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CONFERENCE REMINDERS

- CEU attendance will be taken by the collection of Evaluations at the end of class. You MUST fill out an evaluation if you would like CEU credit
- The Evaluations help FRPA gather feedback for speakers and future education. Everyone is encouraged to complete one.
- Please leave seating in all classrooms and General Sessions as it is upon entry as these are in place per safety protocols.
- Follow current Conference mask, safety, and physical distance protocols at all times.
- Keep your personal pen handy to cut down on sharing writing devices (and germs!).
- Respect the comfort of others by judging your interactions based on what color wristband they have chosen.



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**WELCOME TO THE 2021
FRPA CONFERENCE!
AUGUST 30 - SEPTEMBER 2**



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LEARNING OBJECTIVES

1. Review the standards for Chapter 3 of the Agency Accreditation process.
2. Understand thoroughly the suggested evidence of compliance for CAPRA accreditation.
3. Identify your agency's potential weaknesses in this CAPRA standard.

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CAPRA ORGANIZATION & ADMINISTRATION

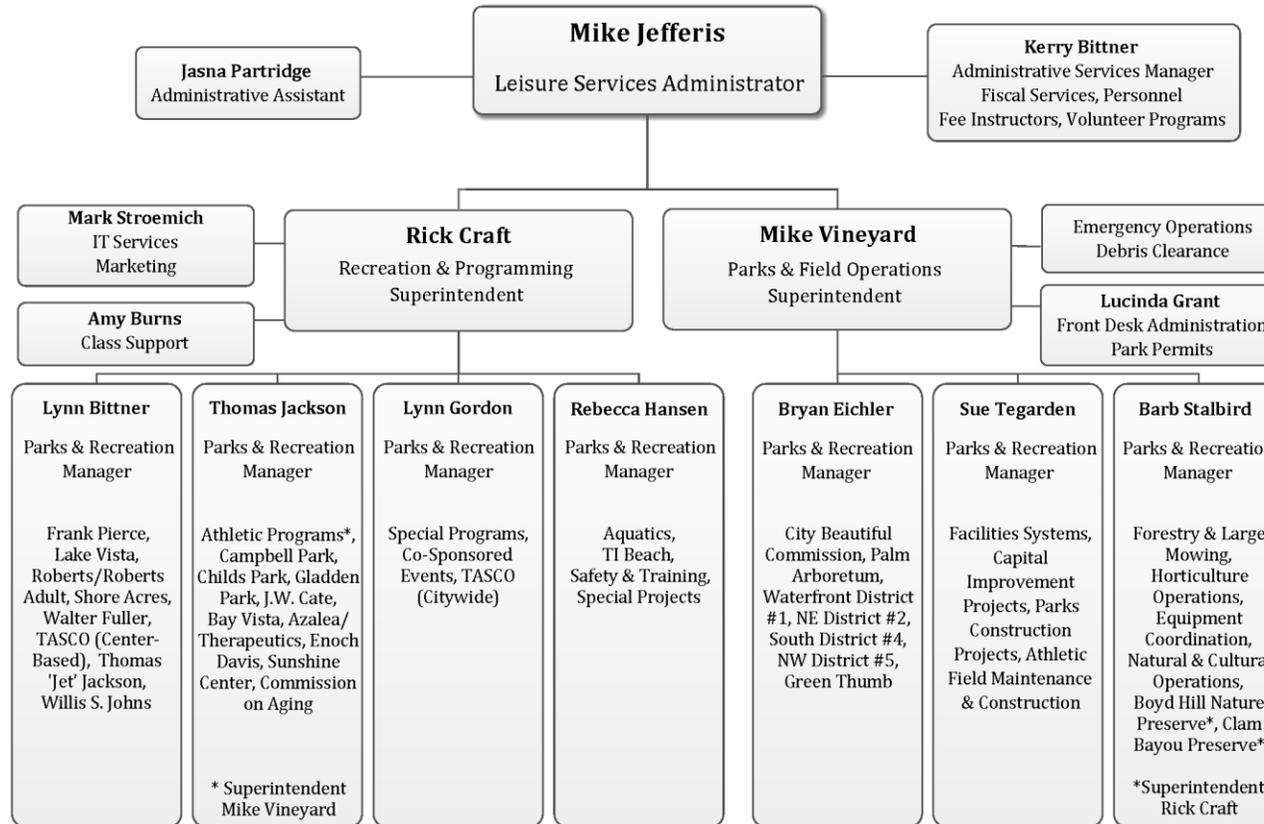
THIS COURSE IS NOT INTENDED TO BE A PREPARATORY COURSE FOR THE CAPRA PROCESS. THIS COURSE IS NOT OFFERED ON BEHALF OF THE CAPRA COMMISSION OR THE NRPA, AND IS BEING OFFERED AS A METHOD OF SHARING RESOURCES AND INFORMATION RELATIVE TO PROCESS AND DOCUMENTATION FOR AGENCIES WISHING TO CONSIDER ACCREDITATION. FOR OFFICIAL INFORMATION ON CAPRA AND THE ACCREDITATION PROGRAM, PLEASE VISIT [HTTPS://WWW.NRPA.ORG/CERTIFICATION/ACCREDITATION/CAPRA/](https://www.nrpa.org/certification/accreditation/capra/)

