

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISIONERS

AGENDA ITEM SUMMARY

<b>Meeting Date:</b>	<b>June 21, 2016</b>	<input checked="" type="checkbox"/> <b>Consent</b>	<input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>Ordinance</b>	<input type="checkbox"/> <b>Public Hearing</b>
<b>Department</b>			
<b>Submitted By:</b>	<b>Youth Services Department</b>		
<b>Submitted For:</b>	<b>Outreach &amp; Community Programming Division</b>		




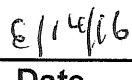
**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Second Amendment to Interlocal Agreement with the City of Riviera Beach (R2014-1977) for the reallocation of carry-over funds in the amount of \$30,287, for the Youth Empowerment Center Services during the period October 1, 2015 through September 30, 2016.

**Summary:** In 2014, the Board approved an Interlocal Agreement (Agreement) with the City of Riviera Beach (City) to provide funding for its Youth Empowerment Center (YEC). In 2015, the Board approved the First Amendment in the amount of \$180,000 and extended the term to September 30, 2016. However, in 2015, the City encountered delays with the program start-up that resulted in the City being unable to expend the full funding amount during the initial term. The City requested that the funds be reallocated for use during the current term which expires September 30, 2016. On March 22, 2016, the Board approved carry-over funding (Item 4B), making available the unexpended funds in the amount of \$30,287. The Agreement has a total not-to-exceed amount of \$280,000 and has one (1), one (1) year renewal option remaining. District 7 (HH)

**Background and Policy Issues:** The YEC incorporates teen-specific programs such as: employment services, educational opportunities, tutoring, mentoring, audio visual production and marketing, computer hardware technology and a variety of other crime prevention components. The Agreement, approved December 16, 2014, provided funding of \$100,000 for one (1) year ending September 30, 2015, and provided for two (2), one (1) year renewal options. The First Amendment, approved December 1, 2015, extended the term one (1) year to the current date of September 30, 2016, and provided funding of \$180,000 (\$100,000 for the current program and \$80,000 for new programming). During the initial term, the City experienced delays with program start-up, between June and August 2015, as well as a delay with the facility renovation, but is now fully operational.

**Attachment:**  
  
Second Amendment to Interlocal Agreement

<b>Recommended by:</b>		
	<b>Department Director</b>	<b>Date</b>
<b>Approved by:</b>		
	<b>Assistant County Administrator</b>	<b>Date</b>

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2015	2016	2017	2018	2020
Capital Expenditures					
Operating Costs	\$30,287				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$30,287				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget?    Yes      x      No    \_\_\_\_\_

Budget Account    Exp No:  
Fund      0001      Dept      153      Unit      7682      Obj      8101    
Rev No:  
Fund    \_\_\_\_\_    Dept    \_\_\_\_\_    Unit    \_\_\_\_\_    Obj    \_\_\_\_\_

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

The fiscal impact associated with this amendment shall be funded by existing FY 2015 ad valorem. FY 2015 unspent program budget was carried forward during the balance brought forward amendment approved by the Board on March 22, 2016.

Departmental Fiscal Review: *Murphy Dine* \_\_\_\_\_

**III. REVIEW COMMENTS**

*M 1/19*

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

*Sherry Ann*  
OFMB <sup>RP</sup> <sub>5/20</sub>    <sup>OK</sup> <sub>5/20/16</sub>

*Ar. J. Jacobson* 6/10/16  
Contract Development & Control  
*4/9/16 JAC*

**B. Legal Sufficiency:**

*Arlene C. Hinz*  
Assistant County Attorney

**C. Other Department Review:**

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

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

## SECOND AMENDMENT TO INTERLOCAL AGREEMENT

**THIS SECOND AMENDMENT** is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY) and the City of Riviera Beach, a municipality located in Palm Beach County, Florida, (CITY), each one constituting a public agency as defined in Part I of Chapter 163, Florida Statutes.

