



CITY COMMISSION OF THE CITY OF PAHOKEE

WORKSHOP

Tuesday, March 24, 2020 6:00 p.m.
360 East Main Street, Pahokee, Florida

This Workshop of the City Commission of the City of Pahokee is being held to discuss the March 24, 2020 Agenda.

A. INVOCATION AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. TOPIC

D. DISCUSSION, COMMENTS, CONCERNS

E. ADJOURN

NOTICE

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

SUBJECT TO CHANGE



AGENDA

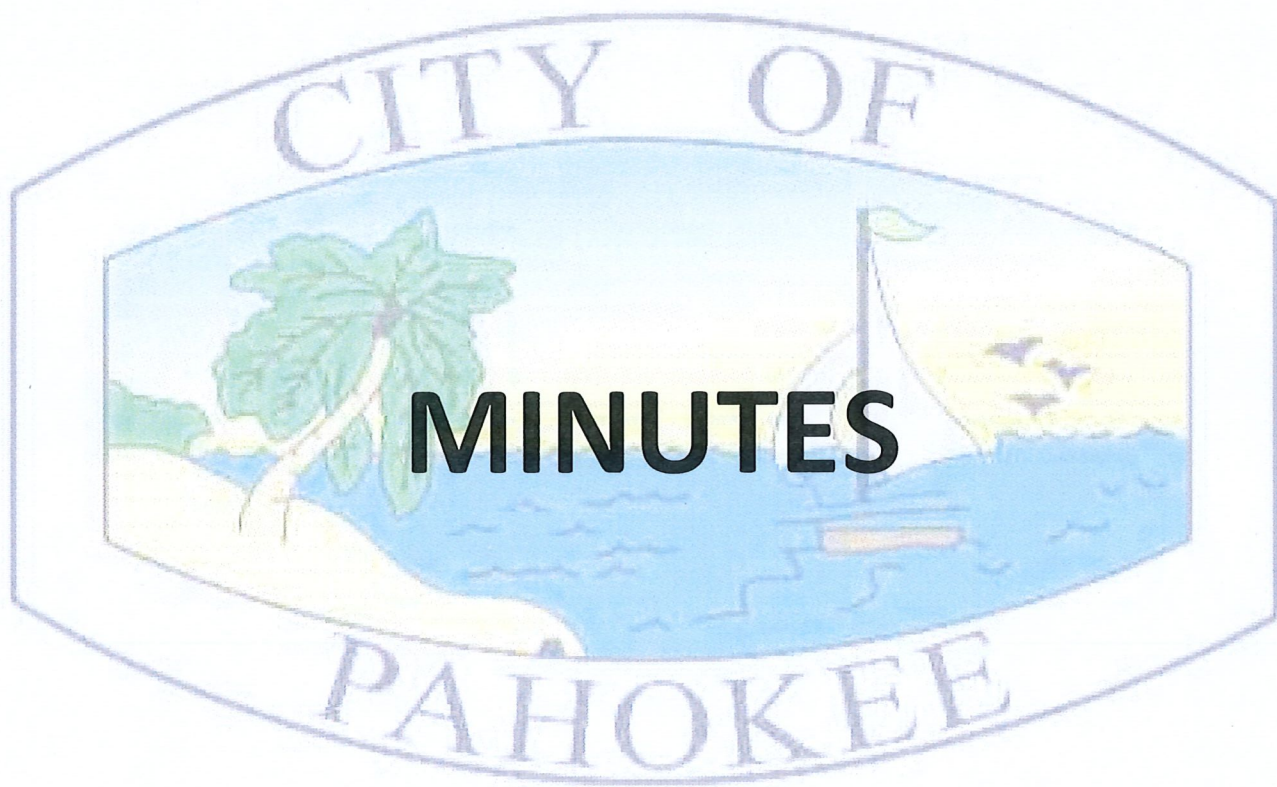
CITY COMMISSION OF THE CITY OF PAHOKEE
REGULAR COMMISSION MEETING
TUESDAY, MARCH 24, 2020 6:30 P.M.

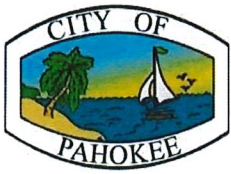
- A. INVOCATION AND PLEDGE OF ALLEGIANCE
- B. ROLL CALL
- C. ADDITIONS, DELETIONS, AND APPROVAL OF AGENDA ITEMS
- D. CITIZEN COMMENTS/PUBLIC SERVICE ANNOUNCEMENTS – ALL ITEMS ON AGENDA (3 MINUTES)
- E. APPROVAL OF MINUTES
 - 1. **February 25, 2020 – Workshop Minutes**
 - 2. **February 25, 2020 – Regularly Scheduled Commission Meeting Minutes**
- F. CONSENT AGENDA
- G. ORDINANCE(S)
- H. RESOLUTION(S)
 - 1. **Resolution 2020 – 09 (Use of Facility for Government Entities)**
 - 2. **Resolution 2020 – 10 (Budget Amendment)**
- I. PUBLIC HEARINGS
- J. PROCLAMATION(S)
- K. PRESENTATION(S)
- L. REPORT OF THE MAYOR
- M. REPORT OF THE CITY MANAGER
- N. REPORT OF THE CITY ATTORNEY
- O. OLD BUSINESS
- P. NEW BUSINESS
- Q. FUTURE AGENDA ITEMS OF COMMISSIONERS, IF ANY
- R. FOR THE GOOD OF THE ORDER (COMMUNITY EVENTS, FEEL GOOD ANNOUNCEMENTS)
- S. ADJOURN

NOTICE

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

SUBJECT TO CHANGE





**CITY COMMISSION OF THE CITY OF PAHOKEE
COMMISSION WORKSHOP MINUTES
Tuesday, February 25, 2020**

Pursuant to due notice the Commission Workshop was held in the Commission Chambers at 360 East Main Street, Pahokee, Palm Beach County, Florida on February 25, 2020.

The meeting was called to order by Mayor Babb at 6:10 p.m.

