

R-11-214

**A RESOLUTION AUTHORIZING THE MANATEE COUNTY BOARD OF COMMISSIONERS TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA (SCF) TO DEVELOP A DISABILITIES PREPAREDNESS VIDEO.**

**WHEREAS**, Manatee County wishes to utilize the services of SCF for the public good; and

**WHEREAS**, SCF has a fully functional film development department; and

**WHEREAS**, SCF professors are in the process of teaching a course addressing how to develop video script, coordinating a video shoot schedule and selecting student video projects; and

**WHEREAS**, Manatee County can utilize this digital video to educate our disabled community in addressing disaster preparedness; and


**WHEREAS**, it is a beneficial partnership for the County and the SCF students of our community to provide this critical service.

**NOW THEREFORE BE IT RESOLVED**, by the Board of County Commissioners of Manatee County, Florida, that:

1. The Board will enter into a Memorandum of Understand with the State College of Florida to develop a digital disaster preparedness video for people with disabilities.
2. The Chairman, or in her absence the Vice Chairman, is authorized to execute all appropriate documents with regards to the acceptance of this grant.

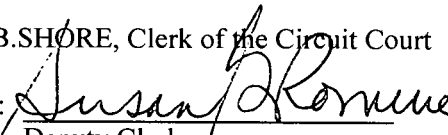
**ADOPTED** with a quorum present and voting this the 11th day of October, 2011.

**MANATEE COUNTY, FLORIDA**,  
a political subdivision of the State  
of Florida

By:   
Carol Whitmore, Chairman of  
the Board of County  
Commissioners

ATTEST:

R.B.SHORE, Clerk of the Circuit Court

By:   
Deputy Clerk



# Memorandum of Understanding

Between

Manatee County and State College of Florida, Manatee-Sarasota

## **Purpose:**

Manatee County Government has executed a Homeland Security Grant with the Florida Division of Emergency Management for disability planning for Agreement # 11-DS-29-02-30-01-376 for 10/01/09- 02/01/12. The purpose of this Memorandum of Understanding (MOU) is to establish Manatee County Government and the District Board of Trustees of State College of Florida, Manatee-Sarasota (SCF) responsibilities to develop Public Service Announcements (PSAs) addressing disaster preparedness for people with disabilities.

## **Responsibilities of each Agent**

### Manatee County Government:

1. Schedule a meeting with the course professor to determine the scope of the project and timeline.
2. Schedule a Stakeholder Meeting with the SCF course instructor, SCF students, other appropriate SCF personnel and the Manatee County Special Needs Committee to validate video scripts and solicit additional goals for the development of subject specific videos, i.e. how to apply for the Special Needs Program, what to bring to a special needs shelter, etc.
3. Emergency Management will participate with SCF in periodic approval reviews of the PSAs as they are being developed.

### State College of Florida:

1. Develop a video production schedule and outline for review and approval.
2. Meet with Emergency Management and the Manatee County Special Needs Committee to approve PSA scripts.
3. Ensure the digital video format and substance are compatible with required medias and with SCF policies / procedures.
4. All products will be produced by 12/31/11.
5. Participate in any promotional activities announcing the product, i.e. Manatee County Board meeting, Web Page announcements, Manatee Council of Government meeting, media outlets, etc.

### Shared Responsibilities:

1. Both parties will agree upon the product format to be used, ie. digital DVD, streaming videos for web page, etc.
2. Both parties agree that the videos can be shown on the Manatee Government Access Channel, Manatee Educational Channel, parties web pages and be used for preparedness presentations. SCF may use the videos to educate their students and use these products as best practices of video development for future classes.
3. Either party may authorize the use of the videos to other agencies to promote disaster preparedness, i.e. American Red Cross, Florida Division of Emergency Management, etc.
4. The videos will be "owned" by both agencies and may be used as determined by each agency.

Cost of Operation:

1. SCF will submit one invoice for \$7,000 when all videos have been produced. Manatee County Government will promptly execute the payment upon receipt of an invoice from the State College of Florida, Manatee-Sarasota.
2. Emergency Management will administer the Homeland Security Grant with the Florida Division of Emergency Management and will submit all required quarterly and close out reports.

**IN WITNESS WHEREOF**, the MANATEE COUNTY, and the State College of Florida, Manatee-Sarasota have caused this Memorandum of Understanding to be signed in their names by their respective duly-authorized officers and their official seals to be affixed and be duly executed on the 3rd day of October, 2011.

ATTEST:

By: \_\_\_\_\_

State College of Florida, Manatee-Sarasota

By: \_\_\_\_\_

(Name/title)

Timothy C. Langenback  
Director of Business Services

Dated: 10/3, 2011

**MANATEE COUNTY, FLORIDA**

A political subdivision of the State of Florida

By: Board of County Commissioners

By: \_\_\_\_\_

Carol Whitmore, Chairman of the Board of County Commissioners

ATTEST:

R.B. SHORE, Clerk of the Circuit Court

By: \_\_\_\_\_

Susan Konner  
Deputy Clerk

