

**ST. PETERSBURG CITY COUNCIL
BUDGET, FINANCE & TAXATION COMMITTEE**

AGENDA

**December 17, 2015
8:00 a.m. - City Hall Room 100**

Members & Alternate: Budget, Finance & Taxation Committee: Chair James R. "Jim" Kennedy, Jr.; Vice Chair Karl Nurse; William Dudley; Charles Gerdes; and Darden Rice (alternate).

**Support Staff: Robert Coats, Risk Management Analyst, Human Resources
Linda Seufert, Manager, Parks and Recreation**

A. Call to Order

B. Approval of Agenda

C. Approval of Minutes

December 10, 2015

D. New/Deferred Business

1. December 17, 2015

a. RFP Approval for External Audit and Assurance Services (Scott)

b. Banking RFP recommendation-JP Morgan Chase (Fritz)

c. Quarterly Grant Reports (Ojah-Maharaj)

E. Continued Business

F. Upcoming Meetings Agenda Tentative Issues

H. New Business Item Referrals

I. Adjournment



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CITY OF ST. PETERSBURG

Rick Kriseman, Mayor

Office of the City Auditor

Bradley H. Scott, City Auditor

To: Budget, Finance & Taxation Committee: Chair James R. (Jim) Kennedy, Jr.;
Vice-Chair Karl Nurse; William Dudley; Charles Gerdes; and Darden Rice
(alternate)

From: Bradley H. Scott, City Auditor 

Date: December 17, 2015

Re: REQUEST FOR PROPOSAL (RFP) FOR EXTERNAL AUDIT AND
ASSURANCE SERVICES

Attached you will find a DRAFT Request for Proposal (RFP) for External Audit and Assurance Services for your review and approval. This proposal would provide for an annual audit of the city's books and records beginning with fiscal year ending September 30, 2016. Typically, this RFP would result in an agreement for professional external audit and assurance services for a three year period with two (one year) renewal options.

We are requesting approval of the draft RFP for External Audit and Assurance Services by the Budget, Finance & Taxation Committee with a recommendation to City Council for their approval. We anticipate releasing this RFP on January 5, 2016 with proposals due by February 2, 2016. When proposals are received, they will be distributed to you for evaluation and short listing.

If you have any questions, please call me at x7978.

Attachment

cc City Council Members
Mayor Rick Kriseman
Deputy Mayor Kanika Tomalin
Gary Cornwell, City Administrator
Jackie Kovilaritch, City Attorney
Anne Fritz, Finance Director
Louis Moore, Procurement & Supply Management Director

A RESOLUTION PROVIDING FOR THE APPROVAL OF THE RELEASE OF A REQUEST FOR PROPOSALS FOR FINANCIAL; EXTERNAL AUDIT & ASSURANCE SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 17, 2015 the Budget, Finance & Taxation Committee approved a Request for Proposals ("RFP") for financial; external audit & assurance services and is recommending its approval to City Council; and

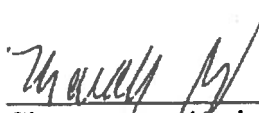
WHEREAS, this Council agrees with the recommendation of the Budget, Finance & Taxation Committee.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the RFP recommended to Council by the Budget, Finance & Taxation Committee for financial; external audit & assurance services is hereby approved.

BE IT FURTHER RESOLVED that the approved RFP shall be released as soon as possible and the release shall be in the usual manner of distribution by the Procurement and Supply Management Department.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

Approved as to form and content:



City Attorney (designee)
Document # 131978



City of St. Petersburg

Notice to Offerors

Procurement & Supply Management

RFP No.: 7868

Issue Date: Tuesday, January 5, 2016

Submittal Date: Tuesday, February 2, 2016

Time Due: 3:00 p.m. ET,

Buyer: Michael Schlesinger, CPPB

Phone: 727-893-7223

E-mail: michael.schlesinger@stpete.org

NOTICE IS HEREBY given that **sealed proposals** will be received by the Procurement & Supply Management Director at his office located at the Municipal Services Center, One 4th Street North, 5th Floor, St. Petersburg, Florida 33701 until: **3:00 p.m. ET, Tuesday, February 2, 2016**, at which time proposals received will be publicly opened and the names of the Offerors read aloud for:

Purchase Description:

946-20 Three-Year Contract for External Audit & Assurance Services

Proposals shall be delivered and addressed to:

**Louis Moore, FNIGP, CPPO, Director
Procurement & Supply Management
Municipal Services Center
One 4th Street North, 5th Floor
St. Petersburg, FL 33701**

A Pre-Proposal Conference will be held at: **10:00 a.m. ET, Thursday, January 14, 2016**

**Procurement & Supply Management
Municipal Services Center
One 4th Street North, 5th Floor
St. Petersburg, FL 33701**

Said proposals must conform to the requirements outlined in the Request for Proposal (RFP).

Enclosed as part of the RFP are:

Part A Specifications/Scope of Work
Part B Instructions to Offerors and General Provisions
Part C Proposal Requirements
Part D Agreement
Appendices

Specifications – Specifications and proposal submittal forms are open to public inspection at the Procurement Department. Any Offeror who wishes to submit a proposal must download the RFP and addenda from the City's website <http://www.stpete.org/internal-bids.php>.

Late Offers – Late offers will not be considered and will be returned to Offerors unopened. It is the Offerors' responsibility to ensure that their proposals have sufficient time to be received by the Procurement Department before the Submittal Deadline.

All offers must be submitted on the forms designated by the City and shall be sealed and plainly marked with the label enclosed. Nonconformance with these instructions is grounds for rejection of proposal. The City reserves the right to accept or reject any and all proposals in whole or in part, and to waive minor technicalities, informalities and irregularities.

Questions, requests for interpretation, correction, or clarification must be submitted in writing, by e-mail and shall arrive no later than noon, Friday, January 22, 2016.

Louis Moore, FNIGP, CPPO
Director, Procurement &
Supply Management

LM:ms

Attachments

Rev (5/11), (10/13), (5/14), (7/15)

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Part A

Scope of Services

Standards Board ("GASB") as mandated by generally accepted auditing standards.

- c. The auditor is not required to audit the schedule of federal and state awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.
- d. The auditor is required to include the St. Petersburg Health Facilities Authority, the City's Police investigative funds as defined in Florida Statutes Chapter 925.055, report on the Pinellas County Library Cooperative, the Gandy Fire District service contract and the EMS Budget Expenditures Certification as required by Pinellas County, in the audit procedures and issue any required special opinion reports in relation thereto.

