

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	<10,000>	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	<10,000>	0	0	0	0
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included in Current Budget?

Yes_ No X

Budget Account No.: Fund_ Dept_ Unit_ Object
Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: LSTA Grant Funds \$10,000

Impact: This grant has a positive impact \$10,000

C. Departmental Fiscal Review:

Lavinia D. Gardner
(Lavinia Gardner, Chief Financial Officer)

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. And Control Comments:

Elizabeth Chasen 11/28/06
OFMB
11/28/06
11-20-06
11/27/06

Ann J. Jasek 11/30/06
Contract Dev. And Control
6/2/06 11/30/06

B. Legal Sufficiency:

[Signature] 12/1/06
Assistant County Attorney

C. Other Department Review:

Department Director

Florida Department of State, Division of Library and Information Services

LSTA APPLICATION

Application Due: November 6, 2006

LIBRARY / ORGANIZATION NAME: Palm Beach County Library System

MAILING ADDRESS: 3650 Summit Blvd., West Palm Beach, FL 33406

PHONE # 561-649-5493 SUNCOM # _____ FAX # 561-649-5402

CONTACT PERSON: Kathleen Murphy E-MAIL ADDRESS: murphyk@pbclibrary.org

PROJECT NAME Read and Write Around Florida

LSTA FUNDS REQUESTED \$10,000

LIBRARY SERVICE AREA POPULATION 850,000

NUMBER OF PERSONS TO BE SERVED BY PROJECT: 100 adults and 50 children

TARGETED USER GROUP (Check all that apply)

Children Youth Adults Older Adults Mixed

Other, specify _____

PALM BEACH COUNTY, FLORIDA,
a Political Subdivision of the State of Florida:

BOARD OF COUNTY COMMISSIONERS

By: _____
Chairperson

ATTEST: Sharon R. Bock, Clerk and Comptroller

By: _____
Deputy Clerk

John J. Callahan III, Library Director

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Assistant County Attorney

Florida Book Discussions for Non-Traditional Populations Read and Write Around Florida

Objective:

The Palm Beach County Library System will implement the "Florida Book Discussions for Non-Traditional Populations" with both family literacy and adult programming. In both components, stories will be read to the participants and a facilitator will lead the discussion. Writing Around Florida, a new online program, will also be introduced. The purpose of these programs is to help increase reading, listening and speaking skills in an enjoyable, interactive environment. Reading and talking about books have been demonstrated as an effective means of strengthening literacy skills.

Family Literacy Component:

Palm Beach County Library System staff will provide a series of three workshops and a special library event for parents and children enrolled in the School District's Family Literacy program (5 locations). The participants are predominantly Hispanic, Haitian, and Guatemalan / Mayan parents and caregivers of preschoolers, who want to learn to speak and read English. School district tutors will incorporate library program materials into future lesson plans for their ESOL students.

The program materials will be based on Florida folktales. The reading and discussion programs will start each week with stories from *Uncle Monday and Other Florida Tales* by Kristin Congdon. Families will listen to the multi-cultural legends that have contributed to the traditions of the region. In the first session, a journal will be given to each adult to encourage them to write their family stories. In later sessions, they will be asked to read them. Two additional children's picture books, related to the folktale theme, will also be read aloud by the presenters each week. The participants will be given these books to take home and read to their children. At the follow-up sessions, parents will be asked to share their children's comments about the books. By the end of the program, parents will have received the six books discussed, for their home library.

The special event will be held at the Library for all participants. Carrie Sue Ayvar, a Chautauqua scholar and professional storyteller, will share bilingual stories, celebrating the similarities and differences of our multi-cultural world. Attendees will receive a picture dictionary, a book bag, and a variety of library literature. Library tours will be available and library cards issued to those who do not already have one.

This Family Literacy Program addresses the need to provide learning skills for children and their caregivers, allowing them to become familiar with the library, comfortable with language and reading, and to enjoy shared reading to further strengthen family bonds.