### WITNESSETH:

**WHEREAS**, the parties entered into an Interlocal Agreement dated December 16, 2014, (R2014-1977) (Agreement) in the amount of \$100,000, to fund CITY's services for the Youth Violence Prevention/Youth Empowerment Center from October 1, 2014 to September 30, 2015; and

**WHEREAS**, the parties entered into a First Amendment (R2015-1726), in the amount of \$180,000, and extended the term one (1) year, October 1, 2015 through September 30, 2016; and

**WHEREAS**, the CITY had encountered a delay in the start up of the program, between June and August, 2015, and also a delay with facility renovations, which delays resulted in the CITY being unable to expend the full funding amount during the initial term. On March 22, 2016, the Board approved carry-over funding (Item 4B), making available the unexpended funds in the amount of \$30,287.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements expressed herein, the COUNTY and the CITY agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. ARTICLE 1, Section G- SERVICES AND PROGRAMMATIC REQUIREMENTS, is hereby replaced with the following:
  - G. The parties may, by mutual agreement, extend the Agreement for up to one (1) additional year. If the CITY wishes to extend the Agreement, it must submit a proposed scope of work and corresponding budgets for the next fiscal year (October 1 – September 30) no later than May 1st of each year. Upon recommendation of the COUNTY and availability of funding, an appropriate amendment extending the Agreement may be submitted by the COUNTY to the CITY and the Board of County Commissioners for their consideration.

3. ARTICLE 4, Section A – PAYMENTS TO CITY, is hereby replaced with the following:
  - A. The total amount to be paid by the COUNTY under the Agreement for all services shall not exceed an amount of TWO HUNDRED EIGHTY THOUSAND DOLLARS (\$280,000.) The CITY shall notify the COUNTY’s representative in writing when 90% of the “not to exceed amount” has been reached. The CITY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Amended Exhibit B-1.1 and Exhibit B-1.2 for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted the total billings shall not exceed the estimated percentage of completion as of the billing date
  
4. ARTICLE 4, Section C – PAYMENTS TO CITY, is hereby replaced with the following:
  - C. The CITY shall submit monthly invoices for each of the corresponding program budgets (Amended Exhibit B-1.1 and Exhibit and B-1.2). Invoices received from the CITY pursuant to the Agreement will be reviewed and approved by the COUNTY’S representative, to verify that services have been rendered in conformity with the Agreement. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative’s approval.
  
5. The Agreement is hereby amended to replace Exhibit B-1.1 in its entirety with Amended Exhibit B-1.1, to include the unexpended funds in the FY16 program budget from the amount carried forward.
  
6. All provisions in the Agreement or exhibits to the Agreement in conflict with this Second Amendment shall be and are hereby changed to conform to this Second Amendment.
  
7. Except as specifically modified herein, the Agreement, as amended, remains unmodified and in full force and effect.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed by their officials thereupon duly authorized.

ATTEST:

COUNTY

SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

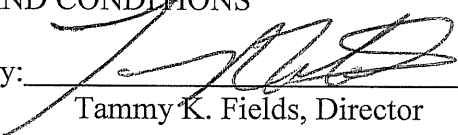
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mary Lou Berger, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

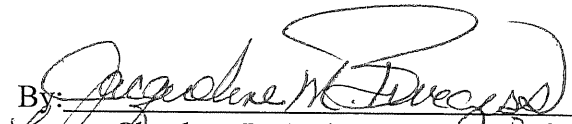
APPROVED AS TO TERMS  
AND CONDITIONS

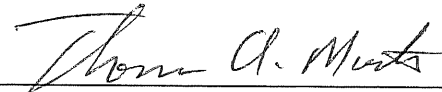
By: \_\_\_\_\_  
County Attorney

By:  \_\_\_\_\_  
Tammy K. Fields, Director

ATTEST:

CITY OF RIVIERA BEACH, a  
Municipality located in Palm Beach County,  
Florida:

By:  \_\_\_\_\_  
Claudene L. Anthony, CMC Deputy  
City Clerk

By:  \_\_\_\_\_  
Thomas A. Masters, Mayor

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY

By:  \_\_\_\_\_  
ASSISTANT City Attorney

Riviera Beach Youth Empowerment Center  
 Program Budget  
 FY 2016

Expenditures	Funding Source		Total Budget
	City / Agency	County	
<b>Salaries &amp; Benefits</b>			
FT/ PT/ Contractual Employees	139,741.00		139,741.00
<b>Total Salaries &amp; Benefits</b>	<b>139,741.00</b>		<b>139,741.00</b>
<b>Contractual Services</b>			
Prevention/Life Skills/SkillBuilding/Edcation Programs	5,927.00	50,958.50	56,885.50
<b>Total Contractual Services</b>	<b>5,927.00</b>	<b>50,958.50</b>	<b>56,885.50</b>
<b>Education &amp; Training (Staff &amp; Youth Participants) as determined by Program Manager)</b>			
Staff/Youth Training Enhancements		5,000.00	5,000.00
<b>Total Education &amp; Training</b>	<b>-</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>Travel &amp; Per Diem</b>			
Hotel		1,790.00	1,790.00
Parking			-
National Youth Leadership Conference, Washington, D.C.		2,675.00	2,675.00
Flight & Per Diem		2,385.00	2,385.00
College Tour (Youth & Chaperones) and other related trips/ conference expenses determined by Program Manager	-	8,087.50	8,087.50
<b>Total Travel &amp; Per Diem</b>	<b>-</b>	<b>14,937.50</b>	<b>14,937.50</b>
<b>Communication Services</b>			
Telephone	780.00	1,188.00	1,968.00
Internet/Cable		2,360.00	2,360.00
<b>Total Communication Services</b>	<b>780.00</b>	<b>3,548.00</b>	<b>4,328.00</b>
<b>Utilities</b>			
Water	780.00		780.00
Electricity			-
<b>Total Utilities</b>	<b>780.00</b>	<b>-</b>	<b>780.00</b>
<b>Postage &amp; Freight</b>			
<b>Rental &amp; Leases</b>			
Copiers Leases		1,750.00	1,750.00
Water Coolers Services			-
<b>Total Rental &amp; Leases</b>	<b>-</b>	<b>1,750.00</b>	<b>1,750.00</b>
<b>Insurance</b>			

Riviera Beach Youth Empowerment Center  
 Program Budget  
 FY 2016

Expenditures	Funding Source		Total Budget
	City / Agency	County	
<b>Facility / Building Repairs &amp; Maintenance</b>			
Cleaning Services		3,500.00	3,500.00
Pest Control	480.00		480.00
Repairs	3,928.00		3,928.00
<b>Total Facility / Building Repairs &amp; Maintenance</b>	<b>4,408.00</b>	<b>3,500.00</b>	<b>7,908.00</b>
<b>Vehicle Repairs &amp; Maintenance</b>			
Servicing	1,475.00		1,475.00
Repairs	1,475.00		1,475.00
<b>Total Vehicle Repairs &amp; Maintenance</b>	<b>2,950.00</b>		<b>2,950.00</b>
<b>Program Activities</b>			
Day Trips (include admission cost etc.)	2,340.00	7,000.00	9,340.00
Other related expenses as determined by Program Manager	1,500.00	1,500.00	3,000.00
<b>Total Program Activities</b>	<b>3,840.00</b>	<b>8,500.00</b>	<b>10,840.00</b>
<b>Program Supplies</b>			
Administrative Supplies (books, magazines, pens, pencil, paper, arts & crafts etc.) and other related expenses as determined by Program Manager	7,440.00	3,500.00	10,940.00
Toiletries			-
T-Shirts, Flyers, Brochures, uniforms and other related expenses.	3,134.00	3,500.00	6,634.00
<b>Total Program Supplies</b>	<b>10,574.00</b>	<b>7,000.00</b>	<b>17,574.00</b>
<b>Fuel / Gas</b>	1,500.00	1,200.00	2,700.00
<b>Program Equipment</b>			
Recreational Equipment/Programs		7,250.00	7,250.00
<b>Total Program Equipment</b>	-	7,250.00	7,250.00
<b>Food Supplies</b>			
Breakfast, Lunch, Dinner, Snacks & Refreshments, Food supplied during day trips and other related expenses as determined by Program Manager		8,143.00	8,143.50
<b>Total Food Supplies</b>	-	8,143.00	8,143.50
<b>Renovations</b>			
Renovations, Furnishings, Security, appliances and other expenses needed to operate the program	3,500.00	18,500.00	22,000.00
<b>Total Renovations</b>	<b>3,500.00</b>	<b>18,500.00</b>	<b>22,000.00</b>
Riviera Beach YEP Budget Total	<b>\$ 174,000.00</b>	<b>130,287.00</b>	