

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 21, 2006 [X] Consent [ ] Regular  
[ ] Public Hearing

Department: Housing and Community Development

Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Amendment No. 004 to an Agreement (R2003-1701) with the Center for Family Services of Palm Beach County, Inc., to extend the expiration date from September 30, 2006, to December 31, 2006, for the expenditure of \$200,000 in Community Development Block Grant (CDBG) funds.

**Summary:** The Amendment provides an extension of three months to the term of the existing Agreement. The project entails the construction of a two story building to contain offices, a medical clinic, a computer lab, a meeting room, and residential units at 1320 Henrietta Avenue in the City of West Palm Beach where the agency provides services to the homeless. The cost of construction is \$779,259. The amount above the funding made available through this agreement will come from the agency. The project is presently under construction, and the additional time is needed to allow its completion. These are Federal funds that require no local match. District 7 (TKF)

**Background and Justification:** The County entered into an Agreement with the Center for Family Services of Palm Beach County, Inc., on October 21, 2003 (R2003-1701), allocating \$200,000 for the construction of a two story building. Three time extensions have been approved to date (R2004-1825, R2005-1181 and R2006-1278) bringing the current contract completion date to September 30, 2006. As of September 12, 2006, the project was 90% complete. The additional time will allow the completion of the project and the processing of reimbursement payments to the agency.

**Attachments:**

- A. Amendment No. 004 to the Agreement with Center for Family Services of Palm Beach County, Inc.
- B. Amendment No. 003 (R2006-1278) to the Agreement with Center for Family Services of Palm Beach County, Inc.
- C. Amendment No. 002 (R2005-1181) to the Agreement with Center for Family Services of Palm Beach County, Inc.
- D. Amendment No. 001 (R2004-1825) to the Agreement with Center for Family Services of Palm Beach County, Inc.
- E. Agreement (R2003-1701) with Center for Family Services of Palm Beach County, Inc., with Exhibits A, B, C & D.

(SEE PAGE 2 FOR OFMB/PREM/CONTRACT ADMINISTRATION COMMENTS)

Recommended by: Edward W. Gamm 10/30/06  
Department Director Date

Approved By: Sharon G. J. Quigley 11-13-06  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact:

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

Is Item Included In Current Budget? Yes \_\_\_ No \_\_\_  
 Budget Account No.:

Fund \_\_\_ Dept \_\_\_ Unit \_\_\_ Object \_\_\_ Program Code/Period BG \_\_\_ -GY \_\_\_

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

*LDB*

C. Departmental Fiscal Review: Larry D. Brown, Financial Analyst II

**III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Development and Control Comments:

*Ann Out 11-606*  
 OEMB *88 11/3/06*  
*pm 11/3/06*

*Ann - J. Jacoby 11/17/06*  
 Contract Development and Control  
*& Jones 11/1/06*

B. Legal Sufficiency:

*[Signature]* 11/9/06  
 Assistant County Attorney

**This amendment complies with our review requirements.**

*This Amendment is retroactive in effect.*

C. Other Department Review:

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

**AMENDMENT 004 TO THE AGREEMENT  
WITH  
THE CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.**

Amendment 004 entered into this \_\_\_\_ day of \_\_\_\_\_, 2006, by and between Palm Beach County and the Center for Family Services of Palm Beach County, Inc.

**WITNESSETH:**

WHEREAS, Palm Beach County entered into an Agreement with the Center for Family Services of Palm Beach County, Inc., on October 21, 2003, approved by Document R2003-1701, as amended on September 14, 2004, by Document R2004-1825, as amended on June 21, 2005, by Document R2005-1181, and as amended on July 11, 2006, by Document R2006-1278, to provide \$200,000 of Community Development Block Grant funds for the construction of a two story building; and

WHEREAS, the parties wish to extend the expiration date of the Agreement, and

WHEREAS, both parties mutually agree that the original Agreement entered into on October 21, 2003, as amended, is hereby further amended as follows:

**A. Part III - Section 1 - Maximum Compensation:**

Substitute "December 31, 2006" for "September 30, 2006".

