

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

AGENDA

October 12, 2017
09:15 – City Hall – Room 100

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

Support Staff: Kewa Wright, City Council Administrative Aide
Cindy Sheppard, City Council Administrative Officer

A. Call to Order

B. Approval of Agenda

C. Approval of Minutes

1. September 28,

D. New/Deferred Business

1. October 12, 2017

- a. 2018 Management Evaluation (**Brad Scott**)
- b. Living Wage Ordinance

E. Upcoming Meetings Agenda Tentative Issues

1. October 26, 2017

- a. Customer Assistance Programs for Utilities (**Kim Streeter**)
- b. Water Utility Rates (**Claude Tankersley**)
- c. Discussion on Funding Energy Efficiency and Retrofits (**Nurse**)

2. November 9, 2017

- a. Utility Rate Study (**Claude Tankersley/Anne Fritz**)
- b. 4th Quarterly Financial Reports (**Anne Fritz/Tom Greene**)
- c. 3rd & 4th Quarterly Grants Report (**Shrimatee Ojah-Maharaj**)

F. New Business Item Referrals

G. Adjournment

ST. PETERSBURG CITY COUNCIL
BUDGET, FINANCE & TAXATION COMMITTEE

Minutes

September 28, 2017

8:00 – City Hall – Room 100

Present: Committee Members - Chair James R. “Jim” Kennedy, Jr., Vice-Chair Charles Gerdes, Karl Nurse and Darden Rice.

Also: Council Vice Chair Lisa Wheeler-Bowman; Council Member Steve Kornell; Chief Assistant City Attorney, Jeannine Williams; Assistant City Attorney, Macall Dyer; Erika Langhans, Controller; City Administrator, Dr. Gary Cornwell; Public Works Administrator, Claude Tankersley; Public Works Services Manager, Elizabeth Makofske; Administrative Aide to City Council, Kewa Wright; Senior Deputy City Clerk, Cathy E. Davis

A. Call to Order

Chair Kennedy called the meeting to order at 8:02 am with the above persons present.

B. Approval of Agenda

In connection with the approval of the September 28th meeting agenda, Council Member Kennedy noted the Public Utility Subordinate Lien Bon Anticipation Note, Series 2017 should be added to the agenda. Council Member Gerdes made a motion that the agenda be approved as amended. All were in favor of the motion. Ayes. Kennedy. Gerdes. Nurse. Rice. Nays. None.

C. Approval of Minutes

1. August 17, 2017

In connection with the approval of the August 17th meeting minutes, Council Member Gerdes made an amendment to correct the word “space” to “span.” The minutes were approved as amended. All were in favor of the motion. Ayes. Kennedy. Gerdes. Nurse. Rice. Nays. None.

2. August 24, 2017

In connection with the approval of the August 24th meeting minutes, Council Member Gerdes noted that in the first paragraph, it stated “The General Policy is \$619.6 million...” The corrected version is as follows: “The current amortized book value of all holdings governed by the City’s Investment Policy (General) is \$619.6million...” Council Member Gerdes made a motion to approve as amended. All were in favor of the motion. Ayes. Kennedy. Gerdes. Nurse. Rice. Nays. None

D. New/Deferred Business

1a. Public Utility Subordinate Lien Bond Anticipation Note, Series 2017. Ms. Erika Langhans addressed the committee with the two proposals received from the RFP distributed by PFM Financial Advisors on August 21, 2017. They were Bank of America and JPMorgan Chase Bank. Ms. Langhans advised the committee that after reviewing the proposals, PFM is recommending JPMorgan for the Public Utility Subordinate Lien Bond. The rationale for choosing JPMorgan was the indicative fixed rate of 1.24%, and if the City needed to refund these notes after April the revised rate would be 1.31 percent (subject to change before the rate lock

agreement). CM Gerdes inquired why only two responded to the RFP. Mr. Jay Glover, Managing Director of PFM Financial Advisors, informed the committee that with such a large note of \$120 million dollars, it eliminates many of the smaller regional banks. In addition, the security for this loan is a subordinate lien on the utility system net revenue (subordinate to revenue bonds and on parity with the State Revolving Fund Loans) and has a one year balloon maturity, which also eliminated potential proposals. Mr. Glover also provided a detailed explanation as to why subordinate liens are less desirable to the banking community than senior debt (our revenue bonds are senior debt).

