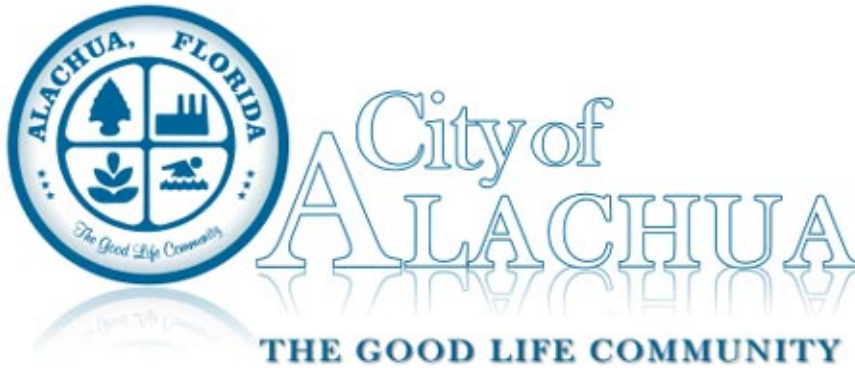




Regular City Commission Meeting Agenda June 10, 2024

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Dayna Miller
Commissioner Jennifer Ringersen
Commissioner Shirley Green Brown

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: June 10, 2024

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terr.

CITY COMMISSION MEETING

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY

TITLE ONLY

I. SPECIAL PRESENTATIONS

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to **3 Minutes**)

V. AGENDA ITEMS

- A.** Resolution 24-09: Amending the Fiscal Year 2023-2024 Budget for the Receipt of Unanticipated Revenue; Increasing the Children's Trust Grant Special Revenue Fund to Appropriate Revenues and Expenses Related to the Children's Trust of Alachua County Agreement; Providing an Effective Date.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII.COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

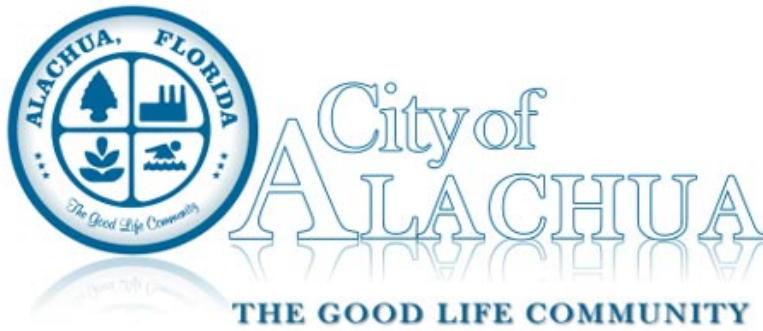
CONSENT AGENDA ITEMS

Mutual Aid Agreement for Operational Assistance Between the City of Williston Police Department and the City of Alachua Police Department

May 6, 2024, City Commission Meeting Minutes

May 20, 2024, City Commission Meeting Minutes

May 20, 2024, Joint City-County Commission Meeting Minutes



Commission Agenda Item

MEETING DATE: 6/10/2024

SUBJECT: Resolution 24-09: Amending the Fiscal Year 2023-2024 Budget for the Receipt of Unanticipated Revenue; Increasing the Children's Trust Grant Special Revenue Fund to Appropriate Revenues and Expenses Related to the Children's Trust of Alachua County Agreement; Providing an Effective Date.

PREPARED BY: Robert A. Bonetti, Finance and Administrative Services Director

RECOMMENDED ACTION:

Adopt Resolution 24-09.

Summary

The Children's Trust of Alachua County (CTAC) issued Request for Proposals (RFP) 2022-03 for summer camp and enrichment services on January 14, 2022. The Children's Trust of Alachua County (CTAC) Board subsequently approved the RFP application submitted by the City of Alachua.

The initial contract between CTAC and the City of Alachua was executed on May 3, 2022. A renewal to this contract subsequently went into effect on May 3, 2023. A second, and final, renewal was recently executed on May 14, 2024.

This agreement will provide funding for the summer programs to be held at Legacy Park in an amount not to exceed seventy-three thousand seven hundred and sixty-nine dollars (\$73,769).

In order to account for revenues and expenses of the summer programs, it is necessary to adopt Resolution 24-09 increasing the Fiscal Year 2023-2024 Children's Trust Grant Special Revenue Fund budget.

FINANCIAL IMPACT: Yes

BUDGETED:No

AMOUNT:\$73,769.00

FUNDING SOURCE:Grants. Other

COMMISSION GOALS:

Quality of Life, Community Enhancement, Strengthen Community Services

ATTACHMENTS:

Description

- ▣ Resolution 24-09
- ▣ Resolution 24-09 Exhibit A
- ▣ CTAC - Second Renewal

RESOLUTION 24-09

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; AMENDING THE FISCAL YEAR 2023-2024 BUDGET FOR THE RECEIPT OF UNANTICIPATED REVENUE; INCREASING THE CHILDREN’S TRUST GRANT SPECIAL REVENUE FUND TO APPROPRIATE REVENUES AND EXPENSES RELATED TO THE CHILDREN’S TRUST OF ALACHUA COUNTY AGREEMENT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Children’s Trust of Alachua County had issued Request for Proposals (RFP) 2022-03; and,

WHEREAS, the City prepared an application in response to said RFP that met the needs and purposes of the RFP; and,

WHEREAS, the initial contract between the Children’s Trust of Alachua County and the City was executed on May 3, 2022, and;

WHEREAS, the City renewals of this contract between the Children’s Trust of Alachua County and the City were executed on May 3, 2023 and again on May 14, 2024.

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

1. The Finance and Administrative Services Director is directed to amend the Fiscal Year 2023-2024 Budget by increasing the Children’s Trust Grant Special Revenue Fund and appropriating the amount of seventy-three thousand seven hundred sixty-nine dollars (\$73,769) as reflected in the budget amendment attached hereto as Exhibit A.
2. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 10th day of June, 2024.

**CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA**

Gib Coerper, Mayor

SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk

CITY OF ALACHUA
BUDGET AMENDMENT / BUDGET TRANSFER

#	FUND NAME	DEPARTMENT NAME	ACCOUNT NAME	ACCOUNT NUMBER	REVENUES (+/-)	EXPENSES (+/-)
1	Children's Trust Fund	Non-Departmental	Children's Trust Grants	061-000.0000-337.6001	73,769.00	
2	Children's Trust Fund	Rec. Legacy Summer Camp	Professional Services	061-569.4110-503.3100		55,700.00
3	Children's Trust Fund	Rec. Legacy Summer Camp	Contractual Services	061-569.4110-503.3400		14,069.00
4	Children's Trust Fund	Rec. Legacy Summer Camp	Other Current Charges	061-569.4110-503.4900		1,000.00
5	Children's Trust Fund	Rec. Legacy Summer Camp	Operating Supplies	061-569.4110-503.5200		3,000.00
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
NOTE: TO INCREASE REVENUE OR EXPENSE = POSITIVE NUMBER, TO DECREASE REVENUE OR EXPENSE = NEGATIVE NUMBER.					73,769.00	73,769.00
					COMBINED TOTAL	147,538.00

Purpose: Appropriate budget for the Children's Trust Fund pursuant to Resolution 24-09.

APPROVED BY:

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

DATE

APPROVED BY:

CITY MANAGER

DATE

**SECOND RENEWAL TO AGREEMENT NO. 13386 FOR CTAC
BETWEEN THE CHILDREN'S TRUST OF ALACHUA COUNTY AND
CITY OF ALACHUA**

THIS **SECOND RENEWAL TO AGREEMENT**, made and entered into this 14 day of May A.D. 2024, between the Children's Trust of Alachua County, an independent taxing district in Alachua County, hereinafter referred to as the "CTAC," and "**CITY OF ALACHUA**", a municipality in Alachua organized under the laws of the State of Florida, hereinafter called the County Collectively hereinafter CTAC and the Agency are referred to as the "Parties".

WITNESSETH:

WHEREAS, pursuant to Request for Proposal 22-03, the Parties hereto previously entered into the *Agreement No. 13386 for CTAC between the Children's Trust of Alachua County and City of Alachua*, dated May 3, 2022 (the "Agreement") for the provision of the CTAC providing funds to the Agency for their program, The Legacy Park Summer Arts Camp; and,

WHEREAS, pursuant to the Agreement, the Agency has requested to extend the term of the Agreement through August 31, 2024; and

WHEREAS, the CTAC deems it in the best interest of the Parties to extend the term of the Agreement as requested by the Agency,

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree to amend the Agreement as follows:

SECTION 1. of the Agreement, **Term**, is amended in its entirety to read:

A. This agreement shall commence on April 1, 2024, and continue through and including August 31, 2024, unless earlier terminated, as provided herein. CTAC performance and obligation to pay under this agreement is contingent upon a specific annual appropriation by the Children's Trust of Alachua County. The parties hereto understand that this Agreement is not a commitment of future appropriations.

SECTION 2. Scope of services is amended to include updated scope of services referenced as **Attachment A**.

SECTION 3. of the Agreement, **Maximum Indebtedness**, is here by amended in its entirety to read:

A. The maximum indebtedness under this agreement is (SEVENTY-THREE THOUSAND, SEVEN HUNDRED, SIXTY-NINE DOLLARS (\$73,769) for (2024) contract year.

SECTION 4. of the Agreement, **Billing and Compensation**, is here by amended in its entirety to read:

A. For the performance of the services detailed in Section 2 of this Agreement of the CTAC shall pay the Agency an amount not to exceed (\$73,769) as specified in the Program Budget in **Attachment B**.

B. The Contractor may invoice the CTAC for an advance payment up to 25% of the total awarded. The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered. Subsequent payments will be made monthly. The request for an advance payment up to 25% will be granted once all first deliverables in **Attachment D** has been approved by CTAC.

C. Submission of the Contractor's invoice for final payment shall further constitute the Contractor's representation to the CTAC that, upon receipt by the Contractor of the amount invoiced, all obligations of the Contractor to others, including its consultants, incurred in connection with the Program, will be paid in full, that the services or expenses have not been reimbursed by another contractor, and that the services provided served a public purpose. The Contractor shall submit invoices via SAMIS.

D. In the event that the CTAC becomes credibly informed that any representations of relating to payment are wholly or partially inaccurate, the CTAC may withhold payment of sums then or in the future otherwise due to the Contractor until the inaccuracy, and the cause thereof, is corrected to the CTAC's reasonable satisfaction.

E. Payments for all sums are contingent upon meeting the deliverables described in **Attachment D: Deliverables** and the approval of all supporting documentation required by the CTAC. All invoices shall contain the following statement "This request for payment is subject to Section 837.06 Florida Statutes." Invoices for payment shall be made in accordance with the provisions of Chapter 218, Part VII Florida Statutes (Local Government Prompt Payment Act).

F. The Contractor shall submit invoices by the 15th of every month and its final invoice for the grant period by September 15th of each year. The CTAC has no obligation to provide reimbursement to the Contractor for invoices which include expenses incurred in any previous grant period if submitted after September 15, 2024. See **Attachment I: Provider Handbook** for all fiscal requirements.

Contractor will receive a 3% payment reduction for every invoice that is submitted three or more months after the due date. For example, if your invoice is \$5,000.00 and is 3 months late, then the reduction will equal $\$5,000 \times 3\% = \150.00 . Exceptions will be granted for instances where the CTAC has contributed to the delay.

G. Notwithstanding anything herein to the contrary, the parties agree that the contract award may be reduced in the event that the Trust determines that the Contractor will not spend the entire amount allocated by the September 30th fiscal year end. This determination may be made based upon the Trust's review of Contractor's program and its expenditure history. Before any such reduction becomes final, the

Contractor will be notified in writing of the proposed action and shall have the opportunity to address the reduction with the Executive Director, if the Contractor disagrees and can demonstrate how the funds will be appropriately expended by year end.

H. Invoice payments shall be sent to:

Finance Department

City of Alachua

P O Box 9

Alachua, FL 32616

finance@cityofalachua.org

A new section has been added to the contract. It read as follows.

SECTION 6. Civility:

A. The Children's Trust of Alachua County recognizes the importance of civility and cooperation and expects all recipients of funding to exercise the highest degree of customer service for the individuals they serve. All who benefit from CTAC funding should be treated (and treat others) with respect and civility. Behaviors such as bullying, threatening, or disparagement (criticism of, or unkind remarks about someone or something that show you do not respect them) may be considered a breach of this agreement.

B. Individuals who believe they may have been treated in an uncivil manner should bring their concern to the CTAC Executive Director. Within 10 days of notification, the CTAC Executive Director shall review the incident and make a determination. Determinations may include a mediation between the two parties, a formal warning to the offending individual(s), or a breach of contract resulting in the end of the agreement.

SECTION 11. Language Line:

A. The Contractor will be required to use the CTAC funded Language Line services as described in **Attachment H: Language Line**. Contractors are expected to attend the Language Line training and submit proof of participation prior to using the service.

Attachments: The following attachments are updated and shall replace attachments of the same name.

- Attachment A- Scope of Services
- Attachment B – Program Budget
- Attachment C – Insurance Requirement
- Attachment D – Deliverables
- Attachment E – Performance Measures
- Attachment F - Data Reporting
- Attachment H- Language Line
- Attachment I- Provider Handbook

SAVE and EXCEPT as expressly amended herein, all other terms and provisions of the original Agreement between the parties shall be and remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this **Second** Renewal to Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

CHILDREN'S TRUST OF ALACHUA COUNTY

By: Marsha Kiner
Marsha Kiner
Executive Director
Date: May 14, 2024

APPROVED AS TO FORM

McN
Bob Swain (May 14, 2024 11:10 EDT)
Alachua County Attorney's Office

ATTEST (By Corporate Officer)

By: [Signature]
Print: ROBERT A. BONETTI
Title: FAS DIRECTOR

AGENCY

By: [Signature]
Print: MIKE DROZA
Title: CITY MANAGER
Date: 5/13/24

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION.

FUNDING SOURCE:

FUNDING YEAR	AMOUNT	ACCOUNT NO.
<u>Kg</u> 2024	\$73,769	On file in Fiscal Dept.

Attachment A

A. Scope of Service

The CTAC seeks to expand access to safe and enriching summer programming for children from low-income families living in Alachua County. The following areas will be included in the scope of services under this RFP.

Target Population:

The target population for this RFP is children from low-income families living in Alachua County and who are kindergarteners (five years old on or before September 1st) through 12th graders. Under the scope of services, contractors will recruit and enroll children into summer camp programming under the following guidelines:

- Full scholarships: children from families at or below 200% 2024 federal poverty threshold, children with Individualized Educational Plan (IEP), and/or children from families receiving SNAP benefits. Children in foster care, voluntary formal kinship care, or under case management supervision.
- Child has Individualized Education Plan (IEP) and/or 504 Plan must also be at or below 400% Copy of the IEP or 504 Plan (first page only)
- Partial scholarships: children from families between 200% - 400% 2024 federal poverty level *Note: Children receiving school readiness funds at a site are not eligible for Children's Trust summer scholarship funds.* Children in foster care, voluntary formal kinship care, or under case management supervision.

Household/ Family Size	200%	225%	250%	275%	300%	325%	350%	375%	400%
1	30,120.00	33,885.00	37,650.00	41,415.00	45,180.00	48,945.00	52,710.00	56,475.00	60,240.00
2	40,880.00	45,990.00	51,100.00	56,210.00	61,320.00	66,430.00	71,540.00	76,650.00	81,760.00
3	51,640.00	58,095.00	64,550.00	71,005.00	77,460.00	83,915.00	90,370.00	96,825.00	103,280.00
4	62,400.00	70,200.00	78,000.00	85,800.00	93,600.00	101,400.00	109,200.00	117,000.00	124,800.00
5	73,160.00	82,305.00	91,450.00	100,595.00	109,740.00	118,885.00	128,030.00	137,175.00	146,320.00
6	83,920.00	94,410.00	104,900.00	115,390.00	125,880.00	136,370.00	146,860.00	157,350.00	167,840.00
7	94,680.00	106,515.00	118,350.00	130,185.00	142,020.00	153,855.00	165,690.00	177,525.00	189,360.00
8	105,440.00	118,620.00	131,800.00	144,980.00	158,160.00	171,340.00	184,520.00	197,700.00	210,880.00
9	116,200.00	130,725.00	145,250.00	159,775.00	174,300.00	188,825.00	203,350.00	217,875.00	232,400.00
10	126,960.00	142,830.00	158,700.00	174,570.00	190,440.00	206,310.00	222,180.00	238,050.00	253,920.00
11	137,720.00	154,935.00	172,150.00	189,365.00	206,580.00	223,795.00	241,010.00	258,225.00	275,440.00
12	148,480.00	167,040.00	185,600.00	204,160.00	222,720.00	241,280.00	259,840.00	278,400.00	296,960.00
13	159,240.00	179,145.00	199,050.00	218,955.00	238,860.00	258,765.00	278,670.00	298,575.00	318,480.00
14	170,000.00	191,250.00	212,500.00	233,750.00	255,000.00	276,250.00	297,500.00	318,750.00	340,000.00

Figure 1 [For reference: Poverty Thresholds for 2024 by Family Size](#)

Programming Activities:

The CTAC seeks to fund summer camp providers offering a range of programming activities. Applicants have the flexibility to implement creative, innovative programs that meet the needs and interests of children enrolled in their programming.

Service Locations:

The CTAC expects to fund summer program sites throughout Alachua County, with a concentration in high poverty communities. Applicants may propose to serve one or more program sites throughout Alachua County. Funding will be prioritized by the percentage of children living in poverty in each zip code. See zip code table and Florida Chamber – Gap Map, 2019 for more details:

<https://www.flchamber.com/floridagapmap/>

Applicants may provide services in a variety of locations, including, but not limited to schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to adequately and safely accommodate all program activities. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be re-arranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual/quiet work, and eating/socializing)
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play
- Alternative plan if an environment is inaccessible due to weather or other external factors.

Zip Code	% Under 18 Living in Poverty
32641	39%
32603	38%
32640	29%
32601	29%
32609	27%
32607	26%
32667	24%
32643	22%
32653	21%
32694	20%
32608	17%
32615	17%
32605	14%
32618	13%
32669	13%
32606	2%

Scheduling, Frequency, and Duration:

Programs have wide latitude in this RFP concerning the schedule, frequency, and duration of their programming. However, research shows that long-term engagement improves outcomes. Therefore, the CTAC will not fund drop-in programs. Providers must establish an attendance policy consistent with this requirement.

Staffing:

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants to increase collaboration and communication opportunities with youth schools.

- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the summer program. At the minimum, the program director will be responsible for managing and implementing the program as described in the Summer Site Profile to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Ratios:** Ratios should be designed to meet the needs of the students targeted by the program and should be appropriate to support the efforts to improve their academic achievement and personal growth goals. Contractors shall implement a ratio no greater than 1:20 ratio of staff /youth.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2

background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years. **Note: Failing to provide proof that all staff are cleared may result in contract termination and return of advance funds.**

- **Infant and Child CPR/First Aid:** Each summer program must have always at least one staff member on- site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

Data Collection:

All contractors funded will be required to collect the following data and enter it into SAMIS:

- Participant demographics
- Parental consent and image releases
- Participant attendance
- Satisfaction surveys

Contractors will be expected to attend summer provider training at the beginning of the contract to go over overall data collection requirements and tools. Additionally, data is expected to be entered on a weekly basis throughout the summer.

Performance Incentives

- **Extended hours of operations:** \$100 per each enrolled child will be awarded to providers that offer daily programming for 8 or more hours or a maximum of \$5,000 per provider [Note: must be documented with schedules and contract manager observations]
- **Family engagement activities:** \$500 per site will be awarded to providers that **host** at least 1 family engagement activity to encourage **positive child and parent interactions** [Note: must be documented with **session sign-in sheets and Event Flyer**]
- **Extended Summer Duration:** \$1,000 per site will be awarded to providers that offer summer services for the duration of summer (**e.g. 1st day of Summer to Last day of Summer from Alachua County Public School Calendar**) [Note: must be documented with schedules and contract manager observations]
- **High Participation rates:** \$10 per week per child that attends the program four or more days or a maximum of \$10,000 per provider [Note: must be documented with schedules and submitted attendance]

Section 1: Site Profile: Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site Summary section. At least one site is required for application to be considered complete

1.Site Information

Organization Name	City of Alachua
Site Name	Legacy Park Multipurpose Center
Site Address	15400 Peggy Road
Site Contact Name/Phone/E-mail:	Damon Messina
Site Enrollment Phone # and Website	
Social Media Links (Facebook/Instagram/Twitter)	cityofalachua/facebook.com
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year	The Legacy Park Summer Arts Camp K-8
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date: June 10th # Of Weeks of Programming: 6 Additional Details: End Date: July 26th Hours of operations: 9 hours (8am-5pm)

Summer 2024

Days of Youth Programming to Be Offered

Please add a "x" for each day summer camp programming will be offered:

June 2024							July 2024							August 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6					1	2	3
				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐					☐	☐	☐
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
☐	☒	☒	☐	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐				☐	☐	☐	☐	☐	☐	☐

*School ends on May 31, 2024

June 19th is Juneteenth

July 4th is Independence Day

**School starts on August 12, 2024

Expected Attendance of Children Describe expected attendance of children at your program. How many days per week will they attend? How many hours in a day will they attend? How many weeks will they attend?	Hours per Day: 9 Days per Week: 5 # of weeks expected to attend: 6		
Site Description: Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer	Legacy Park Multipurpose Center is a 40,000 sq ft. multipurpose recreational/cultural facility that includes 4 full length basketball/volleyball courts. It also has 4 multipurpose classrooms. On the property is an inclusive playground that serves children ages 8-12, two high school dimension soccer fields, and an amphitheater. Maximum capacity for camp would be 120 students Conjoined to Legacy Park is the Hal Brady Recreation Complex. This complex has 3 softball fields, a large playground, 2 baseball fields, skate park, splash park, and an indoor basketball/volleyball court.		
Executive Summary: Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC	Through the Legacy Park Summer Arts Camp children will have the opportunity to challenge their brains and learn new things during the summer break. Each day campers will discover new skills, build self-confidence, make new friends, and feel a sense of achievement. Camp activities include art, music, swimming, character development, games, sports, and outdoor activities. The Legacy Park Summer Arts Camp seeks to provide accessible and exciting arts and athletics learning to students from kindergarten to 8th grade. Students will engage days split between various athletics activities including games, sports, and other outdoor activities as well as various artistic mediums, from ceramics and sculpture, to painting and drawing, to creative writing and theater, and even to sewing and fiber arts and more. Each week the camp will focus on a different medium, lead by a practicing professional artist and connected to other important learning goals and objectives via an education director with deep knowledge in the ways these practices can assist in lifelong learning. At the end of the Summer, students will mount an exhibition of works open to the public and showcasing the creative talents they have pursued. Students can sign up for as little as one week but will be encouraged to sign up for all six weeks of the summer program to experience the breadth of creative enrichment that is offered.		
Site Staffing: Describe how your site will provide appropriate staffing to ensure safe and enriching programming. Refer to the RFP guidelines as staffing requirements including positions and ratios when completing site staffing.	The Camp Counselors and Camp Administrator (Director) will be highly qualified. We will advertise at our local schools to recruit teachers and paraprofessionals for these positions. These individuals will have general working knowledge of sports activities (softball, basketball, volleyball, soccer, tennis, games), arts and crafts, environmental sciences, cultural arts, etc. Skills in organizing, supervising, and disciplining children, and creating a positive camp environment. They must have the ability to work effectively with children 5-14 years of age. The ratio for the Legacy Park Summer Adventure Camp will be (max) 1:15 counselor to child to ensure a safe and enriching environment.		

1. Site Budget Summary

Site Name			
Budget Item	Description	Request Amount	Additional details to support request including justification of requested amount. This section must be completed.
Enrollment/Registration Fees	CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship. Complete the following fields to calculate request amount: A) Cost per enrollment fee requested from CTAC: 0 B) # Of children to receive enrollment fees: 0 C) Enrollment Fee request amount (A X B=C) 0	0	
Scholarships (Full)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.) Complete the following fields to calculate request amount: A) Cost per Scholarships (Full) requested from CTAC: 105 B) # Of children to receive Scholarships (Full): 80 C) # Of weeks children are expected to attend camp: 6 D) Scholarships (Full) Total (A X B X C): 50400	50400	staff members and staff training, extracurricular/enrichment activities, administration costs, snacks, etc Our increase in cost per camper is due to a change in programming to create a more robust and engaging experience for campers
Scholarships (Partial)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.). Complete the following fields to calculate request amount: A) Cost per Scholarships (Partial) requested from CTAC: 52.50 B) # Of children to receive Scholarships (Partial): 20 C) # Of weeks children are expected to attend camp: 6 D) Scholarships (Partial) Total (A X B X C): 6300	6300	staff members and staff training, extracurricular/enrichment activities, administration costs, snacks, etc. Our increase in cost per camper is due to a change in programming to create a more robust and engaging experience for cam
Materials	CTAC will cover the costs of materials of full/partial scholarship children to participate in summer camp activities. The reimbursement of material is based on the ratio of CTAC sponsored children. The CTAC logo should be added to material where applicable on all SWAG items i.e., water bottles, T-shirts, and bags. The proof/mockup from the vendor must be included with your reimbursement request.	\$3,000	Equipment and supplies, arts supplies, games
Fieldtrip	CTAC will cover the costs of full/partial scholarship children to participate in field trips including admission costs. All field trip expenses will include copies of field trip attendance for verification. Proof of attendance must be submitted with the request for reimbursement. Please refer to the checklist and information in the provider handbook before submitting reimbursement request for field trips.	\$5,000	Six Field Trips: The Harn Museum & Natural History Museum, Poe Springs, The Santa Fe Teaching Zoo, CADE Museum, AMC Theaters, and last TBD

Transportation	CTAC will only cover the cost of scholarship recipients that attended the day of the field trip. These expenses for buses, vehicle rentals, gas etc. Vehicle rentals are limited to charters and vans Transportation costs excluding gratuity and insurance coverage will be reimbursed. A detailed travel/mileage log documenting vehicle use for necessary summer camp travel must be maintained by the provider. Include this log with transportation reimbursement requests.	8244	field trip transportation costs
Background Checks	CTAC will cover the costs for all staff to receive Level 2 background checks.	825	Background checks for staff members
	Site 1 Total Request:	73769	

Section 2: Site Profile: Skip this section if no more site profiles are needed. Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site and Budget Summary section. At least one site is required for application to be considered complete

2.Site Information

Organization Name			
Site Name			
Site Address			
Site Contact Name/Phone/E-mail:			
Site Enrollment Phone # and Website			
Social Media Links (Facebook/Instagram/Twitter)			
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year			
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date:	# of Weeks of Programming:	Additional Details:
	End Date:	Hours of operations:	

Section 5: Site and Budget Summary

Site Name	Enrollment/Registration Fees		Scholarships (Full)		Scholarships (Partial)		Materials	Fieldtrips	Transportation	Background Checks	Site Total Request
Legacy Park Multipurpose Center	# Of children: 0	Amount: 0.00	# Of children: 80	Amount: 50,400.00	# Of children: 20	Amount: 6,300.00	3,000.00	5,000.00	8,244.00	825.00	73,769.00
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
Total	0	0.00	80	50,400.00	20	6,300.00	3,000.00	5,000.00	8,244.00	825.00	73,769.00

Attachment C: Insurance Requirement
TYPE "B" INSURANCE REQUIREMENTS
"Professional or Consulting Services"

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, their agents, representatives, employees, or subcontractors.

I. COMMERCIAL GENERAL LIABILITY

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products/Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense

II. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

A. Coverage to apply for all employees at STATUTORY limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

B. Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

III. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O)

Professional (E&O) Liability must be afforded for not less than \$1,000,000 each claim, \$1,000,000 policy aggregate.

IV. OTHER INSURANCE PROVISIONS

A. All Coverages

1. The Contractor shall provide a Certificate of Insurance to the Children's Trust of Alachua County with a thirty (30) day notice of cancellation. The insurance shall list the Children's Trust of Alachua County as an additional insured. All coverage shall be provided on an occurrence basis.

2. Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER: Children's Trust of Alachua County

**Attachment D
Deliverables**

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE(S)
Date of Award – April 2024	1. Program Preparation	☐ Certificate of Insurance ☐ Affidavit Letter outlining screening of all staff & volunteers. ☐ All staff background screening results initiated in the Clearinghouse ☐ Verified in Philanthropy Hub (Nonprofits only)	May 15, 2024
March & May 2024	2. Attend CTAC Summer Provider training	☐ Training attendance ☐ SAMIS Fiscal Training ☐ SAMIS Data Training	March 21, 2024 March 28, 2024 May 9, 2024
May 2024	3. Background Screens	All Staff Background screening results. Note: Failing to provide proof that all staff are not cleared may result in contract termination and return of advance funds.	June 7, 2024
May – August 30th, 2024	4. Implement the program in a safe and supportive environment # of days # of students	☐ Sign In/Sign Out Sheets ☐ Monthly Invoice ☐ SAMIS Data Collection ☐ System	Due 15 th of every month

May – August 30th, 2024	5. Submit child demographics and weekly program attendance including participation in fieldtrips and family engagement activities as applicable.	☐ Monthly Invoice ☐ Submission on CTAC SAMIS Data Collection System	Due 15 th of every month
September 15 th , 2024	6. Program Summer 2024 closeout	☐ SAMIS Data Collection System, Parent and Child Satisfaction Survey & End of Program Narrative	September 15 th , 2024

NOTE: An Affidavit Letter is a letter on Contractor letterhead and clearly states that all staff and volunteers have completed the screening with verification of staff background screening results and completed Affidavits of Good Moral Character prior to the commencement of the program.

Summer Camp – FY2024

Attachment E

Performance Measures

City of Alachua

Performance measures establish shared goals and operational definitions for measuring whether anticipated results are achieved. CTAC uses Results Based Accountability, which is a framework for defining success measures focusing on: Quantity (how much?), Quality (how well?), and Short-term or Direct Impact (is anyone better off?)

How Much?	FY2024 Target
Children enrolled who attend at least one day (as measured by provider reporting in SAMIS. Note: The target is 90% of children listed on the site profile)	90
Number of Program Days (as measured by provider attendance reporting in SAMIS). (Note: Total days provided on site profile.)	29
How Well?	FY2024 Target
Children attend for the number of days anticipated (as measured parent report on enrollment form and provider attendance tracking).	75%
Parents were satisfied with camp communication (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	85%
Families enjoyed the overall camp experience (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Better Off?	FY2024 Target
Families felt their children were safe while at camp (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families were satisfied with the learning activities offered (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families report their children enjoyed their camp experience (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families were satisfied with the camp activities (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%

Attachment F

Data and Reporting

Participant Characteristics	
Data Requirement	Data Collection
<u>Participant Demographics:</u> Providers are expected to collect and report the following on each child served individually: ▪ Child First and Last Name ▪ Residence Address (note: <i>must be within Alachua County</i>) ▪ Residence City (note: <i>must be within Alachua County</i>) ▪ Residence ZIP (note: <i>must be within Alachua County</i>) ▪ Child Date of Birth ▪ Grade (i.e., K-12) ▪ School Name ▪ Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other) ▪ Ethnicity (i.e., Hispanic or Non-Hispanic) ▪ Gender ▪ Language Spoken at Home ▪ Is English Proficient ▪ Scholarship Type (i.e., Full or Partial) ▪ Enrollment Criteria for Scholarship (i.e., below 200% FPL, IEP and/or 504 plans, in foster care, kinship care, under in-home case management, family receiving SNAP benefits, between 200% - 400% FPL) ▪ Number of days of expected attendance as reported by the parent/caregiver.	Provider will ensure completion of the CTAC Child Enrollment Form for each child receiving a scholarship to support submission of data to CTAC. Provider will submit data listed for each individual child through SAMIS. A participant consent form <i>must be</i> received for each child entered into SAMIS.
Why does the Trust collect child demographics? Collecting demographics information helps us better understand the types of children and youth accessing services and to determine whether services are being received by the intended population.	

Service Provision / Participation	
Data Requirement	Data Collection
Program Participation: Providers are expected to collect and report the following on each child served individually: • Daily summer camp attendance • Field trip attendance (if applicable) • Participation family engagement events/activities (if applicable)	Provider will develop, collect, and maintain attendance forms to support the collection of data to be submitted to CTAC. Provider will submit participation data listed for each individual child through SAMIS.
Why does the Trust collect program participation? Collecting participation data allows us to see how much services are received for payment purposes and to determine the level of child and family engagement in programming.	
Surveys / Assessments	
Data Requirement	Data Collection
Satisfaction Survey: Providers are expected to conduct a satisfaction survey provided by CTAC with all families who receive services and encourage full participation. Providers should strive for completion rates of at least 70%, to allow for more meaningful and representative results.	Providers may administer the survey to families electronically, on paper, or using both methods. Providers will enter in surveys administered on paper through the SAMIS link: https://lxm.cc/28rMuR
Why does the Trust require program quality information? The Trust wants to ensure all providers it funds are operating a safe and high-quality program. The Trust seeks parent and child input to assess and make improvements in future programming.	

Parent/Caregiver Consent

To consent to participation and information on demographic, eligibility, participation, and assessment/survey information shared with CTAC.

Record Keeping	
Requirement	Data Collection
Participant Records: Providers will maintain a file for each child enrolled including enrollment, scholarship eligibility verification, consent, and image release forms.	Files to be kept on site.
Verification of Scholarship Eligibility: Providers are expected to verify scholarship eligibility and maintain documentation as outlined in the Child Enrollment Form.	Files to be kept on site.

<u>Personnel Records:</u> Providers will maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers. Each file should contain, at minimum, background screening results, proof of required trainings, and any required certifications or licensures, including the Affidavit of Good Moral Character. Providers are expected to hire and retain staff and subcontractors with the necessary qualifications/credentials. Providers are expected to produce proof of required experience, education, and certifications/licensures as specified in scope of services.	Files to be kept on site.
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Attachment H LanguageLine Services



Rural Women's Health Project LanguageLine® Solutions & Pricing Schedule

LanguageLine® PhoneSM Interpreting

Uses & Benefits:

- 24/7/365 access to over-the-phone or audio interpreters in 240+ languages, on-demand
- No appointment scheduling necessary
- Most cost-effective approach to interpretation services

Appropriate for:

- Call/communication centers
- Three-way calling (dial-in, dial-outs)
- Unanticipated interpretation needs
- Languages of lesser diffusion (languages with limited or nonexistent video or face-to-face availability)
- Short encounters (less than 15 minutes) that are less technical in nature

Per Minute Usage Fees for LanguageLine Phone Interpreting and InSight® Audio Interpreting

Tiers	Languages	Per Minute Charge
1	Spanish	\$0.56
2	All other languages	\$0.61

Generic Call Flow Process to Access an Interpreter:

1. Dial LanguageLine at **1-866-874-3972**
2. Input **Client ID** (unique to your Department)
3. Press 1 for Spanish, 2 for all other languages, 0 if you do not know the language you need

Note: Before the organization can begin using the LanguageLine service, a representative from the organization must attend the LanguageLine training. The CTAC will inform you of the date and time of the training.

Attachment I



CHILDREN'S TRUST OF ALACHUA COUNTY

Provider Handbook

Children's Trust of Alachua County

4010 NW 25th Place
Gainesville, FL 32606
(352) 374-1830

Effective Date

June 2020

Revisions

July 2020

January 2021

October 2021

September 2022

April 2023

October 2023

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Introduction

This handbook provides general guidance on program policy and procedures on requesting payments for contracts. It is important to note rules may vary depending on the contract terms, general terms & conditions, or program guidance. To determine what you can bill, refer to the contract, this guide, and programmatic guides applicable to your project.

Reimbursement

You have to pay first. CTAC pays all your contracts through reimbursement. You may request reimbursement only after you have paid your employees and vendors. For example, if your budget allows for program supplies, you must first purchase the supplies then request CTAC to reimburse you. Providers are encouraged to set up payment via EFT.

CTAC Will Only Pay Allowable Costs

CTAC will pay only for allowable costs. An allowable cost is a cost that can be allocable to your budget line items. A cost is allowable only if: The cost is reasonable; it reflects what a prudent person might pay; The contract or grant that paid the expense benefits from it; The cost is necessary to complete the approved Budget Narrative; Documented adequately and incurred during the period of performance set forth in the contract. Costs outside the period of performance are not allowable. Some costs may be eligible if prior approval is given by the Executive Director or Program Manager.

CTAC Pays Promptly

CTAC is provided 45 days to pay a properly completed Monthly Invoice, in accordance with the Local Government Prompt Payment Act, Chapter 218, Part VII Florida Statutes. In most cases, reimbursements are paid within 30 days of receiving your properly completed monthly invoice. Properly completed invoices include all necessary documentation, signatures, and backup documents.

Your Information is Public

All information and documentation submitted to CTAC is open to public review (Florida Statutes, Chapter 119). CTAC recommends social security numbers be removed from documents submitted to CTAC.

