TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members

From: Staff

Date: April 21, 2017 Council Meeting

Subject: Continuing Services Agreement with the City of Sebastian

Introduction

The purpose of this item is to request Council approval to execute a new Continuing Services Agreement with the City of Sebastian to provide them with technical support related to their Comprehensive Plan as well as capital and land use development planning assistance.

Background and Analysis

Every municipality in Florida is required to have a Comprehensive Plan to guide the growth and development of their community. In order for the plan to be most useful, it needs to be kept up to date with changing planning assumptions and needs in the community. This task can be daunting for smaller cities without extensive professional planning staff. Historically, Council has assisted smaller communities with this sort of work and has done it through Continuing Services Agreements whereby reimbursement compensation is provided to Council for the staff time expended. These agreements have also been used to facilitate Council staff support of various planning initiatives undertaken by the local government.

In the subject agreement, the City of Sebastian wants to update the Parks and Recreation Element of their Comprehensive Plan and create a five-year capital improvement plan for their parks. This will be the first task undertaken if the agreement is approved. There may be other tasks forthcoming over time as the initial task is completed.

Conclusion

Council staff has the ability to assist jurisdictions within the region on discrete planning projects, which allows limited local staff resources to be used for day to day operations. Enhancing planning and helping ensure the viability and livability of communities is consistent with the Strategic Regional Policy Plan and Council’s mission.

Recommendation

Council should authorize the Executive Director to execute the continuing services agreement on behalf of Council.

Attachment
March 15, 2017

Joe Griffin, City Manager  
City of Sebastian  
1235 Main Street  
Sebastian, FL 32958  

Subject: Continuing Services Agreement

Dear Mr. Griffin:

Thank you for considering the Treasure Coast Regional Planning Council to provide the City of Sebastian with technical support related to the City’s Comprehensive Plan, as well as capital and land development planning assistance. Council is submitting this proposed agreement setting forth a general scope of services, together with a proposed fee structure to perform such services.

Scope and Schedule

The services described herein shall be for the provision of technical support related to the City’s Comprehensive Plan, as well as capital and land development planning assistance. The services described herein shall begin upon execution of this contract and shall continue, on an on-going basis, for the duration of mutual agreement between the City of Sebastian, hereafter referred to as a City, and Council.

Work Products and Deliverables

Council will provide specified technical support and services as requested from time to time through written Task Orders from the City Manager or his designee on behalf of the City.

All work will be described in detail and shall be accompanied by appropriate back-up materials to outline the work requested. An estimate of the number of hours required for the completion of the assigned task and a due date for related project deliverables shall also be provided to Council with the Task Order.

Council shall review the Task Order and will indicate acceptance of the work requested therein with a signature from Council’s Executive Director. The Task Order will be returned to the City upon execution to indicate Council’s acceptance of the work and timeframe described therein. Any modifications by Council to the original Task Order provided by the City shall require signature by the City authorizing acceptance and execution of a modified Task Order.

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Council shall be paid for professional services at a rate not to exceed $200 per hour. This includes travel, out-of-pocket expenses (printing and reproduction costs), mail, couriers, and other costs incidental to the provision of services as described herein.

No Task Order in excess of $25,000 shall be assigned without the express approval of the City Manager. Such approval shall be exclusively through a written agreement.

**Termination Policy**

The agreement may be terminated with thirty days written notice by either party.

Read and approved on the _____ day of _____________, 2017, by

Michael J. Busa
As its Executive Director
Treasure Coast Regional Planning Council

Joe Griffin
City Manager
City of Sebastian