

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: March 13, 2018

Consent
 Ordinance

Regular
 Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) receive and file** a fully executed Children’s Services Council Grant Agreement for the Glades Family Fun Fest for the period January 24, 2018, to April 24, 2018; and **B) approve** Budget Amendment of \$2,500 within the General Fund to establish budget for the approved grant.

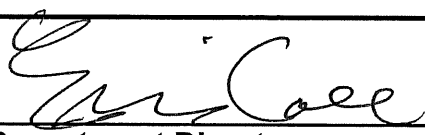
Summary: The Parks and Recreation Department submitted an electronic grant application on November 7, 2017, to the Children’s Services Council of Palm Beach County. The Department was awarded the grant and the grant agreement was executed by the Director of Parks and Recreation on behalf of the Board of County Commissioners pursuant to PPM CW-F-003. The grant funding will be utilized to enhance the 3rd Annual Glades Family Fun Fest community event taking place in Belle Glade. The County was awarded grant funding which will support and educate the residents of Pahokee, Belle Glade and South Bay of the many benefits offered through local agencies in the area and to promote health and wellness through a variety of games and activities. The Glades Family Fun Fest is a free event for all ages and residents of western Palm Beach County. The collaboration helps align both organization’s missions and reinforces the importance of children growing up healthy, safe and strong. The grant does not require a County match. District 6 (AH)

Background and Justification: The Children’s Services Council of Palm Beach County provides leadership, funding, services and research on behalf of Palm Beach County’s children so they grow up healthy, safe and strong. The Parks and Recreation Department’s mission is to make the quality of life for Palm Beach County residents and visitors better by providing diverse, safe and affordable recreation services, welcoming parks, and enriching social and cultural experiences. The Parks and Recreation Department achieves this by planning and implementing community events that promote wellness, which improves our community for this, and future generations. The County was awarded grant funding which will support and educate the residents of Pahokee, Belle Glade and South Bay of the many benefits offered through local agencies in the area and to promote health and wellness through a variety of games and activities. The Glades Family Fun Fest is a free event for all ages and residents of western Palm Beach County. The collaboration helps align both organization’s missions and reinforces the importance of children growing up healthy, safe and strong.

Attachments:

- 1. Grant Agreement
- 2. Budget Amendment

Recommended by: _____


Department Director

2/12/18
Date

Approved by: _____


Deputy County Administrator

2/27/18
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>2,500</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>(2,500)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes _____ No X
 Does this item include the use of federal funds? Yes _____ No X

Budget Account No.: Fund 0001 Department 580 Unit 5236
 Object _____ Program _____

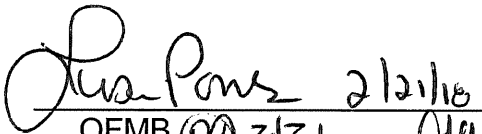
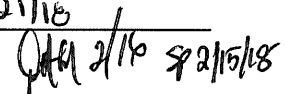
B. Recommended Sources of Funds/Summary of Fiscal Impact:

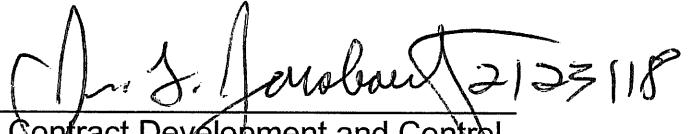
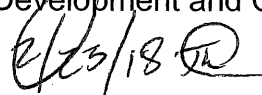
Children's Services Council Grant 0001-580-5236 \$2,500

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

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

 2/21/18
 OFMB (PA) 2/21/18  2/16/18 & 2/15/18

 2/23/18
 Contract Development and Control
 2/23/18 

B. Legal Sufficiency:

Anne Idelberger 2-26-18
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

GRANT AGREEMENT FOR HEALTHY, SAFE AND STRONG FUNDS

THIS AGREEMENT made as of January 24, 2018, by and between the **Children's Services Council of Palm Beach County**, an independent special district under the laws of the State of Florida, hereinafter designated as the "CSC", and **Palm Beach County by and through its Board of County Commissioners** hereinafter referred to as "Provider", effective January 24, 2018 ("Effective Date") to April 24, 2018.

WITNESSETH:

IN CONSIDERATION of mutual agreements hereinafter contained, the parties intending to be legally bound hereby agree as follows:

The CSC agrees to reimburse PROVIDER in accordance with the following schedule and terms for services to be provided as outlined in the attached Exhibit "A".

