# Agenda Item #3.M.6.

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

### **AGENDA ITEM SUMMARY**

Meeting Date: July 21, 2009	[X] Consent [] Ordinance	[] Regular [] Public Hearing
Department: Parks and Recreation		
Submitted By: Parks and Recreation Depar	tment	
Submitted For: Parks and Recreation Depar	tment	
I. EXECU	JTIVE BRIEF	
Motion and Title: Staff recommends motion to Association, Inc. for the period July 21, 2009, th \$1,000 for the 2008 Huck Finn Day event.		
Summary: This funding is to assist with costs fo on March 9, 2008. Nearly 875 people particip reimbursement of eligible project costs incurred Recreation Assistance Program (RAP) District 6	pated in the event. The subsequent to February	e Agreement allows for the 1, 2008. Funding is from the
Background and Justification: The Acreage L yearly event to establish a sense of community Huck Finn Day Event featured music, games, rat center, and other activities.	for residents of the west	ern county areas. The 2008
The cost of the event was approximately \$4,500 personnel costs, supplies, facility rental, deliver expenses. The \$1,000 from District 6 funding whas been executed on behalf of The Acreage I approved by the Board of County Commissioned	ies, golf cart transportation of the contraction of	on, and other miscellaneous of this cost. The Agreement
Attachment: Agreement		
Recommended by: Department Director	or .	6/09 Date
Approved by:  Aşsistant County A		7/13/0 9 Date

### **II. FISCAL IMPACT ANALYSIS**

A. Five Year Summary of	f Fiscal Impac	et:			
Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures Operating Costs External Revenues Program Income (County In-Kind Match (County)	1,000 -0- -0- -0- -0-	-0- -0- -0- -0-	-0- -0- -0- -0-	-0- -0- -0- -0-	-0- -0- -0- -0-
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# ADDITIONAL FTE POSITIONS (Cumulative)	0	· ———			<u> </u>
Is Item Included in Curre Budget Account No.:	Fund <u>3600</u>	Department		<del>3906</del>	
B. Recommended Source	ces of Funds/S	Summary of F	iscal Impact:		
		ecreation Assis	stance Progra	m	
Contributions-Non-Contributions	Govts Agnces	3600-58	3-R906-199-8	3201	\$1,000
C. Departmental Fiscal	Review:	ckop	elakis		<u> </u>
	III. R	EVIEW COM	<u>IENTS</u>		
A. OFMB Fiscal and/or	Contract Deve	lopment and	Control Com	ments:	
OFMB MOS	155 07/02/09 Chil9	<u></u> C	This Contrac	et complies with our	- 7)9)09 ntrol
Assistant County Attorn	7/10/09 ney				
C. Other Department Re	eview:				
Capital Expenditures 1,000					
Department Director					

REVISED 10/95 ADM FORM 01

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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 Acreage Landowners. Said information shall list each invoice paid by Acreage Landowners and shall include the vendor invoice number; invoice date; and the amount paid by Acreage Landowners along with the number and date of the respective check or proof of payment for said payment. Acreage Landowners shall attach a copy of each vendor invoice paid by Acreage Landowners 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, Acreage Landowners' Program Administrator and Project Financial Officer shall certify the total funds spent by Acreage Landowners on the Project and shall also certify that each vendor invoice, as listed on the Contractual Services Purchases Schedule was paid by Acreage Landowners and approved by Acreage Landowners as indicated.
- 3. Acreage Landowners incurred expenses for the Project beginning on February 1, 2008. Those costs incurred by Acreage Landowners for the Project, approved and submitted accordingly by Acreage Landowners subsequent to February 1, 2008, 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 Acreage Landowners 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. Acreage Landowners warrants that it is an active not-for-profit corporation, duly chartered and registered with the Florida Department of State, Division of Corporations.
- 6. Acreage Landowners agrees, warrants, and represents that all of the employees and participants in the Project will be 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, sexual orientation, gender identity or expression.
- 7. Acreage Landowners shall be responsible for the operation and maintenance of the Project, including all associated costs.
  - 8. The term of this Agreement shall be until August 15, 2009, commencing upon the date

of execution by the parties hereto.

