Agenda Item #: 3.M.5.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 12, 2006	[X] Consent [] Ordinance	[] Regular [] Public Hearing
Department: Parks and Recreation		
Submitted By: Parks and Recreation I	<u>Department</u>	· • .
Submitted For: <u>Parks and Recreation I</u>	<u>Department</u>	
<u>l. E</u>	XECUTIVE BRIEF	
Motion and Title: Staff recommends motion the period September 12, 2006, through for funding of Riviera Beach's Civil Drug Commends and	h September 30, 2006, in an a	
Summary: This funding is to help offset continuous the Toy Give-A-Way sponsored by the City were held on July 31, 2005, and Decemproximately 2,000 children from low incomo feligible pre-Agreement expenses incurrence Recreation Assistance Program (RAP). D	y of Riviera Beach through its mber 18, 2005, to provide some families. The Agreement rred subsequent to July 24,	Civil Drug Court. The events chool supplies and toys for allows for the reimbursement
Background and Justification: The City two special events during 2005, including Water Park and the Toy Give-A-Way hel provided school supplies and toys for child	g the Back to School give-A- d at the Dan Calloway Recre	Way held at Barracuda Bay eation Center. These events
The total cost of the events was \$6,300 maker, and cotton candy machine), food expenses associated with the events. The Agreement has been executed on behalf of by the Board of County Commissioners.	l and drinks, decorations, to e \$6,300 will offset costs the	ys, and other miscellaneous City paid for the events. The
Attachment:		
1. Agreement		
Recommended by: Department D	Oirector	8/16/06 Date
Approved by:		7-0/06

Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summa	ry of Fiscal Impa	act:			
Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures Operating Costs External Revenues Program Income (County)	· · · — — —	-0- -0- -0- -0-	-0- -0- -0- -0-	-0- -0- -0- -0-	-0- -0- -0- -0-
NET FISCAL IMPACT	6,300	0-	-0-	0	-0-
# ADDITIONAL FTE POSITIONS (Cumulati	ve)				
Is Item Included in Cu Budget Account No.:	Fund <u>3600</u> Object <u>810</u>	Departmer 1 Program	N/A		
Recreation Assis	stance Program				
District 7	3600-583-R907-	096-8101	\$6,300		
C. Departmental Fisc		ckop REVIEW COM	elakis IMENTS	•	 .
A. OFMB Fiscal and/	or Contract Dev	elopment and	l Control Com	ments:	
anne Odelina ?	(8/22 lon	106 <u>(</u> 1706	Contract Devel This Contract rev	opment and Co Examples 8/ ct complies with our iew requirements.	P/H/O (ntrol a)loc
Assistant County At	•			·	
C. Other Department				-	
Department Director	r ·				•

REVISED 10/95 ADM FORM 01

AGREEMENT BETWEEN PALM BEACH COUNTY AND THE CITY OF RIVIERA BEACH FOR RIVIERA BEACH CIVIL DRUG COURT 2005 ANNUAL EVENTS

THIS AGREEMENT is made and entered into on _____, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as "County", and the City of Riviera Beach, a Florida Municipal Corporation, hereinafter referred to as "Rivera Beach."

WITNESSETH:

WHEREAS, Riviera Beach's Civil Drug Court sponsors two annual events, the Back to School Supply Give-A-Way and the Toy Give-A-Way (the Events), which provides school supplies and toys for children; and

WHEREAS, the purpose of the Events is to provide school supplies for children from low income families; and

WHEREAS, the Back to School Give-A-Way was held on July 31, 2005, at Barracuda Bay Water Park in Rivera Beach and the Toy Give-A-Way was held on December 18, 2005, at the Dan Calloway Recreation Center in Riviera Beach; and

WHEREAS, the total cost of the Events was \$6,300 for operational expenses such as refreshment stations (i.e., popcorn wagon, snow cone maker, cotton candy machine), food and drinks, decorations, toys, and other miscellaneous expenses associated with the Events); and

WHEREAS, Riviera Beach has requested from County an amount not-to-exceed \$6,300 to help offset costs for the Events; and

WHEREAS, County desires to provide funding to offset costs for the Events in an amount not-to-exceed \$6,300; and

WHEREAS, funding for the Events in an amount not-to-exceed \$6,300 is available from the Recreation Assistance Program (RAP) District 7; and

WHEREAS, special events targeting the needs of children from low income families are deemed to serve a public purpose; and

WHEREAS, both parties desire to enter into this Agreement.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereby agree to the following terms and conditions:

1. County agrees to fund an amount not to exceed \$6,300 to Riviera Beach for the Events for refreshment stations (i.e., popcorn wagon, snow cone maker, cotton candy machine), food and drinks, decorations, toys, and other miscellaneous expenses associated with the Events) as set forth in Exhibit "A", attached hereto and incorporated herein, hereinafter referred

to as the "Project".

