

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 2, 2024

Consent Regular
 Ordinance Public Hearing

Department

Submitted By: Youth Services Department

Submitted For: Outreach & Community Programming Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) a First Amendment to Contract for Provision of Services (First Amendment) with Friends of Youth Services and Palm Beach County, Inc. (R2023-1346) (Friends), for the period October 1, 2023, through September 30, 2028, to increase the Contract by \$56,674, from \$459,026 annually to \$515,700, for year one (1) of the Contract (FY2024); and

B) a Budget Transfer of \$56,674 in the General Fund from the Evidence-Based Programming unit (Unit 1451) to the Summer Camp Scholarship Program unit (Unit 2514) to fund the increase associated with the Amendment for year one (1) (FY2024).

Summary: In September 2023, the Board of County Commissioners (BCC) approved a Contract for Provision of Services (Contract) with Friends to provide services for the Summer Camp Scholarship Program (SCSP). This First Amendment will provide additional summer camp scholarships to reduce the camper waitlist in FY2024. The BCC began supporting the Summer Camp Scholarship Program in FY2015 with \$434,229. The current investment is \$443,326. In addition to the funding provided by the BCC, The Children's Services Council of Palm Beach County (CSC) supplements the program needs through its contribution of \$3.9 million since 2019, and annually has covered any additional needs. For FY2024, CSC has increased its commitment to \$4.5 million in funding. During the last contract period, from October 1, 2019 to September 30, 2023, Friends processed SCSP invoices annually, enabling an average of 3,015 campers per year to attend summer camp at no-cost to the camper's family. This First Amendment provides an additional \$56,674 in funding for year one (1) (FY2024) of this Contract to support the SCSP. The additional funding will award a minimum of 37 additional scholarships for the summer of 2024. Countywide (HH)

Background and Justification: On September 19, 2023, the BCC approved the Contract with Friends to provide funding and administrative support to the SCSP. The SCSP, established in 1995, is a public/private initiative providing a summer camp experience to children from low-income families which pays full tuition and associated fees for eligible children to attend day camp during the summer months. The SCSP provides a safe, supervised environment for children who otherwise may be left at home alone, in the care of older siblings, or unsupervised on the streets.

Attachments:

- 1. First Amendment to Contract for Provision of Services
- 2. Budget Transfer

Recommended by:  6/13/24
Department Director Date

Approved by:  6/18/24
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures					
Operating Costs	\$515,700	*	*	*	
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$515,700	*	*	*	
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes x No _____
 Does this item include the use of federal funds? Yes _____ No x
 Is this item using State Funds Yes _____ No x

Budget Account Exp No:
 Fund 0001 Dept 153 Unit 2514 Obj 8201 \$500,000
Exp No:
 Fund 0001 Dept 153 Unit 2514 Obj 3401 \$ 15,700

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

The total fiscal impact associated with the original agreement and this First Amendment is \$515,700 for FY2024. The original contract amount of \$459,026 is budgeted in FY2024 and the additional funding provided through this First Amendment shall be funded by existing FY2024 ad valorem available in the Evidence-Based Programming unit (Unit 1451).

*Fiscal impact to be determined from the annual appropriation for this purpose approved by the Board in September of each year.

Departmental Fiscal Review: Michelle Digne
6/15/24

III. REVIEW COMMENTS

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

ASD [Signature] 6/6/24 [Signature] 6/11/24
 OFMB MDG/6 Contract Development & Control
6/11/24

B. Legal Sufficiency:

[Signature] 6-12-24
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

This First Amendment is made as of the July 2, 2024, 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 Youth Services and Palm Beach County, 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.

WITNESSETH:

WHEREAS, the parties entered into a Contract for Provision of Services (Contract) dated September 19, 2023, (R2023-1346) in the amount of \$459,026, to fund the Summer Camp Scholarship Program, from October 1, 2023, through September 30, 2028; and

WHEREAS, the County recognizes the need for additional funding to provide additional summer camp scholarships to reduce the camper waitlist in FY2024; and

