial Cost Method. Plan assets consist primarily of listed stocks, corporate bonds, government bonds and notes, and mutual funds.

On October 20, 2004, the Board of Directors of TMH, Inc. approved a resolution to freeze benefit accruals under the Plan effective December 31, 2004. While continued service after December 31, 2004 will count towards eligibility for early retirement benefits and vesting purposes, no service or compensation after December 31, 2004 will be considered for benefit accruals.

In December 2006, the Hospital adopted SFAS No. 158, *Employers' Accounting for Defined Benefit Pension and Other Postretirement Plans, an amendment of FASB Statements No. 87, 88, 106 and 132 (R)* (SFAS No. 158). This Standard retains the previous periodic expense calculation on an actuarial basis under the provisions of SFAS No. 87, *Employers' Accounting for Pensions* and SFAS No. 106, *Employers' Accounting for Postretirement Benefits Other Than Pensions*. In addition, SFAS No. 158 requires an employer to recognize the net funded status of defined benefit pensions and other postretirement benefit plans (benefit plan) as an asset or liability in its balance sheet and to recognize changes in the funded status through net assets. Additional minimum pension liabilities (AML) and related intangible assets are derecognized upon adoption of the new Standard. For pension plans, the benefit obligation is the projected benefit obligation; for other postretirement plans, the benefit obligation is the accumulated postretirement benefit obligation. SFAS No. 158 also requires an employer to measure the funded status of a plan as of the date of its year-end statement of financial position effective for fiscal years ending after December 15, 2008. the Hospital currently uses a June 30 valuation date for its benefit plan.

Prior to adopting SFAS No. 158, the Hospital recognized an additional minimum pension liability of approximately $3,600,000 and there was no impact upon adoption.

The following table sets forth the approximate change in projected benefit obligation, change in plan assets, weighted average assumptions and component of net periodic pension cost for the plan:

	2007	2006
Accumulated benefit obligation	$ 283,221,000	$ 269,366,999
Change in projected benefit obligation		
Projected benefit obligation, beginning of year	$ 260,366,000	$ 289,190,000
Service cost	-	-
Interest cost	16,536,000	15,648,000
Plan amendments	-	-
Actuarial loss (gain)	17,764,000	(33,786,000)
Benefits paid	(11,445,000)	(10,686,000)
Projected benefit obligation, end of year	$ 283,221,000	$ 260,366,000
Change in plan assets		
Plan assets at fair value, beginning of year	$ 212,948,000	$ 205,428,000
Employer contributions	20,672,000	9,382,000
Actual return on plan assets	30,968,000	8,824,000
Benefits paid	(11,445,000)	(10,686,000)
Plan assets at fair value, end of year	$ 253,143,000	$ 212,948,000
Funded status	$ (30,078,000)	$ (47,418,000)
Unrecognized net actuarial loss	40,591,000	36,931,000
Accrued pension cost	10,513,000	(10,487,000)
Accumulated comprehensive income	(40,591,000)	(36,931,000)
Pension liability	$ (30,078,000)	$ (47,418,000)

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	2007	2006
Weighted average assumptions for benefit obligations at September 30		
Discount rate	6.25%	6.50%
Rate of increase in future compensation levels	0.00%	0.00%
Weighted average assumptions for net periodic benefit costs at September 30		
Discount rate	6.50%	5.50%
Expected return on plan assets	8.50%	8.50%
Rate of compensation increase	N/A	N/A
Components of net periodic pension cost		
Service cost	$ -	$ -
Interest cost	16,535,478	15,648,000
Expected return on plan assets	(17,975,355)	(17,214,000)
Amortization of prior service cost	-	-
Amortization of loss	1,111,659	3,797,000
Net periodic pension cost	$ (328,218)	$ 2,231,000

The Plan assets are administered by a trustee and are invested in the following percentages in various instruments at September 30, 2007 and 2006:

	2007	2006
Cash and cash equivalents	7%	9%
Equity securities	68%	66%
Debt securities	25%	25%
	100%	100%

Estimated future benefit payments for years ending September 30 are as follows:

2008	$ 12,271,000
2009	12,855,000
2010	13,561,000
2011	14,336,000
2012	15,109,000
2013	15,994,000
Thereafter	93,030,000
	$ 177,156,000

The Hospital expects to contribute approximately $15,000,000 to the Plan for the year ended September 30, 2008. Estimated amounts to be amortized out of unrestricted net assets for the year ending September 30, 2008 are approximately $1,348,000 and the amount will be recorded in pension expense.

During the year ended September 30, 2005, the Hospital established the Tallahassee Memorial HealthCare 401(A) Retirement Savings Plan (the "Savings Plan"), a qualified defined contribution plan covering all employees who are at least 21 years of age and have completed one year of service. TMH, Inc. contributes 4% of eligible income to each eligible employee and an additional matching contribution up to 2% of eligible income. Participants become fully vested after three years of service. The contribution required under the Savings Plan for the years ended September 30, 2007 and 2006 was approximately $5,556,000 and $5,208,000, respectively. These contributions have been included in salaries, wages and benefits expense in the accompanying statements of operations. Additionally, the amounts due to the Savings Plan as of September 30, 2007 and 2006 were approximately $376,000 and $265,000, respectively, and are included in accounts payable and accrued expenses in the accompanying balance sheets.

12. Supplemental Executive Retirement Plan

At September 30, 2007 and 2006, management has estimated that the net present value of the estimated obligation for supplemental executive retirement benefits will approximate $3,371,000 and $3,414,000, respectively, which was recorded as other liabilities in the balance sheets. The liability has been estimated based on the actuarial life expectancies of the beneficiary and management's understanding of the benefit amounts. TMH, Inc. recognized approximately $267,000 and $194,000 as salaries, wages and benefits expense in the statements of operations for the years ended September 30, 2007 and 2006, respectively, related to the supplemental executive retirement benefit. At September 30, 2006, the potential benefits are estimated to be payable as follows:

Years Ending September 30,	
2008	$ 296,000
2009	296,000
2010	296,000
2011	296,000
2012	296,000
Thereafter	3,559,000
	5,039,000
Less: Amount representing interest under the agreements	(1,668,000)
Net obligation	$ 3,371,000

On January 1, 2004, TMH, Inc. entered into an agreement with an officer for deferred compensation whereby TMH, Inc. matches a portion of the officer's elected salary deferrals. During the year ended September 30, 2007 and 2006, TMH, Inc. recorded compensation expense of approximately $75,000 under this agreement.

13. Related Party Transactions

TMH, Inc. is a not-for-profit holding corporation which manages and operates a healthcare delivery system. Through common board membership, provisions of bylaws and direct stock ownership, TMH, Inc., is the parent corporation of Southeast Community Health Services, Inc. ("SECHS"), Tallahassee Memorial Health Ventures, Inc. ("TMHV"), and Tallahassee Memorial HealthCare Foundation, Inc. (the "Foundation"). SECHS is a not-for-profit property holding company. TMHV is a for-profit corporation which manages activities which are not tax exempt. The Foundation is a not-for-profit organization which promotes the educational training and research programs of the Hospital.

During the years ended September 30, 2007 and 2006, the Hospital sold services and goods amounting to approximately $1,402,000, to TMHV. The Hospital received interest payments during the years ended September 30, 2007 and 2006 of approximately $65,000 and $61,000, respectively, from SECHS relating to the financing of capital acquisitions in prior years. For the years ended September 30, 2007 and 2006, the Hospital received contributions of approximately $1,005,000 and $1,280,000, respectively, from the Foundation. For the years ended September 30, 2007 and 2006, the Hospital paid for services and leased space of approximately $365,000 and $335,000, respectively, to SECHS and approximately $68,000 to TMHV. At September 30, 2007 and 2006, the Hospital had outstanding receivables from TMH, Inc. of approximately $1,417,000 and $1,187,000 and other receivables from subsidiaries of TMH, Inc. of $2,387,000 and $2,351,000, respectively.

14. Functional Expenses

The Hospital provides general health care services to residents within its geographic area. Expenses related to providing these services for the years ended September 30, 2007 and 2006 are as follows:

	2007	2006
Healthcare services	$ 216,865,621	$ 205,870,241
General and administrative	154,604,574	143,236,218
	$ 371,470,195	$ 349,106,459

15. Financial Instruments

The carrying amount of certain of the Hospital's financial instruments (including cash and cash equivalents, short-term investments, and assets limited as to use) approximates fair value because of their relatively short maturities. Long-term investments consist of marketable equity securities and are reported in the balance sheets at fair value based on quoted market prices.

The estimated fair value of the Hospital's bonds and notes payable is based on dealer quotations for hospital debt with similar terms and maturities for the same or similar issues. The aggregate carrying amount and estimated fair value of the bonds and notes payable, exclusive of the capital lease obligations, as of September 30, 2007 and 2006 are as follows:

	2007	2006
Carrying amount	$ 137,384,030	$ 140,669,173
Estimated fair value	142,811,598	149,897,599

Certain financial instruments potentially subject the Hospital to concentrations of credit risk. These financial instruments consist primarily of cash and cash equivalents, short-term investments, assets limited to use, and patient accounts receivable. The Hospital maintains its cash and cash equivalents and short-term investments with what management believes to be high quality financial institutions and thus limits its credit exposure. Concentrations of credit risk with respect to patient accounts receivables include Medicare, Medicaid, and various managed care and commercial payors.

16. Commitments

As of September 30, 2007, future minimum payments required under noncancelable maintenance agreements were approximately:

2008	$ 457,000
2009	163,000
2010	147,000
2011	126,000
2012	126,000
	$ 1,019,000

17. Contingencies

In the normal course of business, the Hospital is subject to various litigation and claims such as labor-related and other matters. Management has analyzed such pending unresolved disputes and estimated the potential cost of settlements, legal fees and other costs associated with an unfavorable outcome. The financial statements include accruals related to these disputes. In the opinion of management, after consultation with legal counsel, no other material liabilities are likely to result from the ultimate disposition of such matters.

LEON
FLORIDA'S CAPITAL COUNTY

UNITED PARTNERS FOR HUMAN SERVICES

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: **United Partners for Human Services, Inc.**

Agency representative: **Kelly Otte, Executive Director**

Physical & Mailing Address: **317 E. Call Street**
P.O. Box 10267; Tallahassee 32302

Telephone: **(850) 942-2569**

Fax: **(850) 681-8713**

E-mail Address: **Kelly@unitedpartnershs.org**

Agency Employer ID Number (FEIN Number): **59-3505360**

Does the agency have a 501(c)(3) status? **Yes**

Date of agency incorporation: **3/22/04**

Agency 2007 990 Tax Return is **ATTACHED**

B. Program Information

1. **Succinctly describe the program for which funding is being requested. Please include types of services provided:** United Partners for Human Service (UPHS) is a membership organization comprised of Leon County human service organizations. Our mission is to improve the human service delivery system. Our members touch the lives of every citizen of Leon County and our primary work is to help them be the best they can be – either through increasing communication, access to high quality and low cost training or by increasing the community's understanding of what the human service sector does. Specifically, the Leon County funding will be used to help us accomplish the following work:

   a. **Increased efficiency and effectiveness of the human service delivery system through** capacity development work with the human service community by allowing us to provide our 80+ members with 4 full days of trainings on relevant management and community development topics; 4 lectures with local VIPs designed to increase our agencies' awareness of current important topics, and our annual conference, whereby we provide 30+ workshops on nonprofit management and leadership issues..

   We are also working closely with TCC and FSU to develop certification and degree programs in nonprofit management – all intended to increase the professional capacity of the nonprofit workforce.

   b. **Enhanced public understanding of the contribution of the non profit human services sector on the quality of life in the Big Bend through** by creating opportunities to increase awareness about this sector's important contribution to the quality of life in Leon County. This includes public education forums, newspaper and other media opportunities and any other forum that we can utilize to raise awareness. Our efforts are focused on helping the public understand that in addition to vital services provided by human service organizations, they are also important employers and their budgets have a strong impact on the economic quality of life in our community.

   c. **Increased voice for those people in our community that are often the hardest to hear from.** Expanding the strength and viability of UPHS will allow us to provide a coordinated and collaborative voice representing the collective needs of the thousands of people served by human service agencies. There is immeasurable benefit to our community to have the collective voice of some of the most silent at the table during local government action, disaster preparedness efforts, and other discussions affecting the quality of our lives.

2. **Who is the target population intended to be served or benefit from this project?** The entire Leon County community benefits from nonprofit organizations that are more efficient and effective, and a system of delivering services that is coordinated and cohesive. Specifically, our members are the staff, board members and volunteers from any human

service organization in Leon County. We also offer membership opportunities to nonprofits from other sectors (i.e. arts and culture; environmental, etc.) in order for them to benefit from the free and reduced training opportunities provided by UPHS. Additional beneficiaries of the services include the people served by human service agencies, members of non-profits that are not human service agencies who will benefit from the resources we will make available to them, the community at large, educational institutions, and indirectly,.

3. **What methods are being used to effectively reach this program's target population?** We are working very hard to raise awareness about UPHS and our role in supporting the human service agencies in a wide variety of ways. We have developed a good working partnership with the Human Service department in Leon County and the City of Tallahassee and partner with them in whatever capacity they feel is helpful. Our annual conference on Excellence in Nonprofit Leadership 225 attendees last year and has become a regular part of many nonprofit's staff development plans.

4. **Outline the phases and time frames in which this project or event will be accomplished if funded.**

Provide 4 days of training: Grant Writing, Grant Management, Supervision, Executive Leadership, Resource Development, Strategic Planning and Human Resource Management – free of charge to all members and reduced fees to other Leon County nonprofits.	October, 2008 – September 2009
Work with TCC to provide instructors and support their Nonprofit Institute.	October 2008 – September 2009
Coordinate the 10th Annual Leadership Conference, attended by 200+ local human service organization employees.	May 2009
Identify additional grants and foundation work to bring larger financial support into Leon County nonprofit organizations.	By September 2009

5. **Program's short-term, intermediate and long-term goals**

Short term:

- Provide high quality/low cost professional development and capacity building opportunities to human service and other nonprofit organizations in Leon County.
- Increase collaboration and coordination among the agencies by providing a forum for them to gather and discuss common issues.

Intermediate:

- Increase the community understanding of the economic impact the nonprofit community has on Leon County in order to encourage alternative funding support and strategies for the organizations, including private and corporate donations.

Long-Term:

- To work to provide a more efficient and effective system for the delivery of Human services in Leon County.

6. **Projected Program Impact/outcome results - What is the projected impact on the target population?**

By September, 2009:

Without cost, 250 staff members from Leon County nonprofit human service agencies will attend 4 days of training provided by UPHS.

200 Leon County nonprofit organization staff and volunteers will attend the Annual Conference for Excellence in Nonprofit Leadership in May, 2009.

7. **Why is this funding being requested? If this funding request is not approved, what would be the impact on your agency or project for which funding is sought?** Every nonprofit organization in Leon County can benefit from the services that UPHS provides – our work is to partner with the County in your efforts to get services to the people that need them. Because of funding cutbacks to our member organizations, we cannot turn to them for increased membership support as they will be struggling to maintain their current services. We believe that in times of financial crisis our services are even more important in order to provide as much coordinated voice as possible for our members. We do not believe we can accomplish our efforts to become more self sustaining without support from Leon County. We are continuing to look for all possible alternatives to receiving this funding but in the mean time, believe we would be seriously compromised by losing this funding from the County.

8. **What other agencies in Leon County (governmental, non-profit, and private) provide service(s) similar to those which would be provided by this funding?** UPHS is unique and there is no other organization that provides the services that we do. We are not only unique in our mission – we are unique in our creation. We exist solely because the human service organizations of Leon County want the opportunity to be the best that they can be for the citizens of our community.

9. **List any agency partnerships and collaborations related to this program.**
We consider our members are greatest partners in our work to improve the human service delivery system in Leon County. In addition we are working with Tallahassee Community College, Florida State University, United Way of the Big Bend, the Chamber of Commerce/Leadership Tallahassee, and the Human Services departments of both Leon County and the City of Tallahassee.

C. Funding Information

10. Agency's total budget: **2007/2008 - $133,761 (current)** **2008/2009 - $118,660**

11. Total cost of program: $133,761

12. Please list the **2008/09 funding** amount and associated expenditures requested from Leon County and other sources:

Expense (2008/2009)	**Leon County**	**Other Funding**	**Total**
Payroll & Benefits	$16,787	$33,801	$50,588
Professional		$0	$0
Accountant		$14,352	$14,352
Insurance, General Liability (Jan-June)		$92	$92
Insurance, Director & Officers Liab.		$920	$920
Occupancy/Utilities/Network		$6,624	$6,624
Corporate registrations/fees		$184	$184
Supplies/postage		$1,840	$1,840
Meeting costs/travel/transportation		$2,760	$2,760
Board Expenses		$1,380	$1,380
Memberships, Subscriptions, Dues		$2,300	$2,300
Printing		$3,680	$3,680
Membership Meetings		$1,840	$1,840
Training Sessions (Monthly/Quarterly)	$5178	$0	$5,178
Celebration Dinner		$20,022	$20,022
Annual Conference		$6,440	$6,440
CHSP Appreciation Lunch		$460	$460
Knight Foundation Pass Through		$0	$0
Total Expenses	**$21,965**	$96,695	$118,660

13. Please list the following Revenue Sources for the current year and the upcoming year

Revenue Source	2007/08 (Current)	2007/2008 (Proposed)
Leon County (not CHSP):	$23,875	$23,500
City of Tallahassee (not CHSP):	$37,000	$34,040
United Way (not CHSP):	$0	0
Community Human Services Partnership (CHSP):	$0	0
State:	$0	0
Federal:	$0	0
Grants:	$68,750	0
Conference & Celebration	$45,636	$46,000
Dues/Membership:	$12,500	$13,620
Program Service Fees:	$1,000	$1,500
Total	$188,761	**$118,660**

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (Current)	2008/2009 (Proposed)
Payroll & Benefits	$59,770	$50,588
Professional	$0	$0
Accountant	$15,600	$14,352
Insurance, General Liability (Jan-June)	$100	$92
Insurance, Director & Officers Liab.	$1,000	$920
Occupancy/Utilities/Network	$7,200	$6,624
Corporate registrations/fees	$200	$184
Supplies/postage	$2,000	$1,840
Meeting costs/travel/transportation	$3,000	$2,760
Board Expenses	$1,500	$1,380
Memberships, Subscriptions, Dues	$2,500	$2,300
Printing	$4,000	$3,680
Membership Meetings	$2,000	$1,840
Training Sessions (Monthly/Quarterly)	$5,628	$5,178
Celebration Dinner	$21,763	$20,022
Annual Conference	$7,000	$6,440
CHSP Appreciation Lunch	$500	$460
Knight Foundation Pass Through	$55,000	$0
Total Expenses	$188,761	$118,660

15. **Describe actions and fundraisers to secure funding.**

Our fundraising events are our annual conference, training fees from trainings from non-UPHS members and membership dues. We cannot compete with our members for fundraising so getting this done is tricky. Our efforts lie with securing foundation revenue during this upcoming year.

16. Will this project or event recur every year?

No_____ Yes_____X_____

17. Would funding by Leon County be requested in subsequent years for successful completion of the project?

No_____ Yes_____Unsure*

**We are committed to finding alternative sources of support to fund UPHS*

If "yes," estimate: the amount of next year's funding request. ____same_____

18. Has Leon County ever contributed funds to this project in the past?

No_____ Yes___XX (thank you!)_____

19. Attach a copy of the Agency's most recent financial report.

I have attached a copy of the 2007 year ending financial report.

CERTIFICATION

I, the undersigned representative of the agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true
And correct.

Printed Name: Kelly K. Otte, Executive Director

Signature: Kelly Otte

Date Signed: 3-21-08

ATTACHMENTS:

(1) Form 990, year ending 2007

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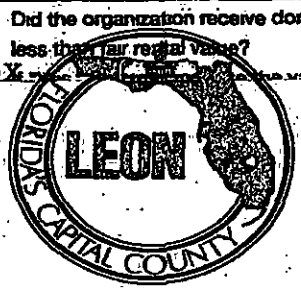
Form 990 (2006) UNITED PARTNERS FOR HUMAN SERVICES, INC. 59-3505360 Page 7

Part VI Other Information (continued)		Yes	No
82 a Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
OX [illegible] the value of these items here. Do not include this			

LEON FLORIDA'S CAPITAL COUNTY



2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

Legal Name of Agency: **United Partners for Human Services, Inc.**

Agency representative: **Kelly Otte, Executive Director**

Physical & Mailing Address: **317 E. Call Street**
P.O. Box 10267; Tallahassee 32302

Telephone: **(850) 942-2569**

Fax: **(850) 681-8713**

E-mail Address: **Kelly@unitedpartnershs.org**

Agency Employer ID Number (FEIN Number): **59-3505360**

Does the agency have a 501(c)(3) status? **Yes**

Date of agency incorporation: **3/22/04**

Agency 2007 990 Tax Return is **ATTACHED**

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

415 of 4

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2006

Open to Public Inspection

A For the 2006 calendar year, or tax year beginning JUL 1, 2006 and ending JUN 30, 2007

B Check if applicable: [ ] Address change [ ] Name change [ ] Initial return [ ] Final return [ ] Amended return [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: UNITED PARTNERS FOR HUMAN SERVICES, INC.

Number and street (or P.O. box if mail is not delivered to street address): P.O. BOX 10267 | Room/suite

City or town, state or country, and ZIP + 4: TALLAHASSEE, FL 32302

D Employer identification number: 59-3505360

E Telephone number: 850-942-2569

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) If "Yes," enter number of affiliates ▶ N/A

H(c) Are all affiliates included? N/A [ ] Yes [ ] No (If "No," attach a list.)

H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [X] No

I Group Exemption Number ▶ N/A

G Website: ▶WWW.UNITEDPARTNERSFORHUMANSERVICES.ORG

J Organization type (check only one) ▶ [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ [ ] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 195,261.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor advised funds	1a		
	b	Direct public support (not included on line 1a)	1b	134,464.	
	c	Indirect public support (not included on line 1a)	1c		
	d	Government contributions (grants) (not included on line 1a)	1d		
	e	Total (add lines 1a through 1d) (cash $ 133,820. noncash $ 644.)		1e	134,464.
	2	Program service revenue including government fees and contracts (from Part VII, line 93)		2	
	3	Membership dues and assessments		3	12,053.
	4	Interest on savings and temporary cash investments		4	2,391.
	5	Dividends and interest from securities		5	
	6 a	Gross rents	6a		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss). Subtract line 6b from line 6a		6c	
	7	Other investment income (describe ▶)		7	
	8 a	Gross amount from sales of assets other than inventory — (A) Securities: ; (B) Other:	8a		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss). Combine line 8c, columns (A) and (B)		8d	
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ [ ]			
	a	Gross revenue (not including $ of contributions reported on line 1b)	9a		
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a		9c	
	10 a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a		10c	
	11	Other revenue (from Part VII, line 103)		11	46,353.
	12	Total revenue. Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11		12	195,261.
Expenses	13	Program services (from line 44, column (B))		13	114,115.
	14	Management and general (from line 44, column (C))		14	4,129.
	15	Fundraising (from line 44, column (D))		15	
	16	Payments to affiliates (attach schedule)		16	
	17	Total expenses. Add lines 16 and 44, column (A)		17	118,244.
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12		18	77,017.
	19	Net assets or fund balances at beginning of year (from line 73, column (A))		19	13,345.
	20	Other changes in net assets or fund balances (attach explanation)		20	0.
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20		21	90,362.

