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## DOCUMENT ROUTING FORM

NAME OF DOCUMENT: Funding Allocation Agreement – Sister Cities International for \$19,000

Approved Comm. Mtg. on: February 17, 2015 CAM #: 15-0133 ITEM #: CM-9

Routing Origin: ☒ CAO Also attached: ☒ copy of CAM ☒ Original Documents

1) **City Attorney's Office:** Approved as to Form # 3 Originals and Delivered to City Manager on 2/23/15

rw

2) **City Manager:** Please \_\_\_\_\_, sign where indicated, and forward 3 originals to Mayor.

CIP FUNDED ☐ YES ☒ NO  
Capital Investment / Community Improvement Projects

**Capital Investment / Community Improvement Projects** defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

3) **Mayor:** Please sign as indicated and forward 3 originals to Clerk for attestation and City seal.

## INSTRUCTIONS TO CLERK'S OFFICE

4) **City Clerk:** Retains one original and forwards 2 original documents to: Sandra/DSD, X4518

☒ Original Route form to Clyde, CAO

2015 FEB 13 PM 1:52

CITY ATTORNEY'S OFFICE

2/27

2/13/15

## AGREEMENT

THIS IS AN AGREEMENT, made this 27<sup>th</sup> day of February, 2015, by and between:

CITY OF FORT LAUDERDALE, a municipal corporation organized and existing under the laws of the state of Florida, hereinafter referred to as "CITY,"

and

GREATER FORT LAUDERDALE SISTER CITIES INTERNATIONAL, INC, a Florida not-for-profit corporation (hereinafter referred to as "SISTER CITIES INTERNATIONAL").

By motion at its meeting on February 17, 2015, the City Commission of the City of Fort Lauderdale, Florida authorized the proper City officials to enter into this Agreement.

In consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the adequacy of which is hereby acknowledged, it is agreed by and between the parties hereto as follows:

1. **PURPOSE OF AGREEMENT.** The purpose of this Agreement is to set forth the understandings of the CITY and SISTER CITIES INTERNATIONAL with respect to the Sister Cities Program, the devoting of city staff, providing office space and funding, reimbursement, and other associated issues pertaining to the Sister Cities Program.

2. **TERM.** The term of this Agreement shall be one (1) year from October 1, 2014, nunc pro tunc, to September 30, 2015, unless terminated prior to said date as provided herein. The terms of this Agreement shall be given the legal effect as if the Agreement was entered into on October 1, 2014.

3. **RESPONSIBILITIES OF CITY.** The CITY shall:

- A. Provide SISTER CITIES INTERNATIONAL with an office, to be selected at the discretion of the CITY. Currently, the CITY provides SISTER CITIES INTERNATIONAL with 133 square feet of office space at 101 N.E. 3<sup>rd</sup> Avenue, Suite 1400, such location and space, however, is subject to change by the CITY. SISTER CITIES INTERNATIONAL shall be responsible for paying CITY monthly rent plus their pro-rata share of all expenses including charges by a property management company (taxes, insurance, operating costs).

CITY shall invoice SISTER CITIES INTERNATIONAL on a monthly basis for all such charges.

- B. Provide, upon execution, funding in the not to exceed amount of nineteen thousand (\$19,000.00) dollars, subject to the following conditions:
  - i. Funding shall be used for expenses incurred by SISTER CITIES INTERNATIONAL consistent with the purpose of SISTER CITIES INTERNATIONAL and in accordance with all applicable law and for CITY-related expenses. City shall have the right to request an audit and/or financial statements of SISTER CITIES INTERNATIONAL with regard to use of funds pursuant to this Agreement.
  - ii. Under no circumstances shall CITY be required to pay more than the approved funding set forth herein.
- C. During exchanges with other Sister Cities or delegations from other local governments invited by SISTER CITIES INTERNATIONAL, CITY shall only be required to assist SISTER CITIES INTERNATIONAL in economic development activity, including but not limited to, coordinating meetings with businesses and organizing familiarization tours related to economic development activity within the City of Fort Lauderdale. CITY shall not be responsible for escorting visiting groups or delegations during their entire visit.
- D. At CITY's discretion with regard to location, prominently display artifacts, public documents and other materials of Sister Cities at public locations.
- E. Appoint its Sustainable Development Department, as the administrator of this Agreement on behalf of the CITY. The CITY's Sustainable Development Department (hereinafter referred to as "Department") shall designate a liaison to attend SISTER CITIES INTERNATIONAL meetings, and to coordinate the activities of the Department and SISTER CITIES INTERNATIONAL, and otherwise oversee the Agreement.
- F. Have the sole discretionary authority to decide whether to participate in any manner, financially or otherwise, in any activity and programs sponsored by SISTER CITIES INTERNATIONAL.