- 2. County will use its best efforts to provide said funds to Riviera Beach on a reimbursement basis within forty-five (45) days of receipt of the following information:
- a. A written statement that the Project as specified herein, was carried out in accordance with this Agreement; and
- b. A Contract Payment Request Form and a Contractual Services Purchases Schedule Form attached hereto and made a part hereof as Exhibit "B", which are required for each and every reimbursement requested by Riviera Beach. Said information shall list each invoice paid by Riviera Beach and shall include the vendor invoice number; invoice date; and the amount paid by Riviera Beach along with the number and date of the respective check or proof of payment for said payment. Riviera Beach shall attach a copy of each vendor invoice paid by Riviera Beach along with a copy of the respective check or proof of payment and shall make reference thereof to the applicable item listed on the Contractual Services Purchases Schedule. Further, Riviera Beach's Program Administrator and Project Financial Officer shall certify the total funds spent by Riviera Beach on the Project and shall also certify that each vendor invoice, as listed on the Contractual Services Purchases Schedule was paid by Riviera Beach and approved by Riviera Beach as indicated.
- 3. Riviera Beach incurred expenses for the Project beginning on July 24, 2005. Those costs incurred by Riviera Beach for the Project, approved and submitted accordingly by Riviera Beach subsequent to July 24, 2005, are eligible for reimbursement by County pursuant to the terms and conditions hereof.
- 4. RAP funds may be used as a match for other local, state, or federal grant programs, but Riviera Beach may not submit reimbursement requests for the same expenses to the County as other fund sources to receive duplicate reimbursement for the same expenses.
- 5. Riviera Beach agrees, warrants, and represents that all of the employees and participants in the Project were treated equally during employment, and for the provision of services without regard to residency, race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.
- 6. Riviera Beach shall be responsible for all costs of operation and maintenance of the Project.
 - 7. The term of this Agreement shall be until September 30, 2006, commencing upon the

date of execution by the parties hereto.

- 8. The parties agree that, in the event Riviera Beach is in default of its obligations under this Agreement, the County shall provide Riviera Beach thirty (30) days written notice to cure the default. In the event Riviera Beach fails to cure the default within the thirty (30) day cure period, the County shall have no further obligation to honor reimbursement requests submitted by Riviera Beach for the Project deemed to be in default and Riviera Beach shall return any County RAP funds already collected by Riviera Beach for that Project.
- 9. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by the County, without cause, upon thirty (30) days prior written notice to the other party. This Agreement may be terminated by the County with cause, upon expiration of the thirty (30) day cure period provided for in Section 8 above.
- 10. Riviera Beach shall complete the Project and shall provide its final reimbursement request(s) and final accounting data to County for the completed project on or before September 30, 2006. Upon written notification to County at least ninety (90) days prior to that date Riviera Beach may request an extension beyond this period for the purpose of completing the Project. County shall not unreasonably deny Riviera Beach's request for said extension.
- 11. In the event Riviera Beach ceases to exist, or ceases or suspends the Project for any reason, any remaining unpaid portion of this Agreement shall be retained by County, and County shall have no further obligation to honor reimbursement requests submitted by Riviera Beach. The determination that Riviera Beach has ceased or suspended the Project shall be made by County and Riviera Beach agrees to be bound by County's determination.
- 12. Riviera Beach agrees to abide by, and be governed by, all applicable federal, state, county, and municipal laws, including but not limited to, Palm Beach County's ordinances, as said laws and ordinances exist and are amended from time to time. In entering into this Agreement, Palm Beach County does not waive the requirements of any County or local ordinance or the requirements of obtaining any permits or licenses normally required to conduct business or activity conducted by Riviera Beach. Failure to comply may result in County's refusal to honor reimbursement requests for the Project.
- 13. County reserves the right to withhold reimbursement if the Project is not completed as specified in Exhibit "A".
- 14. It is understood and agreed that Riviera Beach is merely a recipient of County funding and is an independent contractor and is not an agent, servant or employee of County or

its Board of County Commissioners. It is further acknowledged that the County only contributes funding under this Agreement and operates no control over the Project. To the extent permitted by law and without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, in the event a claim or lawsuit is brought against County or any of its officers, agents or employees, Riviera Beach shall indemnify, save and hold harmless and defend the County, its officers, agents, and/or employees from and against any and all claims, liabilities, losses, judgments, and/or causes of action of any type arising out of or relating to any act or omission of Riviera Beach, its agents, servants and/or employees in the performance of this Agreement. The foregoing indemnification shall survive termination of this Agreement.