623001 01-18-07 LHA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Form 990 (2006)

10580820 790290 501249 2006.06000 UNITED PARTNERS FOR HUMAN S 501249_1

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor-advised funds (attach schedule) (cash $ 0. noncash $ 0.) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ 0. noncash $ 0.) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A	25a	41,291.	37,162.	4,129.	0.
b Compensation of former officers, directors, key employees, etc. listed in Part V-B	25b	0.	0.	0.	0.
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	3,690.	3,690.		
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a - 27	28				
29 Payroll taxes	29	2,676.	2,676.		
30 Professional fundraising fees	30				
31 Accounting fees	31				
32 Legal fees	32				
33 Supplies	33	1,369.	1,369.		
34 Telephone	34				
35 Postage and shipping	35				
36 Occupancy	36	855.	855.		
37 Equipment rental and maintenance	37				
38 Printing and publications	38	791.	791.		
39 Travel	39				
40 Conferences, conventions, and meetings	40	2,048.	2,048.		
41 Interest	41				
42 Depreciation, depletion, etc. (attach schedule)	42				
43 Other expenses not covered above (itemize):					
a	43a				
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g SEE STATEMENT 1	43g	65,524.	65,524.		
44 **Total functional expenses.** Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	118,244.	114,115.	4,129.	0.

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs $ N/A ; (ii) the amount allocated to Program services $ N/A ; (iii) the amount allocated to Management and general $ N/A ; and (iv) the amount allocated to Fundraising $ N/A

Part III Statement of Program Service Accomplishments *(See the instructions.)*

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ EDUCATION AND TRAINING All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a EDUCATE AND PROMOTE SOCIAL SERVICES IN LEON AND SURROUNDING COUNTIES. (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	114,115.
b (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule) (Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services) ▶	114,115.

Part IV Balance Sheets *(See the instructions.)*

Note: *Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.*			(A) Beginning of year		(B) End of year
Assets					
45 Cash - non-interest-bearing			12,435.	45	86,987.
46 Savings and temporary cash investments				46	
47 a Accounts receivable	47a	8,350.			
b Less: allowance for doubtful accounts	47b		910.	47c	8,350.
48 a Pledges receivable	48a				
b Less: allowance for doubtful accounts	48b			48c	
49 Grants receivable				49	
50 a Receivables from current and former officers, directors, trustees, and key employees				50a	
b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				50b	
51 a Other notes and loans receivable	51a				
b Less: allowance for doubtful accounts	51b			51c	
52 Inventories for sale or use				52	
53 Prepaid expenses and deferred charges				53	
54 a Investments - publicly-traded securities ▶ ☐ Cost ☐ FMV				54a	
b Investments - other securities ▶ ☐ Cost ☐ FMV				54b	
55 a Investments - land, buildings, and equipment: basis	55a				
b Less: accumulated depreciation	55b			55c	
56 Investments - other				56	
57 a Land, buildings, and equipment: basis	57a				
b Less: accumulated depreciation	57b			57c	
58 Other assets, including program-related investments (describe ▶)				58	
59 **Total assets** (must equal line 74). Add lines 45 through 58			13,345.	59	95,337.
Liabilities					
60 Accounts payable and accrued expenses			0.	60	4,975.
61 Grants payable				61	
62 Deferred revenue				62	
63 Loans from officers, directors, trustees, and key employees				63	
64 a Tax-exempt bond liabilities				64a	
b Mortgages and other notes payable				64b	
65 Other liabilities (describe ▶)				65	
66 **Total liabilities.** Add lines 60 through 65			0.	66	4,975.
Net Assets or Fund Balances					
Organizations that follow SFAS 117, check here ▶ [X] and complete lines 67 through 69 and lines 73 and 74.					
67 Unrestricted			13,345.	67	90,362.
68 Temporarily restricted				68	
69 Permanently restricted				69	
Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.					
70 Capital stock, trust principal, or current funds				70	
71 Paid-in or capital surplus, or land, building, and equipment fund				71	
72 Retained earnings, endowment, accumulated income, or other funds				72	
73 **Total net assets or fund balances.** Add lines 67 through 69 or lines 70 through 72 (Column (A) must equal line 19 and column (B) must equal line 21)			13,345.	73	90,362.
74 **Total liabilities and net assets/fund balances.** Add lines 66 and 73			13,345.	74	95,337.

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return *(See the instructions.)*

a	Total revenue, gains, and other support per audited financial statements		a	N/A
b	Amounts included on line a but not on Part I, line 12:			
1	Net unrealized gains on investments	b1		
2	Donated services and use of facilities	b2		
3	Recoveries of prior year grants	b3		
4	Other (specify):	b4		
	Add lines b1 through b4		b	
c	Subtract line b from line a		c	
d	Amounts included on Part I, line 12, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify):	d2		
	Add lines d1 and d2		d	
e	Total revenue (Part I, line 12): Add lines c and d ▶		e	

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements		a	N/A
b	Amounts included on line a but not on Part I, line 17:			
1	Donated services and use of facilities	b1		
2	Prior year adjustments reported on Part I, line 20	b2		
3	Losses reported on Part I, line 20	b3		
4	Other (specify):	b4		
	Add lines b1 through b4		b	
c	Subtract line b from line a		c	
d	Amounts included on Part I, line 17, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify):	d2		
	Add lines d1 and d2		d	
e	Total expenses (Part I, line 17): Add lines c and d ▶		e	

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) *(See the instructions.)*

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
KELLY OTTE P.O. BOX 10267 TALLAHASSEE, FL 32302	EXECUTIVE DIRECTOR 20.00	37,691.	3,600.	0.
SEE ATTACHED	0.00	0.	0.	0.

Part V-A Current Officers, Directors, Trustees, and Key Employees *(continued)*

			Yes	No
75 a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶ 21			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization."	75c		X
	If "Yes," attach a statement that includes the information described in the instructions.			
d	Does the organization have a written conflict of interest policy?	75d	X	

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits (If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
NONE				

Part VI Other Information *(See the instructions.)*

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS?	77		X
	If "Yes," attach a conformed copy of the changes.			
78 a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		X
b	If "Yes," has it filed a tax return on Form 990-T for this year? N/A	78b		
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80 a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ N/A and check whether it is ☐ exempt or ☐ nonexempt			
81 a	Enter direct or indirect political expenditures. (See line 81 instructions.) 81a 0.			
b	Did the organization file Form 1120-POL for this year?	81b		X

Part VI Other Information *(continued)*

			Yes	No
82 a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.) 82b N/A			
83 a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X	
84 a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? N/A	84b		
85	*501(c)(4), (5), or (6) organizations.* a Were substantially all dues nondeductible by members? N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less? N/A	85b		
	If "Yes" was answered to either 85a or 85b, **do not** complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.			
c	Dues, assessments, and similar amounts from members 85c N/A			
d	Section 162(e) lobbying and political expenditures 85d N/A			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices 85e N/A			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) 85f N/A			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f? N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? N/A	85h		
86	*501(c)(7) organizations.* Enter: a Initiation fees and capital contributions included on line 12 86a N/A			
b	Gross receipts, included on line 12, for public use of club facilities 86b N/A			
87	*501(c)(12) organizations.* Enter: a Gross income from members or shareholders 87a N/A			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 87b N/A			
88 a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶	88b		X
89 a	*501(c)(3) organizations.* Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0. ; section 4912 ▶ 0. ; section 4955 ▶ 0.			
b	*501(c)(3) and 501(c)(4) organizations.* Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0.			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶ 0.			
e	*All organizations.* At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	89e		X
f	*All organizations.* Did the organization acquire a direct or indirect interest in any applicable insurance contract?	89f		X
g	*For supporting organizations and sponsoring organizations maintaining donor advised funds.* Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	89g		X
90 a	List the states with which a copy of this return is filed ▶ NONE			
b	Number of employees employed in the pay period that includes March 12, 2006 90b 1			
91 a	The books are in care of ▶ THE ORGANIZATION Telephone no. ▶ 850-942-2569 Located at ▶ P.O. BOX 10267, TALLAHASSEE, FL ZIP + 4 ▶ 32302			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ N/A See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	91b		X

Part VI Other Information *(continued)*

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States?	91c		X
If "Yes," enter the name of the foreign country ▶ N/A			
92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here ▶ ☐			
and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92	N/A	

Part VII Analysis of Income-Producing Activities *(See the instructions.)*

Note: Enter gross amounts unless otherwise indicated.	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a					
b					
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					12,053.
95 Interest on savings and temporary cash investments			14	2,391.	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue:					
a ANNUAL CONFERENCE					33,643.
b ANNUAL CELEBRATION OF					
c HUMAN SERVICES					12,585.
d TRAINING PROGRAMS					125.
e					
104 Subtotal (add columns (B), (D), and (E))		0.		2,391.	58,406.
105 Total (add line 104, columns (B), (D), and (E)) ▶					60,797.

Note: *Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.*

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes *(See the instructions.)*

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
94	DUES RECEIVED FROM MEMBERS
103A	ANNUAL CONFERENCE HELD TO EDUCATE SOCIAL SERVICE ORGANIZATIONS
103B	ANNUAL DINNER HELD TO PROMOTE SOCIAL SERVICE ORGANIZATIONS
103C	TRAINING HELD TO EDUCATE SOCIAL SERVICE ORGANIZATIONS

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities *(See the instructions.)*

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
	%			
N/A	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts *(See the instructions.)*

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: *If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).*

Part XI **Information Regarding Transfers To and From Controlled Entities.** *Complete only if the organization is a controlling organization as defined in section 512(b)(13).* N/A

	Yes	No
106 Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

	Yes	No
107 Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.		

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

	Yes	No
108 Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?		

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Signature of officer — Date

Type or print name and title

Paid Preparer's Use Only

Preparer's signature — Date 8-30-07 — Check if self-employed ▶ ☐ — Preparer's SSN or PTIN (See Gen. Inst. X)

Firm's name (or yours if self-employed), address, and ZIP + 4: JAMES MOORE & CO. P.L.
2473 CARE DRIVE SUITE 2
TALLAHASSEE, FL 32308-4580

EIN ▶

Phone no. ▶ (850)386-6184

Form **990** (2006)

15

CLIENT'S COPY

623164/01-26-07

10580820 790290 501249 2006.06000 UNITED PARTNERS FOR HUMAN S 501249_1

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No 1545-0047

2006

Name of the organization: UNITED PARTNERS FOR HUMAN SERVICES, INC.

Employer identification number: 59 3505360

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 2 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				
Total number of other employees paid over $50,000 ▶	0			

Part II-A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over $50,000 for professional services ▶ 0		

Part II-B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of other contractors receiving over $50,000 for other services ▶ 0		

15

Part III **Statements About Activities** (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ $ _____ (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)	1		X
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? *(If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)*			
a	Sale, exchange, or leasing of property?	2a		X
b	Lending of money or other extension of credit?	2b		X
c	Furnishing of goods, services, or facilities?	2c		X
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? SEE PART V-A, FORM 990	2d	X	
e	Transfer of any part of its income or assets?	2e		X
3 a	Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4 a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b	Did the organization make any taxable distributions under section 4966?	4b		X
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		X
d	Enter the total number of donor advised funds owned at the end of the tax year ▶			0
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶			0.
f	Enter the total number of separate funds or accounts owned at the end of the year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶			0.
g	Enter the aggregate value of assets in all funds or accounts included on line 4f at the end of the tax year ▶			0.

Part IV **Reason for Non-Private Foundation Status** (See pages 4 through 7 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☒ An organization that normally receives: **(1) more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions - subject to certain exceptions, and **(2) no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Integrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 7 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 7 of the instructions.)

Part IV-A **Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) **Use cash method of accounting.**
Note: *You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.*

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2004	(c) 2003	(d) 2002	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	22,301.		0.	0.	22,301.
16 Membership fees received	1,683.		0.	0.	1,683.
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose	12,180.		0.	0.	12,180.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975					
19 Net income from unrelated business activities not included in line 18					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets					
23 Total of lines 15 through 22	36,164.	0.	0.	0.	36,164.
24 Line 23 minus line 17	23,984.				23,984.
25 Enter 1% of line 23	362.				

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a N/A

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2002 through 2005 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b N/A

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c N/A

d Add: Amounts from column (e) for lines: 18 _____ 19 _____ 22 _____ 26b _____ ▶ 26d N/A

e Public support (line 26c minus line 26d total) ▶ 26e N/A

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f N/A %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year:

(2005) 0. (2004) 0. (2003) 0. (2002) 0.

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the **larger** of **(1)** the amount on line 25 for the year or **(2)** $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in **(1)** or **(2)**, enter the sum of these differences (the excess amounts) for each year:

(2005) 0. (2004) 0. (2003) 0. (2002) 0.

c Add: Amounts from column (e) for lines: 15 22,301. 16 1,683. 17 12,180. 20 _____ 21 _____ ▶ 27c 36,164.

d Add: Line 27a total 0. and line 27b total 0. ▶ 27d 0.

e Public support (line 27c total minus line 27d total) ▶ 27e 36,164.

f Total support for section 509(a)(2) test: Enter amount on line 23, column (e) ▶ 27f 36,164.

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ▶ 27g 100.0000%

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h .0000%

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2002 through 2005, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15. 15

NONE

Part V **Private School Questionnaire** (See page 9 of the instructions.) N/A

(To be completed ONLY by schools that checked the box on line 6 in Part IV)

			Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves?	31		
	If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)			
32	Does the organization maintain the following:			
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a		
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b		
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c		
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d		
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)			
33	Does the organization discriminate by race in any way with respect to:			
a	Students' rights or privileges?	33a		
b	Admissions policies?	33b		
c	Employment of faculty or administrative staff?	33c		
d	Scholarships or other financial assistance?	33d		
e	Educational policies?	33e		
f	Use of facilities?	33f		
g	Athletic programs?	33g		
h	Other extracurricular activities?	33h		
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)			
34 a	Does the organization receive any financial aid or assistance from a governmental agency?	34a		
b	Has the organization's right to such aid ever been revoked or suspended?	34b		
	If you answered "Yes" to either 34a or b, please explain using an attached statement.			
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35		

Part VI-A **Lobbying Expenditures by Electing Public Charities** (See page 10 of the instructions.) N/A

(To be completed **ONLY** by an eligible organization that filed Form 5768)

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Affiliated group totals	(b) To be completed for all electing organizations
		N/A	
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table -			
If the amount on line 40 is - / **The lobbying nontaxable amount is -**			
Not over $500,000 — 20% of the amount on line 40			
Over $500,000 but not over $1,000,000 — $100,000 plus 15% of the excess over $500,000			
Over $1,000,000 but not over $1,500,000 — $175,000 plus 10% of the excess over $1,000,000	41		
Over $1,500,000 but not over $17,000,000 — $225,000 plus 5% of the excess over $1,500,000			
Over $17,000,000 — $1,000,000			
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

Caution: *If there is an amount on either line 43 or line 44, you must file Form 4720.*

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

	Lobbying Expenditures During 4-Year Averaging Period				N/A
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
45 Lobbying nontaxable amount					0.
46 Lobbying ceiling amount (150% of line 45(e))					0.
47 Total lobbying expenditures					0.
48 Grassroots nontaxable amount					0.
49 Grassroots ceiling amount (150% of line 48(e))					0.
50 Grassroots lobbying expenditures					0.

Part VI-B **Lobbying Activity by Nonelecting Public Charities**

(For reporting only by organizations that did not complete Part VI-A) (See page 13 of the instructions.) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			0.

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

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Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See page 13 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a(i)		X
(ii) Other assets	a(ii)		X
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		X
(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		X
(iii) Rental of facilities, equipment, or other assets	b(iii)		X
(iv) Reimbursement arrangements	b(iv)		X
(v) Loans or loan guarantees	b(v)		X
(vi) Performance of services or membership or fundraising solicitations	b(vi)		X
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received. N/A

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements

52 a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ [ ] Yes [X] No

b If "Yes," complete the following schedule: N/A

(a) Name of organization	(b) Type of organization	(c) Description of relationship

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Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Supplementary information for line 1 of Form 990, 990-EZ, and 990-PF (see instructions)

OMB No. 1545-0047

2006

Name of organization	Employer identification number
UNITED PARTNERS FOR HUMAN SERVICES, INC.	59-3505360

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.** (**Note:** *Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule-see instructions.*)

General Rule-

[X] For organizations filing Form 990, 990-EZ, or 990-PF that received, during the year, $5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules-

[ ] For a section 501(c)(3) organization filing Form 990, or Form 990-EZ, that met the 33 1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution of the greater of $5,000 or 2% of the amount on line 1 of these forms. (Complete Parts I and III.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, aggregate contributions or bequests of more than $1,000 for use *exclusively* for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. (Complete Parts I, II, and III.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, some contributions for use *exclusively* for religious, charitable, etc., purposes, but these contributions did not aggregate to more than $1,000. (If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Do not complete any of the Parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions of $5,000 or more during the year.) ..... ▶ $ _____

Caution: *Organizations that are not covered by the General Rule and/or the Special Rules do not file Schedule B (Form 990, 990-EZ, or 990-PF), but they* **must** *check the box in the heading of their Form 990, Form 990-EZ, or on line 2 of their Form 990-PF, to certify that they do not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).*

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990, Form 990-EZ, and Form 990-PF.**

Schedule B (Form 990, 990-EZ, or 990-PF) (2006)

623451 03-19-07

Name of organization: UNITED PARTNERS FOR HUMAN SERVICES, INC.

Employer identification number: 59-3505360

Part I **Contributors** (See Specific Instructions.)

(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	LEON COUNTY BOARD OF COUNTY COMMISSIONERS 5TH FLOOR, LEON COUNTY COURTHOUSE TALLAHASSEE, FL 32301	$ 23,750.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
2	CITY OF TALLAHASSEE 300 S. ADAMS TALLAHASSEE, FL 32301	$ 40,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
3	KNIGHT FOUNDATION 200 SOUTH BISCAYNE BLVD, SUITE 3300 MIAMI, FL 33131	$ 70,000.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)

FORM 990 OTHER EXPENSES STATEMENT 1

DESCRIPTION	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT AND GENERAL	(D) FUNDRAISING
AWARDS/GIFTS/MEMORIA				
S	962.	962.		
BANK CHARGES	186.	186.		
CONSULTANT FEE	33,332.	33,332.		
FEES AND PERMITS	6.	6.		
INSURANCE	1,156.	1,156.		
MEMBERSHIP FEES/DUES	685.	685.		
PROFESSIONAL				
SERVICES	147.	147.		
PUBLIC RELATIONS	43.	43.		
UNCOLLECTED REVENUE	250.	250.		
CANDIDATE FORUM	521.	521.		
ANNUAL CELEBRATION	16,841.	16,841.		
ANNUAL CONFERENCE	9,115.	9,115.		
TRAINING	1,280.	1,280.		
COT/VPS	1,000.	1,000.		
TOTAL TO FM 990, LN 43	65,524.	65,524.		

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United Partners for Human Services, Inc.
Board Member Listing
59-3505360

Member	Contact	Street1	City	State	Zip
2-1-1 Big Bend	Randy Nicklaus	P.O. Box 10950	Tallahassee	FL	32302-2950
Ability1st	Judith Barrett	1823 Buford Court	Tallahassee	FL	32308
Bond Community Health Center	J. R. Richards	710 W. Orange Avenue	Tallahassee	FL	32314
Boy Scouts of America, Suwannee River	Chuck Ezell	2032 Thomasville Rd	Tallahassee	FL	32308
Brehon Institute for Family Services	Jackie Malone	P.O. Box 7643	Tallahassee	FL	32314
Capital Area Community Action Agency	Dorothy Inman-Johnson	309 Office Plaza Dr.	Tallahassee	FL	32301
Children's Home Society	David Overstreet	1801 Miccosukee Commons Drive	Tallahassee	FL	32308
DISC Village	Thomas Olk	3333 West Pensacola Street, Ste. 300	Tallahassee	FL	32304
Greater Frenchtown Revitalization Council	Miaisha Mitchell	438 W Brevard Street	Tallahassee	FL	32301
Leadership Tallahassee, Inc.	Barbara Boone	P O Box 1639	Tallahassee	FL	32302
Legal Services of North Florida	Kristine Knab	2119 Delta Blvd.	Tallahassee	FL	32303
Mothers In Crisis	Rosalind Y. Tompkins	1500 Lake Avenue	Tallahassee	FL	32310
Office of Public Guardian, Inc.	Karen Campbell	2292 Wednesday St. Ste. #1	Tallahassee	FL	32308
SNAP	Mark Payne	2473 Care Drive, Suite 2	Tallahassee	FL	32308
Stansbury Consulting	Alyce Lee Stansbury	2808 Cavan Dr.	Tallahassee	FL	32309
Tallahassee YMCA	Peggy Conklin	2001 Apalachee Parkway	Tallahassee	FL	32301
VolunteerLeon	Jeri Bush	918 Rail Road Avenue	Tallahassee	FL	32310-4348
Workforce Plus	Kimberly A Moore	325 John Knox Road, Bldg. F-140	Tallahassee	FL	32303

UNITED WAY OF THE BIG BEND

LEON
FLORIDA'S CAPITAL COUNTY

2008/2009 Non-Departmental Funding Request Application

A. Organizational Information

03-21-08 P03:04 IN

Legal Name of Agency: United Way of the Big Bend

Agency Representative: Kenneth S. Armstrong, Ph.D (President)

Physical & Mailing Address: 307 E Seventh Avenue, Tallahassee, FL 32303

Telephone: (850) 414-0844

Fax: (850) 414-0852

E-mail Address: ken@uwbb.org

Agency Employer ID Number (FEIN): 59-6011150

Does the Agency have a **501(c) (3)** status? Yes: x No: _____

Date of Agency Incorporation: January 1991
"Attach Articles of Incorporation"

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return.

B. Program Information

1. Succinctly describe the program for which funding is being requested. Please include types of services provided. (Attach additional pages as necessary):

Funding is requested to continue to support a full-time Whole Child Advisor, the expansion of the Whole Child Advisor Network and an increase in families' access to services in the community.

BACKGROUND –
Whole Child Leon (WCL) is a communitywide effort to get our children off to the best start in life by ensuring they have everything they need to thrive. A growing body of research shows that the first five years of life are crucial to brain development, to acquiring social skills necessary to grow into good citizens, and to developing emotional strength and physical and mental health.

The value of this initiative is confirmed by the involvement of **State Representative Loranne Ausley** who has chosen to make Whole Child Leon a priority mission since 2004. As chairwoman of Whole Child Leon, Rep. Ausley has spent four years unifying diverse contributors behind the goal of giving our children a strong start in life. She has championed a community-wide commitment to Whole Child's "no wrong door" approach.

Whole Child Leon seeks to engage the entire community in a commitment to our youngest residents. WCL strives to holistically address the needs of young children by addressing six dimensions: physical & mental health, safe & nurturing environments, economic stability, quality education, social & emotional development and spiritual foundation & strength.

WCL has developed **Ten Commitments to Children** to ensure that all children have love, prenatal care, health care, assessment and early intervention, early childhood education, freedom from abuse and neglect, adequate income and support, safe neighborhoods, respect for others and a sense of hope.

Through the **Whole Child Connection**, families have a simple way to link to all of the community resources available to children 0-5 years of age. Parents and other caregivers can complete an online profile at **WholeChildLeon.com** to get started. Based on profile responses, families will get an individualized Whole Child Plan, which guides them to organizations that can help with their specific needs including access to quality child care, medical and dental care, health insurance, pre-K information, housing, parent education and assistance for children with special needs. The "no wrong door" approach, rather than frustrating parents with "sorry, not this office," allows families to reach out in one convenient step for help with all of their needs.

The **Whole Child Leon Professional Network** is comprised of local providers who serve as the voice for identifying and determining appropriate strategies for addressing community needs and serving as a conduit for implementing Whole Child Leon project activities.

Through a partnership with Leon County Schools, converted space at the Wesson School has become a permanent home for Whole Child Leon and **Whole Child Leon Training & Resource Center**. This site gives members of the community convenient and consistent access to Whole Child Leon staff members and resources.

The **Whole Child Training Academy (WCTA)**, a partnership established in 2007 with United Way of the Big Bend, Tallahassee Community College and Leon County Schools, was created to train providers and volunteers on the Whole Child Connection and all aspects of Whole Child. The WCTA is housed at the Whole Child Leon Training & Resource Center.