Official attendance was recorded as follows:

<u>Roll Call:</u>	Mayor Keith W. Babb, Jr.	Present
	Commissioner Regina Bohlen	Present
	Commissioner Benny L. Everett, III	Present
	Commissioner Felisia C. Hill	Present
	Vice Mayor Clara M. Murvin	Present
	Chandler Williamson, City Manager	Present
	Burnadette Norris-Weeks, City Attorney	Present
	Nylene Clarke, City Clerk	Present

Topic

1. February 25, 2020 Agenda

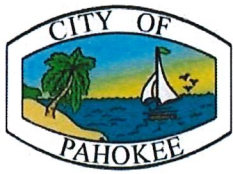
Mr. Williamson provided an overview of the agenda and provided an update on the following:

- Gymnasium
- Seating for the football field
- Barfield Highway
- City's website

There being no further business to discuss, Mayor Babb adjourned the meeting at 6:26 p.m.

Keith W. Babb, Jr., Mayor

ATTEST: Helmi Salas
Interim City Clerk



**CITY COMMISSION OF THE CITY OF PAHOKEE
REGULARLY SCHEDULED COMMISSION MEETING MINUTES
Tuesday, February 25, 2020**

Pursuant to due notice, the Regularly Scheduled Commission Meeting was held in the Commission Chambers at 360 East Main Street, Pahokee, Palm Beach County, Florida on February 25, 2020.

The meeting was called to order by Mayor Babb at 6:34 p.m.

Official attendance was recorded as follows:

<u>Roll Call:</u>	Mayor Keith W. Babb, Jr.	Present
	Commissioner Regina Bohlen	Present
	Commissioner Benny L. Everett, III	Present
	Commissioner Felisia C. Hill	Present
	Vice Mayor Clara M. Murvin	Present
	Chandler Williamson, City Manager	Present
	Burnadette Norris-Weeks, City Attorney	Present
	Nylene Clarke, City Clerk	Present

Additions, Deletions, and Approval of Agenda Items:

Glades Global Business Group was added to Presentation(s).

Approval of Agenda with addition

Motion by Commissioner Everett. Seconded by Commissioner Hill.

Motion carried unanimously.

Citizen Comments/Public Service Announcements – All items on Agenda (3 minutes):

1. Bobby Colvin commented in regard to the Marina.
2. Samuel McKinstry read his statement from an incident on February 20, 2020 and inquired as to what will be done about it.
3. Mark Miller commented in regard to Ordinance 2019 - 02 and order of business.
4. Catherine Marvez commented in regard to the agenda, old business that have not been brought back, the IG report, and Resolution 2020 - 08.
5. Metra Hughes commented in regard to a public records request that she submitted.
6. Joann Culberson commented in regard to questions and concerns submitted at City Hall.
7. Herbert Crawford commented in regard to the public area at the Marina and the gymnasium.
8. Jeffery Willis, Community Liaison for Florida Crystal, provided a formal introduction as the new Community Liaison.

Approval of Minutes:

1. February 11, 2020 – Workshop Minutes
2. February 11, 2020 – Regularly Scheduled Commission Meeting Minutes

Approval of February 11, 2020 Workshop Minutes

Motion by Commissioner Everett. Seconded by Vice Mayor Murvin.

Motion carried unanimously.

Approval of February 11, 2020 Regularly Scheduled Commission Meeting Minutes

Motion by Vice Mayor Murvin. Seconded by Commissioner Everett.

Motion carried unanimously.

Consent Agenda:

1. Reissue of Lost Check to PRM for Annual Workers Comp Premium Insurance

Approval of Reissue of Lost Check to PRM for Annual Workers Comp Premium Insurance

Motion by Commissioner Everett. Seconded by Vice Mayor Murvin.

Motion carried unanimously.

Ordinance(s): *(none)*

Resolution(s):

1. Resolution 2020 – 04 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING AN AGREEMENT BETWEEN BIG DOG EXPRESS OF SOUTH FLORIDA, INC. AND THE CITY OF PAHOKEE FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Approval of Resolution 2020 - 04 with changes adding “residential and commercial” and deleting paragraph 27

Motion by Vice Mayor Murvin. Seconded by Commissioner Everett.

Motion carried four (4) ayes and one (1) nay.

2. Resolution 2020 – 05 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING AN AGREEMENT BETWEEN MACK & SON, LLC AND THE CITY OF PAHOKEE FOR DEMOLITION OF THE OLD CITY HALL BUILDING; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Approval of Resolution 2020 - 05

Motion by Commissioner Everett. Seconded by Vice Mayor Murvin.

Motion carried unanimously.

3. Resolution 2020 – 06 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING THE AWARD OF THE PAHOKEE ROADWAYS RESURFACING CONTRACT PHASE III ATTACHED HERETO AS EXHIBIT “A” IN THE AMOUNT OF \$197,571.75, TO C.W. ROBERTS CONTRACTING, INC.; AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE THE SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Approval of Resolution 2020 - 06

Motion by Commissioner Everett. Seconded by Commissioner Hill.

Motion carried unanimously.

4. Resolution 2020 – 07 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING THE INTERLOCAL GRANT AGREEMENT BY AND BETWEEN THE CITY OF PAHOKEE, FLORIDA AND SOLID WASTE AUTHORITY OF PALM BEACH COUNTY ATTACHED HERETO AS EXHIBIT “A”; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Approval of Resolution 2020 - 07

Motion by Commissioner Everett. Seconded by Vice Mayor Murvin.

Motion carried four (4) ayes and one (1) nay.

5. Resolution 2020 – 08 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE THE OPTION TO PURCHASE REAL ESTATE, ATTACHED AS EXHIBIT “A”, BY AND BETWEEN THE CITY OF PAHOKEE, FLORIDA AND OIKOS DEVELOPMENT CORPORATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Approval of Resolution 2020 - 08

Motion by Commissioner Everett. Seconded by Vice Mayor Murvin.

Motion carried four (4) ayes and one (1) nay.

Public Hearings: *(none)*

Proclamation(s): *(none)*

Presentation(s):

1. Glades Global Business Group *(Not present)*

Report of the Mayor:

Mayor Babb discussed the following:

- Farmers spraying seven days a week / leaving muck on the roads
- Threats on social media
- Retail conference
- Gratitude for PBSO quickly responding to disturbances at meetings

Report of the City Manager:

Mr. Williamson discussed upcoming projects and provided clarity for the public records request process.

Approval to cancel the March 10, 2020 Commission Meeting due to the National League of Cities Congressional Conference

Motion by Vice Mayor Murvin. Seconded by Commissioner Hill.

Motion carried unanimously.

Report of the City Attorney: *(none)*

Old Business: *(none)*

New Business:

1. Pahokee Housing Authority Board

The City Commission reviewed applications to fill a vacancy on the Pahokee Housing Authority Board.