1. Transfers from the CSC to the Provider will be made in accordance with the following procedures:
 - a. The CSC agrees to reimburse Provider an amount not to exceed \$2,500 for support for Glades Family Fun Fest as described in **Exhibit "A"** and **Exhibit "B"** attached hereto and made a part hereof.
 - b. No transfers will be made by the CSC pursuant to this Agreement after April 24, 2018.
 - c. A Request for Reimbursement of Healthy, Safe and Strong Fund, **Exhibit "B"** will be provided to CSC no later than March 26, 2018.

2. **CSC Logo Guidelines:** To ensure consistent brand messaging, the provider will use the CSC's logo in print materials, signage and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. Please visit: www.cscpbcc.org/logos for guidelines. If you have further questions, please call 561-740-7000, extension 2208.

3. The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for a period of six (6) years following termination of this Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of the six year period, the records shall be retained until resolution of all audit findings. Provider further agrees that all records, papers, letters, or other documents made or received in conjunction with this Agreement and the provision of services hereunder shall be subject to public access pursuant to the provisions of Chapter 119, Florida Statutes. The provisions of this paragraph shall survive termination of this Agreement.

4. Inspector General - Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421-2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CSC, its officers, agents, employees and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with

the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421-2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

5. No Agency Relationship - Neither party is an agent or servant of the other. No person employed by either party to this Agreement, shall in connection with the performance of this Agreement or any services or functions contemplated hereunder, at any time, be considered the employee of the other party, nor shall an employee claim any right in or entitlement to any pension, worker's compensation benefit, unemployment compensation, civil service, or other employee rights or privileges granted by operation of law or otherwise, except through and against the party by whom they are employed.

6. Severability - In the event that any section, paragraph, sentence, clause, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

7. Non-discrimination - CSC warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, national origin, age, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

8. Remedies - This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce this Agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. No provision of this Agreement 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 Agreement, including but not limited to any citizen or employees of the Provider and/or CSC.

9. CSC reserves the right to cancel or postpone the services set forth in **Exhibit "A"**. Notice of cancellation or postponement will be done at least 5 days prior to the event whenever possible. The CSC agrees to reimburse the other party for non-refundable expenses incurred prior to receipt of the notice of cancellation or postponement.

10. All notices required in this Agreement shall be sent certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance.

If sent to the Provider, notices shall be addressed to:

Director of Parks and Recreation
Palm Beach County Department of Parks and Recreation
2700 Sixth Avenue South
Lake Worth, Florida 33461

If sent to the CSC, notices shall be addressed to:


Children's Services Council of Palm Beach County
2300 High Ridge Road
Boynton Beach, FL 33426
Attention: Lisa Williams-Taylor, Ph.D.
CO: Christy Potter

11. Entirety of Contractual Agreement - The Provider and CSC agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. No of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CHILDREN'S SERVICES COUNCIL OF
PALM BEACH COUNTY

PALM BEACH COUNTY PARKS AND
RECREATION DEPARTMENT, ON BEHALF OF THE
PALM BEACH COUNTY BOARD OF COUNTY
COMMISSIONERS:

By: 

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

By: 

Signature Date
Director/Assistant Director
Palm Beach County Parks and Recreation
Department

APPROVED AS TO
FORM AND LEGAL SUFFICIENCY:

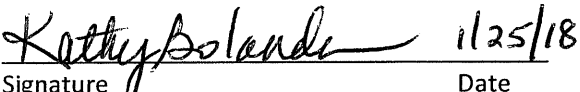
County Attorney



Signature Date

APPROVED AS TO
TERMS & CONDITIONS:

Division Director



Signature Date

EXHIBIT "A"

DESCRIPTION OF SERVICES TO BE PROVIDED:

Healthy, Safe and Strong Funds – Glades Family Fun Fest
Event Date: February 24, 2018

See attached Healthy, Safe and Strong Fund Application.

PROVIDER: Palm Beach County Board of County Commissioners
(Parks and Recreation Department)

ADDRESS: 2700 6th Avenue South
Lake Worth, FL 33461
Phone: 561-966-7054
Email: sthompson@pbcgov.org

TERM OF AGREEMENT: January 24, 2018 – April 24, 2018

COMPENSATION: Not to exceed \$2,500.00
The fund is not intended to be used to pay for staff to attend conferences or for use by individual agencies to provide training for their staff. The fund is not intended to cover all of the costs of the event, but should be supplemented with other revenue sources. It is expected that the applicant has expertise/knowledge in planning and executing the event, activities or community outreach deliverables and initiatives.