Adult Literacy Component:

Palm Beach County Library staff will present a series of four workshops for adult English language learners and basic literacy students functioning below a 5th grade level. Although our program's mission is to work with English-speaking local adults, a change in local demographics has challenged us to look for new and innovative programming to meet this growing need of the community. *Read and Write Around Florida* will give us this opportunity.

Staff will promote this program to existing students, English language learners and basic literacy students. It is a challenge to transition new adult readers from skill books to readers. It is an even greater challenge to entice new readers to participate in a book discussion group. A short-story model using a multi-sensory approach will lessen these concerns.

Library staff will also use this vehicle as an opportunity to go out into the community to recruit potential students and new library users. They will work with literacy partners; Adult Education Center, Area Agency on Aging, Boca Raton City Library, DePorres Place and the Palm Beach County Literacy Coalition to promote this program. Staff will also expand their outreach to community-based organizations such as Vickers House and the Hispanic Human Resource Council, Inc.

Program materials will be developed using the three recommended short stories highlighting aspects of Florida – *Some Place to Live*, *Elvis Died at the Florida Barber College*, and *Old Man at the Bridge*. Lesson plans for each session will include activities to encourage conversation focusing on listening and speaking skills. Visual prompts such as word pictures will be used. Based on the skill level of the participants, activities will also include exercises as echo and choral reading.

The final workshop will be based on the group's response to the series. Staff will incorporate the same learning strategies and continue to build on the student's own life experiences. The students will also visit the online classroom at www.floridamemory.com. Attendees will receive a tote bag, journal, and pen. A Haitian/Creole or Spanish Oxford Picture Dictionary will be distributed. A tour of the New Reader Collection and Computer Lab will be available and library cards will be issued. Attendees will be invited to continue their learning experience by joining our *English Exchange* sessions.

Mrs. Jimmie Pedigo will be facilitating these sessions. She is an experienced ESOL teacher with over thirty years of experience in the field. Working in conjunction with staff, supplemental lesson plans and student activities will be developed. Upon completion of this grant, we will have a new program to offer potential students in the Glades community.

Summary:

The Palm Beach County Library System will present a series of four family literacy sessions and a series of four English language learner sessions which will reach one hundred adults and fifty children. Pre and post session surveys will be completed for both populations. Two library employees representing family literacy and adult literacy will participate in the two-day training workshop. A mid-year and annual report will be submitted with project completion by September 30, 2007. As the budget narrative indicates, all funds will be used to support this endeavor. Along with the educational process our objective is threefold: 1) to make attendees aware of library services; 2) to have all feel comfortable coming to their local library as a source of information; and 3) to increase partnerships within the community.

Budget Narrative

The \$10,000 provided by the grant will be used to hire a guest storyteller at a special literacy event and an experienced ESOL teacher facilitating the adult literacy component. The money will also be used to purchase materials distributed to program participants. These items include book bags, journals, children's books, and an Oxford Picture Dictionary for adult learners. All staff salaries, transportation costs, Library informational brochures, name tags, and any other additional printed materials will be supported by the County budget.

Library Name: Palm Beach County Library System
 Project Name : Read and Write Around Florida

BUDGET

(Round all amounts to the nearest dollar. Add additional lines if needed to include all information in a section.)

