Agenda Item #: 35-3

PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: October 21, 2008	[X]	Consent Workshop	[]	Regular Public Hearing
Department	LJ	worksnop	LJ	Public nearing
Submitted For: FIRE RESCUE				
	=====	=========	=====	

I. EXECUTIVE BRIEF

Motion and Title:

Staff recommends motion to approve: Memorandum of Agreement with the Children's Services Council of Palm Beach County providing the County funding of up to \$50,000 for the Drowning Prevention Coalition effective retroactively to October 1, 2008 for the period October 1, 2008 to September 30, 2009.

Summary: The Drowning Prevention Coalition program is managed by Palm Beach County Fire Rescue. However, the program is funded by multiple sources including the Children's Services Council (CSC) of Palm Beach County and the County's general fund. This Memorandum of Agreement provides the terms and conditions of the Children's Services Council of Palm Beach County's agreement to provide funding to the County of up to \$50,000 for the Drowning Prevention Coalition program. The additional funding of this program for FY 2009 is being provided from the County's general fund in the amount of \$150,000. Countywide (SB)

Background and Justification:

The Palm Beach County Drowning Prevention Coalition program was relocated to Palm Beach County Fire Rescue on October 1, 2000. The relocation gave the Drowning Prevention Coalition office space within Palm Beach County Fire-Rescue. The primary funding sources for this program in FY 2009 are a transfer from the County's general fund in the amount of \$150,000 and the agreement with the Children's Services Council of Palm Beach County in the amount of \$50,000.

Attachments:

1. Memorandum of Agreement, Children's Services Council of Palm Beach County

K. R. Slynuw Deputy Chief 126/08 **Recommended By:** 9-26-08 Date Approved E

Rescue Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary	of Fiscal In	npact:			
Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures					
Operating Costs	50,000	·		<u></u>	
External Revenues	(50,000)			<u> </u>	
Program Income (County)		<u> </u>	6122-011-10-1111	<u> </u>	
In-Kind Match (County)			<u> </u>		······
NET FISCAL IMPACT	0	· <u> </u>			. <u></u>
		······	4888		
# ADDITIONAL FTE					
POSITIONS (Cumulative))				
Is Item Included in Curren	t Budget?	Yes_	XX No		

Budget Account No.: Fund 1300 Dept 440 Unit 4244 Object

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

This agreement with the Children's Services Council of Palm Beach County represents their agreed funding for the Drowning Prevention Coalition.

C. Departmental Fiscal Review:

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III. REVIEW COMMENTS

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

10/06/08

Β. Legal Sufficiency:

Dev. and Control Contrac

This item complies with current County policies.

14/68 tant County Attorne

C. Other Department Review:

Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.

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MEMORANDUM OF AGREEMENT

This Agreement, entered into as of this ______ day of ______ 2008 by and between the Children's Services Council of Palm Beach County (hereinafter referred to as "CSC"), a political subdivision of the State of Florida and Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida, (hereinafter referred to as "PBCBCC"), effective retroactively to, October 1, 2008 ("Effective Date") to September 30, 2009.

CSC has agreed to fund up to **\$50,000** to PBCBCC for the **Drowning Prevention Initiative** for the period October 1, 2008 through September 30, 2009. The CSC funds will be combined with funding from the PBCBCC.

CSC, as one of the funders of Drowning Prevention Initiative, agrees to transfer funds to PBCBCC in accordance with the following schedule and terms:

- 1. Transfers from CSC to the PBCBCC for expenditures made prior to September 30, 2009 will be made in accordance with the following procedures:
 - a) A written request for funds from CSC by the PBCBCC specifying the amount requested based upon the attached **Exhibit "A"**, Financial Reporting on Expenditures & Request for Reimbursement form.
 - b) The Financial Reporting on Expenditures & Request for Reimbursement form will outline how the previously advanced funds have been spent, and will be accompanied by an outline for which additional funds will be spent, as well as, the nature of both categories of expenses.
 - c) The request will be submitted to CSC in sufficient time as to allow 10 working days for processing.
- 2. The PBCBCC shall submit to the Council reports of effectiveness and include statistics and data on the number of persons served. Said reports shall be made on the Progress Report Form, **Exhibit "B"**, from the effective date of this Agreement on a quarterly basis.
- 3. No transfers will be made by CSC pursuant to this Memorandum of Agreement for expenditures made after September 30, 2009, and the PBCBCC agrees to refund any of CSC's money advanced but not expended by September 30, 2009 within 45 days.
- 4. A final financial compilation report accounting for all funds expended will be provided to CSC no later than November 15, 2009.

CSC and the PBCBCC agree to comply with the terms of this MOA.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first above written.

ATTEST:

By: witness Date: <u>9/05/0P</u>

ATTEST:

CHILDREN' SERVICES COUNCIL OF
PALM BEACH COUNTY
By: at
Gaotana D. Ebbole
Chief Executive Officer
all
Date: 7 / 7 / 7 / 7 / 7 / 7 / 7 / 7 / 7

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

By:

· · . .

By:		
	Deputy Clerk	

Date:

Date:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By:

Assistant County Attorney

Date:

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APPROVED AS TO TERMS AND CONDITIONS

By: <u>R.K. Slepuen</u> Palm Beach County Fire-Rescue

Date: <u>9/2c/08</u>

EXHIBIT 'A'

Financial Reporting on Expenditures & Request for Reimbursement form

CSC_DOCS-#66426-v3-PBCBCC_DrowningPrevention.DOC

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Children's Services Council of Palm Beach County **Financial Reporting on Expenditures & Request for Reimbursement** For Period Ending: ____/ ____/

				· · · · · · · · · · · · · · · · · · ·
Description	Total Program	1	Expenses for the Period/_/to /_/	Total Expenses to Date
Personnel				······································
(i) Salaries				·····
(ii) Fringe Benefits				
Travel				
Supplies				· · · · · · · · · · · · · · · · · · ·
Rent				
Capital Expenses				
Other Costs				
(i)				
(i)				
(iii)				· · · · · · · · · · · · · · · · · · ·
Fotal				
Amount paid by other sources				·
CSC amount				
SC%		·····		
Advance Funds Received		l_		
rior Advance Repayment				
dvance Balance				
dvance Payment This Period	· · ·			
et CSC Funds Requested		· .	· · · · · · · · · · · · · · · · · · ·	
ERTIFICATION the undersigned certify that the information contained in this rec	port is a true and ecourate			
e undersigned certfy that the information contained in this rep epared	ont is a true and accurate rep	resentation of t	ne use of CSC funds as of the	date of this report.
NAME/TI	ГLЕ		DATE	
proved			· · · · · ·	
NAME/TIT				

CSC_DOCS-#66426-v3-PBCBCC_DrowningPrevention.DOC

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EXHIBIT 'B'

Progress Report Form

EXHIBIT 'B'

Contract #: 542

Date Prepared by Provider: ____

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY PROGRESS REPORT FORM – Palm Beach County Board of County Commissioners/Drowning Prevention

REPORTING PERIOD: _____

PROJECT OBJECTIVES	ACCOMPLISHMENTS: THIS REPORTING PERIOD	ACCOMPLISHMENTS TO DATE	CHALLENGES/ CORRECTIVE ACTIONS TAKEN
L			

*NOTE: This form is required for all Progress Reports/Final Reports.