**B. Part III - Section 2 - Time of Performance:**

Substitute "December 31, 2006" for "September 30, 2006".

**C. Exhibit A - Section I.H - Work Schedule:**

Delete the existing work schedule and substitute the following:

"The time frame for completion of the outlined activities shall be December 31, 2006.

Complete Design & Bid Documents	Complete
Advertise & Accept Bids	Complete
Award Contract	Complete
Start Construction	Complete
Complete Construction by	December 15, 2006.
Submit Final Invoice by	December 31, 2006"

NOW THEREFORE, all items in the previous Agreement in conflict with this Amendment shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with this aforementioned Amendment are still in effect and shall be performed at the same level as specified in the Agreement.

(AGENCY SEAL)

**CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.**

By: Jean Meisenzahl  
Jean Meisenzahl, President

By: Darla Leslie  
Darla Leslie, Executive Director

(COUNTY SEAL)

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

**BOARD OF COUNTY COMMISSIONERS**

ATTEST: Sharon R. Bock,  
Clerk & Comptroller

By: Addie L. Greene  
~~Donna Mason, Chairman~~ Addie L. Greene, Chairperson  
Board of County Commissioners

By: \_\_\_\_\_  
Deputy Clerk

Document No.: \_\_\_\_\_

Approved as to Form and  
Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: \_\_\_\_\_  
Tammy K. Fields  
Senior Assistant County Attorney

By: Amin Floury  
Amin Floury, Manager  
Housing and Capital Improvements

**AMENDMENT 003 TO THE AGREEMENT  
WITH  
THE CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.**

Amendment 003 entered into this      day of JUL 11 2006, 2006, by and between Palm Beach County and the Center for Family Services of Palm Beach County, Inc.

**WITNESSETH:**

WHEREAS, Palm Beach County entered into an Agreement with the Center for Family Services of Palm Beach County, Inc., on October 21, 2003, approved by Document R2003-1701, as amended on September 14, 2004, by Document R2004-1825, and as amended on June 21, 2005, by Document R2005-1181, to provide \$200,000 of Community Development Block Grant funds for the construction of a two story building; and

WHEREAS, the parties wish to modify the Agreement, and extend the project completion date, and

WHEREAS, both parties mutually agree that the original Agreement entered into on October 21, 2003, as amended, is hereby further amended as follows:

**A. Part III - Section 1 - Maximum Compensation:**

Substitute "September 30, 2006" for "May 31, 2006".

**B. Part III - Section 2 - Time of Performance:**

Substitute "September 30, 2006" for "May 31, 2006".

**C. Exhibit A - Section I.H - Work Schedule:**

Delete the existing work schedule and substitute the following:

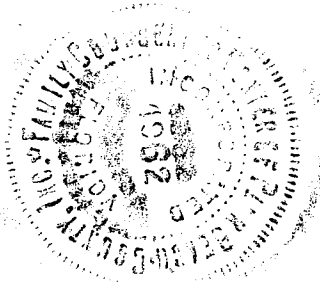
"The time frame for completion of the outlined activities shall be September 30, 2006.

Complete Design & Bid Documents	Complete
Advertise & Accept Bids	Complete
Award Contract	Complete
Start Construction	Complete
Complete Construction by	September 15, 2006
Submit Final Invoice by	September 30, 2006"

NOW THEREFORE, all items in the previous Agreement in conflict with this Amendment shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with this aforementioned Amendment are still in effect and shall be performed at the same level as specified in the Agreement.

