

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: November 17, 2015

Department: Sustainability

Bulk Item: X No

Staff Contact /Phone #: Rhonda Haag, 453-8774

AGENDA ITEM WORDING: Approval to enter into Amendment No. 1 to the Interlocal Agreement with the South Florida Regional Planning Council (SFRPC) for conference planning and implementation services for the *7th Annual Southeast Florida Regional Climate Change Summit* to authorize travel for SFRPC staff to the Summit and miscellaneous expenditures supporting the event.

ITEM BACKGROUND: The Summit is hosted by Monroe County every four years on behalf of the *Southeast Florida Regional Climate Change Compact*, a four-county partnership created for the purpose of collaborative planning and implementation of adaptation and mitigation strategies related to climate change. It is expected that 400 – 600 persons will attend the Summit. By hosting this Summit, Monroe County hopes to continue to educate various agency staff, stakeholders, elected officials, and media representatives from the surrounding about the potential effects of climate change, and also to continue to move the goals and projects of the Compact forward. The SFRPC assisted Miami Dade County with the planning of the 2014 Summit, and is therefore experienced and knowledgeable.

The original contract covered only the SFRPC's administrative labor and minor miscellaneous expenses. The SFRPC was authorized to receive registration and sponsorship fees on behalf of the County, but forwarded to the County when received. All other expenses such as hotel venue, program printing, audio visual, speaker expenses, etc. were anticipated to be covered by separate contracts and purchase orders to be issued by the County. However, the SFRPC identified cost effective vendors to print the program, signage, and tote bags for the event. In addition, Miami Dade County donated \$3724 in funds for Summit expenses. In addition, the staff of the SFRPC is required to attend the Summit to provide support in the operational aspects, i.e. registration, media support, customer services, etc. This Amendment No. 1 allows the SFRPC to be reimbursed for their travel expenses. It also authorizes them to retain the \$3724 in funds from Miami Dade, and apply those funds towards the printing of the program and tote bags. FY16 funds budgeted for the Summit will be used.

PREVIOUS RELEVANT BOCC ACTION:

11-14-14: Authorized issuing an RFP for conference planning and implementation services for the 7th Annual Southeast FL Regional Climate change Summit.

02-18-15: Approval rejecting the proposal received from the Request for Proposals issued for conference planning and implementation services for the *7th Annual Southeast Florida Regional Climate Change Summit* to be held in Monroe County.

05-20-15: Authorize entering into an Interlocal Agreement with the SFRPC to provide administrative support for the 7th Annual Climate Leadership Summit, being hosted by Monroe County.

CONTRACT/CONTRACT CHANGES: Increases contract amount by \$10,421.00, to pay for travel expenses, printing of the program, purchase of the tote bags, and miscellaneous other expenses on a reimbursement basis.

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$40,421.00 **INDIRECT COST:** **BUDGETED:** Yes X No
(+\$10,421.00)

DIFFERENTIAL OF LOCAL PREFERENCE:

COST TO COUNTY: **SOURCE OF FUNDS:** 001-05008-530490

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management ms

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM # CAD #

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY			
Contract with: <u>SFRPC</u>	Contract # <u>A1</u>	\$10,421 additional funds	
	Effective Date: <u>November 17, 2015</u>		
	Expiration Date: <u>May 19, 2016</u>		
Contract Purpose/Description: <u>This Amendment No. 1 authorizes the South FL Regional Planning Council to be reimbursed for travel expenses to staff the Summit, to use certain funds collected on behalf of the County to direct pay the program printing costs, tote bag purchase, and miscellaneous other expenses (additional cost: \$10,421.00). Funds budgeted for the Summit will be used to fund this amendment no. 1.</u>			
Contract Manager: <u>Rhonda Haag</u> (Name)	<u>8774</u> (Ext.)	<u>CAD M.S. #26</u> (Department/Stop #)	
for BOCC meeting on <u>11/17/15</u>		Agenda Deadline: <u>11/6/15</u>	

CONTRACT COSTS			
Total Dollar Value of Contract: \$ <u>\$40,421</u>	Current Year Portion: \$ <u>\$40,421</u>		
Budgeted? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Account Codes: <u>001-05008-530490-</u>		
Grant: \$ _____	_____	_____	_____
County Match: \$ _____	_____	_____	_____
ADDITIONAL COSTS			
Estimated Ongoing Costs: \$ _____/yr	For: _____		
(Not included in dollar value above)	(eg. maintenance, utilities, janitorial, salaries, etc.)		