3.1 - Organizational Structure★

Standard: The agency shall establish a staff organizational structure that reflects its methods of operation, its relationship to the community, and the relationships among the different organization components.

Suggested Evidence of Compliance: Provide a chart showing the agency's organizational structure, interrelationships among organizational components, and the function of each component. Organizational components are the major subdivisions of the organization, e.g. departments and divisions. Indicate how this information is made available to staff and the public.





8/2019



3.2 - Administrative Offices

Standard: The agency administrative offices shall be accessible to the public and staff. There shall be administrative, meeting and storage space, and equipment adequate to perform the agency's functions and responsibilities.

Suggested Evidence of Compliance: Provide documentation that describes the types of office space and administrative equipment used by the agency and how access is provided to the staff and the public.

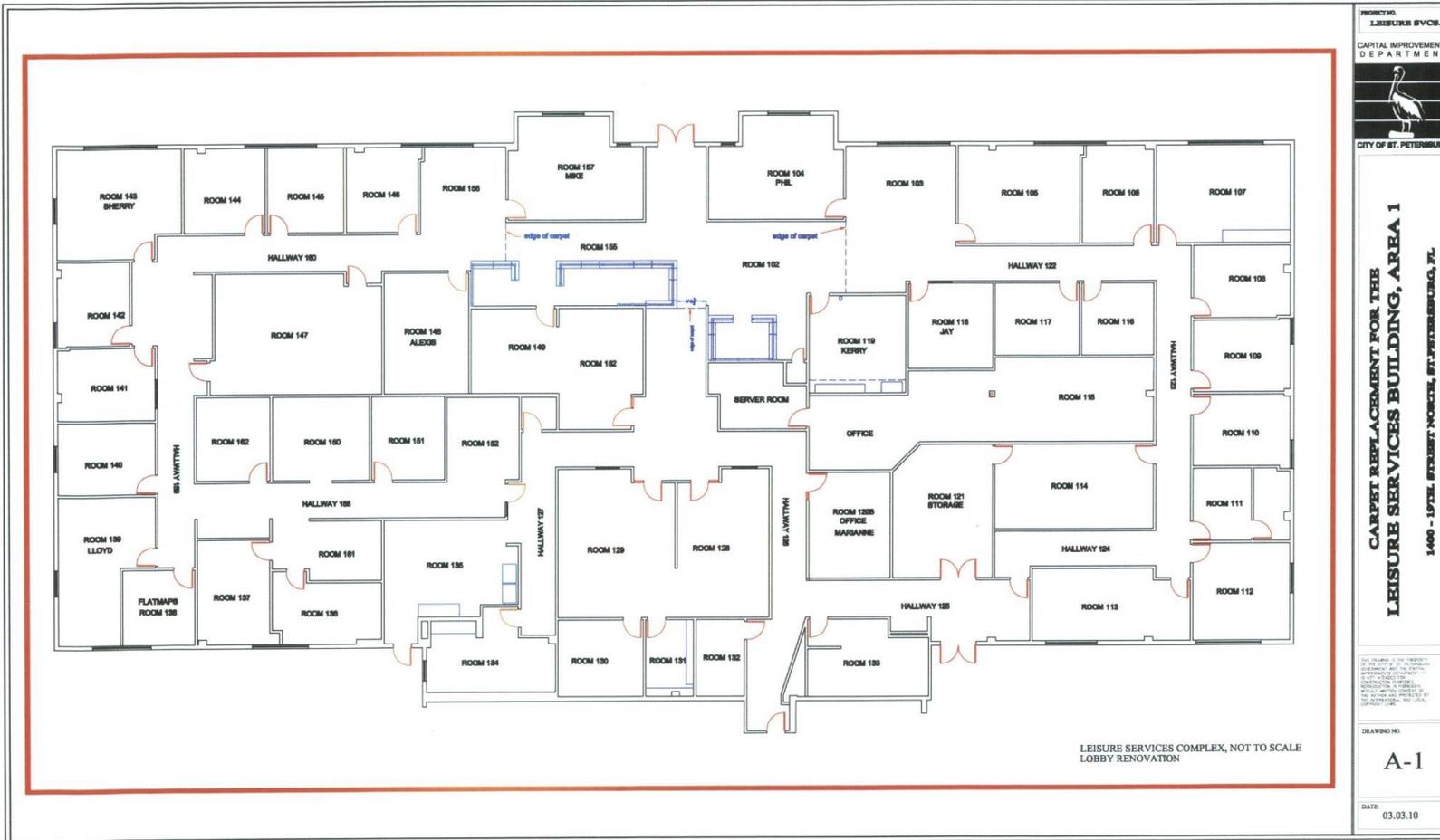


3.2 - A. Administrative Offices Checklist

**Parks and Recreation Departments
Administrative Offices Checklist**

Facility	Accessible to Public? <i>Yes/No/Not Applicable</i>	Adequate Reception Area? <i>Yes/No/Not Applicable</i>	Number of Meeting Rooms	Adequate Office Space (workspace, storage, filing cabinets, etc) <i>Yes/No/Not Applicable</i>	Is there a centrally located library for staff use and research? Yes/No	Is there warehouse space for storage and distribution of materials and equipment? <i>Yes/No/Not Applicable</i>