5. Minimum Qualifications

At a minimum Offeror shall meet the following:

- a. Be a certified public accounting firms duly licensed under Chapter 473, Florida Statutes and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- b. Have been in business providing external auditing services as described in this RFP for at least one year.
- c. Have an engagement partner with a minimum of five years experience in auditing governmental entities to oversee the provision of services to the City.
- d. Have an external quality control review within the last three years.

6. Auditor's Reports to be Issued

Upon completion of the audit of the fiscal year's financial statements, Offeror shall issue the following reports:

- a. A report on the fair presentation of the Financial Statements of the Governmental Activities, the Business Type Activities, the discreetly presented component unit, each major fund and the aggregate remaining fund information, which collectively comprise the City's basic financial statements in conformity with general accepted accounting principles, including an opinion on the fair presentation of the schedule of expenditure of federal and state awards "in relation to" the audited financial statements.
- b. An independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- c. An independent auditor's report on compliance for each major program and on internal control over compliance required by OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 10.550, *Rules of the Auditor General* of the State of Florida.

statements and Offeror's report thereon. Upon request by the City, the financial advisor or the disclosure counsel, Offeror shall issue a "consent and citation of expertise" as the auditor.

- b. As directed by the City, the Schedule of Expenditures of Federal and State grant awards and the related auditor's report, as well as the related reports on compliance and internal control may be issued by Offeror as part of the CAFR.
- c. As directed by the City, a list of findings and other weaknesses from the City's most recent financial statement audit may be included in the CAFR.
- d. Upon request by the City, Offeror shall provide assistance to the City to comply with new GASB reporting requirements.
- e. Offeror shall offer in-house seminars to City staff who are Certified Public Accountants (CPAs). Offeror's seminars shall provide participants credit hours for Continuing Education Requirements for maintaining their CPA certifications at no additional charge. Offeror shall not be required to provide all seminars required by staff to meet 100% of their on-going CPA educational requirements.
- f. Offeror shall participate in periodic progress meetings with City management and Finance Department staff during audit field work.
- g. Upon request by the City, Offeror shall attend the annual City Council workshop before field work begins to discuss the audit process and the anticipated results of the audit process.
- h. Offeror shall provide a summary report on the Management Letter Comments and financial condition of the City in laymen's terms for dissemination of general information to the public.
- i. Offeror shall give the City written notice of any professional relationships entered into during the term of the Agreement which could be interpreted as a conflict of interest and prejudice the firm's independence.

8. Document Retention

- a. Offeror shall retain all working papers and reports at the Offeror's expense, for a minimum of five years. Upon written notice by the City, Offeror shall extend the retention period as directed by the City. Offeror shall retain all grant related working papers for a minimum of 10 years.
- b. Offeror shall make its working papers available upon request, to the following parties or their designees:
 - (1) city of St. Petersburg
 - (2) U.S. Department of Housing and Urban Development (HUD)
 - (3) GAO
 - (4) Parties designated by the federal or state governments or by the City as part of an audit quality review process
 - (5) Auditors of entities of which the City is a sub-recipient of grant funds.

Progress conference with Finance Director and City Auditor.	First Monday of January
Written reports on the progress of the audit shall be provided	Second and fourth week of January
Written reports on the progress of the audit shall be provided	First week of February
Field Work	First week of January
Draft of CAFR to auditors (auditors to return comments to City with 5 business days.	January 31
Final Reports (opinions)	First week in February
Final issuance of CAFR	Last day of February
Presentation of Final Report and recommendations to BF&T	Within 20 calendar days of completion of final report
Presentation of Final Report and recommendations to City Council	Within 45 calendar days of completion of final report

11. Final Report

- a. The Finance Department under the direction of the Finance Director shall prepare draft financial statements, notes and all required supplementary schedules (and statistical data) by January 31st. Information regarding actuary review of pension funds will depend upon when Actuarial Reports are received. Offeror shall provide all recommendations, revisions and suggestions for improvement to the Finance Director within five business days. The Finance Director and Offeror will complete the review of the draft reports as expeditiously as possible. It is not expected that this process exceed one week. During the review period, Offeror shall be available to attend all meetings necessary to discuss the audit reports and CAFR and identify any issues. Offeror shall deliver the final signed audit reports to the Finance Director within five (5) business days of resolution of all identified issues to the City's satisfaction. It is anticipated that this process will be completed and the final report delivered by the last day of February.
- b. Offeror shall deliver the final audit reports and 20 signed copies, plus one suitable for reproducing to:

City of St. Petersburg
 Finance Director
 One 4th St. North
 St. Petersburg, FL 33731.

12. City Assistance to Offeror

The City will be responsible for providing assistance to Offeror as follows:

- a. Finance Department and Clerical Assistance - The Finance Department staff and responsible management personnel will be available during the audit to assist Offeror by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City. An additional 40

- c. Offeror shall replace other audit personnel at its discretion with replacement personnel possessing the same or better qualifications and experience.
- d. The City reserves the right to approve or reject any replacements.

16. Performance Evaluation

During the term of the Agreement, Offeror's performance will be evaluated on multiple criteria including service, quality, accessibility, responsiveness, documentation, skills, creativity and innovation, customer interfaces and flexibility. Non or substandard performance may be grounds for termination of the Agreement.

17. Invoicing / Payments

Offeror shall provide to the City monthly progress invoices by the 10th calendar day of the month, detailing hours worked during the previous month and hourly rates by class of professional discipline. Invoices must be sufficiently detailed to identify each of the following areas:

- a. Regular annual city audit
- b. Grants
- c. Gandy Fire District
- d. St. Petersburg Health Facilities Authority
- e. Pinellas County Library Cooperative
- f. EMS Financial Information Review and Attestation

Invoices must be submitted to the Finance Department throughout the course of the work for professional services rendered to date. The City will pay Offeror for accepted task/deliverable within net 30 days of the City's receipt of an invoice for such accepted task/deliverable. The City will not pay for an invoiced task until such time the task/deliverable has been accepted by the City.

Permanent Funds	2	5
Pension Funds	3	6
Agency Funds	1	2
Fund Type	Funds in CAFR	Funds in GL
Capital Assets	*	*
Long Term Obligations	*	*
Discretely Presented Component Unit	1	1
Blended Component Units	2	4

*Included in Financial Statement notes

3. Budgetary Basis of Accounting

- a. The City does not prepare its budgets on a basis consistent with generally accepted accounting principles.
- b. Budgets are prepared on a modified accrual basis except encumbrances are included and gains or losses due to fair value of investments are excluded, in budgetary basis actual amounts.