Through these collaborative efforts, we hope to create a "whole child community" – a community that provides all children with the opportunity to be healthy, contributing members of society,

based on the belief that parents have primary responsibility for raising their children, and the community is a partner in this endeavor.

2. Who is the target population intended to be served or benefit from this program?

The primary target population is families with children 0 to 5 years of age residing in Leon County. The secondary target population is families with children 0 to 5 years of age in the seven neighboring counties (Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor and Wakulla) who may receive services in Leon County or from Leon County based providers.

3. What methods are being used to effectively reach this program's target population?

The **Whole Child Advisor** serves as a resource and advocate for families, markets Whole Child Leon to the community through participation in community events and facilitates communication and training among providers.

The **Whole Child Training Academy** has been established to train volunteers and service providers on all aspects of Whole Child, including training on implementation and use of the Whole Child Connection technology.

The **Whole Child Training & Resource Center** makes Whole Child Leon accessible to the entire community. As permanent home for Whole Child staff, members of the community have direct access to assistance

Through the **Whole Child Leon Professional Network**, we are collaborating with over 90 children. Whole Child Leon is not a direct service provider but is working to ensure a "No Wrong Door Approach" for families as they navigate the system. Communication is facilitated among the service providers and families gain access to available resources through one easy step. When a family enters the system through the Whole Child Connection, an individualized plan is created based on their needs and they are directly connected to providers. When a family begins their journey through a particular service provider and additional needs are identified, that provider can use the Whole Child Connection to refer the family to additional providers.

Through our **Community Buy-In team,** made up of public relations professionals, we work with the media to obtain coverage and educate the public about Whole Child Leon and the Whole Child Connection. Through established partnerships with the *Tallahassee Democrat, Family Forum Magazine* and TallyMoms.com, we are able to garner regular coverage of current issues and activities related to Whole Child Leon, our action teams and our partnerships.

4. Outline the phases and time frames in which this program or event will be accomplished if funded.

Funding is requested to continue to support a full-time Whole Child Advisor.

Timeframe: Ongoing

The Whole Child Advisor is a highly trained human service professional who works independently but also as a member of a community team committed to improving the well-being of children and their families.

The two primary objectives for the Whole Child Advisor are:

- to link families to resource and service providers
- to gather data that can be used to identify community needs

Primary Responsibilities/Functions:

- ☐ Facilitating the development of the Whole Child Plan:
  - Helping families complete the Whole Child Profile.
  - Helping families link services on the Whole Child Resource List to specific needs.
  - Helping families build a Whole Child Plan that is as comprehensive as possible.
  - Documenting in the database what happens with a family as a result of the whole child plan to improve individual results and assess the responsiveness of the service delivery system.
- ☐ Providing additional information on services and service providers that might not be on the resource list.
- ☐ Assisting providers in updating information on the resource list.
- ☐ Training providers with Resource-Affiliated Advisors on the importance of comprehensive services and on how to use the Whole Child Connection.
- ☐ Responding to Resource-Affiliated Advisors who may need assistance with a family or the Whole Child Connection.
- ☐ Marketing the Whole Child Connection to the community (providers, advocates, civic groups, business leaders, policy makers, funding agencies)
- ☐ Advocating on behalf of the family.
- ☐ Following up on family and provider performance on the plan.
- ☐ Facilitating revisions to the plan as needed.
- ☐ Reporting to the community on the performance of the system and on areas of unmet need.

5. List the program's short-term, intermediate, and long-term goals.

Short term:

- Increase community awareness about the importance of the early years of a child's life
- Increase community awareness availability of Whole Child Leon and the Whole Child Connection as a community resource to help families with needs gain access to resources and services
- Facilitate collaboration among service providers serving families of children 0 to 5 years of age

Intermediate:

- Continue to increase the number of families accessing services through the Whole Child Connection
- Ensure a "No Wrong Door Approach" for families as they access services

Long term:

- Change the culture of Leon County whereby services are provided to children 0 to 5 years of age in a comprehensive, seamless and collaborative manner
- Shift the ownership of early childhood issues to the community as a whole where EVERYONE is working together to make sure children thrive

6. Projected program Impact/outcome results - What is the projected impact on the target population?

Whole Child Leon expects the following results from proposed project activities:

- More families will receive the services they need
- Families will receive prompt responses to their service requests and will have access to a wide range of service providers
- Children 0 to 5 will receive the appropriate care they need to thrive by increasing community's awareness about the importance of the first five years of life and early childhood development
- Community needs and gaps will be identified, allowing us to work to seek resources and providers to satisfy those needs

Through our activities, Whole Child Leon helps facilitate a cohesive, collaborative approach to linking families to services by:

- Empowering organizations to deliver services more effectively and in a comprehensive manner by giving them the tools they need to refer families to appropriate service providers
- Empowering families to address their needs proactively, rather than only when a crisis occurs

Whole Child Leon's "No Wrong Door Approach" increases communication among service providers and makes it easier for families to gain access to resources.

7. Why is this funding being requested? If this funding request is not approved, what would be the impact on your Agency or program for which funding is sought?

Whole Child Leon is requesting continued funding from the County to support a full-time Whole Child Advisor dedicated to:

- responding to families who complete the Whole Child Connection profile
- helping families navigate through the system of service providers
- tracking progress of service requests
- facilitating and supporting the Whole Child Advisor Network (WECAN)
- serving as an advocate for families
- marketing the Whole Child Connection and Whole Child Leon to the community

Absence of this funding would certainly call for the elimination of the position which serves as a direct link to families and provides direct support. Since we are now in a position to receive a 2/3 match of funds through the State of Florida Matching Grants Program, administered through our partnership with the Tallahassee Community College Foundation, loss of Leon County founds would have an even greater impact on the proposed operating budget than the $38,000 we are requesting.

If not funded, there will be a delay in response time to families who request assistance. Many families will become frustrated and will ultimately fall through the cracks.

Individually, many agencies and organizations serve one dimension of children's wellbeing, from immunizations to early learning programs. Embracing the idea that we must nurture the Whole Child requires the entire community working together. The Whole Child Advisor facilitates this collaboration.

8. What other agencies in Leon County (governmental, non-profit, private) provide services similar to those which would be provided by this funding?

No other agency provides services like those we are able to provide through this funding.

Whole Child Leon is unique in that our web-based tool does not just provide information. The completion of a Whole Child Profile links families to service providers with a contractual agreement to respond to families within 48 hours.

The Whole Child Advisor:

- is versed on all community resources available to children 0 to 5 and their families
- is able to assist families in completing the Whole Child Profile
- serves as a conduit for community information without affiliation with any one particular service provider

9. List any Agency partnerships and collaboration related to this program.

United Way of the Big Bend

- Donates funds through TCC Foundation to carry out the activities related to the program including compensation and benefits of staff, equipment, etc.

Lawton Chiles Foundation

- Web based technology for the Whole Child Connection
- Technical support and expertise

Leon County Schools

- Office space at Wesson School for the Whole Child Leon Training & Resource Center and the Whole Child Training Academy
- Utilities, furniture, maintenance, equipment
- Technical Support

Tallahassee Community College

- Since December 1, 2007 TCC serves as the employer for all Whole Child Leon staff

Tallahassee Community College Foundation

- Administers matched grant account for Whole Child Training Academy expenses related to the operation of the academy. Eligible funds receive a 2/3 match from the State of Florida Matching Gifts Program.

The Whole Child Leon Professional Network is comprised of local providers who serve as the voice for identifying and determining appropriate strategies for addressing community needs and serving as a conduit for implementing Whole Child Leon project activities.
Professional Network members include:

- 211 Big Bend
- A Women's Pregnancy Center
- Agency for Health Care Administration
- America's Second Harvest of the Big Bend
- Arbor E&T
- Azalea Women's Healthcare
- Bethany Family Apartments
- Big Bend Area Health Education Center
- Big Bend Community Based Care
- Big Bend Hospice
- Bond Community Health Center
- Boys & Girls Clubs of the Big Bend
- Boys Town of North Florida
- Brehon Institute for Family Services
- Capital Area Community Action Agency

- Capital Area Healthy Start
- Capital City Youth Services
- Capital Health Plan
- Catholic Charities of Northwest Florida
- Center for Autism and Related Disabilities (CARD)
- Center for Prevention & Early Intervention
- The Character Center
- Children's Home Society
- Children's Medical Services
- City of Tallahassee
- Coalition Against Domestic Violence
- Communities in Schools
- Community Intervention Center
- Dick Howser Center for Childhood Services, Inc.
- DISC Village
- Dream Builders
- Early Learning Coalition of the Big Bend Region
- Emergency Care Help Organization (ECHO)
- Family Forum
- First Words Project
- Florida Agricultural & Mechanical University
- Florida Alliance for Assistive Services & Technology
- Florida Department of Health
- Florida Department of Children & Families
- Florida Head Start State Collaboration Office
- Florida Healthy Kids / Florida KidCare
- Florida Initiatives, Inc.
- Florida State University
- FSU Multidisciplinary Evaluation & Consulting Center
- Forward March Program
- Frenchtown Diabetes & You
- Good News Outreach
- Greater Tallahassee Chamber of Commerce
- Head Start
- HealthEase
- Healthy Families Florida
- Healthy Start
- HOPE Community
- Incorporeal Enterprises
- Jubilee Job Link
- Jumpstart
- Kids, Inc.
- Kumon Reading and Match Center
- Lawton Chiles Foundation
- Lee's Place
- Leon County Health Department
- Leon County Health & Human Services
- Leon County Public Library
- Leon County Schools
- Leon County Sheriffs Department
- Literacy Volunteers of Leon County
- MGT of America
- March of Dimes Foundation
- Mary Pellegrino & Associates
- Mental Health Council
- Mothers in Crisis, Inc.
- National Institute on Drug Abuse
- Pivotal Point Enterprises, Inc.
- Pregnancy Help & Information (PHI) Center
- Refuge House
- Salvation Army
- Sickle Cell Foundation
- Tallahassee Coalition for the Homeless
- Tallahassee Community College
- Tallahassee Equality Action Ministry
- Tallahassee Housing Authority
- Tallahassee Parks & Recreation
- Tallahassee Pediatric Foundation
- Tallahassee Police Department
- Tallahassee Urban League
- TallyMoms.com
- Toys for Tots
- Trinity United Methodist Church
- University of Florida, Extensions
- Visions of Manhood
- WFSU
- We Care Network
- WorkForce Plus

C. Funding Information

10. Agency's current total budget: 2007/08 $179,790 *(current)* 2008/09 $225,268 *(proposed)*

11. Total cost of program: $225,268

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail	Leon County Funded	Other Agencies Funded	Total
Compensation and Benefits	$38,000 $24,420 (carry over from FY 2006/07)	$58,133	$120,553
Professional Fees		$10,000 (Breakaway Consulting) $400 (web contract services)	$10,400
Occupancy/Utilities/Network		$5,245 (rent at Chiles Foundation)	$5,245
Supplies/Postage		$8,000	$8,000
Equipment Rental, Maintenance, Purchase		$7,200	$7,200
Meeting costs/Travel/Transportation		$2,000	$2,000
Staff/Board Development/Recruitment			
Awards/Grants/Direct Aid			
Bad Debts/Uncollectible			
Bonding/Liability/Directors Insurance			
Other expense (please itemize)		$26,392	$26,392
Total	**$62,420**	**$117,370**	**$179,790**

Itemized "Other" Expenses	Leon County Funded	Other Agencies Funded	Total
Food		$7,792	$7,792
Web hosting and license		$9,600	$9,600
Annual Meeting		$5,000	$5,000
Printing		$1,500	$1,500
Promotional Items		$2,000	$2,000
Advertising		$500	$500
Total	**$0**	**$26,392**	**$26,392**

13. Please list the following Revenue Sources for the current year and the upcoming year below:

Revenue Source	2007/08 (current)	2008/09 (proposed)
Leon County (not CHSP)	$62,240 ($24,420 carry-over from FY 2006/07)	$38,000
City of Tallahassee (not CHSP)	$57,222 ($17,222 carry-over from FY 2006/07)	
United Way (not CHSP)	$75,000 $20,000 (UWBB Jimmy Buffet Benefit Concert)	$75,000
State		
Federal		
Grants	$50,000 (Capital Health Plan grant) $94,000 (Florida KidCare grant)	$106,363 (State of Florida Matching Grants program) **
Contributions/Special Events		
Dues/Membership		
Program Service Fees		
Other income (please itemize)	$1,500 (Tallahassee Democrat contribution)	
Total	**$359,962**	**$219,363**

**** PLEASE NOTE: A total of $159,545 was disbursed from UWBB to the TCC Foundation's Matching Grant Account for Whole Child Leon by January 30, 2008. We anticipate that matching funds will be received in Fall 2008.**

14. Please list the following expenses for the current year and the upcoming year below:

Expense	2007/08 (current)	2008/09 (proposed)
Compensation and Benefits	$120,553	$130,197
Professional Fees	$10,000 (Breakaway Consulting)	$20,000 (Breakaway Consulting)
Occupancy/Utilities/Network	$5,245 (rent to Chiles Foundation) $7,000 (cellphones, air cards, etc)	$20,000 (donated by Leon County Schools) $7,560
Supplies/Postage	$5,000	$5,400
Equipment Rental, Maintenance, Purchase	$7,000 $35,000 (donated by Leon County Schools, for furnishing WCTA at Wesson)	$7,560
Meeting costs/Travel/Transportation	$2,200	$2,376
Staff/Board Development/Recruitment		
Awards/Grants/Direct Aid		
Bad Debts/Uncollectible		
Bonding/Liability/Directors Insurance		
Other expense (please itemize)	$29,792 (see chart below)	$32,175 (see chart below)
Total	**$221,790**	**$225,268**

Itemized "Other" Expenses	2007/08 (current)	2008/09 (proposed)
Food	$6,692	$7,227
Web hosting and license	$9,600	$10,368
Annual Meeting	$5,000	$5,400
Printing	$3,000	$3,240
Advertising	$500	$540
Other contracted services.	$5,000	$5,400
Total	**$29,792**	**$32,175**

15. Describe actions and fund-raisers to secure funding.

Whole Child Leon is:

- Asking the United Way of the Big Bend Board of Directors for their continued support of WCL.
- Keeping our Leadership Council informed about program achievements and inviting members to join who are instrumental in securing funding for WCL activities.
- Strengthening relationships with key partners and grantors to secure new and continued financial and in-kind support.
- Attempting to secure funding from local grantors, like the County and City.
- Through a formal partnership with Tallahassee Community College Foundation, receiving a 2/3 match on eligible funds from the State of Florida Matching Gifts Program.

16. Will this program or event recur every year?

No_____ Yes_____x_____

17. Would funding by Leon County be requested in subsequent years for successful completion of the program?

No_____ Yes_____x_____

If "yes," estimate the amount of next year's funding request. _____

18. Has Leon County ever contributed funds to this program in the past?

No _____ Yes ____x____

If "yes," list date(s), recipient or agency, program title and amount of funding:

Date: October 1, 2007

Recipient or Agency: United Way of the Big Bend

Program Title: Whole Child Leon

Funding Level: $38,000

Date: October 18, 2006

Recipient or Agency: United Way of the Big Bend

Program Title: Whole Child Leon

Funding Level: $38,000

19. Attach a copy of the Agency's most recent financial report.

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Kenneth S. Armstrong, Ph.D.

Signature: Kenneth S. Armstrong

Date Signed: March 21, 2008

Leon County 2008/2009 Non-Departmental Funding Request Application

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Supporting Documents

- UWBB 990
- Affirmation of Tax Exempt Status
- Articles of Incorporation
- Whole Child Leon Financial Statement

United Way of the Big Bend

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2005

Open to Public Inspection

A For the 2005 calendar year, or tax year beginning JUL 1, 2005 and ending JUN 30, 2006

B Check if applicable: [ ] Address change [ ] Name change [ ] Initial return [ ] Final return [ ] Amended return [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: UNITED WAY OF THE BIG BEND, INC.

Number and street (or P.O. box if mail is not delivered to street address): 307 EAST SEVENTH AVENUE | Room/suite

City or town, state or country, and ZIP + 4: TALLAHASSEE, FL 32303

D Employer identification number: 59-6011150

E Telephone number: (850) 414-0844

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify) ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) If "Yes," enter number of affiliates ▶ N/A

H(c) Are all affiliates included? N/A [ ] Yes [ ] No (If "No," attach a list.)

H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [X] No

I Group Exemption Number ▶ N/A

G Website: ▶N/A

J Organization type (check only one) ▶ [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization's gross receipts are normally not more than $25,000. The organization need not file a return with the IRS; but if the organization chooses to file a return, be sure to file a complete return. Some states require a complete return.

M Check ▶ [ ] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 6,688,937.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Direct public support	1a 6,432,311.		
	b	Indirect public support	1b		
	c	Government contributions (grants)	1c		
	d	Total (add lines 1a through 1c) (cash $ 6,432,311. noncash $)		1d	6,432,311.
	2	Program service revenue including government fees and contracts (from Part VII, line 93)		2	
	3	Membership dues and assessments		3	
	4	Interest on savings and temporary cash investments		4	
	5	Dividends and interest from securities		5	93,215.
	6a	Gross rents See Statement 1	6a 10,604.		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss) (subtract line 6b from line 6a)		6c	10,604.
	7	Other investment income (describe ▶ CHANGE IN FMV)		7	8,100.
	8a	Gross amount from sales of assets other than inventory	(A) Securities: 8a; (B) Other:		
	b	Less: cost or other basis and sales expenses	8b		
	c	Gain or (loss) (attach schedule)	8c		
	d	Net gain or (loss) (combine line 8c, columns (A) and (B))		8d	
	9	Special events and activities (attach schedule). If any amount is from gaming, check here ▶ [ ]			
	a	Gross revenue (not including $ 0. of contributions reported on line 1a)	9a 146,360.		
	b	Less: direct expenses other than fundraising expenses	9b 90,773.		
	c	Net income or (loss) from special events (subtract line 9b from line 9a) See Statement 2		9c	55,587.
	10a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)		10c	
	11	Other revenue (from Part VII, line 103)		11	<1,653.>
	12	Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)		12	6,598,164.
Expenses	13	Program services (from line 44, column (B))		13	5,283,392.
	14	Management and general (from line 44, column (C))		14	620,504.
	15	Fundraising (from line 44, column (D))		15	488,281.
	16	Payments to affiliates (attach schedule) See Statement 3		16	49,074.
	17	Total expenses (add lines 16 and 44, column (A))		17	6,441,251.
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 12)		18	156,913.
	19	Net assets or fund balances at beginning of year (from line 73, column (A))		19	676,986.
	20	Other changes in net assets or fund balances (attach explanation)		20	0.
	21	Net assets or fund balances at end of year (combine lines 18, 19, and 20)		21	833,899.

523001 02-03-06 LHA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Form 990 (2005)

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return *(See the instructions.)*

a	Total revenue, gains, and other support per audited financial statements			a	4,675,240.
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1			
2	Donated services and use of facilities	b2			
3	Recoveries of prior year grants	b3			
4	Other (specify): SPECIAL EVENT COSTS	b4	90,773.		
	Add lines b1 through b4			b	90,773.
c	Subtract line b from line a			c	4,584,467.
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify): DESIGNATED PLEDGES	d2	2,013,697.		
	Add lines d1 and d2			d	2,013,697.
e	Total revenue (Part I, line 12). Add lines c and d ▶			e	6,598,164.

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements			a	4,518,327.
b	Amounts included on line a but not on Part I, line 17:				
1	Donated services and use of facilities	b1			
2	Prior year adjustments reported on Part I, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify): SPECIAL EVENT COSTS	b4	90,773.		
	Add lines b1 through b4			b	90,773.
c	Subtract line b from line a			c	4,427,554.
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify): DESIGNATED PLEDGES	d2	2,013,697.		
	Add lines d1 and d2			d	2,013,697.
e	Total expenses (Part I, line 17). Add lines c and d ▶			e	6,441,251.

Internal Revenue Service
District Director

Date: DEC 05 1997

United Way of the Big Bend Inc
307 E 7th Ave
Tallahassee, FL 32303-5520

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
D. Downing
Telephone Number:
513-241-5199
Fax Number
513-684-5936
Federal Identification Number:
59-6011150

Dear Sir or Madam:

This letter is in response to your request for affirmation of your tax exempt status. This letter affirms your tax exempt status.

Our records indicate that a determination letter issued in 1958 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

United Way of the Big Bend, Inc.
59-3011150

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

C. Ashley Bullard

C. Ashley Bullard
District Director

FILED

JAN 19 PM 4:25

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

CERTIFICATE OF REINCORPORATION

OF

UNITED WAY OF LEON COUNTY, INC.

hereafter to be known as

UNITED WAY OF THE BIG BEND, INC.

Pursuant to Section 617.012, Florida Statutes, United Way of Leon County, Inc., a Florida corporation not for profit, originally incorporated by charter granted by a circuit judge (the "Corporation"), hereby reincorporates under Chapter 617, Florida Statutes, under the name, United Way of the Big Bend, Inc. A copy of its charter and the sole amendment thereto, certified by the Clerk of the Circuit Court of Leon County, wherein recorded, is attached to this certificate, the issuance of which was duly authorized by a meeting of its members regularly called, and which further states as follows:

ARTICLE I

Name and Principal Place of Business

The name of this Corporation shall be United Way of the Big Bend, Inc. The principal place of business and mailing address of this Corporation shall be 307 East Seventh Avenue, Tallahassee, Florida 32303, or as otherwise determined by the Board of Directors from time to time.

ARTICLE II

Term of Corporate Existence

The Corporation shall have perpetual existence unless dissolved according to law.

ARTICLE III.
Corporate Purposes

The Corporation shall be a non-profit organization formed and operated exclusively for exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, which purposes shall include:

1. The raising, collecting, holding, apportioning and distributing of such funds as the Corporation shall determine necessary and advisable to provide for the operation and activities of those charitable and character-building agencies participating in the work of this Corporation;

2. To act as a clearing house for the assimilation of information on all community and county-wide financial drives, whether patriotic, institutional or charitable, and to direct the manner and method of conducting such drives;

3. To consider by investigation and comparison the reasonableness and justice of quotas as compared with other communities;

4. To safeguard both the contributing public and the voluntary workers by working to combine contribution campaign requests into as few efforts as possible;

5. To study all requests from the standpoint of local community responsibility and to guard against the overlapping of organization overheads and budget expenditures;

6. To give consideration to the annual demand upon the community with respect to the ceiling of its ability to give, no matter how worthy the cause;

7. To recommend for community acceptance such campaigns as may be judged worthy as to purpose and to recommend a fair quota for community effort;

8. To suggest the time for various campaigns to the end that conflicts may not occur; that manpower may not be too continuously employed; that the public and, particularly the working group, will not be disturbed by too continuous solicitations;

9. To decline to advocate solicitations that do not have the merits of necessity, timeliness and community, moral or patriotic obligation.

10. To receive and maintain real or personal property, or both, and, subject to the restrictions and limitations hereinafter set forth, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for charitable, religious, scientific, literary, or educational purposes either directly or by contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and Regulations issued pursuant thereto as they now exist or as they may hereafter be amended.

ARTICLE IV.
Not For Profit Status

To ensure the Corporation's not for profit status:

1. No part of the assets or earnings of the Corporation shall inure to the benefit of any Member, Director or Officer of the Corporation, or any other person (except that the Corporation

may pay reasonable compensation for services rendered to or on behalf of the Corporation and make other payments and distributions in furtherance of one or more of its purposes).

2. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Corporation shall not participate, directly or indirectly, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Corporation shall not have the objectives of, nor engage in activities which would characterize it as, an "action organization" as defined in Treas. Reg. §1.501(c)(3)-1(c)(3), as it now exists or may hereafter be amended.

