

## SAINT PETERSBURG CITY COUNCIL

### Consent Agenda

Meeting of September 21, 2017

**To: The Honorable Darden Rice, Chair, and Members of City Council**

**Subject:** Approving a supplemental appropriation in the amount of \$190,080, and authorizing the Mayor or his designee to execute task order No. 5 with Thompson Consulting, LLC for disaster-related reimbursement assistance consulting services needed because of Hurricane Irma in an amount not to exceed \$190,080 for the total amount of all task orders not to exceed \$273,030.

**Explanation:** On May 2, 2013, City Council approved a three-year agreement for disaster-related assistance consulting services. The agreement has two, one-year renewal options. On March 31, 2016, and April 6, 2017 respectively, City Council approved the first and second renewals through March 31, 2018. On July 20, 2018, City Council approved all TS Hermine task orders.

From Sept 7, 2016 through June 9, 2017: four task orders were issued to the consultant related to Tropical Storm Hermine, for a total amount of \$82,950. One provided for an initial consultation and the City was advised of Federal Emergency Management Agency (FEMA) documentation requirements to prepare for a potential Presidential disaster declaration. The second provided for FEMA PA grant management services. The third provided for tracking all costs in accordance with FEMA PA requirements to identify Direct Administrative Costs (DAC), and the fourth provided additional support beyond task order three to identify additional eligible damages and PA grant funding related to Tropical Storm Hermine. This new task order No. 1 will provide for the tracking of all costs in accordance with FEMA PA requirements related to Hurricane Irma.

The consultant provides, as needed, disaster-related reimbursement assistance consulting services to ensure the City's timely, compliant and accurate submission of documentation for reimbursement/recovery of all disaster-related costs determined to be eligible by law, or otherwise. The City issues task orders for any work and services needed. Services include preparing and submitting the City's initial request for public assistance. Services also include preparing and submitting all project worksheets with required supporting documentation within the agency's deadlines and in a manner achieving maximum eligibility for reimbursement of costs; tracking all project documentation submitted through the entire grant process; establishing audit trails as administration of the grant(s) occurs; developing strategies and writing appeals for any cost-recovery disputes between the City and others; and advising the City of changes, updates, revisions and other policy or procedural changes affecting the recovery and eligibility for recovery of the City's disaster-related expenditures. There is no cost to the City until an authorized request for service is required.

The Procurement Department, in cooperation with the Office of the City Auditor, recommends approval:

**TS Hermine**

Task Order No. 1	\$2,000	Sept 7, 2016
Task Order No. 2	17,000	Sept 15, 2016
Task Order No. 3	36,192	February 10, 2017
Task Order No. 4	<u>27,758</u>	June 9, 2017
	<b>\$82,950</b>	

**Hurricane Irma**

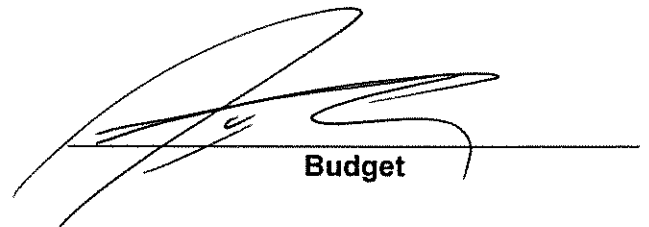
Task Order No. 5	<u>\$190,080</u>
Total Task Orders	<b>\$273,030</b>

**Cost/Funding/Assessment Information:** Funding for Task Order No. 5 in the amount of \$190,080 will be available after a supplemental appropriation in the amount of \$190,080 from the unappropriated balance of the General Fund (0001) to the General Fund (0001), City Auditor, City Auditor division (260.1789). A portion of the costs may be eligible for reimbursement by FEMA if approved.

**Attachments:** Resolution

**Approvals:**

  
Administrative

  
Budget

RESOLUTION NO. 2017-

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE TASK ORDER NO. 5 TO THE AGREEMENT DATED MAY 8, 2013, AS EXTENDED, BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA AND THOMPSON CONSULTING SERVICES, LLC (“THOMPSON”) IN AN AMOUNT NOT TO EXCEED \$190,080 FOR DISASTER RELATED REIMBURSEMENT ASSISTANCE CONSULTING SERVICES NEEDED BECAUSE OF HURRICANE IRMA; PROVIDING THAT THE TOTAL AMOUNT PAID TO THOMPSON UNDER THE AGREEMENT FOR ALL WORK AND SERVICES SHALL NOT EXCEED \$273,030; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$190,080 FROM THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND (0001) TO THE GENERAL FUND (0001), CITY AUDITOR, CITY AUDITOR DIVISION (260.1789) TO PROVIDE FUNDING FOR THIS TASK ORDER NO. 5; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg, Florida (“City”) and Thompson Consulting, LLC (“Thompson”) entered into an agreement on May 8, 2013 for Thompson to provide as needed disaster related reimbursement assistance consulting services; and

WHEREAS, the agreement has been extended through March 31, 2018; and

WHEREAS, the City issues Task Orders for any work and services needed; and

WHEREAS, on September 7, 2016, Task Order No. 1 was administratively approved in the amount of \$2,000 for Thompson to provide an initial consultation and discuss FEMA documentation requirements to prepare for a potential Presidential disaster declaration; and

WHEREAS, on September 15, 2016, Task Order No. 2 was administratively approved in the amount of \$17,000 for Thompson to provide FEMA Public Assistance grant management services to the City related to Tropical Storm Hermine; and

WHEREAS, on February 10, 2017, Task Order No. 3 was administratively approved in the amount of \$36,192 for Thompson to provide all tracking costs in accordance with FEMA Public Assistance requirements related to Tropical Storm Hermine; and

WHEREAS, on June 9, 2017, Task Order No. 4 was approved by City Council in an amount not to exceed \$27,758 for Thompson to provide additional support beyond the work set forth in Task Order No. 3 to identify additional eligible damages and public assistance grant funding related to Tropical Storm Hermine; and

WHEREAS, the City desires to execute Task Order No. 5 in an amount not to exceed \$190,080 for Thompson to provide tracking of all costs in accordance with FEMA Public Assistance requirements related to Hurricane Irma; and

WHEREAS, the total amount paid to Thompson under the agreement for all work and services performed via task orders shall not exceed \$273,030; and

WHEREAS, Administration recommends approval of this Resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the Mayor or his designee is authorized to execute Task Order No. 5 to the Agreement dated May 8, 2013, as extended, between the City of St. Petersburg, Florida and Thompson Consulting Services, LLC ("Thompson") in an amount not to exceed \$190,080 for disaster related reimbursement assistance consulting services needed because of Hurricane Irma is hereby approved.

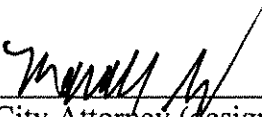
BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute all documents necessary to effectuate this transaction.


BE IT FURTHER RESOLVED that there is hereby approved the following supplemental appropriation from the unappropriated balance of the General Fund (0001) to the General Fund (0001), City Auditor, City Auditor Division (260.1789) for FY17:

General Fund (001)  
General Fund (0001), City Auditor Division (260.1789)     \$190,080

This Resolution shall become effective immediately upon its adoption.

Approved as to form and content:

  
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City Attorney (designee)  
00341586

  
\_\_\_\_\_  
Budget Director

10/10/10