4. Federal and State Assistance

During the fiscal years to be audited, the City anticipates receiving financial assistance from the following: U.S. Department of Agriculture; U.S. Department of Housing and Urban Development; U.S. Department of Transportation; U.S. Department of Justice; U.S. Department of Treasury; Equal Employment Opportunity Commission; U.S. Department of Interior; U.S. Environmental Protection Agency; U.S. Department of Homeland Security; Federal Emergency Management Administration; Florida Department of Environmental Protection; Southwest Florida Water Management District; Florida Department of Community Affairs; Executive Office of the Governor; Florida Department of Transportation; Florida Department of State & Secretary of State; Florida Housing Finance Corporation; Florida Department of Revenue; Pinellas County; Juvenile Welfare Board of Pinellas County.

5. Joint Ventures

The City does not participate in joint ventures with other governments during the term of the Agreement.

6. Pension Funds

The City maintains Defined Benefit Plans (Single Employer) for the General Employees Retirement System, Fire Retirement System, and Police Retirement System. Actuarial services for these plans are provided by the City's contracted actuarial firm, Buck & Associates. The City also maintains a Defined Contribution Plan which is administered by ICMA Retirement Corporation (ICMA-RC).

Investment Software	Tracker	Cloud Based
CAFR	CAFR Online	Cloud Based
Leisure Services	Class System	Intel Server
Marina	Dockmaster	Intel Server
Golf Courses	Fairways	Intel Server

12. Internal Audit Function

The City has maintained an internal audit function (Office of the City Auditor) for the past 54 years. The Office of the City Auditor, which reports directly to the Mayor, is staffed by five full-time employees and one part-time administrative employee. Three members of the audit services staff are CPA's.

13. Prior Audit Reports and City Working Papers

Offerors may submit an email request to michael.schlesinger@stpete.org requesting copies of available prior year audit reports and management letters.

Instructions to Offerors and General Provisions

1. Intent

The city of St. Petersburg, Florida ("City") invites qualified firms to submit proposals for audit related services.

2. Required Review

Offers are required to carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing to the procurement analyst and received by the City at least 10 days before the proposal closing. This will allow issuance of any necessary addendum. It will also help prevent opening a defective solicitation and exposure of offeror's proposals upon which an award could not be made. A protest based on omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the City, in writing, at least 10 days before the time set for closing.

3. Preparation of the Request for Proposals

Offerors are expected to examine this RFP and all related documents. Failure to do so is at the Offeror's risk. Each Offeror shall furnish the information required by this RFP. The Offeror shall print or type the Offeror's name, address and telephone number on the face page, and each continuation sheet must be identified with Offeror's name.

The Offerors shall retain a copy of all documents for future reference. All proposals must be signed with the company or firm's legal name and by an officer or employee having authority to bind the company or firm by his or her signature, and provide proof of such authority with its proposal.

4. Questions Received Prior to Closing of Proposals

All questions must be in writing and directed to the Procurement Department and addressed to the Procurement Analyst. Telephone conversations must be confirmed in writing. Questions that may be answered by directing the questioner to a specific section of the RFP may be answered over the telephone or by email. More complex questions may require a written addendum to the RFP.

5. Amendments (Addendum)

When an addendum is issued it will be provided to all who were notified of the solicitation. Offerors must acknowledge receipt of each addendum prior to the hour and date specified in the solicitation or as amended, following the methods specified in the addendum. Failure to acknowledge receipt of addendum may result in rejection of your proposal.

- d. The City's right is reserved to reject any or all proposals for any reason and to disregard typographical, mathematical or obvious errors.

9. Explanations to Offerors

Explanations or instructions shall not materially alter this RFP unless they are in writing. Oral explanations or instructions given before the award of the Agreement will not be binding. If necessary, a written addendum to this RFP will be issued and posted on the City's website at <http://www.stpete.org/internal-bids.php> for download by Offerors.

10. Acceptance of Offer

The signed proposal shall be considered an offer on the part of the Offeror. Such offer shall be deemed accepted upon execution of the Agreement.

11. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Qualifications & Experience
- Organizational Structure & Capacity
- Past Performance
- Management Plan
- Methodologies/Workplan Proposed
- Reasonableness of Cost

12. Evaluation of Proposals

The proposals will be evaluated based solely on the evaluation factors or criteria set forth in this section of the RFP. Where there are multiple responsive proposals to the RFP, a short-listing of two or more Offerors may be made. Negotiations as outlined in this section may begin with the selected Offerors on the short-list. If there is only one responsive proposal, negotiations may proceed with a single offeror. Selected Offerors may be required to make presentations.

13. Negotiations with Offerors

- a. The City may conduct discussions (negotiations) with selected Offerors for the purpose of clarification. The purpose of the negotiations shall be to ensure full understanding of the RFP requirements, the offeror's proposal and responses to post-proposal opening and modifications to the RFP specifications which are in the best interest of the City. Negotiations will be limited to specific negotiation issues or subjects which do not significantly change the scope or purpose of the project for which the RFP was issued. If modifications are made as a result of these discussions they shall be put in writing.
- b. Following discussions, the City may set a time and date for best and final offers from those Offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final offers.
- c. During the negotiation process, selected Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of

20. Execution of Agreement

The individual, firm, or corporation to which the Agreement is awarded shall sign the necessary agreement entering into a contract with the City, and return it to the City within ten (10) business days from the date the final approved agreement has been received by the successful Offeror. No agreement shall be considered binding upon the City until it has been properly executed.

21. Data Collection

Pursuant to Florida Statute 119.071 Social Security Numbers collected from offerors are used for identification, verification and tax reporting purposes.

22. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

23. Environmentally Preferable Purchasing

It is the policy of the City to purchase recycled and environmentally preferable goods. This includes products that contain recycled material, reduce toxicity and pollution, conserve energy, conserve water and prevent waste. This policy will be carried out consistent with the City's obligations and purpose, and with an overall intent to obtain competitive prices to provide value to the taxpayers.

Offerors are encouraged to submit items in their bids that meet the City's Environmentally Preferable Purchasing ("EPP") program standards. When submitting EPP items for consideration, offerors must submit documentation that substantiates their claims. When evaluating submissions where two products are of equal fitness and quality, and the price of the EPP product is equal to or less than that of a non-EPP content product, the City will purchase the EPP product.

