



City of Pensacola

City Council Workshop

Agenda

Monday, March 21, 2022, 3:30 PM

Hagler-Mason Conference Room,
2nd Floor

Immediately Following 3:30 PM Agenda Conference. Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

SELECTION OF CHAIR

DETERMINATION OF PUBLIC INPUT

DISCUSSION OF...

1. [22-00299](#) TAXICAB RATES AND RATE INCREASE

Sponsors: Ann Hill

Attachments: [Section 7-7-134 - Rates - Generally](#)

2. [22-00300](#) CITY COUNCIL BUDGET

Sponsors: Ann Hill

Attachments: [Yvette McLellan Resume](#)
[Job Description](#)

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 22-00299

City Council Workshop

3/21/2022

DISCUSSION ITEM

SPONSOR: City Council President Ann Hill

SUBJECT:

TAXICAB RATES AND RATE INCREASE

SUMMARY:

A representative of Z-Trip taxicab company would like to discuss a possible rate increase for taxicabs.

Prior to working through the ordinance amendment process, it was felt that Council should discuss, to get a general idea of their view on the issue.

The current rates can be found in Code Section 7-7-134. It appears that the current rates were set in 2007.

PRIOR ACTION:

May 10, 2007 - City Council Amended Section 7-10-134 (now 7-7-134) setting the current rates for taxicabs.

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

1) Section 7-7-134 - Rates - Generally

PRESENTATION: No

Sec. 7-7-134. Rates—Generally.

No owner or operator of a taxicab shall charge a greater or lesser sum for the use of a taxicab than in accordance with the following rates:

- (1) *Mileage rates.* \$2.00 for the first one-ninth mile or fraction thereof; \$0.25 for each additional one-ninth mile or fraction thereof; charge for additional passengers over the age of 13 years, \$0.50 each;
- (2) *Waiting time.* \$18.00 per hour;
- (3) *Airport trips—Minimum fare.* Pickups from the airport, \$11.00 minimum per trip (limited to taxicab companies with valid permits to serve the airport). Fares over \$11.00 shall be calculated based upon the meter rate commencing at the airport pickup point.
- (4) *Airport trips—Airport pickup fee.* Pickups from the airport, \$2.50 fee.

(Code 1986, § 7-10-134; Ord. No. 16-03, § 1, 8-21-2003; Ord. No. 01-04, § 1, 1-22-2004; Ord. No. 20-07, § 1, 5-10-2007; Ord. No. 27-10, § 25, 11-18-2010; Ord. No. 30-17, § 1, 11-9-2017)



Memorandum

File #: 22-00300

City Council Workshop

3/21/2022

DISCUSSION ITEM

SPONSOR: City Council President Ann Hill

SUBJECT:

CITY COUNCIL BUDGET

SUMMARY:

At the March 7, 2022, Agenda Conference, and item was brought forward regarding the hiring of Yvette McLellan as Council Staff with the title of Special Assistant to the Council Executive. At that time, Council voted to pull the item and to conduct a discussion at the upcoming business meeting (workshop). Below you will find the summary from the original item:

Section 4.02(a)(6) of the City Charter states in part:

The City Council shall establish an Office of the City Council and shall have as its staff the following who shall be responsible to the City Council through the President of the Council:

(e) Other Staff. The City Council may create and fill other staff positions for the purpose of assisting it in the performance of its legislative function.

Currently the City Council has, as their staff the following: a Council Executive (Don Kraher), Executive Assistant (Elaine Mager), Council Assistant (Sonja Gaines) and a part-time Strategic Budget Planner (Melanie Kruszona).

A prospect has presented itself whereby the City Council has an opportunity to hire Yvette McLellan. Yvette has some 35 years of experience with the city, coming up through the ranks to her current position of Deputy Finance Director. Having worked on the Administration (Executive) side of the equation during our current form of government, she is seeking a change with a desire to work for City Council.

It is proposed that City Council hire Yvette under Section 4.02(a)(6)(e) - other - and title her as Special Assistant to the Council Executive. The intent is to have Yvette assist the Council Executive with the entering of Granicus Items, reviewing administration items for completeness to ensure that City Council has the information necessary to make an informed decision, assist with research for Council Members, assisting in development of policies desired by Council as well as assisting Council's current staff. Yvette has a wealth of experience that will fit into any category and will allow her the freedom to assist where needed. This will allow the Council Executive more available time to research items for City Council, assist in the development of ordinances for legal review, take a more in depth and detailed review of current policies, many of which are antiquated and to help better

assist in the overview of council activities and desires.