3. Notwithstanding any other provisions of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and Treasury Regulations thereunder as they now exist or as they may be hereafter amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Treasury Regulations thereunder as they now exist or they may hereafter be amended.

4. During any period that the Corporation is a private foundation, as defined by Section 509(a) of the Internal Revenue Code, the Corporation:

(1) Shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws;

(2) Shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws, so as to give rise to any liability for the tax imposed by Section 4941(a);

(3) Shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws, so as to give rise to any liability for the tax imposed by Section 4941(a);

(4) Shall not make any investments in such manner as to subject it to tax under Section 4944(a) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws; and

(5) Shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws, so as to give rise to any liability imposed by Section 4945(a).

ARTICLE V
Powers

The Corporation shall have and exercise all powers, authorities and privileges accorded corporations not for profit under the laws of the State of Florida, which are not in conflict with the requirements for exemption under Section 501(c)(3) of the Internal Revenue Code of 1986 and Treasury Regulations as they now exist or as they may hereafter be amended.

ARTICLE VI
Registered Office and Registered Agent

The location of the Corporation's Registered Office in this State is 307 East Seventh Avenue, Tallahassee, Florida 32303. The name of its Registered Agent in this State located at the address set forth above is Edward J. Eagen. The Board of Directors may from time to time move the Registered Office to any other street address in Florida or change the Corporation's Registered Agent.

ARTICLE VII
Members

The qualifications for Members of the Corporation and the manner of their admission shall be as regulated by the Bylaws of the Corporation as amended from time to time, which may establish different classes of membership and may limit voting rights to one or more of such classes.

ARTICLE VIII
Officers

The Corporation shall have a President, a Secretary and a Treasurer and may have such additional and assistant officers as the Board of Directors determines advisable. A person may hold more than one office. Officers shall be elected as provided in the Bylaws of the Corporation as amended from time to time.

ARTICLE IX
Directors

The powers of the Corporation shall be exercised by or under the authority of, and the affairs of the Corporation shall be managed under the direction of, a Board of Directors, the number of which may be either increased or decreased from time to time as regulated by the Bylaws but shall consist of not fewer than three. The initial Board of Directors of this Corporation shall consist of thirty-six (36) persons. The Directors shall be members of the Corporation and shall be elected according to procedures established by the Bylaws.

ARTICLE X
Initial Board of Directors

The names and street addresses of the initial Board of Directors, who shall hold office until the first election by the Members and until their successors have been elected and qualified or until their earlier resignation, removal from office, inability to act, or death, are as follows:

Name	Street Address
Parwez Alam	301 South Monroe Street Tallahassee, Florida 32301
Kathy Anderson	P.O. Box 5437 Tallahassee, Flrida 32314
Nancy Andrews	The Capitol Lower Level, Room 24 400 South Monroe Tallahassee, Florida 32399
Bobby Bacon	P.O. Box 12039 Tallahassee, Florida 32317
Connie Beaudoin	2757 West Pensacola Tallahassee, Florida 32304
Bob Bone	2417 Oakdale Street Tallahassee, Florida 32312
Ken Boutwell	2425 Torreya Drive Tallahassee, Florida 32303
Dominic Calabro	P.O. Box 10209 Tallahassee, Florida 32302
Nick Carbone	2626 Capital Medical Boulevard Tallahassee, Florida 32308
Art Collins	528 E. Park Avenue Tallahassee, Florida 32301
Glenda Conley	1101 South Magnolia Drive Tallahassee, Florida 32301
Bob Crosby	P.O. Box 5257 Tallahassee, Florida 32314
Sandy DeLopez	815 Live Oak Plantation Tallahassee, Florida 32312
Walter Dodson	P.O. Box 610 Crawfordville, Florida 32327
Paul F. Franklin	1313 Blair Stone Drive P.O. Box 2214 Tallahassee, Florida 32316-2214
Ethel Gilman	345 S. Magnolia Drive, B-14 Tallahassee, Florida 32301

Tom K. Hannah	242 East Sixth Avenue Tallahassee, Florida 32303
John Hogan	2140 Centerville Place Tallahassee, Florida 32308
Rev. R. B. Holmes	224 N. Martin Luther King Tallahassee, Florida 32301
Grant Houston	Route 2, Box 216C Monticello, Florida 32344
James M. Hunt	2111 N. Monroe Street P.O. Box 3726 Tallahassee, Florida 32315
George Manning	300 South Adams Street Tallahassee, Florida 32301
Willie Meggs	301 South Monroe Street Tallahassee, Florida 32301
Duncan Moore	Tallahassee Memorial Regional Medical Center Magnolia Drive and Miccosukee Road Tallahassee, Florida 32308
Fred Mott	P.O. Box 990 Tallahassee, Florida 32302-0990
Cari Roth	P.O. Box 1876 Tallahassee, Florida 32302
Sherrill Ragans	313 Westcott Building Florida State University Tallahassee, Florida 32306-3019
Frank Shaw III	1300 Thomaswood Drive Tallahassee, Florida 32312
Priscilla Slade	Florida A & M University School of Business and Industry Tallahassee, Florida 32307
Delories Sloan	204 Thagerd Health Center Tallahassee, Florida 32306
John Smith	P.O. Box 930 Tallahassee, Florida 32302
Barbara White	276 Bellamy Building Tallahassee, Floirda 32306-2024

Roger Whittaker	J.C. Penney's Co., Inc. 1500 Apalachee Parkway Tallahassee, Florida 32301
Dorothy Williams	Florida A & M University Foote-Hilyer Administration Building, Room 410 Tallahassee, Florida 32307
Thornton Williams	605 Suwanee Street Mail Station 58 Tallahassee, Florida 32399-0450
Stephen Winn	P.O. Box 1675 Tallahassee, Florida 32302

ARTICLE XI
Bylaws

The Board of Directors shall adopt Bylaws for the Corporation. The Bylaws may be amended, altered, or rescinded by the majority vote of the Board of Directors at any annual meeting or any special meeting called for that purpose as provided by the Bylaws.

ARTICLE XII
Amendment to Articles of Incorporation

These Articles of Incorporation may be amended by majority vote of the voting members of the Corporation in accordance with the procedures provided by Chapter 617, Florida Statutes; provided, however, that Article XIII, pertaining to dissolution of the Corporation, shall not be amended in such a way as to allow or cause any member, director or officer of the Corporation or any other person to share in any of the Corporation's assets

in such a manner as would jeopardize the Corporation's tax-exempt status.

ARTICLE XIII
Dissolution

Upon the dissolution of the Corporation or the winding up of its affairs, all of the assets of the Corporation remaining after payment of all costs and expenses of such dissolution shall be distributed for an exempt purpose exclusively to any organization which then shall be qualified as an exempt organization under Section 501(c)(3) of the Internal Revenue Code and Treasury Regulations, or to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the Second Judicial Circuit, in and for Leon County, Florida, exclusively for such purposes, or to such organizations that are organized and operated exclusively for such purposes, as said Court shall determine. None of the assets shall be distributed to any

officer, director, or member of the Corporation, or any other person or organization not described in the preceding provisions.

IN WITNESS WHEREOF, we have executed the foregoing Certificate of Reincorporation of United Way of Leon County, Inc., hereafter to be known as United Way of the Big Bend, Inc., this 7th day of January, 1991, whereupon the Corporation accepts the provisions of Chapter 617, Florida Statutes, as amended, and we further certify that this reincorporation was duly authorized by the members of this Corporation.

Art Collins, President

Attested by:

Sandra G. DeLopez, Secretary

STATE OF FLORIDA

COUNTY OF LEON

The foregoing instrument was acknowledged before me by Art Collins, as President of United Way of Leon County, Inc., on behalf of said Corporation this 7th day of January, 1991.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:

Notary Public, State of Florida
My Commission Expires April 22, 1994
Bonded Thru Troy Fain - Insurance Inc.

CERTIFICATE DESIGNATING REGISTERED AGENT

AND REGISTERED OFFICE

FILED
JAN 10 PM 4:25
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

Pursuant to Sections 48.091 and 607.0501, Florida Statutes, United Way of the Big Bend, Inc. has designated Edward J. Eagen, whose street address is 307 East Seventh Avenue, Tallahassee, Florida 32303, as its agent to accept service of process within the State of Florida.

Art Collins, as President

Having been named by the above-stated Corporation as its registered agent to accept service of process at the location designated herein, Edward J. Eagen hereby accepts to act in this capacity, is familiar with and accepts the obligations of Section 607.0505, Florida Statutes, and agrees to comply with the laws of Florida applicable thereto.

Edward J. Eagen, Registered Agent

Date: December 19th, 1990

cdo\doc\united.016

Select Departing Flight
Jacksonville, FL to Baltimore, MD (Thursday, April 24 2008)

Fares do not include government fees and taxes.

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Business Select $232	Business $217	Wanna Get Away $87 - $207
971	6:45am	8:35am	Nonstop	1:50	$232	$217	WEB ONLY! $87
3430	8:35am	11:25am	1	2:50	$232	$217	WEB ONLY! $119
1840	12:00pm	1:50pm	Nonstop	1:50	$232	$217	WEB ONLY! $119
307/3059	3:05pm	8:20pm	BNA/1	5:15	$232	$217	$129
3082	6:50pm	8:40pm	Nonstop	1:50	$232	$217	WEB ONLY! $99
2626/462	7:50pm	12:30am	BNA/1	4:40	$232	$217	WEB ONLY! $99

Select Returning Flight
Baltimore, MD to Jacksonville, FL (Monday, April 28 2008)

Fares do not include government fees and taxes.

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Business Select $232	Business $217	Wanna Get Away $87 - $207
392	7:00am	9:00am	Nonstop	2:00	$232	$217	WEB ONLY! $87
2877	11:35am	1:30pm	Nonstop	1:55	$232	$217	WEB ONLY! $99
116	2:30pm	5:25pm	1	2:55	$232	$217	WEB ONLY! $119
3517/258	3:35pm	7:25pm	BNA/1	3:50	$232	$217	WEB ONLY! $109
2992	8:05pm	10:05pm	Nonstop	2:00	$232	$217	WEB ONLY! $87

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Ready to view air itinerary and pricing?

Go To Next Step - Price >>

Start Over

Need help booking travel?

- **All fares and fare ranges are subject to change until purchased.**
- For information on a specific flight's ontime performance please call 1-800-IFLYSWA (1-800-435-9792).

15

- All fares and fare ranges listed are per person for each way of travel.
- *Unavailable* indicates either the flight is sold out/full or the fare is not valid for the travel dates you selected.
- Numeral in the "Stops" column indicates total number of stops on same plane (direct) flights.
- City code with a numeral indicates city where change of plane occurs and the number of stops including the connecting city.
- Travel Time represents the total elapsed time for your trip from your departure city to your final destinatior including stops, layovers, and time zone changes.
- **For military, government, youth, child, and infant fares please call 1-800-IFLYSWA (1-800-435-9792).** These fares are a discount off the "Business" fares. Other fares may be lower.

© 2007 Southwest Airlines Co. - **Patent Pending**

Whole Child Training Academy 2008 Budget

Fiscal Year July 1, 2007 - June 30, 2008
Contract Year December 1, 2007 - November 30, 2008

REVENUE SOURCES		
Carryforward		
City of Tallahassee	$	17,222.00
Leon County	$	24,420.00
Total Carryforward	**$**	**41,642.00**
REVENUE		
City of Tallahassee	$	40,000.00
Leon County	$	38,000.00
UWBB Investment Committee	$	75,000.00
UWBB Investment Committee (2009 Carryforward)	$	37,500.00
Buffett (Family Advocate Pilot)	$	20,000.00
Tallahassee Democrat	$	1,500.00
REVENUE TOTAL	**$**	**212,000.00**
TOTAL REVENUE SOURCES	**$**	**253,642.00**
IN-KIND REVENUES		
Lawton Chiles Foundation		
Leon County Schools	$	-
Volunteer Time (Action Teams)	$	-
Volunteer Time (Steering Committee)	$	-
IN-KIND TOTAL	**$**	**-**

GL CODE	BUDGET ACCOUNTS	BUDGET	ENCUMBRANCES	EXPENDITURES	BALANCE
	Jul-Nov 2007 Expenditures				
	Breakaway Consulting	$ 31,851.52	$ -	$ 13,514.52	$ 18,337.00
	Personnel	$ 42,000.00	$ -	$ 42,000.00	$ -
	Rent	$ 5,244.75	$ -	$ 5,244.75	$ -

	UWBB Reserve	$	10,000.00	$	-	$	-	$	10,000.00		
	Annual Meeting	$	5,000.00	$	-	$	5,000.00	$	-		
	Total Jul-Nov 2007 Expenditures	**$**	**94,096.27**	**$**	**-**	**$**	**65,759.27**	**$**	**28,337.00**		
	Total Revenue Sources							**$**	**253,642.00**		
	Total Jul-Nov 2007 Expenditures							**$**	**94,096.27**		
	TCC Foundation Beginning Budget								**$159,545.73**		
	PERSONNEL										
59000	**Personnel**	**$**	**120,553.56**					**$**	**120,553.56**		
	Executive Director	$	-	$	16,666.66	$	-	$	(16,666.66)		
	Advisor	$	-	$	8,333.33	$	-	$	(8,333.33)		
	Administrative Assistant	$	-	$	6,666.66	$	-	$	(6,666.66)		
	Total Personnel	**$**	**120,553.56**	**$**	**31,666.65**	**$**	**-**	**$**	**88,886.91**	**$**	**120,553.56**
	EXPENSES										
64501	**Contract Services**	**$**	**16,500.00**					**$**	**16,500.00**		
	Other Contract Services	$	5,000.00	$	-	$	-	$	5,000.00		
	WCC Hosting & License	$	9,600.00	$	3,200.00	$	-	$	6,400.00		
	Total Contract Services	**$**	**14,600.00**	**$**	**3,200.00**	**$**	**-**	**$**	**11,400.00**	**$**	**14,600.00**
60500	**Travel**	**$**	**2,200.00**					**$**	**2,200.00**		
	Other Travel	$	450.00	$	-	$	-	$	450.00		
	Executive Director	$	500.00	$	266.59	$	-	$	233.41		
	Advisor	$	250.00	$	-	$	-	$	250.00		
	Mileage	**$**	**1,000.00**								
	Executive Director	$	250.00	$	-	$	-	$	250.00		
	Advisor	$	500.00	$	-	$	-	$	500.00		
	Administrative Assistant	$	250.00	$	-	$	-	$	250.00		
	Total Travel	**$**	**2,200.00**	**$**	**266.59**	**$**	**-**	**$**	**1,933.41**	**$**	**2,200.00**
65501	**Supplies**	**$**	**5,000.00**					**$**	**5,000.00**		
	Other Materials & Supplies	$	1,500.00	$	-	$	-	$	1,500.00		
	Office Supplies	**$**	**3,000.00**								
	Office Depot	$	3,000.00	$	2,190.00	$	-	$	810.00		
	Sam's	$	500.00	$	-	$	-	$	500.00		
	Total Supplies	**$**	**5,000.00**	**$**	**2,190.00**	**$**	**-**	**$**	**2,810.00**	**$**	**5,000.00**

62001	**Print**	$	3,000.00				$	3,000.00		
	Other Print	$	700.00	$	-	$	-	$	700.00	
	Harvest Printing	$	300.00	$	199.00	$	-	$	101.00	
	Crestview	$	2,000.00	$	-	$	-	$	2,000.00	
	Total Print	$	3,000.00	$	199.00	$	-	$	2,801.00	$ 3,000.00
66500	**Food**	$	6,692.17					$	6,692.17	
	Other Food	$	492.17	$	209.63	$	-	$	282.54	
	Hopkins	$	200.00	$	88.70	$	-	$	111.30	
	Jimmy John's	$	2,400.00	$	416.36	$	-	$	1,983.64	
	Sonny's	$	3,600.00	$	511.64	$	-	$	3,088.36	
	Total Food	$	6,692.17	$	1,226.33	$	-	$	5,465.84	$ 6,692.17
64505	**Advertising**	$	500.00					$	500.00	
	Other Advertising	$	200.00	$	-	$	-	$	200.00	
	Employment Announcements	$	300.00							
	Tallahassee Democrat	$	150.00	$	63.59	$	-	$	86.41	
	Gadsden County Times	$	50.00	$	14.79	$	-	$	35.21	
	Capital Outlook	$	50.00	$	18.50	$	-	$	31.50	
	Wakulla News	$	50.00	$	15.62	$	-	$	34.38	
	Total Advertising	$	500.00	$	112.50	$	-	$	387.50	$ 500.00
61505	**Communication**	$	7,000.00					$	7,000.00	
	Other Communication	$	400.00	$	-	$	-	$	400.00	
	Cell Phone/Aircard	$	6,600.00	$	-	$	-	$	6,600.00	
	Total Communication	$	7,000.00	$	-	$	-	$	7,000.00	$ 7,000.00
	EXPENSE TOTALS	$	38,992.17	$	7,194.42	$	-	$	31,797.75	$ 38,992.17
	BUDGET TOTALS	$	159,545.73	$	38,861.07	$	-	$	120,684.66	$ 159,545.73

LEON
FLORIDA'S CAPITAL COUNTY

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 8, 2008
Date Submitted:	July 2, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator Alan Rosenzweig, Assistant County Administrator Scott Ross, Budget Manager
Subject:	Consideration of Providing Funding for the Goodwood Museum and Gardens Carriage Gate Conference Center

Statement of Issue:
This item seeks Board consideration of providing $300,000 in funding to assist Goodwood Museum and Gardens, Inc., in completing the Carriage Gate Conference Center (Attachment #1).

Background:
At the request of Commissioner Daily during the April 8, 2008 meeting, the Board instructed staff to craft a budget discussion item to consider providing the Goodwood Museum and Gardens $300,000 in economic development funding to complete the conference center under construction on the Goodwood property located at 1600 Miccosukee Road.

Analysis:
As the attached request indicates, Goodwood Museum and Gardens is a 501(c)3 organization dedicated to preserving the Goodwood estate as a museum and learning center for the public. The facility currently attracts an estimated 36,000 visitors annually, primarily for tours and special events. The conference center will provided an additional 4,200 square foot main assembly facility with a seating capacity of 300, which will allow the Goodwood Museum more opportunities to offer services for year-round functions.

To date, Goodwood Museum and Gardens has raised $1.7 million of the $2.4 million needed to complete the project. The museum anticipates a positive economic impact for both Goodwood and the local economy. Their request indicates that they are committed to utilizing local firms and goods whenever possible, and estimate a local economic impact of $420,000 annually.

If the Board decides to provide funding for the conference center, funding could come from general revenue, or since Goodwood is a non-profit organization and the facility is related to tourism, funding could be utilized from the tourist development fund balance. The estimated year ending fund balance for the three-cent tax is $1,764,640. This balance does not contemplate funding allocated for the Council on Cultural Arts.

Options:

1. Direct staff to incorporate $300,000 into the FY 08/09 budget to assist Goodwood Museum and Gardens in the completion of the Carriage Gate Convention Center.
2. Direct staff to incorporate $300,000 in the FY 08/09 budget from the Tourist Development Fund Balance.
3. Direct staff to not incorporate $300,000 into the FY 08/09 budget to assist Goodwood Museum and Gardens in the completion of the Carriage Gate Convention Center
4. Board Direction.

Recommendation:
Board Direction.

Attachments:
1. Goodwood Museum and Gardens Funding Request Package

PA/AR/SR/sr

Request for Funding

To: Leon County Board of County Commissioners
via Scott Ross, Budget Manager
Office of Management & Budget
Leon County Courthouse, 5th Floor
301 South Monroe Street
Tallahassee, FL 32301

From: Goodwood Museum and Gardens, Inc.
1600 Miccosukee Road
Tallahassee, FL 32308
877-4202
Contact: Larry Paarlberg, Executive Director

Date: May 1, 2008

Project: Carriage House Conference Center

Amount Requested: One time grant of $300,000

Organization

Goodwood Museum & Gardens, Inc. is a 501(c)3 organization created to restore and preserve the historic Goodwood estate as a museum, learning center and garden available to the general public. Goodwood, located on 16 acres in the heart of Tallahassee, is the most elaborate antebellum estate surviving in Florida. In 1972, it was among the first Florida sites to be listed on the National Register of Historic Places.

In addition to the Main House, there are approximately 20 additional features and buildings on the property. Beyond its architectural significance, the Main House is fully furnished with original artifacts as it has been transferred from the time of its building in the 1830's until current day, owner to owner, with the furnishings left intact. Goodwood has been restored to its early 20th century appearance as dictated by the protective covenants placed on the property by its last owner when he established a small, private foundation as a leadership gift to restore and preserve Goodwood for future generations. The grounds appear as they did in 1910 and offer heirloom gardens. Guided tours of the Main House, provided by trained interpreters, are available Monday through Saturday.

Approximately 36,000 people visit Goodwood annually through tours and the 200+ activities held here. Tours of the house and grounds discuss three eras of development: the agricultural era (1834-1911), the quail plantation era (1911-1925) and the country estate era (post 1925) when Goodwood was the home to Florida Senator William C. Hodges and his wife, Margaret. The fact that the Main House is intact including its original furnishings, and that Goodwood has an extensive, well-preserved interior and exterior photograph collection from the early 20th century permits a historically correct and complete interpretation that is rare in house museums of this age. Artifacts from the collection have been loaned to several other museums, including the Museum of Florida History and the Riley House Museum. In addition, Goodwood

has received routine coverage by travel writers throughout the country and has been featured at length in McCall's magazine, on Turner South Broadcasting and on Italian National TV.

Goodwood in the 21st century links past, present and future, and is dedicated to:

- conservation of natural resources through restoration of our grounds and heirloom gardens – a "green space" in the heart of Tallahassee,
- service as a touchstone to history – telling the shared history of southern Blacks and Whites and its influence on our southern heritage through programs for schools and the general public,
- preservation and restoration of architecturally significant, historical buildings – that house our extraordinary collection of decorative arts which includes furniture, paintings and textiles original to this property,
- continuing development as a center of learning – where a multitude of subject areas are made accessible to the public: music, history, architecture, horticulture, art, and
- bringing our community together – in an atmosphere of hospitality, welcome and respect where all can enjoy this special place with friends, family and business associates.

The Project

The stewardship of Goodwood Museum and Gardens, Inc. continues today with the construction of the Carriage House Conference Center on the site of the original carriage house and stables complex destroyed by Hurricane Kate in 1985. Capturing the character and integrity of the past while providing the capabilities of the present, the Carriage House Conference Center once completed will offer:

- a 4,200 square foot main assembly room that will seat 300,
- 13 restrooms,
- a state-of-the-art warming kitchen,
- two brick terraces,
- custom built hospitality stations for conferee check-in,
- a bridal suite/dignitary "green room",
- state-of-the-art audio/visual systems,
- climate controlled comfort, and
- a total wireless environment.

The cost to build the Carriage House Conference Center is $2,400,000. To date, $1,700,300 has been raised. Goodwood Museum and Gardens, Inc. is requesting a one-time grant of $300,000 from Leon County in support of this project.

Economic Impact of the Carriage House Conference Center

On Goodwood:

- expand the ability to offer year-round meeting/wedding/event space (currently no indoor, climate controlled space at Goodwood can serve a group larger than 60) which will increase annual earned revenue – See attachment "A"
- 10% increase in new memberships and renewing memberships (memberships are a major source of Goodwood's annual operating funds)
- expand public programming through our Blended Lives program (served 2,400 Leon County students and teachers in 2008 bringing the total number served since the beginning of the program to well over 11,000), the Housewright Music Series, Garden Seminars, historical tours and seasonal celebrations
- empower Goodwood to form diverse and collaborative partnerships with more community based agencies and organizations

On Leon County:

Goodwood Museum and Gardens, Inc. is committed to hiring local firms and purchasing, whenever possible, local goods provided through local businesses.

