

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: June 16, 2009

Consent  
 Ordinance

Regular  
 Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

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I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to receive and file:** First Amendment to Agreement (R2009-0439) with Inlet Grove Community High School, Inc. for a student trip to Washington, D.C., to expand the project timeframe from January 15, 2009, through March 30, 2009, to December 4, 2008, through April 15, 2009, and to extend the term of the Agreement from June 30, 2009, to July 15, 2009.

**Summary:** This fully executed First Amendment to Agreement expands the project timeframe for the Inlet Grove Community High School student trip to Washington, D.C., to accommodate dates of actual payments made for the trip and to allow sufficient time to complete the reimbursement process. All other terms of the Agreement, including the funding amount of \$13,650, remain the same. Funding for the project is from the Recreation Assistance Program (RAP) District 7 Funds. District 7 (AH)

**Background and Justification:** Resolution R-2005-1738 was adopted by the Board on September 13, 2005, to streamline the RAP reimbursement process. It establishes terms and conditions for amending RAP projects and delegates authority for the execution of the amendments to the County Administrator or his designee, which is the Director of the Parks and Recreation Department. The criteria for delegated signature of amendments on behalf of the Board include:

- Changes in project scope/elements within the intent of the approved RAP project;
- Adjustments in budgetary line items within the intent of the approved RAP Project which do not change the contractual amount;
- Changes to the approved project time frame including the initiation date and/or project completion date for periods of less than one year; and
- Other miscellaneous modifications approved by the awarding Commissioner within the overall intent of the approved RAP project.


This delegation of authority allows for more efficient and timely reimbursements for RAP projects by streamlining the existing RAP process for amendments to agreements. The attached Amendment meets criteria listed above, and was executed on behalf of the Board of County Commissioners by the Director of the Parks and Recreation Department.

**Attachment:** First Amendment to Agreement

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Recommended by:   
Department Director

5/20/09  
Date

Approved by:   
Assistant County Administrator

6/4/09  
Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>NET FISCAL IMPACT</b>	* <u>-0-</u> <i>see below</i>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>0</u>				

Is Item Included in Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_  
 Object \_\_\_\_\_ Program \_\_\_\_\_

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

\* This Amendment is for a project scope expansion and time extension only, and has no additional fiscal impact to Palm Beach County. The budget account number for the original Agreement is 3600-583-R917-021-8201 (KPO 583 PRRP040709\*52).

C. Departmental Fiscal Review: Chapelakis

**III. REVIEW COMMENTS**

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

*[Signature]* 5/29/09  
 OFMB 8/5/08/09  
*05/26/09 CN 5/26/09*

*[Signature]* 6/2/09  
 Contract Development & Control  
*6/2/09*

**B. Legal Sufficiency:**

*Anne Delgent* 6/3/09  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

REVISED 10/95  
 ADM FORM 01

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

**FIRST AMENDMENT TO AGREEMENT BETWEEN PALM BEACH COUNTY AND INLET GROVE COMMUNITY HIGH SCHOOL, INC. FOR THE STUDENT TRIP TO WASHINGTON, D.C.**

**THIS AMENDMENT** is entered into on 5/18/09, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as "County", and Inlet Grove Community High School, Inc., a Florida not-for-profit charter school, authorized to business in the State of Florida, herein referred to as "Inlet Grove High School".

**WITNESSETH:**

**WHEREAS**, on March 17, 2009, COUNTY entered into an Agreement (R-2009-0439) with Inlet Grove High School, hereinafter referred to as "Agreement" to provide Recreation Assistance Program (RAP) funding in an amount not to exceed \$13,650 to help offset costs for a student trip to Washington, D.C., hereinafter referred to as the "Project"; and

**WHEREAS**, Inlet Grove High School has requested that County amend the Agreement to allow for the program dates to be expanded to accommodate reimbursement of Project expenses incurred before and after the specified dates and the project term be extended to allow for additional time to complete the project and submit project reimbursement documentation; and

**WHEREAS**, the Project will benefit all citizens of Palm Beach County.

**NOW THEREFORE**, the parties hereby agree as follows:

1. Section 3 of the Agreement shall be amended to read "Inlet Grove High School incurred expenses for the Project beginning on December 4, 2008. Those costs incurred by Inlet Grove High School for the Project, approved and submitted accordingly by Inlet Grove High School subsequent to December 4, 2008, are eligible for reimbursement by County pursuant to the terms and conditions herein.
2. Section 8 of the Agreement shall be amended to read "The term of this Agreement shall be until July 15, 2009".
3. The first two sentences of Section 11 of the Agreement are amended to read "Inlet Grove High School shall complete the Project by April 15, 2009, and invoices and checks submitted for reimbursement must be dated within the project time frame of December 4, 2008, through April 15, 2009. Inlet Grove High School shall provide its final reimbursement request(s), including a project completion statement and reimbursement documentation as indicated in Section 2 above on or before July 15, 2009."
4. Except as provided herein, each and every other term of the Agreement shall remain in full force and effect and the Agreement is reaffirmed as modified herein.

**IN WITNESS WHEREOF**, the parties, by and through their duly authorized agents, have hereunto set their hands and seals on the date indicated above.

**WITNESSES:**

*Aysan W. [Signature]*  
*Jenavica [Signature]*

**PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS**

By: *[Signature]*  
Dennis L. Eshleman, Director  
Parks and Recreation Department

**WITNESSES:**

*[Signature]*  
ANNETTE G. GARDNER  
*[Signature]*

**INLET GROVE COMMUNITY HIGH SCHOOL, INC.**

By: *EMMA BANKS*  
Name (Type or Print)  
*Principal*  
Title  
*[Signature]*  
Signature

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**

By: *Anne [Signature]*  
County Attorney