Leisure Services Complex (Parks and Recreation Administrative Offices)	Yes	Yes	2 Conference Rooms	Yes	Yes Accreditation Library, Recreation Reference Library, Plat Sheets, Building Plans, Red Cross books, Training Videos on site	Yes
Building "A"	Yes	Yes		Yes	No	Yes
Warehouse Building	No	NA	None	NA	NA	Yes
Facilities Maintenance Building and Storage Yard	No	NA	None	Yes	Maintenance Manuals, magazines, and books on site	Yes
Azalea Center	Yes	Yes	1 Multi Purpose Room 1 Art Room 1 Music Room 1 Dance Room	Yes	Yes	Not Applicable
Bay Vista Recreation Center	Yes	Yes	1 Art Room 1 Meeting Room	Yes	Yes	Not Applicable
Campbell Park Recreation Center	Yes	Yes	1 Gym 1 Art Room 1 Dance Room 1 Meeting Room 1 Teen Room	Yes	Yes	Not Applicable
Childs Park Recreation and Fitness Center	Yes	Yes	2 Multi Purpose Room 1 Discovery Room 1 Computer Lab 1 Gym 1 Fitness Center 1 Teen Room	Yes	Yes	Not Applicable
Enoch Davis Center	Yes	Yes	1 Auditorium 2 Meeting Room 2 Multi Purpose Room 1 Computer Lab 1 Fitness Center	Yes	Yes	Not Applicable





3.2.1 - Support Services

Standard: Sufficient and appropriate equipment, technology, clerical and administrative staff shall be provided to enable the professional staff to perform their appropriate functions.

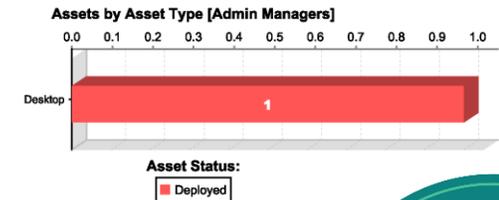
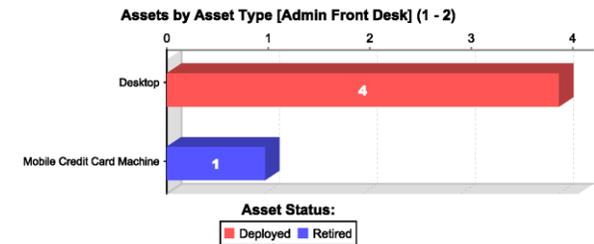
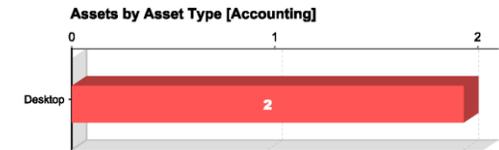
Suggested Evidence of Compliance: Describe the equipment, technology, and services used to support professional staff.