Approval to appoint Xzavious Wiley to the Pahokee Housing Authority Board

Motion by Vice Mayor Murvin. Seconded by Commissioner Hill.

Motion carried unanimously.

Future Agenda Items of Commissioners, if any:

Approval of Verbal Quarterly Financial Report with the Finance Director present

Motion by Mayor Babb. Seconded by Commissioner Everett.

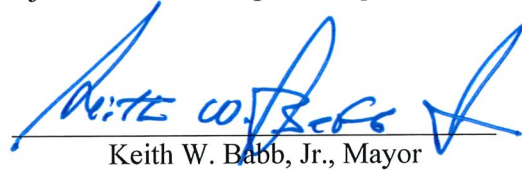
Motion carried unanimously.

For the Good of the Order (Community Events, Feel Good Announcements):

Commissioner Bohlen discussed the IG report and congratulated Big Dog Express on their contract.

Commissioner Hill encouraged Commissioner Bohlen to continue to ask questions.

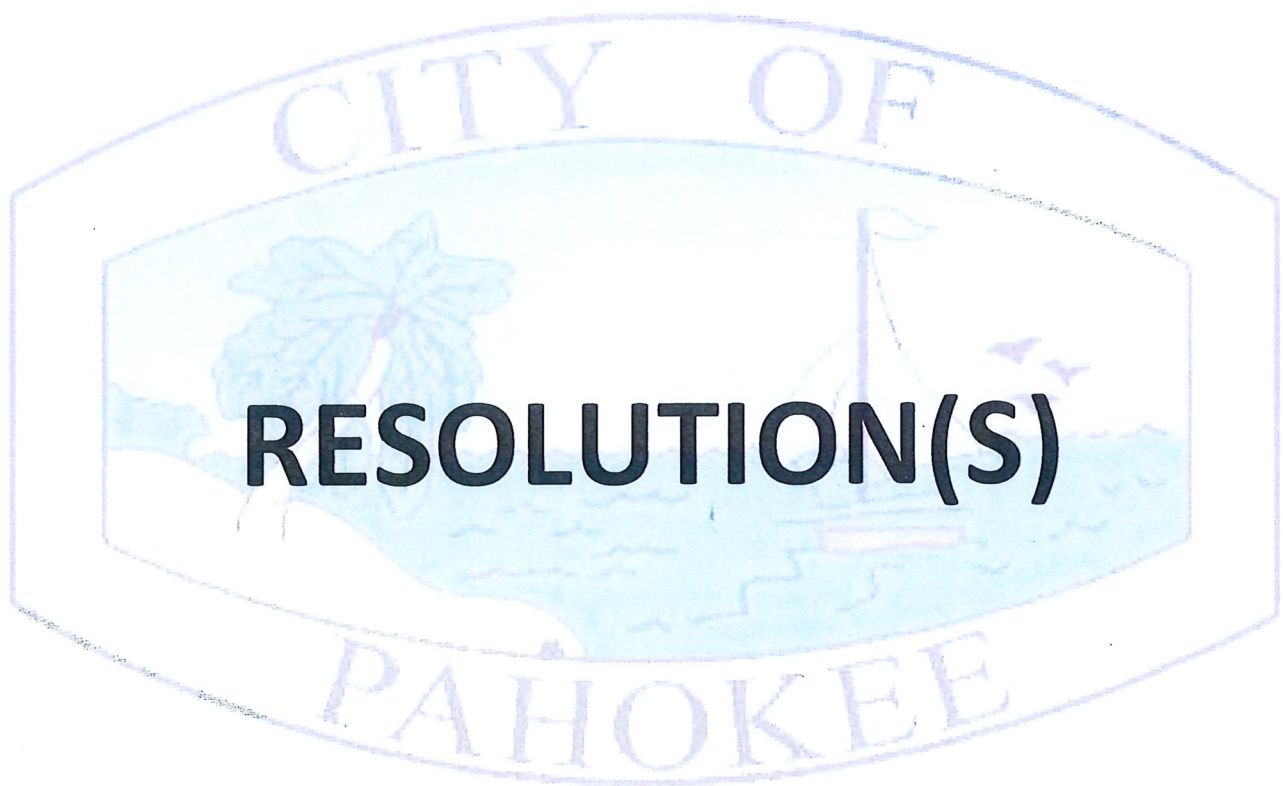
There being no further business to discuss, Mayor Babb adjourned the meeting at 8:57 p.m.



Keith W. Babb, Jr., Mayor



ATTEST: Interim City Clerk



RESOLUTION 2020 - 09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING THE USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES BY AND BETWEEN THE CITY OF PAHOKEE, FLORIDA AND PALM BEACH COUNTY, ATTACHED HERETO AS EXHIBIT "A"; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County (the "County") operates congregate meal sites for qualifying seniors; and.

WHEREAS, the City of Pahokee, Florida (the "City") desires to provide the County with a space to operate a congregate dining site located at The Pahokee Wellness Center, 360 East Main St., Pahokee, FL 33476, in accordance with the terms set forth in the Use of Facility Agreement for Government Entities (the "Use of Facility Agreement") attached hereto as Exhibit "A."

WHEREAS, both the City and the County desire to agree to the mutual promises contained in the Use of Facility Agreement, attached hereto as Exhibit "A"; and

WHEREAS, the City Commission of the City of Pahokee, Florida, finds that approving the Use of Facility Agreement and authorizing and directing the City Manager to execute the same is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

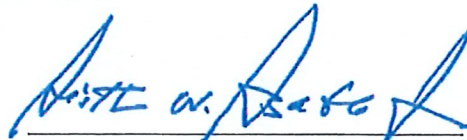
Section 1. Adoption of Representations. The foregoing whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Use of Facility Agreement for Government Entities. The City Commission of the City of Pahokee, Florida hereby approves the Use of Facility Agreement for Government Entities by and between the City of Pahokee and Palm Beach County, attached hereto as Exhibit "A".

Section 3. Authorization of City Manager. The City Commission of the City of Pahokee, Florida hereby authorizes and directs the City Manager to execute the Use of Facility Agreement for Government Entities by and between the City of Pahokee and Palm Beach County, Florida, attached hereto as Exhibit "A".

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.


