

**INTERLOCAL AGREEMENT BETWEEN
THE CHILDREN'S TRUST OF ALACHUA COUNTY, THE CLERK OF THE CIRCUIT
COURT OF THE EIGHTH JUDICIAL CIRCUIT, AND THE BOARD OF COUNTY
COMMISSIONERS OF ALACHUA COUNTY, FLORIDA**

THIS INTERLOCAL AGREEMENT made and entered into this _____ day of _____ A.D. 20____, by and between the Children's Trust of Alachua County, hereinafter referred to as "CTAC"; the Clerk of the Circuit Court, Eighth Judicial Circuit, in and for Alachua County, hereinafter referred to as "Clerk"; and Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "County." Collectively, CTAC, the Clerk and the County are hereinafter referred to as the "Parties."

WITNESSETH:

WHEREAS, §125.901, Florida Statutes, authorizes the County to create an independent special district to provide children's services for all children, from 0 to 18 years of age, subject to the approval of the majority of qualified electors voting in a general election; and

WHEREAS, the County has determined that it would serve the public interest to establish said independent special district within Alachua County; and

WHEREAS, the County passed Ordinance 18-08 on February 27, 2018, creating Chapter 26, Children's Services Independent Special District with an effective date of December 1, 2018, subject to approval of a majority of the qualified electors of Alachua County voting in a November 6, 2018, referendum; and

WHEREAS, on November 6, 2018, a majority of qualified electors of Alachua County passed the general election ballot question titled Children's Trust of Alachua County – Authority to Levy One-Half Mill Ad Valorem Taxes; and

WHEREAS, Section 26.03 of Alachua County, FL, Code of Ordinances defines the Children's Trust of Alachua County's powers and duties, including the power to enter into agreements with government agencies to provide for administrative services; and

WHEREAS, the County, the Clerk and CTAC are authorized by §163.01, Florida Statutes, to enter into interlocal agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of the citizens of the County; and

NOW THEREFORE, in consideration of the premises set forth above and the mutual promises, covenants, duties and benefits set forth herein, and other valuable consideration, the receipt and sufficiency of are hereby conclusively acknowledged, the Parties do agree as follows:

1. Term.

After execution by the Parties, this Agreement shall commence on October 1, 2019, and become effective upon filing as provided in paragraph 21, below, and continue through September 30, 2020, unless earlier terminated as provided herein. The Parties have the option to extend the Term of this Agreement for additional one-year periods under the same terms and conditions. All extensions shall be in writing, signed by all Parties, and filed as provided

in paragraph 21, below.

2. Duties of CTAC.

21. CTAC shall have and perform the duties as detailed in “**Attachment A: Duties of CTAC.**”

3. Duties of the County.

31. The County shall have and perform the duties as detailed in “**Attachment B: Duties of County.**”

4. Duties of the Clerk.

41. The Clerk shall have and perform the duties as detailed in “**Attachment C: Duties of the Clerk.**”

5. Payment.

51. In consideration of the provision of services outlined in this Agreement, CTAC shall compensate the County in FY 2019-2020 as set out below:

Clerk Administrative Services:

Auditing, Accounting, and Treasury	\$45,000
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County Administrative Services:

Budgeting	No Charge
Human Resources	\$30 per hour billed as incurred
Equal Opportunity	\$30 per hour billed as incurred
Risk Management	No Charge
ITS (Upfront Web Development)	\$30,000
Purchasing	1% of sum of Aid to Private Organizations plus Contractual Services with max of \$47,500
Legal	\$22,000
Annual Audit Fee	\$10,000
Financial Software Hosting Fee	\$8,750

Subtotal Administrative Fees (Max)	\$163,250, plus hourly charges
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Budgeted, Non-Board Employees; Personnel Policy 4.2(1.e):

CTAC Executive Director	Actual Cost - TBD
Administrative Support Manager	Actual Cost - TBD
Administrative Assistant	Actual Cost - TBD

Subtotal Policy 4.2(1.e)Costs	TBD
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TOTAL ADMIN AND PERSONNEL FEES	TBD
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52. The Clerk will send an invoice to CTAC each month for services that were provided under the agreement in the prior month. Fixed fee services will be billed 1/12th per month and pass through costs will be billed based on actual expenditures. As an example, the Clerk will issue an invoice to CTAC on November 1st for services provided the prior month between October 1st – 31st.
53. All invoices shall be processed and paid in accordance with the provisions of Chapter 218, Part VII (“Florida Prompt Payment Act”), Florida Statutes.