24. Offeror Registration

Offeror must be registered with the Florida Division of Corporations to do business within the State of Florida prior to award of an agreement. Offeror must be registered with the City as a vendor prior to award of an agreement. The City online Vendor Registration Form is available on the City's website at http://www.stpete.org/with_the_city/index.php.

25. Nondiscrimination

It is the policy of the City to provide workplaces free from discrimination, harassment and related inappropriate behavior. The City does not condone or tolerate any behavior that

Part C

Proposal Requirements

any representative who signs the cover letter other than the president).

3. Table of Contents

The table of contents must include a clear identification of the material, by section and by page number.

Section A. – Experience, Capacity and Qualifications

In this section provide a corporate organizational overview and history of the firm to include the following information:

- a. The number of years in business.
- b. The number of years in business under your current organizational structure.
- c. An introductory overview of your firm's corporate management philosophy, vision, strengths and weaknesses.
- d. The firm's Federal tax identification number.
- e. Location of your state and/or regional offices that service the Tampa Bay area.
- f. Locations of company offices in Florida.
- g. Location of the office that will oversee services to the city.
- h. Locations of all other company offices.
- i. Location(s) from which employees will be assigned for servicing the city's account.
- j. Number of years the office that will oversee services has been established.
- k. Number of employees in the office that will service the city's account by discipline (e.g., clerical, audit, management). Provide details of Offeror's capacity and depth of corporate resources that will be utilized for the city's account
- l. Number of employees company-wide.
- m. Number of employees company-wide who specialize in public sector auditing services.
- n. Name, address, and telephone number of the Offeror's point of contact (project lead) for an Agreement resulting from this RFP.
- o. Documentation indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.
- p. Summary of the qualifications and experience of any proposed subcontractors.
- q. If the Offeror is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.
- r. Describe your firm's, and any proposed subcontractor's, professional relationships involving the city or any of its agencies, component units or oversight units for the past five years, together with a statement explaining why such relationship(s) does not constitute a conflict of interest relative to performing the proposed audit services.
- s. Describe your organizational structure as it relates to providing audit services for the public sector.
- t. List of any current endeavors by your firm that demonstrates your corporate citizenship in St. Petersburg to include charitable contributions and philanthropic activities within the past 12 months and current green/environmentally preferable initiatives.
- u. Provide information regarding your firm's corporate presence in St. Petersburg to include potential for relocation of company offices, if none are currently established.

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- ff. Include a summary of your firm's outlook related to long term viability.
- gg. Include a brief explanation of any recent or pending changes in ownership of the Offeror's firm to include mergers, buyouts, or takeovers.

Section B. – References / Past Performance

Provide details of Offeror's performance to include the following:

- a. A minimum of five references for external audit services similar in size and scope to the city's project performed in the past five years. Include any governmental agencies for which you have provided audit services in the past three years. Include the following:
 - (1) Client name.
 - (2) Client Location.
 - (3) Client Type (e.g. public, private, non-profit).
 - (4) Types of services provided.
 - (5) Service dates (starting and ending).
 - (6) Key staff assigned to reference engagement that are designated for services to the city.
 - (7) Client project manager name, e-mail address and telephone number.
- b. A complete disclosure of any significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Offeror or in which the Offeror has been judged guilty or liable.
- c. Provide information on the results of any federal or state desk review or field reviews of Offeror's audits during the past three years.
- d. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.
- e. List separately all engagements for the city within the last five years, ranked on the basis of total staff hours, by type of engagement (e.g., audit, management advisory services). For each engagement include the following:
 - (1) Total hours
 - (2) Engagement partners
 - (3) Location of the firm's office from which the engagement was performed,
 - (4) Name and business telephone number of the city project contact.
- f. For Offeror's location that will oversee the city's services, list the most significant engagements (maximum of five) performed in the last five years that are similar to the engagement described in this RFP ranked on the basis of total staff hours. Include the following:
 - (1) Total Staff Hours
 - (2) Scope of work,
 - (3) Dates of service (from/to)
 - (4) Engagement partners
 - (5) Name, email address and telephone number of the client contact.

Section C. - Proposal / Technical Requirements

Include a description of your operational activities to include the following:

- (7) Approach to be taken in determining laws and regulations that will be subject to audit test work.
 - (8) Approach to be taken in drawing audit samples for purposes of tests of compliance.
- I. Identify and describe any potential audit problems you anticipate and detail your approach to resolving these problems. Include any special assistance that your firm would require of the city.

Section D. – Cost

In this section, include a completed copy of Appendix A, Fee Summary. An electronic version of this document is available with RFP 7868 at:

<http://www.stpete.org/internal-bids.php>

On a separate page provide an explanation of any other fees or costs included in Appendix A. Annual audit pricing should be based upon your firm's expertise and understanding of the scope of services and Offeror's listing in Section C of its proposal related to the timeline and work plan/tasks for the project.

Section E. – Acceptance of Terms and Conditions

In this section, list any exceptions taken to the Base Agreement, specifications, or other requirements listed in this RFP. You must reference the RFP section where exception is taken, a description of the exception, and the proposed alternative, if any. The Base Agreement and all terms, conditions, specifications and other requirements of this RFP shall be deemed accepted by the Offeror unless exception is taken in accordance with this Section E.

Section F. – Information Designated a Trade Secret and/or Confidential and/or Proprietary

All proposals (including all documentation and materials attached to proposals or provided in connection with this RFP) submitted to the City are subject to Florida's public records laws (i.e., Chapter 119, Florida Statutes), which requires disclosure of public records, unless exempt, if a public records request is made. Proposals (including all documentation and materials attached to proposals or provided in connection with this RFP (even if in a separate envelope)) submitted to the City cannot be returned. The City will not consider proposals if the entire proposal is labeled a Trade Secret and/or Confidential and/or Proprietary.

If Offeror believes that its proposal contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure then such information must be submitted in a separate envelope and comply with the following requirements. In addition to submitting the information in a separate envelope, Offeror must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by Offeror as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the

Part D
Agreement

the Execution Date. All such milestones and schedules are referred to in this Agreement collectively as "Schedule". Auditor shall not change the Schedule (or any portion thereof) without the prior written approval of the City; provided, however, that the City shall extend Auditor's deadlines for a fiscal year if the City is delayed in closing its financial records for such fiscal year. The duration of such extension shall be mutually agreed upon by the Parties. The cure periods provided to Auditor in this Agreement shall not alter the Schedule unless otherwise agreed to in writing by the City.

