

City of St. Petersburg
Public Services & Infrastructure Committee

AGENDA

June 14, 2018, 10:15 am
City Hall, Room 100

Members: Chair Steve Kornell, Vice Chair Ed Montanari
Council Members Charlie Gerdes, Amy Foster

Alternate(s): Council Chair Lisa Wheeler-Bowman

Support Staff: Jayne Ohlman - City Council Legislative Aide

1) Call to Order

2) Approval of Agenda

3) Approval of May 31, 2018 Minutes

4) New Business June 14, 2018

- a) Update on the Hard to Hire and Apprenticeship Ordinance – *Claude Tankersley, Brejesh Prayman*

5) Upcoming Meeting Dates & Tentative Agenda Items

July 12, 2018

- a) Development Review Commission Appeals Process Discussion – *Michael Dema*
- b) Capital Improvement Assessment Update: Stormwater – *John Norris*

Attachments:

Minutes of the May 31, 2018 PS&I Committee Meeting
New Business Item Support Material
Pending and Continuing Referral List

City of St. Petersburg
Public Services & Infrastructure Committee
Minutes of May 31, 2018 Meeting
City Hall - Room 100

Present: *Committee Members - Chair Steve Kornell, Vice Chair Ed Montanari, Council Member Charlie Gerdes, Council Member Amy Foster*

Also Present: *Council Member Darden Rice, Council Member Gina Driscoll, City Attorney Jackie Kovilaritch, Assistant City Attorney Jane Wallace, and City Development Administrator Alan DeLisle*

Support Staff: *Jayne Ohlman - City Council Legislative Aide*

1. Call to order – 9:32 AM

2. Approval of Agenda – CM Gerdes moved to approve, all in favor.

3. Approval of April 26, 2018 Minutes – CM Gerdes moved to approve, all in favor.

4. New Business for May 31, 2018

a) Update on Grow Smarter Sites – *Alan DeLisle*

To begin his update on the City's Grow Smarter Sites, Mr. DeLisle emphasized the amount of net new jobs from FY 2016-2017, which was a little over 3,000. Mr. DeLisle noted that about half of those jobs were related to data analytics, one of the City's growth industries. Mr. DeLisle updated the committee on four of the City-Owned Grow Smarter sites: Tropicana Field Site, Innovation District Site, Police Station Site, and Tangerine Plaza.

- **Tropicana Field Site:** Mr. DeLisle stated that a contract will be presented to City Council on June 7 in order to create a master plan for the redevelopment of the Tropicana Field site under "Scenario 2," which would be the redevelopment of the property without the ballpark. Mr. DeLisle explained that after the contract is approved, the planning process should be completed by September 2018.
- **Innovation District Site:** Mr. DeLisle stated that the City has issued an RFP for that site and responses are due on July 30. Mr. DeLisle noted that the preference for this site will be for office space and that is reflected in the RFP.
- **Police Station Site:** Mr. DeLisle stated that an RFP for the current police station site will be issued in December 2018 or January 2019. Mr. DeLisle explained that the goal is to release the RFP for the old police station as soon as the new Police Department building is complete and occupied.
- **Tangerine Plaza:** Mr. DeLisle noted that there is an ongoing RFP that was issued in March and responses are due by July 2.

CM Gerdes asked Mr. DeLisle to explain the reasoning for moving forward with the study for the Tropicana Site plan when there is still uncertainty surrounding the Tampa Bay Rays' decision to either move or stay. Mr. DeLisle responded that the developer community is eager to make plans due to the high value of the land that the stadium sits on and feels that it will still be an efficient process even without knowing what the Rays'

final decision will be. CM Gerdes inquired whether the City is thinking ahead in regards to protecting the growth and stability of the five industries that were previously mentioned. Mr. DeLisle responded that the City is focused on protecting those industries in the event that economic growth slows and emphasizes the retention of the “anchors” of those key industries, using Jabil and Raymond James Financial as examples.

CM Kornell emphasized that the City should be reaching out to developers that value equity and inclusion and Mr. DeLisle agreed.

b) Report on HB 1149 and Governor’s Veto Letter – *Jane Wallace*

Ms. Wallace gave a brief overview of the bill, its connection to reclaimed water programs, and the Governor’s veto of the bill. CM Rice reminded the committee of Tampa Bay Water’s role of recommending water supply sources and recommendations in regards to injection wells. CM Rice also emphasized that the City may need to modify or add to its policies and procedures once Tampa Bay Water does release its official recommendations later this year

CM Kornell stated that the discussion of the bill and its contents would be continued at a later meeting, with more time to ask questions of Public Works Director Claude Tankersley.

The meeting adjourned at 10:30 AM.