Further delineated, with Yvette's vast knowledge of the budget and budget process, and given that one of City Council's Charter enumerated powers is "to adopt the annual budget and all other appropriations necessary for efficient City government." *City Charter Section 4.02(a)(2)*, Yvette's experience could be invaluable to City Council.

Finally, I have made some adjustments, based on the conversation, to the job description for the position.

PRIOR ACTION:

March 7, 2022 - City Council voted to pull the item regarding the hiring of Yvette McLellan as Council Staff.

November 45, 2012 - Charter Amendment passed via referendum vote requiring City Council to establish the office of the City Council, thereby authorizing Council to hire their own staff.

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) Yvette McLellan Resume
- 2) Special Assistant to the Council Executive Job Description

PRESENTATION: No

YVETTE McLELLAN
633 Parish Lakes Drive
Foley, Alabama 36535
Telephone: (850) 449-1554
E-Mail: rjgr34@aol.com

WORK EXPERIENCE:

8/86 - Present

CITY OF PENSACOLA, FLORIDA

12/19 – Present

DEPUTY FINANCE DIRECTOR – FINANCIAL SERVICES DEPARTMENT

Assist the Finance Director in the day-to-day functioning of the Financial Services Director in such areas as directing and developing policies for the Financial Services Department including budgeting, financial planning, payroll, purchasing, accounts receivable, general accounting, investments, debt management and issuance, grants administration, risk management, property and leases and pension administration. Oversight of the Budget Office, Risk Management, Property and Leases and Payroll and Pensions. Ensures proper accounting and financial reporting of City activities in accordance with Generally Accepted Accounting Principles, sound business practices and relevant local, state, and federal regulations. Assists in the development of the annual budget as well as the development and review of the City's Pension and OPEP actuarial reports. Performs financial reporting by planning, organizing and directing assigned activities; manage and participate in the preparation of the Comprehensive Annual Financial Report and the annual budget; and oversees the preparation of various financial statements. Create and/or review complex data analysis, financial statements, projections, and departmental budgets; writes technical reports and analysis of complex financial statements. Prepares various calculations pertaining to collective bargaining agreements. Assist and advise the Finance Director in developing internal control policies, guidelines and procedures.

02/02 – 12/19

BUDGET MANAGER – FINANCIAL SERVICES DEPARTMENT

Review departmental budget requests and compile summary reports and recommendations for Mayor and Staff. Oversee preparation of Budget Preparation Manual and Annual Budget Document in accordance with GFOA Budget Awards Program. Prepare the financial overview included in the annual budget document. Prepare annual Budget-In-Brief document. Coordinate entire budget process in accordance with State guidelines. Prepare the Florida Truth In Millage (TRIM) package to be in compliance with TRIM law. Prepare Financial Services Department budget. Provide assistance to other departments in the preparation of their budget requests. Prepare annual Council Budget Briefing Package. Conduct annual review of revenues and oversee the preparation of the annual City Revenue Manual. Prepare revenue forecasts and monitor monthly revenues. Prepare analytical reports as needed for financial evaluation and projections. Prepare monthly and quarterly financial reports. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Review Legislative Agenda Items to ensure accurate budgetary information provided to City Council. Review all requisitions for purchase orders to ensure within the legal guidelines. Work with state and local governmental offices on varying revenue-related legislative items. Prepare supplemental budget resolutions as well as prepare the City Council item associated with the resolution. Provide various calculations regarding cost of union negotiations. Assist Payroll Staff with various payroll calculations/ordinances/rules. Work with audit staff to conduct budgetary end of year closing.

WORK EXPERIENCE (continued):

08/99 – 02/02 SENIOR ADMINISTRATIVE OFFICER III – FINANCIAL SERVICES DEPARTMENT

Review departmental budget requests and compile summary reports for City Manager Staff. Oversee preparation of Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Prepare revenue forecasts and monitor monthly revenues. Prepare analytical reports as needed for financial evaluation and projections. Prepare monthly and quarterly financial statements. Prepare monthly revenue and expenditure projections. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Work with state and local governmental offices on varying revenue-related legislative items. Work with audit staff to conduct budgetary end of year closing.

