



# AGENDA ITEM MEMORADUM

Item No. 116

**Town Manager**

Department

**Pat Himelberger**

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Oct 11, 2011	Sept 30th
<input type="checkbox"/> Oct 25, 2011	Oct 14th
<input type="checkbox"/> Nov 8, 2011	Oct 28 <sup>th</sup>
<input checked="" type="checkbox"/> Nov 29, 2011	Nov 10 <sup>th</sup>
<input type="checkbox"/> Dec 13, 2011	Dec 2 <sup>nd</sup>

**\*Subject to Change**

- Presentation     Reports     Consent     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE:** Southeast Florida Regional Partnership Memorandum of Understanding

**EXPLANATION:** In 2009, the South Florida Regional Planning Council (SFRPC) working in partnership with the Treasure Coast Regional Planning Council (TCRPC) entered into Memoranda of Understanding (MOUs) or received letters of support from over 200 organizations to create the Southeast Florida Regional Partnership (Partnership). The Partnership then applied for and received a Sustainable Communities grant in 2010 from the U.S. Dept. of Housing and Urban Development (HUD) to develop a regional plan incorporating the following Livability Principles for the sustainable development and redevelopment of Southeast Florida:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate policies and leverage investment
6. Value communities and neighborhoods.
7. Enhance community resiliency to the impacts of Climate Change.

Through a MOU, organizations become Partnership members at various levels with the lowest commitment requiring the designation of a primary delegate and a backup delegate to serve as points of contact for the participating organization. Partnership members will be invited to attend meetings at least 3 times per year to receive reports and provide input on the development of the Regional Vision and related work plan activities.

There is no fiscal obligation to becoming a Partnership Member. By becoming a Partnership Member, the Town of Lauderdale by-the-Sea would fall under the umbrella of being a Sustainable Community which would allow the Town to claim points on future grant applications for being a Sustainable Community. Becoming a Partnership Member would also enable the LBTS community to have a say in the development and implementation of the Regional Vision and Blueprint for Economic Prosperity.

**RECOMMENDATION:** Commission authorize the Town Manager to enter into an MOU with the Southeast Florida Regional Partnership at the lowest commitment level of Partnership.

**EXHIBIT(S):** Southeast Florida Regional Partnership Memorandum of Understanding (MOU).

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CA

**Southeast Florida  
Regional Partnership**

Indian River - St. Lucie - Martin  
Palm Beach - Broward - Miami-Dade - Monroe

## **Partnership Memorandum of Understanding**

**WHEREAS**, In June 2009 the U.S. Departments of Housing and Urban Development (HUD), Transportation, and the Environmental Protection Agency announced the creation of an interagency partnership and Sustainable Communities Regional Planning Grant Program that would support regions who committed to work collaboratively across jurisdictional boundaries to create "Regional Plans for Sustainable Development"; and

**WHEREAS**, the South Florida Regional Planning Council (SFRPC), working in partnership with the Treasure Coast Regional Planning Council (TCRPC), entered into memoranda of understanding (MOU) with 130 organizations, with an additional 70 organizations providing letters and resolutions of support, to create the Southeast Florida Regional Partnership (Partnership); and

**WHEREAS**, on behalf of the Partnership, the South Florida Regional Planning Council (SFRPC), as lead applicant, submitted an application to the U.S. Department of Housing and Urban Development and was subsequently selected as one of 45 recipients of the first round of Sustainable Communities grants in 2010; and

**WHEREAS**, as part of the application process a subset of Partnership members were organized to form the nucleus of a strong leadership consortium called the "Sustainable Communities Grant Consortium" that would be expanded over time to include additional Partnership members;

**WHEREAS**, initial Consortium participants include approximately 45 local governments, metropolitan and transportation planning organizations, nonprofit community-based organizations, professional associations, public and private sector organizations, and educational institutions; and

**WHEREAS**, the Partnership signatories recognize the need for a coordinated, collaborative forum where the region's stakeholders can come together to discuss and agree upon shared priorities for the future; and

**WHEREAS**, any private sector organization, non-profit, academic or research institution, philanthropic partner, community organization, governmental entity, individual, or intermediary agency that bears responsibility for, or has an interest in, the sustainable development and redevelopment of Southeast Florida may be a general Partner and signatory to this Memorandum of Understanding (MOU) or choose to become a Consortium participant by entering into the Sustainable Communities Grant Consortium Agreement;

**WHEREAS**, each of the signatories to this MOU is committed to the following Livability Principles relating to the sustainable development and redevelopment of Southeast Florida:

1. **Provide more transportation choices.** Develop safe, reliable and economic transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
2. **Promote equitable, affordable housing.** Expand location-and energy-efficient housing choices for people of all ages, incomes, races and ethnicities to increase mobility, and lower the combined cost of housing and transportation.
3. **Enhance economic competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers as well as expanded business access to markets.
4. **Support existing communities.** Target funding toward existing communities through such strategies as transit-oriented, mixed-use development and land recycling – to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.
5. **Coordinate policies and leverage investment.** Align policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
6. **Value communities and neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods – rural, urban or suburban.
7. **Enhance community resiliency to the impacts of Climate Change.** Enhance community resiliency to the impacts of climate change through the development of mitigation and adaptation strategies.