PASSED and ADOPTED this 24th day of March 2020


Keith W. Babb, Jr., Mayor

ATTEST:


Acting City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: Comm. Everett

Seconded by: Vice-Mayor Murvin

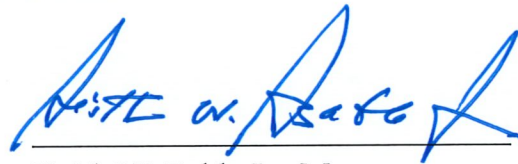
VOTE:

Commissioner Bohlen	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Everett	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Hill	<i>Absent</i> <input type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Vice-Mayor Murvin	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Mayor Babb	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)

Section 3. Authorization of City Manager. The City Commission of the City of Pahokee, Florida hereby authorizes and directs the City Manager to execute the Use of Facility Agreement for Government Entities by and between the City of Pahokee and Palm Beach County, Florida, attached hereto as Exhibit "A".


Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 24th day of March 2020



Keith W. Babb, Jr., Mayor

ATTEST:


Acting City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: Comm. Everett

Seconded by: Vice-Mayor Murvin

VOTE:

Commissioner Bohlen	<u>✓</u> (Yes)	_____ (No)
Commissioner Everett	<u>✓</u> (Yes)	_____ (No)
Commissioner Hill	<u>Absent</u> (Yes)	_____ (No)
Vice-Mayor Murvin	<u>✓</u> (Yes)	_____ (No)
Mayor Babb	<u>✓</u> (Yes)	_____ (No)

Exhibit "A"

Use of Facility Agreement

(Attached)



TO: All Congregate Meal Site Facilities

FROM: Susan Koester, Nutrition Coordinator

Susan Koester

DATE: January 6, 2020

RE: **Use of Facility Agreement**

**Department of Community Services
Division of Senior Services
Administration**

- ❑ **Central Office**
810 Datura Street, Suite 300
West Palm Beach, FL 33401
Tel: (561) 355-4746
FAX: (561) 355-3222
- ❑ **North Office**
5217 Northlake Boulevard
Palm Beach Gardens, FL 33418
Tel: (561) 694-5435
FAX: (561) 694-9611
- ❑ **South Office**
3680 Lake Worth Road
Lake Worth, FL 33461
Tel: (561) 357-7100
FAX: (561) 357-7114
- ❑ **West Office**
2916 State Road #15
Belle Glade, FL 33430
Tel: (561) 996-4808
FAX: (561) 992-1011

www.pbcgov.com



**Palm Beach County
Board of County Commissioners**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*



Please find enclosed three copies of the new Use of Facility Agreement for congregate meals to allow for continuation of meals to be served to seniors at your facility. We are requesting all three copies be signed by all required parties. Then please return all three copies to me, Susan Koester, at your earliest convenience. Please accompany the three signed copies with one Certificate of Insurance as clarified within the contract.

The county will fill in the time periods which appear blank at this time as well as required county signatures. We will then return to you a signed original copy for your files.

Please review The Scope of Work closely to familiarize yourself with the level of commitment required to host a congregate meal site.

Please do not hesitate to contact me with any concerns or questions you may have. We look forward to continuing our relationship with you as we work together to provide Palm Beach County seniors with nutritious congregate meals that support good health.

Susan Koester
(561) 355-4757
skoester@pbcgov.org

USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES

This Agreement is made as of the _____ day of _____, 2020 by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and The City of Pahokee, a body of local government authorized to do business in the State of Florida, whose Federal Tax I.D. Number is 59-6000400, hereinafter referred to as the MUNICIPALITY.

NOW THEREFORE, in consideration of the mutual promises contained herein, both the COUNTY and the MUNICIPALITY agree to the following:

ARTICLE 1 – SERVICES

The MUNICIPALITY'S responsibility under this Agreement is to provide, at no charge, adequate space within the facility located at The Pahokee Wellness Center, 360 East Main St., Pahokee, FL 33476, for a congregate dining site and to provide meal site staff, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liasion during the performance of this Agreement shall be Susan Koester, Nutrition Coordinator, PBC Division of Senior Services; telephone no. (561) 355-4757.

The MUNICIPALITY'S representative/liasion during the performance of this Agreement shall be Chandler F. Williamson, City Manager, City of Pahokee; telephone no. (561) 924-5534 ext. 2000.

ARTICLE 2 – EFFECTIVE DATE, TERM AND SCHEDULE

This Agreement shall be effective when signed by all parties and approved by The Palm Beach County Board of County Commissioners. The term of this Agreement shall be for a period of three (3) years, commencing on _____, and terminating on _____ (Initial Term), and shall be automatically renewed annually thereafter (Renewal Term) unless terminated as provided for herein or unless either party elects to not renew this Agreement upon providing no less than thirty (30) days advance written notice to the other party prior to the expiration of the then current term. Each Renewal Term shall be upon the same terms and conditions set forth herein.

In the event either party elects not to renew this Agreement at the end of the Initial Term or any subsequent Renewal Term, this Agreement shall terminate at the end of the Initial Term or subsequent Renewal Term and MUNICIPALITY shall have no further rights hereunder.

ARTICLE 3 – USE OF FACILITY

The MUNICIPALITY will allow the COUNTY to utilize the facility identified in Article I without the need for any payment by the County to the MUNICIPALITY.

ARTICLE 4 – TERMINATION

This Agreement may be terminated by the MUNICIPALITY, with or without cause, upon thirty (30) days prior written notice to the COUNTY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the MUNICIPALITY or without cause upon ten (10) business days written notice to the MUNICIPALITY. Unless the MUNICIPALITY is in breach of this Agreement, the MUNICIPALITY shall be paid for services rendered (if applicable) to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice by either party, except as otherwise directed by the party delivering the notice in writing the:

COUNTY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work or use of the facility.
- C. Remove all County equipment from the facility; restore the facility to its original condition, reasonable wear and tear excepted and vacate the facility on or before the last day of the above notice period.

