

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 21, 2009

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Agreement with the Town of Glen Ridge for the period July 21, 2009, through April 1, 2010, in an amount not-to-exceed \$30,000 for Glen Ridge playground improvements.

Summary: This funding is to offset the cost of playground improvements for Flury Park in the Town of Glen Ridge. The park serves approximately 50 users on a regular basis. The Agreement allows for the reimbursement of eligible project costs incurred subsequent to June 1, 2009. Funding is from the Recreation Assistance Program (RAP) District 3 Funds. District 3 (AH)

Background and Justification: The Town of Glen Ridge is providing playground improvements in order to enhance its usage and to bring it into code compliance.

The amount needed by the Town of Glen Ridge for this project is \$30,000 for restructuring the fall zone, purchasing and installing playground lighting, relocating existing playground equipment, landscaping, project management fees, fencing, and other miscellaneous expenses. The \$30,000 from District 3 RAP funding will offset the cost of the project. The Agreement has been executed by the Town of Glen Ridge, and now needs to be approved by the Board of County Commissioners.

Attachment: Agreement

Recommended by: 
Department Director

6/26/09
Date

Approved by: 
Assistant County Administrator

7/13/09
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	<u>30,000</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>
NET FISCAL IMPACT	<u>30,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u></u>	<u></u>	<u></u>	<u></u>

Is Item Included in Current Budget? Yes X No
Budget Account No.: Fund 3600 Department 583 Unit R913
Object 8101 Program N/A

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

FUND: Park Improvement Fund/Recreation Assistance Program
UNIT: RAP/Transportation Improvement Fund-District 3

Contributions Othr Govtl Agency	3600-583-R913-007-8101	\$30,000
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C. Departmental Fiscal Review: Chopelakis

III. REVIEW COMMENTS

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

OFMB *A* 7/6/09 *St* 07/02/09 CN 7/1/09

Dr. J. Jaworski 7/19/09
Contract Development and Control

B. Legal Sufficiency:

This Contract complies with our contract review requirements.

Anne Helgert 7/10/09
Assistant County Attorney

C. Other Department Review:

Department Director

REVISED 10/95
ADM FORM 01

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**AGREEMENT BETWEEN PALM BEACH COUNTY AND THE TOWN OF GLEN
RIDGE FOR FLURY PARK PLAYGROUND IMPROVEMENTS**

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 Town of Glen Ridge, a Florida Municipal Corporation, hereinafter referred to as "Glen Ridge".

W I T N E S S E T H:

WHEREAS, Glen Ridge plans to provide playground improvements at Flury Park (the "Project"); and

WHEREAS, the Project includes bringing the playground into code compliance and other miscellaneous improvements; and

WHEREAS, the Flury Park playground serves approximately fifty (50) users on a regular basis; and

WHEREAS, the Project is estimated to cost approximately \$30,000; and

WHEREAS, Project elements include restructuring of the fall zone for the playground to bring the fall zone into code compliance, the purchase and installation of playground lighting, relocation of existing playground equipment, the purchase and installation of new equipment, landscaping, project management fees, fencing, and other miscellaneous expenses associated with the Project; and

WHEREAS, Glen Ridge has requested from County an amount not-to-exceed \$30,000 to offset the cost of the Project; and

WHEREAS, County desires to provide funding to offset the cost of the Project in an amount not-to-exceed \$30,000; and

WHEREAS, funding for the Project in an amount not-to-exceed \$30,000 is available from the Recreation Assistance Program (RAP) District 3; and

WHEREAS, children's playgrounds 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 \$30,000 to Glen Ridge for the Project for restructuring of the fall zone for the playground to bring the fall zone into code

compliance, the purchase and installation of playground lighting, relocation of existing playground equipment, the purchase and installation of new equipment, landscaping, project management fees, fencing, and other miscellaneous expenses associated with the Project 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 Glen Ridge 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 Glen Ridge. Said information shall list each invoice paid by Glen Ridge and shall include the vendor invoice number; invoice date; and the amount paid by Glen Ridge along with the number and date of the respective check or proof of payment for said payment. Glen Ridge shall attach a copy of each vendor invoice paid by Glen Ridge 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, Glen Ridge's Program Administrator and Project Financial Officer shall certify the total funds spent by Glen Ridge on the Project and shall also certify that each vendor invoice, as listed on the Contractual Services Purchases Schedule was paid by Glen Ridge and approved by Glen Ridge as indicated.

