

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 20, 2012 [] Consent [X] Regular [] Ordinance [] Public Hearing

Department Submitted By: Community Services Submitted For: Human Services Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) Approve: a phased opening beginning July 2, 2012, for the Senator Philip D. Lewis Center (Lewis Center); B) Authorize staff to: complete contract negotiations with the following service providers... C) Approve: Budget Transfer of \$1,208,184 in the Human Services, General Fund...

Summary: The Lewis Center will serve as the main point of access for homeless services in central Palm Beach County. Facility operations and service provision will be contracted to three local non-profit organizations...

Background and Justification: On May 1, 2007, the Board of County Commissioners established the Homeless Advisory Board to develop a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan).

Attachments: Lewis Center Budget Budget Transfer

Recommended By: [Signature] Department Director Date 3/9/12 Approved By: [Signature] Assistant County Administrator Date 3/15/12

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures					
Operating Costs	<u>1,312,532</u>	<u>4,854,754</u>	<u>5,000,397</u>	<u>5,000,397</u>	<u>5,000,397</u>
External Revenue*	<u>(73,098)</u>	<u>(929,911)</u>	<u>(929,911)</u>	<u>(929,911)</u>	<u>(929,911)</u>
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>1,239,434</u>	<u>3,924,843</u>	<u>4,070,486</u>	<u>4,070,486</u>	<u>4,070,486</u>

ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included In Current Budget: Yes _____ No X
 Budget Account No.: Fund 0001 Dept. 148 Unit 1221 Obj. var
 Program Code: _____ Program Period: _____

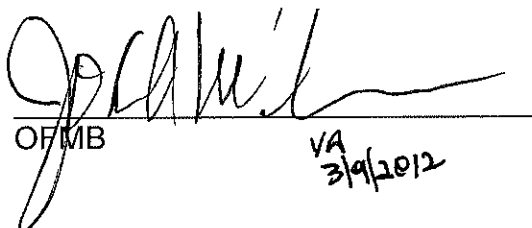
B. Recommended Sources of Funds/Summary of Fiscal Impact:

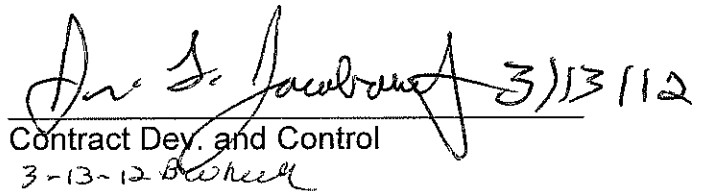
* External Revenues are projections based on the anticipation of new grant revenue. Donations are not included in the projections. County Net Ad Valorem will be adjusted based on actual expenditures and receipt of external revenue inclusive of donations.

C. Departmental Fiscal Review: Taruna Malhotra

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:


 OFMB
 VA
 3/9/12


 Contract Dev. and Control
 3-13-12
 B. Wheel

B. Legal Sufficiency:


 Assistant County Attorney
 3/15/12

C. Other Department Review:

 Department Director

BUDGET
ORGANIZATION: SENATOR PHILIP D. LEWIS CENTER

		FY 2012 Budget Interim Housing / Rapid Re-housing - 20 Onsite Beds	FY 2013 - 3 Month Budget Interim Housing / Rapid Re-housing - 40 Onsite Beds	FY 2013 - 9 Month Budget Interim Housing / Rapid Re-housing - 60 Onsite Beds
EXPENSE		Funding Requested	Funding Requested	Funding Requested
STAFFING -				
Engagement /Interim Housing	FTE/Wage			
Operations Director	\$65,000	\$21,450	\$16,250	\$48,750
Clinical Supervisor LCSW	\$52,000	\$34,320	\$26,000	\$78,000
Shift Supervisor	\$37,500	\$24,750	\$28,125	\$84,375
Clerical Specialist/Receptionist	\$26,000	\$8,580	\$6,500	\$19,500
Lead Navigator	\$38,000	\$7,524	\$5,700	\$17,100
Navigator	\$35,000	\$63,525	\$48,125	\$144,375
Nurse	\$38,000	\$37,620	\$30,400	\$91,200
Case Manager	\$35,000	\$17,325	\$26,250	\$105,000
Engagement Tech	\$28,000	\$67,452	\$51,100	\$153,300
Housing Tech	\$28,000	\$29,700	\$44,800	\$201,600
Driver	\$28,000	\$13,860	\$10,500	\$42,000
SUBTOTAL, Personnel		\$326,106	\$293,750	\$985,200
	Benefits	\$84,788	\$76,375	\$256,152
TOTAL ENGAGEMENT & INTERIM HOUSING PERSONNEL		\$410,894	\$370,125	\$1,241,352
ENGAGEMENT & INTERIM HOUSING EXPENSES				
Participant Supplies		\$2,640	\$4,000	\$18,000
Computer Lab Supplies		\$3,300	\$3,000	\$11,250
Office Supplies		\$8,234	\$7,750	\$31,313
Postage		\$330	\$1,125	\$4,500
Cell Phones		\$3,135	\$3,000	\$10,950
Bus Passes/Gas Vouchers		\$5,280	\$4,500	\$15,750
Mileage		\$5,478	\$6,000	\$21,600
Vehicle Insurance		\$1,650	\$1,750	\$6,900
Vehicle Repair and Maintenance		\$330	\$3,250	\$4,500
Gas (Agency Vans)		\$3,135	\$3,375	\$13,125
Staff Training		\$2,475	\$2,750	\$10,875
Background Screening		\$599	\$600	\$2,250
Professional Fees & Payroll Admin Fee		\$4,392	\$3,328	\$9,983
Hot Box & Room Heaters (for bed bugs)		\$3,465	\$2,625	\$7,875
insurance (General Liability)		\$10,890	\$10,250	\$36,750
Food		\$13,530	\$16,425	\$56,250
Hotel (144 Families - 30 Days)		\$66,528	\$50,400	\$151,200
SUB-TOTAL Engagement & Interim Housing		\$135,391	\$124,128	\$413,070
COUNTY FACILITY RELATED EXPENSES				
Operating	Monthly			
Laundry Service		\$0	\$0	\$0
Cable	12	\$264	\$200	\$875
Internet	12	\$139	\$105	\$360
Telephone (based on 50 lines)	12	\$3,465	\$2,625	\$9,000
Electric	\$21,067.19	\$55,527	\$52,634	\$189,605
Water	\$5,266.80	\$9,900	\$11,500	\$47,401
SWA	\$15.00	\$50	\$43	\$135
Janitorial/Custodial	\$6,020.00	\$13,530	\$14,125	\$54,180
Elevator Maintenance	\$270.00	\$1,069	\$810	\$2,430
Floor Mats (rental)	\$143.00	\$479	\$363	\$1,287
Bldg. Maintenance	\$6,897.34	\$19,569	\$17,759	\$62,076
Lawn Mowing	\$150.14	\$595	\$450	\$1,351
Fertilizer Application	\$9.45	\$37	\$28	\$85
Rodent Control (Alexxon)	\$230.87	\$914	\$693	\$2,078
Extermination Monthly Interior Service	\$69.26	\$274	\$208	\$623
Extermination Monthly Exterior Service	\$69.44	\$275	\$208	\$625
Elevator Maintenance	\$270	\$1,069	\$810	\$2,430
Food	\$8,212.50	\$10,841	\$16,425	\$73,913
Sworn Security Guards Level III (qty 2)	\$18,051.74	\$71,485	\$54,155	\$162,466
Intrusion Alarm	\$960.00	\$3,802	\$2,880	\$8,640
Fire Alarm	\$3,720.00	\$14,718	\$11,150	\$33,480
Fire Protection (Sprinklers)	\$9.17	\$36	\$28	\$83
Fire Extinguisher Inspections	\$34.08	\$135	\$102	\$307
SUB-TOTAL County Expenses		\$208,172	\$187,300	\$653,229

