



HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY

MEMORANDUM

DATE: August 14, 2017

TO: HBCRA Board of Directors

FROM: Roger M. Carlton, Executive Director

A handwritten signature in blue ink, appearing to read "R. Carlton", is placed over the printed name of the Executive Director.

SUBJECT: HBCRA/City Interlocal Agreements

State law and good controllership require that the financial relationships between cities and Community Redevelopment Agencies (CRAs) be codified in Interlocal Agreements (ILAs). These agreements state specifically how much money and what services will be provided by the City and the CRA. In the case of Hallandale Beach, there are seven of these documents for FY 2016-2017. The seven documents codify services to be provided including the Hallandale Opportunity Project (HOP), Code Compliance Specialists, Non-Compliant and Unpermitted Conversion Amnesty Program (NUCAP), Community Involvement Unit (CIU), Neighborhood Enhancement Team (NET), Capital Improvement Project Management Services, Transit Services, and Administrative Charges. The documents also specifically enumerate the measurable quantities of service, the method of payment and the total dollars involved.

For FY 2017-2018, the HBCRA has simplified the number of documents from seven down to two. The Indirect Cost ILA codifies indirect costs for services, which are to be provided to the HBCRA. These services include indirect costs such as Finance, City Clerk, Human Resources, Development Services, Public Works, and Innovation Technology. A percentage of the City's costs is used to calculate the amount. The percentage is derived from an independent study, which was prepared by the Maximus Firm in 2015, and the percentage is slightly adjusted each year based on actual expenditures. The Direct Cost ILA codifies the direct costs for services, which are to be provided to the HBCRA based on such factors as a detailed scope of work, staffing required to complete the task, duration of the scope of work, unit costs per service, and administrative costs associated with the scope of work.

Staff is currently completing the detail of the ILAs. The actual documents will be presented for approval to both the HBCRA Board and the City Commission in September of 2017. The importance is clear in that both budgets cannot be fully adopted until these agreements have been approved.