4. RESPONSIBILITIES OF SISTER CITIES. SISTER CITIES INTERNATIONAL shall:

- A. Provide sufficient committee volunteers to perform *all* necessary logistical support during exchanges with Sister Cities or delegations, including but not limited to escorting guests, providing translators, and providing transportation, lodging and activities for guests.
- B. Provide all volunteers and resources for any fundraising activities and contributions benefiting SISTER CITIES INTERNATIONAL activities. CITY staff shall not be required to participate in, organize, or take part in any manner in such activity.
- C. Provide all necessary event information, press releases, media relations and event support, including but not limited to, logistics, event setup and breakdown and photography. Notify the City's Public Affairs Office at least two (2) weeks in advance of every event.
- D. Provide postage costs for mass mailings sent through the City's Information Technology Department.
- E. Provide payment to the CITY for the rental of office space, to be selected at the discretion of the CITY, plus pro-rata share of all expenses charged including charges from property management company (for taxes, insurance, operating costs).
- F. Provide payments for other printing and postage for all services provided through the City (including the Print Shop/Mail Room Information Technology Department).

5. ASSIGNMENT. SISTER CITIES INTERNATIONAL shall have no authority to assign any portion of this Agreement to a third party. Should SISTER CITIES INTERNATIONAL attempt to assign this Agreement, then this Agreement shall be terminated forthwith, without prior notice to SISTER CITIES INTERNATIONAL.

6. DAMAGE TO PREMISES. SISTER CITIES INTERNATIONAL shall be responsible for any and all damage to CITY property, including but not limited to the office space provided by CITY, as referenced in Paragraph 3.A. of this Agreement.

7. INSURANCE. SISTER CITIES INTERNATIONAL shall provide, pay for, and

maintain in force during the term of this Agreement, adequate insurance as determined by the CITY's Risk Manager, including but not limited to automobile and comprehensive general liability insurance with limits of \$1,000,000 per occurrence. The policy or policies contemplated herein shall be issued by an approved company authorized to do business in the State of Florida, and having agents located in the State of Florida upon whom service of process may be made.

8. **INDEMNIFICATION.** SISTER CITIES INTERNATIONAL shall indemnify, defend and hold harmless the CITY, its officers, agents and employees from and against any and all claims, suit actions, damages, liabilities, expenditures, or causes of action of any kind arising from this Agreement or any activities contemplated under this Agreement and resulting or accruing from any act, omission or error by SISTER CITIES INTERNATIONAL, its officers, employees, agents, or volunteers, resulting in or relating to, injuries to body, life, limb, or property sustained in connection with the operation of this Agreement.

SISTER CITIES INTERNATIONAL shall hold and save the CITY harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in connection with the performance of this Agreement.

The covenants and representations relating to this indemnification provision shall not be limited by any insurance required hereunder and shall survive the expiration or termination of this Agreement.

9. **INDEPENDENT CONTRACTOR.** This Agreement does not create an employer/employee relationship between the parties. SISTER CITIES INTERNATIONAL is an independent contractor under this Agreement, and is not a division, department, or sub-entity of CITY. SISTER CITIES INTERNATIONAL shall be responsible for its own employees, agents, officers and volunteers with respect to its own personnel policies, tax and Internal Revenue Code responsibilities, Fair Labor Standards Act requirements, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures. SISTER CITIES INTERNATIONAL agrees that it is a separate and independent enterprise from the CITY.

10. **OFFICE SPACE.** The office space provided to SISTER CITIES INTERNATIONAL by CITY may not be altered, adjusted, partitioned, added to, or improved in any manner without the express written consent of the Director of the Sustainable Development Department.

11. **AMENDMENTS.** No modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto, with the same formality and equal dignity herewith.

