

**St. Petersburg City Council
BUDGET, FINANCE & TAXATION COMMITTEE**

AGENDA

**Meeting of NOVEMBER 25, 2013
8:00 AM City Hall Room 100**

Members & Alternate: **Chair James R. “Jim” Kennedy, Jr.; Vice-Chair Charles Gerdes;
Karl Nurse; Leslie Curran and William Dudley (alternate)**

Support Staff: **Angela Ramirez, Budget Department & Linda Livingston, Finance
Department**

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes
- D. New/Deferred Business
 - 1. [External Audit Services - Agreement Extension \(Brad Scott\)](#)
 - 2. [Draft Procedure to Encourage and Utilize Unsolicited Outside Grant Applications \(John Wolfe, Louis Moore\)](#)
 - 3. [Legal Update Report – 3rd Quarter Delinquent Lease Items \(Lynn Gordon\)](#)
 - 4. [4th Quarter Grants Report \(Shrimatee Ojah-Maharaj\)](#)
- E. Continued Business
 - 1. [None.](#)
- F. Upcoming Meetings Agenda Tentative Issues
 - 1. [December 12, 2013](#)
 - (a) Report of the December 10, 2013 Investment Oversight Committee Meeting (Anne Fritz)
 - 2. [December 19, 2013](#)
 - (a) Health Insurance Rates for Next Year (Gary Cornwell)
- G. New Business Item Referrals -

1. [Referrals \(attached\) - Review and re-prioritize referral list](#)

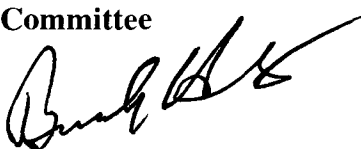
H. Adjournment

Attached documents for item External Audit Services - Agreement Extension (Brad Scott)



City of St. Petersburg
MEMORANDUM
Audit Services

To: **The Honorable James R. "Jim" Kennedy, Jr., Chair and Members of the Budget, Finance & Taxation Committee**

From: Bradley H. Scott, City Auditor 

Date: November 18, 2013

Ref: **EXTERNAL AUDIT SERVICES AGREEMENT – PROPOSED EXTENSION Meyer Hoffman McCann P.C.**

The City's external auditors, Meyer Hoffman McCann P.C, are currently in the third year of a three year agreement to provide annual external audit services to the City of St. Petersburg. The original agreement will end with the audit of fiscal year ended September 30, 2013. There is a provision in the agreement allowing the City to direct the external auditors to provide external audit services for up to two additional years, fiscal years ending September 30, 2014 and September 30, 2015, at a mutually agreed upon fee for those services.

Attached is a letter from the City's external auditors, Meyer Hoffman McCann P.C. requesting the City to extend the agreement to provide annual external audit services for two additional years; fiscal years ending September 30, 2014 and September 30, 2015. They are proposing no fee increases for those two years.

This proposed extension is scheduled to be discussed at the Budget Finance & Taxation meeting on Monday, November 25, 2013. Administration recommends approval of this extension.

If you have any questions please call me at x7978.

Attachment

Cc Mayor Bill Foster
Tish Elston, City Administrator
John Wolfe, City Attorney
Louis Moore, Procurement & Supply Management
Anne Fritz, Finance Director



Mayer Hoffman McCann P.C.
An Independent CPA Firm
KRMT Tampa Bay Division
13577 Feather Sound Drive, Suite 400
Clearwater, FL 33762
Phone: 727.572.1400 • 813.879.1400
Fax: 727.571.1933
www.mhmcpa.com

October 31, 2013
James R. "Jim" Kennedy, Jr.
Budget, Finance & Taxation Committee chairman
City of St. Petersburg
175 Fifth Street North
St. Petersburg, FL 33701-3713

Dear Mr. Kennedy;

Mayer Hoffman McCann P.C. has completed the audit of the City of St. Petersburg for the fiscal years ended September 30, 2011, and 2012. We are in the process of performing the audit for the current fiscal year ended September 30, 2013. We have developed a strong relationship with the City of St. Petersburg, and have presented an annual 8 hour governmental seminar as required in our Agreement that employees of the City have attended and obtained continuing professional education (CPE) credits.