MUNICIPALITY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 5 – PERSONNEL

The MUNICIPALITY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein shall be performed by the MUNICIPALITY or under its supervision, and all personnel (and all volunteers) engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

The MUNICIPALITY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the MUNICIPALITY'S personnel (including subcontractors and staff/volunteers), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 6 – AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this Agreement for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 7 – INSURANCE

To the extent permitted by law, and without waiving sovereign immunity beyond the limits set forth at Section 768.28, Florida Statutes, each party acknowledges and represents that it is self-insured for General Liability under Florida sovereign immunity statutes within the coverage limits allowed by law. To the extent either party is not self-insured, the following shall apply:

- A. MUNICIPALITY 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. MUNICIPALITY 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 or acceptance of insurance maintained by MUNICIPALITY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by MUNICIPALITY under the Agreement.
- B. **Commercial General Liability** MUNICIPALITY 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. MUNICIPALITY shall provide this coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** MUNICIPALITY shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. MUNICIPALITY shall provide this coverage on a primary basis.
- D. **Professional Liability** MUNICIPALITY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of MUNICIPALITY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, MUNICIPALITY shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, MUNICIPALITY shall purchase a SERP with a minimum reporting period not less than 3 years. MUNICIPALITY shall provide this coverage on a primary basis.

ARTICLE 7 – INSURANCE (cont’d)

- E. **Additional Insured** MUNICIPALITY 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.” MUNICIPALITY shall provide the Additional Insured endorsements coverage on a primary basis.
- F. **Waiver of Subrogation** MUNICIPALITY 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 to the policy, then MUNICIPALITY 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, which specifically prohibits such an endorsement, or which voids coverage should MUNICIPALITY enter into such an agreement on a pre-loss basis.
- G. **Certificate(s) of Insurance** Prior to execution of this Agreement, MUNICIPALITY shall deliver to the COUNTY’S representative as identified in Article 23, a Certificate(s) of Insurance 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. The certificate of insurance shall be issued to
- PALM BEACH COUNTY
c/o: Community Services Department
Division of Senior Services
810 Datura Street, Suite 300
West Palm Beach, FL 33401
- H. **Umbrella or Excess Liability** If necessary, MUNICIPALITY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “Each Occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.
- I. **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.
- J. COUNTY shall maintain the same coverages and bear the same obligations as required for MUNICIPALITY above.

ARTICLE 8 – INDEMNIFICATION

Each party shall be liable for its own actions and negligence and, to the extent permitted by law, COUNTY shall protect, defend, reimburse, indemnify and hold the MUNICIPALITY its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance over the course of this Agreement or due to the acts or omissions of the COUNTY, and the MUNICIPALITY shall protect, defend, reimburse, indemnify and hold the COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance over the course of this Agreement or due to the acts or omissions of the MUNICIPALITY.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, section 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party’s negligent, willful or intentional acts or omissions.

ARTICLE 9 – SUCCESSORS AND ASSIGNS

The COUNTY and the MUNICIPALITY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the COUNTY nor the MUNICIPALITY shall assign, sublet, convey or transfer its interest in this Agreement without the prior written consent of the other.

ARTICLE 10 – REMEDIES

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the agreement will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the COUNTY and/or MUNICIPALITY.

ARTICLE 11 – CONFLICT OF INTEREST

The Parties represents that they presently have no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The Parties further represents that no person having any such conflict of interest shall be employed for said performance of services.

ARTICLE 11 – CONFLICT OF INTEREST (cont'd)

The Parties shall promptly notify the other Party's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance, which may influence or appear to influence the Party's judgement or quality of services being provided hereunder.

Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Party may undertake and request an opinion of the COUNTY Ethics Commission as to whether the association, interest or circumstance would, in the opinion of the Commission, constitute a conflict of interest if entered into by that Party. . If, in the opinion of the Commission, the prospective business association, interest or circumstance would not constitute a conflict of interest, the Party shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided under the terms of this Agreement.

ARTICLE 12 – EXCUSABLE DELAYS

The MUNICIPALITY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the MUNICIPALITY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the MUNICIPALITY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the MUNICIPALITY'S failure to perform was without it or its subcontractors fault or negligence, the agreement Schedule and/or any other affected provision of this Agreement shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 13 – ARREARS

The MUNICIPALITY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any agreement, debt, obligation, judgement, lien, or any form of indebtedness. The MUNICIPALITY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 14 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The MUNICIPALITY shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the MUNICIPALITY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

ARTICLE 14 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS (cont'd)

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Agreement, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 – 2-440, as amended.

ARTICLE 15 – INDEPENDENT AGREEMENT OR RELATIONSHIP

The MUNICIPALITY is, and shall be, in the performance of all work services and activities under this Agreement, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the MUNICIPALITY'S sole direction, supervision, and control. The MUNICIPALITY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the MUNICIPALITY'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The MUNICIPALITY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 16 – CONTINGENT FEES

The MUNICIPALITY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the MUNICIPALITY to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona-fide employee working solely for the MUNICIPALITY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 17 – ACCESS AND AUDITS

The MUNICIPALITY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of this Agreement. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the MUNICIPALITY 'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County agreements, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the MUNICIPALITY, its officers, agents, employees, and lobbyists in order to ensure compliance with agreement requirements and detect corruption and fraud.

ARTICLE 17 – ACCESS AND AUDITS (cont'd)

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421-2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

ARTICLE 18 – NONDISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of agreements/contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the MUNICIPALITY warrants and represents that throughout the term of the agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the agreement.

As a condition of entering into this Contract, the MUNICIPALITY represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the MUNICIPALITY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the MUNICIPALITY retaliate against any person for reporting instances of such discrimination. The MUNICIPALITY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The MUNICIPALITY understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. MUNICIPALITY shall include this language in its subcontracts.

ARTICLE 19 – AUTHORITY TO PRACTICE

The MUNICIPALITY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 20 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 21 – PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, the MUNICIPALITY 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 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 22 – MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the MUNICIPALITY of the COUNTY'S notification of a contemplated change, the MUNICIPALITY shall, in writing and advise the COUNTY if the contemplated change shall affect the MUNICIPALITY'S ability to meet the completion dates or schedules of this Agreement.

If the COUNTY so instructs in writing, the MUNICIPALITY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate an Agreement Amendment and the MUNICIPALITY shall not commence work on any such change until such written amendment is signed by the MUNICIPALITY and approved and executed on behalf of Palm Beach County.

ARTICLE 23 – NOTICE

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance.