- 9. The parties agree that, in the event Acreage Landowners is in default of its obligations under this Agreement, the County shall provide Acreage Landowners thirty (30) days written notice to cure the default. In the event Acreage Landowners 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 Acreage Landowners for the Project deemed to be in default and Acreage Landowners shall return any County RAP funds already collected by Acreage Landowners for that Project.
- 10. 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 9 above.
- 11. Acreage Landowners shall complete the Project by May 15, 2009, and invoices and checks submitted for reimbursement must be dated within the project time frame of February 1, 2008, through May 15, 2009. Acreage Landowners shall provide its final reimbursement request(s), including a project completion statement and reimbursement documentation as indicated in Section 2 above on or before August 15, 2009. Upon written notification to County at least ninety (90) days prior to that date Acreage Landowners may request an extension beyond this period for the purpose of completing the Project. County shall not unreasonably deny Acreage Landowners' request for said extension.
- 12. In the event Acreage Landowners 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 Acreage Landowners. The determination that Acreage Landowners has ceased or suspended the Project shall be made by County and Acreage Landowners agrees to be bound by County's determination.
- 13. Acreage Landowners 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 Acreage Landowners. Failure to comply may result in

County's refusal to honor reimbursement requests for the Project.

14. County reserves the right to withhold reimbursement if the Project is not completed as specified in Exhibit 'A'.

15. It is understood and agreed that Acreage Landowners 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. In the event a claim or lawsuit is brought against County or any of its officers, agents or employees, Acreage Landowners 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 Acreage Landowners, 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 Acreage Landowners is eligible to receive reimbursement from the County.

16. Acreage Landowners shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Agreement, insurance coverages and limits (including endorsements), as described herein. Acreage Landowners shall agree to provide the County with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as County's review and acceptance of insurance maintained by Acreage Landowners are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Acreage Landowners under this Agreement.

Commercial General Liability. Acreage Landowners shall maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. Acreage Landowners shall provide this coverage on a primary basis.

Worker's Compensation Insurance & Employer's Liability. Acreage Landowners shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statutes

Chapter 440. Acreage Landowners shall provide this coverage on a primary basis.

Additional Insured. Acreage Landowners shall endorse the County as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." Acreage Landowners shall provide the Additional Insured endorsements coverage on a primary basis.

Waiver of Subrogation. Acreage Landowners hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then Acreage Landowners shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy when a condition to the policy specifically prohibits such an endorsement, or voids coverage should Acreage Landowners enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance. Prior to execution of this Agreement by the County, Acreage Landowners shall deliver to the County a Certificate(s) of coverage evidencing that all types and amounts of insurance coverages required by this Agreement have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. 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.

Right to Review. County, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Agreement. County reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

17. Upon request by County, Acreage Landowners shall demonstrate financial accountability through the submission of acceptable financial audits performed by an independent auditor.

18. Acreage Landowners 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 Acreage Landowners, County shall have the right to inspect and audit said books, records, documents and other evidence during normal business hours.

19. The County and Acreage Landowners 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.

20. 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.

21. As provided in Section 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, Acreage Landowners 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.

22. 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.

23. 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 Acreage Landowners:

President
The Acreage Landowners Association, Inc.
7040 Seminole Pratt Whitney Road, Suite 25 #60
Loxahatchee, FL 33470

24. 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: Commissioner John F. Koons, Chairman
WITNESSES:  Werand hy	THE ACREAGE LANDOWNERS ASSOCIATION, INC. EIN Number: 63-0388691  By: WINSTON CRUSEIE  Name (Type or Print)  Title: DIRECTOR  By: Signature
APPROVED AS TO FORM AND LEGAL SUFFICIENCY  By: County Attorney	By :

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

Name of Agency Acreage Landowners Association, Inc.

Mailing Address: 7040 Seminole Pratt Whitney Road, Suite 25 #60, Loxahatchee, FL 33470

Federal Employer Identification Number: 63-0388691

Name of President: Carlos Enriquez

Name of Executive Director:
Project Liaison Information:

Name: Winston Crosbie Telephone #: 561-790-4935 Fax #: 866-508-2702

e-mail: Winston@WinstonCrosbie.com

Purpose/Mission of Agency: A yearly Community Event to bring the community together. An outreach program for family fun and games especially for new residents of the area.