Our agreement with the City dated June 17, 2011, under Section 1. Auditor Duties states:

"... the City shall have the option, in its sole and absolute discretion, to direct Auditor to perform an annual audit and related services for the fiscal year ending September 30, 2014 and the fiscal year ending September 30, 2015."

Section "5" of the Agreement goes on to state:

"In the event that the City directs Auditor to conduct an annual audit and related services for the fiscal year ending September 30, 2014 or the fiscal year ending September 30, 2015 (which is subject to Paragraph 16.C. of this Agreement), the fees for such audit(s) and services shall be mutually agreed upon by the Parties in writing prior to the Auditor's commencement of such audit(s) and services."

Our fee for the annual audit of the fiscal years 2011, 2012 and 2013 were \$249,000 for each year. We hereby respectfully request an opportunity to perform the audit(s) of the City of St. Petersburg for the fiscal years ending September 30, 2014 and 2015 for the same fee of \$249,000 for each year.

City of St. Petersburg
October 31, 2013
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We would be glad to further discuss with you or the committee, please feel free to contact us if you have any questions.

Very Truly yours,

A handwritten signature in cursive script that reads "Laura Krueger Brock". The signature is written in black ink and is positioned above the typed name.

Laura Krueger Brock, Shareholder
Mayer Hoffman McCann P.C.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA (“CITY”), AND MAYER HOFFMAN McCANN PC, KRMT TAMPA BAY DIVISION (“AUDITOR”), DATED JUNE 17, 2011, FOR AUDITOR TO PERFORM THE ANNUAL EXTERNAL AUDIT OF THE CITY’S BOOKS AND RECORDS FOR FISCAL YEARS 2014 AND 2015 AND PROVIDE RELATED SERVICES; AUTHORIZING THE CHAIR OF THE BUDGET, FINANCE AND TAXATION COUNCIL COMMITTEE TO EXECUTE THE FIRST AMENDMENT AND TO CONTINUE TO APPROVE AND EXECUTE DOCUMENTS PERMITTED BY RESOLUTION 2011-243; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg, Florida (“City”), entered into an agreement with Mayer Hoffmann McCann PC, KRMT Tampa Bay Division, (“Auditor”) on June 17, 2011 (“Agreement”), for Auditor to perform the annual external audit of the City’s books and records for fiscal years 2011, 2012 and 2013 and provide related services; and

WHEREAS, the Agreement sets forth the terms and conditions related to Auditor’s performance of the audits and related services; and

WHEREAS, pursuant to the Agreement, the City has the option to direct Auditor to perform annual external audits and related services for fiscal years 2014 and 2015; and

WHEREAS, Auditor has requested an opportunity to perform annual external audits and related services for fiscal years 2014 and 2015 at the same fee it charged the City for fiscal years 2011, 2012 and 2013; and

WHEREAS, the Budget, Finance & Taxation Council Committee recommends entering into the First Amendment to the Agreement with Auditor for Auditor to perform annual external audits and related services for fiscal years 2014 and 2015 at the same fee it charged the City for fiscal years 2011, 2012 and 2013.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the First Amendment to the Agreement between the City of St. Petersburg, Florida (“City”), and Mayer Hoffmann McCann PC, KRMT Tampa Bay Division (“Auditor”) dated June 17, 2011, for Auditor to perform the annual external audit of the City’s books and records for fiscal years 2014 and 2015 and to provide related services at the same fee it charged the City for fiscal years 2011, 2012 and 2013 is hereby approved by this Council.

BE IT FURTHER RESOLVED that the Chair of the Budget, Finance & Taxation Council Committee is authorized to execute the First Amendment to the Agreement and is authorized to continue to approve and execute all documents permitted by Resolution 2011-243.

This Resolution shall become effective immediately upon its adoption.

Approved as to Form and Substance:

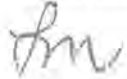
City Attorney (Designee)
Document #184591

Attached documents for item Draft Procedure to Encourage and Utilize Unsolicited Outside Grant Applications (John Wolfe, Louis Moore)

City of St. Petersburg

M E M O R A N D U M

Procurement & Supply Management

TO: Chair James R. "Jim" Kennedy, Jr. and members of the BF&T Committee
FROM: Louis Moore, Director, Procurement & Supply Management 
DATE: November 21, 2013
RE: Unsolicited Outside Grant Applications

Attached for your review and action is a draft of the procedures to encourage and utilize unsolicited outside grant applications.