Parks & Recreation Support Staff - FY 2019

Divisions	Support Staff	Number Staff	Adequate Yes/No	Comments
Parks & Recreation Administration Includes: Special Programs, Aquatics, Parks Programs, Parks Maintenance, Athletics, Forestry	Administrative Assistant/P	1 FT	Yes	
	Office Systems Specialist	4 FT		
	Parks Support Service Coordinator/P	2 FT		
	Recreation Support Serv. Coord.	1 FT		
Facilities Maintenance	Park Support Service Coordinator/P Custodian II	1 FT 1 PT	Yes	The custodian cleans all LSC Building which includes Recreation/ Parks/ Administration/Tech Support/Accounting/Personnel
Boyd Hill Nature Preserve	Cashier Clerk II	1 PT	Yes	
	Cashier Clerk I	2 PT		
	Maintenance Worker II	1 FT		
Teen Programs	Cashier Clerk I	1 PT	Yes	
Sunshine Center	Maintenance Worker II	1 FT	Yes	Front desk and concession stand is covered by volunteers
Azalea Recreation Center	Maintenance Worker II	1 FT	Yes	Maintenance staff is shared between the 2 adult centers (Azalea/Bay Vista)
Bay Vista Recreation Center	Maintenance Worker II	1 FT	Yes	Maintenance staff is shared between the 2 adult centers (Azalea/Bay Vista)
Campbell Park Recreation Center	Recreation Center Assistant	1 FT	Yes	
	Maintenance Worker II	1 FT		
Childs Park Recreation Center	Recreation Center Assistant	1 FT	Yes	
	Maintenance Worker II	1 FT		
Enoch Davis Center	Maintenance Worker II Custodian I	1 FT 1 PT	Yes	
Frank Pierce Recreation Center	Recreation Center Assistant	1 FT	Yes	
	Maintenance Worker II	1 FT		
Gladden Park Recreation Center	Recreation Center Assistant	1 FT	Yes	
	Maintenance Worker II	1 FT		
Healthy St. Pete Program	Healthy St. Pete Coordinator	1 FT	Yes	
	Recreation Supervisor I	3 FT		
	Recreation Leader	3 FT		
	Recreation Leader	1 PT		
	Planner II	1 FT (Grant)		
Lake Vista Recreation Center	Recreation Center Assistant	1 PT	Yes	
	Maintenance Worker II	1 FT		

Asset count by Location, Asset Type and Asset Status



3.3 - Internal Communication ★

Standard: A communication system shall be established to ensure the accurate and timely transfer of internal information among staff.

Suggested Evidence of Compliance: Provide a communication matrix illustrating how internal communications are managed by the agency.