4. **Term.** The term of this Agreement shall commence on the Execution Date and terminate upon Auditor's completion of all audits and related services required to be performed by Auditor pursuant to this Agreement, unless this Agreement is earlier terminated as provided herein ("Term").

5. **Payment.** Provided Auditor faithfully performs its obligations contained in this Agreement and subject to the other terms and conditions of this Agreement, the City hereby agrees to pay Auditor the fees set forth in Appendix B of this Agreement, at the time and in the manner set forth in Appendix B; provided, however, that the City shall not be required to pay Auditor any fees for any annual audit or services unless the City has directed Auditor to perform such audit and services in accordance with this Agreement. For example, the fees for the annual audit and related services for the fiscal year ending September 30, 2016 shall be paid by the City only if the City directs Auditor to conduct the audit and related services for such fiscal year (and if Auditor faithfully performs its obligations contained in this Agreement). All of Auditor's out-of-pocket expenses (including but not limited to transportation, hotels and meals) are included in the fees set forth in Appendix B. The fees for the annual audit and related services specified in this Agreement for a fiscal year shall not exceed the total fee for such fiscal year set forth in Appendix B. Notwithstanding anything to the contrary contained in this Agreement, the total amount due to Auditor pursuant to this Agreement shall not exceed _____ ("Maximum Total Contract Price"). There shall be no additional charge for any obligations or documents required to be performed or provided by Auditor pursuant to the Scope of Work or this Agreement (e.g., there shall be no additional charge for reports, for compliance with generally accepted auditing standards and applicable Laws (as hereinafter defined), or for making working papers available as required by this Agreement). The fees set forth in Appendix B and the Maximum Total Contract Price may be increased only in strict accordance with this Agreement.

liens, liabilities, penalties, fines, fees, judgments, losses and damages (collectively, "Claims"), whether or not a lawsuit is filed, including but not limited to Claims for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities; and costs, expenses and attorney's and experts' fees at trial and on appeal, which Claims are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:

- 1) The performance of this Agreement (including any amendments hereto) by Auditor, its employees, agents, representatives or subcontractors; or
 - 2) The failure of Auditor, its employees, agents, representatives or subcontractors to comply and conform with applicable Laws (as hereinafter defined); or
 - 3) Any negligent act or omission of Auditor, its employees, agents, representatives, or subcontractors, whether or not such negligence is claimed to be either solely that of the Auditor, its employees, agents, representatives or subcontractors, or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or
 - 4) Any reckless or intentional wrongful act or omission of Auditor, its employees, agents, representatives, or subcontractors.
- B. The provisions of this paragraph are independent of, and will not be limited by, any insurance required to be obtained by Auditor pursuant to this Agreement or otherwise obtained by Auditor, and shall survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

10. Insurance.

- A. Auditor shall carry the following minimum types and amounts of insurance at its own expense:
- 1) Commercial general liability insurance in an amount of at least One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate in occurrences form. This policy shall include coverage for (i) personal injury or death or property damage or destruction; (ii) business interruption; (iii) fire legal liability in the minimum amount of One Hundred Thousand Dollars (\$100,000); and (iv) contractual liability under this Agreement.
 - 2) Automobile liability insurance of \$1,000,000 combined single limit covering all owned, hired and non-owned vehicles.
 - 3) Workers= Compensation insurance as required by Florida law and Employers=

AUDITOR:

12. **Severability.** Should any paragraph or portion of any paragraph of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination shall not render void, invalid or unenforceable any other paragraph or portion of this Agreement.
13. **Due Authority.** Each party to this Agreement that is not an individual represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity authorized to do business under the laws of the State of Florida, and (ii) all appropriate authority exists so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.
14. **Assignment.** Auditor shall make no assignment of any of its rights, duties, or obligations under this Agreement without the City's prior written consent, which consent may be withheld by the City in its sole and absolute discretion.
15. **Resolving Disputes.**
 - A. If a dispute arises under this Agreement, the Parties shall attempt to resolve the dispute by consultation between the Parties. If this fails to resolve the issue, the Parties may mutually agree upon the employment of a mediator in Pinellas County, Florida. Any costs and fees other than attorneys' fees associated with the mediation shall be shared equally by the Parties. Each party shall bear its own attorneys' fees associated with any mediation.
 - B. Subject to applicable Laws (as hereinafter defined), including but not limited to Florida public records laws, the Parties agree as follows:
 - (1) Mediation shall be treated as a settlement discussion and shall be confidential.
 - (2) The mediator may not testify for either the City or Auditor in any later proceeding related to the dispute.
 - (3) No recording or transcript shall be made of the mediation proceeding.
16. **Termination.**
 - A. This Agreement may be terminated at any time by the City for its convenience upon thirty (30) days notice to Auditor. In the event of termination by the City pursuant to

D. Termination of this Agreement shall act as termination of the Other Documents.

17. **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the Parties, their successors and assigns. Venue for any action brought in state court shall be in Pinellas County, St. Petersburg Division. Venue for any action brought in federal court shall be in the Middle District of Florida, Tampa Division, unless a division shall be created in St. Petersburg or Pinellas County, in which case the action shall be brought in that division. The Parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.

18. **Contract Adjustments.**

A. Either party may propose additions, deletions or modifications to the Scope of Work (“Contract Adjustments”). Proposals for Contract Adjustments shall be submitted to the non-requesting party on a form provided by the City. Contract Adjustments shall be mutually agreed upon by the Parties and shall be effected through written amendments to this Agreement signed by authorized representatives of the Parties (“Change Orders”).

B. Notwithstanding the foregoing, the City shall have the right to terminate this Agreement if Auditor and the City fail to reach an agreement on a Contract Adjustment proposed by the City (or a change in the fees set forth in Appendix B of this Agreement, Maximum Total Contract Price or Schedule associated with such a Contract Adjustment) within thirty (30) days of the City’s proposal of such Contract Adjustment. The hourly rates for Contract Adjustments shall not exceed the hourly rates set forth in Appendix B of this Agreement.

C. There shall be no modification of the fees set forth in Appendix B of this Agreement, Maximum Total Contract Price or Schedule on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of Auditor or its employees, agents or subcontractors to properly perform their obligations and functions under this Agreement.

D. In the event Auditor proposes a Contract Adjustment and the City does not approve such Contract Adjustment, Auditor will continue to perform the original Scope of Work in accordance with the terms and conditions of this Agreement.

