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## Board of County Commissioners

Leon County, Florida

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### Agenda Item Executive Summary

Tuesday, July 13, 2010

**Title:**

Consideration of a Memorandum of Understanding with the City of Tallahassee and the Leon County School Board Regarding the Palmer Munroe Teen Center and Restorative Justice Program Funding the Palmer Munroe Community Center in the Amount of \$150,000

**Staff:**

Parwez Alam, County Administrator  
Vincent S. Long, Deputy County Administrator  
Ken Morris, Director of Legislative Affairs and Economic Development

**Issue Briefing:**

This agenda item requests Board consideration of a Memorandum of Understanding with the City of Tallahassee and the Leon County School Board regarding the Palmer Munroe Teen Center (Attachment #1). In addition, the proposed Bylaws are attached for Board consideration (Attachment #2).

The proposed Teen Center would focus on restorative justice and youth programming including cultural, vocational, and social opportunities. The proposed model of operation, in the Center's first year calls for the City of Tallahassee's Parks, Recreation, and Neighborhood Affairs Department to manage the Teen Center that includes property management and maintenance services. Once established and operational, the MOU calls for a community-based organization (CBO) to manage and operate the Teen Center after the first year of operation.

**Fiscal Impact:**

This item has a fiscal impact of \$150,000, which is included in the FY 2011 tentative budget. Per the Board's direction, funding is contingent upon the financial support of the City of Tallahassee and Department of Juvenile Justice for the Teen Center. In addition to the financial contributions of partner agencies, the Board requested the elimination of the rental fee required in the Concept Report, together with the execution of an MOU and Bylaws to include the governance structure of the teen center.

**Staff Recommendation:**

Board Direction.

## Report and Discussion

### **Background:**

On December 8, 2009, Tallahassee City Commissioner Gillum provided an update to the Board on an ongoing effort to reopen the Palmer Munroe Community Center, located at 1900 Jackson Bluff Road, as a teen center. The City had previously operated the Palmer Munroe Community Center as a full-service recreational facility for residents of all ages. Upon adoption of its FY 2010 budget, the City closed the Palmer Munroe Community Center, citing budget limitations and changing neighborhood demographics. The City Commission subsequently authorized Commissioner Gillum to meet with area stakeholders and explore the possibility of using the site as a community-wide and community-funded teen center.

Following the closing of the Palmer Munroe Community Center on October 1, 2009, Commissioner Gillum organized a Youth Center Development Team that prepared a Concept Report outlining the vision and structure for the proposed teen center (Attachment #3). The Concept Report proposed a shared funding partnership between the City of Tallahassee, Leon County, the Department of Juvenile Justice (DJJ), and the Public Defender's Office. Since this report, the Public Defender's Office informed the County that they do not have funds to appropriate to the teen center and that the Leon County Juvenile Justice Council (LCJJC) will be providing additional funding assistance in the form of endowments for future fundraising initiatives.

Commissioner Gillum provided the County Commission a summary of the proposed Palmer Munroe Teen Center at the January 26, 2010 regular Commission meeting. The Board approved the Youth Center Development Team's funding request in the amount of \$150,000, contingent upon the consent of the Public Safety Coordinating Council (PSCC) and the financial support of the City of Tallahassee and DJJ as funding partners of the teen center (Attachment #4). The PSCC's FY 09 jail diversion account would provide \$100,000 and the remaining \$50,000 would come directly from the County's fund balance. On February 11, 2010, the PSCC consented to use the \$100,000 from the FY 09 jail diversion account to support the Palmer Munroe Teen Center (Attachment #5).

In addition to the financial contributions of partner agencies, the Board's support of this proposal was contingent upon the elimination of the rental fee required in the Concept Proposal, and the execution of an MOU to include the governance structure of the teen center.

### **Analysis:**

On June 23, 2010, the City approved an MOU to be presented to the County and the Leon County School Board to formalize the financial and operational responsibilities of the City, County, and School Board related to the Palmer Munroe Teen Center. Additionally, the City adopted governing bylaws for the Community Executive Committee to be established by the MOU.

The proposed Teen Center would focus on restorative justice and youth programming including cultural, vocational, and social opportunities. The proposed model of operation for its first year calls for the City of Tallahassee's Parks, Recreation, and Neighborhood Affairs Department to manage the Teen Center, which includes property management and maintenance services.

Once established and operational, the MOU calls for a community-based organization (CBO) to manage and operate the Teen Center after the first year of operation. No rental payment would be required for the first year; however, the MOU calls for the City to charge the CBO a reduced lease rate, estimated at \$22,900 in the second year and \$34,380 in the third year. These are reduced rates based on the current rates charged at the City's community centers.