3.3 - A. Internal Communication Matrix

Internal Communication Matrix

Form of Communication	Delivery System	Frequency	Upward	Downward
Administrator Meeting	Meetings	Monthly	↑	↓
Brochures	Printed Distribution	Ongoing		↓
Business Letters	Mail	Ongoing	↑	↓
Cabinet Meetings	Meetings	Weekly	↑	↓
City Management Meeting	Meetings	Quarterly	↑	↓
Director/Manager Meeting	Meetings	Bi-monthly	↑	↓
Email	Computer	Ongoing	↑	↓
Employee Evaluations	Meetings	Annual	↑	↓
Employee Digital Display	Computer	Ongoing		↓
Employee Kiosk	Computer	Ongoing	↑	↓
Employee Suggestion Box	Intranet Web-Page/Database	Ongoing	↑	
Evaluations	Meeting	Annual	↑	↓
Facility Maintenance Work Order System	Intranet Web-Page/Database	Ongoing	↑	
Foreman Meeting	Meetings	Quarterly	↑	↓
Fraud Hotline	Intranet Web-Page/Database	Ongoing	↑	
Intranet	Computer	Ongoing		↓
Magazine Publication	Printed Distribution	Annual		↓
Marketing System	Intranet Web-Page/Database	Ongoing	↑	
Mayor's Suggestion Box	Computer	Ongoing	↑	
Monthly Flyers	Inter-Office Mail/Print/Web	Monthly	↑	↓
Monthly Reports	Inter-Office Mail	Monthly	↑	
New Employee Orientation	Training	As Needed		↓
Newletters	Copies/Constant Contact/Display Boards	Monthly		↓
Oracle	Computer	Ongoing		↓
Printed Materials	Printed Distribution	Ongoing		↓
Press Releases	Email	Ongoing		↓
Radios	Radio	Ongoing	↑	↓
Recreation Supervisor Meetings	Meetings	Bi-Weekly	↑	↓
Safety Suggestion Box	Drop-Box	Ongoing	↑	
Staff Meetings	Meeting	Ongoing	↑	↓
Team Meeting	Meetings	Quarterly	↑	↓
Telephone	Telephone	Ongoing	↑	↓
Television Productions	Various Media Outlets	Ongoing		↓
Training	Meetings/Classes	Ongoing		↓



3.4 - Public Information Policy and Procedure ★

Standard: The agency shall have approved policies that govern what information shall be released, when it should be released, and by whom it should be released and that demonstrate the agency's commitment to inform the community and news media of events involving the agency.

Suggested Evidence of Compliance: Provide the written statement of policy and procedure, indicating approval by the proper authority.



CITY OF ST. PETERSBURG
ADMINISTRATIVE POLICIES
TABLE OF CONTENTS
(Revised 7/26/2019)

<u>Policy #</u>	<u>Section</u>	<u>Original Effective Date</u>
010000	General Administration	
010100	Organizational Mission & Values	5/17/99
010200	Charter Provisions	
010202	Signature Authority	12/9/04
010300	Interaction with City Council	
010301	Responding to Council Inquiries	5/17/99
010302	Preparation of Council Agenda Material	5/17/99
010303	Key to the City of St Petersburg	2/4/15
010400	Legal Issues	
010401	Sunshine Law Provisions	5/17/99
010404	Political Activity on the Part of City Employees	5/17/99
010405	Code of Ethics for City Employees	6/1/04
010406	WSPE-TV Coverage for Candidates Seeking Elected Office	5/3/05
010407	Conflicts of Interest	2/17/11
010500	Official Policy Statements	
010501	EE Opportunity & Affirmative Action Statement	6/12/14
010502	Sexual Harassment & Other Discriminatory Behavior	6/12/14
010503	ADA/ Accessibility of City Facilities & Services	8/03/15
010505	Services Animals	8/26/16
010506	Prohibition on Bullying in Youth Programs and Activities	7/11/19
010600	Organizational Practices	
010602	Grants Application & Administration	12/17/07
010604	Staffing Authorizations	5/17/99
010605	Discounts & Special Offers to City Employees	11/11/14
010606	Acceptance of Honoraria	5/17/99
010607	Solicitation on City Property	5/17/99
010608	School Volunteering & Mentoring	9/25/15
010609	Building Character Through Recreation Department Programs	10/17/03
020000	Interaction with Citizens	
020100	Organizational Expectations	5/17/99
020200	Responding to Public Inquiries & Complaints	5/17/99
020300	Relations with Neighborhood Assoc. & Comm. Groups	5/17/99
020400	Complete Streets	11/2/15
020301	Public Notification of City Projects	5/3/05
030000	Records & the Release of Information	
030100	Public Records	4/17/12
030101	Maintenance & Retention of Records	5/17/99