E. Notwithstanding anything to the contrary contained in this Agreement, there shall be no increase in the fees set forth in Appendix B of this Agreement or in the Maximum Total Contract Price except pursuant to a Change Order duly executed by the Parties. Notwithstanding anything to the contrary contained in this Agreement, Auditor shall not change the Schedule (or any portion thereof) without the prior written approval of

- B. Subject to the requirements of applicable Laws, neither party shall use the other party's name in conjunction with any endorsement, sponsorship, assurance, marketing, advertisement, or client list without the written consent of the named party.
26. **Non-appropriation.** The obligations of the City as to any funding required pursuant to this Agreement shall be limited to an obligation in any given year to budget, appropriate and pay from legally available funds, after monies for essential City services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the City pursuant to this Agreement.
27. **Captions.** Captions are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.
28. **Document Retention and Examination.** Auditor shall retain all books, records, reports and other documents in support of the fees and expenses charged by Auditor to the City under this Agreement during the Term and for a period of five (5) years following expiration or earlier termination of this Agreement. Auditor shall retain working papers for this engagement for a period of six (6) years from the end of the fiscal year in which the work reflected in the working papers was performed by Auditor. Auditor's books, records, reports and other documents in support of the fees and expenses charged by Auditor to the City under this Agreement and Auditor's working papers for this engagement shall be open to examination by the City or a State or Federal agency during the Term and required retention periods, provided that such examination shall be conducted during normal business hours and with Auditor personnel present and further provided that the City shall give Auditor at least fourteen (14) days notice prior to the examination unless otherwise required by applicable Laws. Auditor agrees to cooperate with successor auditors in accordance with applicable professional standards. Nothing herein shall be construed to allow destruction of records that may be required to be retained longer by the statutes of the State of Florida.
29. **Survival.** All obligations and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement, including but not limited to those obligations and rights related to indemnification, shall survive such expiration or earlier termination.
30. **Force Majeure.** In the event that either party hereto shall be delayed or hindered in or prevented from the performance required hereunder by reason of strikes, lockouts, failure of power, riots, insurrection, war, terrorism, acts of God, or other reason of like nature not the fault of the party delayed in performing work or doing acts (A Permitted Delay), such party shall be excused for the period of time equivalent to the delay caused by such Permitted Delay. Notwithstanding the foregoing, any extension of time for a Permitted Delay shall be conditioned upon the party seeking an extension of time delivering notice of such Permitted Delay to the other party within ten (10) days of the event causing the Permitted Delay.

not a secure means of communication and, thus, confidentiality of the transmitted information could be compromised through no fault of the City or Auditor. The City and Auditor will employ commercially reasonable efforts and take appropriate precautions to protect the privacy and confidentiality of transmitted information. Nothing contained in this Paragraph 37. shall be construed to alter or limit the requirements of Paragraph 11.

38. **Correction of Misstatements.** The City is responsible for adjusting its financial statements to correct material misstatements and for affirming to Auditor in the City's representation letter that the effects of any unrecorded misstatements aggregated by Auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements being reported upon. Because of the importance of the City's representations to Auditor's effective performance of this Agreement, the City agrees to release Auditor and its personnel from any claims, liabilities, costs and expenses relating to Auditor's services under this Agreement attributable to any misrepresentations in the City's representation letter referred to above.
39. **Use of Report.** In accordance with *Government Auditing Standards*, Auditor will prepare a written report, *Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards* (GAS report), on its consideration of internal control and tests of compliance made as part of Auditor's audit of the financial statements. The City acknowledges and agrees that this report is intended solely for the information and use of the Mayor, members of the City Council and management of the City and federal and state awarding agencies and pass-through entities and that it is not intended to be and should not be used by anyone other than these specified parties.

40. Public Records.

- A. Auditor shall (i) keep and maintain public records (as defined in Florida's Public Records law) that ordinarily and necessarily would be required by the City in order to perform the services pursuant to this Agreement; (ii) subject to subsection B. below, provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided under Florida's Public Records law; (iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable Laws; and (iv) meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Auditor within ten (10) days following the expiration or earlier termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All public records stored electronically by Auditor shall be provided to the City in a format approved by the City.

CITY OF ST. PETERSBURG, FLORIDA

ATTEST:

By: _____
(Signature)

Chan Srinivasa, City Clerk

(Please Print or Type Name)

(SEAL)

(Title)

Provisions of Contract Approved:

Approved as to Form and Content:

By: _____
Print: _____
Project Manager

By: _____
City Attorney (Designee)

(Acknowledgment of Auditor)

State of _____)
County of _____) ss:
City of _____)

The foregoing Agreement was acknowledged before me this ____ day of _____, _____,
by _____
(Name and Title)

of _____ ("Company"), on behalf of the Company. He/She is personally known to me or has produced _____, as identification and appeared before me at the time of notarization.


Appendices



Memorandum st.petersburg

Budget and Management Office

TO: Budget, Finance and Taxation Committee

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

DATE: December 9, 2015

SUBJECT: **FY 2015 Q4 Grant Report**

At the December 17th meeting of the Budget Finance and Taxation Committee we will provide an update on the grants awarded during the fourth quarter of FY15, (July 1, 2015 to September 30, 2015). During the fourth quarter, the City was awarded 9 grants totaling \$3,072,986. In FY15, the city was awarded 25 grants totaling \$13,297,421.

Summary of FY15 Grants Received

During this reporting period (among others) the city secured a \$1,231,090 demolition/construction FEMA grant; a \$1,786,039 TASCOCenter-Based Teen Programs Out- of -School Time grant; and a \$30,000 US Department of Labor/WorkNet Pinellas Career Source grant. Over the past year, we received an \$893,600 FDOT grant for an on-street bicycle lanes construction project on Bayshore Drive; a FEMA Assistance to Fire Fighters Grant (AFG) of \$478,819; three grants for the airport totaling \$4,401,060 for Runway 7/25 rehab and the Southwest Hangar Redevelopment Project; a \$500,000 Florida Department of State grant for the Mahaffey Theater Kitchen construction; and a \$817,856 Florida Department of Transportation Pinellas Bayway Trail Phase II LAP Project grant.

Other

The Tampa Bay Black Business Investment Cooperation (TBBBIC) in partnership with the city received a \$75,000 SBA small business technical assistance grant and the Water Resources Department was notified award of a BP Restore Act grant for \$271,430 through the Department of Environmental Protection/Tampa Bay Estuary Program.