6. Notice.

Except as otherwise provided in this Agreement, all notices to be provided under this Agreement from a party to another party must be by one of the following methods: (i) in writing and sent by certified mail, return receipt requested, (ii) by personal delivery with receipt, or (iii) via electronic mail. All notices shall be deemed two (2) business days after mailing, unless delivered by personal delivery in which case delivery shall be deemed to occur upon actual receipt by another party. For purposes of all notices, the representatives of the County, Clerk and CTAC are:

County:	Clerk:	CTAC:
County Chair	J.K. “Jess” Irby, Esq.	Tina Certain, Treasurer
12 S.E. 1 st Street	12 SE 1 st Street	620 E University Ave
Gainesville, FL 32601	Gainesville, FL 32601	Gainesville, FL 32601
	Attn: Finance and Accounting	

A copy of any notice, request, or approval to the County must also be sent to:

Procurement Division
12 SE 1st Street
Gainesville, FL 32601
Attn: Contracts

7. Default and Termination.

- 7.1. The failure of any party to comply with any provision of this Agreement will place that party in default. The party claiming default shall notify the defaulting party in writing. This notification shall make specific reference to the provision which gave rise to the default. The defaulting party shall have 30 days to cure the default or to enter into an agreement to cure with the complaining party. The County Manager is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Chair is authorized to provide final termination notice on behalf of the County to CTAC. The CTAC Director is authorized to provide written notice of default on behalf of CTAC, and if the default situation is not corrected within the allotted time the CTAC Chair is authorized to provide notice of termination on behalf of CTAC to the County or the Clerk.
72. Additionally, any party may terminate this Agreement without cause by providing no less than 180 days written notice to the other parties. The County Manager is authorized to provide written notice of termination on behalf of the County to the CTAC. The CTAC Director is authorized to provide written notice of termination on behalf of CTAC to the County or the Clerk. The Parties will discontinue all services upon the

effective date of the termination and any party's recovery against another shall be limited to that portion of the Agreement amount earned through and including the date of termination, but no party shall be entitled to any other or further recovery against another party, including, but not limited to damages, consequential or special damages, or any anticipated fees or profit.

73. Disputes under this Agreement shall be handled in accordance with Chapter 164, Florida Statutes.

8. Project Records.

- 8.1. All records relating in any manner whatsoever to this Agreement that are in the possession of any party shall be made available to the other parties for inspection and copying upon written request, and shall be retained as required by Florida law and schedules published by the Florida Bureau of Archives and Records Management, or federal requirements, whichever shall be greater. Additionally, said records shall be made available, upon request by any party, to any state, federal, or other regulatory authorities and any such authority may review, inspect and copy such records, except for any records that are exempt from the Florida Public Records Act.

9. Sovereign Immunity.

- 9.1. The Parties intend to avail themselves of the benefits of §768.28 and §163.01(9)(a), Florida Statutes, and of other statutes and the common law governing sovereign immunity to the fullest extent possible. In accordance with §163.01(5)(o), Florida Statutes, therefore, one party shall not be jointly liable for the torts committed by the officers, employees, agents, representative or contractors of the other party. Each party shall be solely responsible for the negligent acts and omissions of its officers, employees, agents, representative and contractors, and then only to the extent of the limited waiver of sovereign immunity or limitation of liability specified in §768.28, Florida Statutes. Nothing in this Agreement is intended to inure to the benefit of any third party for the purposes of allowing any claim that would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

10. Assignment of Interest.

- 10.1. No party may assign, convey, pledge, sublet, transfer or otherwise dispose any interest in this Agreement without prior written consent of the other parties.

11. Successors and Assigns.

- 11.1. The County, Clerk and CTAC each bind the others and their respective successors and assigns in all respects to all of the terms, conditions, covenants and provisions of this Agreement.

12. Third Party Beneficiaries.

- 12.1. This Agreement does not create any relationship with, or any rights in favor of, any third party.

13. Severability.

- 13.1. If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect.

14. Non-Waiver.

- 14.1. The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.

15. Governing Law and Venue.

- 15.1. This Agreement is governed and construed in accordance with the laws of the State of Florida. Sole and exclusive venue for all actions arising from or related to this Agreement shall be in Alachua County.

16. Attachments.

- 16.1. All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

17. Amendments.

- 17.1. The Parties may amend this Agreement only by mutual written agreement that is executed by both Parties and duly recorded in accordance with §163.01(11), Florida Statutes.

