

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

AGENDA

January 25, 2018
8:00 am – City Hall – Room 100

Members & Alternate: Vice Chair Charlie Gerdes, Darden Rice, Ed Montanari, Amy Foster and Gina Driscoll (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. January 11, 2018

D. New/Deferred Business

1. January 25, 2018

a. 2018 Management Evaluation (**Brad Scott**)

F. Upcoming Meetings Agenda Tentative Issues

1. February 8, 2018

a. Quarterly Financial Report (**Anne Fritz/Tom Greene**)

2. February 22, 2018

a. Quarterly Grant Report (**Shrimatee Ojah-Maharaj**)

b. Minority Business Enterprise Disparity Study (**Louie Moore**)

G. New Business Item Referrals

H. Adjournment

ST. PETERSBURG CITY COUNCIL
BUDGET, FINANCE & TAXATION COMMITTEE

Minutes

January 11, 2018

8:00 – City Hall – Room 100

Present: Committee Members - Vice-Chair Charles Gerdes (elected Chair during the meeting), Darden Rice, Ed Montanari, Amy Foster and Gina Driscoll (alternate)

Also: Council Member Lisa Wheeler-Bowman; Council Member Steve Kornell; Council Member Brandi Gabbard; City Attorney, Jackie Kovilaritch; Assistant City Attorney, Jane Wallace; Assistant City Attorney, Kyle Lindskog; Public Works Administrator, Claude Tankersley; Public Works Services Manager, Elizabeth Makofske; Billing and Collections Director, Tammy Jerome; Procurement and Supply Management Director, Louie Moore, Small Business Liaison Manager, Jessica Eilerman; Administrative Aide to City Council, Kewa Wright; Senior Deputy City Clerk, Cathy E. Davis

A. Call to Order

Vice Chair Gerdes called the meeting to order at 8:00 am with the above persons present.

B. Approval of Agenda

In connection with the approval of the January 11th meeting agenda, Council Member Foster made a motion that the agenda be approved as written. All were in favor of the motion. Ayes. Gerdes. Foster. Montanari. Driscoll. Nays. None. Absent Rice

C. Election of Chair and Vice Chair

CM Foster nominated CM Gerdes as Chair. All were in favor of the motion. Ayes. Gerdes. Foster. Montanari. Driscoll. Nays. None. Absent. Rice.

CM Foster nominated CM Montanari as Vice Chair. All were in favor of the motion. Ayes. Gerdes. Foster. Montanari. Driscoll. Nays. None. Absent. Rice.

D. Approval of Minutes

1. December 14, 2017

In connection with the approval of the December 14, 2017 meeting minutes, there was a correction to include CM Montanari as a voting member. Council Member Foster made a motion that the agenda be approved as amended. All were in favor of the motion. Ayes. Gerdes. Foster. Montanari. Driscoll. Nays. None. Absent. Rice.

E. New/Deferred Business

1a. Continue discussion on Tiered Stormwater Utility Rate Development and Implementation – Scope of Services, Agreement and Proposed Costs.

Mr. Tankersley started the discussion with a brief history of the development and implementation of a Tiered Stormwater Utility Rate.

Mr. Andy Burnham, Financial Services Vice President of Stantec addressed the committee and provided a recap of the previous discussions as it relates to the scope of work and/or tasks in developing a tiered stormwater utility rate. He addressed the modifications to the RFQ discussed at the December 14, 2017 BF&T meeting, which allows for a mid-year implementation in FY2019. Mr. James Hale, GIS Manager of Stantec also provided a recap as it relates to image processing and impervious area calculations (Task 1 & 2). Following the calculations of impervious areas, Mr. Burnham discussed the various components of the rate analysis (Tasks 3, 4, 5 & 6), the public outreach program (Task 7) and the implementation activities (Tasks 8, 9, 10, 11 & 12).

