

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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Meeting Date:	September 18, 2018	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

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Department: Fire-Rescue

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**I. EXECUTIVE BRIEF**



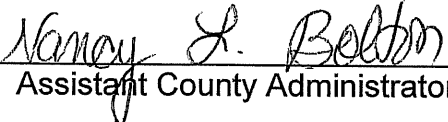
**Motion and Title:** Staff recommends motion to approve: Memorandum of Agreement (MOA) with the Children's Services Council of Palm Beach County providing funding of up to \$100,000 for the Drowning Prevention Coalition for the period October 1, 2018 through September 30, 2019.

**Summary:** The Drowning Prevention Coalition program is managed by Palm Beach County Fire-Rescue. It is funded by multiple sources, including the Children's Services Council (CSC) of Palm Beach County and the County's General Fund. This MOA 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 \$100,000 in FY 2019 for the Drowning Prevention Coalition program, inclusive of funding of up to \$50,000 to specifically fund vouchers issued for swimming lessons. Although the County provides funding for the Drowning Prevention Coalition program, this CSC grant does not require a County match. Countywide (SB)

**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 funding sources for this program in FY 2019 include a transfer from the County's General Fund in the amount of \$175,209, which is accounted for in the proposed FY 2019 budget, a balance brought forward of \$63,827, and the agreement with the Children's Services Council of Palm Beach County in the amount of \$100,000. The Children's Services Council's contribution will defray some costs associated with the Drowning Prevention Coalition program.

**Attachment:** Memorandum of Agreement (2)

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<b>Recommended by:</b>		<u>8/31/18</u>
	Deputy Chief	Date
<b>Approved by:</b>		<u>8/30/18</u>
	Fire Rescue Administrator	Date
<b>Approved by:</b>		<u>9/5/18</u>
	Assistant County Administrator	Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	<u>339,036</u>	<u>349,207</u>	<u>359,683</u>	<u>370,473</u>
External Revenues	_____	<u>(100,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	<u>239,036</u>	<u>299,207</u>	<u>309,683</u>	<u>320,473</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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

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 of \$100,000 for the Drowning Prevention Coalition for FY 2019. Operating costs for FY 2020 through FY 2022 are calculated using a 3% increase assumption. External revenues received from the CSC are committed on an annual basis by their Board; however, their minimum annual contribution has been \$50,000 for the past sixteen (16) years. External revenues for FY 2020 through FY 2022 of \$50,000 are shown above.

C. Departmental Fiscal Review: *my whole mart*

**III. REVIEW COMMENTS**

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

*[Signature]* 9/31/18      *[Signature]* 9/14/18  
 OFMB      8/31 9/8/31      Contract Development and Control

**B. Legal Sufficiency**

*[Signature]* 9/14/18  
 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 \_\_\_\_\_, 2018 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, 2018 ("Effective Date") to September 30, 2019.

CSC has agreed to fund up to **\$100,000** to PBCBCC for the **Drowning Prevention Initiative** for the period October 1, 2018 through September 30, 2019.

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, 2019 will be made in accordance with the following procedures:
  - a) \$50,000 will be transferred within 30 days of receipt of a written request for funds from CSC by the PBCBCC to be specifically set aside to fund swim lessons for children between the ages of 3 and 12.
  - b) \$50,000 to be allocated for Drowning Prevention Initiative program expenses, which will be combined with funding from the PBCBCC, will be transferred within 30 days of receipt of 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.
  - c) The request will be submitted to CSC in sufficient time as to allow 30 days for processing.
2. The PBCBCC shall submit to the CSC 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, 2019, and the PBCBCC agrees to (1) refund any of CSC's money advanced but not expended by September 30, 2019 and (2) submit an executed Financial Reconciliation Statement (**Attached Exhibit "C"**) within 45 days of September 30, 2019.
4. Disallowable Expenditures: CSC reserves the right to disallow any expenditure that is considered inappropriate for the program or initiative it funds even if it falls within the expenditure limitations. CSC generally will not fund or reimburse the following:
  - a) The purchase of real property and/or renovations (permanent improvements to the property or site preparations).
  - b) Medical equipment, services or treatment (unless specifically referenced in the contract).
  - c) Mortgage payments, interest payments, financing agreements or long-term vehicle leases.
  - d) Staff entertainment expenses.
  - e) Alcoholic beverages.
  - f) Late fees or financing fees (for example: credit card late fees, late fees from lease agreements or on a standard bill).
  - g) Florida state sales tax on purchases made.

