City of St. Petersburg  
**Committee of the Whole**  
Meeting of October 18, 2018 @ 1:00 p.m.  
City Hall - Room 100

A. Call to Order – Council Chair Lisa Wheeler-Bowman

B. Discussion Item

   a. Technical Reports – Claude Tankersley

C. Next Meeting – October 25, 2018 @ 2:30  
   South St. Petersburg CRA Programs

D. Adjournment

Attachments:

Consultant Reports Presentation
NEW IN 2017

New requirement for all City Consultants to send all reports to City Council when submitting to anyone at the City.

As this language has been implemented over the past 18 months, we have observed some unintended consequences.
UNINTENDED CONSEQUENCES

ISSUE
Consultants are submitting a first draft to City Council with no City Staff direction or input, which causes a level of embarrassment for an unfinished and incorrect product.

ISSUE
Increasing time and demands on Consultants, ECID and City Council Staff. This is causing a decrease in productivity to move projects forward.

ISSUE
Additional project costs have been required to comply with this policy.

ISSUE
Policy is causing low morale for Consultants and City Staff.
ADDITIONAL COSTS

Every time City Staff and Consultants are required to review changes to a draft and/or answer questions to a Council Member, additional project charges are occurring.

Additional costs estimated for this process can range from $50,000 to $100,000 per project (inclusive of City staff and consultant time).

Estimated Additional Costs: Small versus Large Project

- **Small Project**: $50,400
- **Large Project**: $1,000,000

![Bar chart showing the comparison between Small and Large Project costs.](chart.png)
Public Works Administration is proposing to replace the contract language with practices related to the following core principles.
ACCOUNTABILITY

New Leadership Team

• Executive leadership has been removed and new leadership has been enacted since 2016 for the Public Works Administration.

New Approach for Project Teams

• Project Teams are handpicked for the specialty needs of each project. Staff are responsible for working as a team versus one or two individuals making changes or swaying the story.
ACCOUNTABILITY

Laura Brock Report Comments

- Disconnect between upper management and lower management in the Public Works Department

- Decisions made only by upper management excluding comments and recommendations by staff

- ECID records management not functioning

TO: The Honorable Amy Foster, Chair, Members of City Council and Mayor Rick Kriseman
City of St. Petersburg

FROM: Kerkering, Barberio & Co.


DATE: December 9, 2016

Honorable Foster, Council Members and Mayor Kriseman:


If you have any questions or if we can be of any other assistance, please let me know.

Sincerely,

Laura Krueger Brock, CPA/CFF, CFE
Kerkering, Barberio & Co.

cc: Bradley H. Scott, CPA, CIA, CFE, City Auditor
    Jacqueline Kovilantch, City Attorney

Kerkering, Barberio & Co.
TRANSPARENCY BY DESIGN

Project Information
- Information is being provided to the public to improve transparent sharing of project details (https://projectstat.stpete.org/projects)

Project Management Software
- Industry standard systems are designed for transparent presentation of data
- Tracking, reporting, and performance metrics are data-driven
TRANSPARENCY – INFORMATION SHARING

Information on all City projects is being uploaded to for information sharing purposes.
TRANSPARENCY - DATABASE

Project information is currently being uploaded into a database system to be converted to management tool in FY 19.
TRANSPARENCY - REPORTS

Project information can be sorted by type as well as Project Manager for ease of reporting.
DATA DRIVEN DECISION MAKING

- Business case evaluations
- Financial feasibility studies
- Basis of design reports to define the problem statement(s)
- Integrated Water Resources Master Plan
- St Pete STAT
INTERNAL CONTROLS

• Pursuing APWA Certification
• Rewriting Department Manuals
• Revising SOPs
• Implementing quality assurance & quality control program

LA Consulting Management Study

• 4.1.1 Establish employee teams to review the various improvement opportunities and annual plans

• 4.1.2 Utilize all available technology and improvement tools with experienced leadership to obtain AWPA accreditation

• 4.3.2 Public Works/Water Resources leadership should establish a systematic quarterly methodology for connecting with employees to obtain unfiltered input and real feedback.
RECORDS MANAGEMENT

- Cannot delete data/records throughout the life of the project
- Dedicated full-time records management specialists on ECID staff
- Standardized document management system via project management software
VISION

St. Petersburg will be a city of opportunity where the sun shines on all who come to live, work and play. We will be an innovative, creative and competitive community that honors our past while pursuing our future.

STRATEGIC PATHWAYS

1. Stewardship & Fiscal Responsibility
2. Innovation
3. Impactful Service
4. Community Engagement

VALUES

- Accountable servant leadership that puts people and their well-being first.
- Empowerment that fosters ownership and the realization of every opportunity’s potential.
- Transparent access to the information that informs decisions.
- Celebration of diversity and respect for the value that it brings.
- Inclusive practices that promote equality and justice.
- Responsive processes that produce sustainable outcomes that build a seamless city.

City Staff feel as though they cannot be trusted, cannot do their jobs and have lost a feeling of value to the organization.
HOW ARE WE GOING TO KEEP CITY COUNCIL INFORMED?

- Sewer Report Briefings of Pertinent Issues
- Quarterly Summary of Consultant Reports Received – Similar to Purchasing
- Upon Council request, staff and consultants can speak about specific reports/topics at committee meetings
- Create and maintain updated master plan for all facilities and infrastructure
PURCHASING REPORT

MEMORANDUM

TO: The Honorable Lisa Wheeler-Bowman, Chair, and Members of City Council

FROM: Louis Moore, Director, Procurement and Supply Management

DATE: October 3, 2018

RE: Purchases $10,000 to $100,000 for September 2018

Attached for your review are purchases from $10,000 to $100,000 made by the city during the month of September 2018. This information is provided pursuant to City Council’s approval on May 19, 2005 wherein the procurement policy was amended to increase the upper level of non-blanket purchase contracts from $50,000 to $100,000. At that time, City Council requested Procurement to report monthly on purchases made between $10,000 and $100,000.

LM:np

Attachment

cc: Dr. Kanika Tomalin, Deputy Mayor, City Administrator
    Tom Greene, Assistant City Administrator
    Claude Tankersley, Public Works Administrator
    Alan DeLisle, City Development Administrator
    Chan Srinivasa, City Clerk
    Boriana Pollard, City Auditor
    Cindy Sheppard, City Council
    Distribution List
    (Administrators, Chiefs and Directors)
Questions?
Draft reports sent to Council do NOT have staff review comments incorporated or addressed – leading to revised drafts.

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PRIOR SUBMITTAL PROCESS

Previous timeline

Report Kickoff → Project Team Reviews Draft Report #1 (approx 12 staff members) → Council Comments on Draft Report #1 → Repeat Process for Reports 2, 3, 4,.....
Increased time and demand on Consultants, ECID and City Council staff is causing a decrease in productivity with moving projects forward.