Attachment

cc: Tish Elston, City Administrator
Mike Connors, Public Works Administrator
Macall Dyer, Assistant City Attorney
Shrimatee Ojah-Maharaj, Grants Officer

A RESOLUTION RECOMMENDING THAT THE MAYOR IMPLEMENT THE PROCEDURE SET FORTH IN THIS RESOLUTION TO ENCOURAGE AND UTILIZE UNSOLICITED OUTSIDE GRANT APPLICATIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg, Florida ("City") does not currently have a procedure to encourage and utilize unsolicited outside grant applications; and

WHEREAS, due to staff limitations, the City is limited in how many grant opportunities it can pursue; and

WHEREAS, if the City is awarded a grant, the acceptance of a grant can come with certain restrictions and obligations; and

WHEREAS, grant administration is critical to ensure compliance with the restrictions and obligations set forth in a grant agreement.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that this Council recommends that the Mayor implement the procedure set forth below to encourage and utilize unsolicited outside grant applications.

BE IT FURTHER RESOLOVED that the procedure to encourage and utilize unsolicited outside grant applications is as follows:

1. A grant writer shall submit the grant application to the City's Grant Coordinator.
2. The City's Grant Coordinator shall review the grant application within twenty (20) days after receipt of the grant application from a grant writer.
3. As part of the City's Grant Coordinator review, the City's Grant Coordinator shall consult with the department that will benefit from the grant if received (or awarded).
4. The City's Grant Coordinator shall present the grant application at the next scheduled Grants Working Group.
5. Once discussed at the Grants Working Group, the City Administrator shall brief the Mayor on the grant application.
6. The Mayor, in his sole discretion, shall decide whether to submit the grant application.
7. If the Mayor determines that the grant application should be submitted, the grant writer shall be required to enter into an agreement with the City before the grant application is submitted. The City Attorney's Office shall prepare an agreement which shall set forth the duties and responsibilities of the grant writer.
8. If the City is awarded the grant, City Council shall, by resolution, accept the grant and authorize the Mayor or his designee to execute the grant agreement and all other required documents.

This resolution shall become effective immediately upon its adoption.

Approved as to form and content:

City Attorney (designee)
VI-185057

Attached documents for item Legal Update Report – 3rd Quarter Delinquent Lease Items (Lynn Gordon)



Attached documents for item 4th Quarter Grants Report (Shrimatee Ojah-Maharaj)



Memorandum
st.petersburg

Budget and Management Office

TO: Budget, Finance and Taxation Committee

FROM: Tom Greene, Director, Budget and Management 
Shrimatee Ojah Maharaj, Grants Officer, Budget and Management 

DATE: November 20, 2013

SUBJECT: **FY 2013 Q4 Grants Report**

At the November 25th, meeting of the Budget Finance and Taxation Committee we will provide an update on the grants awarded during the fourth quarter of Fiscal Year 2013. Attached to this memorandum is the Fiscal Year 2013 Grants Report. In the fourth quarter, the city was awarded 10 grants totaling \$1,885,594. The table below provides a summary by category.

FY13 Q4 Grants

# of Grants	\$ Amount	Category
1	\$364, 213	Housing
3	\$1,057, 700	Airport/Infrastructure
2	\$250,890	Youth Services
2	\$158, 791	Public Safety
<u>2</u>	<u>\$54,000</u>	Sports, Arts, Cultural, Historic, Parks
10	\$1,885,594	

Additionally, during the fourth quarter the city applied for the 100 Resilient Cities Challenge with the Rockefeller Foundation. An announcement of the successful applicants is expected to be made in early December 2013.

Please feel free to call us, Tom at 893-7435 or Shrimatee 892-5180, if you have any questions.

