

## MEMORANDUM

Agenda Item No. 8(L)(4)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

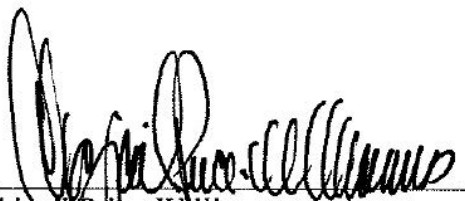
**DATE:** May 5, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Resolution approving first amendment to the Interlocal Agreement (Amended Interlocal) between Broward, Palm Beach, Miami-Dade, and Monroe Counties, where such amendment provides that each of the four counties will increase payment from \$50,000.00 to \$75,000.00 in calendar year 2020, for a total of \$175,000.00 over the three-year period of 2018 – 2020, for services related to the Southeast Florida Regional Climate Change Compact; authorizing the County Mayor to execute the attached first amendment to the Interlocal Agreement and exercise the termination provisions contained therein; authorizing the County Mayor to approve extensions of time; and authorizing the County Mayor to select Miami-Dade County's representatives to the Compact Leadership Committee

Resolution No. R-398-20

The accompanying resolution was prepared by the Regulatory and Economic Resources Department and placed on the agenda at the request of Prime Sponsor Vice Chairwoman Rebeca Sosa.

  
Abigail Price-Williams  
County Attorney

APW/uw

# Memorandum



**Date:** May 5, 2020

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

**Subject:** Resolution Approving and Authorizing the First Amendment to the Interlocal Agreement Between Broward, Palm Beach, Miami-Dade and Monroe Counties for Services Related to the Southeast Florida Regional Climate Change Compact by the Institute for Sustainable Communities

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## **Recommendation**

It is recommended that the Board of County Commissioners (Board) authorize the County Mayor or County Mayor's designee to execute the First Amendment to the Interlocal Agreement (Amended Interlocal) among Broward County, Miami-Dade County, Monroe County, and Palm Beach County for cost share support of services for the Southeast Florida Regional Climate Change Compact (Compact). The Amended Interlocal is provided as Attachment 1 to the resolution. The Amended Interlocal serves to: (1) increase payment from \$50,000.00 to \$75,000.00 in calendar year 2020, for a total of \$175,000.00 over the three-year period of 2018 – 2020; (2) amend the Scope of Services (see Amended Exhibit A- Scope of Services in Amended Interlocal) that the Institute for Sustainable Communities (ISC) will be providing to include additional representative tasks, clarify prior tasks, and add an additional .5 full time equivalent (FTE) staff person that the funding increase will support; (3) update the contact information for Palm Beach County; and (4) provide guidelines for each county's participation in a more formal four-county Compact Leadership Committee.

## **Scope**

The Compact's work encompasses and benefits the entire Southeast Florida region, and therefore, has countywide impact.

## **Fiscal Impact/Funding Source**

This Amended Interlocal commits Miami-Dade County to increase its payment for ISC from \$50,000.00 to \$75,000.00 in calendar year 2020, for a total of \$175,000.00 over the three-year period of 2018 – 2020. This amount funds continued support and engagement of the ISC and additional staffing, tasks and services as detailed on the attached Scope of Services. The increased cost of \$25,000.00 will be paid from the Office of Resilience operating budget for FY 19-20 and FY 20-21 (Index Code PEOFRES, Sub-object 22430; current balance of \$144,500.00), as adopted by the Board.

## **Track Record/Monitor**

James F. Murley, Chief Resilience Officer, within the Regulatory and Economic Resources Department, will be responsible for monitoring the three-year Agreement and its associated activities.