	LSTA	LOCAL/STATE MATCH
SALARIES & BENEFITS (Position Title) F.T.E. (All salaries to be paid from federal or local sources)		
_____	\$ -	\$ -
_____	\$ -	\$ -
_____	\$ -	\$ -
_____	\$ -	\$ -
TOTAL SALARIES	\$ -	\$ -
CONTRACTUAL SERVICES (List each vendor)		
Storyteller: Carrie Sue Ayvar	\$ 900.00	\$ -
Jimmie Pedigo	\$ 650.00	\$ -
_____	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	\$ 1,550.00	\$ -
LIBRARY MATERIALS (Include types of materials to be purchased)		
150 Picture dictionaries @ \$12	\$ 1,800.00	\$ -
900 children's books @\$4.50 each	\$ 4,050.00	\$ -
_____	\$ -	\$ -
TOTAL LIBRARY MATERIALS	\$ 5,850.00	\$ -
SUPPLIES (Specify)		
_____	\$ -	\$ -
_____	\$ -	\$ -
TOTAL SUPPLIES.....	\$ -	\$ -
TRAVEL: 2 attendees Jacksonville, FL workshop	\$ 1,000.00	\$ -
EQUIPMENT (Equipment and furniture with a useful life of at least one year and a unit cost of \$1,000 or more)		
_____	\$ -	\$ -
_____	\$ -	\$ -
_____	\$ -	\$ -
_____	\$ -	\$ -
TOTAL EQUIPMENT.....	\$ -	\$ -
OTHER (Specify)		
200 bookbags	\$ 1,100.00	\$ -
200 journals	\$ 500.00	\$ -
TOTAL OTHER	\$ 1,600.00	\$ -
TOTAL.....	\$ 10,000.00	\$ -

+ =

**LIBRARY SERVICES AND TECHNOLOGY ACT
NOTIFICATION OF GRANT AWARD
Federal Fiscal Year 2006-2007**

Recipient:
Palm Beach County Library System
3650 Summit Boulevard
West Palm Beach, FL 33406-4198
John J. Callahan, III, Director

Project Start Date: Upon execution of
grant agreement

Project End Date: September 30, 2007

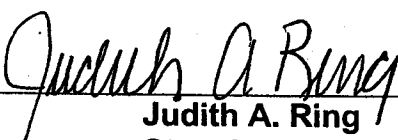
<u>PROJECT</u>	<u>PROJECT #</u>	<u>CFDA #</u>	<u>AWARD</u>
Read and Write Around Florida - Short Story Program	06-LSTA-D-02-D	45.310	\$10,000

TERMS AND CONDITIONS:

Complete and submit the following:

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form
- Internet Safety Certification
- Disclosure of Lobbying Activities form (if applicable)

Grant recipients are required to credit LSTA funding from the Institute of Museum and Library Services and the State Library and Archives of Florida in all publications produced and activities conducted under the project.



Judith A. Ring
State Librarian

10-24-06
Date

PROJECT NUMBER 06-LSTA-D-02-D

**Florida Department of State, Division of Library and Information Services
LIBRARY SERVICES AND TECHNOLOGY ACT
GRANT AGREEMENT**

AGREEMENT executed and entered into _____

BETWEEN the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the DIVISION, and the

SUBGRANTEE: Palm Beach County Board of County Commissioners for
and on behalf of Palm Beach County Library System

the PROJECT: Read and Write Around Florida - Short Story Program

the GRANT AMOUNT: Ten thousand dollars (\$10,000)

released in four equal advance payments as determined by the Division after consultation with the SUBGRANTEE.

The funds shall be expended on or before September 30, 2007.

Unless there is a change of address, any notice required by this agreement shall be delivered to the DIVISION, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State, and to 3650 Summit Boulevard, West Palm Beach, FL 33406-4198, for the SUBGRANTEE. In the event of a change of address it is the obligation of the moving party to notify the other party in writing of the change of address.

The DIVISION, as administrator of federal funds authorized under Section 257.12, *Florida Statutes*, is desirous of providing a grant. Federal funds are provided through the Library Services and Technology Act of 1996 under Florida's long range plan approved by the Institute of Museum and Library Services. The SUBGRANTEE agrees to meet all state requirements and requirements of the Library Services and Technology Act, hereinafter referred to as LSTA.

