

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: June 21, 2016                       Consent                       Regular  
     Ordinance                       Public Hearing

Department  
 Submitted By: Youth Services Department  
 Submitted For: Outreach and Community Programming Division

**I. EXECUTIVE BRIEF**


**Motion and Title: Staff recommends motion to approve:**

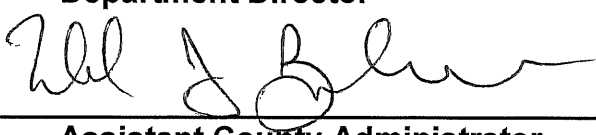
- A) First Amendment to Contract for Provision of Services (R2016-0459) with Friends of Community Services, Inc., (Friends) to increase the total contract amount from \$442,979 to \$451,079, for additional Summer Camp Scholarships, for the term April 5, 2016 through September 30, 2016; and
- B) Budget Transfer of \$8,100 in the General Fund from the Youth Violence Initiative (Unit 7678) to the Summer Camp Scholarships program (Unit 2514) to fund the cost associated with the First Amendment.

**Summary:** The annual Summer Camp Scholarship Program pays full tuition and associated fees for eligible children to attend day camp during the summer months. In April 2016, the Board approved a Contract for Provision of Services with Friends, for a total contract amount of \$442,979, the amount previously allocated by the Board. The Board's allocation included an administrative fee of \$8,750. Additionally, the Children's Services Council of Palm Beach County contributed \$1,631,972 for this program year. Juvenile court judges have indicated a need for youth involved in the juvenile justice system to have engagement in activities during the summer months, and many summer camps do not take youth involved in the juvenile justice system or youth over the age of 14. Staff is recommending \$8,100, currently budgeted for the Youth Violence Prevention program, be reallocated to provide additional funded scholarship openings to those youth. The new total contract amount is \$451,079, and does not include any increase to the administrative fee. Countywide (HH)

**Background and Justification:** The Board approved the Contract for Provision of Services on April 5, 2016. The Summer Camp Scholarship Program, established in 1995, is a public/private initiative providing a summer camp experience to children from low-income families. The program provides a safe, supervised environment for children who otherwise may be left at home along in the care of older siblings, or unsupervised on the streets.

- Attachment(s):**
- 1. First Amendment
  - 2. Budget Transfer

Recommended by:                       5/25/16  
    **Department Director**                      **Date**

Approved by:                       6/16/16  
    **Assistant County Administrator**                      **Date**

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	\$8,100				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	\$8,100				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

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

Budget Account    Exp No:

Fund         0001    Dept   153    Unit   2514    Obj   8201

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 2016 ad valorem.

Departmental Fiscal Review: Michele Dena \_\_\_\_\_ *al 5/25*

## III. REVIEW COMMENTS

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




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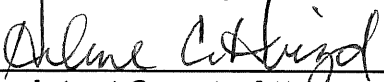
OFMB AP 5/25 *OK*  
4/25/16




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Contract Development & Control  
*6/12/16*  
*6/2/16 TW*

### B. Legal Sufficiency:



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Assistant County Attorney

### C. Other Department Review:

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

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

**FIRST AMENDMENT  
TO CONTRACT FOR PROVISION OF SERVICES**

This First Amendment is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and Friends of Community Services, Inc., a not-for-profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-0449910.

**WHEREAS**, the parties entered into a Contract on April 5, 2016 (R2016-0459), in which the AGENCY proposed providing Summer Camp Scholarship Funding Administration for low income Palm Beach County residents; and

**WHEREAS**, the juvenile court judges have indicated a need for youth involved in the juvenile justice system to have engagement in activities during the summer months, and many summer camps do not take youth involved in the juvenile justice system or youth over the age of 14; and

**WHEREAS**, the County has identified a limited number of camp slots that will engage these youth; and

**WHEREAS**, the parties desire to increase the not-to-exceed amount by \$8,100 from the budget to provide additional funded camp scholarship openings to eligible youth on involved in the juvenile justice system.

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

1. The foregoing recitals are true and correct and are incorporated herein.
2. **ARTICLE 3 – PAYMENTS** - the first paragraph of this Article 3 is hereby replaced with the following:

The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of Four Thousand Fifty-One Seventy-Nine Dollars (\$451,079.00). The AGENCY will bill the COUNTY on at least a monthly basis, for Summer Camp Scholarships and fiscal administration provided as indicated by Exhibit “A” and expenses actually incurred and paid, up to the amounts set forth in Exhibits “B-1” and “C-1.” In no case shall the total cumulative amount billed under this Contract exceed the cumulative amounts defined in Exhibit “C-1.”

