

PROCESS FOR INTERLOCAL SERVICE BOUNDARY AGREEMENTS
UNDER CHAPTER 171, PART II, FLORIDA STATUTES

Counties and cities may enter into Interlocal Service Boundary Agreements (ISBAs) pursuant to Chapter 171, Part II, Florida Statutes to address issues relating to service delivery, fiscal responsibilities, and boundary adjustment. An ISBA may include establishment of municipal service areas which could function as the exclusive areas within which municipalities may annex, similar to the Reserve Areas under the Boundary Adjustment Act. The following are the major steps in the ISBA process with estimated minimum timeframes (also see the accompanying flowchart of the ISBA process).

**Estimated
Minimum Time**

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| <p>1. County or City adopts initiating resolution.</p> <ul style="list-style-type: none"> • Pursuant to Sec. 171.203(1), F.S., the initiating resolution identifies an incorporated or unincorporated area to be discussed, and the issues to be negotiated as part of the process. The adopted initiating resolution is sent to other invited parties by mail. | 3 months |
| <p>2. Within 60 days of receipt of the initiating resolution, the county or invited municipality adopts a responding resolution.</p> <ul style="list-style-type: none"> • The responding resolution may identify additional areas and issues for negotiation, and may also invite additional municipalities to participate in the process. • Within 7 days after the adoption of the responding resolution, the responding party sends the resolution by mail to the initiating municipality and each invited municipality. • An invited municipality that fails to adopt a responding resolution waives its right to participate in the negotiation process and shall be bound by an interlocal agreement resulting from the negotiation process, if any is reached. | 3 months |
| <p>3. A municipality that is not invited to participate in the process by an initiating or responding resolution may request to participate by adopting a requesting resolution within 60 days of receipt of the initiating resolution or within 10 days of receipt of the responding resolution.</p> | Optional |
| <p>4. Negotiation of Interlocal Service Boundary Agreement: Starts within 60 days after receipt of the responding resolution or a participating resolution; an impasse may be declared after 6 months, followed by joint public hearing to address issues.</p> <ul style="list-style-type: none"> • Pursuant to Sec. 171.203(6), F.S., ISBAs may address any issue concerning service delivery, fiscal responsibilities, and boundary adjustment, including establishment of municipal service areas, unincorporated service areas, and responsibility for delivery or funding of public facilities and services within these areas. | 6 months |
| <p>5. When the local governments have reached an interlocal service boundary agreement, the county and the municipalities each adopt the agreement by ordinance.</p> | 5 months |
| <p>6. Each party to the ISBA shall amend the intergovernmental coordination element of its comprehensive plan no later than 6 months following adoption of the interlocal service boundary agreement. If the ISBA designates an unincorporated area for municipal annexation (e.g., a municipal service area), this area must be included in the municipal comprehensive plan.</p> | 5 months |

ESTIMATED MINIMUM TIME FOR COMPLETION = 22 Months