3. Glen Ridge may incur expenses for the Project beginning on June 1, 2009. Those costs incurred by Glen Ridge for the Project, approved and submitted accordingly by Glen Ridge subsequent to June 1, 2009, 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 Glen Ridge 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. Glen Ridge 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, sexual orientation, gender identity, or expression.

6. Glen Ridge shall be responsible for all costs of operation and maintenance of the Project.

7. The term of this Agreement shall be for ten (10) years, commencing upon the date of execution by the parties hereto.

8. The parties agree that, in the event Glen Ridge is in default of its obligations under this Agreement, the County shall provide Glen Ridge thirty (30) days written notice to cure the default. In the event Glen Ridge 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 Glen Ridge for the Project deemed to be in default and Glen Ridge shall return any County RAP funds already collected by Glen Ridge 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. Glen Ridge shall complete the Project by January 1, 2010, and invoices and checks submitted for reimbursement must be dated within the project time frame of June 1, 2009, through January 1, 2010. Glen Ridge shall provide its final reimbursement request(s), including a project completion statement and reimbursement documentation as indicated in Section 2 above on or before April 1, 2010. Upon written notification to County at least ninety (90) days prior to that date Glen Ridge may request an extension beyond this period for the purpose of completing the Project.

11. In the event Glen Ridge 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 Glen Ridge. The determination that Glen Ridge has ceased or suspended the Project shall be made by County and Glen Ridge agrees to be bound by County's determination.

12. Glen Ridge 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 Glen Ridge. 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 Glen Ridge 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, Glen Ridge 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 Glen Ridge, 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 Glen Ridge is eligible to receive reimbursement from the County.

15. Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, Glen Ridge 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 Glen Ridge maintains third-party commercial General Liability and Business Auto Liability in lieu of exclusive reliance on self-insurance under Section 768.28, Florida Statutes, Glen Ridge shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

Glen Ridge 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, Glen Ridge 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, Glen Ridge, FL 33461, Attention: Administrative Support Manager.

Compliance with the foregoing requirements shall not relieve Glen Ridge of its liability and obligations under this Agreement.

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

16. Glen Ridge 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 Glen Ridge, County shall have the right to inspect and audit said books, records, documents and other evidence during normal business hours.

17. The County and Glen Ridge 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, Glen Ridge 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 Glen Ridge:

City Manager
Town of Glen Ridge
1501 Glen Road
West Palm Beach, FL 33406

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**

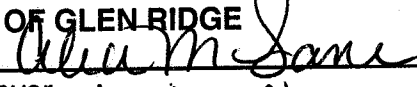
**PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Commissioner John F. Koons, Chairman

ATTEST:

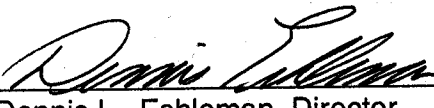
By: 
Christa J. Simmons, Town Manager

TOWN OF GLEN RIDGE
By: 
Mayor Alice McLane

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: _____
County Attorney

APPROVED AS TO TERMS AND CONDITIONS

By: 
Dennis L. Eshleman, Director
Parks and Recreation Department

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

Name of Municipality: Town of Glen Ridge
Mailing Address: 1501 Glen Road, West Palm Beach, FL 33406
Name of Mayor: Alice McLane
Name of City Manager: Christa Simmons
Project Liaison Information:
Name: Christa Simmons
Telephone #: 561-687-8868
Fax #: 561-687-1755
e-mail: glenridge.town@bellsouth.net

PROJECT INFORMATION

1. Name of Project: Flury Park Improvements ^{Playground}
2. Description
 - General (Project Scope):
To bring playground into code compliance + other improvements
 - Public Purpose: Playground and park
 - Location: Flury Park - Glen Ridge, FL
 - Anticipated Number of Participants/Users: 50
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.
Restructuring of fall zone for playground to come into code compliance; provide playground lighting; relocate old equipment; obtain new equipment; landscaping; management fees; fencing
4. Estimated Lump Sum Total for Project: \$ 30,000.00
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). June 1, 2009 to January 1, 2010

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. Do not submit reimbursement documentation at this time. 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 Attachments:

Certificate of Insurance ✓

7. Amount of Recreation Assistance Program Funding awarded \$ 30,000
District 3
(filled in by County)

Form available online by request. Contact Susan Yinger at syinger@pbccgov.com

EXHIBIT A
DATA 1



PALM BEACH COUNTY
PARKS AND RECREATION DEPARTMENT

EXHIBIT B

CONTRACT PAYMENT REQUEST

Date _____

Grantee: _____ Project Name: _____

Submission #: _____ Reimbursement Period: _____

Item	Key	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	(I)	_____	_____
TOTAL PROJECT COSTS		=====	=====

Key Legend

C = Contractual Services
S = Salary & Wages
M = Materials, Supplies, Direct Purchases
E = Equipment
T = Travel
I = Indirect Costs

Certification: I hereby certify that the above expenses were incurred for the work identified as being accomplished in the attached progress reports.