Reimbursable Expenses

Direct Costs

CTAC will reimburse for direct and overhead costs that are allowable under the contract. Direct costs are those that can be assigned to a particular project activity and budget category contained in the contract such as:

- Compensation of actual hours of employees for the time devoted to the project.
- Cost of materials and equipment used specifically for the project.
- Actual hours of administrative personnel who process vouchers, payroll, and other accounting activities specific to the project.

Indirect Expenses Costs

Indirect Expenses represents those costs that benefit more than one activity and that cannot be directly assigned to a task of the budgeted project. Examples of Indirect expenses include

expenses such as salaries and benefits for CEO, accounting staff, I.T. staff and human resources staff. The CTAC allows for 10% of your Program Budget to be included toward these indirect overhead expenses. If you are requesting budget allocations for positions as mentioned herein, then the 10% Indirect budget expense will not be allowed. The Indirect expense CANNOT increase your budget above your allocation.

Equipment

Purchases of equipment cannot exceed \$1,000 per single item. Specific items being purchased must be identifiable and listed in the Budget Narrative in the grant contract. Specific items may be categorically denied during the review process.

Goods and Services

Goods and Services must be an allowed expense under the grant contract.

Payroll

Employee time directly to the approved Budget Narrative may be reimbursed. The reportable amount is the employee's regular rate of pay, including employer paid (not employee), taxes and benefits. **CTAC does not pay for Employee Bonuses, Vacation or sick hours.**

Travel and Transportation

Must maintain a detailed mileage travel log, which includes a name with dates, times, locations, business purpose, and miles to and from.

Meals and Snacks

Meals and snacks are only reimbursable if specified in the approved budget. Meals and snacks should be healthy and nutritious choices. A vendor receipt, and list of participants or census (attendance/sign-in sheet) for those receiving nourishment must be included in your request. For Summer camps, meals and snacks are included and approved in your scholarship and enrollment funding request.

****** IMPORTANT ******

Invoice Due Dates – Invoices are due to the CTAC no later than the 15th of the month following the month of service, unless otherwise agreed in writing by the CTAC. Contracted agencies shall submit monthly reimbursement requests, even if no expenses are incurred for the month. Current requests for reimbursement may be delayed if prior months are outstanding.

Passwords – Password protected documents will be returned.

Monthly Requests for Reimbursement

The following requirements must be met:

1. Please number the pages of the documents included. Please certify the total number of pages included with your request for reimbursement.
2. Each monthly invoice must be signed or initialed and dated by an appropriate officer of the agency.
3. Cost reimbursement receipts (copies and supporting documentation) must be presented to CTAC for payment within 30 days of the transaction date. For instance, if the reimbursement request is for services during the month of March, and the payment receipt (e.g., check) is dated in January, payment will be rejected. This is to avoid the possibility of a duplicate being presented to CTAC for payment. Only pre-approved exceptions apply.
4. Documents must remain available at the contracted agency for audit by CTAC personnel.
5. Lost or missing documents could negatively impact administrative reviews.
6. Payments made by credit card must be supported by the receipt of the transaction and the credit statements or transaction report.
7. If the purchase was made with a form of payment other than the company's credit card. (e.g., cash, check, credit card, etc.,) proof of verification of payment/reimbursement to the third party should be submitted along with the payment receipts.
8. The reimbursement form should reflect complete provider details including Contact name and phone number along with signatures in the Certification section signed by the Agency's authorized signatory.
9. Reimbursement is to be requested for approved budgeted line items only. Reimbursement requests for non-budgeted line items will be disallowed.
10. Your monthly invoice will be returned to the provider for failure to redact sensitive information or missing/incorrect submissions.

Supporting Backup Documentation and Requirements

This document is intended as a guide as to what is considered appropriate documentation to support expenditures. **CTAC only pays for time worked. If your Program employee is out for any reason, you may charge us for the employee performing those tasks in his/her place.** The supported documentation is to be submitted in accordance with the following checklist:

- ✓ Copies are clean and legible. **ALL** receipts should **clearly** indicate the vender's name and the imprinted date of the purchase.
- ✓ Copies are to be organized in the same order as the expenditures listed on the monthly invoice submitted in SAMIS.
- ✓ If more than one item and/or amount is on a page and not all items are to be reimbursed by the CTAC, highlight the item and/or place an asterisk "*" next to the item requested to be reimbursed.
- ✓ Pages are to be numbered may be done by hand.
- ✓ Small paper receipts (i.e., cash register tapes) **should be taped** to an 8 ½ x 11" sheet of paper and copied to minimize the possibility of receipts being lost in the transit process. If you are submitting small receipts, limit two or three per page. Long tapes (Target or Walgreens, etc.) should be folded in such a way that the date, vendor, and total of the receipt are visible.
- ✓ Checks are to relate to the month that reimbursement is requested.
- ✓ Requests for reimbursement are to **exclude** the Florida sales tax in instances that sales tax should not have been paid.
- ✓ Copy of the bank statement from which checks were paid e.g., payroll account and/or copy of canceled check/Proof of Payments.
- ✓ Only information related to the staff being charged to the CTAC Agreement should be included in the supporting documentation. Information related to other staff members should be redacted. **Sensitive information such as social security numbers, bank account numbers, etc., should also be redacted.**

Section A – Documentation Required for Salaries

1. Copy of payroll register. Place an asterisk "*" and/or highlight the employee(s) charged to the program. The payroll register is to include the employee's name, pay period, position title (position title must be in agreement with the title appearing in the approved contract budget), gross check amount, hourly rate and/or annual salary, number of hours worked for the contract and check number. If the payroll register does not reflect the check number, attach a copy of the canceled payroll check.
2. CTAC "Summary of Payroll Expenses" Form, i.e., the percentage of time that the employee devoted to the program, if applicable.
3. Copy of timesheet
4. Copy of canceled check/Proof of Payment

Section B – Documentation Required for Fringe Benefits

Payroll Taxes, etc.

1. Copy of applicable payroll tax report(s).
2. Proof of tax payment (e.g., wire transfer).

3. You must provide the calculation for all amounts if it is less than 100% of the amount on the backup provided.

Insurances (Health, Life, Disability, etc.):

4. Copy of the insurance invoice (highlight the employees charged to the program, if applicable).
5. Copy of canceled check/Proof of Payment/Proof of Payment.

Payments to Retirement Benefits:

6. Copy of the invoice detailing payment per the employee register (highlighting the employees charged to the program).
7. Copy of canceled check/Proof of Payment or proof of the payment/transfer

Payroll related costs charged to CTAC contracts must be documented on a timesheet and included in your monthly invoice, along with this information:

- Reflect an after-the-fact determination of the actual activity of each employee.
- Account for the total activity for which the employee worked by a responsible supervisor having firsthand knowledge of the activities performed by the employee.
- Be prepared at least monthly and coincide with one or more pay periods.
- Not be budget estimates or other distributions based on a percentage before the work was performed.

If a timesheet is unable to be used for reimbursement because of an entity's accounting system, individual employees may fill out a Contracting Individual Contributed Services Form.

Section C – Documentation Required for Operating Costs

Travel:

Miles to and from.

Field Trip reimbursement is only allowed if the language is included in the RFP or ITN.

- CTAC will only pay for children that are CTAC sponsored. The provider must clearly indicate on the receipt the price per child requested for reimbursement.
- A list of CTAC sponsored attendees/chaperons must be submitted with reimbursement requests, in accordance with the approved ratio.
- Reimbursement of travel expenses will be calculated based on the ratio of CTAC sponsored children in attendance.
- Overnight trips must follow the standards of the CTAC policy and the attached checklist.

The portion of allowable transportation costs that are directly attributed to the contract can be reimbursed using one of the following methods:

- Mileage: No other vehicle costs including insurance, fuel, oil changes, repairs, maintenance, or lease payments will be allowed.
- Vehicle Rental: is limited to actual rental and fuel costs.
- All receipts for all lodging and travel-related expenses must be submitted on a travel voucher request form.

- Local Travel: Copy of receipts for parking tolls (may be a Sunpass report). Place an asterisk “*” next to the item requested to be reimbursed and/or highlight the item).
- Out-of-town Travel: Copy of travel expense report and related receipts, including meals, parking, and tolls (rates for meals must be in accordance with The Children’s Trust budget guidelines) Invoice for transportation costs (air, bus, train, or car).
- *For Travel by Car:*
 - Employee Car: Travel log as detailed above.
 - Rental Car: Invoice from car rental agency and gasoline receipts.
- *For Travel by Air, Bus, or Train:*
 - Invoice detailing ticket price and point of origin and destination.
 - Rental Car: Invoice from car rental agency and gasoline receipts.
 - Receipts for any allowance incidentals (i.e., taxi fare).
 - Copy of canceled check/Proof of Payment/proof of payment.

Travel (Participants):

- Invoice from transportation company. Invoice must list, at a minimum, date of travel and destination. Copy of Credit card statement.

Meals (Participants):

- Copy of vendor receipt from food vendor.
- A daily census or participant list.
- Sign in sheets / list of recipients.

Space:

- Copy of lease agreement.
- Proof of credit card payment / canceled check or bank statement.

Utilities:

- Copy of vendor invoice/bill.

Supplies – Office:

- Copy of vendor invoice/bill.

Supplies – Program:

- Copy of vendor invoice/bill.

Equipment:

- Copy of vendor invoice/bill (serial number, quantity, etc., must agree with information entered on The Children’s Trust invoice).
- Equipment over \$1,000 must show proof of credit card payment / check or bank statement.

Professional/Contracted Services:

- Copy of agreement. If agreement terms are based upon a cost reimbursement method of

- payment, a time sheet or supporting documentation/invoice of each cost must be provided.
- Copy of vendor invoice/bill.

Section D – Documentation Required for Other and One-time Expenditures

Items are to be in agreement with the approved budget.

Examples of “other” items may include the following:

- Fieldtrip:
 - Copy of vendor invoice/bill. It should, at a minimum, detail vendor name, date of visit, number of tickets/admissions, cost per ticket/admission, and total cost.
 - Attendance roster.
 - Transportation documentation.
 - Copy of receipt.

Backup documentation such as invoices and other directly related information must be included to be reimbursed. Attendance rosters representing those who went on the field trip, shall be maintained with the Provider and available to CTAC upon request. Social Security Numbers and children’s names should be redacted.

- Background Screenings:
 - Receipt for fingerprinting cost identifying who was finger printed.
 - Copy of submission document and/or invoice.
 - Copy of receipt (Proof of payment).
 - Programmatic reimbursement requests will not be reimbursed if not completed prior to the start of the program, excluding new hires.
- Conference and Training:
 - Copy of registration. It should, at a minimum, detail the name of the conference/training, short description of same, name of registrant, and cost.
 - Copy of submission document and/or invoice.
 - Proof of Payment.
 - Completion Certificate for attendee if applicable.
- Employee and Volunteer Testing:
 - Copy of invoice for testing agency & Copy of canceled check/Proof of Payment/proof of payment.
 - Copy of receipt. Employee /volunteer name.
- Credit Card Payments:
 - Indicate that credit card statement has been paid and include in packet.

If payment was made using a credit card, submit the Agency credit card receipt as evidence that the item has been paid.

- Online Payments:

- If payment is made online, supporting documentation including the printed receipt showing payment and acceptance of the payment by the vendor.
- Bank statement or credit card statement reflecting payment.

Unallowable

Cash and money orders are considered unallowable supporting documentation since they cannot be specifically identified or assigned to a bank statement or payee.

Note: The CTAC will not reimburse for gratuity, convenience fees, late payment fees, NSF bank charges or processing fees and taxes.

Section E – Budget Amendment Request

A Budget Amendment (BA) is the mechanism used to revise the original budget. You may not go over-budget on a per line item basis.

- A BA is used to reallocate the budget within the confines of the original award amount. The reallocation can be among approved line items and within the approved Budget Narrative. Increases must equal decreases when no adjustment is made to revenue (or original award amount).
- **No more than three budget amendments per fiscal year are allowed.**
- No budget amendments will be processed after July 31 of each fiscal year, excluding summer only providers.
- Budget adjustments greater than 10%, per CTAC policy, must be approved by the Board. After an initial review by the contract manager, the request will be added as an item to the monthly CTAC Board consent agenda and will require a vote. Budget Adjustments less than 10% are approved by the CTAC Executive Director. Until the budget adjustment is approved, the funds are not accessible and at no time back billing is allowable.
- Approval of CTAC Executive Director required.
- Change in scope of services as stated in Agreement, must be requested in writing. A Budget Amendment Request Form and explanation for changes on agency letterhead must be submitted to the CTAC Contract Manager.

Section F –Fiscal Year-End Report Requirements

The Final invoice date is extended to October 15th of each year. The budget to Actual Report is due to the Finance Manager by November 15th of each year. The budget to actual report documents the actual program expenditures against the original approved program budget. September 30th Fiscal Year-End Reimbursement Requirements.

Fiscal Year Deadline dates will be published in mid-September; however, the following information remains consistent from year-to-year:

1. Your September 30th invoice is due on or before October 15th. Any and all late invoices or unpaid receipts must be received on or before October 15th.
2. CTAC **may** grant a provider permission to carry-forward exact amounts of a purchase if the provider has received word from their vendor that the goods will be delayed.

3. To request a carry-forward, submit a memo to the Finance Manager on Agency letterhead, signed by an approved agency signer. Include in the memo the reason for the request. Attach a copy of the back-order information received from the vendor. The Finance Manager will review the request, and if warranted, seek approval. **The carry-forward requests must be received on or before September 30th of the current fiscal year.**

Indicate on the Reimbursement Detail Report beside the vendor's name "(backorder received)". CTAC will reduce the approved carry-forward amount accordingly.

4. Invoices pertaining to a prior fiscal year **will not** be honored if the invoices are submitted after October 15th.

Section G – Changes to Contract

The work agreed to under a contract may change during the life of the contract. An Amendment is a written document detailing the additions and supplements to the original terms of the contract. An amendment is how CTAC formalizes these changes, and it becomes a part of the contract. Any subsequent amendments to the contract are numbered sequentially over the life of the contract.

An amendment is necessary whenever there is:

- A revision in the objectives of the project.
- A decrease or increase in the contract amount.
- A mid-year review to assess the provider spending to determine if the contract award needs to be reduced.
- Whenever the expiration date is extended.

An amendment is NOT required for administrative adjustments such as changes in address or phone number or an authorized signatory. Changes like these must still be reported to CTAC in writing.

Amendments are to be signed by CTAC and the Provider and a copy is sent to the Provider for their files.

Section H – Reporting Significant Developments

Events with significant impact on the contract project may occur anytime. CTAC Contract Manager must be informed as soon as any of the following situations come to light:

- Any problems, delays or adverse conditions which will materially affect the ability to meet project objectives, intermediate outcomes, time schedules, or project tasks within the time periods. This disclosure will be accompanied by a statement of the action taken or proposed, and any assistance needed from CTAC to resolve the situation.
- Favorable developments that enable meeting schedules or objectives sooner or at a less cost than anticipated, or that produce more beneficial results than originally planned.
- Changes in email, staff, Board of Directors, postal mailing address

Section I – Subcontracting

When subcontracting using CTAC funds, a copy of the subcontract signed by both parties is required.

Section J – Supplemental Activity Report

CTAC reserves the right to request activity reports and supplemental activity reports at any time. These may be based upon legislative, budget, and other reporting requests to CTAC. If an activity report is not received by the due date, CTAC will withhold payment of any subsequent invoice reimbursement requests until the information is received.

Communications guide and logo use

Specific Activities – Mandatory:

1. When the Provider describes the Children's Trust of Alachua County in written material (including news releases), use the language provided below: The Children's Trust of Alachua County, a special district created by Alachua County voters in 2018, funds and supports a coordinated system of community services that allows all youth and their families to thrive.
2. Post on its website and in its newsletter (printed and/or digital if applicable) a news release announcing a new Provider, or new program with a current Provider, has been awarded funding by the Trust.
3. The logo on Provider's website must include hyperlinks to <https://www.childrenstrustofalachuacounty.us>.
4. Display the Trust's logo according to the guidelines on Provider's website and on any printed promotional material paid for using CTAC funds including stationery, brochures, flyers, posters, PDF's, emails, online/digital campaigns etc., describing or referring to a program or service funded by the Trust. The logo and how it may be used is described here - [Official Logo Use](#).
5. Mutually engage with Trust on various media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn) by following, liking, sharing, re-tweeting, commenting, etc.
6. Identify the Trust as a funder in media interviews.
7. Notify the Trust's Communications staff of any news release or media interview relating to this Agreement or the program funded under this Agreement so the coverage can be promoted using appropriate media channels. Assistance from the Trust can be requested by email to ecayson@childrenstrustofalachuacounty.us.
8. Place signage provided by the Trust's Communications Office in Provider's main office/ lobby and all additional work/service sites visible to the public, identifying the Council as a funder.
9. Display the Trust's logo on signs and banners at events open to the public (excluding fundraising events) promoting funded programs that Provider sponsors or participates in.
10. Photos and videos of minor children can only be taken with the consent of the parent or guardian of the minor child by using the [Media Release Form](#). If your organization requires its own release form, it is advisable to include language that allows for images to be used by the Children's Trust.

Frequently Asked Questions

Q: When are Provider invoices due to CTAC?

A: Invoices are due in SAMIS no later than the 15th of the month following the month of service, unless otherwise agreed in writing by the CTAC.

Submission of Agency's Final Payment

The Final invoice date is extended to October 15th of each year. The CTAC has no obligation to provide reimbursement to the Agency for invoices which include expenses incurred in any previous grant period, if submitted after October 15th.

Q: When can I expect Payment?

A: CTAC will generate a payment voucher for each properly submitted reimbursement request as received and approved. Payments will be made in accordance with the Local Government Prompt Payment Act, Chapter 218, Part VII Florida Statutes. (If backup is insufficient or inaccurate and/or agency in noncompliance with contract deliverables or program requirements, CTAC may withhold payment until resolved).

Q: Where do I submit invoice & backup documentation?

A: All invoices should be entered to SAMIS. This process initiates CTAC's internal provider payment process.

Q: Do I submit a Monthly Reimbursement Report?

A: Yes. The report should be completed each month even if there are no reimbursements requested.

Q: Who is the CTAC contact person for reimbursement and/or backup documentation questions?

A: Nicole Odom, Finance Manager
invoice@childrenstrustofalachuacounty.us or (352) 374-1824

Q: Why do I need to submit backup documentation?

A: Copies of receipts are a requirement for payment. Detailed records of service must remain available at the contracted agency for audit either by CTAC staff or CTAC contract auditors/monitors.

Q: Should I maintain financial records and reports relating to the utilization of funds?

A: Yes. Maintain books, records, documents, invoices, and other evidence per accounting procedures and practices, as will permit the Agency to sufficiently and properly account for all direct costs of any nature associated with the program.

Q: Does CTAC monitor agency activities?