In consideration for reimbursement of costs incurred prior to the term of this Agreement, the foregoing indemnification shall apply not only during the term of this Agreement but also for the period prior to the Agreement for which Riviera Beach is eligible to receive reimbursement from the County.

15. Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, Riviera Beach acknowledges to be self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature.

In the event Riviera Beach maintains third-party commercial General Liability and Business Auto Liability in lieu of exclusive reliance on self-insurance under Section 768.28, Florida Statutes, Riviera Beach shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

Riviera Beach agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statute 440.

Prior to execution of this Agreement by the County, Riviera Beach shall deliver to the County an affidavit or Certificate of Insurance evidencing insurance, self-insurance, and/or sovereign immunity status, which County agrees to recognize as acceptable for the above mentioned coverages. Certificate holder's address shall read Palm Beach County, c/o Parks and Recreation Department, 2700 Sixth Avenue South, Lake Worth, FL 33461, Attention: Administrative Support Manager.

Compliance with the foregoing requirements shall not relieve Riviera Beach of its liability

and obligations under this Agreement.

15. Upon request by County, Riviera Beach shall demonstrate financial accountability through the submission of acceptable financial audits performed by an independent auditor.

16. Riviera Beach shall maintain books, records, documents and other evidence that sufficiently and properly reflect all costs of any nature expended in the performance of this Agreement for a period of not less than five (5) years. Upon advance notice to Riviera Beach, County shall have the right to inspect and audit said books, records, documents and other evidence during normal business hours.

17. The County and Riviera Beach may pursue any and all actions available under law to enforce this Agreement including, but not limited to, actions arising from the breach of any provision set forth herein.

18. This Agreement shall be governed by the laws of the State of Florida and any and all legal action necessary to enforce this Agreement shall be held in Palm Beach County.

19. As provided in Section 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, Riviera Beach certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty six (36) months immediately preceding the date hereof. This notice is required by Section 287.133 (3) (a), Florida Statutes.

20. This Agreement represents the entire agreement between the parties and supersedes all other negotiations, representations, or agreement, written or oral, relating to this Agreement. This Agreement may be modified and amended only by written instrument executed by the parties hereto.

21. Any notice given pursuant to the terms of this Agreement shall be in writing and hand delivered or sent by U.S. mail. All notices shall be addressed to the following:

As to the County:

Director of Parks and Recreation Palm Beach County Parks and Recreation Department 2700 Sixth Avenue South Lake Worth, Florida 33461 As to Riviera Beach:

City Manager City of Riviera Beach 600 West Blue Heron Boulevard Riviera Beach, Fl 33404

22. This Agreement is made solely and specifically among and for the benefit of the parties hereto, and no other person shall have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

IN WITNESS WHEREOF, the undersigned parties have signed this Agreement on the date first above written.

ATTEST: SHARON R. BOCK, Clerk & Comptroller	PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS				
By: Deputy Clerk	By <u>:</u> Tony Masilotti, Chairman				
ATTEST: By: CARRIE E. WARD, MMC City Clerk	CITY OF RIVIERA BEACH By: Mayor				
APPROVED AS TO FORM AND LEGAL SUFFICIENCY	APPROVED AS TO TERMS AND CONDITIONS By:				
By: County Attorney	Dennis L. Eshleman, Director Parks and Recreation Department				

Recreation Assistance Program (RAP) **Exhibit "A" to Agreement**

BACKGROUND INFORMATION

Name and address of Municipality: City of Riviera Beach

Name of Municipality:

Mailing Address:

600 West Blue Heron Blvd.

33404 Riviera Beach, Florida

Name of Mayor:

Michael D. Brown

Name of City Manager:

William E. Wilkins

Project/Project Liaison Information:

Name:

Felicia A. Scott

Telephone #:

561-840-4824

Fax #:

561-840-4828

e-mail:

fascott@rivierabohccom

PROJECT/PROGRAM INFORMATION

Name of Project/Program: 2005 Back to School Supply Give-A-Way 1. and 2005 Annual Toy Give-A-Way

2. Project/ Program Description

General (Project Scope):

The City of Riviera Beach Civil Drug Court sponsors two annual events; Back to School Supply Give-A-Way and the Toy Give-A-Way which provides school supplies and toys to the general public.