ORDINANCE NO. 282-H

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 7, SECTION 2-298.5 OF THE ST. PETERSBURG CITY CODE RELATING TO REQUIREMENTS FOR CONTRACTORS TO EMPLOY DISADVANTAGED WORKERS ON MAJOR CONSTRUCTION PROJECTS; AMENDING THE DEFINITION OF PRIME CONTRACTOR OR CONTRACTOR; REQUIRING SOURCE LISTS; PROVIDING FOR REJECTION OF BIDS; REQUIRING QUARTERLY REPORTS FROM CONTRACTORS; PROVIDING FOR CORRECTIVE ACTION AND PENALTIES; REQUIRING AN ANNUAL REPORT TO CITY COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

THE CITY OF ST. PETERSBURG DOES ORDAIN:

Section 1. The St. Petersburg City Code is hereby amended in Chapter 2, Article V, Division 7, Subsection 2-298.5(c)(2)e to read as follows:

e. *Prime contractor or contractor* means the person or entity which serves as the party of the first part to a contract, acting directly or through agents or employees, to perform a major construction project. The term contractor shall include:

- i. any responsible managing corporate officer who has personal involvement or responsibility in obtaining a contract with the City or in supervising or performing the work prescribed by the contract or
- ii. any person or entity with more than 50% ownership interest.

Section 2. The St. Petersburg City Code is hereby amended in Chapter 2, Article V, Division 7, Subsection 2-298.5(d) to read as follows:

Section 2-298.5(d). Major construction project bidding and contract requirements for disadvantaged workers.

(1) *Disadvantaged worker required participation percentage.* At least ten percent (10%) of all hours of work performed on a major construction project shall be performed by disadvantaged workers employed by prime contractors or subcontractors.

(2) *Bidding.* Prime contractors bidding on major construction contracts must submit the following with their bid: a list of the resources which will be used to identify disadvantaged workers, a list of subcontractors proposed to be used for the project, total work hours estimated for the major construction project, a demonstration of ten percent of the total work hours proposed to be performed by disadvantaged workers, and a description of the work to be performed by the

disadvantaged workers. The POD may waive the requirements for disadvantaged workers in bid documents if the POD determines that the project involves a high proportion of equipment and materials costs compared to the anticipated labor hours or that there is an insufficient number of disadvantaged workers available to meet the contract requirements. The POD shall put its reasoning for the waiver in writing and submit such reasoning to City Council upon presenting the major construction project to City Council for contract approval.

(3) Source lists. The POD shall compile, maintain and make available source lists which include contractors which employ disadvantaged workers and other sources to assist with locating disadvantaged workers.

(4) Rejection of bids. Where it is determined that none of the bids meet the disadvantaged worker required participation percentage, the POD shall rebid the contract unless the Mayor or his or her designee determines that selecting the bid which substantially complies with this division is necessary and in the best interests of the City. Nothing in this section precludes the POD from exercising the authority to accept or reject bids in accordance with other sections of the Code or bid documents.

(5) *Award of contracts.* All major construction contracts shall be awarded to the lowest responsive and responsible bidder. In awarding any major construction project contract, pursuant to this division, the POD may reject any bid determined not to be the lowest responsive and responsible bid.

(6) *Changes after work begins.* The prime contractor and subcontractors must make good faith efforts to replace any disadvantaged worker who can no longer work on a major construction project with another a disadvantaged worker in order to achieve the participation percentage.

(7) *Documentation of good faith efforts.* A prime contractor shall be responsible for achieving and maintaining the required participation percentage for the duration of an awarded contract. If the prime contractor and respective subcontractors are not able to achieve or maintain the required percentage, the prime contractor must demonstrate and document that good faith efforts were made to achieve or maintain the required percentage. Documentation that the prime contractor or subcontractor made good faith efforts shall be submitted on forms provided by the POD. The POD shall review the documentation and determine whether good faith efforts were made to achieve or maintain the required percentage of disadvantaged workers.

(8) *Required documentation.* The prime contractor and subcontractors shall keep an accurate record showing the total hours of work performed on a major construction project and the name, address, trade classification, hours worked, evidence of disadvantaged worker status, and employment status of all disadvantaged workers asserted to meet the percentage required in this division. The prime contractor shall submit the record to the POD on a quarterly cycle for the duration of the major construction project. The record shall be submitted on or before January 15, April 15, July 15 and October 15 respectively. The record shall consist of the cumulative number of hours worked to date by disadvantaged workers and total hours worked to date. The record shall be cumulative for the duration of the major construction project and shall indicate any new hires. ~~at the 25% point of completion, the 50% point of completion and the point of substantial~~

completion (99% completion) as measured by payments made as a percent of the original amount. The prime contractor is responsible for assuring that all compliance documentation is submitted to the City on forms provided by the POD.

(9) *Compliance; Corrective Action; Penalties.*

a. During the duration of the major construction project, compliance shall be monitored and evaluated quarterly.

b. If the contractor has not met the requirements of this division, the POD will provide written notice regarding noncompliance. The contractor will be required to present a corrective action plan within 30 days of such notice. Once the corrective action plan is approved by the POD, the POD will provide a time period for completion of the corrective action plan. The time period for completion of the corrective action plan shall not exceed 60 days unless the Mayor or his or her designee determines that the contractor has demonstrated that a longer time period is necessary and in the best interest of the City. If the contractor fails to correct the deficiency within the time period, the POD shall impose the following penalties:

- i. For a first violation . . . retainer will be withheld
- ii. For a second violation . . . one year suspension from bidding on City contracts
- iii. For a third violation . . . three year suspension from bidding on City contracts

c. Contracts and bid documents shall provide that the failure of any prime contractor to comply with any of the requirements of this division may result in the imposition of one or more penalties described in the procurement code, respective contract documents, or any other available remedies.

