

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 6/7/2017

Agenda Category: REGULAR RESOLUTION

Subject: A resolution requesting \$23,667 be transferred from the General Fund CRA Operating Subsidy account to the Summer Youth Employment and Job Training Program.

Recommendation/Motion: Approve a transfer in the amount of \$23,667 from the CRA Operating Subsidy to fund the Summer Youth Employment and Job Training Program

Originating Dept	FINANCE	Costs	This request totals \$23,667, bringing the total budget to \$188,145.
User Dept.	EXECUTIVE	Funding Source	Transfer funds from CRA Operating Subsidy
Advertised	No	Budget Account Number	
Date			
Paper			
Affected Parties	Not Required		

Background/Summary:

The Summer Youth Leadership Program (SYEP) was initiated to provide youth ages 14-15 years of age the opportunity to learn leadership/development skills in the areas of career exploration/readiness, effective communication, budgeting and finance, goal setting, problem-solving, community involvement, and social business etiquette. The program will also target young adults ages 16-21 the opportunity to receive workplace experience through formed public/private sector partnership throughout the City of Riviera Beach and surrounding communities. The City Council agreed to fund the Riviera Beach Summer Youth Employment and Job Training Program which will train Riviera Beach Youth ages 14 to 15 and hire young adult workers ages 16 to 21 for eight weeks. On May 17, 2017 a resolution approving the program was presented to the City Council, and they authorized \$164,478 and requested that a detail budget for the remaining amount be presented at the next City Council meeting. Staff has reviewed the operational budget for the SYEP program and is in need of \$23,667 for operational costs, making the City Funding for the program total \$188,145.

Fiscal Years	2017
Capital Expenditures	
Operating Costs	26,667
External Revenues	
Program Income (city)	
In-kind Match (city)	
Net Fiscal Impact	
NO. Additional FTE Positions (cumulative)	

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date
 Contract End Date
 Renewal Start Date
 Renewal End Date
 Number of 12 month terms this renewal
 Dollar Amount
 Contractor Company Name

Contractor Contact
 Contractor Address
 Contractor Phone Number
 Contractor Email
 Type of Contract
 Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
<u>Resolution - Summer Job Training Program Fund Transfer BALANCE.docx</u>	RESOLUTION APPROVING TRANSFER	5/31/2017	Cover Memo
<u>Copy of Copy of 2017 SYEP budget2.xls</u>	SUMMER YOUTH EMPLOYMENT PROGRAM BUDGET	5/31/2017	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Hoskins, Karen	Approved	5/31/2017 - 4:42 PM
Purchasing	Daley, Pamela	Approved	5/31/2017 - 4:57 PM
Finance	Hoskins, Karen	Approved	5/31/2017 - 5:03 PM
Attorney	Degraffenreidt, Andrew	Approved	5/31/2017 - 5:16 PM
City Clerk	Robinson, Claudene	Approved	5/31/2017 - 5:17 PM
City Manager	Jones, Danny	Approved	5/31/2017 - 5:20 PM

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS WITHIN THE FY 2017 BUDGET IN THE AMOUNT OF \$23,667 FROM THE GENERAL FUND'S CRA OPERATING SUBSIDY EXPENDITURE ACCOUNT TO THE VARIOUS YOUTH EMPOWERMENT EXPENDITURE ACCOUNTS IN THE GENERAL FUND TO COVER THE COSTS ASSOCIATED WITH THE SUMMER YOUTH EMPLOYMENT (SYEP) AND JOB TRAINING PROGRAM FOR THE YOUTH OF RIVIERA BEACH WHO MEET CERTAIN QUALIFYING CRITERIA; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 3, 2017, the City Council approved the concept for the Summer Youth Employment (SYEP) and Job Training Program for an amount not to exceed \$300,000 for the youth of Riviera Beach who meet certain qualifying criteria;

WHEREAS, on May 17, 2017, a resolution requesting an amount of \$300,000 was presented for approval by City Council;

WHEREAS, City Council authorized the transfer of only \$164,478 and requested that a detailed budget for the remaining amount be presented at the next City Council meeting;

WHEREAS, staff has reviewed the operational budget for the SYEP program and is in need of \$23,667 for operational costs, making the City Funding for the program total \$188,145.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

SECTION 1: That the FY 2017 General Fund appropriations be amended as follows:

	<u>Department</u>	<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
From:	Gen Admin	CRA Operating Subsidy	001-0203-519-0-8101	<u>(\$23,667)</u>
To:	Executive	Operating Supplies	001-0207-569-7-5201	\$6,317
	Executive	Contract Services	001-0207-569-7-3406	9,100
	Executive	Other Grants & Aid	001-0207-569-7-8301	<u>8,250</u>
		Total		<u>\$23,667</u>

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SECTION 2: This resolution shall take effect upon its passage and approval by the City Council.

