

**INTERLOCAL SERVICES AGREEMENT  
(INDIRECT COSTS)  
Fiscal Year 2023-2024**

**THIS INTERLOCAL SERVICES AGREEMENT (INDIRECT)** (this "Agreement") is made and entered into as of October 1, 2023, by and between the **CITY OF HALLANDALE BEACH**, a Florida municipal corporation (the "City") and the **HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic (the "HBCRA") (the City and HBCRA are sometimes hereinafter referred to individually as a "Party" and collectively as the "Parties").

**R E C I T A L S**

1. The HBCRA recognizes that the City has a diversified range of skilled personnel which the HBCRA desires to access for its occasional and dedicated needs as well as to implement specific HBCRA budgeted projects, programs and activities.

2. The City desires to assist the HBCRA with carrying out its Implementation Plan and related redevelopment activities by providing such personnel services to the HBCRA, all subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the HBCRA agree as follows:

**Section 1. Recitals and Authority.**

1.1 Recitals. The Recitals set forth above are true and correct and are incorporated in this Agreement by reference.

1.2 Authority. This Agreement is entered into by the Parties pursuant to Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," and Section 163.400, Florida Statutes, entitled "Cooperation by Public Bodies."

**Section 2. Intent.** The intent of this Agreement is to provide the terms and conditions by which the Services (as defined in Section 3) will be provided by the City to the HBCRA. For the sake of clarity, the Parties acknowledge and agree that the Services will only be for redevelopment activities in the HBCRA Community Redevelopment Area.

**Section 3. Services.** The City agrees to provide the following services to the HBCRA (each a "Service" and collectively the "Services"):

3.1 Finance Department. The City shall provide financial services to the HBCRA which shall include, but not limited to, the management of HBCRA fiscal accounts; investment of HBCRA assets; accounting, including but not limited to, accounts receivables and payables and interdepartmental billing of HBCRA utility accounts;

monthly and annual reporting, including annual HBCRA Audit and Annual Comprehensive Financial Report (ACFR); federal income and social security wage tax reporting, sales tax report, if any, and other fiscal needs in accordance with City Policies and Procedures related thereto. Tracking HBCRA fixed assets in the City's financial system.

3.2 Budget and Program Monitoring Department. The City shall provide budgetary services to the HBCRA which shall include, but not be limited to, the management of HBCRA fiscal accounts; if any, and other fiscal needs in accordance with City Policies and Procedures related thereto. Assist with the preparation of the HBCRA Annual Budget, which includes, but not limited to, update budget data into the City's financial system and creating budgeting worksheets and reports, payroll budget, Capital Improvement Projects forms, revenue budget forms, Schedule of Proposed Fee Changes. Reviewing the Computation of the tax increment financing (TIF) amounts due from each taxing authority. Training HBCRA staff on the use of the City's budgeting policies.

3.3 City Clerk. The City Clerk shall serve as the Clerk to the HBCRA Board. The City, through the City Clerk's Office, shall provide the following services to the HBCRA: prepare and distribute HBCRA agendas and record official minutes of HBCRA Board of Directors; ensure that all applicable agenda items are properly noticed and advertised in accordance with state regulations; attend all meetings of the HBCRA Board of Directors and prepare the official minutes of said proceedings; fulfill public records and lien search requests; process and transmit Resolutions adopted by the HBCRA Board of Directors to appropriate agencies; maintain custody of all official Agency records and files; maintain custody of the Agency seal; prepare and maintain the public record index system for HBCRA; oversee the HBCRA records management, retention and destruction program in accordance with State of Florida statutes and regulations.

3.4 Human Resources Department. The City shall provide Human Resources Services which shall include, but not be limited to, Insurance Benefits (Health, Dental, Life, Supplemental Life, Aflac, Employee Assistance Program, Long Term Disability); Retirement Benefits (401a, 457, Roth, Retirement Health Savings account); training; recruitment; selection; labor relations; classification/wage studies. All employees of the HBCRA shall be entitled to participate in all benefit programs afforded to City employees at the same cost as provided to City employees.

3.5 Development Services Department. The City shall, when requested by the HBCRA, provide the services of the Development Services Department related to Planning and Zoning as might be requested by HBCRA. Business Tax Receipts: assist HBCRA with assemblage of information related to local businesses through the Business Tax Receipt Information and surveys as might be requested from HBCRA from time to time, in accordance with the HBCRA Economic Development Strategy. Building Division: assistance with Building Division inspections, plans review, demolition activities and Unsafe Structures Board proceedings.

3.6 Procurement Department. The City shall, when requested by the HBCRA, provide the services of the City's Procurement Department with respect to purchasing services and goods necessary for the operation of HBCRA activities. Services shall include, but not be limited to, requisitions processing developed into purchase orders; account authorization; creation and revision of vendor information; assistance with the release and processing of formal Requests for Proposal (RFPs) and Bids; and Contract processing.