(10) *Authority of the POD.* The POD is authorized to monitor major construction project contracts and prime contractors for compliance with the requirements of this division throughout the duration of an awarded contract. The POD is authorized to prepare administrative policies and procedures to implement, monitor and enforce the requirements of this division.

(11) *Compliance with federal and state regulations.* The provisions of this division shall be construed according to and in conformity with State, federal and county laws concerning the bidding and awarding of contracts. Where a major construction project involves the expenditure of State or federal assistance or contract funds, the POD shall comply with such State or federal law and authorized regulations which are mandatorily applicable, including those which dictate that the provisions of this division may not be required on a particular project.

(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.

Section 3. As used in this ordinance, language appearing in struck-through type is language to be deleted from the City Code, and underlined language is language to be added to the City Code. in the section, subsection, or other location where indicated. Language in the City Code not appearing in this ordinance continues in full force and effect unless the context clearly indicates otherwise. Sections of this ordinance that amend the City Code to add new sections or subsections are generally not underlined.

Section 4. The unconstitutionality or invalidity of any word, sentence, or portion of this ordinance shall not affect the validity of the remaining portions.

Section 5. In the event this ordinance is not vetoed by the Mayor in accordance with the City Charter, it shall become effective upon the expiration of the fifth business day after adoption unless the Mayor notifies the City Council through written notice filed with the City Clerk that the Mayor will not veto the ordinance, in which case the ordinance shall become effective immediately upon filing such written notice with the City Clerk. In the event this ordinance is vetoed by the Mayor in accordance with the City Charter, it shall not become effective unless and until the City Council overrides the veto in accordance with the City Charter, in which case it shall become effective immediately upon a successful vote to override the veto.

First Reading held on the 1st day of June, 2017.

Adopted by St. Petersburg City Council on second and final reading on the 15th day of June, 2017.

Attest:



Chan Srinivasa, City Clerk



Darden Rice, Chair-Councilmember
Presiding Officer of the City Council

Title Published: Times 1-t 6/2/17

Not vetoed. Effective date Thursday, June 29, 2017 at 5:00 p.m.



ORDINANCE NO. 283-H

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 7, SECTIONS 2-296 AND 2-297 OF THE ST. PETERSBURG CITY CODE RELATING TO REQUIREMENTS FOR CONTRACTORS TO EMPLOY APPRENTICES ON MAJOR CONSTRUCTION PROJECTS; AMENDING THE DEFINITION OF PRIME CONTRACTOR OR CONTRACTOR; REQUIRING SOURCE LISTS; PROVIDING FOR REJECTION OF BIDS; REQUIRING QUARTERLY REPORTS FROM CONTRACTORS; PROVIDING FOR CORRECTIVE ACTION AND PENALTIES; REQUIRING AN ANNUAL REPORT TO CITY COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

THE CITY OF ST. PETERSBURG DOES ORDAIN:

Section 1. The St. Petersburg City Code is hereby amended in Chapter 2, Article V, Division 7, Section 2-296(c)(2)e to read as follows:

e. *Prime contractor or contractor* means the person or entity which serves as the party of the first part to a contract, acting directly or through agents or employees, to perform a major construction project. The term contractor shall include:

- i. any responsible managing corporate officer who has personal involvement or responsibility in obtaining a contract with the City or in supervising or performing the work prescribed by the contract or
- ii. any person or entity with more than 50% ownership interest.

Section 2. The St. Petersburg City Code is hereby amended in Chapter 2, Article V, Division 7, Section 2-297 to read as follows:

Section 2-297. Major construction project requirements for employing apprentices.

(a) *Apprentice participation percentage.* At least ten percent (10%) of all hours of work performed on a major construction project shall be performed by apprentices employed by prime contractors or subcontractors.

(b) *Bidding.* Prime contractors bidding on major construction contracts must submit a description of their proposed apprentice usage with their bid or proposal. The description must include, but is not limited to, total work hours estimated for the major construction project, a demonstration of 10% of the total work hours proposed to be performed by apprentices,

construction trades, program sponsors or sources, subcontractor opportunities and estimated duration of the employment of apprentices. The POD may waive the requirements for apprentices in bid documents if the POD determines that the project involves a high proportion of equipment and materials costs compared to the anticipated labor hours or that there is an insufficient number of apprentices available to meet the contract requirements. The POD shall put its reasoning for the waiver in writing and submit such reasoning to City Council upon presenting the major construction project to City Council for contract approval.

(c) Source lists. The POD shall compile, maintain and make available source lists which include apprenticeship programs approved by the State of Florida Department of Education, known industry certification training programs and known company-sponsored training programs related to work performed on major construction projects.

(d) Rejection of bids. Where it is determined that none of the bids meet the apprentice participation percentage, the POD shall rebid the contract unless the Mayor or his or her designee determines that selecting the bid which substantially complies with this division is necessary and in the best interests of the City. Nothing in this section precludes the POD from exercising the authority to accept or reject bids in accordance with other sections of the Code or bid documents.

(e) *Award of contracts.* All major construction contracts shall be awarded to the lowest responsive and responsible bidder. In awarding any major construction project contract, pursuant to this division, the POD may reject any bid determined not to be the lowest responsive and responsible bid.