PASSED AND APPROVED THIS _____ DAY OF _____, 2017

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2017 Summer Youth Employment & Leadership Camp
Leadership Camp Dates: June 19th, 2017-August 11th, 2017
Monday - Friday 9:00-5:00pm

EXPENDITURES		City Funding
I. Salaries		
a.	<p>2 Job Coaches Position will begin June 12th, 2017-August 18th, 2017 Job Coaches will be hired through Temp Agency</p>	\$ 16,200.00
b.	<p>40 Educational Incentive Youth Stipends (14-15) Leadership Camp June 19th, 2017-August 11th, 2017 (Leadership incentive will be paid on the following schedule)</p> <p>Initial Payment 6/30/2017 Second Payment 7/14/2017 Third Payment 7/28/2017 Fourth Payment 8/11/2017</p>	\$ 24,000.00
c.	<p>65 Teen & Young Adult Interns (16-21) Interns will work (5) hours a day, (5) days a week Internship start date: June 19th, 2017 Internship end date: August 11th, 2017 (youth/young adults will be paid bi-weekly on City Payroll)</p>	\$ 110,500.00
d.	<p>Background Checks/physicals (only for the 65 youth/young adults) \$55.00 x 65 youth/young adults</p>	\$ 3,575.00
Total Salaries		\$ 154,275.00

2. Employee FICA		
a.	FICA to be paid only for the (65 youth/young adult interns)	
	\$110,500 x 0.0765%	
3. Total Employee FICA		\$ 8,453.25
4. Total Salaries & FICA		\$ 162,728.25
5. Food		
a.	summer food program has been applied for & site visit is scheduled for YEP Wednesday, May 31st, 2017	
	Application submitted to Mr. Gus Wessel (P. Beh. County Summer Food Program), site visit and inspection (i.e. proper storage space, water temperature, etc.) scheduled for Wednesday, May 31st, 2017 at Youth Empowerment @ 10:00am	
	two staff to attend a mandatory training in order to qualify training days are Thursday, June 1, 2017 Time: 8am -12pm Location: 1440 MLK Jr. Blvd, Riviera Beach, Florida	
b.	Snacks/drinks	
	daily snacks/drinks for summer youth leadership camp (snacks to be purchased at Sam's)	
6. Transportation		
a.	Fuel (City Fuel System)	
	(2) City 15-passenger vans used to transport summer leadership camp students	
	Passenger vans will be used to transport summer leadership youth to/from off-site field trips i.e. area college, educational trips, golf	
b.	31-day bus pass - Palm Tran	\$ 3,000.00

to be purchased for those youth/young adults having no initial transportation to/from external positions		
	\$75.00 per 31-day pass x 40 passes	
		Transportation \$ 3,000.00
7. Program Supplies		
a.	Summer leadership camp shirts (to be worn during offsite trips)	
	(45) shirts including staff shirts	
	\$10.00 per shirt x 45 shirts	
b.	Internship shirts	
	Internship shirts for young adults 16-21	
	(3) shirts per intern x (65) interns	
	\$10.79 per shirt	2,104.05
		Program Supplies \$ 2,104.05
8. Office Supplies		
a.	Copy Paper	95.98
	(2) cases @ \$47.99	
	3-ring Binder 3'	
	(45) binders @ \$13.99	629.55
	File Folders	
	Pens/Pencils	
	Pens \$5.99 x (2) boxes	11.98
	Pencils \$7.99 x (2) boxes	15.98
	40 Calculators	439.60

TI 30XA \$10.99 x (40) students

(40) Youth Pocket folders
(2) packs @ 9.99

19.98

\$

	b.	summer youth leadership camp youth book/workbook (The 7 Habits of High Effective Teens)		
		\$15.95 per book x 40 students		
		\$15.95 per workbook x 40 students Including shipping		
			Office Supplies	1,213.07
	9.	Off-site field trips		
	a.	Educational Field Trips		
		Uptown Art		
		\$12.00 x (40) leadership youth		
		Palm Beach State Career/volcational Department		
		no charge		
	b.	Recreational Field Trip		
		Rapids		
		\$30.00 x 44 leadership youth		
			Off site Field Trips	
	10.	Contract Services		

a.	Budgeting & Financial Literacy	8 week class 1x weekly, (2) hours per week	\$	1,200.00
b.	Business & Social Etiquette	8 week class, 1x weekly, (1.5) hours per week	\$	2,400.00
c.	(7) Habits of a Highly Effective Teen \$75.00 hrly x (2) hrs per week x (8) weeks			
d.	Recreation Activities Archery Golf	8 week daily recreation Perfect 10 Archery - includes instructor/materials First Tee Golf of Palm Beach		
e.	Business Conflict Resolution/problem solving	8 week class, 1x weekly, 2 hours per week	\$	1,800.00
f.	Team-building Program I.e. FAU Team-building challenge \$32.00 per youth x (40) youth	4x during (8) week camp		
g.	Leadership/Effective Communication Classes	8 week class, 1x weekly, 1.5 hours per week	\$	1,200.00
h.	Career Readiness/Interpersonal Skills Development	(8) class session, 2x weekly, 2hrs per session	\$	2,500.00
11. Apprenticeship Programs				
a.	Hospitality & Customer Service Certification 8 week class, 1x week, (2) hours per week			
Contract Services - Total			\$	9,100.00

12. Administrative/Contingency i.e. Unforeseen camp expenses \$ 10,000.00
to be approved by the City Manager prior to usage of contingency dollars

13. Total administrative/program cost \$188,145

County Funding

\$	2,000.00
\$	2,000.00
\$	1,200.00

\$	1,200.00				
\$		450.00			
\$			450.00		

\$	638.00
\$	638.00
\$	1,276.00
\$	480.00
\$	1,320.00
\$	1,800.00

\$	1,200.00
\$	2,350.00
\$	1,200.00
\$	1,280.00
\$	6,030.00
\$	2,500.00
\$	2,500.00

\$ 15,256.00