18. Captions and Section Headings.

- 18.1. Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

19. Construction.

- 19.1. This Agreement shall not be construed more strictly against one party than against the others merely by virtue of the fact that it may have been prepared by one of the Parties. It is recognized that all Parties have substantially contributed to the preparation of this Agreement.

20. Counterpart.

- 20.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

21. Recording of Interlocal Agreement and Amendments.

- 21.1. Upon execution by the Parties hereto, the County shall record this Agreement in the Official Records of Alachua County, Florida, within 10 business days after the execution of this Agreement. All subsequent amendments to this Interlocal Agreement, if any, shall be recorded in the Official Records of Alachua County, Florida, with 10 business days of the execution of the amendment.

22. Entire Agreement.

- 22.1. This Agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings or representations.

IN WITNESS WHEREOF, the Parties have caused this Interlocal Agreement to be approved by their respective Governing Boards and to be executed and delivered on the day and year first above written.

ALACHUA COUNTY, FLORIDA

CTAC

By: _____

By: 

Name: _____

Name: Ken Cornell

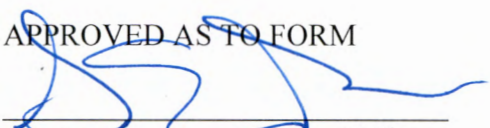
Title: _____

Title: Interim Chair

Date: _____

Date: 8/26/19

APPROVED AS TO FORM


Alachua County Attorney's Office

ATTEST



ATTEST:

CLERK

CLERK: _____

By: 

(COUNTY SEAL)

Name: J.K. "JESS" IRBY, ESQ.

CLERK OF THE CIRCUIT COURT

Title: _____

Date: August 22, 2019

ATTACHMENT A: Duties of CTAC

1. Adopt Budget Management Policy
2. Adopt Financial Management Policy
3. Adopt Investment Policy
4. Adopt Procurement Policy
5. Execute engagement letter with County's external audit firm for annual audit
6. Execute Banking Services Agreement with Qualified Public Depository
7. Designate primary point of contact for all CTAC related business
8. Define job descriptions, pay plans, and benefit packages for all positions hired.
 - 8.1. Example - CTAC Director job description
 - 8.2. Example - Administrative Support Manager job description
 - 8.3. Example - Administrative Assistant job description
9. Provide the County and Clerk a copy of the Executive Director's employment contract.
10. Procure permanent office space for CTAC employees

ATTACHMENT B: Duties of County

1. Authorize CTAC employees to be budgeted by the County as Non-Board employees under Personnel Policy 4-2(1.e.).
 - 1.1. All CTAC positions under this classification would be funded by the County and appear in the approved budget as full time equivalents, but serve at the pleasure of the CTAC Board.
2. Provide Administrative Services including the following:
 - 2.1. Annual Budgeting Assistance, including requirements for TRIM
 - 2.1.1. Draft and make recommendations for Budget Management Policy; Financial Management Policy; and Procurement Policy.
 - 2.2. Human Resources, including coordination of all hiring processes
 - 2.3. Equal Opportunity
 - 2.4. Risk Management
 - 2.5. Procurement
 - 2.6. Information Technical Services including hosting CTAC webpage
 - 2.7. Legal
 - 2.8. Annual Audit utilizing same audit firm selected for the County audit
 - 2.9. Financial Software Hosting Services
3. Provide meeting space for official CTAC Board Meetings and office space for the Executive Director until permanent space is procured by CTAC.
4. County staff will continue to take minutes of CTAC public meetings until the Executive Director is hired. Upon selection of a full-time Executive Director meeting minutes will become the responsibility of CTAC staff.

Attachment C: Duties of the Clerk

1. Provide Auditing, Accounting, and Treasury services including the following:
 - 1.1. Cash Receipts
 - 1.2. Revenue Collections
 - 1.3. Accounts Receivable
 - 1.4. Investments, including recommendations for Investment Policy
 - 1.5. Grants Single Audit Schedule
 - 1.6. Accounts Payable including pre-audit of all payment requests
 - 1.7. Fixed Assets
 - 1.8. Surplus Property
 - 1.9. Payroll services for CTAC staff hired pursuant to County Personnel Policy 4-2(1.e.)
 - 1.10. Financial Reporting
 - 1.10.1. Quarterly financial reports
 - 1.10.2. Audited Annual Financial Report
 - 1.10.3. Annual Comptroller's Report
 - 1.10.4. Single Audit
 - 1.10.5. Post Audit Follow-up