(f) *Changes after work begins.* The prime contractor and subcontractors must make good faith efforts to replace any apprentice who can no longer work on a major construction project with another apprentice in order to achieve the participation percentage.

(g) *Documentation of good faith efforts.* A prime contractor shall be responsible for achieving and maintaining the required participation percentage for the duration of an awarded contract. If the prime contractor and respective subcontractors are not able to achieve or maintain the required percentage, the prime contractor must demonstrate and document that good faith efforts were made to achieve or maintain the required percentage. Documentation that the prime contractor or subcontractor made good faith efforts shall be submitted on forms provided by the POD. The POD shall review the documentation and determine whether good faith efforts were made to achieve or maintain the required percentage of apprentices.

(h) *Required documentation.* The prime contractor and subcontractors shall keep an accurate record showing the total hours of work performed on a major construction project and the name, address, trade classification, hours worked, evidence of apprenticeship status, and employment status of all apprentices asserted to meet the percentage required in this division. The prime contractor shall submit the record to the POD on a quarterly cycle for the duration of the major construction project. The record shall be submitted on or before January 15, April 15, July 15 and October 15 respectively. The record shall consist of the cumulative number of hours worked to date by apprentices and total hours worked to date. The record shall be cumulative for the duration of the major construction project and shall indicate any new hires. at the 25% point of

~~completion, the 50% point of completion and the point of substantial completion (99% completion) as measured by payments made as a percent of the original amount. The prime contractor is responsible for assuring that all compliance documentation is submitted to the City on forms provided by the POD.~~

(i) *Compliance; Corrective Action; Penalties.*

(1) During the duration of the major construction project, compliance shall be monitored and evaluated quarterly.

(2) If the contractor has not met the requirements of this division, the POD will provide written notice regarding noncompliance. The contractor will be required to present a corrective action plan within 30 days of such notice. Once the corrective action plan is approved by the POD, the POD will provide a time period for completion of the corrective action plan. The time period for completion of the corrective action plan shall not exceed 60 days unless the Mayor or his or her designee determines that the contractor has demonstrated that a longer time period is necessary and in the best interest of the City. If the contractor fails to correct the deficiency within the time period, the POD shall impose the following penalties:

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(3) ~~Contracts and bid documents shall provide that the failure of any prime contractor to comply with any of the requirements of this division may result in the imposition of one or more penalties described in the procurement code, respective contract documents, or any other available remedies.~~

(j) *Authority of the POD.* The POD is authorized to monitor major construction project contracts and prime contractors for compliance with the requirements of this division throughout the duration of an awarded contract. The POD is authorized to prepare administrative policies and procedures to implement, monitor and enforce the requirements of this division.

(k) *Compliance with federal and state regulations.* The provisions of this division shall be construed according to and in conformity with State, federal and county laws concerning the bidding and awarding of contracts. Where a major construction project involves the expenditure of State or federal assistance or contract funds, the POD shall comply with such State or federal law and authorized regulations which are mandatorily applicable, including those which dictate that the provisions of this division may not be required on a particular project.

(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.

Section 3. As used in this ordinance, language appearing in struck-through type is language to be deleted from the City Code, and underlined language is language to be added to the City Code, in the section, subsection, or other location where indicated. Language in the City Code not appearing in this ordinance continues in full force and effect unless the context clearly indicates otherwise. Sections of this ordinance that amend the City Code to add new sections or subsections are generally not underlined.

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First Reading held on the 1st day of June, 2017.

Adopted by St. Petersburg City Council on second and final reading on the 15th day of June, 2017.

Attest:



Chan Srinivasa, City Clerk



Darden Rice, Chair-Councilmember
Presiding Officer of the City Council

Title Published: Times 1-t 6/2/17

Not vetoed. Effective date Thursday, June 29, 2017 at 5:00 p.m.