## **Background**

The original Interlocal Agreement was approved by Resolution No. R-520-18 on May 15, 2018, and did the following: (1) committed Miami-Dade, along with Broward, Palm Beach and Monroe counties to contribute \$50,000.00 each year, for a total of \$150,000.00 each over the three-year period of 2018 – 2020, to pay the ISC for coordination and facilitation services, as referenced in the prior

scope of services: and (2) designated Broward County to officially contract with and supervise the ISC. The success of the Compact has been underpinned by the coordination and facilitation services provided by the ISC and staff currently employed by the ISC. Staff from the ISC are intimately familiar with the individuals, issues, priorities, and processes relating to the Compact's history, progress, and needs. Their valued advice, mediation skills, administrative support, and leadership have helped to guide the Compact process and are acknowledged by the staff from the four counties to be essential to the continued work and success of the Compact and implementation of the Compact's Regional Climate Action Plan.

The amended Scope of Services expands upon the support and services that were provided by the ISC in the original Interlocal Agreement approved in 2018. Since the original Interlocal Agreement was approved, the administrative support needs and communication needs of the Compact have increased due to heightened attention and engagement in the region and throughout the state on climate change and sea level rise issues. This is particularly true in the last year, with the appointment of a Chief Scientist and Chief Resilience Officer at the State level, making it more important than ever to keep the four counties current, engaged, and active on these issues and therefore increasing the demands on ISC support staff. In addition, the Kresge Foundation has been financially supporting ISC for its work with the Compact since 2013, but this financial support has decreased over time and will be ending. In order to maintain ISC's support for Compact activities in 2020, each of the four counties will be agreeing in this Amended Interlocal to increase payment from \$50,000.00 to \$75,000.00 in calendar year 2020, for a total of \$175,000.00 over the three-year period of 2018 – 2020.

In addition, in this Amended Interlocal, the four counties are agreeing to participate in a more formal Compact Leadership Committee that will serve in an advisory capacity to the governing bodies of each of the four counties. This committee lacks the power or authority to commit the counties or any of their agencies or instrumentalities to any policies, to incur any financial obligations, or to create any liability, contractual or otherwise, on behalf of the counties or any of their agencies or instrumentalities. Each of the four counties will select one representative to serve on the Committee and may select an alternate, both of whom must have experience and knowledge in the area of resilience and climate change and must have a leadership position related to the area of resilience and climate change in the respective county's government.

The attached Amended Interlocal continues and enhances the original Interlocal Agreement between the four counties and ISC for the final year of the three-year Agreement.

#### **Delegation**

This resolution authorizes the County Mayor or the County Mayor's designee to select a Miami-Dade County representative who would participate on the four-county Compact Leadership Committee, consistent with the requirements specified in the Amended Interlocal. The Mayor or the County Mayor's designee may also select an alternate Miami-Dade County representative for the Compact Leadership Committee.

  
\_\_\_\_\_  
Jack Osterholt  
Deputy Mayor



## MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** May 5, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(L)(4)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor

Agenda Item No. 8(L)(4)

Veto \_\_\_\_\_

5-5-20

Override \_\_\_\_\_

RESOLUTION NO.      R-398-20

RESOLUTION APPROVING FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT (AMENDED INTERLOCAL) BETWEEN BROWARD, PALM BEACH, MIAMI-DADE, AND MONROE COUNTIES, WHERE SUCH AMENDMENT PROVIDES THAT EACH OF THE FOUR COUNTIES WILL INCREASE PAYMENT FROM \$50,000.00 TO \$75,000.00 IN CALENDAR YEAR 2020, FOR A TOTAL OF \$175,000.00 OVER THE THREE-YEAR PERIOD OF 2018 – 2020, FOR SERVICES RELATED TO THE SOUTHEAST FLORIDA REGIONAL CLIMATE CHANGE COMPACT; AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR’S DESIGNEE TO EXECUTE THE ATTACHED FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT AND EXERCISE THE TERMINATION PROVISIONS CONTAINED THEREIN; AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR’S DESIGNEE TO APPROVE EXTENSIONS OF TIME; AND AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR’S DESIGNEE TO SELECT MIAMI-DADE COUNTY’S REPRESENTATIVES TO THE COMPACT LEADERSHIP COMMITTEE

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.**      This Board approves the First Amendment to the Interlocal Agreement (Amended Interlocal) between Miami-Dade County, Broward County, Palm Beach County, and Monroe County, in substantially the form attached hereto and made a part hereof as Attachment 1, which provides for each of the four counties to increase payment from \$50,000.00 to \$75,000.00 in calendar year 2020, for a total of \$175,000.00 over the three-year period of 2018 – 2020, for continued and enhanced services related to the Southeast Florida Regional Climate Change Compact, which would be provided by the Institute for Sustainable Communities.