CM Gerdes made a motion to approve the resolution. Approved unanimously. Ayes: Kennedy, Gerdes, Nurse, Rice. Nays: None.

2a. Utility Rate Study. Claude Tankersley started the discussion with the proposed water rate increases for the following:

Water = 3.5 %
Reclaimed Water = 25.5%
Wastewater = 16.5%
Stormwater = 5.56%

Mr. Tankersley explained the large increase in reclaimed water rate and what the increase would be like on a typical water bill (i.e. current rate of \$21.29 to \$26.72). He provided projections for the water and wastewater operating budgets. The Water Resources Department's FY18 operating budget is projected to be \$135 million dollars. This is a 9.44% increase over the previous budget year. In addition, there will be an increase in cash contributions from the operating budget by \$1 million dollars to the Water Resources Capital Projects Fund. Mr. Tankersley also shared that the Capital Improvement Plan has been impacted by the projects being performed under the consent order and is proposing \$18.5 million per year on the collection system. As for stormwater, a tiered system is underway for residential customers, with a proposal of a \$.50 increase to help fund some of the Master Plan, as well as additional operating costs.

There was some general discussion on using the national average of water rate increases as a benchmark to justify responsible spending. Mr. Tankersley stated going forward in the next few years with the integrated water system master plan and the stormwater master plan, that the scope of work will require real, measurable, well defended and well thought out logical benchmarks used for our system. There was a lot of discussion on the 10 alternative scenarios reflecting pay-go transfers to reach 50% of CIP with and without Penny funding. Ms. Makofske explained the significant increase with the "Additional Cap Transfer" in scenarios 4 and 5. In scenario 4, we are trying to get to the 50% goal by FY2021 and in scenario 5 by FY2022. From a committee point of view, scenarios 4, 5 and 6 was the general consensus.

E. Upcoming Meetings Agenda Tentative Issues

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3. November 9, 2017

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F. New Business Item Referrals

G. Adjournment

There being no further business, the meeting was adjourned at 9:25 a.m.

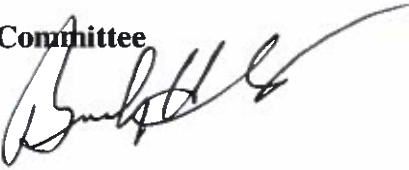


CITY OF ST. PETERSBURG

Rick Kriseman, Mayor

Office of the City Auditor

Bradley H. Scott, City Auditor

To: **Budget, Finance & Taxation Committee**
From: Bradley H. Scott, City Auditor 
Date: October 12, 2017
Re: **MANAGEMENT EVALUATION DISCUSSION – FY 2018**

Section 4.05(b)(1) of the City Charter states that *“City Council, at any time, shall be permitted to conduct a management evaluation, by a professional consultant, of the administrative activities of the City, or any portion thereof, under the direction of City Council. At least once every two years the City Council shall discuss and make a decision as to whether or not any such an audit is needed. The management evaluation and all reports and recommendations shall be directed to the Council.”*

City Council Resolution 2012-271 requires the Budget, Finance & Taxation Committee (BF&T) to discuss potential Management Evaluations at the first BF&T Committee meeting of each fiscal year. This discussion is scheduled for the BF&T meeting of October 12, 2017.

Attached you will find a listing of management evaluations that have been conducted in the past as well as City Council Resolution 2012-271.

If you have any questions please call me at x7978.