External Communication Matrix

Form of Communication	Delivery System	Frequency	Upward	Downward
Advertisements	Print	Ongoing		↓
Agency Partnerships	Phone/Print/Website	Ongoing		↓
Banners	Signage	Ongoing		↓
Brochures	Printed Distribution	Ongoing		↓
Business Letters	Mail	Ongoing	↑	↓
City Kiosks	Computer	Ongoing	↑	↓
City Score Card	Computer	Ongoing		↓
Community Outreach	Presentations	Ongoing	↑	↓
Constant Contact List	Computer	Monthly		↓
Email	Computer	Ongoing	↑	↓
Magazine Publication	Printed Distribution	Annual		↓
Marquee	Signage	Ongoing		↓
Mayor's Action Center	Telephone	Ongoing	↑	↓
Meetings	Meeting	Ongoing	↑	↓
Monthly Flyers	Print/Website	Monthly		↓
Newletters	Print/Email/Website	Monthly		↓
Press Releases	Print/Electronic	Ongoing		↓
Rain Out Service	Smart Phone	Ongoing		↓
SeeClickFix St Pete	Smart Phone	Ongoing	↑	↓
Site Visit	Personal	Ongoing	↑	↓
Social Media	Internet	Ongoing	↑	↓
St. Petersburg Action Online	Website	Ongoing	↑	↓
Surveys	Print/Website	Ongoing	↑	↓
Telephone	Telephone	Ongoing	↑	↓
Television Productions	Various Media Outlets	Ongoing		↓
Voicemail	Phone	Ongoing	↑	↓
Website	Computer	Ongoing		↓
Word of Mouth	Personal	Ongoing	↑	↓



3.4.1 - Public Information and Community Relations Responsibility

Standard: A specific position in the agency shall be designated to direct the public information and community relations functions. The position serves as a point of control for information dissemination to the community and the media. The intent of the standard is to establish the authority and responsibility for developing and coordinating the agency's community relations function in an identifiable position.

Suggested Evidence of Compliance: Provide the position description that reflects responsibilities for public information and community relations functions.



Policy List

Effective Date		Effective Date
10/18/11	Accident Prevention for Maintenance Operation	06/15/12
10/18/11	Accident Report	06/03/11
10/18/11	Accidents – Employees, Volunteers	11/23/11
07/03/13	Accidents – Participants, General Public	06/03/11
06/13/13	Accounts – Delinquent	
02/13/12	Acting Supervisor Pay	06/06/12
07/25/18	After Hour Emergency Repair	08/11/11
04/19/11	Alcohol Use in Facilities	
04/22/11	Americans with Disabilities Act Compliance	
06/24/13	Annual Leave	
06/11/08	Background Checks – Criminal History	
06/26/13	Beach Cleaning	
03/21/12	Car Allowance	
08/22/18	Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillators (AEDs), and First Aid Certification	06/10/11
02/13/12	Cash Handling	07/25/18
08/22/18	Cell Phones and Communication Devices – Employees	
04/26/11	Cell Phones – Participants	06/10/11
07/23/12	Charge Card – Deposit	06/03/11
07/23/12	Charge Card – Payment Acceptance	06/09/11
11/04/11	Charitable Donations and Bequests	
02/14/12	Checks – Returned	
06/03/11	Child Abuse	
05/09/18	Childcare Absences – Elementary/Middle School	
05/22/13	Childcare Programs	
03/07/13	Code of Conduct – Facility & Park Patrons	
11/01/11	Collaboration/Partnerships with Organizations, Agencies and Grant Funders	
06/06/11	Commercial Vessel Permit	
12/06/12	Comp Time/Overtime/Call Back for Professional Employees	
08/22/18	Computer – Laptop	
08/22/18	Computer Use – Program Participants	
12/02/11	Confidential/Sensitive Information	
07/25/18	Correspondence and Promotional Materials	
06/07/11	Course Fees	
08/22/18	Data Backup and Recovery	
07/04/11	Department of Corrections State Inmate Work Program	
03/12/12	Deposit and Daily Revenue Report	
05/03/12	Disaster Preparedness – Childcare	
05/26/15	Disaster Preparedness – General Responsibilities	
05/17/13	Disaster Preparedness – Shelter for Families of Emergency Critical Employees	
04/03/12	Discrimination, Harassment, or Other Inappropriate Behavior	
11/02/12	Domestic Security (aka Home and Defense) Responsibilities	
06/07/11	Dress Code – Pool Patrons	
07/10/12	Drug Screening – Preemployment	
06/09/11	Election Procedures	
07/02/12	Email	
06/29/12	Employee Behavior – Inappropriate Communication	
11/07/11	Employee Behavior – Inappropriate Personal Relationships	
11/07/11	Employee Behavior – Lending Money	
11/28/14	Employee Development and Succession Plan	
03/16/12	Employee Dress Code and Uniforms	
11/23/11	Employee Hiring	
04/26/11	Employee Physical Contact and Interaction with Minors	
06/21/13	Employee Recruitment Incentive	
02/14/12	Employee Separation or Transfer	
06/15/12	Employee Training/Certifications – Required for Personnel	
06/03/11	Employee Training – Online Childcare Incentive Bonus	
11/23/11	Environmental – Green City Initiatives	
06/03/11	EpiPen Use	
06/06/12	Equipment Check-in and Check-out – Equipment Repair Shop	
08/11/11	Equipment Rental or Loans	
07/25/18	Facility Use	
09/20/11	Facility Use – Swimming Pool Events – Open to the Public	
06/14/11	Facility Use – Teen Event	
04/25/13	Facility Use – Youth Sports Organizations	
06/03/11	Fee Assistance	
06/03/11	Fee Instructor Program Proposal and Contract Agreement	
06/10/11	Fee Waiver Program for Low Income Seniors Age 65 and Older	
07/25/18	Feeding Wildlife and Waterfowl	
06/10/11	Field Trips – Adult/Senior Participants (Day, Overnight, and Out of State)	
06/03/11	Field Trips – Elementary, Teen Participants	
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06/05/12	Gangs	
03/15/13	Gift Shop Inventory	
04/02/12	Graffiti	
02/13/12	Grant Application and Compliance	
07/25/18	Grill Use in Parks	
11/18/14	Handling of Evidentiary Items	
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06/03/11	Head Lice	
08/28/18	Healthier Food Options at Events and Programs	
03/20/12	Healthy Lifestyles in the Workplace	
08/22/18	Herbicide Use	
04/02/12	Holidays	
02/14/12	Hours of Work	
03/20/12	Ice Machines and Igloo Coolers – Maintenance, Practices, and Sanitization	
06/27/14	Incident Report	
12/02/11	Infectious Disease Control and Biohazardous Waste Disposal	
07/02/12	Inspection of Buildings, Pools, and Surrounding Park Areas	
03/12/12	Internet Use	
04/02/12	Lamp Bulb, Ballast and Battery Disposal	
01/03/12	Late Pickup/Abandoned Participant	
06/06/12	Leave – Scheduled	
04/22/11	Liability Release – Participant	
04/22/11	Lock-in Policy	
06/05/12	Maintenance and Repair of Vehicles and Equipment	
11/08/11	Maintenance of Traffic Operations for Work Zone	
08/16/11	Traffic Control	
09/20/11	Mangrove Trimming	
06/27/14	Marquees (Signs)	
12/02/11	Meal and Rest Breaks	
09/21/11	Medication	
01/24/12	Meeting Documentation	
04/13/12	Mileage Reimbursement	
06/20/11	Minors – Unsupervised	

