

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	August 18, 2015	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Department: 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 for the period October 1, 2015 to September 30, 2016.

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 commitment to the County to provide funding of up to \$50,000 in FY 2016 for the Drowning Prevention Coalition program. This funding does not require a match. 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 2016 are a transfer from the County's General Fund in the amount of \$165,299 and the agreement with the Children's Services Council of Palm Beach County in the amount of \$50,000.

Attachment:

- 1. Memorandum of Agreement (2)

Recommended by:  7/27/15
Deputy Chief Date

Approved by:  7/28/2015
Fire Rescue Administrator Date

Approved by:  _____
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
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>	<u>0</u>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	_____	_____	_____

Is Item Included in Proposed Budget? Yes X No _____

Budget Account No.: Fund 1300 Dept 440 Unit 4244 Rev Source 6694

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

This Memorandum of Agreement represents the CSC's funding for the Drowning Prevention Coalition for FY 2016, and is included in Fire-Rescue's proposed FY 2016 budget.

C. Departmental Fiscal Review: *[Signature]*

III. REVIEW COMMENTS

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

[Signature]
 7/28/15 55 OFMB
 11/13

[Signature] 8/4/15
 Contract Development and Control
 8-4-15 B. Speaker

B. Legal Sufficiency

[Signature] 8/5/15
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 9/03
 ADM FORM 01

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

MEMORANDUM OF AGREEMENT

This Agreement, entered into as of this ____ day of _____, 2015 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**, a political subdivision of the State of Florida, by and through its Board of County Commissioners (hereinafter referred to as "PBCBCC"), effective October 1, 2015 ("Effective Date") to September 30, 2016.

CSC has agreed to fund up to **\$50,000** to PBCBCC for the **Drowning Prevention Initiative** for the period October 1, 2015 through September 30, 2016. 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, 2016 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.
 - 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, 2016, and the PBCBCC agrees to refund any of CSC's money advanced but not expended by September 30, 2016 within 45 days.
4. A final financial compilation report, accompanied by a Financial Reconciliation Statement (**Exhibit "C"**) accounting for all funds expended will be provided to CSC no later than November 15, 2016.
5. Both parties are aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and in furtherance thereof may demand and obtain records and testimony from the either or both parties and their subcontractors and lower tier subcontractors. Both parties understand and agree that in addition to all other remedies and consequences provided by law, the failure of one of the parties or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the other party to be a material breach of this Agreement justifying its termination.

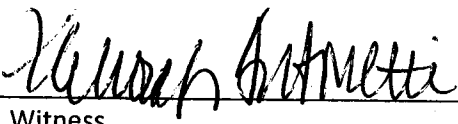
6. No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the PBCBCC and/or CSC.

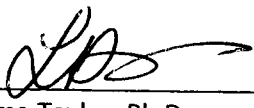
CSC and the PBCBCC agree to comply with the terms of this Memorandum of Agreement.

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: 
Lisa Williams-Taylor, Ph.D.
Chief Executive Officer

Date: 6-19-15

Date: 6/19/15

ATTEST:

PALM BEACH COUNTY, FLORIDA BY
ITS BOARD OF COUNTY
COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Shelley Vana, Mayor

Date: _____

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
County Attorney

Date: _____

APPROVED AS TO TERMS AND CONDITIONS

By: 
Palm Beach County Fire-Rescue

Date: 7/27/15

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/ 30/2016

Agency: Palm Beach County Board of Commissioners

Contract/MOA #: 15-542

Program: Drowning Prevention

Description	Total Program	Expenses for the Period ____/____/____ to ____/____/____	Total Expenses to Date
Personnel			
(i) Salaries	112,896		
(ii) Fringe Benefits	52,506		
Travel	2,400		
Telephone	260		
Program Supplies	9,600		
Office Supplies	2,000		
Rent	6,541		
Other Cost			
(i) Learn to Swim Lessons	26,046		
(ii) Legal/SP Fees	1,000		
(iii) Maintenance	2,000		
(iv) Office-Professional Fees	50		
(v) Miscellaneous Expense			
Total	215,299		
Amount Paid By Other Sources	165,299		
CSC Amount	50,000		
CSC %	23.2%		

Advance Funds Received -0-
 Prior Advance Repayment -0-
 Advance Balance -0-
 Advance Payment This Period _____
 Net CSC Funds Requested _____

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 4/21/15
NAME/TITLE DATE

Approved by: *Bonnie E. Stein* / Financial Analyst III 4/21/15
NAME/TITLE DATE

Bonnie E. Stein

EXHIBIT 'B'

Progress Report Form

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.

EXHIBIT 'C'
Financial Reconciliation Statement

As required by the provisions of the Memorandum of Agreement (MOA) between the Children's Services Council of Palm Beach County ("CSC") and Board of Commissioners Palm Beach County ("PBCBCC") effective October 1, 2015, for the Drowning Prevention Initiative, attached is a final financial reconciliation of the funds provided by CSC.

As shown in the attached (mark applicable box):

All funds provided by CSC were spent in accordance with the provisions of the MOA;

OR

There were under expenditures in the amount of \$_____, which pursuant to the MOA, will be returned to CSC by **November 14, 2016**; all other funds were spent in accordance with the provisions of the MOA.

The undersigned states that he/she is the CFO or other individual dually authorized by the governing board of Palm Beach County to sign this type of document. The information attached is a true and accurate representation of the expenditure of CSC funds under the MOA.

Signature

Date

Print Name