Attachments

Cc Mayor Rick Kriseman
Kanika Tomalin, Deputy Mayor
Gary Cornwell, City Administrator
Jacqueline Kovilaritch, City Attorney
Louis Moore, Procurement & Supply Management

City of St. Petersburg Schedule of Prior Management Evaluations

- “Management Evaluation,” McKinsey & Company, completed in 1976 at a cost of \$42,000. This study was a general review of the entire organization.
- “Management Analysis of the St. Petersburg Police Department,” Cresap, McCormick and Paget, completed in 1977. This study reviewed all areas within the Police Department.
- “Progress on Improvement Review,” McKinsey & Company, completed in 1978 at a cost of \$9,000. This was an update and review of the progress made on implementing the recommendations made in the earlier study.
- “Automated Maintenance System,” Arthur Young & Co., completed in 1981 at a cost of \$45,000. This study was for the conceptual design of an automated facilities and irrigation system maintenance system.
- “Police Department Management Review,” Police Executive Research Forum, completed in 1988 at a cost of \$45,680. This study reviewed the organizational structure of the Police Department.
- “Fire Department Management Review,” “EMS Service Appraisal,” Ryland Research, Inc., completed in 1988. The Fire Department management review cost \$53,100 and the EMS service appraisal cost \$8,500. The Fire Department study evaluated the organization of that department and the EMS study was done in preparation for provider contract negotiations with Pinellas County.
- “Operations Audit of the Administrative Functions,” Public Administration Service, completed in 1992. The administrative review cost \$15,000. This study reviewed the organizational structure of the administration.
- “Management Evaluation,” Public Administration Service, completed in 1995. The administrative review cost \$15,000. This study reviewed the staffing levels and structure of the whole organization.
- “Information Systems Master Plan,” Public Administration Service, completed in 1997. This study cost \$51,300. The study was to review our information and Communications Department’s Strategic Plan and make recommendations on how best to modify and update that plan to meet our information needs into the year 2000 and beyond.
- “Construction Services & Permitting Division Review,” MGT of America Inc., completed in 2000. This study cost \$19,925. The study was to review our Construction Services & Permitting Division and make recommendations.
- “Public Utilities Department,” Public Administration Service, completed in 2003. This study cost \$50,000. The study was to review the entire Public Utilities Department and make recommendations. An employee satisfaction survey was done as part of this review at the additional cost of \$15,000.
- “Housing Management Study,” MGT of America Inc., completed in 2004. This study cost \$24,925. The study examined the operation of the City’s Housing Department with particular attention given to WIN and various housing rehabilitation/repair programs, to determine the level of operations efficiency of these initiatives.

- “Budget & Management Department and Budgetary Process,” Management Advisory Group (MAG), completed in 2005. This study cost \$50,000. The study examined the Budget and Management Department and the budgetary development process to determine that it provides sufficient support for the City Council to more adequately discharge its budgetary duties.
- “Management Evaluation of the St. Petersburg Police Department”, Matrix Consulting Group, completed in 2007. This study cost \$104,000. The study examined the organizational structure of the department, community policing policies, recruitment and retention efforts and methods, complaint investigation processes and current salary benefits. This data was compared with other governmental entities.
- “Management Evaluation of the Progress Energy Center’s Mahaffey Theater”, AMS Planning & Research Inc., completed in 2009. This study cost \$50,000. This study examined the management, marketing, potential reduction of subsidies, and funding of the Mahaffey Theater. This data was compared with other similar facilities.
- “Management Evaluation of Youth Services”, Logan Management Group, Inc (DBA Strategic Partners) completed in 2012. This study cost \$25,000. This study examined two of the City’s Youth Services Programs, Teen, Arts, Sports & Cultural Opportunities (TASCO), Out of School time (OST) Program and the City’s Summer Youth Intern Program.
- “Management Evaluation of the Transportation Impact Fees”, Mayor Hoffman McCann, KRMT Tampa Bay Division. Expected completion in 2012. This review cost \$50,000. This study was an agreed upon procedures review of the Transportation Impact Fees (TIF) for the period from January 1, 2004 through December 31, 2011.
- “Management Evaluation of the Water Resources Department”, LA Consulting, Inc. to be completed in late 2017. This review costs \$74,984. This study was to review the entire Water Resources Department and make recommendations. A confidential employee survey was done as part of this review.

NO. 2012-271

A RESOLUTION APPROVING THE BUDGET,
FINANCE & TAXATION COMMITTEE'S
RECOMMENDATION TO DISCUSS
POTENTIAL MANAGEMENT EVALUATIONS
AT THE FIRST OCTOBER BUDGET,
FINANCE & TAXATION COMMITTEE
MEETING OF EACH FISCAL YEAR; AND
PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the Budget, Finance & Taxation Committee's recommendation to discuss potential Management Evaluations at the first October Budget, Finance & Taxation Committee meeting of each fiscal year is hereby approved. .