CM Rice inquired about Task 8 and the importance of this information being accessible and user-friendly on the City's website. CM Montanari inquired about the image processing component and if the LIDAR data would show parcels or property lines. Mr. Hale stated the data will show property lines which are based on information from the property appraiser's office. CM Montanari inquired how often the public outreach will be facilitated. Mr. Tankersley stated it would be a continual basis, once item is approved by Council. CM Driscoll inquired if there would be a difference in calculations on single family homes vs. multifamily properties. Mr. Burnham explained that multifamily properties would fall into a non-residential designation based on various factors and will be billed upon their own impervious square feet. There was some general discussion on how often the data will be updated.

CM Gerdes inquired about an increase in operational cost. Ms. Jerome stated there should not be an increase in operational cost after the first realm of implementation. It will cost \$10k - \$12k to upload the interface component and restructure the stormwater billing software.

CM Rice made a motion to approve the Tiered Stormwater Utility Rate Development and Implementation. Approved unanimously. Ayes: Gerdes. Foster. Montanari. Rice. Nays: None. Driscoll (Alt).

1b. SBE Contracts – Quarterly Reports

Ms. Stephanie Swinson, Esq., was introduced to the committee by Mr. Moore. She is the new Contracts Compliance Coordinator. Her role is to ensure that the City obtains needed contractual services promptly and provide assurance that contractors and the City meet all contractual obligations.

Following Mr. Moore's introduction, Ms. Eilerman addressed the committee by reminding everyone of changes made in the SBE ordinance that was discussed at a previous meeting. In reference to the quarterly report, Ms. Eilerman provided a breakdown of the number of businesses that received SBE certifications (373), the five counties that participate (Pinellas, Pasco, Polk, Hillsborough and Manatee) and the ethnic groups. The 2017 goal was to reach 8% participation. However, that goal was exceeded and the actual SBE participation was 8.6%. Ms. Eilerman briefly discussed public outreach efforts and changes in committee participation. There would be two members from the

public appointed to serve on the committee. One will be appointed by the Mayor and the other by City Council. Ms. Eilerman stated in order to increase the SBE participation by 2 percentage points each year, we have to grow the SBE pool by providing more trades, construction and services that meet the various needs of our City contracts and projects. It will be up to staff to increase outreach efforts by working with companies to get them through the process as quickly and efficiently as possible. Ms. Eilerman also discussed the need to reestablish the partnerships with our regional partners who have a similar programs and see how we can work together. She also briefly discussed the volume of calls received from the community to increase minority contracting and participation.

CM Wheeler-Bowman suggested that Council be provided with the number of contracts awarded and the dollar amounts for participants of the SBE, and that small businesses are giving the opportunity to obtain experience.

1c. Minority Business Enterprise & Consideration of a Disparity Study

Mr. Moore provided a brief overview on the need to commission a disparity study. He stated that the disparity study would be necessary to establish an MBE program. Mr. Moore provided data from FY17, wherein SBE’s received 77 contracts totaling \$10.3 million dollars. Of that \$10.3 million, \$4.7 million went to women owned businesses and MBEs. The following is a breakdown of how funds were allocated:

Minority	Suppliers	Amount
WBE	19	4,240,258
HBE	4	474,369
BBE	3	20,553
		4,735,180

CM Foster made a motion to develop a scope of work and RFQ to conduct a disparity study and return to BF&T in six (6) weeks for review. Approved unanimously. Ayes: Gerdes. Foster. Montanari. Rice. Nays: None. Driscoll (Alt).

E. Upcoming Meetings Agenda Tentative Issues

1. January 25, 2018

- a. 2018 Management Evaluation (**Brad Scott**)

2. February 8, 2018

- a. Quarterly Financial Reports (**Anne Fritz/Tom Greene**)

F. New Business Item Referrals

G. Adjournment

There being no further business, the meeting was adjourned at 9:14 am.