**Section 2.** This Board authorizes the County Mayor or the County Mayor’s designee to execute the Amended Interlocal in substantially the form attached as Attachment 1 and exercise the termination provisions contained therein.

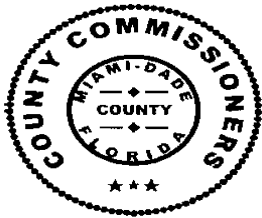
**Section 3.** This Board authorizes the County Mayor or the County Mayor’s designee to execute amendments for extensions of time to this Amended Interlocal, provided that the expenditure of any additional County funds beyond those authorized by this resolution has been approved by separate action of this Board.

**Section 4.** This Board authorizes the County Mayor or the County Mayor’s designee to select Miami-Dade County’s representative who would participate on the four-county Compact Leadership Committee, consistent with the requirements specified in the Amended Interlocal. The Mayor or the County Mayor’s designee may also select an alternate Miami-Dade County representative for the Compact Leadership Committee.

The foregoing resolution was offered by Commissioner **Audrey M. Edmonson** , who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	<b>aye</b>		
Rebeca Sosa, Vice Chairwoman	<b>aye</b>		
Esteban L. Bovo, Jr.	<b>absent</b>	Daniella Levine Cava	<b>aye</b>
Jose “Pepe” Diaz	<b>aye</b>	Sally A. Heyman	<b>aye</b>
Eileen Higgins	<b>aye</b>	Barbara J. Jordan	<b>aye</b>
Joe A. Martinez	<b>aye</b>	Jean Monestime	<b>aye</b>
Dennis C. Moss	<b>aye</b>	Sen. Javier D. Souto	<b>aye</b>
Xavier L. Suarez	<b>aye</b>		

The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day of May, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: Melissa Adames  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

A handwritten signature in dark ink, appearing to read "ASR", is written over a horizontal line.

Abbie Schwaderer-Raurell

## ATTACHMENT 1

### **FIRST AMENDMENT TO INTERLOCAL AGREEMENT AMONG BROWARD COUNTY, MIAMI-DADE COUNTY, MONROE COUNTY, AND PALM BEACH COUNTY FOR COST SHARE SUPPORT OF SERVICES FOR THE SOUTHEAST FLORIDA REGIONAL CLIMATE CHANGE COMPACT**

This is a First Amendment ("First Amendment") to the agreement among the counties of Broward, Miami-Dade, Monroe, and Palm Beach, political subdivisions of the State of Florida, for cost-share support services for the Southeast Florida Regional Climate Change Compact ("Interlocal Agreement"). The counties are collectively referred to as the "Parties," and, when excluding Broward, the "Contributing Counties."

#### **Recitals**

- A. The Parties entered into the Interlocal Agreement on July 18, 2018, and agreed to share the costs associated with the Institute for Sustainable Communities' ("ISC") coordination and facilitation of services for the Southeast Florida Regional Climate Change Compact.
- B. The Parties desire to increase their respective 2020 calendar year contributions to Eighteen Thousand Seven Hundred Fifty Dollars (\$18,750) per quarter for a total payment of Seventy Five Thousand Dollars (\$75,000) in 2020 by each of the Parties and a total not-to-exceed amount of One Hundred Seventy Five Thousand Dollars (\$175,000) by each of the Parties.
- C. The Parties agree that it would be beneficial to have a more formal Compact Leadership Committee tasked with providing unified advice and recommendations to the Parties' governing bodies with respect to climate change and resilience issues.
- D. The Parties desire to update the contact information for Palm Beach County.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Section 1.6 of the Interlocal Agreement is hereby created as follows:
  - 1.6 Compact Leadership Committee. Each Party agrees to participate in a four-County Compact Leadership Committee, which will provide formal, unified advice and recommendations on climate change and resilience issues to the Parties' governing bodies. Each Party will select one representative to serve on the Compact Leadership Committee, which representative must have experience and knowledge in the area of resilience and climate change and must have a leadership position related to the area of resilience and climate change in the respective County's government. Each Party may designate an alternate to the Compact Leadership Committee, but such alternate must meet the same qualifications as each Party's representative. The initial representatives from each County are:
    - The Chief Resilience Officer of Broward County.