The City of Tallahassee and the DJJ have set aside funds in the amount of \$325,000, which includes a federal Byrne Justice Assistance Grant (JAG) through the City. The DJJ will provide \$50,000 less than originally anticipated, and \$30,000 will be raised privately by the LCJJC over three years. The County included \$150,000 for the Teen Center in its FY 2011 tentative budget. Table #1 illustrates the revised revenue sources for the proposed Teen Center by partner agency:

<b>Partner</b>	<b>Proposed Financial Commitment</b>
City of Tallahassee	\$150,000
City of Tallahassee (JAG Grant)	\$ 75,000
Department of Juvenile Justice	\$100,000
Leon County	\$150,000
<b>Total Proposed Revenues</b>	<b>\$475,000</b>

Should the proposed revenue sources stay the same for the three-year period, the total amount invested by the partner agencies will be \$1,425,000, plus the \$30,000 to be privately raised by the LCJJC. The three-year cumulative budget, as illustrated in Table #2, will come to \$1,376,158:

Year 1	\$432,766
Year 2	\$456,522
Year 3	\$486,870
<b>Total Budget Over Three Years</b>	<b>1,376,158</b>

Employee salary and benefit items are scheduled to remain flat over the three years at a cost of \$311,755; however, operating expenses show an increase due to a facility lease to be paid to the City in Years 2 and 3 (Attachment #6). Proposed budget numbers show lease payments in Year 2 listed at \$22,900, and \$34,380 in Year 3, increasing operating costs 19% and 28% respectively (does not include salary and benefits).

The MOU calls for the Leon County School Board to provide in-kind services including an intervention officer to serve in a neighborhood coordinator capacity, teachers for tutoring (as available), and transportation on school bus routes for greater access to the Teen Center from nearby schools. The School Board is expected to formally consider the MOU at one of its Board meetings in July 2010.

On June 1, 2010, a community-wide open house was held at the Teen Center to introduce Ms. Tomica Archie Smith as the new Executive Director of the Teen Center. Ms. Smith has a Bachelor of Science degree from the University of West Florida in Business Administration, a Master of Science from FAMU in Education, and was selected from a field of nearly 70 applicants by a joint selection committee made up of the following community leaders:

- Andrew Gillum, City of Tallahassee Commissioner
- Bryan Desloge, Leon County Commissioner
- Nancy Daniels, Public Defender
- Jay Townsend, Assistant City Manager
- Dee Crumpler, City Parks & Recreation and Neighborhood Affairs
- Joe Thomas, Walker Ford Center Director
- Stephanie McHardy, Florida Supreme Court
- Zemoria Johnson, student representing the Youth Advisory Board

The draft Bylaws for the Palmer Munroe Teen Center include the establishment of a Community Executive Committee (CEC) made up of no more than 13 members and shall consist of two representatives appointed by each of the following organizations: the City of Tallahassee, Leon County, the Leon County School Board, the Department of Juvenile Justice, and the Youth Advisory Board. The remaining members will be made up of the following officials or their designee: the Public Defender, the State Attorney, and the Chief Judge of the 2<sup>nd</sup> Judicial Court. The CEC will meet bi-monthly to provide strategic direction on the operations and programming at the Palmer Munroe Teen Center. An Executive Board will meet monthly to conduct committee business in addition to the regular CEC meetings. All appointed representatives will serve three-year terms.

A target date of August 23, 2010 has been set to open the Teen Center to coincide with the beginning of the 2010-2011 school year.

**Options:**

1. Approve the Memorandum of Understanding with the City of Tallahassee and the Leon County School Board regarding the Palmer Munroe Teen Center and Restorative Justice Program.
2. Request the City of Tallahassee to reconsider the Board's position against levying a facility lease for the Palmer Munroe Teen Center.
3. Do not approve the Memorandum of Understanding with the City of Tallahassee and the Leon County School Board regarding the Palmer Munroe Teen Center and Restorative Justice Program.
4. Board Direction.

**Recommendation:**

Board Direction.

Attachments:

1. Draft Memorandum of Understanding.
2. Draft Bylaws for the Palmer Munroe Teen Center.
3. Palmer Munroe Youth Center Concept Report, December 2009.
4. January 26, 2010 Agenda Item and Follow-up on the Palmer Munroe Teen Center.
5. February 16, 2010 memorandum regarding the PSCC's consent to use \$100,000 from the FY 09 jail diversion account for the Palmer Munroe Teen Center.
6. Revised Palmer Munroe Teen Center Budget Submitted by the City of Tallahassee.

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