**WHEREAS**, any regional plan document developed under the SCI grant will support these Livability Principles and should, to the greatest extent possible and where appropriate, be built upon the foundation of work that has been accomplished and undertaken in the region where existing plans, partnerships, and processes enhance regional planning, coordination and efficiency, reduce unnecessary duplication of effort and responsibilities, and add clarity and accountability to implementation processes.

**NOW THEREFORE**, Partnership Members agree to the following:

**I. Partnership Members:** This Memorandum of Understanding is entered into by general members of the Southeast Florida Regional Partnership.

**II. Goal:** Partnership members will work together to successfully carry out the activities outlined in the Southeast Florida Regional Partnership's work plan to create a "Regional Vision and Blueprint for Economic Prosperity" (Regional Vision and Blueprint) approved by the U.S. HUD on May 11, 2011. The work plan, milestones, and schedules will be more fully developed by the Partnership's Executive Committee, the chief governing board for the Partnership and the Consortium; Partnership and Consortium participants; and work groups in consultation with HUD. Please refer to Attachment A – Abstract and Work Plan Summary. The Partnership will take the following six steps to achieve and sustain the Regional Vision and Blueprint:

- Build long term collaborative partnerships;
- Build and support the region's leadership capacity;
- Measure where the region currently is and where it will likely be if trends continue;
- Identify a vision of the future with better outcomes than identified in the current conditions and trend analysis;
- Engage communities in developing plans to achieve the Regional Vision and Blueprint with emphasis on equitable and achievable outcomes; and
- Develop strategies to implement the Regional Vision and Blueprint and measure progress towards the Regional Vision and Blueprint outcomes.

**III. Purpose of the Memorandum of Understanding:** The purpose of this MOU is to create a framework for coordinating efforts related to the successful completion of the work program funded under the Sustainable Communities Planning Grant Program and to formalize the roles and commitments of Partnership members as they are known today. The Partnership will work over the next three years to create and lay the foundation for implementation of the Regional Vision and Blueprint.

**IV. Roles / Commitments:** Partnership members, as regional leaders, commit to develop and implement the Regional Vision and Blueprint unless it is detrimental to their organization and/or the region. Specifically Partnership members agree that, to the extent that they are able, they will:

- Assist and participate in the development of strategies, plans and tools;
- Assist in engaging stakeholders, particularly local and hard-to-reach populations;
- Help assess, analyze, and evaluate plans, strategies, tools, and projects;
- Play specific roles in implementing local projects providing leadership, staff support, research, oversight, or financial support;
- Participate in educational and outreach opportunities through classes, meetings, conferences, and workshops; and

- Assist in developing and refining the visions and plans that constitute the elements of a sustainable region and integrating these visions.

Furthermore, Partnership members reaffirm:

- The SFRPC will act in the representative capacity with HUD on behalf of the Southeast Florida Regional Partnership and the SFRPC agrees to assume administrative responsibility for ensuring the Partnership's program is carried out in compliance with HUD requirements and the Federal Funding Accountability and Transparency Act of 2006;
- To work cooperatively with the SFRPC (lead applicant), the TCRPC, and other Partnership members to develop the Regional Vision and Blueprint;
- To work with the Executive Committee established as the overall governing body for the Partnership to ensure full participation by Partnership in developing and implementing the Regional Vision and Blueprint, and to involve additional committees, organizations, and groups as part of the community engagement work that is integral to this effort; and
- To commit, where possible, leveraged resources in terms of staff, financial investment, or other resources in support of carrying out the work program to the best of their ability.

Partnership members will designate a primary delegate and a backup delegate to serve as points of contact for the participating organization. Partnership members will be invited to meet at least three times a year to receive reports on the work of the Partnership and provide guidance and input in the development of the Regional Vision and Blueprint and related work plan activities. The SFRPC, as lead fiscal agent, will maintain a list of all Partnership members and their designees.

Any Partnership member may terminate its membership in the Partnership upon written notice from the organization's Executive Director or Chief Executive Officer, with hard copy by U.S. Mail, to the Executive Director of the SFRPC.

#### **V. Programming, Budgeting, Funding and Reimbursement Arrangement:**

1. This MOU is neither a fiscal nor a funds obligation document. Any transfer of funds between parties may take place through existing authorities and procedures.
2. Generally, any endeavor involving the transfer of funds will follow normal procurement or other appropriate processes and will be affected in writing by representatives of the organizations involved.