- LLT Construction of Tallahassee is our contractor.
- Our architects are of the firm Barnett Fronczak Barlowe Architects of Tallahassee.
- Whenever possible, all materials for the construction of the Carriage House Conference Center are purchased through local businesses.
- A minimum of 2 full time positions will be added to Goodwood's existing base of 7.
- A minimum of 3 part time positions will be added to Goodwood's existing base of 2.
- An estimated $279,500 of actual income and expenditures flowing through Goodwood to local businesses producing a local economic impact of $420,000 on an annual basis (calculated using the region's economic multiplier of 1.5 and taking into consideration indirect spending)
- spending generated by Goodwood visitors on hotel/motels; restaurants; rental cars; airline tickets; rentals of tents, chairs, tables, linens for events; caterers, etc.

Donors to the Carriage House Conference Center Project

To date $1,700,300 has been raised in support of the project. These funds have been provided as follows:

- $ 20,000 – Frueauff Foundation
- $ 1,000 – Sheppard Foundation
- $ 500 – Honeysuckle Garden Circle of Tallahassee
- $ 500 – Violet Garden Circle of Tallahassee
- $ 100 – Native Nurseries of Tallahassee
- $1,678,200 – contributions from private individuals

Carriage House projected Income/Expenses for First Year of Operation

	1st full year		Comments
Income			
Weekend bookings			
January-March (13 weeks)			
10 weddings @ $2,250	28,000		Blended Lives week
1Garden Symposium	5,000		
1 Palm Beach County	3,000		
April-June (13 weeks)			
14 weddings @ $2,250	39,200		
1 art/craft show	6,000		
July-Sept (13 weeks)			
10 weddings @ $2,250	28,000		
1 Trade Show	5,000		25 vendors @ $200/space
Oct-Dec (13 weeks)			
7 weddings @ $2,250	19,600		
1 Eldercare	2,500		
9 Holiday Parties	9,000		$1,000 each
Weekday bookings			
January-March (13 weeks)			
16 Bookings	22,000		Legislative Session/Valentine's
April-June (13 weeks)			
14 Bookings	10,000		Session/Graduations
July-Sept (13 weeks)			
14 Bookings	10,000		Reunions/ Conferences
Oct-Dec (13 weeks)			
11 Bookings	8,000		Conferences/holiday parties
Total Gross Income	*195,300*		

Note: This income does not reflect special event fund raising (such as an auction) which currently can not be accommodated on the property.

Expenses

Utilities	24,000		
Insurance	13,000		Range 8,000-13,000
Licenses	250		
Marketing	2,500		
Staffing (above current level)	15,000		2 @ $7.50/hour for 1,000 hours
Repairs/Maintenance	5,000		
Cleaning Service (0.15 per sq foot)	7,800		1,000 Sq ft x .15 x 52
Total Gross Expense	*67,550*		

Net Income	127,750
Jubilee Bookings lost to Carriage House	40,000
Net Addition to Goodwood Income	**87,750**

CARROLL and COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
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March 13, 2008

To the Board of Directors
Goodwood Museum & Gardens, Inc.
Tallahassee, Florida

We have compiled the accompanying statement of financial position for Goodwood Museum & Gardens, Inc. (a non-profit corporation) as of December 31, 2007, and the related statement of activities for the quarter and six months then ended, and the accompanying supplementary information contained in Schedules I, II, III, IV, V, and VI, which is presented only for supplementary analysis purposes, in accordance with the *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all disclosures and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Corporation's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Goodwood Museum & Gardens, Inc.

Carroll and Company

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Statement of Financial Position
As of December 31, 2007

	Dec 31, 07
ASSETS	
Current Assets	
Checking/Savings	
Capital City (Operating)	5,224.20
SunTrust (Antiques Show)	14,498.94
Capital City (Blended Lives)	5,688.30
Capital City (Endowment)	40,927.12
Bank of America (Gardens)	7,593.83
Bank of America CD (Gardens)	33,887.85
CC Trust (Cap Campaign) - Cash	40,435.06
CC Trust (M.E. Wilson) - Cash	19,488.28
Raymond James (CC) - Cash	34,096.98
Total Checking/Savings	201,840.56
Other Current Assets	
CC Trust (Capital Campaign)	593,683.99
CC Trust (M.E. Wilson)	434,004.12
Raymond James (CC)	169,937.49
Total Other Current Assets	1,197,625.60
Total Current Assets	1,399,466.16
Fixed Assets	
Building Improvements	2,651,240.70
Carriage House - CIP	625,663.10
Collections	490,227.25
Furniture & Equipment	45,800.52
Grounds & Equipment	1,368,894.33
Accumulated Depreciation	-542,602.13
Organizational Costs	7,545.00
Accumulated Amortization	-7,545.00
Total Fixed Assets	4,639,223.77
TOTAL ASSETS	6,038,689.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income - Blended Lives	1,550.00
Payroll Liabilities	766.74
Total Other Current Liabilities	2,316.74
Total Current Liabilities	2,316.74
Total Liabilities	2,316.74
Equity	
Board Designated Net Assets	304,000.00
Permanent Restricted Net Assets	56,000.00
Temporary Restricted Net Assets	426,954.00
Retained Earnings	5,178,717.21
Net Income	70,701.98
Total Equity	6,036,373.19
TOTAL LIABILITIES & EQUITY	6,038,689.93

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Statement of Activities
For the quarter and six months ended December 31, 2007

	Oct - Dec 07	Jul - Dec 07
Ordinary Income/Expense		
Income		
Antiques Show Income	91,693.89	91,693.89
Christmas Event Income	2,673.80	2,673.80
Miss Mattie Dinner Income	0.00	1,600.00
Alliance Income	300.00	925.00
Garden Income	3,129.00	3,178.00
Gift Shop Sales	87.45	180.20
Membership	9,160.00	22,705.00
Rental Income	10,453.64	21,314.14
Dividends	47,068.12	57,900.15
Interest Income	5,944.34	12,319.74
Capital Campaign Income	44,628.05	191,858.66
Contributions/Donations	1,770.00	29,954.33
Museum Admissions	1,445.00	3,425.00
Grants-Operations	52,350.00	52,350.00
Gain/Loss on Sale of Securities	2,336.08	2,482.50
Total Income	273,039.37	494,560.41
Gross Profit	273,039.37	494,560.41
Expense		
Antiques Show Expenses	44,500.02	44,500.02
Christmas Event Expenses	2,165.54	2,165.54
Miss Mattie Dinner Expenses	597.61	657.61
Music Program Expenses	200.00	200.00
Alliance Expenses	33.07	33.07
Garden Expenses	5,402.82	7,437.52
Gift Shop Expenses	68.22	663.10
Rental Expenses	2,150.00	2,350.00
Capital Campaign Expenses	3,195.00	3,195.00
Fund Raising Expenses	8,366.53	12,453.29
Grants Expense	3,150.00	3,979.05
Accounting	2,975.00	4,875.00
Advertising	459.00	494.00
Bank Fees	294.02	548.04
Contract Labor	352.00	352.00
Credit Card Fees	1,060.09	1,357.16
Dues & Subs	50.00	850.00
Equipment Rental	102.72	205.44
Flowers & Gifts	43.50	43.50
Insurance	4,049.78	18,223.62
Office Expense	1,839.89	3,480.11
Printing	2,022.00	3,481.00
Sales Tax	892.68	1,261.80
Supplies	1,225.26	1,790.42
Taxes & Licenses	250.00	300.00
Travel	690.35	1,000.35
Trustee Fees - CCTC	1,538.08	3,044.69
Trustee Fees - CCTC (Wilson)	1,247.08	2,769.06
Repairs & Maintenance	3,682.54	50,333.20
Security	1,669.37	3,482.64
Telephone	2,257.84	4,537.09
Utilities	10,170.37	22,798.93
Payroll Expenses	61,408.43	120,411.35
Depreciation Expense	18,278.10	36,556.20
Change in FMV	77,115.94	64,028.63
Total Expense	263,502.85	423,858.43
Net Ordinary Income	9,536.52	70,701.98
Net Income	9,536.52	70,701.98

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule I - Income/Expense Budget
For the six months ended December 31, 2007

	Jul - Dec 07	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Antiques Show Income	91,693.89	100,000.00	-8,306.11	91.7%
Christmas Event Income	2,673.80	4,000.00	-1,326.20	66.8%
Garden Symposium Income	0.00	2,750.00	-2,750.00	0.0%
Miss Mattie Dinner Income	1,600.00	0.00	1,600.00	100.0%
Alliance Income	925.00	500.00	425.00	185.0%
Garden Income	3,178.00	6,500.00	-3,322.00	48.9%
Gift Shop Sales	180.20	500.00	-319.80	36.0%
Membership	22,705.00	30,000.00	-7,295.00	75.7%
Rental Income	21,314.14	31,000.00	-9,685.86	68.8%
Tea Room Income	0.00	4,800.00	-4,800.00	0.0%
Dividends	57,900.15	22,500.00	35,400.15	257.3%
Interest Income	12,319.74	10,000.00	2,319.74	123.2%
Capital Campaign Income	191,858.66	0.00	191,858.66	100.0%
Contributions/Donations	29,954.33	20,000.00	9,954.33	149.8%
Museum Admissions	3,425.00	6,000.00	-2,575.00	57.1%
Grants-Operations	52,350.00	30,500.00	21,850.00	171.6%
Gain/Loss on Sale of Securities	2,482.50	0.00	2,482.50	100.0%
Total Income	494,560.41	269,050.00	225,510.41	183.8%
Gross Profit	494,560.41	269,050.00	225,510.41	183.8%
Expense				
Antiques Show Expenses	44,500.02	25,000.00	19,500.02	178.0%
Christmas Event Expenses	2,165.54	1,500.00	665.54	144.4%
Garden Symposium Expenses	0.00	1,500.00	-1,500.00	0.0%
Miss Mattie Dinner Expenses	657.61	0.00	657.61	100.0%
Music Program Expenses	200.00	500.00	-300.00	40.0%
Other Program Expenses	0.00	250.00	-250.00	0.0%
Alliance Expenses	33.07	250.00	-216.93	13.2%
Garden Expenses	7,437.52	5,000.00	2,437.52	148.8%
Gift Shop Expenses	663.10	250.00	413.10	265.2%
Rental Expenses	2,350.00	3,500.00	-1,150.00	67.1%
Tea Room Expenses	0.00	250.00	-250.00	0.0%
Capital Campaign Expenses	3,195.00	0.00	3,195.00	100.0%
Fund Raising Expenses	12,453.29	1,000.00	11,453.29	1,245.3%
Grants Expense	3,979.05	0.00	3,979.05	100.0%
Accounting	4,875.00	7,500.00	-2,625.00	65.0%
Advertising	494.00	750.00	-256.00	65.9%
Bank Fees	548.04	550.00	-1.96	99.6%
Contract Labor	352.00	0.00	352.00	100.0%
Credit Card Fees	1,357.16	500.00	857.16	271.4%
Dues & Subs	850.00	1,250.00	-400.00	68.0%
Equipment Rental	205.44	250.00	-44.56	82.2%
Flowers & Gifts	43.50	125.00	-81.50	34.8%
Insurance	18,223.62	25,000.00	-6,776.38	72.9%
Meals & Entertainment	0.00	125.00	-125.00	0.0%
Miscellaneous Expense	0.00	125.00	-125.00	0.0%
Office Expense	3,480.11	4,000.00	-519.89	87.0%
Printing	3,481.00	3,000.00	481.00	116.0%
Sales Tax	1,261.80	1,750.00	-488.20	72.1%
Supplies	1,790.42	3,000.00	-1,209.58	59.7%
Taxes & Licenses	300.00	250.00	50.00	120.0%
Travel	1,000.35	1,000.00	0.35	100.0%
Trustee Fees - CCTC	3,044.69	2,750.00	294.69	110.7%
Trustee Fees - CCTC (Wilson)	2,769.06	3,300.00	-530.94	83.9%
Pest Control - Foundation	0.00	1,300.00	-1,300.00	0.0%
Repairs & Maintenance	50,333.20	5,000.00	45,333.20	1,006.7%
Security	3,482.64	3,250.00	232.64	107.2%
Telephone	4,537.09	3,750.00	787.09	121.0%
Utilities	22,798.93	21,000.00	1,798.93	108.6%
Payroll Expenses	120,411.35	121,075.00	-663.65	99.5%

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule I - Income/Expense Budget
For the six months ended December 31, 2007

	Jul - Dec 07	Budget	$ Over Budget	% of Budget
Depreciation Expense	36,556.20	0.00	36,556.20	100.0%
Change In FMV	64,028.63	0.00	64,028.63	100.0%
Total Expense	423,858.43	249,600.00	174,258.43	169.8%
Net Ordinary Income	70,701.98	19,450.00	51,251.98	363.5%
Net Income	70,701.98	19,450.00	51,251.98	363.5%

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule II - Comparative Report
As of December 31, 2007 and 2006

	Dec 31, 07	Dec 31, 06
ASSETS		
Current Assets		
Checking/Savings		
Capital City (Operating)	5,224.20	9,957.21
SunTrust (Antiques Show)	14,498.94	59,190.92
Capital City (Blended Lives)	5,688.30	11,739.30
Capital City (Endowment)	40,927.12	13,229.35
Bank of America (Gardens)	7,593.83	11,538.98
Bank of America CD (Gardens)	33,887.85	33,450.82
CC Trust (Cap Campaign) - Cash	40,435.06	23,692.44
CC Trust (M.E. Wilson) - Cash	19,488.28	9,987.31
Raymond James (CC) - Cash	34,096.98	118,221.38
Total Checking/Savings	201,840.56	291,007.71
Accounts Receivable		
Accounts Receivable	0.00	1,500.00
Total Accounts Receivable	0.00	1,500.00
Other Current Assets		
CC Trust (Capital Campaign)	593,683.99	563,661.24
CC Trust (M.E. Wilson)	434,004.12	560,334.56
Raymond James (CC)	169,937.49	217,745.00
Unconditional Promise to Give	0.00	9,080.00
Total Other Current Assets	1,197,625.60	1,350,820.80
Total Current Assets	1,399,466.16	1,643,328.51
Fixed Assets		
Building Improvements	2,651,240.70	2,645,808.28
Carriage House - CIP	625,663.10	135,085.56
Collections	490,227.25	490,227.25
Furniture & Equipment	45,800.52	40,906.41
Grounds & Equipment	1,368,894.33	1,352,673.53
Accumulated Depreciation	-542,602.13	-469,069.64
Organizational Costs	7,545.00	7,545.00
Accumulated Amortization	-7,545.00	-7,545.00
Total Fixed Assets	4,639,223.77	4,195,631.39
TOTAL ASSETS	6,038,689.93	5,838,959.90
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Deferred Income - Blended Lives	1,550.00	11,200.00
Payroll Liabilities	766.74	862.22
Total Other Current Liabilities	2,316.74	12,062.22
Total Current Liabilities	2,316.74	12,062.22
Total Liabilities	2,316.74	12,062.22
Equity		
Board Designated Net Assets	304,000.00	304,000.00
Permanent Restricted Net Assets	56,000.00	56,000.00
Temporary Restricted Net Assets	426,954.00	473,718.00
Retained Earnings	5,178,717.21	4,916,446.85
Net Income	70,701.98	76,732.83
Total Equity	6,036,373.19	5,826,897.68
TOTAL LIABILITIES & EQUITY	6,038,689.93	5,838,959.90

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule III - Comparative Report
For the quarters ended December 31, 2007 and 2006

	Oct - Dec 07	Oct - Dec 06
Ordinary Income/Expense		
Income		
Antiques Show Income	91,693.89	144,291.19
Christmas Event Income	2,673.80	2,756.00
Garden Symposium Income	0.00	700.00
Miss Mattie Dinner Income	0.00	2,620.00
Alliance Income	300.00	125.00
Garden Income	3,129.00	1,842.12
Gift Shop Sales	87.45	263.36
Membership	9,160.00	10,365.00
Rental Income	10,453.64	12,584.35
Dividends	47,068.12	30,207.00
Interest Income	5,944.34	2,869.01
Capital Campaign Income	44,628.05	0.00
Contributions/Donations	1,770.00	5,043.60
Museum Admissions	1,445.00	1,285.00
Grants-Operations	52,350.00	59,223.00
Gain/Loss on Sale of Securities	2,336.08	55,826.16
Total Income	273,039.37	330,000.79
Gross Profit	273,039.37	330,000.79
Expense		
Antiques Show Expenses	44,500.02	50,474.99
Christmas Event Expenses	2,165.54	1,448.76
Miss Mattie Dinner Expenses	597.61	72.12
Music Program Expenses	200.00	312.93
Alliance Expenses	33.07	0.00
Garden Expenses	5,402.82	4,200.07
Gift Shop Expenses	68.22	0.00
Rental Expenses	2,150.00	2,280.00
Capital Campaign Expenses	3,195.00	0.00
Fund Raising Expenses	8,366.53	218.15
Grants Expense	3,150.00	0.00
Accounting	2,975.00	4,700.00
Advertising	459.00	0.00
Bank Fees	294.02	311.09
Contract Labor	352.00	0.00
Credit Card Fees	1,060.09	402.48
Dues & Subs	50.00	250.00
Equipment Rental	102.72	102.90
Flowers & Gifts	43.50	47.50
Insurance	4,049.78	7,356.89
Office Expense	1,839.89	1,501.32
Printing	2,022.00	1,369.00
Professional Fees	0.00	1,235.00
Sales Tax	892.68	644.51
Supplies	1,225.26	4,421.53
Taxes & Licenses	250.00	89.00
Travel	690.35	0.00
Trustee Fees - CCTC	1,538.08	1,420.93
Trustee Fees - CCTC (Wilson)	1,247.08	1,546.23
Repairs & Maintenance	3,682.54	2,673.62
Security	1,669.37	1,669.34
Telephone	2,257.84	2,852.15
Utilities	10,170.37	9,830.69
Payroll Expenses	61,408.43	66,546.89
Depreciation Expense	18,278.10	17,733.75
Change in FMV	77,115.94	45,771.26
Total Expense	263,502.85	231,483.10
Net Ordinary Income	9,536.52	98,517.69
Net Income	9,536.52	98,517.69

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule IV - Comparative Report
For the six months ended December 31, 2007 and 2006

	Jul - Dec 07	Jul - Dec 06
Ordinary Income/Expense		
Income		
Antiques Show Income	91,693.89	144,291.19
Christmas Event Income	2,673.80	2,756.00
Garden Symposium Income	0.00	700.00
Miss Mattie Dinner Income	1,600.00	4,100.00
Alliance Income	925.00	750.00
Garden Income	3,178.00	1,872.12
Gift Shop Sales	180.20	263.36
Membership	22,705.00	22,395.00
Rental Income	21,314.14	25,667.09
Dividends	57,900.15	44,114.85
Interest Income	12,319.74	5,948.54
Capital Campaign Income	191,858.66	0.00
Contributions/Donations	29,954.33	20,187.71
Museum Admissions	3,425.00	3,550.00
Grants-Operations	52,350.00	68,303.00
Gain/Loss on Sale of Securities	2,482.50	53,204.78
Total Income	494,560.41	398,103.64
Gross Profit	494,560.41	398,103.64
Expense		
Antiques Show Expenses	44,500.02	50,474.99
Christmas Event Expenses	2,165.54	1,448.76
Garden Symposium Expenses	0.00	50.00
Miss Mattie Dinner Expenses	657.61	212.12
Music Program Expenses	200.00	412.93
Other Program Expenses	0.00	80.00
Alliance Expenses	33.07	0.00
Garden Expenses	7,437.52	5,437.24
Gift Shop Expenses	663.10	0.00
Rental Expenses	2,350.00	3,436.20
Capital Campaign Expenses	3,195.00	0.00
Fund Raising Expenses	12,453.29	481.95
Grants Expense	3,979.05	13,358.90
Accounting	4,875.00	6,375.00
Advertising	494.00	599.50
Bank Fees	548.04	578.75
Contract Labor	352.00	0.00
Credit Card Fees	1,357.16	569.95
Dues & Subs	850.00	680.00
Equipment Rental	205.44	205.80
Flowers & Gifts	43.50	47.50
Insurance	18,223.62	23,723.71
Office Expense	3,480.11	3,211.35
Printing	3,481.00	3,688.00
Professional Fees	0.00	1,235.00
Sales Tax	1,261.80	1,216.70
Supplies	1,790.42	5,220.09
Taxes & Licenses	300.00	139.00
Travel	1,000.35	0.00
Trustee Fees - CCTC	3,044.69	2,797.65
Trustee Fees - CCTC (Wilson)	2,769.06	3,155.49
Repairs & Maintenance	50,333.20	6,137.53
Security	3,482.64	3,329.48
Telephone	4,537.09	4,386.12
Utilities	22,798.93	21,253.51
Payroll Expenses	120,411.35	130,694.09

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule IV - Comparative Report
For the six months ended December 31, 2007 and 2006

	Jul - Dec 07	Jul - Dec 06
Depreciation Expense	36,556.20	35,644.24
Change in FMV	64,028.63	-8,910.74
Total Expense	423,858.43	321,370.81
Net Ordinary Income	70,701.98	76,732.83
Net Income	70,701.98	76,732.83

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule V - Trend Report
As of December 31, 2007

	Sep 30, 07	Dec 31, 07
ASSETS		
Current Assets		
Checking/Savings		
Capital City (Operating)	-129.74	5,224.20
SunTrust (Antiques Show)	31,319.20	14,498.94
Capital City (Blended Lives)	4,786.85	5,688.30
Capital City (Endowment)	28,119.48	40,927.12
Bank of America (Gardens)	10,690.87	7,593.83
Bank of America CD (Gardens)	33,768.10	33,887.85
CC Trust (Cap Campaign) - Cash	11,920.60	40,435.06
CC Trust (M.E. Wilson) - Cash	38,890.21	19,488.28
Raymond James (CC) - Cash	371,111.03	34,096.98
Total Checking/Savings	530,476.60	201,840.56
Other Current Assets		
CC Trust (Capital Campaign)	603,312.39	593,683.99
CC Trust (M.E. Wilson)	414,592.22	434,004.12
Raymond James (CC)	333,730.32	169,937.49
Prepaid Expense - Antiques Show	3,955.87	0.00
Undeposited Funds	350.00	0.00
Total Other Current Assets	1,355,940.80	1,197,625.60
Total Current Assets	1,886,417.40	1,399,466.16
Fixed Assets		
Building Improvements	2,651,240.70	2,651,240.70
Carriage House - CIP	143,723.52	625,663.10
Collections	490,227.25	490,227.25
Furniture & Equipment	45,031.03	45,800.52
Grounds & Equipment	1,368,894.33	1,368,894.33
Accumulated Depreciation	-524,324.03	-542,602.13
Organizational Costs	7,545.00	7,545.00
Accumulated Amortization	-7,545.00	-7,545.00
Total Fixed Assets	4,174,792.80	4,639,223.77
TOTAL ASSETS	6,061,210.20	6,038,689.93
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Deferred Income - Antiques Show	31,440.00	0.00
Deferred Income - Blended Lives	700.00	1,550.00
Payroll Liabilities	2,233.53	766.74
Total Other Current Liabilities	34,373.53	2,316.74
Total Current Liabilities	34,373.53	2,316.74
Total Liabilities	34,373.53	2,316.74
Equity		
Board Designated Net Assets	304,000.00	304,000.00
Permanent Restricted Net Assets	56,000.00	56,000.00
Temporary Restricted Net Assets	426,954.00	426,954.00
Retained Earnings	5,178,717.21	5,178,717.21
Net Income	61,165.46	70,701.98
Total Equity	6,026,836.67	6,036,373.19
TOTAL LIABILITIES & EQUITY	6,061,210.20	6,038,689.93

See Accountants Compilation Report

03/06/08
Accrual Basis

Goodwood Museum and Gardens, Inc.
Schedule VI - Trend Report
For the six months ended December 31, 2007