If sent to the COUNTY, notices shall be addressed to:

Susan Koester, Nutrition Coordinator
Palm Beach County Division of Senior Services
810 Datura Street, Suite 300
West Palm Beach, FL 33401

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the MUNICIPALITY, notices shall be addressed to:

Chandler F. Williamson, City Manager
City of Pahokee
207 Begonia Drive
Pahokee, FL 33476

ARTICLE 24 – ENTIRETY OF AGREEMENT

Both The COUNTY and the MUNICIPALITY agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

ARTICLE 25 – CRIMINAL HISTORY RECORDS CHECK

The MUNICIPALITY and its employees, subcontractors of the MUNICIPALITY and employees of the subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance (“Ordinance”), for unescorted access to critical facilities (“Critical Facilities”) or criminal justice information facilities (“CJI Facilities”) as identified in Resolutions R-2013-1470 and R2015-0572, as amended. The MUNICIPALITY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the MUNICIPALITY acknowledges that services include any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Agreement may include sites and/or buildings, which have been designated as either “critical facilities” or “criminal justice information facilities” pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the MUNICIPALITY(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The MUNICIPALITY shall make every effort to collect the badges of its employees and its subcontractor’s employees upon conclusion of the agreement and return them to the COUNTY. If the MUNICIPALITY or its subcontractor(s) terminates an employee who has been issued a badge, the MUNICIPALITY must notify the COUNTY within two (2) hours. At the time of termination, the MUNICIPALITY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the MUNICIPALITY if the MUNICIPALITY 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated MUNICIPALITY employee or subcontracted employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 26 – REGULATIONS; LICENSING REQUIREMENTS

The MUNICIPALITY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. MUNICIPALITY is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 27 – SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the MUNICIPALITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.
- B. **When agreement value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Agreement or performing any work in furtherance hereof, the MUNICIPALITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by MUNICIPALITY, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of agreement renewal, if applicable.

ARTICLE 28 – PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the MUNICIPALITY: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the MUNICIPALITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The MUNICIPALITY is specifically required to:

- A. Keep and maintain public records required by the County to perform services as provided under this Agreement.
- B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The MUNICIPALITY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the agreement, if the MUNICIPALITY does not transfer the records to the public agency.

ARTICLE 28 – PUBLIC RECORDS (cont'd)

Upon completion of the agreement, the MUNICIPALITY shall transfer, at no cost to the County, all public records in possession of the MUNICIPALITY unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the MUNICIPALITY transfers all public records to the County upon completion of the agreement, the MUNICIPALITY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the MUNICIPALITY keeps and maintains public records upon completion of the agreement, the MUNICIPALITY shall meet all applicable requirements for retaining public records. All records stored electronically by the MUNICIPALITY must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the MUNICIPALITY to comply with the requirements of this article shall be a material breach of this Agreement. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. MUNICIPALITY acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE MUNICIPALITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MUNICIPALITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 29 - APPLICABILITY

The provisions of Sections 12-28 are applicable to the COUNTY to the same extent as they are applicable to MUNICIPALITY. Where MUNICIPALITY is named in each provision it is understood and agreed that COUNTY is named as well.

(Revised 02/07/2020)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and the MUNICIPALITY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Dave Kerner, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

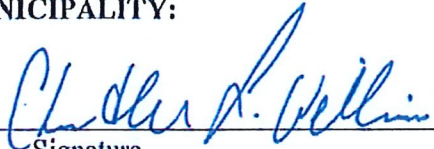
By: _____
County Attorney

By: _____
Community Services Department

ATTEST:

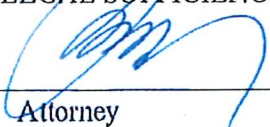
MUNICIPALITY:

By: 
Clerk

By: 
Signature

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Chandler F. Williamson
Print Name

By: 
Attorney

City Manager
Title

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and the MUNICIPALITY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

**SHARON R. BOCK
CLERK AND COMPTROLLER**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Dave Kerner, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
County Attorney

By: _____
Community Services Department

ATTEST:

MUNICIPALITY:

By: *Noreen Polanco*
Clerk

By: *Chandler F. Williamson*
Signature

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

 Chandler F. Williamson
Print Name

By: _____
Attorney

 City Manager
Title

EXHIBIT “A”
SCOPE OF WORK
USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES

The COUNTY operates congregate meal sites for qualifying seniors in locations north of Hypoluxo Road to the Martin County line. These sites are located in residences for the elderly, community centers, and senior centers. Owners of these facilities donate space to the COUNTY and no charge is required to reimburse the owners for use of these facilities.

The MUNICIPALITY shall provide space for a congregate dining site located at The Pahokee Wellness Center, 360 East Main St., Pahokee, FL 33476 on the following days of the week: Monday through Friday, excluding county holidays as detailed in Exhibit “B”.

There shall be no cooking of food by the COUNTY at the aforementioned meal site.

Both the MUNICIPALITY and the COUNTY shall acknowledge that the meals provided by the Palm Beach County Board of County Commissioners for this program are funded through the OAA (Older Americans Act) and sponsored by the State of Florida Department of Elder Affairs (DOEA) and Area Agency on Aging of the Palm Beaches and Treasure Coast (AAA) when marketing and/or publicizing the meal site.

- I. The following provisions shall be rendered by the MUNICIPALITY:
- A. A meal site space, which includes appropriate quality dining tables and chairs in ample quantity.
 - B. Bathrooms close to dining room that shall be handicapped accessible.
 - C. Telephone for county employee to utilize when necessary.
 - D. A kitchen/ kitchenette space that includes:
 - 1) A sink with cold running water and hot running water capable of being maintained at a temperature of 100 degrees.
 - 2) A refrigerator capable of maintaining required cold food temperatures.
 - 3) Lockable storage space in or in close proximity to the kitchen of adequate size for all program supplies needed.
 - 4) The proper electrical requirements for any hot-holding equipment the COUNTY provides.
 - E. The MUNICIPALITY shall be responsible for timely maintenance and repairs necessary for the proper functioning of dining room and kitchen equipment provided.
 - F. The MUNICIPALITY will be responsible for all client meal reservations, including phone reservations and walk-in clients, in accordance with program requirements.
 - G. The MUNICIPALITY shall be responsible to communicate a daily meal order to the Nutrition Program Office every business day by 2PM for the following business day’s meal.