SUBJECT: Media Contact

POLICY:

The following policy is established to provide guidelines governing contact with the media. The Marketing Department has been designated as the City's primary contact with the media. Parks and Recreation Department information is disseminated to the community and media by the marketing staff and by a designated department Information Specialist. The Information Specialist is responsible for releasing information and distributing press releases. The Marketing Department is to receive a copy of all news releases sent to the media. The employee shall inform their Manager and the Manager shall inform the Information Specialist as Superintendent of all media contacts as soon as practical.

PROCEDURE:

- I. Official City news releases must be distributed through the Marketing Department, with the exception of those news releases generated through the department Information Specialist.
- II. Employees may respond to specific media questions related to their normal and routine job tasks. Broader questions regarding general department and/or division activities and official policy statements related to the operations of the department must be directed to the manager for response. The employee shall inform their Manager and the Manager shall inform the Information Specialist as Superintendent of all media contacts as soon as practical.
- III. The Manager and Information Specialist are to be advised of all media contact via phone message or e-mail. Provide a brief summary of the contact, the reporter's name and organization, and an indication of when the item may appear in the media.
- IV. The department director or designee will advise the Mayor's Office of any media inquiries, which are of a broad policy nature (in any way non-routine or controversial or which may impact more than one City department).
- V. Official public records requests received from the media are to be handled through the City Clerk's Office.