- The Deputy Resilience Officer of Miami-Dade County.
- The Sustainability and Projects Director of Monroe County.
- The Director of the Office of Resilience of Palm Beach County.

The Compact Leadership Committee will seek input from stakeholders and technical and scientific experts, and it may invite and hear from experts and representatives of other local governments and stakeholders, including but not limited to local municipalities, the South Florida Water Management District, the Florida Climate Institute, The Nature Conservancy, and the South Florida Regional Planning Council.

The Compact Leadership Committee will serve in an advisory capacity to the Parties' governing bodies and lacks the power or authority to commit the Parties or any of their agencies or instrumentalities to any policies, incur any financial obligations, or to create any liability, contractual or otherwise, on behalf of the Parties or any of their agencies or instrumentalities.

All proceedings of the Compact Leadership Committee must be conducted in accordance with the Government in the Sunshine Law, § 286.011, F.S., and the Florida Public Records Act, Ch. 119, F.S. Members of the Compact Leadership Committee must also comply with all applicable ethics laws. Three members of the Compact Leadership Committee constitute a quorum. The Compact Leadership Committee will hold regular meetings and will aim to meet at least once a month. The Compact Leadership Committee may create its own rules of procedure, as needed, provided that such rules are consistent with this Agreement and applicable laws.

2. Section 2.1 of the Interlocal Agreement is hereby replaced in its entirety as follows:

- 2.1 Upon receipt of an invoice from Broward, the Contributing Counties agree to each remit up to \$175,000 to Broward as their respective share of costs. Broward will use any funds remitted from the Contributing Counties to fulfill any payment obligations under the agreement between Broward County and the Institute for Sustainable Communities for Coordination and Facilitation Services for the Southeast Florida Regional Climate Change Compact. Broward agrees to also remit up to \$175,000 to ISC and, on behalf of the Parties, to retain and supervise ISC's performance of the ISC Scope of Services, attached as Exhibit A. All Parties agree to contribute equal amounts, within the dollar limits of this Agreement.

3. Section 4.1 of the Interlocal Agreement is hereby amended to read as follows:

- 4.1 For the Term, Contributing Counties will pay Broward up to a maximum amount as follows:

<b>Services/Goods</b>	<b>Not-To-Exceed Amount</b>
Miami-Dade	\$150,000 \$175,000

Monroe	<del>\$150,000</del> <u>\$175,000</u>
Palm Beach	<del>\$150,000</del> <u>\$175,000</u>
<b>TOTAL NOT TO EXCEED</b>	<del>\$450,000</del> <u>\$525,000</u>

3. Section 4.2.2 of the Interlocal Agreement is hereby amended to read as follows:

4.2.2 Broward may invoice each of the Contributing Counties in the amounts set forth as follows:

2018: Calendar Quarter 2	\$25,000 for services provided by ISC in Calendar Quarters 1 and 2
2018: Calendar Quarter 3	\$12,500
2018: Calendar Quarter 4	\$12,500
2019: Calendar Quarter 1	\$12,500
2019: Calendar Quarter 2	\$12,500
2019: Calendar Quarter 3	\$12,500
2019: Calendar Quarter 4	\$12,500
2020: Calendar Quarter 1	<del>\$12,500</del> <u>\$18,750</u>
2020: Calendar Quarter 2	<del>\$12,500</del> <u>\$18,750</u>
2020: Calendar Quarter 3	<del>\$12,500</del> <u>\$18,750</u>
2020: Calendar Quarter 4	<del>\$12,500</del> <u>\$18,750</u>

4. Section 9.7 of the Interlocal Agreement is hereby replaced in its entirety as follows:

9.7 Notices. For a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail with a contemporaneous copy via e-mail to the addresses listed below. Notice will be effective upon mailing. The addresses for notice will remain as set forth herein unless and until changed by providing notice of such change in accordance with the provisions of this section.

