

SOUTHEAST FLORIDA REGIONAL PARTNERSHIP

To: Executive Committee
From: SEFRP Staff
Date: March 30th Meeting
Subject: Action Plans

AGENDA ITEM #9

Introduction

During the January 27th, 2012 meeting of the SCI's Southeast Florida Regional Partnership, the Executive Committee approved Action Plan #1 to guide and authorize work and expenditures towards the completion of the Regional Vision and Blueprint for Economic Prosperity (RVB).

Effective implementation of certain Tasks as proposed in Action Plan #1 is not possible without some minor amendments and or language clarification. Requests for these amendments and clarification stemmed from comments and/or concerns by Partners and stakeholders involved in the process, as well as from technical issues the Team and staff have encountered as the project progresses.

A second Action Plan is necessary to commence public outreach and engagement activities. While the general scope for Action Plan #2 is defined, certain details need further refinement, and it is anticipated that post Executive Committee approval amendments may be required.

In an effort to complete all activities and commitments of the RVB within the outlined timeline, staff recommends the implementation of an approval process for the Action Plans that is both thorough and expeditious.

General

Action Plan Approval and Amendment Process

A two-step Action Plan Approval and Amendment Process is suggested as follows:

- 1) The Project Director, working in conjunction with the Consultant, prepares a draft Action Plan for review by the Executive Committee that includes:
 - a. Tasks and sub tasks to be performed.
 - b. Fund allocation for consultants.

- c. Proposed fund allocation for Consortium members (expressed as a percentage of the total funds allocated for the Action Plan).
 - d. Timeline.
 - e. Consultants and sub-consultants performing tasks.
- 2) The Project Director presents the draft Action Plan to Executive Committee for comments, preliminary approval and authorization to finalize details working in conjunction with the Chair of the Executive Committee.
 - 3) The Chair of the Executive Committee approves the final Action Plan and/or Action Plan amendments.
 - 4) If Action Plan is not finalized in a manner that is satisfactory to the Chair, specific Tasks are undefined at the time of approval by the Executive Committee, or amendments deviate substantially from the original proposal, the Chair shall request that the Action Plan be brought back to the Executive Committee for approval.
 - 5) Action Plans approved by the Chair get signed/approved by the SFRPC Executive Director.
 - 6) The Project Director informs the Executive Committee of any changes, updates or amendments to the Action Plan incurred in the timeframe between Executive Committee meetings.

Action Plan #1

Amendments to Action Plan #1 necessary to performe the Tasks as outlined in the Work Plan are shown in strike-through and underline format.

Amendments can be summarized into these general categories:

- Language clarification where necessary
- Changes to proposed commitments to Consortium Members (either because their participation was deemed more appropriate in other Tasks, or because a separate agreement was necessary to better reflect the nature of the work to be performed.
- Changes in monetary commitments resulting from the proposed budget amendment.

Please note that amendments to the Housing Assessment Task (2.5) are still to be defined and will be presented at a future date.

Draft Action Plan #2

Draft Action Plan #2 is proposed to:

- a) Commence activities on Tasks 3, 4, and sub-tasks #5.1, 5.3 and 5.9

- b) Allow not to exceed task-related expenditures of \$524,875.00 for Consultant and Consortium Members; \$80,000.00 for SFRPC and \$28,000 for TCRPC.

Task #4 may present an opportunity to further engage Consortium Members and other experts and will be defined at a future date (either brought back to the Executive Committee or approved under the proposed process).

Recommendation

Staff recommends that the Executive Committee approve the proposed Action Plan Approval and Amendment Process and the adoption of Action Plan #2 in accordance with the above proposed review and approval structure.

Attachments.