The parties agree as follows:

- I. The SUBGRANTEE agrees to:
 - a. Administer all funds granted to it by the DIVISION to carry out the project as described in the project proposal and revisions submitted to and approved by the DIVISION. The project proposal and revisions are incorporated by reference.
 - b. Provide the DIVISION with statistical, narrative, financial and other evaluative reports as requested.
 - c. Retain and make available to the DIVISION, upon request, all financial and programmatic records, supporting documents, statistical records, and other records for the project.
 - d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
 - e. Pay out all project funds on or before the project ending date.
 - f. Use and maintain adequate fiscal authority, control, and accounting procedures that will assure proper disbursement of, and accounting for federal project funds.
 - g. Perform all acts in connection with this agreement in strict conformity with all applicable State and Federal laws and regulations.

- h. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The SUBGRANTEE shall insert a similar provision in all subcontracts for services required by this agreement.
- i. Expend all grant funds received under this Agreement solely for the purposes of the project. These funds will not be used for lobbying the legislature, the judicial branch, or any state agency. Repay to the DIVISION any and all funds not thus expended.
- j. In the event that the SUBGRANTEE expends \$500,000 or more in Federal awards in its fiscal year, the SUBGRANTEE must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the SUBGRANTEE shall consider all sources of Federal awards, including Federal resources received from the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the SUBGRANTEE conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

In connection with the audit requirements addressed in Part j., paragraph 1, the SUBGRANTEE shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the SUBGRANTEE expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the SUBGRANTEE expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from SUBGRANTEE resources obtained from other than Federal entities).

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

- A. The Department of State at each of the following addresses:

Department of State
Grants Office
R. A. Gray Building, 2nd Floor
500 South Bronough Street
Tallahassee, FL 32399-0250

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections 320 (e) and (f), OMB Circular A- 133, as revised.

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in the amount and frequency as stated above in consideration for the SUBGRANTEE's performance hereinunder, and contingent upon funding by the Institute of Museum and Library Services. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. In the event that the state or federal funds on which this agreement is dependent are withdrawn, this agreement is terminated and the state has no further liability to the SUBGRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- b. Provide professional advice and assistance to the SUBGRANTEE as needed, in implementing and evaluating the project.
- c. Review the project during the grant period to assure that adequate progress is being made toward achieving the project objectives.

III. The SUBGRANTEE and the DIVISION mutually agree that:

- a. This instrument embodies the entire agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. This agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. This agreement shall be terminated by the DIVISION because of failure of the SUBGRANTEE to fulfill its obligations under the agreement in a timely and satisfactory manner unless the SUBGRANTEE demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by the SUBGRANTEE shall be determined by the DIVISION based on the terms and conditions imposed on the SUBGRANTEE in this agreement and compliance with the program guidelines. The DIVISION shall provide SUBGRANTEE a written notice of default letter. SUBGRANTEE shall have 15 calendar days to cure the default. If the default is not cured by the SUBGRANTEE within the stated period, the DIVISION shall terminate this agreement, unless the SUBGRANTEE demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the SUBGRANTEE's control. In the event of termination of this agreement, the SUBGRANTEE will be compensated for any work satisfactorily completed prior to the notification of termination, if equitable.
- f. The DIVISION shall unilaterally cancel this agreement if the SUBGRANTEE refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, Florida Statutes.
- g. Surplus funds must be temporarily invested and the interest earned on such investments shall be returned to the State quarterly.
- h. Bills for services or expenses shall be maintained in detail sufficient for proper preaudit and postaudit.
- i. Any travel expenses must be maintained according to the provisions of Section 112.061, Florida Statutes.
- j. The DIVISION shall not be liable to pay attorney fees, interest, late charges and service fees, or costs related to collection of grant funds.