	Jul - Sep 07	Oct - Dec 07	TOTAL
Ordinary Income/Expense			
Income			
Antiques Show Income	0.00	91,693.89	91,693.89
Christmas Event Income	0.00	2,673.80	2,673.80
Miss Mattie Dinner Income	1,600.00	0.00	1,600.00
Alliance Income	625.00	300.00	925.00
Garden Income	49.00	3,129.00	3,178.00
Gift Shop Sales	92.75	87.45	180.20
Membership	13,545.00	9,160.00	22,705.00
Rental Income	10,860.50	10,453.64	21,314.14
Dividends	10,832.03	47,068.12	57,900.15
Interest Income	6,375.40	5,944.34	12,319.74
Capital Campaign Income	147,230.61	44,628.05	191,858.66
Contributions/Donations	28,184.33	1,770.00	29,954.33
Museum Admissions	1,980.00	1,445.00	3,425.00
Grants-Operations	0.00	52,350.00	52,350.00
Gain/Loss on Sale of Securities	146.42	2,336.08	2,482.50
Total Income	221,521.04	273,039.37	494,560.41
Gross Profit	221,521.04	273,039.37	494,560.41
Expense			
Antiques Show Expenses	0.00	44,500.02	44,500.02
Christmas Event Expenses	0.00	2,165.54	2,165.54
Miss Mattie Dinner Expenses	60.00	597.61	657.61
Music Program Expenses	0.00	200.00	200.00
Alliance Expenses	0.00	33.07	33.07
Garden Expenses	2,034.70	5,402.82	7,437.52
Gift Shop Expenses	594.88	68.22	663.10
Rental Expenses	200.00	2,150.00	2,350.00
Capital Campaign Expenses	0.00	3,195.00	3,195.00
Fund Raising Expenses	4,086.76	8,366.53	12,453.29
Grants Expense	829.05	3,150.00	3,979.05
Accounting	1,900.00	2,975.00	4,875.00
Advertising	35.00	459.00	494.00
Bank Fees	254.02	294.02	548.04
Contract Labor	0.00	352.00	352.00
Credit Card Fees	297.07	1,060.09	1,357.16
Dues & Subs	800.00	50.00	850.00
Equipment Rental	102.72	102.72	205.44
Flowers & Gifts	0.00	43.50	43.50
Insurance	14,173.84	4,049.78	18,223.62
Office Expense	1,640.22	1,839.89	3,480.11
Printing	1,459.00	2,022.00	3,481.00
Sales Tax	369.12	892.68	1,261.80
Supplies	565.16	1,225.26	1,790.42
Taxes & Licenses	50.00	250.00	300.00
Travel	310.00	690.35	1,000.35
Trustee Fees - CCTC	1,506.61	1,538.08	3,044.69
Trustee Fees - CCTC (Wilson)	1,521.98	1,247.08	2,769.06
Repairs & Maintenance	46,650.66	3,682.54	50,333.20
Security	1,813.27	1,669.37	3,482.64
Telephone	2,279.25	2,257.84	4,537.09
Utilities	12,628.56	10,170.37	22,798.93
Payroll Expenses	59,002.92	61,408.43	120,411.35
Depreciation Expense	18,278.10	18,278.10	36,556.20
Change in FMV	-13,087.31	77,115.94	64,028.63
Total Expense	160,355.58	263,502.85	423,858.43
Net Ordinary Income	61,165.46	9,536.52	70,701.98
Net Income	61,165.46	9,536.52	70,701.98

See Accountants Compilation Report

The Carriage House

Overall View

- The Carriage House will accommodate our antique show, conferences and retreats for business, religious & educational uses.
- Meetings of large groups & school programs such as our Blended Lives Program will have a space that is not weather dependent to be successful.
- Horticultural events & seasonal activities will be able to make use of both the Carriage House & our wonderful gardens.
- Weddings & receptions will become a primary weekend booking for Goodwood & the Carriage House has been designed with these functions & events in mind.

The Carriage House

- The kitchen is designed as a warming kitchen for caterers' use.
- A large storage located behind the kitchen is available for foods, supplies and decorations.
- The balcony above the main floor will be also used for storage.
- A loading dock is located in the back of the building.
- The bathroom facilities are located in the "stable sheds" on the courtyard and can be accessed under cover.

The Carriage House

Interior View

The Carriage House

Interior View

Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator
Alan Rosenzweig, Assistant County Administrator

Subject: Consideration of Council on Culture and Arts (COCA) Program Funding

Statement of Issue:
This budget discussion item requests the Board consider possible funding sources for the Council on Culture and Arts (COCA) Grant Program.

Background:
In 2000, the Board approved COCA to administer a re-granting program created to replace the cultural funding component of the non-departmental budget process.

Initially, the Board approved $125,000 in funding for the re-granting program. During the FY 2004 budget process, the Board approved the elimination of the Mary Brogan Museum and Tallahassee Museum as permanent line items in the County Budget and redirected $210,000 to COCA as an earmark for the two museums. COCA received a total of $658,350 for FY 2007.

Due to decreased revenue resulting from the property tax reform laws passed during the June 2007 Special Legislative Session, the Board approved funding COCA $526,680 from the Tourist Development Council, and $131,670 from the General Fund totaling $658,350 for FY 2008,

At the January 30, 2008 Service Prioritization Workshop, the Board placed cultural funding in the 19% service level reduction category for FY 2009. The total impact for this level of reduction is $125,087, leaving COCA at a $533,263 funding level for the preliminary FY 2009 budget.

COCA has requested the entire $654,500 be funded as part of the FY2009 budget (Attachment #1).

Analysis:
Staff has provided the following funding options for COCA for FY 2009.

1. Provide funding from the TDC fund balance. A total of $798,015 was appropriated in the current budget to fund one-time costs associated with COCA funding, software/website upgrades, merchandizing, Visit Florida pilot programs, marketing event bids, emergency funds, and salary reserves, of this $526,350 was earmarked for COCA. The following table provides a 5-year history of the TDC fund balance. Table 1 shows the actual year ending balances for FY04 thru FY07 and the estimated balance for FY08.

Table 1 TDC Ending Fund Balance	
Fiscal Year	*Fund Balance*
2004	1,516,013
2005	1,981,260
2006	2,317,911
2007	2,047,455
2008 (est.)	1,764,640

The current projected level of fund balance could allow additional funding for COCA while maintaining sufficient TDC reserves. Attachment #2 indicates the Tourist Development Council is supportive of this proposal.

2. Revise Tourist Development Plan to include annual funding for COCA. The Tourist Development Council is currently developing a long-term strategic plan for the TDC. This process should include updating and revising the Tourist Development Plan to meet current needs. The Board could direct the TDC to include COCA funding as part of the new strategic plan. This would allow a portion of the recurring 3 cent Tourist Tax to be utilized for COCA on an on-going basis.

A combination of the above two options could also be developed. However, given the amount of the annual COCA funding, the utilization of fund balance on a recurring basis is not a long term solution. At the 19% reduce funding level, the total COCA allocation would be $533,263. As noted above, COCA has requested the full amount of current year funding ($654,500) be reinstituted next fiscal year.

Options:

1. Authorize $533,263 from the TDC fund balance to fund the COCA cultural grant program.
2. Direct the Executive Director of the Tourist Development Council and the TDC to revise the Tourist Development Plan to include annual COCA funding.
3. Board direction.

Recommendations:

Board Direction – the tentative budget does not contemplate any general revenue supporting COCA.

Attachments:

1. COCA line item funding application
2. Email from the TDC director

COCA
COUNCIL ON CULTURE & ARTS
FOR TALLAHASSEE/LEON COUNTY

Formerly known as the Cultural Resources Commission (CRC)

March 21, 2008

Alan Rosenzweig
Assistant County Administrator
Leon County

RE: COCA line item funding request FY09

Dear Mr. Rosenzwieg,

COCA has submitted its request for funding for FY09 through the line item funding application process, but given the change to the funding source for the current year and the potential changes anticipated for FY09, I wanted to be sure you received a summary of what was contained in that application.

This year, rather than submit two separate applications, one for COCA funding and one for the Grant funding, they have been combined into one application resulting in one total.

The COCA request for FY09 reflects the Commission's intent to reduce the general funded cultural category by 19% and we have done so based on the FY08 level of funding that is currently coming from the general fund.

As you know COCA's sources for generated revenue do NOT include private fund raising and unlike other statute based/designated agencies, (TDC, DIA) COCA does not have a designated funding source. In response to suggestions made by commissioners at recent budget meetings COCA is requesting that all future funding for COCA be designated as a percentage of the Tourist Development Tax collection. COCA recommends that the designation be for 77% percent of the collection from one penny. For FY09 that percentage reflects the total achieved as follows:

- $106,653 a 19% reduction from FY08 ($131,670) Leon County general fund Cultural line item
- FY08 TDC's funding ($20,000) for COCA magazine
- FY08 COCA from the TDC contingency fund

With the funding for COCA totally moved out of the general fund and to the tourist tax collection proceeds COCA understands that it will share the risk of the funding increasing or decreasing dependent on the success or failure of the tourism industry.

If you have any questions about this request, please feel free to call me.

Thanks,

Peggy Brady
Executive Director

816 S. ML King Jr Boulevard
Tallahassee, FL 32301

(850) 224-2500 office
(850) 224-2515 fax

cultural@cocanet.org
www.cocanet.org

What is there to do in Tallahassee? morethanyouthought.com

2008/2009 Non-Departmental Funding Application

A. Organizational Information

Legal name of Agency: Tallahassee/Leon County Cultural Resources Commission, also doing business as, and now known as, the Council on Culture and Arts (COCA)

Agency representative: Peggy Brady, Executive Director

Physical and Mailing Address: 816 South ML King, Jr. Street, Tallahassee, FL 32301

Telephone: 850-224-2500

FAX: 850-224-2515

Email Address: peggy@cocanet.org

Agency Employer ID Number (FEIN): 59-2644263

Does Agency have a 501(c)3 status? Yes X No ____

Date of Agency incorporation: 1985
"Attach Articles of Incorporation"- *this agency was incorporated by State Statute- attached*

Please attach the Agency's 2007 990 Tax Return or most recent completed tax return
This agency is considered an instrumentality by the IRS and does not submit a 990
(Please see IRS correspondence attached)

B. Program Information

1. **Succinctly describe the program for which funding is requested, including types of services provided (attach additional pages as necessary)** The Council on Culture & Arts (COCA), created by Statute and resolved into being by the County Commission in 1985, serves as the designated public agency for Leon County in the absence of any department or division of cultural affairs at the local level. This is the annual request for funding to assist with a portion of operational costs for the FY09 fiscal year. The Arts Space on Gaines project is also being provided significant staffing time by COCA. Funds are used to support a portion of overhead costs as well as materials and supplies for programs such as the county's grant program. *(see attached COCA'S PROGRAMS, SERVICES, & PUBLICATIONS)*

Also, note that in past years a separate grant was submitted to request funding for the grants that are paid out to individual local organizations. That request is now combined with this one.

2. **Who is the target population intended to be served or benefit from this program?** This agency serves the county at large and is the only designated agency or department at either the city or the county providing this service.

3. **What methods are used to effectively reach this program's targeted population?** As you will see from the attached Guide to COCA services, this agency utilizes print, electronic, one on one meetings, public forums, committee meetings, speaking engagements and websites to reach intended audience. All programs of the COCA are intended to serve a broad segment of the Leon County community.

4. **Outline the phases and time frames in which this program will be accomplished if funded.** This is an annual request for activity that is ongoing.

5. **List the program's short term, intermediate and long term goals.**
Please see attached Cultural Plan for Tallahassee/Leon County

6. **Projected Program impact/outcome results-what is the projected impact on the target population.** Please see attached Cultural Plan for Tallahassee/Leon County

7. **Why is the funding requested? If this funding is not approved what would be the impact on your agency or program for which funding is sought? --**
   - Vital to the quality of life, fundamental to the creation of a visitor-enhanced community and critical to new businesses looking to relocate, this agency exists to assist the county in the development of the cultural community that will impact its economic development and growth in its quality of life. These funds are provided by the county to COCA, the designated local public agency charged with serving the public's needs, as a resource for cultural affairs. No other department at either the city or county exists to meet these needs nor is there any private organization available to serve the county in this manner.

- As an instrumentality of the County and the only designated public agency for culture, COCA has also been given a mandate to NOT seek private funds from local individuals or corporations for its operations due to the limited private and corporate sources available to the cultural organizations it serves. COCA's service is on behalf of the community at large rather than to support one organization. Without funding from Leon County, this agency would not be able to carry out the mission it was designated by the County to fulfill.

- This funding support also enables the COCA to apply for other support from the State of Florida and foundations using this local support as match and as evidence of local government's commitment to the viability of this agency in the development of the cultural resources of our County.

- As explained above, our sources for revenue do NOT include private fund raising and, unlike other statute based/designated agencies (TDC, DIA), COCA does not have a designated funding source. With the funding for COCA totally moved out of the general fund and to the tourist tax collection proceeds COCA understands that it will share the risk of the funding increasing or decreasing dependent on the success or failure of the tourism industry.

- The County's grant program for Cultural Development is managed by COCA and will now distribute funding from the receipts of tourist tax. COCA designed and implements the program that includes application, review, and allocation of funds to local organizations that successfully complete the competitive process. New guidelines will reflect the new source of funding so that all expenditures are in keeping with statutory requirements.

8. **What other agencies in Leon County (governmental, non-profit, and private) provide service(s) similar to those which would be provided by this funding.**
   None

9. **List any Agency partnerships and collaborations related to the Program**
   Agency Partnership/Collaboration
   Examples:
   TDC- produce Capital Culture magazine with grant from TDC for printing costs only
   Parks and Recreation- Winterfestival arts components, new sculpture garden project
   TACVB- collaborate on visitor projects and serve as resource for events and activities
   KCCI- Get Gaines Going, Greenovation and the Film Festival–collaborate on projects and work with each of these groups to complete their goals
   City-provide management of 16 exhibits at 2 public galleries; manage grant program
   Local Schools- serve as liaison between teachers and cultural organizations; produce an annual expo and provides regular newsletter and online resources for teachers in the region.

C. Funding Information

10. Agency's Current Total Budget: 2007/08 $1,353,520 (current) **2008/09** $2,511,282 (proposed)

11. Total cost of program (FY09) $654,500.00

12. Please list the 2007/08 funding amount and associated expenditures requested from Leon County and other sources:

Actual Expenditure Detail FY08	Leon County Funded	Other agencies Funded	Total
Compensation and Benefits	$ 126,350.00	$ 253,993.00	$ 380,343.00
Professional Fees	$ 2,500.00	$ 7,000.00	$ 9,500.00
Occupancy/Utilities/Network	$ 8,000.00	$ 41,740.00	$ 49,740.00
Supplies/postage	$ 3,000.00	$ 5,000.00	$ 8,000.00
Equipment rental, main., purchase	$ 1,000.00	$ 7,861.00	$ 8,861.00
Meeting costs/travel/transportation	$ 2,000.00	$ 3,000.00	$ 5,000.00
Staff/Board development/Recruitment		$ -	
*Awards/Grants/ Direct Aid	$ 501,600.00	$ 2,000.00	$ 503,600.00
Bad Debts		$ -	
Bonding/liability/directors insurance		$ 568.00	$ 568.00
Other expense *(please itemize)*		$ -	
Marketing	$ 8,900.00	$ 41,100.00	$ 50,000.00
Arts on Gaines		$ 295,000.00	$ 295,000.00
Special Projects; (Arts Education Expo)	$ 5,000.00	$ 2,108.00	$ 7,108.00
Cash flow for first month of next fiscal year expenses		$ 35,800.00	$ 35,800.00
		$ -	
Total	$ 658,350.00	$ 695,170.00	$ 1,353,520.00

13. Please list the following Revenue Sources for the current and the upcoming year below:

Revenue Source	2007/08 (current)	2008/09 (Proposed)
Leon County (not CHSP)	$ 131,670.00	$ -
City of Tallahassee	$ 236,636.00	$ 236,636.00
United Way	NA	NA
CHSP	NA	NA
State	$ 22,734.00	$ 10,000.00
Federal		
Grants	$ 10,000.00	$ 31,346.00
Contributions/Special Events		
Dues/membership	$ 10,000.00	$ 10,000.00
Program Services Fees	$ 1,500.00	$ 1,500.00
Other income (please itemize)		
*Leon County Tourist Dev.Tax receipts**	$ 20,000.00	$ 654,500.00
Leon County Tourist Dev. Contingency Fund	$ 526,680.00	
Arts License plates	$ 8,500.00	$ 8,500.00
Arts on Gaines restricted funds	$ 325,000.00	$ 1,500,000.00
Interest	$ 6,500.00	$ 7,000.00
Other revenue	$ 20,000.00	$ 20,000.00
From savings	$ 35,800.00	$ 31,800.00
	$ 1,355,020.00	$ 2,511,282.00

*77% of one of the existing three penny proceeds estimated below:

- $106,653 a 19% reduction from FY08 Leon County general fund Cultural line item
- FY08 level of funding ($20,000) TDCs funds for COCA magazine
- FY08 level of funding ($526,680) for COCA from the TDC contingency fund

14. Please list the following expenses for the current year and the upcoming year

Expense	2007/08 (current)	2008/09 (Proposed)
Compensation and Benefits	$ 380,343.00	$ 365,000.00
Professional Fees	$ 9,500.00	$ 11,000.00
Occupancy/Utilities/Network	$ 49,740.00	$ 51,232.00
Supplies/postage	$ 8,000.00	$ 9,000.00
Equipment rental, main., purchase	$ 8,861.00	$ 3,000.00
Meeting costs/travel/transportation	$ 5,000.00	$ 2,000.00
Staff/Board development/Recruitment		$ 1,500.00
***Awards/Grants/ Direct Aid**	$ 503,600.00	$ 501,600.00
Bad Debts		
Bonding/liability/directors insurance	$ 568.00	$ 650.00
Other expense *(please itemize)*		
Marketing	$ 50,000.00	$ 50,000.00
Arts on Gaines	$ 295,000.00	$ 1,500,000.00
Special Proejcts. Arts Ed Expo	$ 7,108.00	$ 5,300.00
Cash flow for first month of next fiscal year expenses	$ 35,800.00	$ 11,000.00
Total	$ 1,353,520.00	$ 2,511,282.00

15. Describe actions and fund-raisers to secure funding other than County Funds. As described above, the COCA is restricted from fundraising for its own operating but makes many efforts to seek funding from grants available for the purposes of its mission, including assisting with the capital campaign for the Arts on Gaines. In addition, the COCA attempts to use advertising to support some of the programs it organizes on behalf of local arts organizations such as the First Friday Gallery program, Capital Culture Magazine, etc (see attached)

16. Will this project recur every year.
No _____ Yes ____X_____ We appreciate Leon County becoming more and more pro active in its efforts to support a strong cultural climate recognizing its effect on economic vitality of the community. With a designated source of funding through the tourist tax collection, an even more effective long term impact can be made.

17. Would funding by Leon County be requested in subsequent years for successful completion of the project.
No __X_____ Yes _____ With a designated source of funding as a percentage of the tourist development tax, there will no longer be the need to make a line item request through Leon County.

18. If yes estimate the amount of next year's funding request. NA.

19. Has Leon County ever contributed funds to this project in the past
No_____ Yes___X_____

20. If yes, list date(s) recipient or agency, project title and amount of funding
Date: Every fiscal year
Recipient: COCA
Program Title: Designated Arts Agency and Grants program
Funding level. FY08-$131,670 from general fund ($526,680 also received from TDC contingency fund)

21. Attach a copy of the Agency's most recent financial report

CERTIFICATION

I, the undersigned representative of the Agency, organization or individual making this request, certify that to the best of my knowledge all statements contained in this request and its attachments are true and correct.

Printed Name: Peggy Brady

Signature: Peggy Brady

Date Signed: March 21, 2008

Attachment # 2
Page 1 of 1

Alan Rosenzweig - FY 08/09 COCA Funding

From: Guy Thompson
To: Rosenzweig, Alan
Date: 6/2/2008 11:16 AM
Subject: FY 08/09 COCA Funding
CC: Alam, Parwez; Barnes, Felisa; DePuy, Ed; Long, Vince; Ross, Scott; Sauls, Jane; TDC

Alan,
Per our previous conversation, I have polled TDC Members and the majority recommendation is to fund COCA for the FY 08/09 Fiscal Year using TDC Fund Balance, if the Board chooses to use Tourist Tax Funds. This would follow the same funding source and procedure that was used for COCA for the FY 07/08 Budget. Please call me if you have any questions.
Thanks,
Guy

Board of County Commissioners
Budget Discussion Item

Date of Meeting:	July 08, 2008
Date Submitted:	July 02, 2008
To:	Honorable Chairman and Members of the Board
From:	Parwez Alam, County Administrator PA Vince Long, Deputy County Administrator VSL Alan Rosenzweig, Assistant County Administrator AR
Subject:	Consideration of Capital Area Health Start Coalition, Inc. One-Time Funding Request for $60,000 for a Community Health Educator and Other Recommendations from the Health Advisory Board Regarding Primary Healthcare Funding

Statement of Issue:
This budget discussion item seeks Board consideration of the Capital Area Health Start Coalition, Inc. (CAHSC) one-time funding request for $60,000 for a Community Health Educator (Attachment # 1).

Background:
During the May 8, 2008 Healthcare Advisory Board (HAB) meeting, CAHSC requested that the HAB consider making a recommendation to the Board of providing the remaining Primary Healthcare MSTU fund balance of $60,000 in one-time funding for a full-time health educator position at the CAHSC. The HAB members present at the meeting voted to make the formal recommendation to the Board. The vote was not unanimous; the dissenting opinion presented by one member was that the remaining balance of the MSTU fund should be utilized to fund Bond Community Health Center, Neighborhood Health Services, FAMU Pharmacy and the WeCare network.

The request for funding was taken to the Board at its May 27, 2008 meeting. The Board, directed staff to agenda the CAHSC one-time funding request for $60,000 as a part of the Board's budget workshop process.

Analysis:
The current CAHSC's Health Educator is responsible for providing training that addresses women health issues to caregivers and case managers at multiple organizations located in Leon County. Additionally, the Health Educator provides women's health training directly to women of childbearing years, in both workshop and health fair settings. In FY 08, more than 180 women attended presentations given by the Health Educator; 2,005 women were reached through health fairs and community events; 44 case management providers were trained; 82 social service providers

attended the Health Education Network trainings coordinated by the Health Educator. In addition, the current Health Educator is the primary person responsible for the assembly and distribution of Healthy Woman kits. The kits contain a toothbrush, toothpaste, dental floss, and a healthy cooking cookbook. The kits also provide literature regarding eating properly, dental hygiene, and the importance of not douching. Presently, the CAHSC has provided 3,000 Healthy Woman kits in Leon County and the surrounding area.

CAHSC is a recipient of funding through the Community Human Service Partnership (CHSP). Each year, CHSP staff consisting of County, City, and United Way personnel conduct mandatory workshops to identify agencies and determine their eligibility for CHSP funding. Each applying agency is required to submit an application to evaluated by an independent citizen review team. Those citizen review teams assess the agencies plans and finances, along with the community need for the services provided by the applicant agencies. Below Chart # 1 displays the funding provided by the CHSP process and the request for funding that CAHSC has made to the CHSP process over the previous three fiscal years.

Chart # 1
FY 05/06 to FY 07/08 Capital Area Healthy Start Coalition, Inc. CHSP Funding

Fiscal Year	CHSP Funding Request	CHSP Funding
FY 05-06	$73,600	$43,177
FY 06-07	$60,000	$35,000
FY 07-08	$75,000	$25,000

CAHSC reports that the actual expense for the position is $62,468. However, in the funding request, CAHSC states that they will provide the additional $2,468 not funded by the one-time $60,000 request to the Board.