	Topic	Return Date	Referral Date	Prior Meeting	Referred By	Staff	Notes
1	Report on utilization of the Hard to Hire and Apprenticeship Ordinance	6/14/18	9/22/16	3/23/17 5/25/17	Foster	C. Tankersley, B. Prayman	5/1/17-Not ready for 5/11, per Tankersley & Prayman. Staff to report back on penalties, lower thresholds, pre-certification programs, Davis Bacon Act and streamlining, and the compliance program. 5/25/17-approved w/Legal to develop language that the penalty provision covers principles of a company and not just the corporate entity. CM Kornell suggested for future iteration to add provision giving an extra bonus if person is both disadvantaged worker and an apprentice; and dollar threshold for triggering ordinance. 9/28/17-Per Dr. Cornwell: will see how this works and report in June 2018 as per annual reporting requirement.
2	Capital Improvement Assessment (Maintenance & Hurricane/Tropical Storm Preparedness) a. Bridges b. Reclaimed Water & possible expansion c. Roads / Sidewalks / Pedestrian Bridges d. Seawalls e. Stormwater f. Potable Water (water quality audit) g. Buildings h. Sewers / Wastewater (if needed) i. New sidewalk planning	a. b. c. d. e. 7/12/18 f. 7/26/18 g. 8/9/18 h. 8/23/18 i. 9/13/18	2/2/17	a. 4/27/17 a. 7/20/17 b. 8/24/17 c. 11/9/17 d. 3/22/18 e. f. g. h. i.	Kennedy, Gerdes	a. Prayman b. Palenchar c. Prayman d. Prayman e. J. Norris f. g. h. i. Tankersley, Mory	a) Bridges -Staff to bring back analysis of long-term and pedestrian bridge funding. 7/20/17-power point by B. Prayman. CM Kennedy asked to have noted that between 2021 and 2025 there is a \$50 million shortage on funding for bridges. b) Reclaimed Water -report provided by J. Palenchar. Items b), e), f) & h) are part of Integrated Master Plan. c) Roads/Sidewalks -power point by B. Prayman & J. Norris. Staff to report to committee on updated numbers for annual sidewalk repair & replacement with the numbers based on new technology. Funding for brick streets replacement as a recurring maintenance cost needs to be considered. d) Seawalls – PowerPoint presentation by B. Prayman & C. Tankersley. CM Kornell made a motion requesting staff to return with a report on living shorelines in lieu of seawalls. CM Kornell inquired why the Marina Enterprise Fund does not pay for seawall maintenance at the City Marinas – Dr. Tomlin to follow up
3	Discussion regarding Development Review Commission appeals that do not come before City Council. Also request changing the appeal to City Council from requiring a supermajority (6-2) vote to a majority (5-3) vote.	7/12/18	3/1/18		Kornell	Legal (M. Dema)	

4	Report on the potential improvements to Runway 7-25 at the Albert Whitted Airport, as well as the economic impact of proposed improvements.	7/26/18	5/17/18		Kornell	R. Lesniak C. Ballestra	
5	Requesting administration provide a list or presentation to the Public Services and Infrastructure Committee of all of the City facilities that need to be hardened to withstand high winds and other damage and the associated costs of these upgrades.	8/9/18	6/7/18		Foster	C. Tankersley, B. Prayman, T. Greene	
6	Consideration of an ordinance to allow PSTA to enter into an agreement to permit the construction of 23 proposed bus shelters with advertising.	9/13/18	5/18/17	10/26/17	Nurse	B. Pettigrew E. Mory	NBI was a result of 5/11/17 PSI. 10/26/17 -motion for Adm. to return with funding sources to participate in the shelter match program.
7	Quarterly report on one or two City-owned Grow Smarter sites a) Port Site b) Innovation District Site c) 800 Block Site d) Police Station Site e) Tropicana Field Site f) Commerce Park Site g) 22 nd Street Sites h) Tangerine Plaza Site		2/15/18 3/8/18	3/8/18 5/31/18	Foster Driscoll	A. DeLisle	2/15/18 -Requesting a report regarding opportunities/plans available at City-owned Grow Smarter sites. 3/8/18 -Requested quarterly reports on one or two sites at a time. 5/31/18 -Discussion covered the Innovation District, Police Station Site, Tropicana Field Site, and Tangerine Plaza Site
8	Private Laterals Pilot Rebate Program		3/2/17	4/13/17 2/8/18	Kornell	C. Tankersley M. Dema	1) What has been discussed at County level 2) Pros/cons on programs they have seen 3) Issues that have to be dealt with from both perception level and policy level 4) Ideas of what next steps can be made 5) How many manholes have been repaired and how many are in need of repair in study area 6) How do we fund a program 7) Legal - is there a basis in the law if we are faced with a health safety issue, what rights do we have going on private property and inspecting (pipes) 4/13/17 -Tankersley stated we will follow up on timing for the next PSI report 5/3/17 -Waiting for County program 2/8/18 -Committee moved to approve the Private Lateral Repair and Replacement Pilot program.
9	Water Resources Dept. 2017 Management Evaluation/LA Consulting Recommendations		12/7/17		Council	C. Tankersley	12/7/17 -PS&I to manage the 57 recommendations made by LA Consulting. Requested a City of Gulfport update regarding their private laterals. *See Attached*