BUDGET
ORGANIZATION: SENATOR PHILIP D. LEWIS CENTER

	FY 2012 Budget Interim Housing / Rapid Re-housing - 20 Onsite Beds	FY 2013 - 3 Month Budget Interim Housing / Rapid Re-housing - 40 Onsite Beds	FY 2013 - 9 Month Budget Interim Housing / Rapid Re-housing - 60 Onsite Beds
EXPENSE	Funding Requested	Funding Requested	Funding Requested
NAVIGATION RELATED EXPENSES			
Navigation Specialist	\$17,523	\$13,275	\$39,825
Referral Specialist	\$9,900	\$7,500	\$22,500
Program Assistant	\$4,950	\$3,750	\$11,250
Navigation Peer Advocates	\$4,066	\$3,080	\$9,240
Project Supplies	\$4,620	\$3,500	\$10,500
Transportation	\$660	\$500	\$1,500
Security	\$330	\$250	\$750
SUB-TOTAL Navigation	\$42,049	\$31,855	\$95,565
EMPLOYMENT RELATED EXPENSES			
Life Skills, Job Readiness, Job Coaching and Job Placement	\$113,953	\$86,328	\$258,983
SUB-TOTAL Employment	\$113,953	\$86,328	\$258,983
RAPID REHOUSING RELATED EXPENSES			
Family / Individual Specific Assistance	\$0	\$0	\$0
Rapid ReHousing (Avg. \$600 x first/last month x 240 participants)	\$95,040	\$72,000	\$216,000
Rapid Rehousing (Avg. \$750 x first/last month per Family)	\$71,280	\$54,000	\$162,000
Daycare (2wks @ \$300 per wk for 144 Families)	\$28,512	\$21,600	\$64,800
Family Reunification	\$16,500	\$12,500	\$37,500
Rapid Rehousing Staffing	FTE/Wage	WAGE	WAGE
Rapid Rehousing Case Manager	\$35,000	\$57,750	\$48,125
Family LCSW Clinician	\$50,000	\$16,500	\$12,500
Resource/Housing Specialist	\$32,000	\$10,560	\$12,000
Benefits		\$22,051	\$18,883
SUB-TOTAL Rapid Rehousing	\$318,193	\$251,608	\$803,018
SUB-TOTAL EXPENSES	\$1,228,650	\$1,051,343	\$3,465,217
ADMINISTRATIVE EXPENSES			
SUBTOTAL (ADMINISTRATIVE EXPENSES)	\$83,882	\$75,131	\$263,064
GRAND TOTAL	\$1,312,532	\$1,126,473	\$3,728,281
REVENUE			
	REVENUE FY12		REVENUE FY13
FINANCIALLY ASSISTED AGENCIES (FAA) [AD VALOREM]	\$216,213		\$800,000
HUMAN SERVICES DIVISION BUDGET [AD VALOREM]	\$31,250		\$125,000
WORKFORCE ALLIANCE UNSUBSIDIZED EMPLOYMENT GRANT	\$73,098		\$175,436
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			\$600,000
EMERGENCY SOLUTIONS GRANT (ESG)			\$154,475
SPONSORSHIPS/DONATIONS/OTHER INCOME	\$0		TBD
TOTAL REVENUE IDENTIFIED	\$320,561		\$1,854,911
BALANCE OF FUNDS NEEDED	\$991,971		\$2,999,843
Note: Navigator Definition: Intake/Prevention/Diversion/Referral			

12 0631

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY, FLORIDA
 BUDGET TRANSFER

FUND (0001) - GENERAL

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 03/02/12	REMAINING BALANCE
EXPENDITURE								
148 1221	3401 Other Contractual Services	0	0	1,208,184		1,208,184		1,208,184
740 2078	8201 Contributions - Non-governmntl Agencies	773,085	529,257		216,213	313,044		313,044
820 9900	9901 Contingency - Reserves	20,000,000	19,004,100		991,971	18,012,129		18,012,129
Total Expenditures				1,208,184	1,208,184			

BUD_BLNK.xl

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION Channell Wilkins

Administration/Budget Department Approval

OFMB Department - Posted

Signatures _____

Date

By Board of County Commissioners
 At Meeting of 3/20/2012

Deputy Clerk to the
 Board of County Commissioners