(AGENCY SEAL)

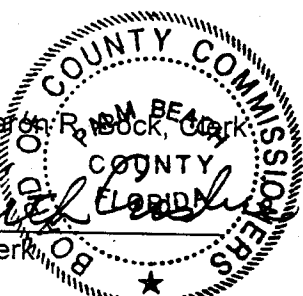


**CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.**

BY: Jean Meisenzahl  
Jean Meisenzahl, President

By: Dorla Leslie  
Dorla Leslie, Executive Director

(COUNTY SEAL)



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

**BOARD OF COUNTY COMMISSIONERS**

By: Tony Masilotti  
Tony Masilotti, Chairman  
Board of County Commissioners

ATTEST: Sharon R. Stock, Clerk  
By: Judith  
Deputy Clerk

Document No.: **R2006-1278**

Approved as to Form and  
Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: Tammy K. Fields  
Tammy K. Fields  
Assistant County Attorney

By: Amin Houry  
Amin Houry, Manager  
Housing and Capital Improvements

JUL 11 2006

**R2005 1181**  
**AMENDMENT 002 TO THE AGREEMENT**  
**WITH**  
**THE CENTER FOR FAMILY SERVICES**  
**OF PALM BEACH COUNTY, INC.**

Amendment 002 entered into this 21 day of JUN 21 2005, 2005, by and between Palm Beach County and the Center for Family Services of Palm Beach County, Inc.

**WITNESSETH:**

WHEREAS, Palm Beach County entered into an agreement with the Center for Family Services of Palm Beach County, Inc., on October 21, 2003, approved by Document R2003-1701, as amended on September 14, 2004, by Document 2004-1825, to provide \$200,000 of Community Development Block Grant funds for the construction of a two story building; and

WHEREAS, the parties wish to modify the agreement, and extend the project completion date, and

WHEREAS, both parties mutually agree that the original agreement entered into on October 21, 2003, as amended, is hereby further amended as follows:

**A. Part III - Section 1 - Maximum Compensation:**

Substitute "May 31, 2006" for "May 31, 2005".

**B. Part III - Section 2 - Time of Performance:**

Substitute "May 31, 2006" for "May 31, 2005".

**C. Exhibit A - Section I.H - Work Schedule:**

Delete the existing work schedule and substitute the following:

"The time frame for completion of the outlined activities shall be May 31, 2006.

Complete Design & Bid Documents	Complete
Advertise & Accept Bids	Complete
Award Contract	Complete
Start Construction	July 1, 2005
Complete Construction	Apr 30, 2006
Submit Final Invoice	May 31, 2006

NOW THEREFORE, all items in the previous agreement in conflict with the amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this aforementioned amendment are still in effect and shall be performed at the same level as specified in the Agreement.

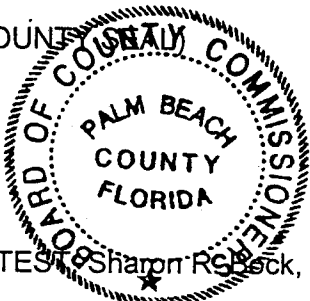
(AGENCY SEAL)

**CENTER FOR FAMILY SERVICES**  
**OF PALM BEACH COUNTY, INC.**

By: Jean Meisenzahl  
Jean Meisenzahl, President

By: Dorla Leslie  
Dorla Leslie, Executive Director

(COUNTY SEAL)



ATTEST: Sharon R. Beck, Clerk

By: Judith Crook  
Deputy Clerk

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

**BOARD OF COUNTY COMMISSIONERS**

By: Tony Masilotti  
Tony Masilotti, Chairman  
Board of County Commissioners

Document No.: **R2005 1181**

Approved as to Form and  
Legal Sufficiency

By: Tammy K. Fields  
Assistant County Attorney

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By: Amin Houry  
Amin Houry, Manager  
Housing and Capital Improvements

AMENDMENT 001 TO THE AGREEMENT  
WITH  
THE CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.

AUG 9 2004

Amendment 001 entered into this \_\_\_\_ day of \_\_\_\_\_, 2004, by and between Palm Beach County and the Center for Family Services of Palm Beach County, Inc.

WITNESSETH:

WHEREAS, Palm Beach County entered into an agreement with the Center for Family Services of Palm Beach County, Inc., on October 21, 2003, approved by Document R2003-1701, to provide \$200,000 of Community Development Block Grant funds for the construction of a two story building; and

WHEREAS, the parties wish to modify the agreement, and extend the project completion date, and

WHEREAS, both parties mutually agree that the original agreement entered into on October 21, 2003, is hereby amended as follows:

**A. Part III - Section 1 - Maximum Compensation:**

Substitute "May 31, 2005" for "September 30, 2004".