Attachments: FY 13 Grants Report

cc: Tish Elston, City Administrator
City Council Members
Eva Andujar, City Clerk

	Date	Resolution	Award#	Agency Type	Funding Agency	Program/Project Title	Award
1 Oct	10/01/12	2012-347	80917	Federal	US Housing and Urban Development	CDBG ENTITLEMENT FY 12/13	1,565,253
1 Oct	10/01/12	2012-347	80918	Federal	US Housing and Urban Development	HOME ENTITLEMENT FY 12/13	719,078
1 Oct	10/01/12	2012-347	80919	Federal	US Housing and Urban Development	ESG ENTITLEMENT FY 12/13	172,553
1 Oct	10/04/12	12-470		Other	JWB	TASCO Center Based Teen Programming	1,100,000
1 Oct	10/04/12	12-470		Other	JWB	Partnership to Support Youth Services in Specific Areas/JWB matc	500,000
1 Oct	10/18/12	ORD55-H	80973	State	FI Dept of Transportation	Taxiway A-1 and South Apron Project/State Match/JPA	82,000
1 Nov	11/01/12	12-504	n/a	Other	JWB	Support for St. Pete College iCORPS Summer Camp/JWB Match	15,000
1 Nov	11/19/12	12-536	80940	Federal Pass Through	FI Dept of Environmental Protection/US DOLake Maggiore Park Improvements Project/LWCF		200,000
1 Nov	11/19/12	12-533	TBD	Other	Pinellas County Health Department	Azalea Fitness Zone	20,000
1 Nov	11/19/12	12-535	80935	State	FI Fish & Wildlife Conservation Commissior	Gopher Tortoise Habitat Management Program Master Plan	14,553
0	12/06/12	NO AWARDS		NO AWARDS	NO AWARDS	NO AWARDS	NO AWARDS
0	12/20/12	NO AWARDS		NO AWARDS	NO AWARDS	NO AWARDS	NO AWARDS
1 Jan	01/10/13	13-20	80922	Other	Pinellas County Sanitation Department	FY12-13 Municipal Recycling Reimbursement Grant	190,470
1 Jan	01/24/13	13-39	80943	Federal Pass Through	FI Fish & Wildlife Conservation Commissior	Grandview Park Boating Ramp Improvements/FBIP	250,000
1 Feb	02/07/13	13-47	80920	State	FI Housing Finance Corporation	FY 12-13 State Housing Initiatives Partnership (SHIP)	96,539
1 Feb	02/07/13	13-49	80692	Federal Pass Through	Pinellas County/JAG	FY09 JAG ARRA/County Share for Prisoner Transport Service	47,604
1 Feb	02/07/13	13-60	80941	SWFWMD	SWFWMD	St. Petersburg Toilet Replacement Program Phase 13	75,000
1 Feb	02/21/13	13-70		Federal Pass Through	FI Dept of Transportation	Port of St. Petersburg Wharf and Infrastructure Repair	300,000
1 Feb	02/21/13	13-71	80928	Other	Coordinated Child Care of Pinellas	FY 13 Walter Fuller Recreation Center 21st CCLC Program	111,494
1 Feb	02/21/13	13-77	NA	Other	Pinellas County	FY12-13 JAG Funding	146,559
1 Mar	03/07/13	13-109	80942	Federal Pass Through	FI Dept of Transportation	Treasure Island Causeway Trail/LAP	152,915
1 Mar	03/21/13	13-179		SWFWMD	SWFWMD	Riviera Bay and Snell Isle Stormwater Vaults	500,000
1 Apr	04/18/13	13-156		Other	Walmart Foundation	Life Safety Programs (StPetersburgFire and Rescue)	1,000
0	05/02/13	NO AWARDS		NO AWARDS	NO AWARDS	NO AWARDS	NO AWARDS
1 May	05/16/13	13-190		Federal Pass Through	FI Dept of Agri and Consumer Svcs/USDA	Summer Food Service Program 2013	544,746
1 May	05/16/13	13-186		State	FL Dept of Transportation	Pinellas Trail Ext Landscaping	373,605
1 Jun	06/06/13	13-220		State	FL Dept of Transportation	Rights Of Way Landscaping Improvements	1,000,000
1 Jun	06/06/13	13-212		Federal	FEMA/Dept of Homeland Security	2012 Assistance to Firefighters	105,552
1 Jun	06/20/13	ORD74-H		Federal	FL Dept of Transportation	Airport -Hangar #1 Rehab	100,000
1 Jun	06/20/13	ORD75-H		Federal	Federal Aviation Administration	Wildlife Hazard Assessment	115,740
1 Jun	06/20/13	13-242		Federal Pass Through	FL Dept of Transportation/NHTSA	Pedestrian Safety Grant	33,306
1 Jul	07/01/13	NO AWARDS		NO AWARDS	NO AWARDS	NO AWARDS	NO AWARDS
1 Jul	07/25/13	2013-283	80948	State	FI Housing Finance Corporation	FY 13-14 State Housing Initiatives Partnership (SHIP)	364,213
0	08/01/13	2013-301	NA	Federal Pass Through	PinellasCounty/JAG	Gun Sniffing Dogs	23,895
1 Aug	08/22/13	2013-319	80993	Other	Pinellas Education Foundation	St Pete's Promise/Mentor Recruitment	75,000
1 Sep	09/05/13	2013-344	80999	Federal Pass Through	Florida Department of Health	After School Child Care Food Program	175,890
1 Sep	09/05/13	2013-335	NA	Federal Pass Through	FY2013 Edward Byrne Memorial JAG	Law Enforcement Initiatives	134,896
1 Sep	09/19/13	2013-370	NA	State	FI Dept of State Historic Preservation	St Petersburg African American Heritage Trail Project	50,000
1 Sep	09/19/13	2013-371	80992	Other	National Recreation & Parks Assoc	Implementing Arthritis Interventions in Local Park & Rec Agencies	4,000
1 Sep	09/19/13	2013-372	NA	State	FI Dept of Transportation	54th Ave South @ 31St St Right Turn Lane (LAP)	269,700
1 Sep	09/19/13	2013-373	NA	State	FI Dept of Transportation	38th/40th Ave N btw 1st & 4th Streets (LAP)	438,000
1 Jan	01/26/11	NA	80775	SWFWMD	FI Dept of Transportation	MLKIng and Gateway Mall SDI	350,000
TOTALS				Awards	38	Award Value	10,418,561