Overview of Grants Reviewed by the Grants Working Group

Of the 54 grants reviewed by the Grants Working Group in 2015 (includes 11 items in a BP/Restore Act package), the city received 37% or 20 grants; is awaiting results on 9% or 5 grants; did not apply for 7% or four grants; and did not receive 46% or 25 grants.

Grants Recently Submitted

The city recently engaged with the St Petersburg Sustainable Council to submit the 2015 Rockefeller 100 Resilient Cities grant. We are also engaged with consulting group to work on the 2016 Brownfields Assessment grant for the city.

Citywide Grant Strategy Update

We continue to explore ways to enhance our success rates in acquiring grants. Listed below are three items we have targeted and will discuss more at the meeting.

- Implementation of a grant tracking model template. We are implementing a uniform grant availability/tracking template for the city.
- Exploring the engagement of a consultant to assist in the refinement of our city-wide grant strategy.
- Grant Writers. While the Request for Grant Writers remains open, we currently have a list of grant writers that staff can access to assist them in writing their grants.

Provided with this memorandum are the following documents: FY15 Grant Report and the FY15 Grant Measurement Report. Should you have any questions prior to the meeting please feel free to call, Shrimatee 892-5180 or Tom at 893-7435.

cc: Gary Cornwell, City Administrator
City Council Members
Chan Srinivasa, City Clerk

Attachments: FY15 Grant Report
FY15 Grant Measurement
Black and White Versions for CM Kennedy