CONTRACT REVIEW				
	Date In	Changes Needed	Reviewer	Date Out
Division Director	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Risk Management	<u>11-4-15</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>M. S. [Signature]</u>	<u>11-4-15</u>
O.M.B./Purchasing	<u>11/4/15</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Christina Buckner</u>	<u>11/4/15</u>
County Attorney	<u>11-2-2015</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Cynthia L. Hall</u>	<u>11-3-2015</u>
Comments: _____				

**FIRST AMENDMENT OF
THE INTERLOCAL AGREEMENT BETWEEN MONROE COUNTY AND THE
SOUTH FLORIDA REGIONAL COUNCIL FOR THE 7TH ANNUAL SOUTHEAST
FLORIDA REGIONAL CLIMATE LEADERSHIP SUMMIT PROGRAM**

THIS AMENDMENT NO. 1, effective as of November 17, 2015, is made to the **Interlocal Agreement** ("the ILA") entered into the 20th day of May 2015, by and between **MONROE COUNTY BOARD OF COUNTY COMMISSIONERS**, a political subdivision of the State of Florida, and the **SOUTH FLORIDA REGIONAL PLANNING COUNCIL**, a state agency.

WITNESSETH THAT

WHEREAS, the Parties entered into a Interlocal Agreement (ILA) for the planning, development and implementation of the 7th Annual Southeast Florida Regional Climate Leadership Summit Program; and

WHEREAS, the Parties desire to modify the Agreement by increasing the contract amount to allow for reimbursement of travel costs up to \$7,951.08 for certain South Florida Regional Planning Council (SFRPC) personnel as shown on Exhibit A to this Amendment, for administrative support services, for two pre-Summit travel days and the Summit as shown on Exhibit A to this Amendment, as well as other out of pocket expense incurred by the Council shown on Exhibit B-1 to this Amendment, in its role as administrative support services; and

WHEREAS, in addition, the Parties desire to modify the Agreement by increasing the contract amount by up to \$6,193.00, as shown on Exhibit B to this Amendment, to pay for tote bags, printing, signage and supplies; and

WHEREAS, the Parties have become aware of \$3,724.00 in carryover funds given by Miami-Dade County for the 2014 conference, and wish to authorize the SFRPC to use the carryover funds.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. Section III (Contract Sum and Expenses), paragraph A. is revised to read as follows (deleted language shown with strikethroughs and additional language shown with underlining):
 - A. SFRPC shall be compensated in an amount not to exceed ~~Thirty Thousand Dollars (\$30,000.00)~~ Forty Thousand Four Hundred Twenty One Dollars and No Cents (\$40,421.00) for the SFRPC's services under this ILA. Such amount includes all expenses except as outlined herein. ~~Travel expenses are included in the lump sum and therefore additional expenses will not be authorized for any reason.~~ Payment will be made in percentage of completion of the lump sum amounts per task according to the Deliverable Schedule attached as Exhibit B, and according to the Florida Local Government Prompt Payment Act, Section 218.70, Florida Statutes. The SFRPC shall submit to the County an invoice with supporting documentation in a form acceptable to the Clerk based on the tasks and deliverables contained therein. Acceptability to the Clerk is based on

generally accepted accounting principles and such laws, rules and regulations as may govern the Clerk's disbursement of funds. The County's Sustainability Manager will review the request, note her approval on the request and forward it to the Clerk.