WHEREAS, the parties desire to increase the Contract by \$56,674, for a new total not to exceed amount of \$515,700.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraph A is hereby replaced with the following:
 - A. The COUNTY shall pay to the AGENCY for services rendered under this Contract an amount not to exceed FIVE HUNDRED FIFTEEN THOUSAND AND SEVEN HUNDRED DOLLARS (\$515,700) for Year 1 of this Contract, which includes \$15,700 for the Annual Administrative Expense of the AGENCY, as set forth in **Exhibit B-1** herewith. For each year of the automatic renewals thereafter, the total amount for SCSP scholarships and AGENCY Annual Administrative Expense shall not exceed the annual appropriation for this purpose approved by the COUNTY in September of each year, provided there are no material changes in the expectations of the services to be rendered. In no case shall the total cumulative amount billed under this Contract exceed the cumulative amounts defined in **Exhibit B-1**.
3. **ARTICLE 6 – INSURANCE**, Paragraph C is hereby replaced with the following:
 - C. Third Party Commercial Fidelity Bond or its equivalent: Operator shall maintain a Commercial Fidelity Bond for Employee Dishonesty on a Blanket Basis with a minimum limit of Five Hundred Thousand Dollars (\$500,000). The bond shall be endorsed to cover “Third-Party liability including a third-party beneficiary clause in favor of “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.” The bond shall include a minimum twelve (12) month “Discovery Period” when written on a Loss Sustained basis. In the event the Operator elects

to supply Employee Dishonesty/Crime Insurance in lieu of a Third Party Commercial Fidelity Bond, the policy must contain an endorsement providing a Third Party Rider to add coverage for employees of Palm Beach County Board of County Commissioners.

4. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**, attached hereto and incorporated herein by reference.
5. All other provisions of the Contract not modified in this First Amendment remain in full force and effect.

{Remainder of page left blank intentionally}

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 the AGENCY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

**JOSEPH ABRUZZO, CLERK OF THE
CIRCUIT COURT & COMPTROLLER**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Maria Sachs, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: HCH Helene Coluzzi
County Attorney

By: Ike Powell
Youth Services Department

AGENCY:

**Friends of Youth Services and Palm Beach
County, Inc.**

Company Name

DocuSigned by:
Tara A. Finnigan
Signature

Tara A. Finnigan
Typed Name

President
Title

EXHIBIT B-1

SCHEDULE OF PAYMENTS

AGENCY	Friends of Youth Services and Palm Beach County, Inc.		
Service Name and Definition	Deliverable(s) / Invoice Dates	Total Cost of Service	
<p>SCSP Scholarships On May 1st of each year, the AGENCY will bill the COUNTY to establish the funding source to process payments to the specific SCSP Providers based on invoices submitted by the SCSP Provider to the Department's Outreach & Community Programming Division for approval.</p> <p>For Year 1 of this Contract (FY24), the sum of all SCSP Provider invoices will not exceed \$500,000. For each year thereafter, the funding level will be determined by the annual appropriation for this purpose approved by the Board of County Commissioners in September of each year.</p>	<p>•An original cover memo and invoice on the AGENCY'S letterhead signed by the Authorized Agency Representative, or Designee. •Billable May 1st of each year.</p>	<p>Year 1 \$500,000; thereafter, as budgeted and approved by the Board of County Commissioners annually.</p>	
<p>Annual Administrative Expense</p>	<p>•An original cover memo and invoice on the AGENCY'S letterhead signed by the Authorized Agency Representative, or Designee. •Invoice on AGENCY's letterhead. •Billable October 1st of each year.</p>	<p>\$15,700</p>	

The sum of all SCSP Provider invoices will not exceed \$500,000 total in scholarship costs for Year 1 of this Contract; thereafter, the annual not to exceed amount shall be equal to the annual appropriation for this purpose approved by the Board of County Commissioners in September of each year.

Annually, the AGENCY will provide a final reconciliation of SCSP scholarship payments made by the AGENCY to SCSP Providers, on the COUNTY'S behalf, including reports and deliverables required by **Exhibits A and B-1**, to be provided to the COUNTY no later than November 30th of each year. Any remaining balance, of the COUNTY'S funding for this purpose, not expended by September 30th of each year, will be returned by the AGENCY to the COUNTY no later than November 30th of each year.

Annual Administrative Expense shall mean the mutually agreed upon cost of funding administration services anticipated by the AGENCY in connection with performance of its duties and Scope of Work pursuant to this Contract. Annual Administrative Expense will be used to pay for expenses including, but not be limited to: insurance, bookkeeping and accounting services, taxes, state registration, other service charges, postage, mileage, and office supplies.

The AGENCY will provide annual support of the SCSP which runs during the dates as will be set each year by the COUNTY, and for other funding administration services for other COUNTY approved programs.

24-0788

BGEX 153 0604240000000001468

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 06/04/2024	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-154-1451-8201 Contributions-Non-Govts Agnces	302,747	295,176	0	56,674	238,502	0	238,502
0001-153-2514-8201 Contributions-Non-Govts Agnces	443,326	443,326	56,674	0	500,000	0	500,000
TOTALS			56,674	56,674			

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

Signatures & Dates

Michelle Deane
Asstelle 6/6/24

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF 07/02/2024

Deputy Clerk to the
Board of County Commissioners