

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** 5/14/26
FROM: Damaris Henlon, City Attorney
SUBJECT: Proposed Memorandum of Understanding with the City of
Lauderhill for Subrecipient Participation in the 2026 World Cup
Events in the Amount Up to \$65,000.00.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Parks, Recreation and Cultural Arts
- 2) Type of Agreement – Memorandum of Understanding
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract:
 - a) initial – 6/2/26 - 60 days after 7/19/26
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – up to \$65,000.00
- 6) Termination Rights –

SECTION 15. TERMINATION

Either Party may terminate this MOU for convenience upon fifteen (15) days' written notice to the other Party, delivered by certified mail, return receipt requested, by hand delivery, or by email (with confirmation of receipt), to the address or email address specified below each Party's signature block. Termination shall not relieve the Participating City of obligations related to Subrecipient Events already conducted or for which binding commitments have been made prior to the effective date of termination.

Upon termination, the Participating City shall remain eligible for reimbursement for eligible expenditures properly incurred and documented prior to the effective date of termination but shall not be eligible for reimbursement for any noncompliant or post-termination expenditures.

- 7) Indemnity/Insurance Requirements – n/a
- 8) Scope of Services –

SECTION 1. PURPOSE

The purpose of this MOU is to establish the terms under which the Participating City may conduct Subrecipient Events and seek reimbursement through Lauderhill for eligible expenditures related to the 2026 World Cup.

SECTION 2. PARTICIPATION PROCESS

To become a Participating City under this MOU, a municipality must:

- (a) be a Florida municipal corporation located within Broward County;
- (b) execute this MOU with Lauderhill no later than June 2, 2026, prior to conducting any Subrecipient Event or incurring any expenditure intended to be submitted for reimbursement hereunder; and
- (c) submit to Lauderhill on or before June 2, 2026, a written events calendar identifying each proposed Subrecipient Event, including the anticipated event name, date, location, and a brief description of each event. All proposed Subrecipient Events must be in alignment with the eligible expenditures and activities set forth in the Section 4 Event Requirements, of this MOU.

Any material changes to the events calendar following submission shall be promptly communicated to Lauderhill in writing. No expenditures incurred prior to execution of this MOU shall be eligible for reimbursement.

The total number of Participating Cities under all subrecipient MOUs issued by Lauderhill pursuant to the County Agreement shall not exceed ten (10). Participation shall be available on a first-executed basis. Lauderhill shall have no obligation to execute this MOU with any municipality after ten (10) subrecipient MOUs have been fully executed, or after June 2, 2026, whichever occurs first.

SECTION 4. EVENT REQUIREMENTS

The Participating City shall ensure that each Subrecipient Event:

- (a) occurs on municipal or County-owned property within Broward County;
- (b) is free and open to the public;
- (c) is directly related to the 2026 World Cup;
- (d) is completed on or before July 19, 2026; and
- (e) does not include a paid-entry or VIP section unless prior written approval has been obtained from Broward County. Any request for approval of a paid-entry or VIP section shall be submitted directly to Broward County at least seven calendar days prior to the event and shall include the Participating City's proposed percentage of total event capacity or footprint to be dedicated to the paid-entry or VIP section. The County's written approval shall confirm approval of the proposed ratio. Approval is within the County's sole discretion, and any disapproved paid-entry or VIP section shall not be conducted. Any paid-entry or VIP section conducted in excess of the County-approved ratio shall be deemed unauthorized, and all costs associated with such excess shall be ineligible for reimbursement. The Participating City shall provide a copy of any such request and the County's written approval to Lauderhill promptly upon submission and receipt, respectively.

Failure to comply with this section shall render associated costs ineligible for reimbursement.

SECTION 5. MATCH REQUIREMENT

The Participating City shall contribute a minimum one-to-one (1:1) match of eligible expenditures associated with its Subrecipient Events.

- (a) Match expenditures must be directly related to the Subrecipient Event operations;
- (b) Match must be documented in the same manner as reimbursable expenditures;
- (c) In-kind contributions qualifying toward the match requirement include, without limitation, municipal labor, staff time, facility use, equipment provided by the Participating City, and other non-cash contributions directly related to the Subrecipient Events; and
- (d) In-kind contributions must be documented with sufficient detail to establish their fair market value, including the basis for the valuation, and shall not be eligible for reimbursement under any circumstance.

Failure to meet or document the match requirement shall result in a proportional reduction in reimbursement.

9) Other Significant Provisions:

SECTION 10. BRANDING AND SPONSORSHIP RECOGNITION

The Participating City shall:

- (a) recognize Broward County as a sponsor of all Subrecipient Events;
- (b) include County-provided logos in all promotional materials; and
- (c) submit materials for review prior to publication.

cc: Raelin Storey, City Manager