- k. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the SUBGRANTEE, its agents, servants or employees; nor shall the SUBGRANTEE exclude liability for its own acts, omissions to act or negligence to the DIVISION. In addition, the SUBGRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the SUBGRANTEE.
- l. The SUBGRANTEE, other than a SUBGRANTEE which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- m. The SUBGRANTEE shall be responsible for all work performed and all expenses incurred in connection with the Project. The SUBGRANTEE may subcontract as necessary to perform the services set forth in this agreement, including entering into subcontracts with vendors for services and commodities, PROVIDED THAT such subcontract has been approved by the DIVISION prior to its execution, and PROVIDED THAT it is understood by the SUBGRANTEE that the DIVISION shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the SUBGRANTEE shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- n. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this contractual relationship.
- o. The SUBGRANTEE, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, SUBGRANTEE is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. SUBGRANTEE agrees to take such steps as may be necessary to ensure that each subcontractor of the SUBGRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- p. The SUBGRANTEE shall not assign, sublicense or otherwise transfer its rights, duties, or obligations under this agreement without prior written consent of the DIVISION, which consent shall not be unreasonably withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the Department approves a transfer of the SUBGRANTEE's obligations, the SUBGRANTEE remains responsible for all work performed and all expenses incurred in connection with the agreement. In the event the Legislature transfers the rights, duties, and obligations of the DIVISION to another government entity pursuant to section 20.06, Florida Statutes, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to this agreement.
- q. This agreement shall bind the successors, assigns and legal representatives of the SUBGRANTEE and of any legal entity that succeeds to the obligations of the DIVISION.
- r. When publications, films or similar materials are developed, directly or indirectly, from a program, project, or activity supported with grant funds, any copyright resulting therefrom shall be held by the Department of State. The author may arrange for copyright of such materials only after approval from the DIVISION. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the SUBGRANTEE agrees to, and awards to the Department and to its officers, agents, and employees acting within the scope of their official duties, and if applicable, the Federal Government, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.
- s. No costs incurred before the date of this agreement shall be eligible as project expenditures. No costs incurred after the completion date or other termination of the Agreement shall be eligible as project expenditures unless specifically authorized by the DIVISION.

IV. The term of this agreement will commence on the date of execution of the agreement.

THE SUBGRANTEE

**PALM BEACH COUNTY, FLORIDA, a Political
Subdivision of the State of Florida:**

BOARD OF COUNTY COMMISSIONERS

By: _____
Addie L. Greene, Chairperson

ATTEST: Sharon R. Bock, Clerk and Comptroller

By: _____ Deputy Clerk

THE DIVISION

Judith A. Ring, Director
Division of Library and Information Services
Department of State, State of Florida

Witness

Witness

Approved as to terms and conditions
John J. Callahan III, Library Director

**APPROVED AS TO FORM AND LEGAL
SUFFICIENCY**

Assistant County Attorney

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

BGRV - 320 - 11 -
BGEX - 320 - 11 -

BUDGET AMENDMENT
FUND 1182 LIBRARY SERVICE/TECH GRANTS

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 04/11/05	REMAINING BALANCE
<u>REVENUES</u>							
<u>READ AND WRITE AROUND FLORIDA-SHORT STORY PROGRAM</u>							
320-3252 3471 State Grnt Aid To Libraries	0	0	10,000	0	10,000	0	10,000
<hr/>							
TOTAL RECEIPTS & BALANCES	0	0	10,000	0	10,000		
<u>EXPENDITURES</u>							
<u>READ AND WRITE AROUND FLORIDA-SHORT STORY PROGRAM</u>							
320-3252 3401 Other Contractual Services	0	0	1,550	0	1,550	0	1,550
320-3252 4001 Travel and Per Diem	0	0	1,000	0	1,000	0	1,000
320-3252 4811 Promotional Items	0	0	1,600	0	1,600	0	1,600
320-3252 5402 Educational Training Materials	0	0	5,850	0	5,850	0	5,850
<hr/>							
TOTAL APPROPRIATIONS & EXPENDITURES	0	0	10,000	0	10,000		

PALM BEACH COUNTY
LIBRARY SYSTEM

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF DECEMBER 19, 2006

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval
OFMB Department - Posted

Deputy Clerk to the
Board of County Commissioners