**FOR BROWARD:**

Broward County Environmental Planning and Community Resilience Division  
Attn: Jennifer Jurado, PhD, Director and Chief Resilience Officer  
Governmental Center, Room 329H  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
Email address: [jjurado@broward.org](mailto:jjurado@broward.org)

**FOR MIAMI-DADE:**

Miami-Dade Office of Resilience, Regulatory & Economic Resources Department  
Attn: James F. Murley, Chief Resilience Officer  
Stephen P. Clark Center  
111 NW 1st Street, 12th Floor  
Miami, Florida 33128

Email address: MURLEYJ@miamidade.gov

FOR MONROE:

Monroe County Administration

Attn: Rhonda Haag, Sustainability and Projects Director

102050 Overseas Highway, Ste. 246

Key Largo, FL 33037

Email address: Haag-Rhonda@MonroeCounty-FL.Gov

FOR PALM BEACH:

Palm Beach County Office of Resilience

Attn: Megan Houston, Director

2300 North Jog Road, 4th Floor

West Palm Beach, FL 33411

Email address: MSHouston@pbcgov.org

5. "Exhibit A – ISC Scope of Services" of the Interlocal Agreement is hereby replaced with "Amended Exhibit A – Scope of Services," attached hereto and made a part hereof.
6. Except as amended herein, all other terms and conditions of the Interlocal Agreement remain in full force and effect.
7. In the event of any conflict or ambiguity between the terms and provisions of this First Amendment and the Interlocal Agreement, the terms and provisions of this First Amendment will control to the extent of any such conflict or ambiguity.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this First Amendment to the Interlocal Agreement Among Broward County, Miami-Dade County, Monroe County, and Palm Beach County for Cost Share Support of Services for the Southeast Florida Regional Climate Change Compact: BROWARD COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and Contributing Counties, signing by and through their officials, duly authorized to execute same.

BROWARD

ATTEST:

BROWARD COUNTY, by and through  
its Board of County Commissioners

\_\_\_\_\_  
Broward County Administrator, as  
ex officio Clerk of the Broward County  
Board of County Commissioners

By: \_\_\_\_\_  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Approved as to form by  
Andrew J. Meyers  
Broward County Attorney  
Governmental Center, Suite 423  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
Telephone: (954) 357-7600  
Telecopier: (954) 357-7641

By: \_\_\_\_\_  
Rocio Blanco Garcia (Date)  
Assistant County Attorney

By: \_\_\_\_\_  
Maite Azcoitia (Date)  
Deputy County Attorney

**FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT AMONG BROWARD  
COUNTY, MIAMI-DADE COUNTY, MONROE COUNTY, AND PALM BEACH  
COUNTY FOR COST SHARE SUPPORT OF SERVICES FOR THE SOUTHEAST  
FLORIDA REGIONAL CLIMATE CHANGE COMPACT**

MIAMI-DADE

WITNESSES:

MIAMI-DADE COUNTY

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Authorized Signor

\_\_\_\_\_  
Print Name of Witness above

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name of Witness above

ATTEST:

\_\_\_\_\_  
Corporate Secretary or other person  
authorized to attest

(CORPORATE SEAL OR NOTARY)

**FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT AMONG BROWARD  
COUNTY, MIAMI-DADE COUNTY, MONROE COUNTY, AND PALM BEACH  
COUNTY FOR COST SHARE SUPPORT OF SERVICES FOR THE SOUTHEAST  
FLORIDA REGIONAL CLIMATE CHANGE COMPACT**

MONROE

WITNESSES:

MONROE COUNTY

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Authorized Signor

\_\_\_\_\_  
Print Name of Witness above

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name of Witness above

ATTEST:

\_\_\_\_\_  
Corporate Secretary or other person  
authorized to attest

(CORPORATE SEAL OR NOTARY)

**FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT AMONG BROWARD  
COUNTY, MIAMI-DADE COUNTY, MONROE COUNTY, AND PALM BEACH  
COUNTY FOR COST SHARE SUPPORT OF SERVICES FOR THE SOUTHEAST  
FLORIDA REGIONAL CLIMATE CHANGE COMPACT**

**PALM BEACH**

WITNESSES:

PALM BEACH COUNTY

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Print Name of Witness above

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name of Witness above

ATTEST:  
Sharon R. Bock  
Clerk and Comptroller

Approved as to Form and Legal Sufficiency  
By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Deputy Clerk

(CORPORATE SEAL OR NOTARY)

APPROVED AS TO TERMS  
AND CONDITIONS

By \_\_\_\_\_  
Department Director

## **Amended Exhibit A – Scope of Services**

### **Support for the Southeast Florida Regional Climate Change Compact Statement of Work for 2018 – 2020**

During the contracted period, the Institute for Sustainable Communities ("ISC") must provide a level of effort and time per year that will not be less than the equivalent of two and a half (2.5) full-time employees. This level of effort will combine the time and expertise of ISC staff to provide services to the South Florida Regional Climate Change Compact ("Climate Compact"), including governance process facilitation and support, strategic and technical assistance, communications delivery and support, and assistance in identifying additional financial resources from federal, state, and private philanthropic sources to support the growth and expansion of Compact service delivery. With respect to the Compact Leadership Committee, as well as working groups and advisory groups, ISC must conduct all tasks in accordance with the Sunshine Law, the Public Records Act, and all other applicable law. The details of the services ISC must perform are articulated in the tasks and deliverables set forth below.

#### **Task 1: Provide Secretariat Services for the Climate Compact**

##### **Task 1.1: Compact Leadership Committee Meeting Support**

Representative tasks include: Coordinating a minimum of monthly meetings of the Compact Leadership Committee and providing meeting support, identifying key strategic and management issues for the ongoing success of the Climate Compact; developing meeting agendas in partnership with the Compact Leadership Committee and chairperson, as appropriate; compiling hot topics for discussion with the Climate Compact; facilitating communications by Climate Compact partners; assembling requests for Climate Compact support and engagement; and conducting tasks in accordance with all applicable laws.

##### **Task 1.2: Biannual (2x annually) Climate Compact Retreats**

Representative tasks include: Identifying key strategic and management issues for the ongoing success of the Climate Compact; providing strategic advice to the Compact Leadership Committee and associated resilience staff from the Parties; developing the retreat agenda with input by Compact Leadership Committee and resilience staff from the Parties; conducting the retreat in accordance with all applicable laws, and paying for various retreat-related expenses, including venue and audiovisual equipment costs, if applicable, ISC staff travel costs, breakfast and lunch, printing, and other miscellaneous costs.

##### **Task 1.3: General Climate Compact Support – Priority Tasks**

Representative tasks include: Providing support on short and longer-term tasks as prioritized and assigned by the Compact Leadership Committee or the Contract Administrator, as appropriate, on an annual basis with the ability to make adjustments on a quarterly basis as issues, challenges, and opportunities arise in furthering the interests of the Climate Compact partners; developing an annual Climate Compact work plan in collaboration with the Climate Compact Leadership Committee and the Contract Administrator, as appropriate, to guide Climate Compact's annual work priorities and deliverables; maintaining a timeline; and developing processes to achieve deliverables.



**Task 1.4: Annual Regional Climate Leadership Summit ("Summit") Support**

Representative tasks include: Participating on Summit planning team calls; assisting with the development of Summit themes, panels, and deliverables; assisting with the identification and engagement of speakers for the Summit; traveling to and participating in the Summit.

**Task 1.5: General Fundraising Support**

Representative tasks include: Identifying new grant resources for the Climate Compact (federal, state, or private philanthropy) and coordinating the development of proposals and budgets in partnership with the Compact Leadership Committee and Contract Administrator, as appropriate.