3. Any reference in the Contract to Exhibit B is changed to read B-1 and Exhibit B is hereby replaced in its entirety with B-1.
4. Any reference in the Contract to Exhibit C is changed to read C-1 and Exhibit C is hereby replaced in its entirety with C-1.
5. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

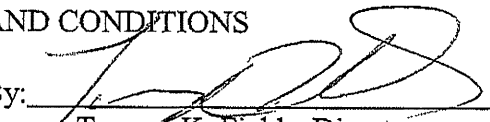
By: \_\_\_\_\_  
Deputy Clerk

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

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

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

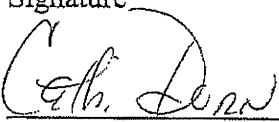
By:  \_\_\_\_\_  
Tammy K. Fields, Director

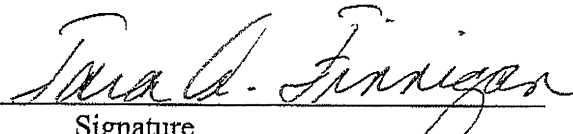
WITNESS:

AGENCY:

  
\_\_\_\_\_

Friends of Community Services, Inc.  
Company Name

Signature  
  
Name (type or print)

  
Signature

TARA A. FINNIGAN  
Typed Name

President  
Title

(corp. seal)

**EXHIBIT B-1  
UNITS OF SERVICE RATE AND SCHEDULE OF PAYMENT**

**Agency: Friends of Community Services, Inc.**

Service Name and Definition of Unit of Service for Fiscal Administration of the Community Services Department Programs	Unit Cost	Units to be provided	Total Cost of Service
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<b>Service:</b> A unit of service is defined as: Annual Audit, invoice processing, payment reimbursement, record keeping, reporting of payments and receipts for Summer Camp Scholarship Program and other initiatives and programs within the Community Services Department	<b>Not to Exceed</b>  <b>\$254.60</b>	<b>34.37</b>	<b>\$8,750.00</b>
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Fiscal Administration maximum amount authorized: \$8,750.00

**Total Contract** **\$8,750.00**

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this Contract and reasonably incurred by the AGENCY directly in connection with performance of its duties and Scope of Work pursuant to this Contract. The AGENCY will sustain the program from April 5, 2016 until September 30, 2016.

There is no unit cost for summer camp scholarships. Approved Summer Camp Scholarship Vendors submit invoices to the Division Program Specialist. The sum of all Summer Camp Scholarship Vendors invoices will not exceed \$442,329 total in scholarship costs.

**EXHIBIT C-1**

The AGENCY is a collaborative, non- profit, tax exempt, 501 (c)3 corporation of community partners under the leadership of the Palm Beach County Community Services Department (PBCCSD) that:

- Works with Palm Beach County Youth Services to prioritize needs, form task groups, plan strategies, and pools resources.
- Designs programs and creates committees to address specific issues.
- Identifies programs with limited financial resources, and acts as a conduit to enable them to receive private hands- on support and funding.
- Serves as an incubator for start-up programs exploring and establishing their own non- profit status.
- Recognizes and celebrates individuals and organizations in the Palm Beach County (PBC) community who make outstanding contributions to their mission.

Since 1995, AGENCY has provided support for the Summer Camp Scholarship Program. The Program ensures school aged children are not home alone during the summer months and continue to receive nutritious meals in the summer.

AGENCY is allocated \$451,079 in funding from Palm Beach County Board of County Commissioners to support the Summer Camp Scholarship Program. AGENCY processes payments to the specific Summer Camp Providers based on invoices from the Palm Beach County Youth Services Department's Outreach & Community Programming Division. AGENCY maintains financial records and reports of payments and receipts for Summer Camp funding. In addition, AGENCY's Summer Camp Scholarship Sub- committee develops and implements marketing strategies to raise additional funding for the Summer Camp Scholarship Program.

**2016 Program Budget**

Summer Camp Scholarships	\$442,329.00
Administrative Expenses Including	\$ 8,750.00 (Administrative Support Service Cost)
	Insurance
	Annual Audit
	Taxes
	Brochures
	State Registration
	Service Charges
	Web Hosting
	Misc. Office Supplies
	Postage
	Marketing Materials
	Travel (could be reimbursement for expenses or parking)
<b>Total</b>	<b>\$451,079</b>

2016-

BGEX 150 052016\*1403

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA

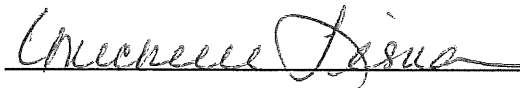
BUDGET TRANSFER  
FUND 0001 General Fund

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 05/20/2016	REMAINING BALANCE
<b><u>EXPENDITURES</u></b>							
0001-153-7678-4001 Travel And Per Diem	1,900	1,900	0	1,200	700	0	700
0001-153-7678-4007 Travel-Mileage	1,520	1,520	0	1,080	440	0	440
0001-153-7678-4801 Promotional Activities	1,226	1,226	0	520	706	0	706
0001-153-7678-4941 Registration Fees	1,800	1,800	0	1,800	0	0	0
0001-153-7678-5101 Office Supplies	3,500	3,500	0	3,500	0	0	0
0001-153-2514-8201 Contributions-Non-Govt Agnces	434,229	434,229	8,100	0	442,329	434,229	8,100
<b>TOTALS</b>			8,100	8,100			

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS  
AT MEETING OF 06/21/2016

YOUTH SERVICES DEPARTMENT  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

 5-25-16

Deputy Clerk to the  
Board of County Commissioners