A: By accepting public funds, the Provider agrees to permit authorized CTAC persons to inspect all records, papers, documents, facilities, goods, and services of the Agency and interview any employees and clients of the Agency to be assured of satisfactory performance of the terms and conditions of the Agreement.

Q: What is the process for submitting budget amendment requests?

A: Complete a Budget Amendment Request Form and explanation of changes on agency letterhead and submit to the Contract Manager assigned to the contract.

Q: Who receives and manages Public Records Requests for CTAC?

A: If the agency has questions regarding Chapter 110, Florida Statutes, contact the CTAC at email: amd@childrenstrustofalachuacounty.us. Phone: (352) 374-1823.

Providers who fail to provide the public records, at the request of the CTAC, within a reasonable time may be subject to penalties under s.119.10.

Q: Can the Agreement with CTAC be modified?

A: The agreement may be modified by mutual agreement of both parties and is effective by a written amendment to the current Agreement, fully executed by both parties.

Q: Can the Agreement with CTAC be terminated?

A: Yes. A notice of termination from either party to the other party must be in writing and sent by certified mail, return receipt requested or by personal delivery with receipt.

CTAC Representative: Executive Director, Children's Trust of Alachua County
 c/o Children's Trust Record Custodian
 PO Box 5669
 Gainesville, FL 32627

Please refer to your agency contract agreement with CTAC, which contains all the terms and conditions agreed upon by both parties.

**SECOND AMENDMENT TO AGREEMENT NO. 13386 FOR CTAC BETWEEN THE CHILDREN'S
TRUST OF ALACHUA COUNTY AND
CITY OF ALACHUA**

THIS **SECOND** AMENDMENT TO AGREEMENT, made and entered into this 03 day of May A.D. 2023, between the Children's Trust of Alachua County established pursuant to Section 125.901 Florida Statutes and Alachua County Ordinance 18-08, hereinafter referred to as the "CTAC," and "CITY OF ALACHUA", a municipality in Alachua organized under the laws of the State of Florida, hereinafter called "Agency." Collectively hereinafter CTAC and the Agency are referred to as the "Parties".

WITNESSETH:

WHEREAS, pursuant to Request for Proposal 22-03 the Parties hereto previously entered into the *Agreement No. 13386 for CTAC between the Children's Trust of Alachua County and City of Alachua*, dated February 14, 2023 (the "Agreement") for the provision of the CTAC providing funds to the Agency for their program, Summer Day Camp; and,

WHEREAS, Pursuant to the Agreement, the CTAC wishes to amend the contract; and

WHEREAS, the CTAC Board has approved budget increases for cost-of-living adjustments; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree to amend the Agreement as follows:

A. SECTION 3 of the Agreement, **Maximum Indebtedness**, is amended in its entirety to read:

The maximum indebtedness under this agreement is (SEVENTY THOUSAND, NINE HUNDRED THIRTY-ONE DOLLARS AND FIFTY-SIX CENTS (\$70,931.56) for (2023) contract year.

B. SECTION 4.A of the Agreement. **Billing and Compensation**, is amended in its entirety to read:

For the performance of the services detailed in Section 2 of this Agreement of the CTAC shall pay the Agency an amount not to exceed (\$70,931.56) as specified in the Program Budget in **Attachment B**

C. Attachments: The following attachments are updated and shall replace attachments of the same name.

- Attachment B – Program Budget
- Attachment D – Deliverables
- Attachment E – Performance Measures

- Attachment F- Data & Reporting
- Attachment H – Overnight Travel Policy Checklist

SAVE and EXCEPT as expressly amended herein, all other terms and provisions of the agreement renewal between the parties shall be and remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this **Second** Amendment to Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

CHILDREN'S TRUST OF ALACHUA COUNTY

ManhaK1net
By: Marsha Kiner (May 3, 2023 13:53 EDT)

Marsha Kiner
Executive Director
Date: May 3, 2023

APPROVED AS TO FORM

/s/ b--
Bob Swain (May 2, 2023 15:39 EDT)
Alachua County Attorney's Office

AGENCY

4 12/3 Officer
By: N-1
Print: JOSEPH A. BONETTI
Title: -Ab.R.

By: v'lu G 0
Print: MI 1ft D. 4-Cl. o ZA---
Title: C--d H M
Date: 5/2-/ 23

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION.

FUNDING SOURCE:

Cl FISCAL YEAR
1 2023

AMOUNT
\$70,931.56

ACCOUNT NO.
001.15.1500.569.82.22

Attachment A

Section 1: Site Profile: Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site Summary section. At least one site is required for application to be considered complete

1.Site Information

Organization Name	City of Alachua		
Site Name	Legacy Park Multipurpose Center		
Site Address	15400 Peggy Road		
Site Contact Name/Phone/E-mail:	Damon Messina / 352-359-6032 / dmessina@cityofalachua.org		
Site Enrollment Phone # and Website	386-462-1610		
Social Media Links (Facebook/Instagram/Twitter)	cityofalachua/facebook.com		
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year	The Legacy Park Summer Adventure Camp will serve grades K - 8.		
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date: 6/12/23 # Of Weeks of Programming: 7 Additional Details: End Date: 8/4/23 Hours of operations: 10		

Summer 2023

Days of Youth Programming to Be Offered

Please add a "x" for each day summer camp programming will be offered:

June 2023							July 2023							August 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31*	1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10*	11	12
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
25	26	27	28	29	30	1	30	31						27	28	29	30	31		
☐	☒	☒	☒	☒	☒	☒	☐	☐						☐	☐	☐	☐	☐		

*School ends on May 31, 2023

June 19th is Juneteenth

July 4th is Independence Day

*School starts on August 10, 2023

Expected Attendance of Children Describe expected attendance of children at your program. How many days per week will they attend? How many hours in a day will they attend? How many weeks will they attend?	Hours per Day: 10 Days per Week: 5 # of weeks expected to attend: 7		
Site Description: Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer	Legacy Park Multipurpose Center is a 40,000 sq ft. facility that includes 4 full length basketball/volleyball courts/ It also has 4 multipurpose classrooms. On the property is an inclusive playground that serves children ages 8-12, two high school soccer fields, and an amphitheater. Maximum capacity for camp would be 150 students. Conjoined to Legacy Park is the Hal Brady Recreation Complex. This complex has 3 softball fields, a large playground, 2 baseball fields, skate park, splash park, and an indoor basketball/volleyball court.		
Executive Summary: Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC	Through the Legacy Park Summer Adventure Camp children will have the opportunity to challenge their brains and learn new things during the summer break. Each day campers will discover new skills, build self-confidence, make new friends, and feel a sense of achievement. Camp activities include art, music, swimming, character development, games, sports, and outdoor activities.		
Site Staffing: Describe how your site will provide appropriate staffing to ensure safe and enriching programming. Refer to the RFP guidelines as staffing requirements including positions and ratios when completing site staffing.	The Camp Counselors and Camp Administrator (Director) will be highly qualified. We will advertise at our local schools to recruit teachers and paraprofessionals for these positions. These individuals will have general working knowledge of sports activities (softball, basketball, volleyball, soccer, tennis, games), arts and crafts, environmental sciences, cultural arts, etc. Skills in organizing, supervising, disciplining children, and creating a positive camp environment. They must have the ability to work effectively with children 5 - 14 years of age. The ratio for the Legacy Park Summer Adventure Camp will be 1:15 counselor to child to ensure a safe and enriching environment.		

1. Site Budget Summary

Site Name			
Budget Item	Description	Request Amount	Additional details to support request including justification of requested amount. This section must be completed.
Enrollment/Registration Fees	CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship. Complete the following fields to calculate request amount: A) Cost per enrollment fee requested from CTAC: \$78 B) # Of children to receive enrollment fees: 100 C) Enrollment Fee request amount (A X B=C) \$7,800	\$7,800	Cost of T-Shirts, Food/Snacks, and Camp Safety Kit
Scholarships (Full)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.) Complete the following fields to calculate request amount: A) Cost per Scholarships (Full) requested from CTAC: \$58 B) # Of children to receive Scholarships (Full): 80 C) # Of weeks children are expected to attend camp: 7 D) Scholarships (Full) Total (A X B X C): \$32,480	\$32,480	Counselors(10)- \$15/Hr+3admin cost + 16 hours training Camp Director - \$25/HR + 16 hours of training
Scholarships (Partial)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.). Complete the following fields to calculate request amount: A) Cost per Scholarships (Partial) requested from CTAC: \$29 B) # Of children to receive Scholarships (Partial): 20 C) # Of weeks children are expected to attend camp: 7 D) Scholarships (Partial) Total (A X B X C): \$4,060	\$4,060	Counselors(10)- \$15/Hr+3admin cost + 16 hours training Camp Director - \$25/HR + 16 hours of training
Materials	CTAC will cover the costs of materials of full/partial scholarship children to participate in summer camp activities. The reimbursement of material is based on the ratio of CTAC sponsored children. The CTAC logo should be added to material where applicable on all SWAG items i.e., water bottles, T-shirts, and bags. The proof/mockup from the vendor must be included with your reimbursement request.	\$3,000	Equipment, arts/crafts supplies
Fieldtrip	CTAC will cover the costs of full/partial scholarship children to participate in field trips including admission costs. All field trip expenses will include copies of field trip attendance for verification. Proof of attendance must be submitted with the request for reimbursement. Please refer to the checklist and information in the provider handbook before submitting reimbursement request for field trips.	\$11,000	AMC Movies, Cade Museum, Gainesville Pool, Flip Factory, SeaWorld, Santa Fe Zoo, Skate Station

Transportation	CTAC will only cover the cost of scholarship recipients that attended the day of the field trip. These expenses for buses, vehicle rentals, gas etc. Vehicle rentals are limited to charters and vans Transportation costs excluding gratuity and insurance coverage will be reimbursed. A detailed travel/mileage log documenting vehicle use for necessary summer camp travel must be maintained by the provider. Include this log with transportation reimbursement requests.	\$11,766.56	Charter Bus for field trips
Background Checks	CTAC will cover the costs for all staff to receive Level 2 background checks.	\$825	11 Staff X \$75 per Background Check
	Site 1 Total Request:	\$70,931.5	

Section 2: Site Profile: Skip this section if no more site profiles are needed. Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site and Budget Summary section. At least one site is required for application to be considered complete

2.Site Information

Organization Name			
Site Name			
Site Address			
Site Contact Name/Phone/E-mail:			
Site Enrollment Phone # and Website			
Social Media Links (Facebook/Instagram/Twitter)			
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year			
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date: End Date:	# of Weeks of Programming: Hours of operations:	Additional Details:

Attachment B-1

Section 5: Site and Budget Summary

Site Name	Enrollment/Registration Fees		Scholarships (Full)		Scholarships (Partial)		Materials	Fieldtrips	Transportation	Background Checks	Site Total Request
Legacy Park Multipurpose Center	# Of children: 100	Amount: 7,800.00	# Of children: 80	Amount: 32,480.00	# Of children: 20	Amount: 4,060.00	3,000.00	11,000.00	11,766.56	825.00	70,931.56
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
Total	100	7,800.00	80	32,480.00	20	4,060.00	3,000.00	11,000.00	11,766.56	825.00	70,931.56

**Attachment D
Deliverables**

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE(S)
Date of Award – April 2023	1. Program Preparation	☐ Certificate of Insurance ☐ Affidavit Letter outlining screening of all staff and volunteers. ☐ All staff background screening results ☐ Verified in Philanthropy Hub (Nonprofits only)	May 15, 2023
April 2023	2. Attend CTAC Summer Provider training	☐ Training attendance	April 20, 2023
May – August 30th, 2023	3. Implement the program in a safe and supportive environment # of days # of students	☐ Sign In/Sign Out Sheets ☐ Monthly Invoice	Due 15 th of every month
May – August 30th, 2023	4. Submit child demographics and weekly program attendance including participation in fieldtrips and family engagement activities as applicable.	☐ Submission on CTAC provided data collection spreadsheets or tools	Due 15 th of every month
August 15 th , 2023	5. Submit End of Program Narrative	☐ End-of-Program Narrative ☐ Satisfaction Surveys	August 15 th , 2023

NOTE: An Affidavit Letter is a letter on Contractor letterhead and clearly states that all staff and volunteers have completed the screening with verification of staff background screening results and completed Affidavits of Good Moral Character prior to the commencement of the program.

Summer Camp – FY2023

Attachment E

Performance Measures

Performance measures are agreed upon goals to measure whether we are meeting the expectations and anticipated results for children and families through the work of this contract. The Children’s Trust uses the Results Based Accountability, which is a framework for defining success measures focusing on: Quantity (how much?), Quality (how well?), and Short-term or Direct Impact (is anyone better off?)

How Much?	FY2023 Target
Children enrolled who attend at least one day (as measured by provider report in CTAC data collection tool).	90% of number of anticipated children on site profile.
Number of Program Days (as measured by provider report in CTAC data collection tool).	Days provided on Site Profile.
How Well?	FY2023 Target
Children attend for the number of days anticipated (as measured parent report on enrollment form and provider attendance tracking).	75% of children
Full Compliance at Site Monitoring (as measured by CTAC staff observing appropriate execution of contract requirements).	Compliance in all Areas
Parents were satisfied with camp communication (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	85%
Families enjoyed the overall camp experience (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Better Off?	FY2023 Target
Families felt their children were safe while at camp (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families were satisfied with the learning activities offered (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families report their children enjoyed their camp experience (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%
Families were satisfied with the camp activities (as measured by families reporting “good” or “great” on the Summer Camp satisfaction survey).	90%

Attachment F

Data and Reporting

Characteristics of Children	
Data Requirement	Data Collection Tool
<u>Participant Demographics</u>: Providers are expected to collect and report the following on each child served individually: • Child ID (unique child identifier) • Family ID (unique family identifier) • Scholarship Type (i.e., Full or Partial) • Enrollment Criteria for Scholarship (i.e., below 200% FPL, IEP and/or 504 plans, in foster care, kinship care, under in-home case management, family receiving SNAP benefits, between 200% - 400% FPL) • Number of days of expected attendance as reported by the parent/caregiver. • Residence City (note, must be Alachua County) • Residence ZIP (note, must be Alachua County) • Age at Enrollment • Grade (i.e., K-12) • School Name • Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other) • Ethnicity (i.e., Hispanic or Non-Hispanic) • Gender • Parent/Caregiver Language Spoken	Provider will ensure completion of the CTAC Child Enrollment Form for each child receiving a scholarship to support submission of data to CTAC. Provider will submit data listed for each individual child through a data collection tool provided by CTAC.
Why does the Trust collect child demographics? Collecting demographics information helps us to learn more about who we are serving to determine whether we are equitably distributing resources and see if services are being received by the intended population.	
Participation	
Data Requirement	Data Collection Tool
<u>Program Participation</u>: Providers are expected to collect and report the following on each child served individually:	Provider will develop, collect, and maintain attendance forms to support the collection of data to be submitted to CTAC. Provider will submit participation data listed for

• Number of days the child attends for each week the program operated • Participation in fieldtrips (if applicable) • Participation in family engagement events/activities (if applicable)	each individual child through a data collection tool provided by CTAC.
Why does the Trust collect program participation? Collecting participation data allows us to see how much services are received for payment purposes and to determine the level of child and family engagement in programming.	
Quality Assurance	
Data Requirement	Data Collection Tool
<u>Participant Records</u> : Providers will maintain a file for each child enrolled including enrollment, scholarship eligibility verification, consent, and image release forms.	Site records
<u>Verification of scholarship eligibility</u> : Providers are expected to verify scholarship eligibility and maintain documentation as outlined in the Child Enrollment Form.	Site records
<u>Personnel Records</u> : Providers will maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers. Each file should contain, at minimum, background screening results, proof of required trainings, and any required certifications or licensures, including the Affidavit of Good Moral Character.	<u>Staff Qualifications</u> : Providers are expected to hire and retain staff and subcontractors with the necessary qualifications/credentials. Providers are expected to produce proof of required experience, education, and certifications/licensures as specified in Scope of Services.
<u>Satisfaction Survey</u> : Providers are expected to conduct a satisfaction survey with all families who receive services and encourage full participation. Providers should strive for completion rates of at least 70%, to allow for more meaningful and representative results.	Providers may administer the survey to families electronically, on paper, or using both methods. Providers will enter in surveys administered on paper through an individualized link provided by CTAC.
Why does the Trust require program quality information? The Trust wants to ensure all providers it funds are operating a safe and high-quality program. The Trust seeks parent and child input to assess and make improvements in future programming.	

Due Date	What to Report
15 th of Each Month	- Invoice based on actual attendance and enrollment
August 31 st	- Finalized participant data (demographics, attendance, surveys) - Provider End of Summer Narrative survey
September 15 th	- Final Invoice

Overnight Travel Policy Checklist



1. Provide affidavit letter(s) for the following:
 - a. Background check requirements for the state in which travel will take place have been reviewed prior to scheduled trip.
 - b. Vehicles being used to transport youth be in good repair and each passenger shall have a working seatbelt, shoulder harness, and be properly restrained.
 - c. Appropriate driver licenses for class of vehicles being driven. Vehicles are not over capacity between passengers and luggage being carried.
2. Provide a list with names and ages of chaperones as well as youth and their ages (Minimum age for overnight – 12 years old)
3. Provide trip ratio of adults to youth, at a minimum at least one same gendered adult shall be present for each gender of participants.
4. Provide sleeping arrangement plan.
5. Provide documentation of the following:
 - a. Insurance – minimum as set forth in contract including non-owned vehicle up to \$1,000,000.
 - b. Minimum amount of coverage to also include general and professional liability coverage for overnight supervision.
 - c. Ensure provider informs carrier that the general liability coverage is for overnight trips.
6. Submit documentation of completion of safety training provided by the Trust or other entity.
7. Provide copy of medical screening, permission slip and emergency plan.

Please note this checklist is not meant to substitute your organization's travel policy. It is to be used as an aid in planning your Trust funded trip.

**FIRST RENEWAL TO AGREEMENT NO. 13386 FOR CTAC
BETWEEN THE CHILDREN’S TRUST OF ALACHUA COUNTY AND
CITY OF ALACHUA**

THIS **FIRST RENEWAL TO AGREEMENT**, made and entered into this 14 day of February A.D. 2023, by and between the Children’s Trust of Alachua County, a government agency taxing district in Alachua County, hereinafter referred to as the “CTAC,” and “CITY OF ALACHUA”, a municipality in Alachua organized under the laws of the State of Florida, hereinafter called “Agency.” Collectively hereinafter CTAC and the Agency are referred to as the “Parties”.

