

**ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT**

It is the applicant's responsibility to keep this information current.  
To advise the County of any changes please contact Christine Coble  
by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov



Applications will be discarded if no appointment is made after two years.

Name: Thomas Proctor, Jr.

Date: 18-Aug-2014

Home Phone: (850) 385-9905

Work Phone: (850)413-1149X

Email: tomcproctor@gmail.com

Occupation: REAL ESTATE PORTFOLIO MAN.

Employer: STATE BOARD OF ADMINISTRATION

Preferred mailing location: Home Address

Work Address: 1801 HERMITAGE BLVD.

City/State/Zip: TALLAHASSEE FL 32308

Home Address 3070 HAWKS GLEN

City/State/Zip: TALLAHASSEE FL 32312

Do you live in Leon County? Yes If yes, do you live within the City limits? No

Do you own property in Leon County? Yes If yes, is it located within the City limits? No

For how many years have you lived in and/or owned property in Leon County? 43.00years

Are you currently serving on a County Advisory Committee? No

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference

1st Choice: Educational Facilities Authority 2nd Choice: Housing Finance Authority

What cultural arts organization do you represent, if any?

If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:

**If you are appointed to a Committee, you are expected to attend regular meetings.**

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 3 to 5

What time of day would be best for you to attend Committee meetings? Night

**(OPTIONAL)** Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian

Sex: Male

Age: 43

Disabled? No

District: District 4

**In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.**

I HAVE EXPERIENCE EVALUATING THE FINANCIAL FEASIBILITY OF REAL ESTATE PROJECTS, AS WELL AS ON THE DEVELOPMENT AND FINANCING SIDE OF MULTIFAMILY (INCLUDING STUDENT) AND OFFICE PROPERTIES. I HAVE DIRECT, FIRST-HAND EXPERIENCE NAVIGATING THE DEVELOPMENT, ENTITLEMENT, AND PERMITTING PROCESS HERE IN LEON COUNTY AND CAN COMPARE THAT TO OTHER COUNTIES AND MUNICIPALITIES BOTH IN AND OUTSIDE FLORIDA. I WOULD ENJOY PUTTING THAT EXPERIENCE TO USE IN ASSISTING LEON COUNTY AND PROVIDING INSIGHT FOR DECISIONS RELATED TO EXISTING FACILITIES AND PROJECTS. SEE ATTACHED RESUME.

References (you must provide at least one personal reference who is not a family member):

Name: TOM ALLEN Telephone: 850-528-9494  
Address: 1805 SAGEWAY DRIVE, TALLAHASSEE, FL 32303

Name: BRYAN DESLOGE Telephone: 850-606-5364  
Address: 3057 HAWKS GLEN, TALLAHASSEE, FL 32312

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

**AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION [www.leoncountyfl.gov/bcc/committees/training.asp](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? Yes

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes

If yes, please explain. LEON COUNTY IS A PARTICIPANT IN THE FRS PLAN, WHERE I AM EMPLOYED

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? No

If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Thomas Proctor Jr

This application was electronically sent: 8/18/2014 12:43:35PM

**Thomas C. Proctor, Jr.**  
3070 Hawks Glen  
Tallahassee, FL 32312  
(850) 385-9905 phone, (850) 385-6085 fax  
tomcproctor@gmail.com

**Professional Experience**

**State Board of Administration.** Tallahassee, FL  
(April 2012 – Present) *Portfolio Manager- Real Estate*  
Oversight and asset management of assigned direct-owned real estate properties held in the Florida Retirement System Pension plan. Duties include review and analysis of financial and leasing reports, market conditions, and overall performance review of properties. Other responsibilities include oversight of disposition strategies and risk evaluation of proposed acquisitions. The direct-owned real estate portfolio exceeds \$5 billion in market value and consists of all property types (office, multifamily, retail, and industrial) in major U.S. markets.

**Red Brick Partners, LLC.** Tallahassee, FL  
(May 2006 – April 2012) *Principal*  
Managed real estate activities, including acquisitions and development projects. Directly managed and performed real estate acquisition duties, including site selection, feasibility analysis, and due diligence. Project manager in the development of The Alliance Center, a 75,000 square-foot mixed-use (office and retail), mid-rise building in downtown Tallahassee. Managed design, site entitlement, and permitting. Contracted and served as Owner's Representative with architect, engineers, and general contractor during design and construction. Also responsible for performance review of real estate assets and reporting to partners and other participants.

**University Club Development Corp.** Tallahassee, FL  
(June 1998 – May 2006) *President / Co-owner*  
Managed development activities for student-oriented multifamily apartment organization. Duties included market research, site selection, acquisition, project budgeting and feasibility analysis, and site entitlement. Served as Owner's Representative in dealings with architects, engineers, and the general contractor during permitting and construction. Managed dealings with third-party management company upon stabilization, including reviewing reporting and financial statements and performance of properties. The UCD portfolio housed over 3,500 students in college markets including: Tallahassee (4 properties), Orlando, Gainesville, Charlotte NC, and San Marcos TX prior to the sale of the Florida properties in 2005 to American Campus Communities, Inc., a publicly traded REIT (NYSE:ACC).

**Education**

**The Florida State University.** Tallahassee, FL

- Post Baccalaureate coursework in the Real Estate program  
May 1995-April 1996
- Bachelor of Arts Degree – May 1993  
Major: English Minor: Business

**Community Activities**

**Community Catalyst for Knight Creative Community Institute** – (2011-2012). Selected as a member of "catalyst class" that forms initiatives designed to help retain young professionals and devise ways to help Tallahassee's economy grow.

**Exchange Club of Tallahassee** - Service Club (1999 to present). Acting Secretary and Executive Board Member. Past Chairman of the Annual Meeting Committee.

**Leadership Tallahassee Class XX** - Greater Tallahassee Chamber of Commerce program to foster leadership development and community trusteeship.

**Interests and Activities**

- Bass Player in a local bluegrass band
- Avid bicyclist and member of Tallahassee Mountain Bike Association and the Capital City Cyclists, former member of Commissioner Mustian's Bicycle Advisory Committee
- Fishing