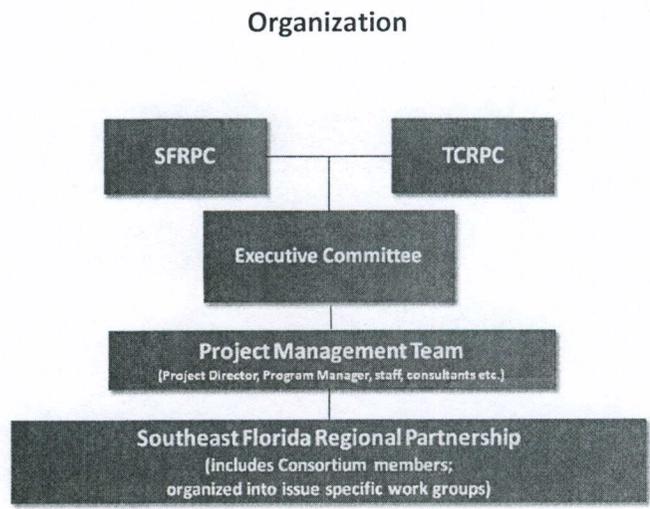
3. This MOU in no way restricts the signatories from participating in similar activities or arrangements with other entities or agencies.
4. Nothing in this MOU shall obligate the signatories to expend appropriations, obligate funds or enter into any contract or other agreement.

**VI. Governance Structure and Decision-making:**

The following principles guide the Partnership’s organization:

- o Build an enduring consensus and constituency for the Regional Vision and Blueprint;
- o Develop a clear organizational structure and decision-making protocols for the Partnership;
- o Create multiple, meaningful opportunities for engagement, input and decision-making from the full range of public, private, and civic/nonprofit partners in the region, including traditionally underrepresented stakeholders;
- o Enable “joinability” so that the Partnership can continue to grow over time;
- o Build on the strengths of existing institutions in the region;
- o Engage and build ownership among implementing agencies and stakeholders early and throughout the process;
- o Ensure transparency and clear lines of accountability and reporting; and
- o Adapt the Partnership’s organizational model over time as the project shifts from visioning to implementation.

**Southeast Florida Regional Partnership**



**Mission Statement**

*The Southeast Florida Regional Partnership will create and implement a “Regional Vision and Blueprint for Economic Prosperity” to support the creation of a vibrant and resilient economy; socially inclusive, sustainable, and equitable communities; and environmental sustainability.*

The core elements of the organization include the following:

**Southeast Florida Regional Partnership:** Provides a regional forum for discussion and consensus building on issues of importance to Southeast Florida. The Partnership will develop and approve the Regional Vision and Blueprint, and support long-term implementation of Regional Vision and Blueprint through individual and collective action. During the visioning process the Partnership will primarily conduct its work through issue-specific Work Groups, augmented by at least four summits of the entire Partnership during the visioning process. In parallel with the visioning process, the Partnership will explore options for a long-term optimal structure to assist with implementation, progress review, and future updates. The intent is for the Partnership to develop a long-term structure for its ongoing operations by the conclusion of the visioning process.

To join the Partnership, organizations must sign an MOU and commit to work collaboratively to advance the region's livability and sustainability through implementation of the work program developed by the Partnership with support of the Sustainable Communities Planning Grant Program. Partnership members who are not currently Consortium participants and have pledged leverage and in-kind support, or other interested Partnership members, may wish to become Consortium participants with additional responsibilities in the development and implementation of the work plan.

**Executive Committee:** Serve as the overall governing board for Partnership. The Executive Committee will oversee the Sustainable Communities Regional Planning Grant administration; establish the project organization; approve the overall work plan; recommend the selection of staff and consultants to the Regional Planning Council boards for action; provide guidance to the Project Director and Program Manager; provide policy direction for the Regional Vision and Blueprint; ensure all constituencies have meaningful opportunities to engage and shape the process; identify and resolve significant issues arising during the process; recommend the final Regional Vision, Blueprint, and implementation plan; and recommend the long-term structure for Southeast Florida Regional Partnership. The Executive Committee has 17 initial members as identified in the grant application. The Committee is designed to expand as needed to ensure representation of segments of the region as needed to make the Executive Committee more responsive to the needs of all residents and businesses.

**Sustainable Communities Grant Consortium:** Serve as the core team within the Partnership for meeting HUD requirements and carrying out activities to develop the Regional Vision and Blueprint. Consortium participants

agree to the basic commitments and responsibilities outlined for Partnership members, as well as the additional commitment of leveraged resources in terms of staff, financial investment, or other resources.

