

**5B-3**  
Agenda Item #:

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

**Meeting Date:** May 16, 2023                       Consent                       Regular  
    Ordinance                       Public Hearing

**Department:** Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: a Host Shelter Contract with the City of Greenacres (City) for use of City-owned property as a Host Shelter (Premises) for those residents who cannot return to their homes due to damage caused by an emergency event for a term of one year, with an automatic one year renewal at a cost to be determined at time of use.

**Summary:** Pursuant to Florida Statute, Section 252.38, the County is responsible for safeguarding the life and property of its citizens during and after emergencies, which includes establishing safe public transitional space (aka host shelters) once emergency shelters are closed, to shelter those who cannot return to their homes due to the damage caused by an emergency event. Per County PPM CW-L-023, the County Administrator has authorized an Alternate Source Selection method to allow staff to identify additional host shelter facilities. Staff reviewed several available properties in desired locations. The City is willing to allow the Premises to be used as a Host Shelter. The term of this Contract is for one year, with an automatic one year renewal, at a cost to be determined at time of use. Staff shall seek reimbursement from FEMA, or other applicable State or Federal Agencies, for all related emergency use restoration costs and emergency sheltering expenses incurred as a result of County's use and possession of the Premises. The County's use of the Premises will be twenty-four hours per day, seven days per week through the period the County determines the Host Shelter must be utilized. The County shall provide staff and logistical support to oversee and manage the use of the Premises. **(Property & Real Estate Management) District 3 (HJF)**

**Background and Policy Issues:** In years past, the American Red Cross (ARC) was the lead agency in implementing the Emergency Support Function No. 6, Mass Care Unit but was removed from that role in 2017 due to its inability to staff the County's shelters. Nonetheless, ARC and the County have continued to collaborate in setting up and staffing host shelters. Pursuant to County PPM CW-L-023 (PPM), the County must issue an Invitation for Bid or a Request for Proposals to select a facility to be leased by the County. The PPM also provides, that, under certain circumstances, the County Administrator may authorize an Alternate Source Selection method. The Host Shelter that will be leased only during an emergency event is one of the circumstances under which the Alternate Source Selection method may be used. While several properties were initially identified, staff was unable to negotiate agreements due to lack of willing owners or availability of properties. Staff continues to search for other locations which may be used as Host Shelters. A Disclosure of Beneficial Interests is not required as this is a governmental agency.

**Attachments:**

- 1. Location Map
- 2. Host Shelter Contract (w/Exhibit A, Exhibit B, Exhibit B-1, and Exhibit B-2)

**Recommended By:** Rosario P. Ayala                      4/28/23  
   **Department Director**                      **Date**

**Approved By:** [Signature]                      5/8/23  
   **County Administrator**                      **Date**

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>0</u>	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget:	Yes	_____	No	<u>X</u>	_____
Does this item include the use of federal funds?	Yes	_____	No	<u>X</u>	_____
Budget Account No:	Fund _____	Dept _____	Unit _____	Object _____	
		Program _____			

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

This item carries no fiscal impact. However, every time the County activates host sheltering activities at the site, the City and the County will complete the form included under Exhibit A, determining the services to be provided and associated fees.

Fixed Assets Number \_\_\_\_\_

**C. Departmental Fiscal Review:** Robert Eric Pillella

**III. REVIEW COMMENTS**

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

<p><u>Lucy Mota</u> 5/1/2023 OFMB <u>9/15/23</u> EJW 5-1-23</p>	<p><u>Dr. S. J. Javelent</u> Contract Development and Control MAB 5/2/23</p>
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**B. Legal Sufficiency:**  
[Signature] 5/3/23  
Assistant County Attorney

**C. Other Department Review:**  
Sejnoha Digitally signed by Stephanie Sejnoha  
Date: 2023.04.26 11:09:58 -04'00'  
Department Director

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

**Attachment #1**  
**Location Map (1 page)**

"RESTRICTED" CONFIDENTIAL DOCUMENTS  
DO NOT COPY/RECORD

**Attachment #2**  
**Host Shelter Contract (2 @ 28 pages each)**

**"RESTRICTED" CONFIDENTIAL DOCUMENTS**  
**DO NOT COPY/RECORD**