If approved by the Board, the one-time funding would provide 1.0 FTE health educator position that would include travel and training materials from March 1, 2009 through June 30, 2010. CAHSC requests that the one-time funding commence after their current funding for the position (from the March of Dimes) is exhausted in March of 2009.

Healthcare Advisory Board Recommendations

During the HAB meeting held June 12, 2008, Bond Community Health Center (Bond), Neighborhood Health Services (NHS) Florida A&M University Pharmacy Program (FAMU) and Capital Medical Society Foundation (WeCare) all presented on the impacts that the tentative 8% reductions would have on the primary healthcare program (Attachment #2-5). After reviewing the materials and presentations made by Bond, NHS, FAMU and WeCare the HAB members voted to reconsider their recommendation made during their May 8, 2008 meeting. The motion to reconsider passed and the HAB members voted to make the following recommendations with regards to the $60,000 balance in the Primary Healthcare MSTU balance and the funding for the Primary

Healthcare Program in general for FY 08/09;

1. Utilize the $60,000 balance remaining in the Primary Healthcare MSTU balance to restore most of the tentative 8% cuts to Bond, NHS, FAMU and WeCare.
2. Hold the Primary Healthcare Program harmless by making no cuts to Bond, NHS, FAMU and WeCare during FY 08/09.
3. Restore the cuts made by Amendment #1 and restore the Primary Healthcare MSTU to fund the Primary Healthcare Program for FY 08/09.

During the June 12, 2008 HAB meeting, Bond also presented a request for the HAB to recommend that the Board fund an additional year of the Women and Children's Health Program for FY 08/09 (Attachment # 6) in addition to the discussion and recommendations made about the Primary Healthcare Program. The HAB voted to make the following formal recommendation to the Board with regard to the Women and Children Contract;

4. Provide funding in the amount of $248,260 to extend the Women and Children Contract with Bond for FY 08/09.

It should be noted that during the HAB meeting held June 12, 2008, a member brought up a question of voter conflict. Staff was unsure on the particular issue questioned, and informed the members that the County Attorney would be presented the information for an opinion. After providing the County Attorneys' office with the motions, seconds and votes of each of the actions taken by the HAB on June 12, 2008, the County Attorney recommended that the HAB hold another meeting. The County Attorney recommended that the HAB reconsider their actions having the appropriate members with a conflict of interest or the appearance of a conflict of interest abstain from voting on matters where a conflict may exist or would appear to exist (Attachment # 7).

On June 26, 2008 a special meeting of the HAB was called to address the issues discussed in attachment #7. Due to a lack of a quorum the special meeting was unable to be called to order.

Budget Options

Budget Option 1 does not include any recommended cuts to the existing Primary Healthcare program ($1.291 million). Budget Options 2 & 3 includes $350,000 additional funding for Primary Healthcare ($1.641 million total).

There are two methods by the which the Primary Healthcare MSTU can be levied in FY2009:

1. Majority vote (4-3): If the total property taxes levied across all millages (Countywide, EMS and Primary Healthcare) do not exceed $117.23 million; $109.7 million Countywide and $7.5 million for EMS. This total equals Budget Option 1.
2. In order to levy the Primary Healthcare MSTU and generate any property tax amounts in excess of Option 1, the Board would have to adopt it by a unanimous vote.

These voting rules are for the current year. In FY2010, the rules are modified and under a 4-3 vote the County can have an increase associated with per capita personal income and new construction. This funding level would be for all millage rates and therefore the County may have an opportunity to have the Primary Healthcare MSTU established as a separate rate.

Options:

1. Provide Capital Area Healthy Start Coalition with one-time funding of $60,000 for a Community Health Educator with the Primary Healthcare MSTU fund balance.
2. Utilize the $60,000 remaining in the Primary Healthcare MSTU balance to restore most of the tentative 8% cuts to Bond, NHS, FAMU and WeCare.
3. Hold the Primary Healthcare Program harmless by making no cuts to Bond, NHS, FAMU and WeCare during FY 08/09.
4. Restore the cuts made by Amendment #1 and restore the Primary Healthcare MSTU to fund the Primary Healthcare Program for FY 08/09.
5. Provide funding in the amount of $248,260 to extend the Women and Children Contract with Bond for FY 08/09.
6. Board Direction.

Recommendation:

Board Direction regarding Healthy Start (Options 1 and 2 above).

Primary Healthcare Funding: Budget Option 1 provides level funding ($1.291 million) and Budget Option 2 includes $350,000 in additional funding ($1.641 million).

Depending upon the Board's action on the other County millage rates, to impose the Primary Healthcare MSTU would require either a 4-3 vote or a unanimous vote.

Attachments:

1. Capital Area Healthy Start's funding proposal for a Community Health Educator
2. Board Prioritization of Programs for FY 08/09 Budget
3. Letter to Chairman Stockwell from Bond Community Health Center
4. Neighborhood Health Center Services Impact of Reduced County Funding
5. Capital Medical Society Memorandum to the Healthcare Advisory Board regarding the Proposed funding cuts from Leon County
6. Bond Community Health Center Update on the Women and Children's Health Program
7. County Attorney Memorandum dated June 20, 2008 regarding Conflict of Interest Inquiry Concerning the Healthcare Advisory Board

PA/AR/SR/CMW/PC/pc

CAPITAL AREA HEALTHY START COALITION
Health Education Concept Paper
Prepared for Leon County Healthcare Advisory Board
March 2008

Background

With advice from the Leon County Healthcare Advisory Board, the Leon County Commission held the *Year of the Healthy Infant Workshop* at Tallahassee Memorial Hospital on March 15, 2008. Five break-out sessions were held around the topics of Premature Delivery and Low Birth Weight, Racial Disparity, Maternal Infection, Pre-Pregnancy Health and Unsafe Infant Sleep. All five of the break-out sessions reported that increased public health education and health promotion were critical to breaking the cycle of infant death.

Capital Area Healthy Start Coalition originally received a grant from the local Chapter of the March of Dimes to hire a part-time Health Educator in 2001. The local Chapter was so pleased that they continued the grant for three years (2003). In 2003, Healthy Start's Health Education Program was honored by inclusion in the national report, *"Review of Leading Practices in Chapter Grants Serving the African-American Community: Findings from 15 projects funded by the March of Dimes in 2003"*. When the local Chapter grant concluded, Healthy Start applied for and received a 3-year statewide March of Dimes grant to hire a full-time Health Educator. The funding for the statewide grant will be exhausted in March 2009.

The March of Dimes (MOD) has been extremely generous by funding 6 years of a local project for our area. The MOD, as a matter of policy, will not continue funding after the 6th year. They want to see some indication of strong local support for the efforts March of Dimes has expended in our community. It is possible that March of Dimes support might be available again in the future, but only if local support can be documented for a period of time.

Statement of Need

The Fetal and Infant Mortality Review Project (FIMR) of Capital Area Healthy Start Coalition operates in six counties (Leon, Wakulla, Gadsden, Jefferson, Madison and Taylor). Ideally, at least one Health Educator should be assigned to each county. Healthy Start has only one full-time Health Educator, who operates almost entirely in Leon County. In order to provide services to the neighboring counties, Healthy Start developed a "train the trainer" curriculum around the women's health education issues relating to the five topics listed above. Trainings are provided to care givers and case managers across the six counties in the most cost effective way to reach the largest number of women of childbearing years. Loss of our Leon County based Health Educator will be devastating not only to Leon County, but throughout the area.

Five of the five break-out groups at the *Year of the Healthy Infant Workshop* noted that health education in the schools and greater involvement of the Leon County School District was important for the lifelong health of our children, both boys and girls. Due to

CAPITALAREA HEALTHY START COALITION
Health Educator Proposal
Page 2

the minimal staff at Healthy Start, we have not been able to devote the attention needed to develop a strong working relationship with Leon County Schools. If the Health Educator position is continued, the developing partnership with Leon County Schools will be emphasized. This is especially important given recent research by the Centers for Disease Control and Prevention showing that nationally one in four teenage girls have contracted a sexually transmitted infection. We must do a better job of educating our children about how to stay healthy.

Proposal
The funds remaining in the MSTU account that must be spent on health care (approximately $60,000) are designated to fund the full-time health educator position at Healthy Start after the March of Dimes funding is exhausted in March 2009. To fund one full-time position, travel and training materials from March 1, 2009 until June 30, 2010 will require $62,468. Healthy Start will cover the additional $2,468.

Capital Area Healthy Start Health Education Program
16 Month Budget
March 1, 2009 - June 30, 2010

Health Educator		
Salary	$48,065.00	
Benefits	$10,875.00	
Total Salary & Benefits		$58,940.00
Training Materials		
Printing/Copying	$2,128.00	
Training Manual Binders	$200.00	
Total Training Materials		$2,328.00
Travel	$1,200.00	
Total Travel		$1,200.00
TOTAL		$62,468.00

1. Final County Services Prioritization Adopted at Workshop

Mandatory	Non-Mandatory	General Revenue	subtotal	% reduction	$ reduction	Category
Debt Service Payments		9,401,532				A
Required State Payments		6,850,454				A
Sheriff - Corrections		28,493,362	44,745,348			A
	Emergency Services	7,765,123				B
	Fire Services	5,030,447				B
	Health Care	2,195,489				B
Sheriff - Law Enforcement		32,174,371				B
Clerk of Court		1,847,365				B
	Human Services	1,124,090				B
Judiciary		650,757				B
Supervisor of Elections		3,853,209				B
Property Appraiser		4,684,337				B
	Incarceration Alternatives	1,794,143				B
Tax Collector		5,417,790				B
	Volunteer Services	219,009	66,756,130	8%	5,340,490	B
	Library	6,614,190				C
	Parks and Recreation	2,899,694				C
County Commission		1,350,816				C
County Administration		1,145,977				C
County Attorney		1,532,275				C
	Veteran Services	364,086				C
Growth Management		2,372,339				C
	Housing	559,594				C
	Economic Development	620,292				C
	Cultural Funding	710,850				C
	Cooperative Extension	502,986				C
	Animal Services	1,446,409				C
	Mosquito Control	697,007	20,816,515	19%	3,955,138	C
Solid Waste		527,165				D
Stormwater		3,577,910				D
Transportation		884,496				D
	Event Sponsorships	24,750	5,014,321	50%	2,507,161	D
Building Inspection		-				NA
	Tourism	-				NA
	Total	**137,332,314**	**137,332,314**		**11,802,789**	
	Support Services			**8.0%**	**944,223**	
	Total Reductions				**12,747,012**	

No Reductions A

Constrained Reductions B

Level of Service Reductions C

Significant Service Reductions D

Attachment # 2
Page 1 of 1

BOND COMMUNITY HEALTH CENTER, Inc.

June 12, 2008

James Stockwell, Chair
Leon County Board of County Commissioners, HAB
918 Railroad Avenue
Tallahassee, Florida 32310

Dear Mr. Stockwell:

As per your request, please find enclosed a document describing the negative impact on the services provided at Bond Community Health Center (BCHC), Inc. as a result of a proposed 8% budget cut in the primary health care funding for uninsured residents of Leon County. The center currently receives under Fee-for- Service contracts, $329,380 for the Leon County Primary Care Program and $191,200 for the Health Department Program.

In calendar year 2007, BCHC recorded 25,294 visits/encounters. Of these visits/encounters, 8,457 were uninsured Leon County residents associated with the aforementioned Health Department and Leon County Primary Care program contracts; respectively, 4,773 Leon County and 3,684 for the Health Department, which represents, 33% of the centers overall encounters. Both programs only fund 6,507 encounters which equates to 26% of BCHC's overall encounters. According to both contracts, BCHC receives $80 per visit/encounter. Bond Community Health Center's Medicaid cost based reimbursement rate is $107.05 and Medicare is reimbursed at a rate of $117.41. Of the 4,773 Leon County encounters associated with the primary care program, funding pays for only 4,117 encounters; insomuch as the 3,684 Health Department encounters, funding pays for only 2,390 encounters. This demonstrates a loss of income, absorbed by Bond at an average cost of $151 per encounter or Medicaid rate of $ $107.05, for 1,950 uninsured encounters and this does present a financial burden. *It is imperative to note that both of these programs are already under-funded programs.*

The impact of the proposed 8% cut in funding is as follows:

- A reduction from $329,380 to $303,030 from Leon County Primary Care program dollars would fund only 3,788 encounters of an expected 4,916 in 2008 for a loss of $90,250.
- The Health Department funding will be reduced from $191,200 to $175,904 which will pay for only 2,198 encounters of an expected 3,795 encounters for a loss of $112,400.

In the event the above listed occurs, BCHC will be unable to provide services to 2,725 uninsured Leon County residents. Again, please keep in mind that both these programs are already under-funded.

"Family Medicine"
(Clinic Only)
872 West Orange Avenue
Tallahassee, FL 32310
Fax (850) 576-2859

www.bondchc.com

"Medical Home"
Clinic & Administrative Offices
710 West Orange Avenue
Tallahassee, FL 32310
Telephone (850) 576-4073
Fax (850) 576-2824

Let's consider for a moment that there is $60,000 in interest available from the MSTU which was *established for primary health care*, consequently, neither Bond nor NHS should have to reduce its services to this vulnerable population. Therefore, the proposal to allocate this $60,000 to another agency for purposes other than primary health care, which by the way will not be utilized until almost six months after the county's budget start date, is certainly an injustice to both organizations and the uninsured citizens of this community that are in dire need of Primary Health Care services. Hence, I propose that there be no cuts made to this critical program and if this must be the case, then I propose that a request be made to the LCBCC to allocate the remaining $60,000 to Bond and NHS to provide the services it was intended to provide.

Sincerely,

J.R. Richards, MPA, CEO

NEIGHBORHOOD HEALTH SERVICES INC.
IMPACT OF REDUCED COUNTY FUNDING

BACKGROUND

Neighborhood Health Services is heavily dependent on funding from Carenet to maintain its operations. Currently Carenet provides $355,000 or 30% of NHS's total funding. The proposed funding reduction of 8% is equivalent to a reduction of $28,400.

CARENET FUNDING(COMPARATIVE)

2004-05	2005-06	2006-07	2007-08	2008-09	
$ 493,960	$ 423,731	$ 355,000	$ 355,000	$ 326,600	Provider, intake, admin.
$ 493,960	$ 423,731	$ 355,000	$ 355,000	$ 326,600	

FUND UTILIZATION

Funding derived from Carenet has been customarily earmarked for covering salaries and benefits of provider, intake, and administrative staff.

Current allocation	$	Percent
Provider staff	$ 185,721.00	52%
Administrative	$ 131,228.00	37%
Intake staff	$ 38,051.00	11%
Total	$ 355,000.00	100%

Scenario reduced county funding.

Attachment # 4
Page 1 of 2

FUNDING REDUCTION IMPACT(Cont'd)

The immediate effect of the reduction in county funding will be a reduction in staffing and will directly impact the number of encounters provided. Based on average patient costs today ($125 per encounter), this would result in a reduction of 227 patients seen or 704 encounters (227 x 3.1 visits).

AFFECT ON COMMUNITY

Last year we treated 2,109 patients who visited an average of 3.1 times during the year. This equals to approximately 6500 encounters for fiscal year 06/07.

We had 5,731 patient encounters from Leon County last fiscal year. If we are unable to treat an average of 704 encounters or 227 individual patients, the quality of life in the Leon County community will be adversely affected.

This reduction could mean more unemployment as people who are sick cannot work. This unemployment could equate to more people who pose a burden on the local social services network while trying to seek help fora variety of issues.

Lastly, if we have to cut the number of patients we serve, this will mean that the number of non-emergecny visitsto the local emergency rooms will increase which will cost tax payers more money.

NHS REQUEST

NHS is requesting that, in light of the importance of serving the needs of the working poor and uninsured, the county reconsider its decision to reduce our funding allocation for the 2008-2009 fiscal year.

1204 Miccosukee Road
Tallahassee, FL 32308
850-877-9018
Fax 850-878-0218
www.capmed.org

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Ray Bellamy, M.D.

Don Dewey, M.D.

Avon Doll, M.D.

Larry L. Harper, M.D.

Lisa Jernigan, M.D.

Nelson Kraeft, M.D.

Fred Lindsey, M.D.

Andres Rodriguez, M.D.

Scott B. Sellinger, M.D.

Charles Williams, M.D.

Karen Wendland, M.S.
Executive Director

June 12, 2008

To: The Leon County Healthcare Advisory Board

From: Capital Medical Society Foundation – *We Care Network*

Re: Proposed funding cuts from Leon County

While we would prefer not to see any cuts in County funding to the *We Care Network*, we understand the economic climate that all of us are facing as government revenues fall short this year.

A case can be made to maintain the current funding for the *We Care Network*, since every dollar spent simply makes it possible for specialty medical care to be donated by local physicians. County funding pays for a portion of the expense for two medical case managers and one dental case manager, who provide the organized system in which local physicians are willing to donate care. Without this organized approach provided by the case managers, access to donated specialty care in Leon County all but disappears. Without *We Care*, the primary care centers in Tallahassee, who serve indigent patients, will not have a program to call upon for their indigent patients who require specialty medical care. County funding must be available and adequate to enable local physicians, hospitals and ancillary medical providers to efficiently collaborate and donate specialty medical care to low-income, uninsured Leon county citizens.

The return on county funding is excellent. The County funds us at $90,000 a year and our volunteers donate over $3 million dollars in specialty care, preventing disease progression, suffering and needless deaths. The County funding also contributes to our Patient Assistance Fund, which helps patients with transportation and prescriptions, while we enroll them in Rx programs operated by national pharmaceutical companies.

Local dentists have helped to expand the *We Care Network* by joining as volunteers and dealing with dental problems that complicate medical conditions and/or preclude life-saving medical treatment.

We are aware that proposed cuts may be as much as 8% of our current funding from Leon County. If this is the case, we will attempt to absorb these cuts this year, if reductions are absolutely unavoidable. If these reductions do occur full funding should be restored next year so as to prevent damage to the program and reduction in critically needed services to deserving Leon county citizens. We will attempt to go to

1204 Miccosukee Road
Tallahassee, FL 32308
850-877-9018
Fax 850-878-0218
www.capmed.org

Capital Medical Society
Foundation
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Charles Williams, M.D.

Karen Wendland, M.S.
Executive Director

other temporary funding sources, so that we do not have to cut back on the services provided by our case managers – as they work to increase access to specialty medicine.

Additional challenges that We Care faces should be considered even in these times of tight budgets. We are increasingly challenged as we are being asked to expand our services, not cut them. We are continually challenged by the sobering realization that even the most generous volunteer efforts can only meet small part of unmet medical needs of indigent Leon County citizens. Adequate support and funding is crucial to continue our efforts to improve the lives and health of our deserving fellow citizens.

BOND COMMUNITY HEALTH CENTER, INC.
Update
Women and Children's Health Program

The Overview

Bond Community Health Center, Inc., established in 1984, is the sole Federally Qualified Health Center in Leon County. Historically, it has provided primary care to the residents of Leon and surrounding counties with particular concern for the lower socio-economic groups, regardless of their ability to pay. In October 2005, recognizing the great need for women's and children's healthcare in the community that existed above the level of services offered by the CareNet partners and specifically the need of underinsured women in sections of Leon County, the Leon County Board of County Commissioners contracted with and allotted funds to fashion the beginnings of a Women and Children's Health Program at BCHC. Over a three year period, $1,051,233.00 was apportioned to BCHC to serve residents of Leon County with net incomes less than 200% of the most current federal poverty levels.

The Huge Challenge

- The need far outpaced the resources—**manpower** (0.3FTE Ob-Gyn, 0.2 FTE Pediatrics, and 1.0 Case manager) **space**, and **money** resulting in:
  - Outsourcing of services
  - Turnover of physicians secondary to "burnout"
  - Increased financial burden to the Center secondary to the severity and complexity of uninsured patients' health status upon entering care

The Successes

- Served greater than 1000 children and 300 pregnant females annually
- Eighty percent return rate for post partum visits
- Zero infant mortality rate
- Zero vertical transmission of HIV
- Reinvested revenue from the program to subsidize the uninsured Gyn patients who needed surgery, extensive procedures, labs, and x-ray
- Provided primary care, health education and reproductive care to 600 adolescent at-risk girls residing in juvenile detention centers and homes for unwed mothers, attending local public or alternative/second chance schools, attending community organization meetings
- Intervened and brought into care families from all areas of the County by meeting people where they frequent—housing projects, hair salons, neighborhood hangouts, churches, gyms, etc.
- Maintained a strong pregnancy and STD prevention program including Implanon and IUD placement, oral and injectable contraception, male and female condom distribution/education, abstinence counseling and "decision making" seminars

- Established strong relationships with the community elementary, middle schools and daycare programs to provide enhanced health, hygiene and healthy living education.
- Provided care for residents of the Tallahassee Coalition for the Homeless
- Assisted families with entitlement applications—Medicaid, WIC, Healthy Start, Kidcare, Medicare, Disability, Job placement assistance
- Established best practice models and proven fiscal soundness that positioned BCHC to qualify to receive additional funding from the Florida Department of Health to further address the crisis of infant mortality in Leon County.

The Future

- Ensure the Women and Children's Health Program is fully comprehensive by:
  - Placement of a full-time Obstetrician-Gynecologist
  - Increasing its Pediatric services
  - Extending its wellness and health education services
    - Promoting interconceptional health and preparation
    - Decreasing fears and misconceptions about preventive health measures such as Pap smears and immunizations
    - Instituting fathering and male involvement programs
    - Addressing all lifecycles of women's health
  - Enhancing literacy skills
  - Partnering with like-minded organizations to promote the importance of preventive health care
  - Increasing access by providing care to 1000 additional pediatric patients, 400 expectant mothers, and 1,500 women ages 21-64 during non-traditional hours to working families and children attending school
  - Rendering care in a state of the art facility

The Request

BCHC is expected to receive funding from the State Department of Health in the amount of $620,000 which requires a federal and local match of 22.30% from each agency. However, this DOH grant merely supplements the existing FTEs—providing an additional (0.7 FTE) Ob-Gyn and (0.3 FTE) Pediatrics. The County has agreed, as it has in the past for this type of funding initiative, to allow Bond to use its existing primary care dollars to match these funds. In the present healthcare climate and with the acknowledgement of the severe infant mortality crisis, BCHC respectfully requests that Leon County renews its original Women and Children's Health contract reducing its annual allocation from $350,411.00 to $248,260.00--giving $138,260.00 to serve as the local match for the DOH grant and the remaining $110,000.00 to support the portions of the salaries of the physicians not covered by the DOH grant. By continuing funding for 0.3FTE Ob-Gyn and 0.2 FTE Pediatrics, residents of Leon County will receive an additional return on their tax dollars and benefit from the services of a full-time Ob-Gyn and a Pediatrician at 0.5 FTE. Additionally, BCHC requests that the current primary care funding is not utilized as the local match but remains unchanged and unattached from the DOH grant in hopes of meeting the needs of the expected increase in the uninsured during these turbulent economic times.

BOARD OF COUNTY COMMISSIONERS
INTER-OFFICE MEMORANDUM

To: Patrick R. Casserleigh, Human Services Analyst
Health & Human Services Department

From: Herbert W. A. Thiele, Esq.
County Attorney

Date: June 20, 2008

Subject: Conflict of Interest Inquiry Concerning Healthcare Advisory Board

---

This memorandum responds to our telephone conversation and your memorandum to the County Attorney's Office of June 17, 2008, wherein you have posed various questions with regard to potential conflicts of interest that took place during the June 12, 2008 meeting of the Healthcare Advisory Board.

As you know, our office has long had significant concerns with regard to the membership composition of the Healthcare Advisory Board as it relates to the various matters that now come before them. That is why we recommended and supported the conversion of the Healthcare Advisory Board into what we entitle a "Focus Group" that would resolve many of the conflict issues and also resolve some of the organizational issues that we have discussed over the last few months. Nonetheless, the Board of County Commissioners has chosen this format and these members, so this opinion is based upon the existing set of facts.

