

Proposal to Satellite Beach City Council

Citizen's Advisory Panel for Efficient Government

Abstract

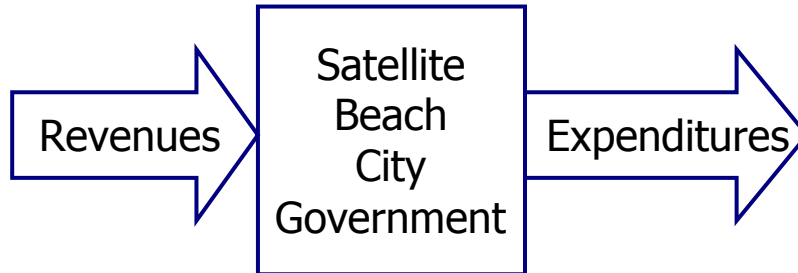
Contained herein are the purpose, description and -advisory scope of -the volunteer Citizen's Advisory Panel for Efficient Government to be considered by the Satellite Beach City Council. Though considered feasible by the authors in its current form, this document is intended to serve as a catalyst for the formulation of a Panel, by the Satellite Beach City Council -to benefit & enhance City Operations, Management -and Council Members' Decision making process, and thus consequentially resultant citizens' positive long range quality of life in Satellite Beach.

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Background and Introduction

Follow Future Prudent & Solutions Driven Revenue Management



Given the economic conditions of the last several years and with minimal likelihood of a significant improvement in the near term, municipalities must also pursue greater focus on performing as efficiently and effectively as possible. As such, it is essential that Satellite Beach form a Citizens Panel to examine the City's revenues, expenditures, including near & mid-term fluid financial projections analysis not excluding operations and procedural practices, to ensure the City's future efficiency and long range effectiveness while maintaining an acceptable quality of services.

While this will be a formidable effort, the level of interest shown by the voters of the City in the recent election clearly shows there is widespread support for such a study initiative.

On November 30, 2011 during remarks made by the two newly elected Council Members, Gregg Billman made progress on one of his campaign commitments to seek approval for an Efficiency Assessment and Increased Citizen Involvement by proposing a Citizen's Advisory Panel on Efficient Government (CAPEG).

It is in the best interests of the City to establish this Panel for the following reasons:

1. Restoration of public/City employee and management confidence in the effective and efficient management of the City.
2. If the Initiative results in recommendations to increase the efficiency of City management, operations, reduce cost and minimize or eliminate future tax increases, the residents of the City will benefit from the savings.
3. If the Initiative finds that the City is operating in the most efficient manner, then it can and will restore public confidence in City operations.

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4. The Initiative will also take into account the desire to sustain a level of services that benefit the citizens of Satellite Beach within reasonable parameters given current financial and budgetary constraints.
5. The Panel will pursue a path for reserve fund building having clear solutions to extinguishment of debt service burdens that only diminish current and future revenues resource value.
6. The members of the Panel will all be volunteers working without compensation. It is anticipated that this Initiative will have a minimal cost impact to the City.

The fundamental purpose of the CAPEG is threefold:

1. Perform a comprehensive assessment of all City's Governmental Funds Activities via processes, including but not limited to: City regulatory (non)/mandated objectives with related policies, staffing, operations, management, external/internal contracts, financial and cost accounting, budgeting, and financial/management reporting, and create a model that accurately reflects the current state of affairs with respect to the Satellite Beach Municipal Government.
2. Utilizing the results of such assessments, recommend updated modeling initiatives for governmental processes that are intended to meet all applicable regulatory and fiscal requirements while improving the overall efficacy of the Satellite Beach Municipal Government.
3. Recommend improvements to Governmental objectives formulation, policies and practices for the purposes of validating assumptions and ensuring net positive results.

Panel Purpose

The City Council shall approve the Panel's purpose by a simple majority in its entirety.

The CAPEG shall conduct assessment audits, inspections, and any other activities reasonable in order to assess, improve, and validate the efficacy of the City governmental processes. The Panel members will be entrusted with the handling of confidential information as required to best understand and make sound recommendations to the City Council for consideration.

All actions performed by the Panel, and individual members of the panel, shall be approved in advance by the City Council during the regularly scheduled City Council meetings. A simple majority vote by the City Council constitutes approval.

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The Panel's purpose may be renewed annually on the last actual meeting of each calendar year. A simple majority vote by the City Council constitutes renewal of the Panel. If the Council does not renew the Panel', the Panel is disbanded.

All members of the Panel shall act in the best interests of Satellite Beach and within the statutory boundaries of local, county, state, and federal laws. The Panel members shall be fully indemnified and held harmless from any liability associated with Panel work and findings. **This panel is a fact-finding entity only. Ultimate decision-making authority is the Satellite Beach City Council.**

OBJECTIVE & SCOPE: The Citizen Advisory Panel on Efficient Government (CAPEG) overall objective is to assess practices, processes, procedures, composition, and staffing levels—current and historical—to identify change opportunities and create long term efficiencies and/or reduce resource outlays for the City of Satellite Beach (SB) that optimize City departmental performance. All recommendations and related efficiencies solutions will be forwarded to City Council on a study by study basis to insure the “Panel” is creating a seamless approach to solutions.

