

MANATEE COUNTY DEMENTIA NAVIGATION HUB

REQUEST FOR BOARD ACTION • SEPTEMBER 22, 2026

Submitted by Marcy MacPherson | Presented by Kevin MacPherson on her behalf

Request and reason

The Board approved \$301,112 in funding for the Hub's 12-month pilot beginning October 1, 2026; these funds have not yet been received. The grant proposal identified \$36,000 in anticipated savings from operating in approximately 1,000–1,500 square feet within a County building. The operating budget was planned around that expected in-kind facility support, allowing approved program funds to remain focused on the services and outcomes proposed to the County.

County space has not been secured. At the September 1 Commission meeting, Kevin MacPherson personally spoke with Bryan Parnell and was told that County space was unavailable. Marcy also contacted Sarah Brown and Commissioners seeking assistance; a facility solution has not been provided. To avoid delaying the pilot, the Hub has located a commercial property and is preparing to enter a lease.

Actual negotiated facility terms

Lease component	Amount / condition
First-year base rent	\$2,200 per month; \$26,400 annually
Second-year base rent	3% increase to \$2,266 per month; \$27,192 annually
Lease term	24 months; \$53,592 total base rent
Due at signing	\$6,600: first month \$2,200 + last month \$2,200 + refundable security deposit \$2,200
Utilities	Electricity and water/sewer excluded from rent

Specific first-year funding request

Cost	Amount
First-year base rent (including prepaid rent)	\$26,400
Electricity allowance: up to \$325/month	\$3,900
Water/sewer allowance: up to \$75/month	\$900
Refundable security deposit	\$2,200
TOTAL FIRST-YEAR REQUEST	\$33,400

The \$6,600 required at signing is part of—not in addition to—the \$33,400 request. The \$4,800 utility allowance is a ceiling for actual documented charges, not an automatic payment. The first-year request is \$2,600 below the \$36,000 in anticipated facility savings identified in the grant proposal. That savings estimate was not a separate County appropriation or promise to pay \$36,000 in cash; the \$33,400 is a new request for approval of actual replacement facility costs. Using the approved operating budget for rent instead could reduce resources available for the program services and outcomes originally proposed.

Action requested

Marcy respectfully requests Board authorization of alternative facility funding in lieu of unavailable County-provided space, not to exceed \$33,400 for first-year rent, actual documented electricity and water/sewer charges, and the refundable security deposit. Please make the \$6,600 initial lease payment available promptly; it is included within the requested cap. The Hub would provide the executed lease, receipts and utility bills, and use only actual eligible expenses.

The negotiated lease is 24 months, but the approved pilot is 12 months. Marcy also requests explicit Board direction on the second-year \$27,192 base-rent obligation and utilities before the Hub assumes an unsupported second-year commitment. The lease should clarify application of the prepaid last month if rent rises in Year 2. Any separate CAM, tax, insurance, or other occupancy charges should be confirmed before signing.

If the Board cannot consider funding action during public comment, please direct County Administration to return an actionable item at the earliest opportunity. This request replaces contemplated facility support; it does not expand the program.