10	Sculpture Walk St. Pete		2/7/17	9/28/17	Public Arts Commission	W. Atherholt J. Kovilaritch	2/7/17-verbally referred by CM Kornell during Public Arts Commission report at Council meeting. 9/28/17-moved to ask Adm. to work with Mr. Rodgers to develop a plan and bring back to PS&I.
11	Consider amending Chapter 16.40.040, City of St. Petersburg Municipal Code, to allow for fence construction containing corrugated metal panels and establishing standards for such materials.		12/7/17	4/12/18	Gerdes	L. Abernethy	4/12/18 – Request staff to research the issue further and reach out to respective neighborhood associations and CONA
12	Dashboard Cameras, Body Cameras, Shot Spotters report		5/18/17	6/15/17	Council	A. Holloway	6/15/17-CM Gerdes made a motion to move forward with \$87,000 allocation for Dash Cams. 7/13/17-Council approved purchase of dashboard cameras & accessories for \$87,000. 8/24/17-leave on list for Chief Holloway to come back with grant info for Shot Spotter.
13	Report on proposed South St. Petersburg Master Plan with a potential 2050 plan		8/4/16		Kornell	K. King	9/28/17-Per Dr. Cornwell this is on the schedule to be kicked off at the start of the year.
14	Verbal report pertaining to the Janet Echelman, Inc. feasibility study.		1/18/18	4/26/18	Montanari	W. Atherholt R. Quintana C. Ballestra	2/8/18-Hold per request of Admin. 4/26/18 – Once private funding is secured and a contract between the City and Echelman is created, staff will come to
15	Noise Ordinance		10/13/15	11/19/15 6/16/16 12/15/16 2/22/18 4/12/18	Nurse Kornell	D. Goodwin L. Teba D. McAteer	6/16/16-Urban Construction Task Force Report; C. Tankersley to return with a report on cooling systems. Rick Dunn to return with a report on how other cities handle noise/recommended changes. 12/16/16-Preliminary District Cooler Plant Analysis report at ENRS. 1/27/17-Per R. Dunn: Planning & Eco Dev is including mechanical noise issues as a component of a proposed change to existing noise ordinance. Not sure when it will be ready to return to PSI. 2/22/18-Continue discussion at 3/8/18 PSI meeting. 4/12/18-Continue discussion at later date to include requests from: CM Gabbard on cost of noise enforcement officers CM Kornell on structural overview + police department report CM Montanari on immediate steps Council can take to reduce the issue.
16	Requesting a report from legal on HB 1149 concerning reclaimed water		4/5/18	5/31/18	Kornell	Legal (J. Wallace)	5/31/18 – Continue discussion at a later date
PS&I Dates: 2018 - 1/11, 1/25, 2/8, 2/22, 3/8, 3/22, 4/12, 4/26, 5/31, 6/14, 7/12, 7/26, 8/9, 8/23, 9/13, 9/27, 10/11, 10/25, 11/15, 11/29, 12/13 2019 - 1/10, 1/24							

5.2 Priority of Recommendations

The proposed fifty-seven (57) recommendations are a combination of independent and interdependent actions. LAC has organized each recommendation into several categories including employee impacts, physical improvements, promotional efforts, systems, business processes, organizational improvements, and further studies. The priorities are only within each category and not overall.

The City's priorities are influenced by many factors including managerial and leadership desires, overarching City goals, desired levels of service and pressing issues, as well as available resources and employee capabilities. LAC has assumed priorities based on our limited City background and those we believe present the best opportunity for improvement. These priorities should be used along with the above-mentioned factors to determine which actions should be pursued first.

On the following pages, each recommendation is prioritized within the seven categories, including a value indicating independence. Independent recommendations (Y) could be pursued without significant need for another recommendation to be implemented or impacting others. Interdependent recommendations (N) are directly related to one or more other recommendations and benefit may not occur without concurrently implementing those related recommendations.

Recommendation No.	Recommendation	Category	Priority Number	Independent
4.2.1	Develop specific goals and objectives for all groups, including quantifiable efficiency and effective performance measures, which link to the vision and mission statements with employee teams providing input.	Business Processes	1	N
4.2.9	Define activities with accomplishment units for all work performed to allow for unit cost and productivity determination, monitor utilizing employee teams.	Business Processes	2	N
4.2.10	Annually establish and update work guidelines and SOP's for all major activities within all groups, except for ECD. Include anticipated production rates, crew mix, resources, methodology and quality control steps utilizing employee teams. Integrate directly within the WAM system. Monitor non-compliance with the SOP's safety shoring and develop methods to help ensure adherence.	Business Processes	3	N
4.1.9	Establish a process for integrating water intersection drawings in Computer Aided Design and Drafting (CADD) with Geographic Information Systems (GIS). As a priority, assign additional resources to eliminate CADD backlog and expedite a systematic review by an engineer and publish monthly.	Business Processes	4	Y
4.2.8	Establish a program to include incentives for encouraging all users to replace Orangeburg pipe laterals with approved material.	Business Processes	5	Y
4.2.11	Establish levels of service with effort for each infrastructure asset based on condition, available resources, costs, and desires of the City.	Business Processes	6	N
4.2.14	Develop two overhead rates that reflect the City's actual cost. Develop an avoidable overhead cost and use as a default value in WAM. A second overhead rate should be used for external billing and reimbursement. In addition, develop an annual process to update the rates and use in WAM for job costing.	Business Processes	7	N
4.2.15	Identify actual equipment rates for each equipment class that includes all costs of repair and maintenance, fuel and fluids, replacement, and use. "Out of yard" hours for each piece should be tracked in WAM. Annual reviews should occur on low usage and high unit cost equipment for consideration of retention with justification provided to the Public Works Administrator.	Business Processes	8	N
4.2.16	Develop long-term budgets for both proactive and lifecycle replacement for water distribution and wastewater collection systems. Annually report the current lifecycle status versus desired to City Leadership.	Business Processes	9	N
4.3.11	Standardize and document the use of overtime and provide equal transparent process for those having skills to respond to after hours or specialty needs. Lower level staff should be trained so that they may be utilized for on-call and response. Only dispatch supervisors to address more complex issues.	Business Processes	10	N
4.4.3	Define and document priority assignment procedure for all service requests based on need, safety, and risk to the public. Attempt to identify all work to be performed at least two weeks in advance unless an emergency.	Business Processes	11	N
4.4.4	Fully develop and implement a two-week scheduling procedure, related to annual work plans and routine processes. All projects and non-operational routines should be fully scheduled based on productivity and SOP's. Develop a process to establish accountability of supervisors for adherence to	Business Processes	12	N
4.5.3	Track and document all effort to remark utility locations and coordinate with contractors and other major utilities to minimize re-work.	Business Processes	13	N
4.3.12	Establish benchmarks for overtime (OT), worker compensation (WC), Family Medical Leave Act (FMLA) and monitor monthly for all Divisions, comparing to other agencies. Evaluate impact on operations and report to the Public Works Administrator.	Business Processes	14	N
4.3.17	Establish a systematic procedure to assess future contracting candidates following documented City maintenance and operations strategic objectives.	Business Processes	15	N
4.5.6	Establish a documented field work quality review process for closing work orders and confirm work performance meets guidelines with a sampling of the work accomplished. Include identified actions to be taken to ensure compliance with established quality guidelines. Attempt to minimize the amount of work orders by geographically grouping.	Business Processes	16	N
4.5.7	Develop, implement and report results of quantifiable customer service performance measures in such areas as service complaints, call-center indicators, and water and wastewater service disruptions. Include benchmark comparisons in annual reports and provide to Public Works Administrator and City Leadership.	Business Processes	17	N
4.5.9	Establish a continuous improvement process with quarterly updates. Provide an annual State of Operations report to the Public Works Administrator that compares planned activities' work days, accomplishment, total costs, and unit costs, versus actual efforts for all groups. Provide a State of Operations report annually to City Leadership with non-compliance identified.	Business Processes	18	N
4.2.3	Develop a plan to provide the ability for direct flow measurement along distribution pipelines from the Cosme Water Treatment Facility to pump stations. This will allow for additional monitoring and inspection capability.	Business Processes	19	Y