Certification: I hereby certify that the documentation has been maintained as required to support the project expenses reported above and is available for audit upon request.

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 Disbursed \$ _____

County Funds Due this Billing \$ _____

Reviewed and Approved By: _____

PBC Project Administrator

Date

Department 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

Date

Grantee: _____

Project Name: _____

Submittal #: _____

Contract Reimbursement Period: _____

#	Payee (Vendor/Contractor)	Key	Check or Voucher		Invoice		Amount	Expense Description
			Number	Date	Number	Date		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
					TOTAL \$			

Certification: I hereby certify that the purchases noted above were used in accomplishing this project.

Administrator

Date

Certification: I hereby certify that bid tabulations, executed contract, cancelled checks, and other purchasing documentation have been maintained as required to support the costs reported above and are available for audit upon request.

Date

CERTIFICATE OF COVERAGE

Certificate Holder

Palm Beach County
Parks and Recreation Department
2700 6th Avenue
Lake Worth, FL 33461

Administrator

Florida League of Cities, Inc.
Public Risk Services
P.O. Box 530065
Orlando, Florida 32853-0065

Issue Date 5/22/09

COVERAGES
THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT

COVERAGE PROVIDED BY: FLORIDA MUNICIPAL INSURANCE TRUST

AGREEMENT NUMBER: FMIT 0211 COVERAGE PERIOD: FROM 10/1/08 COVERAGE PERIOD: TO 10/1/09 12:01 AM STANDARD TIME

TYPE OF COVERAGE - LIABILITY

General Liability

- ☒ Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury
- ☒ Errors and Omissions Liability
- ☒ Supplemental Employment Practice
- ☒ Employee Benefits Program Administration Liability
- ☒ Medical Attendants'/Medical Directors' Malpractice Liability
- ☒ Broad Form Property Damage
- ☐ Law Enforcement Liability
- ☒ Underground, Explosion & Collapse Hazard

Limits of Liability

* Combined Single Limit
Deductible N/A

Automobile Liability

- ☐ All owned Autos (Private Passenger)
- ☐ All owned Autos (Other than Private Passenger)
- ☐ Hired Autos
- ☐ Non-Owned Autos

Limits of Liability

TYPE OF COVERAGE - PROPERTY

- ☒ Buildings
 - ☐ Basic Form
 - ☒ Special Form
 - ☒ Personal Property
 - ☐ Basic Form
 - ☒ Special Form
 - ☐ Agreed Amount
 - ☒ Deductible \$500
 - ☒ Coinsurance 100%
 - ☐ Blanket
 - ☒ Specific
 - ☒ Replacement Cost
 - ☐ Actual Cash Value
- ☒ Miscellaneous
 - ☐ Inland Marine
 - ☒ Electronic Data Processing
 - ☐ Bond

Limits of Liability on File with Administrator

TYPE OF COVERAGE - WORKERS' COMPENSATION

- ☒ Statutory Workers' Compensation
- ☒ Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 By Disease
 - \$1,000,000 Aggregate By Disease
- ☐ Deductible N/A
- ☐ SIR Deductible N/A

Automobile/Equipment - Deductible

- ☐ Physical Damage NA - Comprehensive - Auto NA - Collision - Auto NA - Miscellaneous Equipment

Other

The limit of liability is \$100,000 Bodily Injury and/or Property Damage per person or \$200,000 Bodily Injury and/or Property Damage per occurrence. These specific limits of liability are increased to \$1,500,000 for General Liability (combined single limit) per occurrence, solely for any liability resulting from entry of a claims bill pursuant to Section 768.28 (5) Florida Statutes or liability imposed pursuant to Federal Law or actions outside the State of Florida.

Description of Operations/Locations/Vehicles/Special Items

RE: Re: Grant

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE.

Designated Member

Town of Glen Ridge
1501 Glen Road
West Palm Beach FL 33406

Cancellations

SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, ITS AGENTS OR REPRESENTATIVES.



AUTHORIZED REPRESENTATIVE