FED & Fed Pass Through)
COMBINED FOR TOTALS)

Federal	6	2,778,176	
Federal Pass Through	10	1,863,252	45%
Other	10	2,163,523	21%
State	9	2,688,610	26%
SWFWMD	3	925,000	9%
TOTAL	38	\$10,418,561	100%

Attached documents for item None.

Attached documents for item December 12, 2013

Attached documents for item December 19, 2013

Attached documents for item Referrals (attached) - Review and re-prioritize referral list

**BUDGET, FINANCE & TAXATION COMMITTEE
PENDING / CONTINUING REFERRALS**

November 18, 2013
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TOPIC	DATE REFERRED	REFERRED BY	RETURN DATE	STAFF RESPONSIBLE	SPECIAL NOTES
4 th Quarter Financial Report	Preset	Council	11.18.13	Fritz	Report
FY13 Budget Clean Up	Preset	Council	11.18.13	Greene	Report
Draft Procedure to Encourage and Utilize Unsolicited Outside Grant Applications	09.12.13	BF& T Committee	11.25.13	Wolfe/Moore	
Legal Update Report – 3rd Quarter Lease Items	08.08.13	Council	11.25.13	Gordon	Report
4 th Quarter Grants Report	Preset	Council	12.19.13	Greene/Ojah-Maharaj	Report
Report from December 10, 2013 Investment Oversight Committee Meeting Regarding Investment Alternatives for the Water Cost Stabilization Fund	09.12.13	BF& T Committee	12.19.13	Fritz	Report
Health Insurance Rates			12.19.13	Cornwell	Report
Review of “Port Model”	10.10.13	BF&T Committee	Jan or Feb 2014	Metz/Smith/Miller	Report

BUDGET, FINANCE & TAXATION COMMITTEE
WEEKI WACHEE QUEUE

November 18, 2013
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<i>TOPIC</i>	<i>DATE REFERRED</i>	<i>REFERRED BY</i>	<i>RETURN DATE</i>	<i>STAFF RESPONSIBLE</i>	<i>SPECIAL NOTES</i>
Off-road bicycle trail in North St. Pete	05.12.11	Kennedy			
Mirror Lake Shuffle Board Club (maintenance/restaurant)	05.12.11	Nurse			
Maximo Park Project	05.12.11	Kornell			
Lighting improvement for Sunset Park	05.12.11	Polson			
Williams Park Project	05.26.11	Curran			
Childs Park Lake Project	12.13.12	Newton			
Park for Broadwater Area	01.17.13	Kornell			
Pelican Pedal Boats	05.30.13	Curran			
Park Features on the Uplands (Pier)	10.10.13	Kennedy			