EXHIBIT “A”
SCOPE OF WORK

USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES (cont’d)

- II. The following provisions shall be rendered by the MUNICIPALITY (cont’d):
- H. The MUNICIPALITY shall be responsible for recruitment, assignment and attendance of staff/volunteers to conduct day-to-day operations of the meal site. The COUNTY may be able to provide meal service support on a limited, temporary capacity only for absent site workers. The COUNTY requires a guaranteed number of staff present at each meal service in relative proportion to the number of meal recipient reservations. The COUNTY reserves the right to excuse from service to the Congregate Meal Program any staff that cannot reasonably complete duties as trained or create a hostile environment for others. **Failure to supply an adequate number of staff will place continuation of the congregate meal program at risk.**
 - I. The MUNICIPALITY shall assure a minimum of fifteen (15) program participants attending meal service. This number is required for continuance of the meal program. **Continuance of average daily attendee headcounts below 15 may require the cancellation of the congregate meal program at facility.**
 - J. The MUNICIPALITY is responsible for the acquisition and scheduling of staff and/or volunteers to conduct Nutrition Assessments with program participants as needed. The Nutrition Assessment is a set of questions completed with an applicant prior to their joining the Congregate Meal Program and then again annually during the participant’s anniversary month. Meal site personnel completing Nutrition Assessments must have completed DOSS training and passed the necessary background screening contained in s.430.0402 and Chapter 435 of the Florida Statutes. If the individual completing Nutrition Assessments is a MUNICIPALITY staff member, the MUNICIPALITY is responsible for the arrangement of and fees associated with the necessary background check prior to the start of such work. If the individual completing Nutrition Assessments is a true volunteer, the COUNTY shall be responsible for the arrangement of and fees associated with the necessary background check.
 - K. The MUNICIPALITY shall be responsible for providing each of the following for their MUNICIPALITY staff members conducting Nutrition Assessments at the congregate meal site: 1) A Background Screening Affidavit of Compliance (ATTACHMENT A), and 2) Level II Background Screening results and updates as applicable.

EXHIBIT "A"
SCOPE OF WORK

USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES (cont'd)

- I. The following provisions shall be rendered by the COUNTY:
- A. The COUNTY shall provide a steam table or comparable equipment to maintain proper temperatures of hot food.
 - B. All food and necessary food service related supplies, including food containers, utensils and paper products shall be furnished by the COUNTY or through its designated food service vendor, subject to the availability of funds.
 - C. Any property and/or fixtures installed or stored at the site by the COUNTY shall remain the property of the COUNTY and may be removed at the COUNTY's discretion.
 - D. The COUNTY shall be responsible for providing training to the staff/volunteers who will be completing Nutrition Assessments. Staff/volunteers conducting Nutrition Assessments must meet the background screening requirements contained in s. 430.0402 and Chapter 435, Florida Statutes, and must complete the required training provided by the COUNTY.
 - E. The COUNTY shall provide training to staff and volunteers recruited to work at the meal site in topics to include but not limited to; site management, food sanitation and safety, food portioning, fire safety, and required paperwork requirements. Staff and volunteers shall be trained prior to assuming meal site assignments as well as once every calendar year. Required paperwork includes but is not limited to the taking and documentation of food temperatures at delivery and service time, the recording of site refrigerator internal temperatures and completion of a daily attendance signature roster.
 - F. The COUNTY shall monitor the meal site periodically in regards to compliance with Older American's Act (OAA) grant standards, and conduct client satisfaction surveys at a minimum of once annually.
 - G. The COUNTY shall provide Nutrition Education materials, planned by the COUNTY's registered dietitian, at least once monthly. Nutrition Counseling conducted by a registered dietitian, will be offered to high-risk clients as determined by a nutrition assessment.

EXHIBIT "A"

SCOPE OF WORK

USE OF FACILITY AGREEMENT FOR GOVERNMENT ENTITIES (cont'd)

- I. The following provisions shall be rendered by the COUNTY (cont'd):
- H. The COUNTY will provide a closed slotted locked box for the collection of voluntary contributions to the cost of the congregate meal program. The COUNTY shall retain sole possession of the key to the contribution box. The COUNTY shall remove the contributions collected in the presence of a volunteer and/or MUNICIPALITY employee. Contributions collected shall be documented on a weekly basis on the Congregate Weekly Contribution Receipt form in ink with the date and amount of funds collected and signed by the COUNTY site manager and volunteer and/or MUNICIPALITY employee. A copy of the completed Congregate Weekly Contribution Receipt form is kept by the MUNICIPALITY'S designated employee. The Contribution box shall be locked until a COUNTY employee collects contributions.

Remainder of the page intentionally left blank.

EXHIBIT “B”

COUNTY HOLIDAY SCHEDULE:

- New Year’s Day
- Martin Luther King, Jr. Day (3rd Monday in January)
 - President’s Day (3rd Monday in February)
 - Memorial Day (last Monday in May)
 - Independence Day
 - Labor Day (1st Monday in September)
 - Columbus Day (2nd Monday in October)
 - Veteran’s Day
 - Thanksgiving Day
 - Floating Holiday (Day after Thanksgiving)
- Floating Holiday (Day before or after Christmas)
 - Christmas Day

RESOLUTION 2020 - 10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA APPROVING BUDGET AMENDMENT NO. 1 IN THE AMOUNT OF \$703,499 FOR FISCAL YEAR 2019 - 2020, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Fiscal Year 2019-2020 budget was adopted by the City Commission of the City of Pahokee, Florida (the "City") on 12th of November 2019; and

WHEREAS, Budget Amendment No. 1 attached as Exhibit "A" hereto will increase the current budget for Fiscal Year 2019-2020 from \$ 8,931,675.00 to \$ 9,635,174.00, a total of \$703,499.00; and

WHEREAS, the General Fund will increase in revenues and expenditures by \$64,864.00 to account for unexpected expenditures for day to day operations; and

WHEREAS, the Capital Project Fund will increase in both revenues and expenditures by \$207, 656.00 to account for grants received last Fiscal Year 2018-2019 but were not used and will be used this Fiscal Year 2019-2020; and

WHEREAS, the Special Revenue Fund will increase in both revenues and expenditures by \$424,807.00 to account for new fund per auditor's request for Discretionary Surtax Funds; and

WHEREAS, the Marina Campground Fund will increase in both revenues and expenditures by \$650.00 to account for unexpected expenditures for day to day operations; and.

WHEREAS, the Cemetery Fund will increase in both revenues and expenditures by \$5,522.00 to account for unexpected expenditures for day to day operations; and

WHEREAS, it is now necessary to amend the Fiscal Year 2019 - 2020 Budget to reflect the total budget increase of \$703,499.00.