05/98 – 8/99 ADMINISTRATIVE OFFICER III – FINANCIAL SERVICES DEPARTMENT

Prepare monthly and quarterly financial statements. Prepare monthly revenue projections and expenditure status reports. Monitor department budgets on an ongoing basis ensuring compliance with budgetary guidelines. Review departmental budget requests and compile summary reports for City Manager Staff. Prepare Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Prepare analytical reports as needed for financial evaluation and projections. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Assist in preparation of Comprehensive Annual Financial Report and the Annual Report to Bondholders.

05/94 - 05/98 ADMINISTRATIVE OFFICER II - FINANCIAL SERVICES DEPARTMENT

Assist Finance Department Director with various operations in Finance Department. Prepare monthly and quarterly financial statements. Review departmental budget requests and compile summary reports for City Manager Staff. Prepare Budget Preparation Manual and Budget Document in accordance with GFOA Budget Awards Program. Coordinate entire budget process in accordance with State guidelines. Prepare Finance Department budget. Prepare analytical reports as needed for financial evaluation and projections. Provide assistance to other departments in the preparation of their budget requests. Conduct annual review of revenues and prepare the annual City Revenue Manual. Assist in preparation of Comprehensive Annual Financial Report and the Annual Report to Bondholders.

10/90 - 05/94 ADMINISTRATIVE OFFICER I – FINANCIAL SERVICES DEPARTMENT

Assist Assistant Finance Director with various operations in Finance Department. Prepare monthly and quarterly financial statements along with other various monthly reports for balancing purposes. Assist in preparation of Comprehensive Annual Financial Report. Assist in preparation of Annual Budget document. Prepare Analytical Review Reports for Auditors. Prepare Semi-Monthly Payroll Forecasting Report for monitoring purposes. Prepare Monthly Enterprise Revenue Reports. Prepare Monthly Revenue Distribution Reports. Prepare various monthly and semi-monthly reports for analytical purposes. Prepare Pension Analysis Reports. Train and assist Finance Department computer users with various software (i.e. WordPerfect, Lotus 1-2-3, Harvard Graphics, Paradox). Distribute monthly computer reports to departments.

WORK EXPERIENCE (continued):

1/90 - 10/90 ADMINISTRATIVE ACCOUNTS CLERK – FINANCIAL SERVICES DEPARTMENT

Assist in preparation of Comprehensive Annual Financial Report. Assist in preparation of Annual Budget document. Maintain records on microcomputers. Prepare department documents, (i.e. spreadsheets, balance sheets, Purchase Orders, RP's, Checks, etc.). Assist Accounting Division when necessary. Aide computer users in solving software problems. Assist in preparation of State of Florida Reports. Distribute monthly computer reports to departments.

12/86 - 1/90 ADMINISTRATIVE ACCOUNTS CLERK - RISK MANAGEMENT DEPARTMENT

Maintain all data and programs on microcomputers. Type all department correspondence. Prepare monthly department reports. Supervise the work of receptionist in the typing, filing and general office duties. Assist employees/retirees with complaints and questions regarding health/dental/life insurance. Assist Safety Officer in recovery of restitution and subrogation activities. Conduct orientation meetings for new employees and exit meetings for retiring and resigning employees. Process active and retired payroll for health/dental/life insurance deductions. Maintain financial records and confidential files. Maintain data regarding any accidents regarding City property.

8/86 - 12/86 CLERK III - HUMAN RESOURCES DEPARTMENT. Type correspondence for Assistant Department Director and Personnel Officer. Handle all incoming telephone calls and assist individuals needing information. Prepare and distribute applications for prospective employees. Process employee leave slips.

EDUCATION:

Graduated from The University of West Florida; Bachelor's Degree in Business Administration - Management. Cum Laude; 1999.

Graduated from Pensacola Junior College. Received an Associates Degree in Business Administration; 1983. Graduated from William J. Woodham High School; 1981.

SPECIAL PROFESSIONAL ACHIEVEMENTS:

1990 – Present - Received GFOA Distinguished Budget Award for City of Pensacola Annual Budget (31 Consecutive Years.