BUDGET, FINANCE AND TAXATION COMMITTEE					January 25, 2018	
PENDING/CONTINUING REFERRALS						
Topic	Return Date	Date of Referral	Prior Meeting	Referred by	Staff	Notes
2018 Management Evaluation	1/25/18	Annual	10/12/17	Ordinance	Brad Scott	Committee decided to discuss after the 2017 elections and discuss in Feb. 2018. Staff will present a list of all City department accreditations.
Quarterly Financial Reports	Q1: 02/8/18 Q2: 5/10/18 Q3: 8/9/18 Q4: 11/15/18	Quarterly		City Council	Anne Fritz Tom Greene	
Minority Business Enterprise and consideration of a disparity study	2/22/18	8/24/17	1/11/18	Montanari	Louis Moore	8/24/17 referral from Public Hearing - SBE Ordinance. 1/11/18: Will develop a scope of work and return in 6 weeks
Quarterly Grant Reports	Q1: 2/22/18 Q2: 4/26/18 Q3: 8/23/18 Q4: 11/29/18	Quarterly		City Council	Shrimatee Ojah-Maharaj	
2018 Property Insurance Renewals	3/8/18	Annual			Blaise Mazzola/Chris Guella	
External Audit	Mar-18	Annual			Anne Fritz	
Quarterly Report - SBE contracts	5/31/18 8/23/18 11/29/18		1/11/18	Ordinance	Jessica Eilerman	8/24/17 - Ordinance 293-H - quarterly reports to BFT
Draft Consolidated Plan and Proposed Budget. Approval of draft for publication and comment	Jun-18					
2019 Management Evaluation	10/11/18	Annual		Ordinance	Brad Scott	

Discussion of exceptions for legal defense fund suggested by Free Speech for People and process for retaining outside legal counsel	TBD	11/2/17		Kennedy		
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 alternative to a proposed budget.
Customer Assistance Programs for Utilities	TBD		10/26/17		Kim Streeter	CM Gerdes a motion made to ask Administration to look into increased marketing for the voluntary assistance programs to rate payers, increased marketing for the one day a week garbage pick-up and re-implementing the LIFT-UP program
Utility Rate Study	TBD		7/27/17 9/28/17 11/9/17		Claude Tankersley/Anne Fritz	Administration to come back with marketing process and program options.
Water Utility Rates			10/26/17			CM Nurse made a motion to move forward with making the stormwater rates for FY18 a \$10 monthly fee.
2019 Management Evaluation		10/2016 by ordinance		City Council	Brad Scott	
2019 Health Insurance Renewal and Status update on current year health plan	12/13/18	Annual		BF&T	Chris Guella and Vicki Grant	
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

January 25, 2018

<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

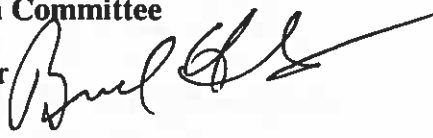


CITY OF ST. PETERSBURG

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: January 25, 2018
Re: **MANAGEMENT EVALUATION DISCUSSION – FY 2018**

Section 4.05(b)(1) of the City Charter states: “*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.

At the October 12, 2017 BF&T meeting committee members requested a list of all departments which have accreditations from national and/or state professional organizations, also at this time, committee members deferred further discussion on this item until January or February 2018.

We prepared and administered a departmental survey requesting all city departments advise us of any accreditations from national and/or state professional organizations. We have attached a listing of departments which have such accreditations based on our survey.

Attached you will also find a listing of all of management evaluations that have been conducted in the past as well as a copy of 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
City Departmental Survey - Accreditations
January 2018