3.7 Public Works. The City shall, when requested by HBCRA, provide the services of the City's Public Works Department with respect to design and construction services, and project management services necessary for the operation of HBCRA activities. When requested by HBCRA, the Streets Division will provide services such as, but not limited to, asphalt repairs, signage, storm drainage upgrades, sidewalk construction and/repairs, striping, installation of speed tables and other traffic calming devices. When requested by the HBCRA, the Public Works Division will provide the following services sanitation, grounds maintenance, landscaping, irrigation, vacant lot upkeep, trash cleanup, lighting, vehicle maintenance, cleaning services.

3.8 Innovation Technology. The City shall, when requested by HBCRA, provide the services of the City's Innovation Technology Department with respect to Technical assistance for computer hardware and software, telecommunications support for office and mobile communications, Internet access, and project management for Innovation Technology systems. Following is a brief explanation on how services will be provided: Help Desk support: help line to troubleshoot desktop problems, reset logons, replace and configure computer equipment (computers, scanners, printers, etc.); Application program support (Excel, Word, etc.); Office telephone system: set up phone accounts; Email system: set up email accounts, user assistance, email archive of all emails sent or received; Network services: logon, file server, file permission, file backup, anti-spam system, antivirus; AS400 support and MUNIS Support: logon, access permissions; Mobile device support: payment of bills; device troubleshooting; device purchasing; Project Management support: (ex. assist in project definition and specifications for a loan administration system, consultant liaison, etc.).

3.8 Performance. The Services shall be provided by the City to the HBCRA in a businesslike and professional manner, and otherwise on the same basis as such personnel provide their services to the City. The City shall remain responsible for all administrative, financial and legal matters relative to the personnel who provide the Services to the HBCRA. Without limiting the foregoing, the City shall remain responsible for payment of salary and provision of benefits to the personnel as well as all obligations of the City as the employer of the personnel such as payment of the employer share of Social Security (FICA and MICA) benefits; it being understood and agreed that the sole responsibility of the HBCRA with respect to such personnel is to provide payment to the City for the Services as set forth in Section 4 below. The City agrees that the Services shall be provided by City employees and not by third party contractors or consultants unless specifically agreed to otherwise in writing by the Parties.

3.9 Supervision. All personnel providing the Services shall be supervised by the City and not by the HBCRA. All communications regarding the performance or non-performance of the personnel providing the Services shall be made by and between the HBCRA Executive Director and the City Manager or their designees, unless specifically agreed to otherwise in writing by the Parties.

3.10 Executive Director. During periods where the City Manager is designated as the Executive Director of the HBCRA, the HBCRA Board shall determine, by resolution, a percentage of salary to be reimbursed to the City, taking into consideration the number of projects and programs and other activity being undertaken by the HBCRA at the time of appointment and may adjust that amount by resolution in accordance with changes in the workload.

3.11 Additional Services. The Parties acknowledge that there may be situations where additional services may be requested by the HBCRA from the City. In those instances, the HBCRA Executive Director and City Manager or their designees, will negotiate the terms of such request, which final terms will then be set forth in an a separate agreement to be executed by the HBCRA Executive Director and City Manager if the amount is within the spending authority of the HBCRA Executive Director and City Manager, or otherwise for consideration by the HBCRA Board and City Commission consideration if the amount exceeds the spending authority of the HBCRA Executive Director and City Manager.

#### **Section 4. Payment.**

4.1 Amount. The HBCRA has previously budgeted funds for Fiscal Year 2023-2024 in the amount of Three Hundred Forty-Seven Thousand Eight Hundred Eighty Two and 00/100 Dollars (\$347,882.00) as the fee (the "Fee") payable by the HBCRA to the City for the Services and includes all out of pocket expenses of the City which are necessary and appropriate for provision of the Services as well as the City's overhead or general operating expenses. The HBCRA acknowledges that the funds are budgeted, available and eligible for payment in accordance with Section 163.387(6), Florida Statutes, as consideration for the Services provided to the HBCRA by the City.

4.2 Payment. Payment of the Fee shall be on a one-time lump sum basis within ten (10) days following receipt of the annual TIF payment from Broward County, which payment is anticipated to be received by the HBCRA on January 1, 2024.

4.3 Rent. The Parties acknowledge and agree that the HBCRA shall pay the City rent for Fiscal Year 2023-2024 for the lease of the current HBCRA office located in City Hall. The Parties further acknowledge and agree that the rent is addressed in the CAS and included in the Fee. Such rent is inclusive of any and all other costs associated with the HBCRA office including, but not limited to utilities, telephone (land lines) and janitorial services. Based on the foregoing, the HBCRA shall be entitled to use and occupy the current HBCRA office in City Hall for Fiscal Year 2023-2024.

**Section 5. Term.** This Agreement shall be effective on October 1, 2023 and continue in effect until September 30, 2024.

**Section 6. Records.** City shall keep such records and accounts as may be necessary in order to evidence performance of the Services. Such books and records will be available at all reasonable times for examination and audit by HBCRA and shall be retained as provided by law or for no less than a period of six (6) years after the termination of this Agreement.