**B. Part III - Section 2 - Time of Performance:**

Substitute "May 31, 2005" for "September 30, 2004".

**C. Exhibit A - Section I.H - Work Schedule:**

Delete the existing work schedule and substitute the following:

"The time frame for completion of the outlined activities shall be May 31, 2005.

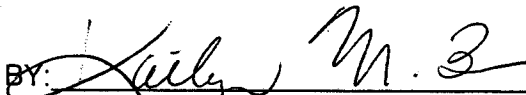
Complete Design & Bid Documents	Complete
Advertise & Accept Bids	Complete
Award Contract	Aug 15, 2004
Start Construction	Sep 15, 2004
Complete Construction	Apr 30, 2005
Submit Final Invoice	May 31, 2005"

NOW THEREFORE, all items in the previous agreement in conflict with the amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this aforementioned amendment are still in effect and shall be performed at the same level as specified in the Agreement.

(AGENCY SEAL)

CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.

By:   
Kathryn Beamer, President


By:   
Dorla Leslie, Executive Director

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

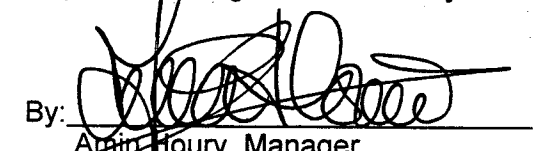
FOR ITS BOARD OF COUNTY COMMISSIONERS

By:   
Robert Weisman, County Administrator

Approved as to Form and  
Legal Sufficiency

By:   
Tammy K. Fields  
Assistant County Attorney

Approved as to Terms and Conditions  
Dept. of Housing and Community Development

By:   
Amir Houry, Manager  
Housing and Capital Improvements

R2003 1701

AGREEMENT BETWEEN PALM BEACH COUNTY

AND

THE CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.

THIS AGREEMENT, entered into this \_\_\_\_\_ day of OCT 21 2003, 2003, by and between Palm Beach County, a political subdivision of the State of Florida, for the use and benefit of its Community Development Block Grant Program, and Center for Family Services of Palm Beach County, Inc., a non-profit corporation duly organized and existing by virtue of the laws of the State of Florida, having its principal office at 471 Spencer Drive, West Palm Beach, FL 33409, and its Federal Tax Identification number as 59 -1084179.

WHEREAS, Palm Beach County has entered into an agreement with the United States Department of Housing and Urban Development for a grant for the execution and implementation of a Community Development Block Grant Program in certain areas of Palm Beach County, pursuant to Title I of the Housing and Community Development Act of 1974 (as amended); and

WHEREAS, Palm Beach County, in accord with the Annual Consolidated Plan, and Center for Family Services of Palm Beach County, Inc., desire to provide the activities specified in Part II of this Agreement; and

WHEREAS, Palm Beach County desires to engage Center for Family Services of Palm Beach County, Inc. to implement such undertakings of the Community Development Block Grant Program.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

**PART I**

DEFINITION AND PURPOSE

1. DEFINITIONS

- (1) "County" means Palm Beach County.
- (2) "CDBG" means the Community Development Block Grant Program of Palm Beach County.
- (3) "HCD" means Palm Beach County Housing and Community Development.
- (4) "Agency" means Center for Family Services of Palm Beach County, Inc.
- (5) "HCD Approval" means the written approval of the HCD Director or his designee.
- (6) "U.S. HUD" means the Secretary of Housing and Urban Development or a person authorized to act on its behalf.
- (7) "Low and moderate income persons" means the definition set by U.S. HUD.

2. PURPOSE

The purpose of this Agreement is to state the covenants and conditions under which the Agency will implement the Scope of Services set forth in Part II of this Agreement. At least fifty-one percent (51%) of the beneficiaries of a project funded under this Agreement must be low-and moderate-income persons.