City of St. Petersburg Grants Awarded
Q4 Fiscal Year 2015

FY15 Reporting: Oct 1, 2014 - Sep 30, 2015

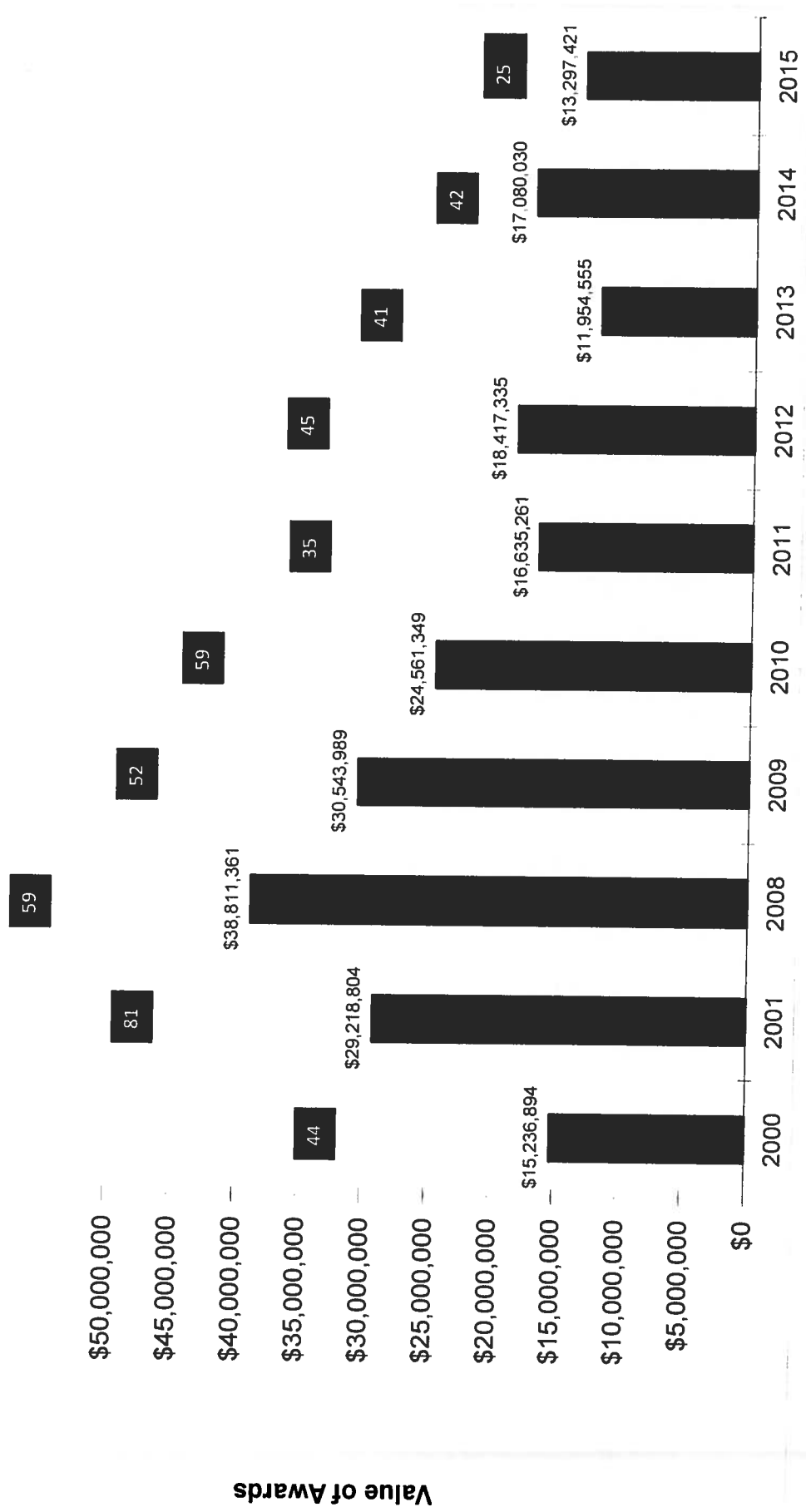
Revised 10/13/15

Date	Resolution	Award#	Agency Type	Funding Agency	Program/Project Title	Award
Q1						
10/02/14	No Awards		No Awards	No Awards	No Awards	\$0.00
10/16/14	2014-450	81031	State	FDOT	Pinellas Bayway Trail PII N Project /LAP (Supplement)	\$817,856
11/06/14	2014-478	81075	State	FI Fish and Wildlife Conservation Commission	Gopher Tortoise Habitat Mgmt Plan PII	\$15,000
11/06/14	2014-486	81077	State	FDOT	High Visibility Enforcement Grant (Ped & Bike)	\$110,434
11/24/14	No Awards		No Awards	No Awards	No Awards	\$0
12/04/14	No Awards		No Awards	No Awards	No Awards	\$0
12/18/14	2014-580	80776	State	FDOT	FDOT Right of Way Landscape Improvements Proj	\$1,000,000
12/18/14	2014-581	81084	State	FDOT	FDOT Right of Way Landscape Improvements Proj	\$300,000
Q2						
01/08/15	No Awards		No Awards	No Awards	No Awards	\$0
02/05/15	Ord 153-H	81081	State	FDOT	Southwest Hangar Redevelopment Project	\$1,200,000
02/05/15	2015-45	81035	State	FDOT/LAP	Pedestrian Enhancement (Supplement)	\$10,126
02/05/15	2015-47	81080	Other	Pinellas County	Solid Waste Municipal Reimbursement Grant	\$190,305
02/19/15	2015-57	81088	Regional	Southwest Florida Water Management District	Design and Const 14th Ave N bet 4th st N to Cres. Lk SDI	\$600,000
03/19/15	2015-113	81088	Other	Juvenile Welfare Board	TASCO Center- Based Teen Programs Out of School Time	\$68,641
03/19/15	155-H	81098	State	FI Dept of State, Division of Cultural Affairs	Mahaffey Theater Kitchen Construction	\$500,000
Q3						
04/02/15	2015-140	81094	State	FDOT	Cons. Of On Street Bike Lanes Project on Bayshore Dr	\$893,600
04/02/15	2015-142	81087	Federal	FDHSM/FMSCA	Safety Data Improvement Project (SADIP) Grant	\$45,000
05/07/15	2015-184	81091	State	State the Florida Department the Health	Partnership to Improve Community Health	\$41,000
05/07/15	2015-186	81090	Other	National Recreation and Parks Association	Out-of-School Time	\$10,000
05/14/15	No Awards		No Awards	No Awards	No Awards	\$0
05/21/15	2015-222	81093	State	Florida Department the Agriculture and Cons. Svc	Summer Food Program	\$542,594
05/21/15	2014-224	81092	Federal	DHS/FEMA	Assistance to Firefighters Grant	\$478,819
06/04/15	171-H	81095	State	FDOT	Southwest Hangar Redevelopment Project	\$800,000
06/04/15	172-H	81096	Federal	Federal Aviation Administration	Runway 7/25 Rehab (Construction Phase)	\$2,401,060
06/11/15	No Awards		No Awards	No Awards	No Awards	\$0
07/09/15	2015-293	TBD	Federal	USDOL/Pinellas County	Now Is The Time: School Justice Collaboration Program	\$25,857
07/16/15	No Awards		No Awards	No Awards	No Awards	\$0
Q4						
07/23/15	2015-310	81152	FEMA/Fed/State	FEMA & State Division of Emergency Management	FMA 2014, Demo/Construction	\$169,393
07/24/15	2015-310	81153	FEMA/Fed/State	FEMA & State Division of Emergency Management	FMA 2014, Demo/Construction	\$1,061,697
08/06/15	No Awards		No Awards	No Awards	No Awards	\$0
08/20/15	2015-361	81150	Other	Juvenile Welfare Board	TASCO /FY16 Center- Based Teen Programs Out of School	\$1,286,039
08/20/15	2015-361	81151	Other	Juvenile Welfare Board	TASCO/FY16 Center- Based Teen Programs JWB Match	\$500,000
09/03/15	2015-396	81146	Federal	US Department of Labor/WorkNet	Career Source	\$30,000
09/17/15	No Awards		No Awards	No Awards	No Awards	\$0
TOTALS			Awards	25	Award Value	\$13,297,421

Agency Type	Funding Agency	Program/Project Title	Award
Federal	5	2,980,736	32%
Federal Pass Through	2	1,231,090	15%
Other	5	2,054,985	47%
State	12	6,230,610	16%
Regional	1	800,000	100%
TOTAL	26	\$13,297,421	

FED & Fed Pass Through)
COMBINED FOR TOTALS)

**Number and Total Amount of Grants & External Funding Awarded
Q4 Fiscal Year 2015**



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

December 17,
2015
Page 1 of 2

TOPIC	DATE REFERRED	REFERRED BY	RETURN DATE	STAFF RESPONSIBLE	SPECIAL NOTES
Create a Public Art Ordinance that requires developers of private construction projects to include a public art component equal to 2% of total project	11.24.14	City Council	TBD	(Goodwin/Atherholt)	10.8.15 refer to CC to hold a workshop for discussion
Mandating an Apprenticeship Program as a prerequisite for doing business with the City	4.16.15	City Council	TBD	(Kornell)	
City Council Management Evaluation discussion	1 st BFT meeting of each fiscal year	BF&T Committee	March 2016	(Scott)	
Quarterly Financial Reports		City Council	Q1 02/2016 Q2 05/2016 Q3 08/2016 Q4 11/2016	(Fritz/Greene)	
Quarterly Grant Reports		City Council	Q1 2./2016 Q2 5/2016 Q3 08/2016 Q4 11/2016	(Ojah-Maharaj)	

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

December 17,
2015
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TOPIC	DATE REFERRED	REFERRED BY	RETURN DATE	STAFF RESPONSIBLE	SPECIAL NOTES
Airbnb to collect sales tax and tourist taxes from guests	5.7.15	BF&T Committee	TBD	(Nurse) (Goodwin)	7.16.15 BF&T request to return at a later date
Uniform fee schedule for impact or redevelopment fees across the City.	11.12.15	City Council	TBD	((Nurse)	
Potential Recycling Expansion for Multi-family Properties	8.27.15	BF&T Committee	TBD	(Shirley) (Dove)	
Discussion for use of Tourist Development Tax Follow-up	8.21.14	BF&T Committee	12.10.15	(Kennedy) Zeoli	Report

**BUDGET, FINANCE & TAXATION COMMITTEE
WEEKI WACHEE PROJECT LIST**

December 17, 2015
Page 1

TOPIC	DATE REFERRED	REFERRED BY	RETURN DATE	STAFF RESPONSIBLE	SPECIAL NOTES
Maximo Park Project	05.12.11	Kornell	TBD		
Childs Park Lake Project	12.13.12	Newton	TBD		
Purchase Adjacent Lands for Addition to Boyd Hill Nature Preserve: Legal & Real Estate to research	10.16.14	BF&T Kornell	9.17.15 COW	Grimes/Jefferis	9.3.15 referred to 9.17.15 COW
Sunset Park – add a Fitness Zone, north of Pasadena Card Club	11.24.14	Gerdes	TBD		
Meadowlawn Community Garden Project	1.22.15	Rice	TBD		6.4.15 referred to COW regarding funding \$25K for due diligence/feasibility study- 10.15.15 COW
Installation of 3-5 Exercise Zones and Shade Shelters per zone at various parks	9.17.15	Kennedy	TBD	Jefferis	