12. **SURRENDER UPON TERMINATION.** SISTER CITIES INTERNATIONAL

shall peaceably surrender to CITY any office space provided by CITY immediately upon expiration of the term of the Agreement or upon termination of the Agreement by either party as provided herein. SISTER CITIES INTERNATIONAL shall remove from said space, at its own expense, any personal property left therein within three (3) business days of termination of this Agreement or expiration of the term, whichever comes first.

13. **WAIVER.** Failure of the CITY to insist upon strict performance of any covenant or condition of this Agreement, or to exercise any right herein contained, shall not be construed as a waiver or relinquishment for the future of any covenant, condition, or right; but the same shall remain in full force and effect. None of the conditions, covenants or provisions of this Agreement shall be waived or modified except by the parties hereto in writing.

14. **TERMINATION.** This Agreement may be canceled by CITY or SISTER CITIES INTERNATIONAL for whatever reason upon thirty (30) days' written notice to the other of its intent to terminate this Agreement. A breach or default of any of the provisions of this Agreement by SISTER CITIES INTERNATIONAL will result in immediate termination of this Agreement, and such termination shall be effected by CITY giving notice in writing pursuant to paragraph 15 below.

15. **NOTICE.** Any notice or demand, which under the terms of this Agreement or by any statute or ordinance, given or made by a party hereto, shall be in writing and shall be given by certified or registered mail, return receipt requested, sent to the other party at the address set forth below, or to such other address as such party may from time to time designate by written notice.

Notice to CITY shall be addressed to:

City Manager  
City of Fort Lauderdale  
100 North Andrews Avenue  
Fort Lauderdale, Florida 33301

Notice to SISTER CITIES INTERNATIONAL shall be addressed to:

Marianne Winfield, Executive Director  
Greater Fort Lauderdale Sister Cities International, Inc  
101 NE Third Avenue, Suite 1400  
Fort Lauderdale, FL 33301

16. **ENTIRE AGREEMENT.** This Agreement embodies the entire agreement and understanding between the parties, and supersedes all prior negotiations, representations or agreements, either written or oral. It may not be modified or terminated except as provided herein. If any provision herein is deemed invalid or unenforceable, it shall be considered deleted herefrom, and shall not invalidate the remaining provisions of the

Agreement.

17. LAWS AND ORDINANCES. SISTER CITIES INTERNATIONAL shall observe and comply with all applicable laws, ordinances and regulations of the CITY, county, state and federal agencies in connection with the performance of this agreement and the Sister Cities Program.

18. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Florida and venue for purposes of litigation arising out of this Agreement shall be Broward County, Florida.

[THIS SPACE INTENTIONALLY LEFT BLANK]

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By   
JOHN P. "JACK" SEILER, Mayor

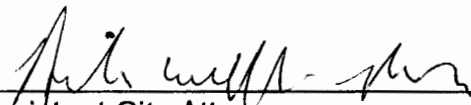
By   
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:

  
JONDA K. JOSEPH, City Clerk


Approved as to form:

  
Assistant City Attorney

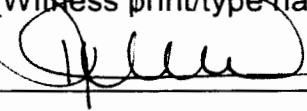


WITNESSES:

GREATER FORT LAUDERDALE  
SISTER CITIES INTERNATIONAL, INC.,  
a Florida not-for-profit corporation



Allyson Mucha  
[Witness print/type name]



Kerman Wellington  
[Witness print/type name]

By 

Marcus Koch, President  
[Print name and title]

ATTEST:

(CORPORATE SEAL)

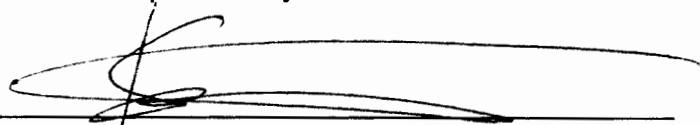
STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 11 day of February, 2015, by Marcus Koch, as President, of GREATER FORT LAUDERDALE SISTER CITIES INTERNATIONAL, INC, who: ☒ has produced FIDC as identification or ☐ is personally known to me.

(SEAL)



INGRID SALAZAR  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF057315  
Expires 12/13/2017

  
Notary Public, State of Florida (Signature of  
Notary taking Acknowledgment)

Ingrid Salazar  
Name of Notary Typed, Printed or Stamped

My Commission Expires:

FF057315  
Commission Number