PAYMENT SCHEDULE: Within 30 days after the event, Provider shall submit a completed Request for Reimbursement of Healthy Safe and Strong Fund Application form (**Exhibit "B"**) and include all receipts for expenditures. This form also includes information regarding the event and summaries for the event.

Submit form to the Children's Services Council Palm Beach County, 2300 High Ridge Road, Boynton Beach, FL 33426 ATTN: Christy Potter.

CSC Staff will review completed Request for Reimbursement of Funds form, **Exhibit "B"** and process for payment.

CSC CONTACT: Christy Potter

EXHIBIT "B"

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 Request for Reimbursement of Healthy, Safe and Strong Funds

*This form is to be completed and submitted with receipts within thirty days following the event.
 It serves as your invoice and will initiate the process for payment.*

Sponsoring Organization: Palm Beach County Board of County Commissioners
 (Parks & Recreation Department)

Title of Event: Glades Family Fun Fest

Presentation Date(s): February 24, 2018

EXPENSES	CSC Approved Funding	Actual CSC Funds Expended
1. Consultation/Honorarium fees	\$	\$
2. Travel	\$	\$
3. Hotel (for presenters)	\$	\$
4. Per Diem (for presenters)	\$	\$
5. Space rental (for event)	\$	\$
6. Refreshments (CSC will not cover)	\$	\$
7. Copying of handout materials	\$	\$
8. Materials purchased	\$	\$
9. Printing brochures, posters (Facebook Advertising)	\$500	\$
10. Postage	\$	\$
11. Supplies	\$	\$
12. Other, Physical Activity and Nutritional Instructor, Rock Wall Activity, Face Painter and Support Vendors (port-lets, tents)	\$2,000	\$
TOTAL EXPENSES	\$2,500	\$

Event summary: attach event summary 250 words or less

Evaluation Summary: attach compilation of evaluations if tool was utilized

Prepared by: _____
 (Name/Title)

Date: _____

 (Preparer's Signature)

Approved for payment: _____
 CSC Staff

Date: _____



HEALTHY, SAFE AND STRONG FUND APPLICATION

Identifying Data

Agency: Palm Beach County BOCC-Palm Beach County Parks and Recreation Department
Contact Person (Name and Title): Sarah Thompson, Recreation Programs Coordinator
Address: 2700 6th Ave. South Lake Worth, FL 33461
Phone Number: 561-966-7054 Email: sthompson@pbcgov.org

Activity Data Summary

Project Title: Glades Family Fun Fest
Date(s) of Activity: February 24, 2018
Time of Activity: 11:00am-3:00pm
Location of Activity: Glades Pioneer Park
Target Population: Tri-city community, children of all ages and abilities, adults and families.
Number Attending: 1,200
Presenters/Consultants: PBC various Departments, children servicing agencies, Children's Services Council, Healthy Mothers Healthy Babies, Bridges, Glades Literacy Initiative, PBC Sheriff's Office, PBC Fire Rescue, Drowning Prevention Coalition, PBC Health Department, PBC Youth Services, PBC Library System, Boys & Girls Club, Molina Health.

Proposal Information Summary

Total Project Budget: \$15,000
CSC Requested Amount: \$2,500

Other Funding Sources and Amounts:

Source: PBC Sheriff's Office	Amount: \$5,000
Source:	Amount: \$
Source:	Amount: \$
Source:	Amount: \$

Registration fee for participants: Yes or No If yes, amount per participant: \$

Brief Description of Proposed Activity/Event: (100 words or less)

The Glades Family Fun Fest is a free event for all ages and residents of the Tri-County Area which includes Belle Glade, Pahokee and South Bay. The purpose of this event is to educate the residents of the many benefits offered through local agencies in the area and to promote health and wellness through a variety of games and activities.

Public and private agencies and businesses such as the Department, PBSO, and others will educate and provide free resources to the Community. Organizations will have the opportunity to collaborate with community partners to exhibit local businesses and resources related to health and wellness. Residents will have the opportunity to engage in physical activities and informational sessions.

Submission Data:

Have you applied to the Healthy, Safe and Strong Fund Application in the past for this activity event?