This resolution shall become effective immediately upon its adoption.

Adopted at a regular session of the City Council held on the 7th day of June,
2012.

Leslie Curran

Leslie Curran Chair-Councilmember
Presiding Officer of the City Council

ATTEST:

Eva Andujar
Eva Andujar City Clerk



To: Budget, Finance & Taxation Committee
From: Kyle Lindskog, Assistant City Attorney
CC:
Date: October 6, 2017
Re: Living Wage Ordinance – Sample Language for Review

Per Councilmember Kennedy's request, below you will find sample language for the three items discussed during Agenda Review on Thursday, September 28, 2017.

ITEM ONE – INCLUDE COST OF EMPLOYER-PROVIDED MEDICAL BENEFITS WHEN CALCULATING LIVING WAGE (FROM BROWARD COUNTY CODE, SEC. 26-102)

(k) Health care benefits shall, at a minimum, mean health insurance coverage which consists of wellness and preventative care, including maternity, and that provides the services described in Sections 408.9091(4)(6) and (7), Florida Statutes.

(b) Health care benefits.

(1) For a covered employer or the County to comply with the living wage requirement by choosing to pay the lower wage scale when health care benefits are provided, the health care benefits shall consist of payment by the covered employer or the County, as applicable, of at least One Dollar Twenty-Five Cents (\$1.25) per hour, as adjusted, towards the provision of health care benefits for covered employees and their dependents. The health care benefits amount shall be adjusted annually in accordance with [Section 26-102\(c\)](#) below.

(2) The minimum contribution by a covered employer or the County for health care benefits on a per-hour basis shall be calculated based on a 40-hour work week (2,080 annual hours). Hours worked in excess of forty (40) hours per week shall not require additional payments towards the provision of health care benefits. If the covered employer or the County, as applicable, contributes less than the required amount for its covered employee's health care benefits, such covered employer or the County may comply with the living wage requirements by paying the covered employee an additional amount as an hourly wage equal to the difference between the calculated hourly contribution it makes for health care benefits for the covered employee and the minimum hourly contribution amount required by this Ordinance for health care benefits.

(3) If the health care benefits plan provided by a covered employer or the County requires an initial period of employment before a new covered employee becomes eligible for the health care benefits (eligibility period), the covered employer or the County shall pay the Ten Dollars Eighty-two Cents (\$10.82) per hour wage scale, as adjusted, during a new covered employee's initial eligibility period. When the new covered employee is provided health care benefits upon completion of the eligibility period, the covered employer or the County may qualify to pay the living wage rate applicable for covered employees that are provided health care benefits. If the covered employee declines the health care benefits, the covered employer may qualify to pay the living wage rate applicable for covered employees that are provided health benefits if the covered employer provides to the County written proof of the covered employee's declination.

(4) A notarized compliance affidavit shall serve as proof of the provision of health care benefits and must be submitted by the covered employer to the County to qualify for the living wage rate for covered employees with health care benefits.

ITEM 2 – ADMINISTRATIVE APPEAL PROCESS (FROM CITY OF MIAMI BEACH, SEC. 2-140)