1	2	3	4	5	6	7	
City Department	Does your department receive any accreditations from national or state professional organizations?	Through what agency (or agencies) are you accredited?	When is the last time you were accredited?	What is the current status of your accreditation?	What level of accreditation do you have?	What are the associated levels of accreditation provided by the agency?	What criteria are utilized for your accreditation?
Fire	Yes	ISO (Insurance Service Office) and CFAI (Commission on Fire Accreditation International)	ISO (2015), CFAI (2017)	Currently accredited through CFAI (this year) and is valid for 5 years. ISO is being redone at the beginning of this year and is valid for 3 years.	ISO Level 1 (highest rating), CFAI no levels	ISO Level 1 (highest rating), CFAI no levels	ISO: Four major areas of fire protection systems: 1. Emergency Communication Systems, 2. Fire Department, 3. Water Supply and 4. Community Risk Reduction CFAI: 10 performance evaluation categories: 1. Assessment and Planning, 2. Essential Resources, 3. External Systems Relations, 4. Financial Resources, 5. Goals and Objectives, 6. Governance and Administration, 7. Human Resources, 8. Physical Resources, 9. Programs, 10. Training and Competency
Police	Yes. Internationally and state accredited	Internationally accredited through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) . State accredited through the Commission for Florida Accreditation (CFA).	CALEA: May 3, 2015 CFA: October 7, 2015	Active (in good standing). The Accreditation status holds for three years. CALEA accreditation on-site assessment in March, 2018 and CFA accreditation on-site assessment in July, 2018.	CALEA: Law Enforcement Advanced Accreditation, Accreditation with Excellence (Gold Standard) and Meritorious Agency. CFA: Law Enforcement Accreditation	N/A - Accredited	CALEA: The Department has been in compliance with 100% of all applicable standards for the last two accreditation assessments. CFA: The Department has been in compliance with 100% of all applicable standards.
Procurement & Supply Management	Yes (three accreditations)	(a) National Institute of Governmental Procurement (NIGP) and (b) National Purchasing Institute (NPI)	NIGP, Pareto Award of Excellence in Public Procurement, July 3013 through 2018 NIGP, Outstanding Agency Accreditation Achievement Award, through January 2018 National Procurement Institute's, Achievement of Excellence in Procurement, through 2017	All current	The Pareto is the pinnacle accreditation for public procurement excellence.		Pareto Award Criteria Phase I -- Self Study Phase II -- Written responses to 60 questions in the following areas: Leadership Strategic Planning Process Management Technology and Information Management Performance Review
Water Resources - Environmental Compliance (LAB)	Yes, National Environmental Laboratory Accreditation Committee (NELAC).	The Florida Department of Health (FDOH) Bureau of Public Health Laboratories.	July 1, 2017	The accreditation is current and expires June 30, 2018.	The laboratory is accredited to analyze a variety of analytes in drinking water, non-potable water, and solid and chemical materials. A current list can be furnished if needed.	Only on level of accreditation	Passing of performance testing samples twice a year for each analyze and matrix that we are accredited (certified) for. Inspected every two years by a FDOH approved third party accessor(s) to insure that the laboratory meets all conditions of the NELAC Standard. Submitting an administrative fee and a letter of attestation every year including laboratory management staff signatures indicating approved FDOH standards (NELAC standards) will be followed.
Parks & Recreation	Yes, agency accreditation	Commission for Accreditation of Park and Recreation Agencies (CAPRA)	2015 (Scheduled for next accreditation in 2020)	Active	Agency	Only one level	151 standards in CAPRA's Agency Accreditation including: Agency Authority, Role and Responsibility; Planning; Organization and Administration; Human Resources; Financial Management; Programs and Services Management; Facility and Land Use Management; Public Safety, Law Enforcement and Security; Risk Management; and Evaluation, Assessment, and Research. Of the 151 standards, 37 are considered fundamental and must be achieved and 114 are nonfundamental of which 108 must be achieved.
Parks & Recreation - Palm Arboretum	Yes	ArbNet Arboretum Accreditation: Morton Register of Arboreta - Accredited	2013 (Scheduled for next accreditation in 2018)	Active	Level 2	Levels 1 - 4	Level II Arboreta have at least 100 species of woody plants, employee paid staff, enhanced public education programs, and a documented collections policy.
Parks & Recreation - Sunshine Center	Yes	The National Institute of Senior Centers, a constituent unit of the National Council on Aging, Inc.	2015	Active	Standard	Only one level	Nine Standards of Excellence: Purpose and Planning; Community Connections; Governance, Administration and Human Resources; Program Development and Implementation, Evaluation; Fiscal and Asset Responsibility; Records and Reports; Facility and Operations.

% of Departments Responding: 80%
Of the respondents:
Accredited: 7
Not Accredited: 20

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 \$83,136. 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