WITNESSETH:

WHEREAS, pursuant to Request for Funding Proposals 2022-03 the Parties hereto previously entered into the *Agreement No. 13386 for CTAC between the Children’s Trust of Alachua County and City of Alachua.*, dated April 1, 2022 (the “Agreement”) for the provision of the CTAC providing funds to the Agency for their program, Legacy Park Multipurpose Center Summer Camp; and,

WHEREAS, pursuant to the Agreement, the Agency has requested to extend the term of the Agreement through August 31, 2023; and

WHEREAS, the CTAC deems it in the best interest of the Parties to extend the term of the Agreement as requested by the Agency,

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree to amend the Agreement as follows:

SECTION 1. of the Agreement, **Term**, is amended in its entirety to read:

A. This agreement shall commence on April 1st, 2023, and continue through and including August 31st, 2023, unless earlier terminated, as provided herein. CTAC performance and obligation to pay under this agreement is contingent upon a specific annual appropriation by the Children's Trust of Alachua County. The parties hereto understand that this Agreement is not a commitment of future appropriations.

SECTION 2. Scope of services is amended to include updated scope of services referenced as attachment A.

SAVE and EXCEPT as expressly amended herein, all other terms and provisions of the original Agreement between the parties shall be and remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this **First** Renewal to Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

CHILDREN'S TRUST OF ALACHUA COUNTY

Marsha Kiner

By: Marsha Kiner (Feb 14, 2023 13:19 EST)

Marsha Kiner

Executive Director

Date: February 14, 2023

APPROVED AS TO FORM

Bob Swain

Bob Swain (Feb 14, 2023 12:42 EST)

Alachua County Attorney's Office

ATTEST (By Corporate Officer)

By: [Signature]

Title: [Signature]

Title: :f:A::e, "UC2.f..c:n:;>/L-

AGENCY

By: U O

Print: Mt t<-t DA.t<.o::zA-

Title: M. A--6,Q(

Date: "t-7g/

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION.

FUNDING SOURCE

FISCAL YEAR
uf 2023

AMOUNT
\$66,665

ACCOUNT NO.
001.15.1500.569.82.22

Section 1: Site Profile: Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site Summary section. At least one site is required for application to be considered complete

1.Site Information

Organization Name	City of Alachua
Site Name	Legacy Park Multipurpose Center
Site Address	15400 Peggy Road
Site Contact Name/Phone/E-mail:	Robert Bonetti / 386-418-6165 / rbonetti@cityofalachua.com
Site Enrollment Phone # and Website	386-462-1610
Social Media Links (Facebook/Instagram/Twitter)	cityofalachua/facebook.com
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year	The Legacy Park Summer Adventure Camp will serve grades K-8.
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date: 6/5/23 # Of Weeks of Programming: 7 Additional Details: End Date: 7/28/23 Hours of operations: 10

Summer 2023

Days of Youth Programming to Be Offered

Please add a "x" for each day summer camp programming will be offered:

June 2023							July 2023							August 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31*	1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
☐	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10*	11	12
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐
25	26	27	28	29	30	1	30	31						27	28	29	30	31		
☐	☒	☒	☒	☒	☒	☒	☐	☐						☐	☐	☐	☐	☐		

*School ends on May 31, 2023

June 19th is Juneteenth

July 4th is Independence Day

*School starts on August 10, 2023

Expected Attendance of Children Describe expected attendance of children at your program. How many days per week will they attend? How many hours in a day will they attend? How many weeks will they attend?	Hours per Day: 10 Days per Week: 5 # of weeks expected to attend: 7		
Site Description: Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer	Legacy Park Multipurpose Center is a 40,000 sq ft. multipurpose recreational/cultural facility that includes 4 full length basketball/volleyball courts. It also has 4 multipurpose classrooms. On the property is an inclusive playground that serves children ages 8-12, two high school dimension soccer fields, and an amphitheater. Maximum capacity for camp would be 150 students Conjoined to Legacy Park is the Hal Brady Recreation Complex. This complex has 3 softball fields, a large playground, 2 baseball fields, skate park, splash park, and an indoor basketball/volleyball court.		
Executive Summary: Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC	Through the Legacy Park Summer Adventure Camp children will have the opportunity to challenge their brains and learn new things during the summer break. Each day campers will discover new skills, build self-confidence, make new friends, and feel a sense of achievement. Camp activities include art, music, swimming, character development, games, sports, and outdoor activities.		
Site Staffing: Describe how your site will provide appropriate staffing to ensure safe and enriching programming. Refer to the RFP guidelines as staffing requirements including positions and ratios when completing site staffing.	The Camp Counselors and Camp Administrator (Director) will be highly qualified. We will advertise at our local schools to recruit teachers and paraprofessionals for these positions. These individuals will have general working knowledge of sports activities (softball, basketball, volleyball, soccer, tennis, games), arts and crafts, environmental sciences, cultural arts, etc. Skills in organizing, supervising, and disciplining children, and creating a positive camp environment. They must have the ability to work effectively with children 5-14 years of age. The ratio for the Legacy Park Summer Adventure Camp will be 1:15 counselor to child to ensure a safe and enriching environment.		

1. Site Budget Summary

Site Name Legacy Park Multipurpose Center			
Budget Item	Description	Request Amount	Additional details to support request including justification of requested amount. This section must be completed.
Enrollment/Registration Fees	CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship. Complete the following fields to calculate request amount: A) Cost per enrollment fee requested from CTAC: \$78 B) # Of children to receive enrollment fees: 100 C) Enrollment Fee request amount (A X B=C) \$7,800	\$7,800	Cost of T-Shirts, Food/Snacks, and Camp Safety Kit
Scholarships (Full)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.) Complete the following fields to calculate request amount: A) Cost per Scholarships (Full) requested from CTAC: \$58 B) # Of children to receive Scholarships (Full): 80 C) # Of weeks children are expected to attend camp: 7 D) Scholarships (Full) Total (A X B X C): \$32,480	\$32,480	Counselors(10)- \$15/Hr+3 admin cost + 16 hours training Camp Director - \$25/hr + 16 Hours of training
Scholarships (Partial)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.). Complete the following fields to calculate request amount: A) Cost per Scholarships (Partial) requested from CTAC: \$29 B) # Of children to receive Scholarships (Partial): 20 C) # Of weeks children are expected to attend camp: 7 D) Scholarships (Partial) Total (A X B X C): \$4,060	\$4,060	Counselors(10)- \$15/Hr+3 admin cost + 16 hours training Camp Director - \$25/hr + 16 Hours of training
Materials	CTAC will cover the costs of materials of full/partial scholarship children to participate in summer camp activities. The reimbursement of material is based on the ratio of CTAC sponsored children. The CTAC logo should be added to material where applicable on all SWAG items i.e., water bottles, T-shirts, and bags. The proof/mockup from the vendor must be included with your reimbursement request.	\$3,000	Equipment, arts/crafts supplies
Fieldtrip	CTAC will cover the costs of full/partial scholarship children to participate in field trips including admission costs. All field trip expenses will include copies of field trip attendance for verification. Proof of attendance must be submitted with the request for reimbursement. Please refer to the checklist and information in the provider handbook before submitting reimbursement request for field trips.	\$11,000	AMC Movies, Cade Museum, Gainesville Pool, Flip Factory, SeaWorld, Santa Fe Zoo, Skate Station

Transportation	CTAC will only cover the cost of scholarship recipients that attended the day of the field trip. These expenses for buses, vehicle rentals, gas etc. Vehicle rentals are limited to charters and vans Transportation costs excluding gratuity and insurance coverage will be reimbursed. A detailed travel/mileage log documenting vehicle use for necessary summer camp travel must be maintained by the provider. Include this log with transportation reimbursement requests.	\$7,500	Charter Bus at end of Camp
Background Checks	CTAC will cover the costs for all staff to receive Level 2 background checks.	\$825	11 Staff X \$75 per Background Check
	Site 1 Total Request:	\$66,665	

Section 2: Site Profile: Skip this section if no more site profiles are needed. Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site and Budget Summary section. At least one site is required for application to be considered complete

2.Site Information

Organization Name			
Site Name			
Site Address			
Site Contact Name/Phone/E-mail:			
Site Enrollment Phone # and Website			
Social Media Links (Facebook/Instagram/Twitter)			
Site Grades Served Note: Grades served should reflect year child would enter in the 2023-24 school year			
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date:	# of Weeks of Programming:	Additional Details:
	End Date:	Hours of operations:	

Attachment B-1

Section 5: Site and Budget Summary

Site Name	Enrollment/Registration Fees		Scholarships (Full)		Scholarships (Partial)		Materials	Fieldtrips	Transportation	Background Checks	Site Total Request
Legacy Park Multipurpose Center	# Of children: 100	Amount: \$7,800	# Of children: 80	Amount: \$32,480	# Of children: 20	Amount: \$4,060	3 , 0 0 0	11,000	7,500	\$825	\$66,665
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
	# Of children:	Amount:	# Of children:	Amount:	# Of children:	Amount:					
Total	100	\$7,800	80	\$32,480	20	\$4,060	\$3,000	\$11,000	\$7,500	\$825	\$66,665

CONTRACT FOR SERVICES
N0.13386
BETWEEN THE CHILDREN'S TRUST OF ALACHUA COUNTY AND
CITY OF ALACHUA

THIS CONTRACT made and entered into this 3rd day of May __, A.D., 2022 by and between the Children's Trust of Alachua County, a government agency taxing district in Alachua County, hereinafter referred to as the "CTAC", and "CITY OF ALACHUA", a municipality in Alachua County, organized under the laws of the State of Florida hereinafter called the "Contractor". Collectively hereinafter CTAC and the Contractor are referred to as the "Parties".

WITNESSETH:

WHEREAS, the CTAC is authorized under § 125.901, Fla. Stat., and § 26.01, Fla. Stat., *et. seq.* Alachua County Code of Ordinances, for the purpose of providing children's services throughout Alachua County; and,

WHEREAS, the CTAC is charged with providing for a number of developmental and supportive services for children as set forth in § 125.901, Fla. Stat.; and,

WHEREAS, CTAC is desirous of entering into an Agreement with "CITY OF ALACHUA" to support programs and its services provided by the Contractor;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

Section 1. Term:

A. This agreement shall commence on April 1st, 2022 and continue through and including September 30th, 2022, unless earlier terminated, as provided herein. CTAC performance and obligation to pay under this agreement is contingent upon a specific annual appropriation by the Children's Trust of Alachua County. The parties hereto understand that this Agreement is not a commitment of future appropriations.

Section 2. Scope of Services:

A. The Services will be performed by Contractor as specified in **Attachment A: Scope of Services**. Contractor's performance will be measured in accordance with **Attachment E** and as otherwise provided herein.

Section 3, Maximum Indebtedness:

A. The maximum indebtedness under this agreement is(SIXTY-SIX THOUSAND AND SIX HUNDRED-SIXTY-FIVE DOLLARS) (\$66,665) for (2022) contract year.

Section 4. Billing and Compensation:

A. For the performance of the services detailed in Section 2 of this Agreement of the CTAC shall pay the Agency an amount not to exceed (\$66,665) as specified in the Program Budget in **Attachment B**

B. Compensation. CONTRACTOR will be paid by the CTAC for the Services as follows:

1. Advance Payment - Upon completion of Deliverable 1 in Attachment D the Contractor may invoice the CTAC for an advance payment of 25% of the scholarship amount as listed on Form 2- Site Profile. The Contractor will not receive any additional payments until the advance has been trued up with actual services delivered.
2. Subsequent payments will be made on a monthly basis based on each site's weekly enrollment. To be considered enrolled, proper demographic information and at least on day of attendance in the week the child is enrolled is required (see Data and Reporting, **Attachment F**)
3. Enrollment Fees will be reimbursed in the same manner as in #2 above.
4. Materials and Field Trips will be reimbursed on a cost-reimbursement basis.

C. Submission of the Contractor's invoice for final payment shall further constitute the Contractor's representation to the CTAC that, upon receipt by the Contractor of the amount invoiced, all obligations of the Contractor to others, including its consultants, incurred in connection with the Program, will be paid in full, that the services or expenses have not been reimbursed by another contractor, and that the services provided served a public purpose. The Contractor shall submit invoices via e-mail to invoice@childrenstrustofalachuacounty.us, or to the CTAC at the following address.

Children's Trust of Alachua County
PO Box 5669
Gainesville, FL 32627

D. In the event that the CTAC becomes credibly informed that any representations of relating to payment are wholly or partially inaccurate, the CTAC may withhold payment of sums then or in the future otherwise due to the Contractor until the inaccuracy, and the cause thereof, is corrected to the CTAC's reasonable satisfaction.

E. Payments for all sums are contingent upon meeting the deliverables described in **Attachment D: Deliverables** and the approval of all supporting documentation required by the CTAC. All invoices shall contain the following statement "This request for payment is subject to Section 837.06 Florida Statutes." Invoices for payment shall be made in accordance with the provisions of Chapter 218, Part VII Florida Statutes (Local Government Prompt Payment Act).

F. The Contractor shall submit invoices by the 15th of every month and its final invoice for the grant period by October 15th of each year. The CTAC has no obligation to provide reimbursement to the Contractor for invoices which include expenses incurred in any previous grant period if submitted after October 15, 2022.

G. Invoice payments shall be sent to:
Finance Department
City of Alachua
PO Box 9
Alachua, FL 32616
finance@cityofalachua.org

Section 5. Audit, Records, and Reporting:

A. The Contractor agrees to:

- 1) Maintain financial records and reports relating to the utilization of funds.
- 2) Maintain books, records, documents, invoices, and other evidence and accounting procedures and practices such as will permit the Contractor to sufficiently and properly reflect all direct costs of any nature associated with the program.
- 3) Permit all such records described in 1) and 2) above to be subject to inspection, review, and audit by the CTAC.

B. Reports specified in **Attachment F** shall be submitted as described in **Attachment D**. The CTAC reserves the right to change the forms or formats of the reports without prior written notice to the Contractor. The Contractor shall submit these reports via email (dcarruthers@childrenstrustofalachuacounty.us) or to CTAC following address:

Children's Trust of Alachua County
PO Box 5669
Gainesville, FL 32627

C. The CTAC may defer payment to the Contractor for non-compliance with contract deliverables or program requirements.

Section 6. Default and Termination:

A. The failure of the Contractor to comply with any provision of this Agreement will place the Contractor in default. Prior to terminating the Agreement, the CTAC will notify the Contractor in writing. This notification will make specific reference to the provision which gave rise to the default. The CTAC will give the Contractor seven (7) days to submit a plan for curing the default. In the event the default situation is not corrected within the allotted time or to the satisfaction of the CTAC, prior to formal termination the Parties agree to mediation of the dispute or disputes and shall participate in good faith. The mediation shall be conducted by a professional mediator mutually agreed to by the parties under the Florida mediation rules. Mediation shall be held no longer than twenty-one (21) days after the notice of default.

B. The CTAC may also terminate the Agreement without cause by providing ten (10) days written notice to the Contractor (hereinafter, "Termination for Convenience"). The CTAC Contract Manager is authorized to provide written notice of Termination for Convenience on behalf of the CTAC. Upon such notice, the Contractor will immediately discontinue all Services affected (unless the notice directs otherwise) and deliver to the CTAC all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Agreement, whether completed or in process. In the event of such Termination for Convenience, the Contractor's recovery against the CTAC shall be limited to that portion of the Annual Contract Price earned through the date of termination, but the Contractor shall not be entitled to any other or further recovery against the CTAC, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.

C. If funds to finance this Agreement become unavailable, the CTAC may terminate the Agreement with no less than twenty-four (24) hours' notice in writing to the Contractor. The CTAC will be the final authority as to the availability of funds. The CTAC will pay the Contractor for all Services completed prior to delivery of notice of termination. In the event of such Termination, the Contractor's recovery against the CTAC shall be limited to that portion of the Annual Contract Price earned through the date of termination, but the Contractor shall not be entitled to any other or further recovery against the CTAC, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.

Section 7. Monitoring:

A. To the extent law, statute or ordinance does not limit a grant of access solely by the authority of the Contractor, the Contractor, by accepting public funds, agrees to permit persons duly authorized by the CTAC to inspect all records, papers, documents, facilities, goods, and services of the Contractor and interview any employees and clients of the Contractor to be assured of

Section 8. Modifications:

Section 9. Notices:

CTAC: Executive Director, Children's Trust of Alachua County
c/o Children's Trust Custodian of Public Records
PO Box 5669
Gainesville, FL 32627

A copy of any notice shall also be sent to:

Alachua County: J.K. "Jess" Irby, Esq.
Clerk of the Circuit Court
12 S.E. 1st Street
Gainesville, Florida 32602 ·
Attn: Finance and Accounting

Section 10. Assignment of Interest:

A. Neither party will assign or transfer any interest in this Agreement without prior written consent of the other party.

Section 11. Independent Contractor:

A. In the performance of this Agreement, the Contractor will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture, or associate of the CTAC. The Contractor is solely responsible for the means, method, techniques, sequence, and procedure utilized by the Contractor in the full performance of this Agreement. Neither the Contractor nor any of its employees, officers, agents, or any other individual directed to act on behalf of the Contractor for any act related to this Agreement shall represent, act, or purport to act or be deemed to be the agent, representative, employee, or servant of the CTAC.

B. For Independent Contractors outside the construction industry with fewer than four employees choosing not to secure workers' compensation coverage under the Florida Workers' Compensation Act, the Independent Contractor outside the construction industry verifies that it has posted clear written notice in a conspicuous location accessible to all employees, telling employees and others of their lack of entitlement to workers' compensation benefits.

C. Policies and decisions of the Contractor, which may be represented by the Contractor in performance of this Agreement, shall not be construed to be the policies or decisions of the CTAC.

Section 12. Indemnification:

A. To the maximum extent permitted by Florida law, the Contractor shall indemnify and hold harmless the CTAC and its officers and employees from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor or anyone employed or utilized by the Contractor in the performance of this Agreement. The Contractor agrees that indemnification of the CTAC shall extend to any and all Services performed by the Contractor, its subcontractors, employees, agents, servants or assigns.

B. The Contractor's obligation to indemnify under this Article will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the CTAC or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

C. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Contractor insurance coverage. This indemnification provision shall survive the termination of the Agreement between the CTAC and the Contractor.

D. Nothing contained herein shall constitute a waiver by the CTAC of sovereign immunity or the provisions or limits of liability of § 768.28, Fla. Stat.

E. Paragraphs A-D do not apply to any Contractor which is a government entity protected by Sovereign Immunity under § 768.28, Fla. Stat. For those Agencies, the Parties agree that each party shall be responsible for their own negligence and that of their employees as provided under § 768.28, Fla. Stat. without any additional waiver of sovereign immunity.

Section 13. Insurance:

A. The Contractor will procure and maintain insurance throughout the entire term of this Agreement of the types and in the minimum amounts detailed in Attachment C. A current Certificate of Insurance showing coverage of the types and in the amounts required is attached hereto as [Attachment C].