COMPOSITION: CAPEG shall be composed of no more than 7 members as noted below. Each Satellite Beach City Council member shall appoint one CAPEG member. The remaining members may be appointed, by majority vote from Satellite Beach City Council, from applicants volunteering to serve on the Panel. Each appointed CAPEG member may request Subject Matter Expertise (SME) for specific purposes pertinent to CAPEG efforts. CAPEG-member SMEs must be approved by majority vote of the Satellite Beach City Council. There will be no limit to the number of SMEs who support CAPEG efforts.

CAPEG APPOINTEE QUALIFICATIONS & RESTRICTIONS: CAPEG appointees must be residents of Satellite Beach and/or majority owners of businesses currently operating in Satellite Beach. **Appointees shall possess skills in professions relating to cit services, to include but not limited to,** management, accounting/finance, law practice, engineering, administration, information technology, Quality Assurance, **Firefighting/Emergency Services, and Law Enforcement.** Panel nominees must execute a Confidentiality Agreement/Non-Disclosure Agreement in order to participate on the Panel and have access to City records.

APPOINTMENT PROCESS: CAPEG candidates shall submit a professional résumé that clearly delineates professional competency in one or more qualifying occupations. Satellite Beach City Council members shall evaluate CAPEG appointees by considering both professional and character references. Appointee information shall be made available to each Satellite Beach council member. A majority vote of the Council shall be required for each CAPEG candidate. The City Council shall also appoint a Chair for the Panel who will report progress and findings to the City Council during the course of the Panel’s work. The Chair shall be selected by majority vote of the City Council.

Access to Files, Data, Records

The City shall make available at no cost to CAPEG members a networked computer, printer, workspace, and uncontrolled access to all media, files, active and inactive electronic records, and personnel. CAPEG will perform its function during normal City business hours of operation when access to workspace is necessary. No records shall be exempt from provision to the CAPEG, **except as may be statutorily required. CAPEG access to city employees will not interfere with the timely accomplishment of critical functions.**

Access to City Employees

The CAPEG is authorized to interview personnel at all levels to gain insight into governmental objectives, operations policies and procedures, schedules, and other information germane to efficiency discovery. The CAPEG may electronically record interviews with personnel, as need dictates **and within statutory limits**. At no time is the CAPEG required to divulge sources of **information in its strictly fact-finding role as allowed by Florida Sunshine Law's limited exception for advisory committees.**

Confidentiality shall be ensured to all persons interviewed by CAPEG and any person may report information to the CAPEG with the expectation of confidentiality. **No access to statutorily-restricted data (e.g. HIPAA, SSNs, personal contact information, etc) will be requested or expected. All legal considerations stated in SBPD Chief's 14 December 2011 letter to the City Manager will be adhered to.**

Reporting

At least one representative of CAPEG will attend regularly scheduled City Council meetings for the purpose of delivering a progress report and/or solutions efficiency initiatives for City Council's immediate consideration and implementation. **Options will not be sorted through, nor will recommendations be made to council. All options will be presented along with their merits and demerits.** The contents of such reports will be provided in advance of the meeting in electronic soft-copy to the City Clerk via email for distribution to the individual members of the City Council and publication to the city's web site. (See Appendix 1)

Note: All records generated by the CAPEG, with the exception of those generated in fact-finding, will be public records and made accessible to the public on the project's website.

Expenses

Prior approval by City Council must be obtained for reimbursement of any expenses incurred by CAPEG or any of its individual members. Any reimbursements will be processed in accordance with currently established practices and documented in progress reports to City Council.

Panel Membership

The CAPEG is the creation of, and answerable to, the Satellite Beach City Council.

The Panel shall have no fewer than 3 and no more than 7 working members. Members shall be appointed by the City Council to serve no more than **six (6)** calendar months, or until disbanded by majority vote of the Satellite Beach City Council, whichever occurs first. **The CAPEG and its panel members may be asked to serve longer if council determines their continued service is required beyond the initial six month project execution period.**

In appointing members to the Panel, the City Council shall make its best effort to meet the following objectives:

1. At least three (3) Members representing businesses operating in Satellite Beach. These individual do not need to be residents of Satellite Beach, if they are not residents they must be the majority owner(s) of a business operating in Satellite Beach at all times while they are serving on the Panel.
2. At least three (3) Members who are residents of Satellite Beach and have at least 3 years experience managing and operating a business in Brevard County
3. At least three (3) Members who are residents of Satellite Beach.

Panel may establish Task Units, each of which shall be chaired by a member the CAPEG. There is no limit to the number of Task Units that may be established however membership on the Task Units shall not exceed seven individuals.

APPENDIX 1

Reporting Scope Elements requirements to City Council:

1. Area of Examination - Government Fund/Department/Functional Area and/or Specific Efficiency.
2. Current Objectives summary – Policy, procedures, identification of management/staff and costs.
3. Historical Financial Information (minimum 5 or 2 years)
4. Analysis of status quo versus change efficiency objectives, procedures with related financial benefits.
5. Cost/Benefit analysis, related metrics and standards for proposed efficiency. Management, staff or procedural benefit and/or financial solutions benefit.
6. Conclusion Summary - Area of Examination with positive effects on operations and related financial benefits for current efficiency or proposed change efficiency solution.