**Section 7. Insurance; Indemnity.**

7.1 Insurance. The Parties acknowledge and agree that the City is self-insured for general liability. City shall provide or cause to be provided (a) worker's compensation insurance as may be required by law and (b) errors and omissions insurance covering City employees for acts and omissions in connection with the provision of services to the HBCRA in coverage amounts obtained by the City from time to time in accordance with its standard risk management policies and procedures. The cost of this insurance is to be paid by the City. Upon execution of this Agreement, the City shall provide or cause to be provided to the HBCRA certificates of insurance evidencing the required coverage and naming the HBCRA as an additional insured provided such is available from the insurance carrier.

7.2 Indemnity. Subject to the provisions and monetary limitations of Section 768.28, Florida Statutes, each party agrees to indemnify and hold harmless the other party and their respective commissioners, board members and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the gross negligence, recklessness, or intentional wrongful misconduct of the party from whom indemnification is sought and persons employed or utilized by the party from whom indemnification is sought including, but not limited to, employees providing the Services, if applicable.

**Section 8. Miscellaneous.**

8.1 Headings. The headings of the sections of this Agreement are for convenience only and do not affect meanings of any provisions hereof.

8.2 Amendment. The terms, covenants, conditions and provisions of this Agreement cannot be altered, changed, modified or added to, except in writing signed by the City and the HBCRA and approved by the HBCRA Board and the City Commission.

8.3 Third Party Beneficiaries. Neither of the Parties intend to directly or substantially benefit any third party by this Agreement. Therefore, Parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement.

8.4 Construction. Both Parties have substantially contributed to the drafting and negotiation of this Agreement and this Agreement shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

8.5 Governing Law; Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for litigation

concerning this Agreement shall be in Broward County, Florida.

8.6 Invalidity. If any term or provision of this Agreement, or the application thereof to any person or circumstance is determined to be invalid or unenforceable, then to the extent that the invalidity or unenforceability thereof does not deprive a Party of a material benefit afforded by this Agreement, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and will be enforced to the full extent permitted by law.

8.7 Waiver. No express or implied consent or waiver by a Party to or of any breach or dealt by the other Party in the performance by such other Party of its obligations under this Agreement will be deemed or construed to be a consent or waiver to or of any other breach or dealt in the performance by such other Party of the same or any other obligations of such other Party hereunder. Failure by a Party to complain of any act or failure to act of the other Party or to declare the other Party in default, irrespective of how long such failure continues will not constitute a waiver by such Party of its rights hereunder. The giving of consent by a Party in any one instance will not limit or waive the necessity to obtain such Party's consent in any future instance.

8.8 Independent Contractor. In performing its obligations hereunder, the City shall be deemed an independent contractor and not an agent or employee of the HBCRA.

8.9 Assignment. Neither this Agreement, or any interest herein, shall be assigned, transferred or otherwise encumbered by the HBCRA or the City without the prior written consent of the other Party.

8.10 Notice. Whenever any party desires or is required by this Agreement to give notice to the other party, it must be in writing and given by hand, sent by certified mail, with return receipt requested, or sent by a recognized overnight courier (e.g., Federal Express) addressed to the party for whom it is intended, at the address specified for notice by the Parties from time to time. Notice may also be given by electronic means (e.g., facsimile or email) provided such is followed up with a hard copy by one of the methods in the previous sentence.

8.11 Entire Agreement. No statements, representations, warranties, either written or oral, from whatever source arising, except as expressly stated in this Agreement, shall have any legal validity between the parties or be binding upon any of them. The Parties acknowledge that this Agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof.

8.12 Prevailing Parties. If either Party is required to engage in litigation against any other Party hereto, either as plaintiff or as defendant, in order to enforce or defend any of its or his rights under this Agreement, and such litigation results in a final judgment in favor of such Party ("Prevailing Party"), then the Party against whom said final judgment is obtained shall reimburse the Prevailing Party for all direct, indirect or incidental expenses incurred by the Prevailing Party in so enforcing or defending its or

his rights hereunder including, but not limited to, all attorney's fees and court costs and other expenses incurred throughout all negotiations, trials or appeals undertaken in order to enforce the Prevailing Party's rights hereunder including any proceedings to enforce this provision.

**Section 9. WAIVER OF JURY TRIAL. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT A PARTY MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY SUIT, ACTION OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.**

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**IN WITNESS WHEREOF**, the City and the HBCRA hereto have caused this Agreement to be executed as of the day and year first above written.

**CITY OF HALLANDALE BEACH,**  
a Florida municipal corporation

By: \_\_\_\_\_  
Jeremy Earle  
City Manager

ATTEST:

By: \_\_\_\_\_  
Jenorgen M. Guillen  
City Clerk

Approved as to form and legal sufficiency

By: \_\_\_\_\_  
Jennifer Merino  
City Attorney

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY,**  
a public body corporate and politic

By: \_\_\_\_\_  
Jeremy Earle  
Executive Director

ATTEST:

By: \_\_\_\_\_  
Jenorgen M. Guillen  
HBCRA Secretary

Approved as to form and legal sufficiency:

By: \_\_\_\_\_  
Taylor English Duma LLP  
HBCRA Attorney