

Agenda Item #: \_\_\_\_\_

35-1

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: August 16, 2011

☒ [X]  
[ ]

Consent  
Workshop [ ]

Regular  
Public Hearing

Department

Submitted For: FIRE RESCUE

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve a 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 for the period October 1, 2011 to September 30, 2012.

**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 2012 is being provided from the County's general fund in the amount of \$150,000.

Countywide (PK)

**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 2012 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

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

Deputy Chief

7/5/2011  
Date

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

Fire-Rescue Administrator

7/5/2011  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	<u>50,000</u>	_____	_____	_____
External Revenues	_____	<u>(50,000)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	<u>- 0 -</u> * see below	_____	_____	_____

# ADDITIONAL FTE

POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included in Proposed 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: *[Signature]*

## III. REVIEW COMMENTS

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

*[Signature]* 7/12/11  
OFMB VA

*[Signature]* 7/25/11  
Contract Dev. and Control  
7-25-11 B. Wheeler

B. Legal Sufficiency: *[Signature]* 7/12/11  
7/12/11

*[Signature]* 7/26/11  
Assistant County Attorney

### C. Other Department Review:

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

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

## MEMORANDUM OF AGREEMENT

This Agreement, entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2011 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 October 1, 2011 ("Effective Date") to September 30, 2012.

CSC has agreed to fund up to \$50,000 to PBCBCC for the **Drowning Prevention Initiative** for the period October 1, 2011 through September 30, 2012. 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:

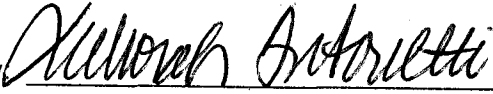
1. Transfers from CSC to the PBCBCC for expenditures made prior to September 30, 2012 will be made in accordance with the following procedures:
  - a) A written request for funds from CSC by the PBCBCC specifying the amount requested based upon the attached **Exhibit "A"**, Financial Reporting on Expenditures & 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, 2012, and the PBCBCC agrees to refund any of CSC's money advanced but not expended by September 30, 2012 within 45 days.
4. A final financial compilation report accounting for all funds expended will be provided to CSC no later than November 15, 2012.

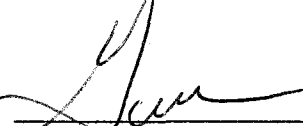
CSC and the PBCBCC agree to comply with the terms of this MOA.

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

ATTEST:

CHILDREN'S SERVICES COUNCIL OF  
PALM BEACH COUNTY

By:   
Witness

By:   
Gaetana D. Ebbale  
Chief Executive Officer

Date: 6-15-2011

Date: 6/15/11

ATTEST:

PALM BEACH COUNTY, FLORIDA BY  
ITS BOARD OF COUNTY  
COMMISSIONERS

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

By: \_\_\_\_\_  
Karen T. Marcus, Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: \_\_\_\_\_  
Assistant County Attorney

Date: \_\_\_\_\_

APPROVED AS TO TERMS AND CONDITIONS

By:   
Palm Beach County Fire-Rescue

Date: 7/5/2011  
CSC\_DOCS-#66426-v6-PBCBCC\_DrowningPrevention.DOC

**EXHIBIT 'A'**

**Financial Reporting on Expenditures & Request for Reimbursement form**

Children's Services Council of Palm Beach County  
**Financial Reporting on Expenditures & Request for Reimbursement**  
For Period Ending: 09/30/2012

Agency: **Palm Beach County Board of County Commissioners**  
Program: **Drowning Prevention**

Contract/MOA#:


Description	Total Program	Expenses for the Period 10/01/10 to 9/30/11	Total Expenses to Date
<b>Personnel</b>			
(i) Salaries	103,316	0	0
(ii) Fringe Benefits	44,288		
<b>Travel</b>	250		
<b>Supplies</b>	7,760		
<b>Rent</b>	6,541		
<b>Capital Expenses</b>	0		
<b>Other Costs</b>			
(i) Learn to Swim Lessons	46,770		
(ii) Legal Fees	2,500		
(iii) Advertizing	0		
(iv) Maintenance	3,000		
<b>Total</b>	<b>214,425</b>	<b>0</b>	<b>0</b>
Amount paid by other sources	164,425	0	0
CSC amount	50,000	0	0
CSC %	23.3%		

Advance Funds Received	0	
Prior Advance Payment	0	
Advance Balance	0	
Advance Payment This Period		0
Net CSC Funds Requested		50,000

**CERTIFICATION**


The undersigned certify that the information contained in this report is a true and accurate representation of the use of CSC funds as of the date of this report.

Prepared  
by:

  
\_\_\_\_\_  
Bonnie E. Stein/Financial Analyst III

6/2/11  
DATE

Approved  
by:

  
\_\_\_\_\_  
Bonnie E. Stein/Financial Analyst III

6/2/11  
DATE

**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
1.			
2.			
3.			

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