B. Additionally, proof of automobile insurance will be required in the event the Contractor transports children as part of their program.

Section 14. Laws & Regulations:

A. The Contractor will comply with all laws, ordinances, regulations, and building code requirements applicable to the Services required by this Agreement. The Contractor is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the Services outlined in this Agreement. If the Contractor is not familiar with state and local laws, ordinances, code rules and regulations, the Contractor remains liable for any violation and all subsequent damages or fines. This section includes, but is not limited to background checks as required under Florida law for direct services involving children.

B. As described in Attachment F, if at any time contractor is aware of or suspects that abuse, neglect, or exploitation of children, disabled persons, or aged persons has occurred, as defined in Chapters 39 and 415, Florida Statutes, he/she is required to report immediately such known or suspected abuse or neglect to the Florida Abuse Registry by calling 1-800-962-2873.

Section 15. E-Verify:

A. Pursuant to Section 448.095, Florida Statutes, the Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees prior to entering into this Agreement. The Contractor shall include in all contracts with subcontractors performing Work pursuant to this Agreement, an express requirement that subcontractors utilize the federal E-Verify system in accordance with the terms governing use of the system to confirm employment eligibility of all new employees hired by subcontractors during the term of this Agreement. Subcontractor shall provide the Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with unauthorized aliens and the Contractor will provide a copy of such affidavit to the CTAC. If the CTAC has good faith belief that the Contractor has violated this section the CTAC will terminate this Agreement. If the CTAC has good faith belief that a subcontractor violated this section, but the Contractor has otherwise complied with this section, the CTAC will notify the Contractor and the Contractor will terminate its agreement with such subcontractor.

Section 16. Non-Waiver:

A. The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or non-compliance.

Section 17. Severability:

A. If any provisions of this Agreement shall be declared illegal, void, or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

Section 18. Entire Agreement:

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

Section 19. Collusion:

A. By signing this Agreement, the Contractor declares that this Agreement is made without any previous understanding, agreement, or connections with any persons, contractors, or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.

Section 20. Conflict of Interest:

A. The Contractor warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this Agreement. The Contractor shall notify the CTAC of any conflict of interest due to any other clients, contracts, or property interests.

Section 21. Third Party Beneficiaries:

A. This Agreement does not create any relationship with, or any rights in favor of, any third party.

Section 22. Governing Law and Venue:

A. This Agreement is governed in accordance with the laws of the State of Florida. Venue is in Alachua County, Florida in a Court of Competent Jurisdiction.

Section 23. Construction:

A. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

Section 24. Project Records:

A. General Provisions:

1) Any document submitted to the CTAC may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any Contractor per § 119.011(11), Fla. Stat. Any document is subject to inspection and copying unless exempted under § 119, Fla. Stat., or as otherwise provided by law.

2) In accordance with § 119.0701, Fla. Stat., the Contractor, *when acting on behalf of the CTAC*, as provided under § 119.012(2), Fla. Stat., shall keep and maintain public records as required by law and retain them as provided by the General Records Schedule established by the Department of State. Upon request from the CTAC's Custodian of Public Records, provide the CTAC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under § 119, Fla. Stat., or as otherwise provided by law. Additionally, they shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3) The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Professional does not transfer the records to the CTAC.

B. Confidential Information:

1) During the term of this Agreement or license, the Contractor may claim that some or all of information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary in accordance with § 812.081, Fla. Stat., or other law, and is exempt from disclosure under § 119, Fla. Stat., the Public Records Law. The Contractor shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the CTAC shall use reasonable efforts to maintain the confidentiality of the information properly identified as "Confidential Information" or "CI",

2) The CTAC shall promptly notify the Contractor in writing of any request received by the CTAC for disclosure of the Contractor's Confidential Information and the Contractor may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. The Contractor shall protect, defend, indemnify, and hold the CTAC, its officers, employees, and agents free and harmless from and against any

claims or judgments arising out of a request for disclosure of Confidential Information. The Contractor shall investigate, handle, respond to, and defend, using counsel chosen by the CTAC, at the Contractor's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. The Contractor shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement or license, the provisions of this paragraph shall continue to survive. The Contractor releases the CTAC from claims or damages related to disclosure by the CTAC. If the Contractor is a Public Contractor under the laws of the State of Florida, there shall be no claim for indemnification, but the Contractor shall identify all confidential information they provide to the CTAC.

C. Project Completion:

1) Upon completion of, or in the event this Agreement is terminated, the Contractor, *when acting on behalf of the CTAC* as provided under § 119.011(2), Fla. Stat., shall transfer, at no cost, to the CTAC all public records in possession of the Contractor or keep and maintain public records required by the CTAC to perform the service. If the Contractor transfers all public records to the CTAC upon completion or termination of the Agreement, it must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion or termination of the Agreement all applicable requirements for retaining public records shall be met. All records stored electronically shall be provided to the CTAC, upon request from the CTAC's Custodian of Public Records, in a format that is compatible with the information technology systems of the CTAC.

D. Compliance:

1) An Applicant who fails to provide the public records to the CTAC within a reasonable time may be subject to penalties under § 119.10, Fla. Stat.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF § 119, Fla. Stat., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CTAC REPRESENTATIVE AT:

E-MAIL: publierecordrequests@childrenstrustofalachuacounty.us

PHONE: (352) 374-1830

ADDRESS: P.O. Box 5669, Gainesville, FL 32627

Section 25. Communications:

A. The Contractor shall maintain a working e-mail address and shall respond to e-mail communications from the CTAC Contract Manager within twenty-four (24) business hours from the time the e-mail was received electronically. The Contractor agrees to notify the CTAC Contract Manager of any changes in e-mail, staff, Board of Directors, postal mailing address, etc. within twenty-four (24) hours of the change. The Contractor agrees to add the e-mail and postal mailing

addresses of the CTAC Contract Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. The contractor is responsible for ensuring that emails from CTAC are not diverted to its SPAM filter.

Section 26. No Religious or Sectarian Requirement:

A. In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, the funding provided under this Agreement may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

Section 27. Non-Discrimination:

A The parties agree not to discriminate against any person on grounds of race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, veteran status, or other legally protected classes under the laws of the State of Florida or the federal government.

Section 28. Force Majeure:

A Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Agreement due directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, terrorism, pandemics or health crises, strikes, or labor disputes.

Section 29. Award Acknowledgement of Support:

A. The Contractor agrees to acknowledge the CTAC's support in all materials as specified on the CTAC website at:

<https://www.childrenstrustofalachuacounty.us/funding/page/provider-resources>

Section 30. Electronic Signatures.

A. The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The County shall determine the means and methods by which electronic signatures may be used to execute this Agreement and shall provide the Contractor with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature by facsimile transmission (whether directly from one

facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

Section 31. Counterparts:

A. This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or e-mail with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Contract shall constitute valid and sufficient delivery in order to complete execution and delivery of this Contract and bind the parties to the terms hereof.

Section 32. Contract Documents:

This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- A. This document, as modified by any subsequent signed amendments
- B. Any amendments to the RFP
- C. The RFP as originally issued
- D. Any Purchase Order under the Contract
- E. The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

WITNESS WHEREOF, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year first above-written.

CHILDREN'S TRUST OF ALACHUA COUNTY

By: Kristy Goldwire

Kristy Goldwire
Acting Executive Director

Date:

May 3, 2022

APPROVED AS TO FORM

Bob Swain
Bob Swain (May 3, 2022 10:08 EDT)

Attorney for the Trust

CONTRACTOR

ATTEST (By Corporate Officer)

By: &
Print: Carol J. Carpenter

Title: 40C

By: Mike Dapoz
Print: MIKE DAPOLZA
Title: CITY MANAGER
Date: 5/2/22

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF SIGNATURE AUTHORITY IS PROVIDED, ATTESTATION WILL NOT BE NECESSARY.

FUNDING SOURCE

FISCAL YEAR
2022

AMOUNT
\$66,665

ACCOUNT NO.
001.15.1500.569.82.00

Attachment A

Section 3: Site Profile: Complete the Site Information and Site Budget Summary for each site requesting funding. Information from each site profile will populate the Site Summary section. At least one site is required for application to be considered complete

1.Site Information

Organization Name	City of Alachua		
Site Name	Legacy Park Multipurpose Center		
Site Address	15400 Peggy Road		
Site Contact Name/Phone/E-mail:	Elliot Harris 352-213-4125/eharris@_cityofalachua.com		
Site Enrollment Phone# and Website	386-462-1610		
Social Media Links(Facebook/Instagram/Twitter	)CitvofAlachua/facebook.com		
Site Grades Served Note: Grades served should reflect year child would enter in the 2022-23 school year	The Legacy Park Summer Adventure Camp will serve grades K-8.		
Site Dates and Hours of Operations Provide specific dates and hours of operations camp services will be offered	Start Date: 6/6/20 End Date: 7/29/22	# of Weeks of Programming? Hours of operations: 7:00am-5:00pm	Additional Details:
Expected Attendance of Children Describe expected attendance of children at your program. How many days per week will they attend? How many hours in a day will they attend? How many weeks will they attend?	Hours per Day: 110	Days per Week: 5	# of weeks expected to attend: 7
Site Description: Provide a brief description of the facility, including amenities, number of rooms, maximum occupancy, and any other information to show that the facility can safely meet the needs of children during the summer	Legacy Park Multipurpose Center is a 40,000 sq. ft. multipurpose recreational/cultural facility that includes 4 full length basketball/volleyball courts. It also has 4 multipurpose classrooms. On the property is an inclusive playground that serves children ages 5-12, two high school dimension soccer fields, and an amphitheater. Maximum capacity for camp would be 150 students Conjoined to Legacy Park is the Hal Brady Recreation Complex. This complex has 3 softball fields, a large playground, 2 baseball fields, skate park, splash park, and an indoor basketball/volleyball court.		
Executive Summary: Provide an executive summary of the program and services offered at this site (100 words or less). This summary will be used in reports and promotional materials developed by CTAC	Through the Legacy Park Summer Adventure Camp children will have the opportunity to challenge their brains and learn new things during the summer break. Each day campers will discover new skills, build self-confidence, make new friends, and feel a sense of achievement. Camp activities include art, music, swimming, character development, games, sports, and outdoor activities.		
Site Staffing: Describe how your site will provide appropriate staffing to ensure safe and enriching programming. Refer to the RFP guidelines for staffing requirements including positions and ratios when completing site staffing.	The Camp Counselors and Camp Administrator (Director) will be highly qualified. We will advertise at our local schools to recruit teachers and paraprofessionals for these positions. These individuals will have general working knowledge of sports activities (softball, basketball, volleyball, soccer, tennis, games), arts and crafts, environmental sciences, cultural arts, etc. Skills in organizing, supervising, and disciplining children, and creating a positive camp environment. They must have the ability to work effectively with children 5-14 years of age. The ratio for the Legacy Park Summer Adventure Camp will be 1:10 counselor to child to ensure a safe and enriching environment.		

1. Site Budget

Attachment B

Site Name Legacy Park Multipurpose Center

Budget Item	Description	Request Amount	Additional details to support request including justification of requested amount
Enrollment/Registration Fees	CTAC will cover a one-time enrollment and/or registration fee per child receiving a CTAC scholarship. Complete the following fields to calculate request amount: A) Cost per enrollment fee requested from CTAC: \$ 78 B) # of children to receive enrollment fees: 100 C) Enrollment Fee request amount (AX B- <i>Read Only</i>): \$ 7,800	\$7,800'	Cost of T-shirt, Food/Snacks, and Camp Safety Kit
Scholarships (Full)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals, etc.) Complete the following fields to calculate request amount: A) Cost per Scholarships (Full) requested from CTAC: \$ 58 B) # of children to receive Scholarships (Full): 80 C) # of weeks children are expected to attend camp: 7 D) <u>Scholarships (Full) Total (AX BX C- <i>Read on!</i>;':)</u> : \$ 32,480	\$ 32 480'	Counselors(10)- \$15/hr+3 admin cost+ 16 hours training Camp Director - \$25/hr + 16 Hours of training
Scholarships (Partial)	CTAC will cover weekly camp scholarships for eligible children. Weekly scholarship cost should include all expenses necessary to host a child per week (staffing, overhead, meals etc.). Complete the following fields to calculate request amount: A) Cost per Scholarships (Partial) requested from CTAC:\$ 29 B) # of children to receive Scholarships (Partial): 20 C) # of weeks children are expected to attend camp:7 D) <u>Scholarships (Partial) Total (AX BX C - <i>Read only</i>):</u> \$ 4,060	\$ 4 060'	Counselors(10)- \$15/hr+3 admin cost+ 16 hours training Ca_mp Director - \$25/hr + 16 Hours of training
Materials	CTAC will cover the costs of materials full/partial scholarship children to participate in <u>summer camp</u> activities.	\$3,000	Equipment, arts/crafts supplies
Fieldtrip	CTAC will cover the costs of full/partial scholarship children to participate in fieldtrips including admission costs. All fieldtrip expenses will include copies of fieldtrip attendance for verification.	\$13,000	AMC Movies, Cade Museum, Gainesville Pool, Flip Factory, SeaWorld, Santa Fe Zoo, Skate Station
Transportation	CTAC will cover the cost of transportation for full/partial scholarship children to participate in camp activities including fieldtrips. These expenses for <u>buses, vehicle rentals, gas</u> etc.	\$ 5,500'	Gas \$1000 Charter Bus for end of camp \$4500
Background Checks	CTAC will cover the costs for all staff to receive Level 2 background checks	\$ 8251'	11 Staff X \$75 per Background Check
Site 1 Total Request:		\$ 66,665	

Attachment B-1

Section 4: Site and Budget Summary

Information from each site profile will populate the Site Summary section below. To make corrections to the summary table, return to previously enter site profile(s).

Site Name	Enrollment/Registration Fees		Scholarships (Full)		Scholarships (Partial)		Materials	Fieldtrips	Transportation	Background Checks	Site Total Request
Legacy Park Multipurpose Center	#of children: 100	Amount: \$7,800	#of children: 80	Amount: \$32,480	#of children: 20	Amount: \$4,060	\$3,000	\$ 13,000	\$5,500	\$ 825	\$66,665
	# of children:	Amount: \$ 0	#of children:	Amount: \$0	#of children:	Amount: \$ 0					\$0
	#of children:	Amount: \$ 0	# of children:	Amount: \$0	#of children:	Amount: \$ 0					\$0
	# of children:	Amount: \$ 0	# of children:	Amount: \$0	#of children:	Amount: \$ 0					\$0
Total	100	\$7,800	80	\$32,480	20	\$4,060	\$3,000	\$13,000	\$5,500	\$3,000	\$66,665

Attachment C: Insurance Requirement
TYPE "B" INSURANCE REQUIREMENTS
"Professional or Consulting Services"

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, their agents, representatives, employees, or subcontractors.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$200,000 General Aggregate, \$300,000 Products/Completed Operations Aggregate, \$300,000 Personal and Advertising Injury Liability, \$200,000 each Occurrence, \$50,000 Fire Damage Liability, and \$5,000 Medical Expense.

II. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY.

- A. Coverage to apply for all employees at STATUTORY limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B. Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

III, PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).

Professional (E&O) Liability must be afforded for not less than \$200,000 each claim, \$300,000 policy aggregate, required for Capital but not for Services.

IV. OTHER INSURANCE PROVISIONS.

A. All Coverages

- 1. The Contractor shall provide a Certificate of Insurance to the Children's Trust of Alachua County with a thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under "claims made" form the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.
- 2. Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER: Children's Trust of Alachua County

Attachment C1: Insurance Requirement
Certificate of Insurance

**Attachment D
Deliverables**

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE(S)
Date of Award-April 1 st , 2022	1. Program Preparation	☐ Certificate of Insurance ☐ Affidavit Letter outlining screening of all staff and volunteers. ☐ Verified in Philanthropy Hub (Nonprofits only)	May 15 th , 2022
April 2022	2. Attend CTAC Summer Provider training	☐ Training attendance	April 20, 2022
May -August 30th, 2022	3. Implement the program in a safe and supportive environment # of days # of students	☐ Sign In/Sign Out Sheets ☐ Monthly Invoice	Due 15 th of every month
May -August 30th, 2022	4. Submit child demographics and weekly program attendance including participation in fieldtrips and family engagement activities as applicable.	☐ Submission on CTAC provided data collection spreadsheets or tools	Due 15 th of every month
August 15 th , 2022	5. Submit End of Program Narrative	☐ End of Program Narrative ☐ Satisfaction Surveys	August 15 th , 2022

NOTE: An Affidavit Letter is a letter on Contractor letterhead and clearly states that all staff and volunteers have completed the screening and completed Affidavits of Good Moral Character prior to the commencement of the program.

Attachment E
Performance Measures

Quantity: How much?	FY22 Target
Number of children enrolled-full and partial scholarships	100
Number of program days	35
Quality/Effort: How well are services provided?	FY22 Target
Weekly Attendance 100% of enrolled children who attend at least 1 day per week for the expected program length	90%
Site Monitoring (developed by CTAC staff)	Fully Compliant
Client Benefits: Is anyone better off?	
Children who enjoyed camp activities	80%
Parents satisfied with registration process	75%
Parents satisfied with camp activities	85%
Parents felt their kids were safe at camp	90%
Parents satisfied with camp communication	80%
Families enjoyed the overall camp experience	85%

**Attachment F
Data and Reporting**

PARTICIPANT DATA	
DATA REQUIREMENT	Data Collection Tool
<u>Participant Demographics:</u> Providers are expected to collect and report the following on each child served individually: • Unique Identifier • Scholarship Type (i.e., Full or Partial) • Scholarship Amount (i.e., weekly rate) • Enrollment Criteria for Scholarship (i.e., at or below 200% FPL, IEP and/or 504 plans, in foster care, in kinship care, under in-home case management, family receiving SNAP benefits, between 200% - 400% FPL) • Residence City (note, must be Alachua County) • Residence ZIP (note, must be Alachua County) • Age at Enrollment • Grade (i.e., K-12) • School Name • Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other) • Ethnicity (i.e., Hispanic or Non-Hispanic) • Gender • Parent Language	Provider will develop, collect, and maintain child enrollment forms to support the collection of deidentified data to be submitted to CTAC. Provider will submit data listed for each individual child through a data collection tool provided by CTAC.
Program Participation: Providers are expected to collect and report the following on each child served individually: • Number of days the child attended the program for each week the program operated • Participation in fieldtrips (if applicable) • Participation in family engagement events/activities (if applicable)	Provider will develop, collect, and maintain attendance forms to support the collection of data to be submitted to CTAC. Provider will submit participation data listed for each individual child through a data collection tool provided by CTAC.