Yes No

If yes, when: _____

Have you received funding from the Healthy, Safe and Strong Fund Application in the past for this activity/event?

Yes No

If yes, when: _____

DETAILED ACTIVITY/EVENT INFORMATION

Link to CSC Goals:

Identify CSC Goals the activity will be addressing:

- Children are born healthy
- Children are kept safe from abuse/neglect
- Children are ready for kindergarten
- Children are on grade level by the end of third grade

Please explain how your activity addresses the Goals identified above:

We partner with local non profit and government agencies at this event and encourage them to share tools and resources with the community to address the CSC goals. A variety of physical activity components for all ages will be provided to emphasize the benefits of staying active and making healthy choices to improve overall quality of life for all children and parents. The event will consist of informational booths activities, and presentations designed to engage youth and adults, while also educating them in the interest of leading healthier lifestyles, being ready for kindergarten, staying safe from abuse and neglect, and being on grade level.

Partnership/Collaboration:

Are there other similar events, conferences or activities in Palm Beach County?

X Yes No

If yes, please identify:

There are similar events in Palm Beach County. Some of these events are coordinated through Palm Beach County Parks and Recreation Department and some are run by other agencies. There is no other event in Belle Glade at Glades Pioneer Park that offers a comprehensive complement of community resources, services and activities that focus on health, fitness, recreation, and community resources. In offering these special events, we focus on people of all ages and abilities by facilitating and educating the public to bring awareness to health and wellness opportunities, sports/athletic programming, science education, environmental awareness programs and community based recreation programs. We strive to collaborate with area agencies and health initiatives to further the mission of Palm Beach County Parks and Recreation Department and *"create opportunities for healthy, happy living!"*

Please provide details regarding communications you have had with them for potential collaboration (if applicable):

This event is an opportunity to educate and provide services to the western communities; we have established partnerships with the Palm Healthcare/ Let's Move campaign, the Florida Health Department's 5210 campaign and Digital VibeZ/ KidsFit Jamathon. Additionally, Palm Beach County Parks and Recreation Department collaborates with other similar health agencies and community resource providers to offer similar special events in other parts of Palm Beach County.

APPENDIX A

Budget

I. Expenses

EXPENSES	Other sources	CSC
1. Consultation/Honorarium fees	\$0	\$
2. Travel	\$0	\$
3. Hotel (for presenters)	\$0	\$
4. Per Diem (for presenters)	\$0	\$
5. Space rental (for event)	\$0 waived by PBC	\$
6. Refreshments (CSC will not cover)	\$4,500.00	\$
7. Copying of handout materials	\$0	\$
8. Materials purchased	\$825.00	\$
9. Printing (brochures, posters) *Facebook advertising	\$2,000.00	\$500.00
10. Postage	\$0	\$
11. Supplies, please specify: Recreational Supplies	\$1,430.00	\$
12. Other, please specify: Physical activity and nutritional instructor, Rockwall activity, face painter and support vendors (port-o-lets, tents)	\$3,745.00	\$2,000.00
TOTAL EXPENSES	\$12,500.00	\$2,500.00

II. Sources of Funding

1. CSC		\$2,500.00
2. Registration Fees : expected attendees X \$ each =		\$0
3. Sponsoring Organization PBC BOCC Parks and Recreation		\$7,500.00
4. Other Contributions & Sponsorships: <i>Please separate contributors below:</i>		\$5000
<u>PBSO</u>	<u>\$5,000</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
5. In-Kind (Honorariums)		\$
TOTAL FUNDS TO SUPPORT EVENT		\$15,000.00

Sarah Thompson
Printed Name of Submitter

Sarah Thompson
Signature of Submitter

11/3/17
Date

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 580 012618*200
BGEX 580 012618*744

FUND 0001 - GENERAL FUND

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 03/13/18	REMAINING BALANCE
REVENUES								
0001-580-5236-6691	Grant From Governmental Funds	0	0	2,500		2,500	0	2,500
TOTAL RECEIPTS & BALANCES		62,548,292	62,548,292	2,500		62,550,792		
APPROPRIATIONS								
0001-580-5236-5250	Recreation Supplies	10,500	7,860	2,500		10,360	1,847	8,513
TOTAL APPROPRIATIONS & EXPENDITURES		62,548,292	62,548,292	2,500		62,550,792		


Parks and Recreation Department
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date



By Board of County Commissioners
At Meeting of
March 13, 2018
Deputy Clerk to the Court