**Task 1.6: Climate Compact Working Group Coordination and Support**

Representative tasks include: Identifying key issues and annual priorities in collaboration with working groups; developing agendas for participants; scheduling meetings and, upon request, providing facilitation during the meetings; taking meeting notes, and tracking action items through completion; providing research, analysis, and specific Climate Compact-branded guidance products, tools, and reports, as requested by the working groups; and conducting all tasks in compliance with all applicable laws.

**Task 2: Provide implementation support for the Regional Climate Action Plan ("RCAP")****Task 2.1: RCAP Implementation Workshops (three per year)**

Representative tasks include: Designing the workshop and agenda; managing logistics; and producing the guidance materials from the RCAP for the Climate Compact website. ISC must pay for all workshop event costs, including ISC staff travel costs, venue, audiovisual equipment, catering, printing, and other miscellaneous costs.

**Task 2.2: Conduct a regional Greenhouse Gas Inventory**

Representative tasks include: Developing inventory scope in collaboration with guidance from the Climate Compact Leadership Committee and Contract Administrator, as appropriate; obtaining data from all relevant sources across the region; analyzing data; writing, formatting, and publishing a report.

**Task 2.3: Sea Level Rise ("SLR") Ad Hoc Technical Advisory Group Coordination and Support**

Representative tasks include: Developing and administering SLR projection survey; synthesizing and reporting on survey data; developing agendas; scheduling meetings and, upon request, providing facilitation; taking meeting minutes, and tracking action items through completion; providing research to support group activity, as requested by the SLR Ad Hoc Technical Advisory Group, resilience staff from the Parties, and the Contract Administrator, as appropriate; and conducting all meetings in accordance with applicable law.

### **Task 3: Climate Compact Communications Support**

#### **Task 3.1: Climate Compact Website and Climate Compact Currents**

Representative tasks include: Providing ongoing support and maintenance to the Climate Compact website; developing new content and pages on the Climate Compact site; developing and delivering the Climate Compact's quarterly e-newsletter.

#### **Task 3.2: Press/Media Relations and External Inquiries Support**

Representative tasks include: Fielding and responding to media requests on behalf of the Climate Compact when appropriate; directing reporters to relevant Compact Leadership Committee members or Parties' resilience staff; speaking to reporters on background; developing talking points for Climate Parties with press; tracking all relevant press; and responding to Climate Compact email inquiries, as requested by resilience staff from the Parties and the Contract Administrator, as appropriate.

#### **Task 3.3: Climate Compact Communication Collateral Development and Maintenance**

Representative tasks include: Developing and updating template Climate Compact presentations for each Party's use; developing and updating Climate Compact fact sheet and other communication pieces as requested by the Parties, or as required by the circumstances.

#### **Deliverables**

ISC must provide a quarterly narrative report detailing activities across these three key tasks, including an ISC accounting of staff time and expenses for review and approval by the Contract Administrator.

**Personnel and Fringe Benefits**—salaries are budgeted as gross wages and reflect current or comparable rates from ISC's current projects. ISC fringe benefits are based on each employee's salary, timesheet allocations, and its Negotiated Indirect Cost Rate Agreement ("NICRA") (included as Attachment A), which is approved by United States Agency for International Development, ISC's cognizant audit agency.

**Travel**—ISC requires travelers to take reasonable steps to lower travel costs and air travel is based on economy or coach class fares. ISC pays for actual hotel costs and provides per diem rates for meals and incidental expenses that do not exceed US Government rates.

**Other Direct Costs**—ISC's estimates include communication and photocopying expenses and a portion of ISC's A-133 audit expense. These expenses have been budgeted for this program based on ISC's overall program cost and budget.

**Indirect Costs**—ISC's indirect cost calculation methodology uses a modified total direct cost base consisting of total direct costs, less grant agreement amounts that exceed \$25,000. ISC's NICRA is currently 28 percent of its modified total direct cost base.