PROGRAM QUALITY MEASURES	
DATA REQUIREMENT	Data Collection Tool
Verification of scholarship eligibility: Providers are expected to verify scholarship eligibility.	Site records
Satisfaction <u>Survey</u> : Providers are expected to administer child/youth and parent satisfaction surveys summer.	
<u>Participant</u> Records: Providers shall maintain a file for each child enrolled including enrollment, program consent, and image release forms.	CTAC provided data collection tool.
	Site records

PROGRAM QUALITY MEASURES	
DATA REQUIREMENT	Data Collection Tool
Personnel Records: Providers shall maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers. Each file should contain, at a minimum, background screening results, proof of required trainings, and any required certifications or licensures, including the Affidavit of Good Moral Character.	Staff Qualifications: Providers are expected to hire and retain staff and subcontractors with the necessary qualifications/credentials. Providers are expected to produce proof of required experience, education, and certifications/licensures as specified in Scope of Services

Summer Camp	Due Date•	What to Report
	15 th of Each Month	- Invoice based on actual attendance and enrollment - Prior month's new participant demographics, attendance data
	September 15th	- Final report - Finalized participant data (demographics, attendance, surveys) - Provider End of Summer Reflection survey - Final invoice

Attachment G

MANDATORY REPORTING OF ABUSE CHECKLIST (JUNE 2020)

I A. WHO NEEDS TO REPORT?

In Florida, everyone is a mandatory reporter. However, there are two types of reporters:

- Mandated Reporter (General):
 - o Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter.
§ 39.201(1)(a).
 - o Any person, including but not limited to state, county, or municipal criminal justice employees or law enforcement officers, who knows or has reasonable cause to suspect that a vulnerable adult has been or is being abused, neglected, or exploited must make a report. § 415.1034(1)(a)5.
- Mandated Reporter (Professional)
 - o Anyone who is legally obligated to report known abuse and must also identify themselves when reporting. These include:
 - Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, paramedic, emergency medical technician, or hospital personnel engaged in the admission, examination, care, or treatment of persons.
§§ 39.201(1)(d)1 and 415.1034(1)(a)1;
 - Health or mental health professional other than listed in paragraph above;
 - Practitioner who relies solely on spiritual means for healing, §§ 39.201(1)(d)3 and 415.1034(1)(a)3;
 - School teacher or other school official or personnel (child), § 39.201(1)(d)4;
 - Social worker, day care center worker, or other professional childcare, foster care, residential or institutional worker (child), § 39.201(1)(d)5;
 - Nursing home staff; assisted living facilities staff; adult day care center staff etc. (vulnerable adults), § 415.1034(1)(a)4;
 - Employees of Department of Business and Professional Regulation conducting inspections of public lodging establishments, § 415.1034(1)(a)6;
 - Law enforcement officer, §§ 39.201(1)(d)6 and 415.1034(1)(a)5; Judge, § 39.201(1)(d)(7) and 415.1034(1)(a)5; and

- Mediators. § 44.405(4)(a)3.
- Note: An officer or employee of the judicial branch is not required to again provide notice of reasonable cause to suspect child abuse, abandonment, or neglect when that child is currently being investigated by the department, there is an existing dependency case, or the matter has previously been reported to the department, provided that there is reasonable cause to believe that the information is already known to the department. This paragraph applies only when the information has been provided to the officer or employee in the course of carrying out his or her official duties. § 39.201(1)(f)

B. WHAT NEEDS TO BE REPORTED?

- **Child Abuse**
 - o A child in need of supervision who has no parent, legal custodian, or responsible adult. § 39.201(1)(a).
 - o A child abused by his or her parent, caregiver, guardian, or other person responsible for the child's welfare. § 39.201(1)(a).
 - o Child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare. § 39.201(1)(b).
 - o Childhood sexual abuse or victim of a known or suspected juvenile sex offender. § 39.201(1)(c).
 - o If the report contains information of an instance of known or suspected child abuse involving impregnation of a child under 16 years of age by a person 21 years of age or older, the report shall be made immediately to the appropriate county sheriff's office or other appropriate law enforcement agency. § 39.201(2)(e).
 - o Reports involving surrendered newborn infants shall be made and received by the department. § 39.201(1)(g).
- **Sexual Battery**
 - o Section 794.027 requires a person who observes a sexual battery and who has the ability to seek assistance for the victim without being exposed to a threat of physical violence must make a report. Someone other than the victim or a spouse or close family relative of the victim or offender who is not endangered and who fails to seek assistance by reporting the offense to a law enforcement officer is guilty of a misdemeanor of the first degree.

- **Vulnerable Adult Abuse**

- o Section 415.1034(1)(a)5 states that any person, including, but not limited to any state, county, or municipal criminal justice employee or law enforcement officer, who knows, or has reasonable cause to suspect, that a vulnerable adult has been or is being abused, neglected, or exploited shall immediately report such knowledge or suspicion to the central abuse hotline.

C. WHO DO YOU REPORT IT TO?

- Child and adult abuse should be reported to the Florida Department of Children and Families (DCF) through either the DCF statewide hotline (call 1-800-96-ABUSE)(1-800-962-2873) or through the DCF website at <http://reportabuse.dcf.state.fl.us> The hotline also accepts faxes at 1-800-914-0004 and web-based chats on their website. § 39.201(2)(a).
- If the abuse is by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare, the report will be transferred by hotline staff to the appropriate county sheriff's office. § 39.201(2)(b).
- If the alleged abuse is by a juvenile or involves a child who is in the custody or protective supervision of the department, the report shall be transferred by the hotline to the county sheriff's office. § 39.201(2)(c)1.

D. WHAT HAPPENS IF YOU DON'T REPORT?

- Failure to report child abuse to DCF is a third-degree felony. § 39.205(1).
- Failure to report a sexual battery under § 749.027 is a misdemeanor of the first degree.
- Failure to report a case of known or suspected abuse, neglect, or exploitation of a vulnerable adult or preventing someone else from doing so is a misdemeanor of the second degree. § 415.111(1).

E. WHAT HAPPENS IF YOU MAKE A FALSE REPORT?

A person who knowingly and willfully makes a false report of child abuse, abandonment, neglect, or abuse of a vulnerable adult or who advises another to make a false report is guilty of a felony of the third degree. §§ 39.205(9), 415.111(5). However, anyone making a report who is acting in good faith is immune from any liability. §§ 39.205(9), 415.111(5)(b).

CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2022-04
Sunnel' Camp & Enrichment Services RFP 2022-03

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to expand summer programming for low-income families; and

WHEREAS, the Trust seeks to partner with enrichment providers to offer enriching activities that offer youth the opportunity to learn and explore specialty activities that would otherwise not be available through their out of school time programming; and

WHEREAS, the Trust budgeted \$2,000,000 for summer programming in the FY 21-22 Budget,

NOW THEREFORE, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of service, minimum qualifications, evaluation criteria, and review team attached hereto as Exhibit "A" is hereby adopted in its entirety as provided in Exhibit "A" and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 03.14.2022 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 14th day of March 2022,

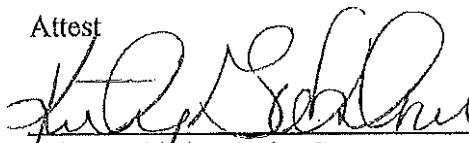
	AYE	NAY	ABSENT	NOT VOTING
Dr. Margarita Labatta	_____	_____	_____	_____
Tina Cattan	_____	_____	_____	_____
Lee Pinkson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer



Dr. Margarita Labatta, Chair
Children's Trust of Alachua County

Attest



Kristy Goldwire, Acting Secretary
Children's Trust of Alachua County

APPENDIX A- PROGRAM FUNDING

GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY		\$538,750
STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
MATERNAL FAMILY PARTNER	Healthy Start of North Central Florida, Inc.	\$75,000
NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$400,000
STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
STRATEGY 1.3 SUPPORT PHYSICAL HEALTH		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
WELLNESS COORINATOR@ HOWARD BISHOP MS	Children's Home Society of Florida	\$63,750
STRATEGY 1.4 IMPROVE FOOD SECURITY		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL		\$3,500,639
STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
TRANSFORMATIVE PROFESSIONAL DEVELOPMENT	Early learning Coalition of Alachua County	\$250,000
VOCACY MASTER CLASS SERIES	Business Leadership Institute for Early Learning	\$90,000
ACCREDITATION ACADEMY	Multiple	\$300,000
PROFESSIONAL DEVELOPMENT REGISTRY	The Children's Forum	\$34,650
AFTERSCHOOL CAPACITY-BUILDING	Multiple (via an application process)	\$300,000
STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
SUMMER PROGRAMMING (2021-2024)	RFP	\$1,100,000
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Area Tennis Association (Aces In Motion)	\$188,443
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	KidsCount In Alachua County, Inc.	\$143,025
AFTERSCHOOL PROGRAMMING (HFP 2021-06)	Boys and Girls Club of Alachua County	\$142,569
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Girls Place, Inc	\$120,238
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Circus Center	\$95,539
AFTERSCHOOL PROGRAMMING (HFP 2021-06)	Deeper Purpose Community Church, Inc.	\$72,175
AFTERSCHOOL PROGRAMMING (2022 - 2025)	RFP	\$150,000
STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
DOLLY PARTON IMAGINATION LIBRARY	Gainesville Thrive	\$14,000
STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
YOUTH SUMMER 1085 PROGRAM	RFP	\$500,000
GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS		\$220,000
STRATEGY 3.1 SUPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
HELP ME GROW ALACHUA	RFP 2021-07	\$220,000
STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY		\$
STRATEGY 4.1 SUPPORT INJURY PREVENTION		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
STRATEGY 4.2 SUPPORT INITIATIVES THAT PREVENT DELINQUENCY /TRUANCY		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
STRATEGY 4.3 SUPPORT VIOLENCE PREVENTION INITIATIVES		
<u>PROGRAM</u>	<u>AGENCY</u>	<u>PROPOSED FUNDING</u>
RECOMMENDED PROGRAM FUNDING		\$4,259,389
REIMAGINE GAINESVILLE		\$50,000
PHILANTHROPY HUB -CFNCFL		\$8,500
SPONSORSHIP		\$25,000
MATCH		\$200,000
UNALLOCATED		\$471,426
TOTAL PROGRAM FUNDING		\$5,014,315
Supports the objectives of the Pritzker Children's Initiative		

Contract-13386

Final Audit Report

2022-05-03

Created:	2022-05-03
By:	Deon Carruthers (dcarruthers@childrenstrustofalachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcQBiwshPIKxnisB33Yyl2JLjp4m2Wf5J

"Contract-13386" History

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2022-05-03 - 2:08:33 PM GMT
-  Email viewed by Kristy Goldwire (kgoldwire@childrenstrustofalachuacounty.us)
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-  Agreement completed.
2022-05-03 - 2:40:50 PM GMT



Adobe Acrobat Sign

13386 City of Alachua Legacy Renewalpdf

Final Audit Report

2023-02-14

Created:	2023-02-14
By:	Deon Carruthers (dcarruthers@childrenstrustofalachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAApziV2WoWKxrlwsqqsez7F2oepoPcqxC9

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Signature Date: 2023-02-14 - 5:42:06 PM GMT - Time Source: server- IP address: 149.19.43.13
-  Document emailed to mkiner@childrenstrustofalachuacounty.us for signature
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2023-02-14 - 6:13:37 PM GMT- IP address: 163.120.80.69
-  Signer mkiner@childrenstrustofalachuacounty.us entered name at signing as Marsha Kiner
2023-02-14 - 6:19:31 PM GMT- IP address: 163.120.80.69
-  Document e-signed by Marsha Kiner (mkiner@childrenstrustofalachuacounty.us)
Signature Date: 2023-02-14 - 6:19:33 PM GMT - Time Source: server- IP address: 163.120.80.69
-  Agreement completed.
2023-02-14 - 6:19:33 PM GMT

13386-City of Alachua Contract Amendment COLA etc_

Final Audit Report

2023-05-03

Created:	2023-05-02
By:	Deon Carruthers (dcarruthers@childrenstrustofalachuacounty.us)
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13386-City of Alachua Contract Second Renewal

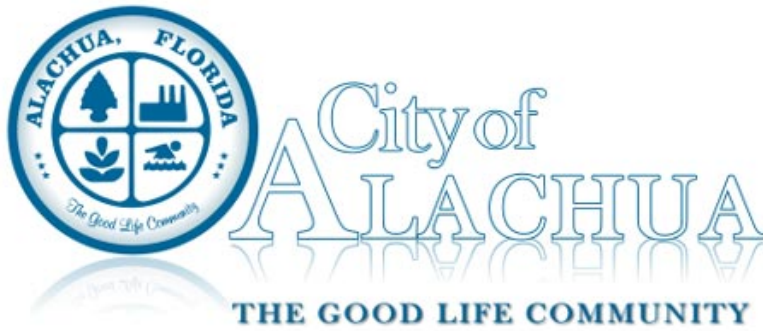
Final Audit Report

2024-05-14

Created:	2024-05-14
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"13386-City of Alachua Contract Second Renewal" History

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Commission Agenda Item

MEETING DATE: 6/10/2024

SUBJECT: Mutual Aid Agreement for Operational Assistance Between the City of Williston Police Department and the City of Alachua Police Department

PREPARED BY: Jesse J. Sandusky - Chief of Police

RECOMMENDED ACTION:

Authorize the Mayor, City Manager and Chief of Police to execute the Mutual Aid Agreement with the City of Williston Police Department, and transmit to the City of Williston, FL for consideration.

Summary

The agreement provides for the provision and exchange of law enforcement services between jurisdictions, to include personnel and equipment. This exchange shall be upon request by either agency. The period covered under this proposed agreement will begin with the date of execution and will automatically renew for successive one-year periods unless terminated.

FINANCIAL IMPACT: No

COMMISSION GOALS:

Strengthen Community Services

ATTACHMENTS:

Description

- ❑ Mutual Aid Agreement between COA and Williston

**COMBINED OPERATIONAL ASSISTANCE AND
VOLUNTARY COOPERATION**

MUTUAL AID AGREEMENT

THIS AGREEMENT, by and between the **City of Alachua Police Department**, hereinafter referred to as “Alachua”, and the **City of Williston Police Department**, hereinafter referred to as “Williston;” is entered into this ____ day of _____, 2024.

WITNESSETH:

WHEREAS, the subscribed law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to situations including but not limited to emergencies as defined under section 252.34, F.S. as well as continuing, multi-jurisdictional law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people; and

WHEREAS, Alachua and Williston have the authority under section 23.1225, F.S. et seq., the Florida Mutual Aid Act, to enter into a combined mutual aid agreement for law enforcement service which:

- 1) Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines, and;
- 2) Provides for rendering of assistance in a law enforcement emergency as defined in section 252.34, F.S.,

NOW, THEREFORE, the parties agree as follows:

SECTION I: PROVISIONS FOR OPERATIONAL ASSISTANCE

Each of the aforesaid law enforcement agencies hereby approve and enter into this Agreement whereby each of the agencies may request and render law enforcement assistance to the other in dealing with any violations of Florida Statutes to include, but not necessarily be limited to, investigating homicides, sex offenses, robberies, assaults, burglaries, disturbances, arson, motor vehicle thefts, other criminal or suspected criminal

activity, backup services, patrol activities, and special occasions where law enforcement assistance is required.

SECTION II: PROCEDURE FOR REQUESTING ASSISTANCE

In the event that a party to this Agreement is in need of assistance as set forth above, such party shall notify the agency or agencies from who such assistance is required. The law enforcement agency head or designee whose assistance is sought shall evaluate the situation and his/her available resources, and will respond in a manner he/she deems appropriate.

The agency head in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in his jurisdiction, for how long such assistance is authorized and for what purpose such authority is granted. This authority may be granted either orally or in writing as the particular situation dictates.

Should a sworn law enforcement officer be in another subscribed agency's jurisdiction for matters of a routine nature, such as traveling through the jurisdiction on routine business, attending a meeting, or transporting a prisoner, and a violation of Florida Statutes occurs in the presence of said party, representing his/her respective agency, he/she shall be empowered to render enforcement assistance and act in accordance with law. Should enforcement action be taken, said party shall notify the agency having normal jurisdiction and upon the latter's arrival, turn the situation over to them and offer any assistance requested, including but not limited to a follow-up report documenting the event and the actions taken. This provision so prescribed in this paragraph is not intended to grant general authority to conduct investigations, service warrants and/or subpoenas, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter.

The agency head's decisions in these matters shall be final.

SECTION III: COMMAND AND SUPERVISORY RESPONSIBILITY

The personnel and equipment that are assigned by the assisting agency head shall be under the immediate command of a supervising officer designated by the assisting

agency head. Such supervising officer shall be under the direct supervision and command of the agency head or his/her designee of the department requesting assistance.

SECTION IV: LIABILITY

Each party engaging in any mutual cooperation and assistance, pursuant to this Agreement, agrees with respect to any suit or claim for damages resulting from any and all acts, omissions, or conduct of such party's own employees occurring while engaging in rendering aid pursuant to this Agreement to assume full responsibility for same, subject to provisions of section 768.28, F.S., where applicable, and provided such party shall have control of the defense of any suit or claim to which said assumption or responsibility applies.

SECTION V: POWERS, PRIVILEGES, IMMUNITIES AND COSTS

- A. Members of Alachua, when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this state, under the terms of this Agreement, shall, pursuant to the provisions of section 23.127(1), F.S. have the same powers, duties, rights, responsibilities, privileges and immunities as if they were performing their duties in the jurisdiction in which they are normally employed.
- B. Members of Williston, when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this state, under the terms of this Agreement, shall, pursuant to the provisions of section 23.127(1), F.S. have the same powers, duties, rights, responsibilities, privileges and immunities as if they were performing their duties in the jurisdiction in which they are normally employed.
- C. Each party agrees to furnish necessary equipment, resources and facilities and to render services to the other party to the Agreement; provided however, that no party shall be required to deplete unreasonably its own equipment, resources, facilities, and services in furnishing mutual aid.
- D. The agency that furnishes equipment pursuant to this part must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.

- E. The agency furnishing aid pursuant to this section shall compensate its appointees/employees during the time such aid is rendered and shall defray the actual travel and maintenance expenses of its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.
- F. The privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers' compensation, salary, death and other benefits that apply to the activity of any employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this mutual aid agreement. The provisions of this section shall apply with equal effect to paid, volunteer, and reserve employees.
- G. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

SECTION VI: INSURANCE

Each party shall carry liability insurance in an amount, whether by self-insurance established pursuant to Fla. Statute 768.28 (16) or other method, that is at least adequate to cover the risk to which that party may be exposed. Should the insurance coverage, however provided, of any party be canceled or undergo material change, that party shall notify the other party of such change within ten (10) days of receipt of notice or actual knowledge of such change.