(b) *Complaint procedures and sanctions.*

- (1) A covered employee, or former covered employee, who believes that this division applies to him or her and that a covered employer is not complying with the requirements of this division, has a right to file an administrative complaint with the city's procurement director. Any individual or entity may also file a complaint with the procurement director of the city on behalf of covered employee for investigation by the city.
- (2) Complaints by employees of alleged violations shall be made in writing within one year after the alleged violation occurred. No complaint shall be within the jurisdiction of the city under the administrative complaint procedures in this division if the complaint is filed more than one year after the alleged violation practice occurred.
- (3) The complaint shall be signed by the person making the complaint (hereinafter, the "complainant") and, if the complainant is not the covered employee, by the covered employee as well; shall be sworn to or affirmed; and shall, at a minimum, state the full name and address of the complainant; the full name and address of the covered employer against whom the complaint is being made (hereinafter, the "respondent"); the facts upon which the complaint is based; and such other information as may be required by the city. The complaint may be filed by personal delivery, ordinary mail, or certified mail, addressed to the city's procurement director.
- (4) The city's procurement director shall notify the covered employer named in the complaint (the "respondent"), by providing the employer with a copy of the complaint by certified mail or personal delivery. Within 30 working days after a copy of the complaint has been served upon the respondent by the procurement director, the respondent may file an answer thereto. If an answer is filed, the answer shall be in writing and contain, at a minimum, a separate and specific response to each and every particular of the complaint, or a denial of any knowledge or information thereof, sufficient to form a belief. Any allegation of the complaint which is not denied shall be deemed admitted.
- (5) If an answer is filed, the procurement director shall cause a copy of the answer to be served on the complainant. If the respondent elects not to answer the complaint, then the matter shall proceed on the evidence in support of the complaint.
- (6) Whenever a verified written complaint is filed pursuant to this division, the procurement director shall make a prompt investigation of all allegations of violations in connection therewith and forward to the city manager a written summary of the investigation within 60 days after the complaint is filed. If, upon his/her review of the complaint, answer (if filed), and investigation, the city manager determines that a violation of this division has occurred, the city shall, within 30 working days of a finding of noncompliance, issue a notice of corrective action, in writing, to the respondent, specifying all areas of noncompliance and deadlines for resolutions of the identified violations. A copy of the city manager's notice of corrective action shall be sent to the complainant and the respondent by certified mail, return receipt requested, or by hand delivery.
- (7) If a respondent fails to comply with any or all of the resolutions for the identified violations, within the deadlines provided in the notice, the city manager may issue an order, in writing, to the respondent, by certified mail or hand delivery, notifying the respondent to appear at an administrative hearing before one of the city's sitting special masters, to be held at a time to be fixed in such order. A copy of the order shall also be sent to the complainant by certified mail or hand delivery.
- (8) The city manager shall also provide a written report to the city commission, informing them of the complaint, which report shall include a brief summary of the facts at issue, the results of the city's investigation, and the recommended administrative disposition of the complaint (including any finding of noncompliance and subsequent recommendation for corrective action).
- (9) The hearing proceedings shall be informal, and shall afford the respondent the right to testify in his/her own defense, present witnesses, be represented by counsel, submit relevant evidence, cross examine witnesses, and object to evidence.

- (10) The proceedings shall be recorded and minutes kept by the city. Any respondent requiring verbatim minutes for judicial review may arrange for the services of a court reporter at the expense of the respondent.
 - (11) Upon the close of the hearing, the special master shall render a decision in writing determining whether or not the respondent is in compliance; or whether other action should be taken; or whether the matter should be continued, as the case may be; and stating the reasons and findings of fact.
 - (12) The city shall send a true and correct copy of the order by certified mail, return receipt requested, or by hand delivery, to the respondent and complainant.
 - (13) The special master's findings shall constitute the final administrative action of the city for purposes of judicial review under state law. An aggrieved party, including the city administration, may appeal a final administrative order of a special master to the circuit court, in accordance with section 30-77 hereof.
 - (14) If a respondent fails to seek timely appellate review of an order of the special master, or to comply timely with such order, the city may pursue the enforcement of sanctions set forth in subsection 2-410(c).
- (c) *Private right of action against covered employer.* Any covered employee of or former covered employee of a service contractor may, instead of, but not in addition to, utilizing the city administrative complaint procedures in subsection 2-410(b), bring an action to enforce the provisions of this division by filing suit against the covered employer in any court of competent jurisdiction. Upon a finding by a court of competent jurisdiction that a covered employer unlawfully withheld wages under this division, such covered employee shall be entitled to an award of unpaid or underpaid wages, to reasonable costs and attorneys fees and, in addition, to liquidated damages in a sum equal to twice the amount of wages the covered employer is found to have unlawfully withheld in order to compensate the covered employee for the economic losses they suffered by reason of not receiving their wage at the time it was due and in order to deter future noncompliance by the covered employer. The applicable statute of limitations for such a claim will be two (2) years, as provided in Section 95.11(4)(c), Florida Statutes, as same may be amended from time to time, for an action for payment of wages.