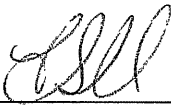
- h) Expenses that are incurred outside of the budget period being billed for reimbursement.
- i) Bonuses to staff employed in its funded programs or initiatives
- j) Accrued vacation and sick time payouts except upon separation from employment as provided for in the personnel policies and procedures of the funded agency.

CSC reserves the right to disallow or seek repayment of any program-inappropriate expenditure including without limitation those addressed in the list above.

5. 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, 2019.
6. The PBCBCC agrees to comply with the following requirements:
  - a) To maintain its financial books, records and documents in accordance with generally accepted accounting procedures and practices, so that they sufficiently and properly reflect all expenditures of funds provided by the CSC under this Agreement.
  - b) To ensure that these records are available for inspection, review or audit by persons duly authorized by the CSC to make such inspection, review or audit.
  - c) To retain all financial records, supporting documents, statistical records and any other documents pertinent to the Agreement for a period of six (6) years following termination of the Agreement or, if an audit has been initiated and audit findings have not been resolved, the records shall be retained until resolution of all such audit findings.
  - d) To permit persons duly authorized by the CSC to have full access to and the right to examine:
    - I. Any of the materials described in section 6.a. – d. during the term of this Agreement; and
    - II. The premises where the program funded by the CSC is conducted, for purposes of monitoring said program.
7. The parties to this Agreement are aware that the Inspector General of Palm Beach County has the authority to investigate and review matters relating to the negotiation and performance of this Agreement, and in furtherance thereof may demand and obtain all records and documents in possession of the CSC's contractors and subcontractors and lower tier subcontractors, as well as, any other person or entity doing business with the CSC or receiving CSC funds. The PBCBCC understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the CSC's contractors and subcontractors and lower tier subcontractors, as well as, any other person or entity doing business with the CSC or receiving CSC funds to fully cooperate with the Inspector General when requested may be deemed by the CSC to be a material breach of this Agreement justifying its termination.
8. 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.


IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first above written.

ATTEST:

By:   
Witness

Date: 8/7/18

CHILDREN'S SERVICES COUNCIL OF  
PALM BEACH COUNTY

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

Date: 8/7/18

ATTEST:

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


Date: \_\_\_\_\_

PALM BEACH COUNTY, FLORIDA BY  
ITS BOARD OF COUNTY  
COMMISSIONERS

By: \_\_\_\_\_  
Melissa McKinlay, Mayor

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By:   
County Attorney

Date: 9/4/18

APPROVED AS TO TERMS AND CONDITIONS

By:   
Palm Beach County Fire-Rescue

Date: 08/28/2018

MOA #: 542  
PBCBCC/PBCFR Drowning Prevention

**EXHIBIT 'A'**

**Financial Reporting on Expenditures & Request for Reimbursement form**

2018-19 Agmt 542 Drowning Prevention  
8/7/2018

Children's Services Council of Palm Beach County  
 Financial Reporting on Expenditures & Request for Reimbursement  
 For Period Ending: 09/30/2019

Agency: Palm Beach County Board of County Commissioners

Contract/MOA #: 542

Program: Drowning Prevention

Description	Total Program	Expenses for the Period /___/___ to ___/___/___	Total Expenses to Date
Personnel			
(i) Salaries	123,576		
(ii) Fringe Benefits	58,721		
Travel	3,800		
Telephone			
Program Supplies	8,260		
Office Supplies	1,000		
Rent			
Other Cost			
(i) Learn to Swim Lessons	141,079		
(ii) Legal/SP Fees	1,000		
(iii) Maintenance	1,500		
(iv) Office-Professional Fees	100		
(v) Miscellaneous Expense			
<b>Total</b>	<b>339,036</b>		
Amount Paid By Other Sources	239,036		
CSC Amount	100,000		
CSC %	29%		

Advance Funds Received \_\_\_\_\_  
 Prior Advance Repayment \_\_\_\_\_  
 Advance Balance \_\_\_\_\_  
 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: Carrie-Ann Kopelakis/Fiscal Manager  
 NAME/TITLE

08/07/18  
 DATE

Approved by: Carrie-Ann Kopelakis  
 NAME/TITLE

08/07/18  
 DATE

**EXHIBIT 'B'**

**Progress Report Form**

2018-19 Agmt 542 Drowning Prevention  
8/7/2018



EXHIBIT 'B'

Contract #: 18-542

Date Prepared by PBCBCC: \_\_\_\_\_

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, 2018, 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 15, 2019**; 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