SECTION VII: EFFECTIVE DATE

The initial term of this Agreement shall be for one year commencing on the date of execution. At the expiration of the initial term, this Agreement will automatically

renew for successive one-year periods unless terminated, in accordance with Section VIII, at least 30 days prior to the expiration of the then current term.

SECTION VIII: CANCELLATION

Notice by one party to the other is perfected by delivery of written notice by email from the head of one agency to the other.

WHEREFORE, the parties hereto have caused this Agreement to be executed for the uses and purposes therein expressed.

CITY OF ALACHUA:

Gib Coerper, Mayor

Mike DaRoza, City Manager

Jesse J. Sandusky, Chief of Police

Approved as to Form:

Marian B. Rush, City Attorney

CITY OF WILLISTON:

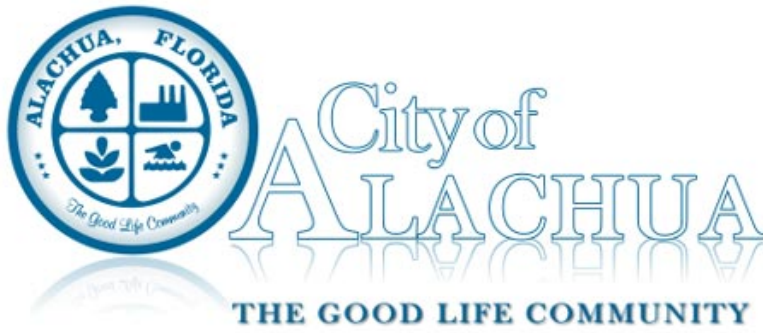
Charles Goodman, Mayor

Terry Bovaird, City Manager

Mike Rolls, Chief of Police

Approved as to Form and Legality:

City Attorney



Commission Agenda Item

MEETING DATE: 6/10/2024

SUBJECT: May 6, 2024, City Commission Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

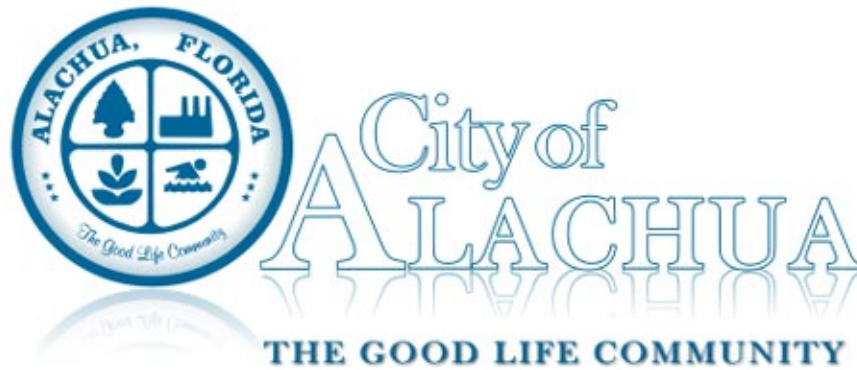
Summary

May 6, 2024, City Commission Meeting Minutes.

ATTACHMENTS:

Description

☐ Minutes



Regular City Commission Meeting Minutes May 6, 2024

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Dayna Miller
Commissioner Jennifer Ringersen
Commissioner Shirley Green Brown

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: May 6, 2024

Meeting Location: James A. Lewis City Commission Chambers

CITIZENS PRESENT: Anthony Amendola, Craig Schwinabart, Peggy Schwinabart, Tatianna Amendola, Grayson Amendola, Gloria J. Andrews, Vida May Waters, Pricilla Williams. STAFF PRESENT: Diane Amendola, Wesley Barrett, Kyler Burk, Tara Clarke, Tara Malone, Damon Messina, Jesse Sandusky, Justin Tabor, Rodolfo Valladares, LeAnne Williams, Cap Wilson.

CITY COMMISSION MEETING

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

INVOCATION

PLEDGE TO THE FLAG

Gib Coerper, Mayor

APPROVAL OF THE AGENDA

Commissioner Jennifer Ringersen moved to approve the agenda; seconded by Commissioner Dayna Miller.

Passed by unanimous consent.

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

Vice Mayor Edward Potts moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Ringersen.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A. National Poetry Month

Presentation provided.

B. CMC Certification Recognition for Diane Amendola

Presentation provided.

C. Mental Health Awareness Month 2024

Presentation provided.

D. Stop the Bleed Day

Presentation provided.

E. Peace Officers Memorial Day Proclamation

Presentation provided.

F. National Financial Literacy Awareness Month & National 529 Month

Presentation provided.

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

Kelly Harris

Mitch Glaeser

(Please Limit to 3 Minutes.Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to **3 Minutes**)

- A. Site-Specific Amendment to the Official Zoning Atlas (Rezoning) – McGinley Industrial Park (2024) (PR23-0003): A request by Clay Sweger, AICP, of EDA Consultants, Inc., applicant and agent for Allnew Enterprises, LLC, QA Properties, LLC, Quinn Adams #3, LLC, and US Spars, Inc., property owners, for consideration of a Site-Specific Amendment to the Official Zoning Atlas (Rezoning) to amend the Official Zoning Atlas on four (4) parcels totaling ±4.04 acres from Planned Unit Development (Alachua County) to Industrial General (IG); Tax Parcel Numbers 05893-010-002, 05893-010-003, 05893-020-003, and 05893-020-004 (Quasi-Judicial Hearing).

Presentation provided.

Commissioner Miller moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff’s recommendation, this Commission finds this application for a Site-Specific Amendment to the Official Zoning Atlas to be consistent with the City of Alachua Comprehensive Plan and approves Ordinance 24-07 on first reading, Schedule second and final reading of Ordinance 24-07 for May 20, 2024; Seconded by Commissioner Ringersen.

Passed 5-0 by roll call.

V. AGENDA ITEMS

- A. Amendment to the Infrastructure Plan Agreement for Santa Fe Crossing

Presentation provided.

Commissioner Ringersen moved to approve the Amendment to the Infrastructure Plan Agreement for Santa Fe Crossing; seconded by Commissioner Shirley Green Brown.

Passed 5-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

Vice Mayor Potts moved to adjourn; seconded by Commissioner Ringerson.

Passed by unanimous consent.

The meeting adjourned at 7:12 p.m.

CONSENT AGENDA

CONSENT AGENDA ITEMS

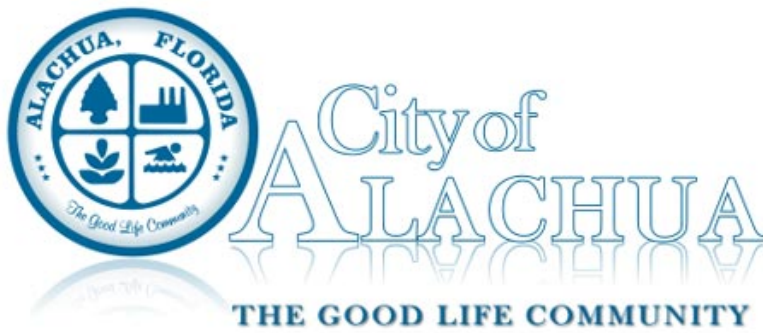
- A. March 25, 2024, City Commission Meeting Minutes
- B. April 3, 2024 Board of Canvassers Meeting Minutes
- C. April 8, 2024, City Commission Meeting Minutes
- D. April 9, 2024 Board of Canvassers Meeting Minutes
- E. April 10, 2024 Board of Canvassers Meeting Minutes
- F. April 22, 2024, City Commission Meeting Minutes

ATTEST:

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: 6/10/2024

SUBJECT: May 20, 2024, City Commission Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

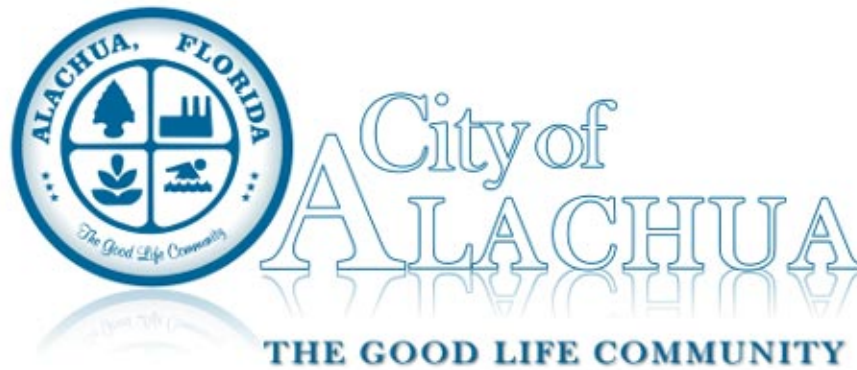
Summary

May 20, 2024, City Commission Meeting Minutes.

ATTACHMENTS:

Description

▣ Minutes



Regular City Commission Meeting Minutes May 20, 2024

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Dayna Miller
Commissioner Jennifer Ringersen
Commissioner Shirley Green Brown

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: May 20, 2024

Meeting Location: James A. Lewis City Commission Chambers

CITIZENS PRESENT: James Curington, Nancy Wolf-Hanby, Carol Richardson, Jennifer Fred, Forest Hope, Pat Hope, Tom Pope, Shirley Pope, Curtis Frizzier, Kayler Frizzier, Mel Campos, Charles Jempson, Chris Baucom Family, Kamara Henry Family, John Burgess, Angela Burgess, Bonnie Burgess, Natron Curtis, Phyllis Strickland, Larry Strickland, Gloria Jones Andrews, Alice Peterson, Pricilla Williams. **STAFF ATTENDING:** Diane Amendola, Robert Bonetti, Michael Carrillo, Damon Messina, Jesse Sandusky, Donna Smith, Justin Tabor, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Kathy Winburn, David Wisener.

CITY COMMISSION MEETING

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor at 7:50 p.m.

INVOCATION

Pastor Natron Curtis

PLEDGE TO THE FLAG

Gib Coerper, Mayor

APPROVAL OF THE AGENDA

Vice Mayor Edward Potts moved to approve agenda; seconded by Commissioner Jennifer Ringersen.

Passed by unanimous consent.

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

Commissioner Dayna Miller moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Shirley Green Brown.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A. Alachua Elementary School Student Artist Appreciation

Presentation provided.

B. Children's Trust of Alachua County Updates

Deferred – dated uncertain.

C. National Military Appreciation Month

Presentation provided.

General Paul Albritton received the proclamation.

D. Fiscal Analysis Report for FY 2023-2024 through March 31, 2024

Presentation provided.

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

Natron Curtis

(Please Limit to 3 Minutes.Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

A. Appointment to Citizen Advisory Task Force (CATF)

Presentation provided.

Commissioner Ringersen moved to appoint Gloria Jones Andrews to a three-year term expiring September 30, 2025, and Walter Welch to a three-year term expiring September 30, 2026; seconded by Commissioner Brown.

Passed 5-0 by roll call.

B. 2024-2025 City Commission Board and Committee Assignments

Presentation provided.

Commissioner Miller moved to approve the Commission Committee Assignments; Seconded by Commissioner Ringersen.

Passed 5-0 by roll call.

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to **3 Minutes**)

- A. Resolution 24-06: Authorizing application to Florida Commerce (formerly Department of Economic Opportunity) for a Federal Fiscal Year (FFY) 2023 Community Development Block Grant (CDBG) in the economic development category; Adopting the City's comprehensive plan as its community development plan; and, for other purposes; and, Providing an effective date.

Presentation provided.

Commissioner Ringersen moved to approve to conduct the public hearing and adopt Resolution 24-06; Seconded by Vice Mayor Potts.

Passed 5-0 by roll call.

- B. Ordinance 24-07, Second Reading: Site-Specific Amendment to the Official Zoning Atlas (Rezoning) – McGinley Industrial Park (2024) (PR23-0003) – A request by Clay Sweger, AICP, of EDA Consultants, Inc., applicant and agent for Allnew Enterprises, LLC, QA Properties, LLC, Quinn Adams #3, LLC, and US Spars, Inc., property owners, for consideration of a Site-Specific Amendment to the Official Zoning Atlas (Rezoning) to amend the Official Zoning Atlas on four (4) parcels totaling ±4.04 acres from Planned Unit Development (Alachua County) to Industrial General (IG); Tax Parcel Numbers 05893-010-002, 05893-010-003, 05893-020-003, and 05893-020-004 (Quasi-Judicial Hearing).

Presentation provided.

Vice Mayor Potts moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff's recommendation, this Commission finds this application for a Site-Specific Amendment to the Official Zoning Atlas to be consistent with the City of Alachua Comprehensive Plan and adopts Ordinance 24-07 on second and final reading; Seconded by Commissioner Brown.

Passed 5-0 by roll call.

V. AGENDA ITEMS

- A. Resolution 24-08: Amending the Fiscal Year 2023-2024 General Fund Budget for the receipt of unanticipated revenue; Increasing the General Fund Alachua Police Department budget to appropriate revenue and expenses related to donated funds and to an Edward Byrne Memorial Justice Assistance grant award received from the Florida Department of Law Enforcement; Providing an effective date.

Presentation provided.

Commissioner Miller moved to adopt Resolution 24-08; seconded by Commissioner Ringersen.

Comments:

Gloria Jones Andrews

Passed 5-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

Natron Curtis

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Vice Mayor Potts.

Passed by unanimous consent.

The meeting adjourned at 8:55 p.m.

CONSENT AGENDA

CONSENT AGENDA ITEMS

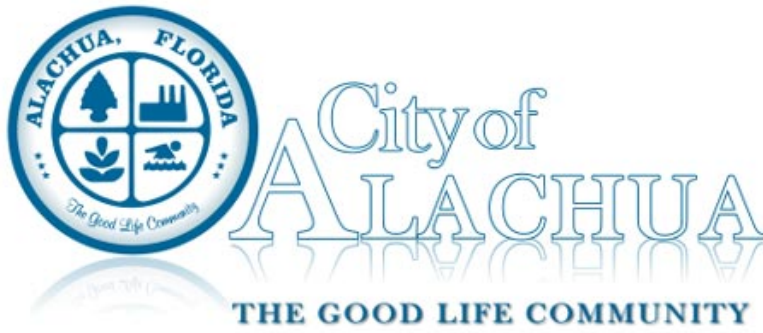
- A. Telehandler Purchase

ATTEST:

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: 6/10/2024

SUBJECT: May 20, 2024, Joint City-County Commission Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

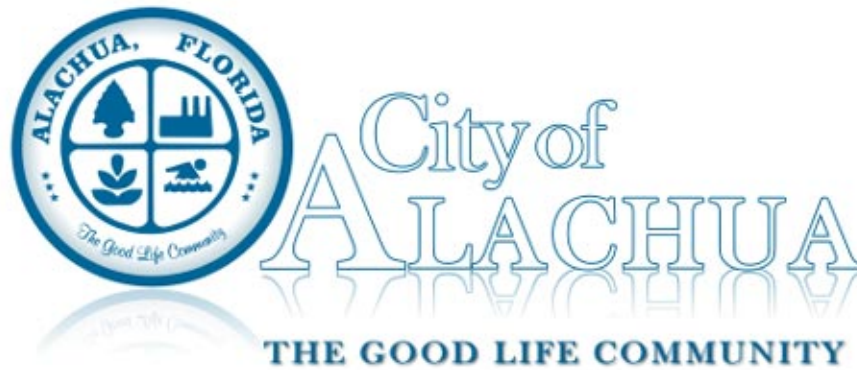
Summary

May 20, 2024, Joint City-County Commission Meeting Minutes.

ATTACHMENTS:

Description

☐ Minutes



Joint City-County Commission Meeting Minutes May 20, 2024

Mayor Gib Coerper

Vice Mayor Edward Potts
Commissioner Dayna Miller
Commissioner Jennifer Ringersen
Commissioner Shirley Green Brown

Chair Mary Alford

Vice Chair Charles Chestnut, IV
Commissioner Ken Cornell
Commissioner Anna Prizzia
Commissioner Marihelen Wheeler

City Manager Mike DaRoza

City Attorney Marian Rush

The City Commission conducted a
Joint City-County Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: May 20, 2024

Meeting Location: James A Lewis Commission Chambers

CITIZENS PRESENT: James Curington, Nancy Wolf-Hanby, Carol Richardson, Jennifer Fred, Forest Hope, Pat Hope, Tom Pope, Shirley Pope, Curtis Frizzier, Kayler Frizzier, Mel Campos, Charles Jempson, Chris Baucom Family, Kamara Henry Family, John Burgess, Angela Burgess, Bonnie Burgess, Natron Curtis, Phyllis Strickland, Larry Strickland, Gloria Jones Andrews, Alice Peterson, Pricilla Williams. STAFF ATTENDING: Diane Amendola, Robert Bonetti, Michael Carrillo, Damon Messina, Jesse Sandusky, Donna Smith, Justin Tabor, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Kathy Winburn, David Wisener

JointCity-County Commission Meeting
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Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

APPROVAL OF THE AGENDA

Commissioner Dayna Miller moved to approve the amended agenda; seconded by Commissioner Jennifer Ringersen.

Passed by unanimous consent.

Commissioner Anna Prizzia moved to approve the amended agenda; seconded by Commissioner Marihelen Wheeler.

Passed by unanimous consent.

WELCOME

Mary Alford, Chair

I. AGENDA

- A. City Proposed Infrastructure Surtax Partnership Project(s) County Staff Update

Presentation provided.

Citizen Comments:

Tamara Robins

- B. Roads Update/Discussion

Presentation provided.

Citizen Comment:

Tamara Robins

Mitch Glaeser

Gloria Jones Andrews

Karen Arrington

- C. Pinkoson Spring Joint City/County Project Discussion

Presentation provided.

Commissioner Prizzia moved to refer the County Manager and County Staff to work with the City Manager and Staff of Alachua to explore the potential of the Pinkoson Spring project and opportunities for funding; seconded by Commissioner Ken Cornell.

Commissioner Miller moved to refer the County Manager and County Staff to work with the City Manager and staff of Alachua to explore the potential of the Pinkoson Spring project and opportunities for funding; seconded by Commissioner Ringersen.

Citizen Comments:

Tamara Robbins
Karen Arrington
Bunnie Indelicato
Gloria Jones Andrews
James Curington

Passed by unanimous consent.

II. COMMISSION GENERAL AND INFORMAL DISCUSSION

III. CITIZEN COMMENTS

Bonnie K. Burgess
Tamara Robbins

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

IV. ADJOURN

Mayor Coerper adjourned the meeting.

The meeting adjourned at 7:35 p.m.

City Commission Meeting