ITEM THREE – MONITORING PROGRESS AND EFFECTIVENESS OF LIVING WAGE ORDINANCE (CITY OF ST. PETERSBURG MUNICIPAL CODE, SEC. 2-297, 2-298.5)

(l) Annual report. The POD shall annually provide a report to the City Council regarding apprentices participating in major construction projects. The report must include the total dollar value of awards of major construction projects, the number of apprentices hired on such projects and the number of hours worked by apprentices on such projects.

(12) Annual report. The POD shall annually provide a report to the City Council regarding disadvantaged workers participating in major construction projects. The report must include the total dollar value of awards of major construction projects, the number of disadvantaged workers hired on such projects and the number of hours worked by disadvantaged workers on such projects.

Please do not hesitate to contact me with any questions.

BUDGET, FINANCE AND TAXATION COMMITTEE	October 12, 2017
PENDING/CONTINUING REFERRALS	

Topic	Return Date	Date of Referral	Prior Meeting	Referred by	Staff	Notes
2018 Management Evaluation	10/12/17	Annual		Ordinance	Brad Scott	
Living Wage Ordinance Discussion	10/12/17	9/28/17				Deferred from the Oct. 5 agenda at Agenda Review to go back to BF&T for further discussion
Customer Assistance Programs for Utilities	10/26/17				Kim Streeter	
Water Utility Rates	10/26/17					
Discussion on funding Energy Efficiency and Retrofits	10/26/17	8/24/17		Nurse		Referral from ENRS Report
Utility Rate Study	11/9/17		7/27/17 9/28/17		Claude Tankersley/Anne Fritz	
Quarterly Grant Reports	Q3 11/9/17 Q4 11/9/17	Quarterly		City Council	Shrimatee Ojah-Maharaj	
Quarterly Financial Reports	Q4 11/9/17	Quarterly		City Council	Anne Fritz Tom Greene	
2017 Management Evaluation	COW on 11/20/17	10/2016 by ordinance		City Council	Brad Scott	Brad Scott preparing scope re: Water Resources. Prebid meeting for RFP held 1/18/17. Mr. Scott to contact Chair Kennedy reference 2/23 return date. Updated return date on 1/23/17. Presentations to return on 3/23/17. (4/17/17 note added) to be scheduled to return to full council. 5/25/17 - Brad stated a signed contract has been returned to LA Consulting - report to committee in 180 days

2018 Health Insurance Renewal	12/14/17	Annual		BF&T	Chris Guella	
Quarterly Report - SBE contracts	Jan-18			Ordinance	Jessica Eilerman	8/24/17 - Ordinance 293-H - quarterly reports to BFT
2018 Property Insurance Renewals	Mar-18	Annual			Blaise Mazzola/Chris Guella	
External Audit	Mar-18	Annual			Anne Fritz	
Refer PILOF discussion	TBD	1/26/17	8/17/17	City Council - COW 1/26/17	Kornell	Motion for FY19 initial budget presentation to include a general fund transfer back to WRD of \$2 million.
Minority Business Enterprise and consideration of a disparity study	TBD	8/24/17		Montanari	Louis Moore	8/24/17 referral from Public Hearing - SBE Ordinance
Discussion for use of Tourist Development Tax, including Arts Funding - Follow-up	TBD	8/21/14		City Council	Joe Zeoli	Meeting to include David Downing of the TDC. Gerdes to follow-up

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

October 12, 2017

<i>TOPIC</i>	<i>DATE REFERRED</i>	<i>REFERRED BY</i>	<i>RETURN DATE</i>	<i>STAFF RESPONSIBLE</i>	<i>SPECIAL NOTES</i>
Youth Sports Field at Thurgood Marshall Middle School	10.06.16	CM Wheeler-Bowman	TBD	McBee/Jefferis	
Maximo Park Project	05.12.11	Kornell	TBD	McBee/Jefferis	Referred to COW on 7/14/16 Scheduled COW on 7/28/16 \$150,000 allocated by council on 8/4/16
City Trail Shade Tree Planting Program Project	08.03.17	Nurse	COW On 10/16/17		
Booker Creek Park Project	08.03.17	Foster	COW On 10/16/17	Mike Jefferis	