Public Purpose:

Needy kids can participate in these annual events and receive school supplies and toys.

Location:

BTS Give-A-Way was held at Barracuda Bay Waterpark, 1621 Blue Heron Blvd., and TGA was held at Dan Calloway Rec. Center, 1420 w. 10th Street, Riviera Beach, FL.

• Anticipated Number of Participants/Users:

BTS Give-A-Way serviced more than 500 children attending school in Palm Beach County and the Toy Give-A-Way provided toys, refreshments, and games for more than 1,500 children.

> **EXHIBIT A** Page 1 of 2

3. Project/Program Elements: List anticipated broad categories of Expenditure Items such as capital outlay, contractual services, personnel costs, operational expenses, equipment, and "Other Miscellaneous Project/Program expenses". Do not include expenditure line item budget/ amounts.

Operational expenses included but are not limited to refreshment stations (i.e. popcorn wagon, snowcone maker, cotton candy machine), hamburgers, hotdogs, softdrinks, backdrops, decorations, and other items. Additional toys that were needed that weren't provided by Toys For Tots Program.

4. Estimated Lump Sum Total for Project/Program

\$ 6,300.00

5. Project/Program Initiation date (date of first invoice for which reimbursement will be requested) and End date (date which project/program will be completed and all invoices paid). This will become the project time frame. 07/24/2005 to 12/31/05 September 30,2006 month/day/year month/day/year

Note: Invoices and copies of proof of payment documents are required for Project/Program reimbursement. All invoices and checks must be dated within the stated project/program time frame AND Categories for Project/Program Elements must be listed in Section 3 above in order to be eligible for RAP reimbursement.

6. Required Attachments:

Certificate of Insurance			
			

Amount of Recreation Assistance Program Funding awarded

\$ 6,300 District 7 (filled in by County)

Form available online by request. Contact Susan Yinger at svinger@pbcgov.com



PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

CONTRACT PAYMENT REQUEST

		Date	
Grantee		Project Name:	
Submission #:		Reimbursement Period:	and the second s
tem	<u>Key</u>	Project Costs This Submission	Cumulative Project Costs
Contractual Services	(C)		
Salary & Wages (% of salaries)	(S)		
Materials, Supplies, Direct Purchases	(M)		
Equipment	(E)		
Travel	(T)		
Indirect Costs	(1)		
C = Contractual Services S = Salary & Wages Key Legend Key Legend			
M = Materials, Supplies, Direct I E = Equipment T = Travel I = Indirect Costs	Purchases		
Certification: I hereby certify that the above expenses were incurred for the work identified being accomplished in the attached progress reports.		been maintained as require	ify that the documentation has ed to support the project and is available for audit upon
Administrator Date		Financial Officer	Date
		PBC USE ONLY	
County Funding Participation		\$	
Total Project Costs To Date: \		\$	
County Obligation To Date	•	\$.,
County Retainage (%)		\$	
County Funds Previously Disbu	rsed	\$	

County Funds Due this Billing

Reviewed and Approved By:

Date

Date

PBC Project Administrator

Department Director

EXHIBIT B

Key Legend
C = Contractual Services

S = Salary & Wages
M = Materials, Supplies, Direct Purchases
E = Equipment
T = Travel

PARKS AND RECREATION DEPARTMENT
CONTRACTUAL SERVICES PURCHASE SCHEDULE

	I = Indirect Co	osts			Da	ate	-			
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	Grantee:	<u></u>			Pioj	ect Name.				
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A	dministrator	-	Date			Financial Officer			Date	



<u>Key Legend</u> **C** = Contractual Services

S = Salary & Wages

M = Materials, Supplies, Direct Purchases

E = Equipment

T = Travel

I = Indirect Costs

PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT CONTRACTUAL SERVICES PURCHASE SCHEDULE

EXHIBIT B (cont'd.)

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	accomplishing this project.				purchasing doc	umentation have	e been maintained as r	required to support the costs reported above
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			Det-			Financial Officer		Date
	Administrator		Date					

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Re:	Palı	n Be	each County Funding of	"Toy Give-A-Way" program				*		
			out of the state of	"TOY GIVE-A-Way" program	in December 20	005.				
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		-	4353134				© ACORD CO	RPORATION 1988		

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.