Recommendation No.	Recommendation	Category	Priority Number	Independent
4.3.16	Evaluate and stock inventory based on actual needs, optimizing inventory by using industry benchmarks. Establish proper accountability and security functions. Consider centralizing and reducing inventories to a controlled location that is shared with other Departments.	Business Processes	20	Y
4.1.1	Establish employee teams to review the various improvement opportunities and annual plans. Utilize the teams on an annual basis to assist in the review of work methods, quality control, annual plans, equipment needs, as well as other key processes.	Employee Impacts	1	N
4.3.4	Utilize City standard guidelines/policy for position selection, promotion and direction. All exceptions to the City's process should be based on emergency or special needs, and should be documented and posted with rationale.	Employee Impacts	2	Y
4.3.5	Establish a technical skills training program for employees, and management skills training for supervisors. Make some management, personnel and customer service courses mandatory with annual updates to ensure leaders have the current skills to direct and guide employees and manage resources.	Employee Impacts	3	Y
4.3.3	Public Works /Water Resources leadership should establish a systematic quarterly methodology for connecting with employees to obtain unfiltered input and real feedback. In addition, leadership should share any results and propose initial action plans with quarterly updates for addressing concerns.	Employee Impacts	4	N
4.3.6	ECD should cross-train staff in the laboratory to minimize specialty focus. In addition, all field staff should also be cross-trained in grease and pretreatment functions to optimize staffing flexibility.	Employee Impacts	5	Y
4.3.1	Transition and simplify organization in the future to have three or four major functions reporting to the Director - Water, Wastewater, Technical Support and/or Administration. Facilitate with a team to consider a simplified organizational structure. Consider combining Water Maintenance and Water Treatment and Distribution under one Assistant Director. Combine Wastewater Collection, Water Reclamation Facilities and ECD under another, as well as Technical Services and ASM under another. Combine all remaining administrative support functions under a fourth Assistant Director.	Organizational Improvements	1	Y
4.3.7	The ECD group should fill the Manager and Laboratory Supervisor positions to allow proper leadership and direction to employees. The weekly staff meeting of key staff should occur unabated to ensure staff involvement and input regardless of those absent that day.	Organizational Improvements	2	Y
4.3.13	Develop, document and implement a complete succession plan for all groups with input from employee teams. Focus on ensuring skills, experience, education and training are all considered in this process and not only length of service.	Organizational Improvements	3	Y
4.3.2	Simplify the Technical Services Division into three groups - Engineering, Facilities, and Environmental Support.	Organizational Improvements	4	Y
4.3.14	All supervisors and managers should be trained on management skills to be updated annually, as well as on the methodology and capabilities of WAM and linked GIS. This should be a requirement of promotion and part of an employee's annual review.	Organizational Improvements	5	N
4.3.9	Staffing and equipment projections should be based upon work needs and production rates using an established performance plan. Process should be automated within WAM and reviewed annually based on need.	Organizational Improvements	6	N
4.3.8	The City should evaluate opportunities to share resources across all Divisions including maintenance, operations, equipment, laboratory, and instrumentation.	Organizational Improvements	7	N
4.2.4	Develop and implement an integrated system of generators on the main campus that support each other.	Physical Improvements	1	Y
4.2.5	Fund and implement physical improvements to ECD infrastructure. This would include moving the emergency support generator, insulating building, and updating the environmental control systems. Consider enhancement of facility to house all ECD employees in one location.	Physical Improvements	2	Y
4.1.2	Utilize all available technology and improvement tools with experienced leadership to obtain an American Public Works Association (APWA) accreditation.	Promotional Efforts	1	Y
4.3.15	Fully develop and implement public information sharing by marketing accomplishments of the Department to others and providing information to the Mayor's office and the public.	Promotional Efforts	2	N
4.1.4	Implement a plan to provide drainage of the Southwest Water Reclamation Facility (SWWRF) to the east. Conduct an independent analysis to determine probability of future overflows and system capacity to manage stormwater events, and communicate results to all major stake holders.	Further Studies	1	Y
4.2.2	Retain engineering support for a complete independent and external cost/benefit evaluation of the Cosme Water Treatment Facility. This would include the review of various options for supplying potable water by conducting a financial analysis with benefits and cost. Benchmark against other Tampa Bay Water agencies' water treatment facilities approach and	Further Studies	2	Y