#### PROJECT INFORMATION

- 1. Name of Project: 2008 Huck Finn Day
- 2. Project Description
  - General (Project Scope):
     There will be games, Raffles, Vendor Participation, Music, Food, and Information Center.
  - Public Purpose: Bringing the community together in a family atmosphere
  - Location and Date: Corbett Youth Camp
  - Anticipated Number of Participants/Users: 850 900 attendees
- 3. Project Elements: List anticipated broad categories of Expenditure Items such as capital outlay, contractual services, personnel costs, operational expenses, equipment, and "Other Miscellaneous Project expenses". Do not include expenditure line item budget/ amounts.

Advertising, Activities, Games, Fence Painting, Food, Paid Personnel, Supplies, Location, Deliveries, Transportation (Golf Carts), and Volunteers from the Acreage Landowners Association. Total \$3,500.00

- 4. Estimated Lump Sum Total for Project: \$4, 500.00
- 5. Project Initiation date (date of first invoice for which reimbursement will be requested) and anticipated End date (date which project will be completed and all invoices paid). Feb. 1st, 2008\_to May 15, 2009 Sy

Note: Invoices and copies of proof of payment documents will be required for Project/Program reimbursement after the RAP Agreement is approved by the Board of County Commissioners. <u>Do not submit reimbursement documentation at this time.</u> After the Agreement is approved, and the reimbursement request is submitted, all invoices and checks must be dated within the stated project time frame AND Categories for Project Elements must be listed in Section 3 above in order to be eligible for RAP reimbursement.

6.	Required Attachment: Certificate of Insurance X					
Amoun	t of Recreation Assistance	Program Funding awarded	\$	1,000	District 6	<del></del>
Earm a	wallahla anlina hu raquast	Contact Sugar Vincer at sy	inger	@phenov er	(filled in by County	)

**EXHIBIT A**Page 1

Wd97:9 8007 91 des

No. 1855 P. 1



#### PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

#### **CONTRACT PAYMENT REQUEST**

Date

Grantee:		<del></del>	Project Name:		·
Submission #:			Reimbursement Period:		<u>,</u>
ltem		<u>Key</u>	Project Costs This Submission	Cumulative Project Costs	
Contractual Serv	ices	(C)			
Salary & Wages	(% of salaries)	(S)			
Materials, Suppli	es, Direct Purchases	(M)			
Equipment		(E)			
Travel		(T)			
Indirect Costs		(I)			
	TOTAL PROJECT COSTS				
Key Legend	C = Contractual Services S = Salary & Wages M = Materials, Supplies, Direct P E = Equipment T = Travel I = Indirect Costs				
expenses were	nereby certify that the above incurred for the work identifie shed in the attached progress	d as	Certification: I hereby cert been maintained as require expenses reported above a request.	ed to support the project	•
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Соц	inty Obligation To Date		\$		
Cou	ınty Retainage ( %)		\$		
Соц	ınty Funds Previously Disburs	sed	\$		
Cou	inty Funds Due this Billing		\$		
Re	viewed and Approved By:				
		PBC Pi	roject Administrator	Date	
		Departr	ment Director	Date	



Key Legend
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** 

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	Administrator		Date	•					Date	

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	ОТН	IER						
-0	רפוקס	ION C	E OPERATIONS / LOCATIONS / VEHIC	LES / EXCLUSIONS ADDED BY ENDORSE	MENT / SPECIAL PRO	VISIONS	I	
	GINIF I	.011 0	O CITITION CONTINUES CALL				•	
E	RTIF	ICAT	E HOLDER		CANCELLAT		ays for Non-Payment	FRONE THE EVALA
			Palm Beach County & P County Community Affa		DATE THEREOF, NOTICE TO THE O	THE ISSUING INSURER CERTIFICATE HOLDER GATION OR LIABILITY	ED POLICIES BE CANCELLED B WILL ENDEAVOR TO MAIL NAMED TO THE LEFT, BUT FAIL OF ANY KIND UPON THE INSUR	10 DAYS WRITTE URE TO DO SO SHAL
					AUTHORIZED RE			

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#### **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.

ACORD 25-S (2001/08)

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