2001 – Present - National Budget Reviewer for the Government Finance Officer's Association

2013 – Received Mayor's Outstanding Management Award for Excellent Management Abilities

ORGANIZATIONS:

- Active Member in National, Florida and Local Chapter of the Government Finance Officers' Association.
- Past President of the Panhandle Chapter of the Florida Government Finance Officers Association
- United Way of West Florida
 - 2010 – 2020 - Served on the Board of Directors
 - 2011 – 2013 – Co-Chair of the Community Investment Committee
 - 2013 – 2015 – Chair of the Community Investment Committee
 - 2015 – 2017 - Co-Chair of the Board of Directors
 - 2017 – 2019 – Chair of the Board of Directors
 - 2019 – 2020 – Immediate Past Chair of Board of Directors
- Nativity of Our Lord Catholic Church – Finance Council Chair – 2015 - 2019

Job Classification:
Job Code:

Special Assistant to the Council Executive
2151

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in Political Science, Public Administration, Business Administration or a related field, and
- ✓ Seven (7) years of local government experience with professional experience in research, review and management analysis related to fiscal studies. Experience working with and advising elected officials and staff from both the legislative and executive branches of local government.

Or

- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Pensacola City Council.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is highly professional and administrative work as Special Assistant to the Council Executive for the City of Pensacola City Council.

This is a highly responsible position tasked with assisting in coordinating and facilitating City Council's operational and administrative programs, projects, events and meetings. The work requires the exercise of judgment, imagination and foresight to ensure accomplishment of City Council objectives. The work is highly visible and representative of City Council to the public, the press and City employees, requiring the ability to work effectively in an atmosphere of close scrutiny, accountability and conflicting interests.

Under the supervision of the Council Executive and within the framework of established City and Council policies, this position serves as an assistant to the Council Executive, the City Council and City Council staff. This position is a council appointment and serves at the pleasure of the City Council.

Examples of Work:

- Assists in setting up and facilitating budget workshops on behalf of City Council
- Analyzes data and provides recommendations regarding funding requests, appropriations and the yearly budget

- Analyzes budget data for completeness, accuracy and conformance to prevailing policies and procedures.
- Assists in the development of the Office of the City Council budget.
- Reviews and analyzes the Mayor's proposed budget for the City Council.
- Participates in conference and hearings regarding budgetary requirements of the City Council.
- Prepares various financial schedules, analyses, reports, and other documents, either manually or with computer assistance.
- Assists Council Staff in the maintenance of proper appropriations and allotment accounts in the Office of the City Council.
- Providing a formal, comprehensive review and analysis of the Mayor's proposed annual budget.
- Gathering, organizing, and analyzing data and information relative to budgetary issues.
- Providing comparative studies of other cities as they relate to municipal budgeting.
- Engaging in fiscal forecasting and planning.
- Analyzing the city's past, current, and proposed revenues and expenditures.
- Reviewing existing and potential tax revenues.
- Analyzing federal, state, and local programs to determine sources of funding and appropriate expenditure options.
- Reviewing the economic effects of proposed legislation.
- Preparing fiscal and economic project analysis as directed by the City Council.
- Providing policy research and fiscal analysis on proposed legislation.
- Preparing such other reports relating to budgetary and legislative policy concerns directed by the City Council.
- Making recommendations to the City Council in connection with the analysis, studies, and reports described herein.
- Establishes, follows and monitors a process for City Council's budgeting function.
- Assists in developing a strategic plan which will outline Council's desired budgeting function.
- Conducts research and analysis of trends in municipal projects, industry best practices, new technologies and potential program improvements in order to assist the City Council in development of policy initiatives.
- Assists in the development of Council items and agendas.
- Assists in providing a review of both administrative and council agenda items to ensure completeness and adequacy of information to allow Council to make informed decisions.
- Assists in analysis of agenda items to ensure complete understanding of funding concerns and potential long-term effects on budget considerations.
- Assists in the response and development of Council member requests.
- Recommends, researches and prepares potential Council initiatives, policies, and

ordinance amendments/creation for Council consideration to assist Council in accomplishing their legislative function.

- Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of Charter government and other bodies of law related to City Council's exercise of its authority and the operation of City government.
- Knowledge of the principles and practices of administrative management and public administration.
- Knowledge of the relationship between legislative and executive levels of government.
- Knowledge of municipal budget preparation.
- Knowledge of the methods and techniques involved in conducting administrative studies of government.
- Knowledge of the principles and practices of strategic planning and municipal program development.
- Skilled in public relations and interrelationships with community groups, private business and other levels of government.
- Ability to interpret and analyze data to resolve administrative problems and render advice.
- Ability to establish and maintain effective working relationships with elected officials, government, community agencies, other employees, and the general public.
- Ability to identify and respond to sensitive community, organizational, and City Council issues, concerns and needs.
- Ability to communicate clearly and concisely, both orally and in writing to diverse audiences.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Assistant to the Council Executive (continued)

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 3/2/22 dek