Recommendation No.	Recommendation	Category	Priority Number	Independent
4.2.7	Retain external support for a complete and updated cost benefit analysis of the waste to energy (bio-solid) project. Document the actual cost/benefit for implementing the project at the SWWRF.	Further Studies	3	Y
4.1.3	Monitor continual leak detection and VI program, report status monthly to the Department Director. Benchmark infiltration rates against those of agencies in other Florida coastal communities and determine the existence of gaps.	Further Studies	4	Y
4.2.6	Publish evaluation impact of the Albert Whitted Water Reclamation Facility (AWWRF) closing. Perform an external capacity analysis study confirming adequacy of new improvements to meet future storm flows. Evaluate if these improvements will reduce collection system wet weather overflows.	Further Studies	5	Y
4.4.1	Work shifts should be established based on specific work needs. The number of shifts should be standardized. An external evaluation on the benefits to the City should be conducted with employee team involvement, documenting the negative and positive benefits of each work shift.	Further Studies	6	Y
4.1.5	Suggest the College implement a drainage study for determining the capability of their stormwater system for handling high storm flows. Through the study, discover opportunities to improve capacity and understand ramifications of their stormwater capacity in managing large storms.	Further Studies	7	Y
4.1.6	Independently review the capability of WAM to provide the functions needed for water and wastewater plant operations.	Further Studies	8	Y
4.5.2	Standardize reporting procedures, minimizing the number of databases being used for data compilation. Account for one hundred percent (100%) of employee time in the system. All non-divisional work costs should be recovered, or at least identified with cost determined.	Systems	1	N
4.5.1	All groups should standardize tracking of labor, equipment, and materials by activity, linking to a specific asset or location.	Systems	2	Y
4.5.5	Integrate existing systems with WAM to automate work order tracking. Assign technical staff to utilize direct input from each group to configure systems for all functional users.	Systems	3	N
4.1.7	Update and configure the Laboratory information management system (LIMS) Element module to eliminate manual processing and monitoring. Assign technical support from Automated System Management (ASM) to directly support Element and Linko with guidance by Environmental Compliance Division (ECD) staff. Integrate scientific requirements with Information Technology (IT) functionality.	Systems	4	Y
4.2.12	Determine and maintain a replacement value of all infrastructure assets within the WAM database. Update and populate all existing asset inventories within WAM and/or GIS. Establish procedures to maintain and quality control current values and attributes. Establish quarterly meetings with all Divisions to receive input on accuracy and quality of data.	Systems	5	N
4.4.2	The City should dedicate resources to establish and document complete preventive maintenance programs utilizing the WAM database. Integrate all nonoperational routines within WAM and utilize proactively for planning, scheduling, and controlling work.	Systems	6	N
4.2.13	Populate and maintain condition assessment data within the WAM/GIS database. Use data for planning and prioritization of needs for maintenance, rehabilitation, and capital projects.	Systems	7	N
4.2.17	Establish the capability for developing performance based work plans and budgets, with integration of WAM data. This would include performance measures directly linked to financial, labor and equipment resources. Plan for each organizational unit based on the level of service, inventory and productivity, linked to a quality standard by activity. Provide annual performance plans to Public Works Administrator and City Leadership.	Systems	8	N
4.2.18	Develop a detailed performance plan for major key assets - Water Reclamation Facilities, Cosme Water Treatment Facility, pumping stations and elevated tank. Include service levels, work needs and cost.	Systems	9	N
4.3.10	Establish super-users group to increase training, assist in configuration and enhance GIS and WAM skills within the Department collaborating with other City employees.	Systems	10	Y
4.5.8	All groups should produce a monthly report prepared in a similar format. Establish a monthly meeting within each group with the Department Manager present to review WAM data for establishing accountability with all teams. Report results to Department Director and Public Works Administrator.	Systems	12	N
4.5.4	Utilize enhanced supervisory control and data acquisition (SCADA) capabilities to reduce redundancy of manual data recording for key processes in water and wastewater. Require operator involvement in all SCADA modifications with signoff by appropriate supervisor.	Systems	13	Y
4.1.8	Discontinue ECD's utilization of the WAM system and monitor work with Element module and Linko systems.	Systems	13	Y