**Partnership Work Groups:** Serve as regional subject matter experts in identified issue areas, and develop technical and policy recommendations and draft products for review by the Partnership. Work Group membership will be open to Partnership members (individuals and organizations) interested in the subject matter. The Executive Committee will ensure that the membership of each Work Group reflects a mix of perspectives among the public, private, and civic sectors; among subareas and types of communities in the region (coastal, urban, suburban, and rural); and among socioeconomic/ethnic groups including traditionally underrepresented groups. The chair and vice chair of each Work Group will be identified by the Executive Committee.

The intent for these committees and work groups is to use a consensus decision-making process. This entails substantial engagement of all parties, full transparency, extensive dialog, and ultimately crafting policies and decisions that are acceptable to all parties. The process takes longer, but produces results that when embraced, will provide the foundation for continuing work. If full consensus cannot be reached then the Executive Committee will be in a position to take a majority vote on a specific issue as well as a super-majority vote to approve the final Regional Vision and Blueprint.

**Regional Planning Councils / Project Management Team:** The SFRPC will act as the fiscal agent for the grant. The SFRPC will work with the TCRPC to manage the work program, including hiring the Project Director, Program Manager, and other staff and consultants; developing consultant scopes of work and budgets; and providing technical and consensus-building assistance to Consortium and Partnership members.

**VII. Partner Roles / Commitments:** The members of the Southeast Florida Regional Partnership will belong to one of three tiers.

**TIER 1 – Partnership Member.** Basic tier of participation. All Partnership members have signed a MOU and committed to work collaboratively to advance regional livability principles through implementation of the work program developed by the Partnership with support from the Sustainable Communities Grant Program.

**TIER 2 – Sustainable Communities Grant Consortium Member.** This includes the basic commitments and responsibilities outlined for Partnership members, but also includes additional commitment of leveraged resources in terms of staff, financial investment, or other resources. To be a Consortium member, a Partnership member must execute a consortium agreement to formalize their greater level of commitment and direct involvement in the development and implementation of the Regional Vision and Blueprint for Economic Prosperity.

**TIER 3 – Consortium Subgrantees.** In addition to general Consortium participant commitments and responsibilities, a subset of Consortium participants may be asked to perform specific work program tasks. In addition to this

Agreement, Consortium Subgrantees will be required to enter into a contract with specific deliverables and time frames, and meet all HUD requirements.

As the Regional Vision and Blueprint for Economic Prosperity initiative unfolds, work groups meet, and the Executive Committee makes decisions on process and content, new roles and responsibilities may emerge. These new roles and responsibilities will be captured in project scopes and new agreements.

**VIII. Joinability:** The Southeast Florida Regional Partnership will continue to grow over time. An ongoing task will be to reach out to potential new partners and seek their membership and active involvement. New partners will be asked to sign the Partnership MOU or Consortium Agreement as appropriate. Interested stakeholders who have not joined the Partnership will be able to participate in appropriate work groups and the regional summits and community workshops, and will be encouraged to join the Partnership as members.

**VIII. Public Engagement:** All meetings of the Southeast Florida Regional Partnership are publicly noticed. On most occasions, interested persons can participate by phone, webinar, or in person. The Consortium will implement a wide ranging public engagement process throughout the region that prioritizes the engagement of all community residents and stakeholders, particularly groups traditionally underrepresented in public planning processes. This process will include community outreach, written and visual materials and information accessible to disabled populations. The public involvement component will ensure the participation of a wide range of stakeholders to ensure a diversity of population, viewpoints, and issues.

**X. Other Considerations:** Benefits for participation in the Partnership are the enhanced ability of the region and individual communities to develop and implement the Regional Vision and Blueprint for Economic Prosperity. By participating in the Partnership, work partners will be able to influence the development of plans, strategies, and tools and access those tools for their own use. In addition, partners will have the potential opportunity to access additional federal and other funds to advance their own prosperity, livability, and sustainability goals as long as they also further the regional priorities.

**SOUTHEAST FLORIDA REGIONAL PARTNERSHIP**

**MEMORANDUM OF UNDERSTANDING**

By my signature below, my organization / agency reaffirms its commitment to serve as a member of the Southeast Florida Regional Partnership in accordance with the terms outlined in this Memorandum of Understanding (MOU). I understand that this MOU will be executed in one or more counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument. The executed MOU will be kept on file at the South Florida Regional Planning Council.

This MOU will become effective upon signature by any two parties and may be terminated upon written notice to the South Florida Regional Planning Council. The provisions of this MOU will be reviewed periodically and amended or supplemented, as appropriate, as may be mutually agreed upon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Organization / Agency

\_\_\_\_\_

Please return executed agreement to:

South Florida Regional Planning Council  
3440 Hollywood Boulevard, Suite 140  
Hollywood, Florida 33021