- 1) The maximum amount set aside for travel expenses for a pre-Summit trip on August 19, 2015, pre-Summit trip #2 (anticipated date: November 16, 2015), and the Summit shall be \$7,951.08, as shown on Exhibit A to this Amendment. Any travel expenses will be reimbursed at the rates in Monroe County Code sections 2—106 through 2-117. Persons claiming the reimbursement must supply a travel voucher form and the originals of receipts for expenditures.
- 2) In addition, additional amounts for tote bags, printing, signage and supplies is approved in the amount of up to \$6,193.00, as shown on Exhibit B to this Amendment. All amounts will be reimbursed after presentation of proper invoices.
- 3) Both parties acknowledge receipt of carryover funds from Miami-Dade County in the amount of \$3,724 from the conference held in 2014.
- 4) Monroe County Board of County Commissioners authorizes the South Florida Regional Planning Council to use the funds carried over from Miami Dade County in the amount of \$3,724 as an offset for the increased out of pocket expenses described above in paragraphs (1) and (2) above.
- 5) As a result, the new contract total is as follows:

a. Original Contract Price	\$30,000
b. Additional costs	14,145
c. Miami Dade Funds	<u>(3,724)</u>
d. Total Contract	\$40,421

2. Payment for these expenses will be within 30 days of receipt of invoice and supporting details.
3. In all other respects, the terms and conditions of the ILA dated May 20, 2015 shall continue unchanged and in full force and effect.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, Parties hereto have executed the Amendment to the Agreement as of the last date all signatures below are affixed.

Attest: Amy Heavilin, Clerk

**BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
Mayor/Chairman

Date: _____

Date: _____

(SEAL)

**SOUTH FLORIDA REGIONAL
PLANNING COUNCIL**

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:
Cynthia L. Hall

CYNTHIA L. HALL
ASSISTANT COUNTY ATTORNEY
Date 10-3-2015

By: _____
Print Name: _____
Title: _____
Date: _____

STATE OF FLORIDA
COUNTY OF BROWARD

On this ___ day of _____, 20 ___, before me, the undersigned notary public, personally appeared _____, known to me to be the Person whose name is subscribed above or who produced _____ as identification, and acknowledged that he/she is the person who executed the above contract with Monroe County for the purposes therein contained.

By: _____
Notary Public

Print Name

My commission expires: _____

(SEAL)

Exhibit A
South Florida Regional Council
Monroe County Climate Leadership Summit
Travel Expense Detail

Description	Hotel	Transportation	Parking	Registration	Meals	Totals
Pre-Summit Travel 8/19/2015 - Trip #1 Completed						
8/19/15 Travel-David Meade	250.00	66.01	0.00	0.00	17.00	342.01
8/19/15 Travel-Rhonda Noah	280.50	27.57	0.00	0.00	17.00	325.07
Total	539.50	93.58	0.00	0.00	34.00	667.08

Description	Hotel	Transportation	Parking	Registration	Meals	Totals
Pre-Summit Travel - Expected Trip #2						
Rhonda Noah	200.00	100.00			17.00	317.00
Karen Chang	200.00	0.00	0.00	0.00	17.00	217.00
Total	400.00	100.00	0.00	0.00	34.00	534.00

Travel & Registration Fees for Summit

Description	Hotel	Transportation	Parking	Registration	Meals	Totals
Rhonda Noah	450.00	175.00	60.00	250.00	85.00	1,020.00
Karen Chang	450.00			250.00	85.00	785.00
Kathie Leitch	450.00			250.00	85.00	785.00
Isabel Moreno	450.00			250.00	85.00	785.00
Nancy Davis	450.00	175.00	60.00	250.00	85.00	1,020.00
Isabel Cosio Carballo	450.00			250.00	85.00	785.00
Karen Hamilton	450.00			250.00	85.00	785.00
Ed McGinn	450.00			250.00	85.00	785.00
Totals	3,600.00	350.00	120.00	2,000.00	660.00	6,750.00

Grand Total Travel & Registration Expenses	4,539.50	543.58	120.00	2,000.00	748.00	7,951.08
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Notes:
 Transportation = Reimbursement for mileage at SFRC rate of \$0.45 plus tolls.
 Meals include lunch and dinner on 11/30/15, breakfast on 12/1/15, lunch and dinner on 12/3/15.

Exhibit B
South Florida Regional Council
Monroe County Climate Leadership Summit
Other Expense Detail

<u>Description</u>		
Tote Bags	\$ 2,193	Actual
Printing	2,500	Estimate
Signage	1,000	Estimate
Supplies	<u>500</u>	Estimate
Total	<u>\$ 6,193</u>	