

RESOLUTION B-17-063  
AMENDING THE ANNUAL BUDGET  
FOR MANATEE COUNTY, FLORIDA  
FOR FISCAL YEAR 2016-2017

WHEREAS, Florida Statutes 129.06, authorizes the Board of County Commissioners to amend its budget for the current fiscal year as follows:

- a) Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased, provided the total appropriations of the fund are not changed.
- b) Appropriations from reserves may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any lawful purpose.
- c) Unanticipated revenues, including increased receipts for enterprise or proprietary funds, may be appropriated for their intended purpose, and may be transferred between funds to properly account for the unanticipated revenue.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida that the 2016-2017 budget is hereby amended in accordance with FS 129.06 as described on the attached summary and specified in the budget adjustment batch files which are listed below:

Department: Neighborhood Services  
Fund: LIBRARY GIFT  
Description: Appropriates \$9,000 contribution from the United Way of Manatee County to the Manatee County Library. These funds will be used to provide a summer reading and enrichment program in public housing neighborhoods. The grant agreement is being presented to the Board along with this budget amendment.

Batch ID: AR71117A

Reference: BU17000323

ADOPTED IN OPEN SESSION WITH A QUORUM PRESENT AND VOTING THIS 25<sup>th</sup> DAY OF July, 2017.



BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

By: [Signature]  
Chairman

ATTEST: Angelina Colonnese  
Clerk of Circuit Court

By: [Signature]  
Deputy Clerk



United Way  
of Manatee County

June 9, 2017

Ava Ehde  
Manatee County Public Library  
1301 Barcarrota Blvd.  
Bradenton, FL 34205

Dear Ms. Ehde:

Congratulations! Manatee County Public Library has been selected to receive an investment from United Way of Manatee County (UWMC) in the Impact Area of Education in the amount of \$9,000 for the *Reading Rooms* program. Your total investment will be paid in twelve monthly increments beginning July 2017.

Your application was reviewed by a team of volunteers. Their recommendations were approved by UWMC Board of Directors. Approval was based on the outcomes progress you reported year to date.

By accepting this award, you agree to provide the following:

- A community member served by this program who is willing to tell how United Way investments have made a difference in their life. Their story can be told via video or in-person or written testimony.
- To be an active participant during the United Way's annual campaign as appropriate and as time permits.

Enclosed are the 2017/2018 Articles of Agreement. Please review this document and then sign and return to the address below or via email at [LWR@uwmanatee.org](mailto:LWR@uwmanatee.org) by June 30, 2017 to indicate your commitment to the requirements outlined and ensure that your investment dollars arrive on time.

Thank you for your dedication to building a stronger future for our community!

Sincerely,

Debbie Tapp  
Chair, Community Impact Committee

cc: Carolyn Griffin  
Senior Director Strategic Impact



Bradenton Headquarters | 1701 Tamiami Trail | Bradenton, FL 34205  
Lakewood Ranch Headquarters | 4215 Concept Court | Lakewood Ranch, FL 34211  
P: 941.748.1313 | F: 941.747.4519 | [www.uwmanatee.org](http://www.uwmanatee.org) | #thrivability



## Articles of Agreement

This agreement acknowledges the important partnership between United Way of Manatee County (herein known as UWMC) and Manatee County Public Library System (herein known as the Agency).

Our organizations share a commitment to improve the lives of children, families, and individuals who call Manatee County home. We enter into this agreement voluntarily, and recognize that the success of our partnership rests upon our mutual understanding of and cooperation toward achieving lasting community change.

### Section One: UWMC Investment(s)

A. UWMC makes financial investments in high-quality programs and services which advance one or more of the community goals identified by UWMC, its stakeholders and community members of Manatee County.