WHEREAS, the City Commission of the City of Pahokee, Florida, finds that approving Budget Amendment No. 1, attached hereto as Exhibit "A" is in the best interests of the City and its residents.


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Budget Amendment No. 1. The City Commission of the City of Pahokee, Florida hereby approves Budget Amendment No. 1 for the Fiscal Year 2019 - 2020, attached hereto as Exhibit "A", providing for a total budget increase of \$703,499.00.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.


PASSED and ADOPTED this 24th day of March 2020


Keith W. Babb, Jr., Mayor

ATTEST:


Interim City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: Comm. Everett

Seconded by: Vice-Mayor Murvin

VOTE:

Commissioner Bohlen	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Everett	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Hill	<u>Absent</u> (Yes)	<input type="checkbox"/> (No)
Vice-Mayor Murvin	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Mayor Babb	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)

Summary

Exhibit A
Budget Amendments Summary
(Attached)

City of Pahokee

Budget Amendments Summary FY2019-2020

FUND	Comm. Mtg. Date	Budget Amendment No.	Description	Approved	Total Net Increase or (Decrease) Amount
<u>General Fund</u>					
	03/24/2020	2020-001	Increase on unexpected revenues/expenditures	20,944.00	
	03/24/2020	2020-002	To account for payment to PRM/Pria for Workers Comp	43,920.00	
Net Increase General Fund				<u>64,864.00</u>	64,864.00
<u>Capital Projects Fund</u>					
	03/24/2020	2020-001	To account for grants received last Fiscal Year 18-19 but will be used this Fiscal Year 19-20	632,463.00	
	03/24/2020	2020-003	Per FY17-18 audit Disc Surt should be in a special revenue fund	(424,807.00)	
Net Increase Capital Projects				<u>207,656.00</u>	207,656.00
<u>Special Revenue Fund</u>					
			New Fund- added per auditors request		
	03/24/2020	2020-003	Per FY17-18 audit Disc Surt should be in a special revenue fund	424,807.00	
Net Increase Special Revenue Fund				<u>424,807.00</u>	424,807.00
<u>Marina Campground Fund</u>					
	03/24/2020	2020-001	Increase on unexpected expenditures	650.00	
Net Increase Marina Campground				<u>650.00</u>	650.00
<u>Cemetery Fund</u>					
	03/24/2020	2020-001	Increase on unexpected revenues/expenditures	1,441.00	
	03/24/2020	2020-002	To account for payment to PRM/Pria for Workers Comp audit	4,081.00	
Net Increase Cemetery				<u>5,522.00</u>	5,522.00
Total Budget Increase					<u>703,499.00</u>

RESOLUTION 2020 - 11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, RATIFYING A DECLARATION BY THE MAYOR AS TO THE STATE OF EMERGENCY DUE TO NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on March 9, 2020 Governor Ron DeSantis declared a State of Emergency for all of Florida due to the threat of Novel Coronavirus Disease 2019 (COVID-19); and

WHEREAS, Palm Beach County has also declared a State of Emergency for the County to address the threat of COVID-19; and

WHEREAS, the Center for Disease Control ("CDC") is predicting that it is "likely" that "widespread transmission" of COVID-19 will occur in the United States; and

WHEREAS, COVID-19 is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, pursuant to Section 7-1 of the City of Pahokee Code of Ordinances, the Mayor of the City of Pahokee, declared a State of Emergency within the City due to COVID-19 on March 19, 2020 (a copy of the declaration is attached hereto as Exhibit "A"); and

WHEREAS, the City Commission of the City of Pahokee desires to ratify the action of Mayor Babb in his declaration of a state of emergency within the City of Pahokee as a gesture to express the seriousness of this local public health threat.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA:

Section 1. Recitals. The recitals to the preamble herein are incorporated by reference.

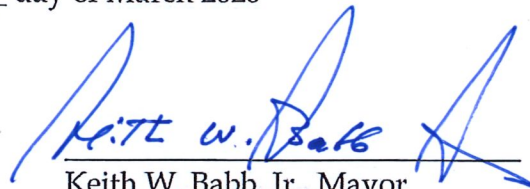
Section 2. Ratification of State of Emergency. The City Commission of the City of Pahokee, Florida hereby ratifies the State of Emergency declared by the Mayor within the City due to COVID-19.

Mayor within the City due to COVID-19.

Section 3. Authorization of City Manager. The City Commission authorizes the City Manager to execute the local government emergency planning capabilities referenced in §252.38(3), Florida Statutes and to take any and all action of a temporary nature deemed necessary during this State of Emergency and in connection with COVID-19. The State of Emergency shall extend for the same period of time as Executive Order Number 20-52, executed by Governor Ron Desantis on March 9, 2020, including any extensions of same.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

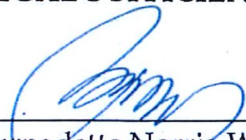
PASSED and ADOPTED this 24th day of March 2020


Keith W. Babb, Jr., Mayor

ATTEST:


Interim City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


Burnadette Norris-Weeks, Esq.
Interim City Attorney

Moved by: Vice Mayor Murvin

Seconded by: Comm. Everett

VOTE:

Commissioner Bohlen	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Everett	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Commissioner Hill	<u>Absent</u> (Yes)	<input type="checkbox"/> (No)
Vice-Mayor Murvin	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Mayor Babb	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)

EXHIBIT A

Mayor's Declaration of State of Emergency

attached.

**DECLARATION OF LOCAL EMERGENCY
CITY OF PAHOKEE, FLORIDA**

WHEREAS, Mayor Keith Babb hereby finds and declares the following:

1. Governor Ron DeSantis has declared a State of Emergency for all of Florida due to the threat of Novel Coronavirus Disease 2019 (COVID-19).

2. Palm Beach County has also declared a State of Emergency for the County to address the threat of COVID-19.

3. The Center for Disease Control ("CDC") is predicting that it is "likely" that "widespread transmission" of COVID-19 will occur in the United States.

4. COVID-19 is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza.

5. Due to COVID-19, the City of Pahokee ("City") faces dangerous conditions of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.

6. Due to COVID-19, a condition of extreme peril for life and property necessitates the proclamation of the existence of an emergency.


NOW, THEREFORE, IT IS HEREBY RESOLVED that an emergency now exists throughout the City of Pahokee.

PASSED and ADOPTED this 19th day of March 2020



Keith W. Babb, Jr., Mayor

ATTEST:



Nylene Clarke, City Clerk