Florida Statutes at Chapter 112 is the Code of Ethics which is applicable to local governments, along with Leon County's own Code of Ethics that appear in Policy No. 03-05. In §112.3143, Florida Statutes, entitled "Voting Conflicts," the term "public officer" includes any person elected <u>or appointed</u> to hold office in any agency, including any person serving on an "advisory board" (emphasis added). Since Leon County would be considered an "agency" under the statutes, the provisions in Chapter 112 apply to the appointed members of an advisory body, such as the Healthcare Advisory Board.

Thereafter, in §112.3143(3)(a), Florida Statutes, it states that "no county, municipal or other local public officer shall vote in any official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in section 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer." If such a conflict exists, then the statute prescribes

the method by which the conflict is to be disclosed and the conflict form which needs to be filed thereafter.

The Florida Statutes also state, in §112.3143(4), that no appointed public officer shall "participate in any manner which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or the parent organization or subsidiary of a corporate principal by which he or she is retained or which he or she knows would inure to the special private gain or loss to the relative or business associate of the public officer without first disclosing the nature of the his or her interest in the matter." (emphasis added) Therefore, if a conflict exists, the appointed members of the Healthcare Advisory Board would have to disclose the matter in advance before they could even participate in the discussions. The statutes further prescribe in subsection (a) that the disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes.

In subsection (b), the statutes prescribe that "in the event the disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within fifteen (15) days after the oral disclosure with the person responsible for recording minutes of the meeting..."

The term "participate" is also defined in the statutes as meaning "any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction."

Finally, this same section of the Florida Statutes provides advice to the appointing body by stating that "whenever a public officer or former public officer is being considered for appointment or reappointment to public officer, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer" (§112.3143(5), Florida Statutes).

It also should be noted that the exception for "agencies" set forth in the statutes is defined in §112.312(2) as meaning "any state, regional, county, local, or municipal government entity of this state, whether executive, judicial or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; or any public school, community college, or state university." Given the vast backgrounds of the persons on the Healthcare Advisory Board, certain exemptions may apply based upon the membership and the employer of the board members.

Thus, while the positions being taken by the County Administrator and the County Commissioner appointee might otherwise be in conflict under §112.3143(3)(a), Florida Statutes, such conflict does not exist given that they are retained by an exempt agency under the statute. Remember, however, we are only discussing herein a legal conflict of interest and other conflicts

may exist nonetheless where the advisory body is making recommendations to the Board of County Commissioners that would be subsequently voted upon by the Board including the Commissioner who is the member of the Healthcare Advisory Board. We again believe that the Board of County commissioners should consider adjusting the membership of the Healthcare Advisory Board accordingly.

Now, on to the substance of your inquiry, we are basing this opinion on the information contained in your June 17, 2008 memorandum, the June 16, 2008 email from yourself to the County Attorney's Office that sets forth the background information on each of the members of the Healthcare Advisory Board, and our telephone conversations. Presuming that the information is correct, and none of the members of the Healthcare Advisory Board have an interest in the vote that would inure to the their own personal special benefit, that all but one member has not been retained by (and we are defining "retained" to be compensated) a principal whose interest is affected by their vote, and presuming that other members are members of the exempt agency set forth in the statute, it appears that despite all of the votes taken, that no actual conflict of interest exists which would be volatile of the prohibitions set forth in §112.3143(3)(a), Florida Statutes, save for the one.

As to this one Healthcare Advisory Board member who is apparently an employee of one of the recipients of funding being voted upon, this appears to be a prohibited conflict of interest.

This member should have followed the procedure of the conflict statutes and abstained from voting. Furthermore, there could be a clear appearance of a possible conflict of interest existing with some of the remaining members of the Healthcare Advisory Board. Florida Statutes, §286.012 provides that "no member of any state, county, or municipal government board, commission, or agency who is present at any meeting of such body at which an official decision, ruling, or other official action is to be taken or adopted may abstain from voting in regard to any such decision, rule or act." However, this section of the Florida Statutes also provides an exemption to the mandatory voting requirement when it states that "when, with respect to any such members, there is, or appears to be, a possible conflict of interest under the provisions of §112.3143, et seq." Thus, while we have concluded that there is no direct technical voting conflict which occurred at the meeting of June 12, 2008 of the Healthcare Advisory Board, with all but one of the members, it is still possible for persons to conclude that there would be the "appearance" of a possible conflict of interest. In that instance, the Florida Statutes allows members of the Advisory Board to abstain from voting, and to follow the requirements for the announcement of such a conflict and the filing of the memorandum. Had this opinion memorandum been issued in advance of the June 12, 2008 Advisory Board meeting, we would have so advised the members of the Board that to the extent an appearance of a conflict might exist, it may be in their best interest to utilize the exemption set forth in §286.012, Florida Statutes, and declare such a conflict and file the necessary memorandum.

As a postscript, while there does not appear to be any Florida cases on the topic, there are prior Attorney General Opinions from 1975 and 1985 which state that the abstention requirements of Florida Statutes §112.3143 causes a quorum to be composed of only those members of

governing bodies entitled to vote. See AGO 85-40. This Attorney General's opinion followed a 1975 opinion which indicated that a member of the Downtown Development Authority of the City of Ft. Lauderdale who may abstain from voting on a question in which he is personally interested would not be disqualified, and thus may be counted for purposes of computing a quorum for a vote on that question. AGO 075-244. In light of this opinion, the quorum issue may now be moot. We merely point this out for future consideration.

Should you have any further questions or wish to discuss the matter further, please contact the County Attorney's Office.

HWAT:eal
Attachments

cc: Parwez Alam, County Administrator
Vincent Long, Deputy County Administrator
Candice Wilson, Director, Health & Human Services

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RECEIVED

BOARD OF COUNTY COMMISSIONERS

MEMORANDUM

COUNTY ATTORNEY'S OFFICE

DATE: June 17, 2008

TO: Herb Thiele, County Attorney

THRU: Candice M. Wilson, Director Health and Human Services

FROM: Patrick R. Casserleigh, Human Service Analyst

SUBJECT: Healthcare Advisory Board June 12, 2008 meeting

During the June 12, 2008, regular meeting of the Healthcare Advisory Board, Mr. Art Cooper raised a question concerning the issue of voter conflict after Dr. Webster made a motion that the HAB recommend to the Board that they hold the primary healthcare program harmless for FY 08/09 during the budget workshop.

I responded to the HAB members that I could not recall the answer and would have to consult the County Attorney. Dr. Webster made a statement to the effect that there was no conflict and that issue of conflict had already been addressed, and that it was ok for him to make the motion. The members continued with discussion about the motion and then took a vote on the issue. The motion passed 12-1 with Commissioner Desloge abstaining from the vote.

Upon returning to work on Monday June 16, 2008, I reviewed my emails concerning the HAB and found an email from you in response to a question that I raised on January 7, 2008. I have attached the content of the e-mail to this memorandum.

I know that the HAB wants to provide the Board with input during the Budget workshops, and if need be will call a special meetings so that the HAB can address these issues. Below are all of the actions that the HAB took during the June 12, 2008 meeting, concerning recommendations to the Board. Please review these actions and provide guidance of what direction needs to be taken so that the HAB can present a budget discussion item to the Board at the July workshops.

Motions Made by the Healthcare Advisory Board during the June 12, 2008 meeting

Dr. Holifield made the motion to reconsider the previous decision to recommend the HAB's support of Capital Area Healthy Starts' $60,000 funding request. The motion seconded by Dr. Edwardo Williams. The motion passed 12-1 with Mr. McArthur voting No.

Dr. Holifield motioned that the HAB recommend that the Board use the $60,000 in the MSTU fund to restore some of the cuts to the primary healthcare providers for the 08/09 fiscal year. Motion seconded by Dr. Webster. Motion passed 9-3 with Homer Rice, Sheila Costigan and Steve McArthur voting No.

Dr. Webster motioned that the HAB recommend to the Board that they hold primary healthcare harmless for FY 08/09 during the Budget workshop. The motion was seconded by Mr. Steve

McArthur. The motion passed 12-1 with Commissioner Desloge abstaining from the vote.

Mr. Art Cooper motioned that the HAB recommend to the Board that they reinstate the reductions caused by Amendment 1 and to reinstate the primary healthcare MSTU to fund the primary healthcare program. The motion was seconded by Dr. Webster. The motion passed 12-1 with Commissioner Desloge abstaining from the vote.

Dr. Webster motioned to recommend to the Board that the Board provide an additional $248,260 to fund the Women and Children Contract with Bond. Dr. Edwardo Williams seconded the motion. The motion passed 12-1 with Commissioner Desloge abstaining from the vote.

CW/PC/pc

cc: Parwez Alam, County Administrator
Vincent S. Long, Deputy County Administrator

Encl: E-mail communication between Patrick Casserleigh and Herb Thiele

Attachment # 7
Page 7 of 13

From: Herb Thiele
To: Patrick Casserleigh
Date: 1/8/2008 8:57 AM
Subject: Re: Healthcare Advisory Board

CC: Candice Wilson

Patrick---your second question first. In order to have alternates or "designees" for the regular members, the Resolution would need to be amended to so provide.
On the first issue, conflicts of interest could arise with some or all of the persons you describe. If any votes by the HAB members would inure to the benefit of themselves or the entity by whom they are employed or retained, it would be a conflict.

>>> Patrick Casserleigh 1/7/2008 5:25 PM >>>
Herb,

The HAB wants to expand the membership and possibly allow alternative members.

The expansion includes possibly recommending to the BOCC to give seats to;

The School Board
FAMU
Bond
Neighborhood Health

Would there be any legal problem with members of the HAB coming from organizations that receive funding from the BOCC that the HAB acts as an oversight party for?

Capital Medical Foundation has a seat that Dr. Stockwell fills and they get $90,000 from the BOCC under primary healthcare.

The second issue is that of alternative members, PA and a few other members want to have the ability to name alternative members to be able to take action at the HAB meetings in their absence and to form a quorum. The way the resolution lays out the HAB is that there are members that are given seats due to their title, County Administrator, CEO of the Hospitals, County Health Director etc. the other 7 members are commissioner specific appointees.

Is there a mechanism to allow for voting/quorum making alternative members for both "types" of HAB members or just one or the other or neither?

Thanks and hope you had a great Holiday/New Year.

Patrick Casserleigh, MPA
Human Services Analyst
918 Railroad Ave.
Tallahassee, FL 32310
850-606-1912 office
850-606-1901 fax
casserleighp@leoncountyfl.gov

Herb Thiele - HAB membership

Attachment # 7
Page 8 of 13

From: Patrick Casserleigh
To: Thiele, Herb
Date: 6/16/2008 4:11 PM
Subject: HAB membership
CC: Long, Vince; Wilson, Candice

Herb,

Here is the information that you requested during our previous phone conversation the members in bold were at the meeting or a designee in their place in the case of Mr. Moore and Dr. Littles.

1. Dr. Stockwell-Represents Capital Medical Society (Co-Chair of access to care for Capital Medical Society)
2. Dr. Richard Gragg FAMU school of Environmental Sciences
3. Dr. Joe Webster Chair of Bond Community Health Center (Chair of Bond Board)
4. Mr. Duncan Moore Neighborhood Health Service (NHS Board member)
5. Mr. Mark O'Bryant CEO TMH
6. Ms. Sharon Roush CEO Capital Regional Medical Center
7. Mr. Steve McArthur Capital Health Plan (CHP Board member)
8. Ms. Sheila Costigan Leon County School Board (LCSB member)
9. Commissioner Bryan Desloge
10. Mr. Parwez Alam County Administrator
11. Mr. Homer Rice LCHD Administrator
12. Dr. Alma Littles FSU School of Medicine (Associate Dean)
13. Dr. Henry Lewis (Dean FAMU Pharmacy) appointed by single commissioner
14. Mr. Marty Plevak -appointed by single commissioner
15. Art Cooper-appointed by single commissioner (contacts with LCHD)
16. Steve Evans -appointed by single commissioner
17. Dr. Hoilifield -appointed by single commissioner (MD consultant)
18. Dr. Spurgeon McWilliams appointed by single commissioner (sits on FAMU board of trustees)
19. Dr. Edwardo Williams appointed by single commissioner (MD private practice)

Here is a brief synopsis of the actions taken during the Thursday HAB meeting;

1. **Dr. Hoilifield** made the motion to reconsider the previous decision to recommend that the HAB support Capital Area Healthy Starts 60,000 funding request. Motion seconded by **Dr. Edwardo Williams. The motion passed 12-1 with Mr. McArthur voting No.**

2. **Dr. Hoilifield** motioned that the HAB recommend that the Board use the $60,000 in the MSTU fund to restore some of the cuts to the primary healthcare providers for the 08/09 fiscal year. Motion seconded by **Dr. Webster. Motion passed 9-3 with Homer Rice,**

Sheila Costigan and Steve McArthur voting No.

3. **Dr. Webster** motioned that the HAB recommend to the Board that they hold primary healthcare harmless for FY 08/09 during the Budget workshop. The motion was seconded by **Mr. Steve McArthur.** The motion passed 12-1 with **Commissioner Desloge** abstaining from the vote.

4. **Mr. Art Cooper** motioned that the HAB recommend to the Board that they reinstate the reductions caused by amendment 1 and to reinstate the primary healthcare MSTU to fund primary healthcare program. The motion was seconded by **Dr. Webster.** The motion passed 12-1 with **Commissioner Desloge** abstaining from the vote.

5. **Dr. Webster** motioned to recommend to the Board that the Board fund an additional $248,260 to fund the Women and Children Contract with Bond. **Dr. Edwardo Williams** seconded the motion. The motion passed 12-1 with **Commissioner Desloge** abstaining from the vote.

BOARD OF COUNTY COMMISSIONERS
INTEROFFICE MEMORANDUM

TO: Honorable Chairman & Members of the Board of County Commissioners
Parwez Alam, County Administrator

FROM: Herbert W.A. Thiele, Esq.
County Attorney

DATE: April 12, 2005

SUBJECT: Primary Healthcare Implementation Advisory Board: Preemption of Duties and Responsibilities; Conflict of Interest of Advisory Board Members

---

At the recent March 22, 2005, regular County Commissioner meeting, the Board conducted a Public Hearing on Agenda Item No. 59 to adopt a proposed Ordinance Amending Chapter 11, Article XVII, Section 11-531, Leon County Code of Laws. However, during the discussion of the agenda item, a Citizen gave comment and perceived certain language in the Analysis section of the Agenda item as an attempt by the County's Primary Healthcare Implementation Advisory Board (hereinafter "PHIAB") to strictly oversee and manage the Bond Community Health Center's (hereinafter "Bond Center") daily operations. The citizen commented that since the Bond Center receives funds and grants from the Federal government, that such receipt of federal funds preempts the County's proposed "monitoring and oversight" of the Bond Center. However, the County Attorney explained that such language was merely an analysis of ideas and suggestions from the Chairman of the PHIAB as depicted in his letter dated February 10, 2005. Furthermore, the County Attorney explained that pursuant to the County Code, the PHIAB served at the pleasure of the Board, and that its duties and responsibilities were set forth in a Resolution adopted by the Board.

In particular, the Resolution sets forth the following duties and responsibilities of the PHIAB:

(a) To review and analyze the effectiveness of Leon County's health care services and programs for indigent and uninsured residents of Leon County;

(b) To report to the Board of County Commissioners, on an annual basis or as necessary, findings and recommendations regarding Leon County's health care services and programs for indigent and uninsured residents of Leon County; and

(c) To meet on a scheduled basis, or as often as necessary, to perform its duties.

The above language already exists in Resolution No. R01-50 which was adopted by the Board approximately four (4) years ago on December 11, 2001. In other words, the PHIAB is

already performing the above-referenced duties and responsibilities. Such duties and responsibilities do not suggest the character or nature of "micro-managing" the Bond Community Health Center. Quite the opposite, the PHIAB serves at the pleasure of the Board, and annually provides its "findings and recommendations" to the Board based upon its annual ". . . review and analysis" of the County's "effectiveness" for the provision of health care services and programs for indigent and uninsured residents in Leon County.

In addition, the Board recently entered into a Primary Healthcare Contract (hereinafter "The Contract") with the Bond Community Health Center, Inc., for the main purpose of providing health care services to indigent and uninsured citizens of Leon County. Among other items, the Contract provides for funding by the County in the total amount of $468,980 dollars via ad valorem taxation. Moreover, the Contract requires the Bond Center to submit a final report describing a summary of all expenditures utilizing the funds from the Contract. The Contract also requires the Bond Center to permit County-authorized persons to monitor and inspect the records of the Bond Center. More importantly, such monitoring and inspection is conducted in accordance with 45 Code of Federal Regulations, Part 92.36 (I)(10) as set forth in the Contract.

Nevertheless, the Board directed the County Attorney's office to research the issue of whether the County, as one funding source of the Bond Center, by virtue of its funding mechanism from the Primary Health Care Municipal Service Tax Unit is preempted from the Federal funding source of the Clinic? An area of law is considered preempted by Congress if it appears that Congress has usurped the entire area. Almost every single level of government contributes to the provision of health care services to indigent or uninsured persons. At the federal level, Congress enacted the *Public Health Services Act* to fund medical centers like the Bond Center to provide medical care to indigent and uninsured persons. At the state level, the Florida Legislature also provides for these special health care services by requiring certain counties to create special health care districts under Chapter 154, *Florida Statutes*. Similarly, at the local level, the County enacted Section 11-528, *Leon County Code of Laws* to provide for a health care services tax unit for the provision of healthcare. Among all levels of government, the ultimate goal is identical, i.e., to provide medical care to indigent and uninsured. Specifically, Section 11-530(a), *Leon County Code of Laws* provides, in pertinent part, the following:

> (a) Revenues derived from ad valorem taxes levied within the Primary Health Care Municipal Service Taxing Unit...shall be used solely for the following purposes:
>
> > (1) To provide primary health care programs, services and facilities to uninsured, low income persons under age of 65 living within the county;
> > (2) To acquire, construct, or improve property, facilities, equipment, and improvements necessary to provide indigent health care services and programs;
> > (3) To operate, maintain, and replace acquired property, facilities, equipment, and improvements necessary to provide indigent health care services and programs;

> (4) To compensate or reimburse the county, and those acting on its behalf, for all costs . . . . delivering indigent health care services . . . .
> (5) . . . to provide for or pay for any other cost or expense reasonably associated with providing for and delivering indigent health care services . . . .

A review of the Federal *Public Services Health Act* reveals similar language to the above. Since both the County's ordinance and Federal law work in coordination to provide health care services to the indigent, it cannot be said that the County is preempted from funding the Bond Center for the purpose of providing health care services to indigent and uninsured individuals.

The Board also requested that the County Attorney advise the Board with regard to the legality of any potential conflicts of interest involving certain members of PHIAB. It has been brought to the attention of the Board that some of the PHIAB members are employed by various healthcare entities that may, at times, have a contractual relationship with the County or may otherwise present a conflict of interests. These types of potential conflicts are similarly addressed in Fla. Stat. §112.313, Standards of Conduct for Public Officers, and in Board Policy 03-05, Code of Ethics. The Board's Policy 03-15, Board-Appointed Advisory Committees, also addresses these conflicts.

Section 6(III) of Policy 03-05 would prohibit a person from PHIAB membership if PHIAB's recommendations to the Board would directly or indirectly result in the County conducting business with a business entity in which that person, or that person's spouse or child, is an officer, partner, director, or proprietor, or in which that person, or that person's spouse or child, or any combination of them, has a material interest. In addition, any PHIAB member, when acting individually in a private capacity, would be prohibited from conducting business with the County. These situations would thereby create a potential conflict for any PHIAB member who has such an association or connection with a healthcare-related business entity that regularly conducts business with the County.

Another type of potential conflict arises under Section 6(VII) of Policy 03-05 and involves a conflicting employment or contractual relationship. Under that provision, a person would be prohibited from serving on PHIAB if that person is employed by or holds any contractual relationship with a business entity or any agency that is doing business with the County. Section 6(VII) would further prohibit membership on PHIAB if that person has or holds any employment or contractual relationship that would create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her duties as a PHIAB member.

These prohibitions, however, against PHIAB membership for those persons with conflicts arising from either Section 6(III), "doing business with one's agency", or Section 6(VII), "conflicting employment or contractual relationship", are not an absolute prohibition. Policy 03-05 provides the Board with various options in considering such persons for membership notwithstanding the existence of apparent conflicts. For instance, Section 6(X)(C) would allow the Board to appoint

such a person to PHIAB by waiving the Sections 6(III) and 6(VII) prohibitions upon a full disclosure to the Board of the conflicting transaction or relationship prior to the waiver and an affirmative vote in favor of the waiver by at least two-thirds of the Board. In addition, subparagraphs 1 through 9 of Section 6(X)(C) provide several exemptions from the prohibitions for persons meeting various criteria.

We would recommend that the Board direct staff to utilize the procedure provided in Policy 03-15 to review the applications of prospective PHIAB members. As provided in paragraph 6(b), it would first be determined if any such conflicts exist and then, if such conflicts were found, it would be determined if any of the exemptions noted above would be applicable to those applicants. If no exemptions applied, the Board could still consider appointing those applicants by waiving the prohibitions with a two-thirds vote. Without such a review, there would be the potential of the PHIAB membership being in violation of both the Board's Code of Ethics and the state's Standards of Conduct for Public Officers.

If you have any questions concerning any of these matters, please contact our office.

HWAT/cas/djr/j

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Board of County Commissioners
Budget Discussion Item

Date of Meeting: July 8, 2008

Date Submitted: July 2, 2008

To: Honorable Chairman and Members of the Board

From: Parwez Alam, County Administrator PA
Alan Rosenzweig, Assistant County Administrator AR

Subject: Establishment of Millage Rates for TRIM Process

Statement of Issue:
The Board is required to establish millage rates for the Truth in Millage (TRIM) process.

Background:
Pursuant to Florida Statutes, the Board is required to annually establish millage rates for the TRIM process. The millage rates will be utilized as part of the TRIM notice to be mailed by the Property Appraiser in August and for the basis of the first budget public hearing.

Analysis:
The millage rates established by the Board for the TRIM process can not be raised at the Budget Public Hearings in September.

Amendment #1 and Florida Statutes provides for certain voting thresholds that are required in setting the millage rates. The following table provides a series of options for the Board to consider.

Table 1: Property Tax and Millages

#	Voting Requirement	Ad Valorem	Millage Rate	Method of Calculation	Tax Increase Median Value Home	Tax Increase for TRIM
1	Simple Majority (4-3 vote)	$109,739,167	Up to 7.3157	Statutory: Per Capita Personal Income, New Construction, less Amend #1	No	No
2	Super Majority (5-2 vote)	$115,481,360	Up to 7.6985	Rolled-Back	No	No
3	Super Majority (5-2 vote)	$125,704,201	Up to 8.3800	Calculated based on no tax increase to median value home	No	Yes
	Super Majority (5-2 vote)	$131,609,899	Up to 8.7737	Statutory: 10% over Rolled-Back plus Per Capita Personal Income	Yes	Yes
	2007 Adopted Budget	$110,996,676	7.9900		n/a	Yes
	2008 Adopted Budget	$112,019,667	7.213		n/a	No

For the past several years, the County has been accumulating funds for the construction of an EMS Facility. At this point in time sufficient funds have been accumulated. As a result, the lost revenue from Amendment #1 can be accommodated by not needing to continue accumulating resources for the facility. A continuation of the 0.50 mill EMS MSTU is recommended.

Options:

1. Approve the EMS MSTU at 0.50 mills as the maximum millage rate for FY2009.
2. Approve a millage rate determined by the Board as the maximum countywide millage rate for FY2009.
3. Board Direction.

Recommendation:

Option #1 – Approve the EMS MSTU at 0.50 mills as the maximum millage rate for FY2009.
Option #2 - Approve a millage rate determined by the Board as the maximum countywide millage rate for FY2009.