Subject to the terms and conditions set forth herein, UWMC agrees to make following financial investment(s) for the period commencing July 1, 2017 and ending June 30, 2018:

UWMC Impact Area - *EDUCATION*  
Program -- *Reading Rooms*

B. Achieving these shared community goals will require more than a financial investment on the part of UWMC. Therefore, UWMC commits to also invest in the partnership by:

- Communicating the needs, priorities and changing conditions of the community and the way in which support of UWMC partnerships addresses these needs;
- Continually assessing and seeking solutions to community needs, including serving as a community facilitator when appropriate;
- Providing training opportunities and information on training opportunities so the Agency can maintain and increase its capacity for service provision;
- Maintaining communications through which Agency viewpoints regarding UWMC policies can be considered;
- Working with grant recipients to identify meaningful volunteer opportunities during the grant period, including supporting agencies in offering opportunities through the UWMC HandsOn interface; and
- Offering other assistance as requested and when possible.

## **Section Two: Reporting Requirements**

UWMC maintains its strong partnerships through a variety of methods, including but not limited to site visits, progress reports, and reviews with Agency's management and key volunteers. The Agency will commit to the following requirements as a provision of its continued partnership with UWMC:

- A. Agency will communicate, in a timely manner, any needs, priorities, and changing conditions associated with the funded program(s) and those served;
- B. All programs will submit Quarterly Outcome Reports using Manatee County's Caseworthy tool.
- C. Agency's staff and volunteer leadership will be asked to participate in annual review meetings to share its progress toward identified outputs and outcomes, as well as to communicate any updates/changes in its funded programs; and
- D. Agency shall submit a cumulative report that covers the length of the investment cycle, in a form agreed upon with UWMC.

Failure to comply with the reporting requirements above will result in the withholding of payments under this Agreement and, at UWMC's sole discretion, may impact future eligibility for UWMC funding.

## **Section Three: Expectations of Agency**

During the term of this agreement, Agency agrees to:

- A. Assume responsibility to manage the expectations and reporting requirements of this Agreement within stated timeframes and assume responsibility to notify UWMC of any significant changes in any of the stated programs, including any changes pertaining to the status of current accreditations;
- B. Submit its organization's audit and management letter within six months of the Agency's fiscal year end. The Agency's Form 990 should also be completed and submitted within six months of year end. However, if extended, a copy of the extension filed with the IRS should be forwarded to UWMC within the six months following the Agency's fiscal year end;
- C. Acknowledge the Agency's partnership with UWMC in the community by: displaying the UWMC logo on building(s) or signage as appropriate; as well as on local agency websites, printed materials, and public announcements;
- D. Provide a community member served by the funded program willing to share how United Way's investments in your agency have made a difference in their lives. Stories may be told in the venue most comfortable for the community member.
- E. Be an active participant during United Way's annual campaign as appropriate and as time allows.

- F. (As needed) utilize UWMC-related volunteer resources by posting ongoing volunteer opportunities for groups and individuals on UWMC's HandsOn web platform;
- G. Communicate with UWMC on any issues that may prompt community questions surrounding the Agency and/or program(s) and their operations. Such issues may include, but are not limited to: changes in Agency's leadership (CEO, CFO, and COO), changes in Board structure/membership, merger discussions, and citations/violations identified by any other funding sources or licensing bodies, or any legal investigations;
- H. Provide information to United Way 2-1-1 as applicable to update agency and program information in the 2-1-1 database;
- I. Develop and maintain a continuity of operations plan (COOP) for the Agency; and
- J. Respond in a timely manner to all requests for information.

#### **Section Four: Early Termination of the Agreement**

- A. Either party may terminate this Agreement by providing written notice to the other party at least thirty (30) days prior to the intended date of termination. If terminated, payment hereunder will be pro-rated through the actual date of termination.
- B. UWMC shall provide Agency prompt notices of any failure by Agency to perform or default in any manner in the performance of any of the Agency's obligations under this Agreement. Such notice shall identify the failure or default. Agency shall receive an opportunity to correct the failure or default (either through a "Performance Improvement Plan" or a "Probation Plan") which will include specific timelines for correction, and may include a revision to the previously established funding period. Should Agency fail to meet the agreed-upon corrections set out in said plan, UWMC reserves the right to terminate this Agreement and its investment upon the provision of written notice to Agency.
- C. UWMC and Agency shall affect termination of this Agreement through respectful processes and dialogue. UWMC and Agency shall, prior to release, mutually agree upon the content, timing, and form of any and all press releases regarding the termination of this Agreement. No other information regarding termination of this Agreement shall be released to the media.

#### **Section Five: Miscellaneous Provisions**

- A. No provision of this Agreement shall be interpreted against any party because such party assisted in drafting said provision(s).
- B. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity and enforceability of the other provisions.
- C. This Agreement may only be modified by a written agreement duly signed by authorized representatives of both Agency and UWMC. In order to avoid uncertainty, ambiguity, or misunderstandings in their relationship, any amendments to this Agreement so agreed upon and executed shall be attached to this Agreement, and the

parties agree not to enter into any oral agreement or understanding inconsistent or in conflict with this Agreement.

- D. The provisions of this Agreement are not intended to be for the benefit of any third parties, nor shall any third parties be deemed to have any privity of contract with either of the parties hereto by virtue of this Agreement.
- E. This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, but together shall constitute one and the same original.
- F. UWMC reserves the right to work with partners to modify proposals, to postpone or to seek additional proposals. All funding is contingent on UWMC achieving its fundraising goals.

United Way of Manatee County and Manatee County Public Library System agree to the terms of partnership outlined above, effective (Date). This agreement can be amended by mutual consent of both parties at any time.

**United Way of Manatee County Representative:**

Bronwyn Buzzalet (by Carolyn King)  
Name

7/16/17  
Date

Senior Vice President  
Staff Title

**Agency Representatives:**

Ava Fhde  
Name

6/16/17  
Date

Library Services Manager  
Staff Title

Ava Fhde  
Name

6/16/17  
Date

\_\_\_\_\_  
Board of Directors Title

July 25, 2017 - Regular Meeting  
Agenda Item #34

Approved in Open Session 7/25/17,  
Manatee County  
Board of County Commissioners

Subject

United Way Grant for Reading Rooms

Briefings

None

Contact and/or Presenter Information

Cheri R. Coryea, Neighborhood Services Department Director, x 3468

Ava Ehde, Library Services Manager, x 6301

Action Requested

Authorization for the Board of County Commissioners to accept a grant from the United Way of Manatee County in the amount of \$9,000.00, and authorization for the Library Services Manager to execute agreement with United Way of Manatee County, to provide a summer reading and enrichment program in local public housing neighborhoods.

Adoption of Budget Resolution B-17-063, increasing funds to align revenues and expenditures for this grant.

Enabling/Regulating Authority

N/A

Background Discussion

The Manatee County Library System has been awarded a \$9,000.00 programming grant from the United Way of Manatee County. Manatee County Libraries will partner with the United Way of Manatee County and The Patterson Foundation to provide a summer reading and enrichment program in public housing complexes. These "Reading Rooms" will be located within identified public housing neighborhoods in Manatee County and will serve as a lending library to support those families' literacy needs. The target age group for the Reading Rooms is 3-7 year olds.

The funds will be used to support computer upgrades for existing equipment in the lounges, programming costs, children's books, electronics, and audiovisual materials. Activities and programs relating to STEM (science, technology, engineering, and math) themes will be featured.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

Copy of adopted B-17-063 to [budget@mymanatee.org](mailto:budget@mymanatee.org); [lori.stephens@manateeclerk.com](mailto:lori.stephens@manateeclerk.com) and to [dennis.houston@mymanatee.org](mailto:dennis.houston@mymanatee.org) Also: Eva Ehde, Susan Flowers, Abby Lindecamp, & Robin Hamilton, 7/28/17, RT

Cost and Funds Source Account Number and Name

160-0005400

Amount and Frequency of Recurring Costs

None

Attachment: [United Way Award Letter - Agreement Articles.pdf](#)

Attachment: [Budget Resolution B-17-063 United Way 7-14-17.pdf](#)