Referenced:
[City of St. Petersburg Administrative Policy #030200 Media Contact](#)

Effective Date: 12/02/11
 Replaces Policy Dated: 09/24/09
 Approval: *Shy K. McBee*



3.4.2 - Community Relations Plan

Standard: The agency shall have an established community relations plan that identifies and addresses community needs for all segments of its service population, which is evaluated periodically for effectiveness.

Suggested Evidence of Compliance: Provide the community relations plan and latest evaluation. The community relations plan shall address the following:

- Community relations policies for the agency;
- Process and procedure for establishing contact with community organizations and other community groups;
- Training needs for staff and community.

The community relations plan and marketing plan is often included in a single document.



Parks and Recreation Community Relations Plan

Updated 1/2019



Parks and Recreation Community Relations Plan

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Parks & Recreation Department Policies and Procedures

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Community Services Strategic Goals and Services

Community Programs

Appendix

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- City of St. Petersburg Administrative Policies
 - #020300 – *Relations with Neighborhood Associations & Community Groups*
 - #020301 – *Public Notification of City Projects*
 - #020100 – *Interaction with Citizens*
 - #020200 – *Responding to Inquiries and/or Complaints from the Public*
 - #020400 – *Complete Streets*
- Parks & Recreation Department Policies and Procedures
 - Outreach and Advocacy*
 - Collaboration/Partnerships with other Organizations, Agencies, and Grant Funders*

B. Organizational Chart

- City Management Organizational Chart

C. Communication Matrix - External

D. Citizen Advisory Boards/Committees

E. Neighborhood/Business Association Listing

F. Staff Liaison List – Community Groups

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3.4.3 - Marketing Plan

Standard: The agency shall have an established marketing plan, based on market research that is evaluated periodically for effectiveness. The fundamental principle of marketing is to gain an understanding of customer needs, wants, concerns and behaviors. The marketing plan addresses the appropriate mix of communications tools to promote agency programs, facilities, events and services and to provide accurate, timely and useful information to the various segments of the target audience.

Suggested Evidence of Compliance: Provide the plan and latest evaluation. The plan shall include:

- Marketing objectives;
- Situation assessment, to include:
 - Examination of demographic trends
 - Economic climate
- Market coverage by alternative providers;
- Segmentation, targeting, and positioning;
- Marketing mix;
- Marketing methods
- Evaluation criteria and methods.
- Research is important to support segmentation, targeting, and positioning. Common evaluation methods include surveys, focus groups, customer comment cards, and mystery shopping.



St. Petersburg Parks & Recreation Department

Marketing Plan

2019



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3.4.3.1 - Marketing Responsibility

Standard: A specific position shall be designated to direct the marketing function. Marketing functions shall be the responsibility of a permanent position of the agency that works closely with all agency units in developing, coordinating, and implementing the agency marketing plan.

Suggested Evidence of Compliance: Provide the position description that includes responsibility for marketing.



3.4.3.1 - A. Information Specialist Job Description



Position Title:	Information Specialist II	Pay Grade:	PRO.PB3 (Rev. 10/1/2018)
Department:	As Assigned	Bargaining Unit:	PRO
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	1/17; 8/16; 4/16; 2/88	W/C Code:	8810
Established Date:	12/74	EEO Category:	Professionals
Supervisory Work:	Not Applicable	EEO Code/Name:	0202 Public Admin Worker

Job Overview Summary:

This is responsible marketing, promotional and informational work in the preparation of marketing materials, publicity and development of promotional programs and material designed to improve employee and public awareness of City services, activities, programs, plans and projects. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed by an administrative supervisor through conversation, observation and analysis of prepared materials.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.



3.5 - Utilization of Technology

Standard: Technology shall be used to enable the agency to operate more efficiently and effectively. The agency should research and apply such resources progressively.

Suggested Evidence of Compliance: Provide examples of progressive adoption, upgrade, installation, and/or use of technology. Examples could include but are not limited to communications and security systems, energy and records management systems, data management and sharing systems, lighting and irrigation systems, work orders and work assignment applications, financial systems, and class registration systems.





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3.5.1 - Management Information Systems ★

Standard: The Agency shall have management information systems that can produce reliable statistical and data summaries of agency activities, such as daily, monthly, and annual reports for use in management decision-making. The reports shall provide comparative data and statistics.

Suggested Evidence of Compliance: Provide examples of recent statistical and data summaries and describe their use in management decision-making.





City of St. Petersburg Program Status Report

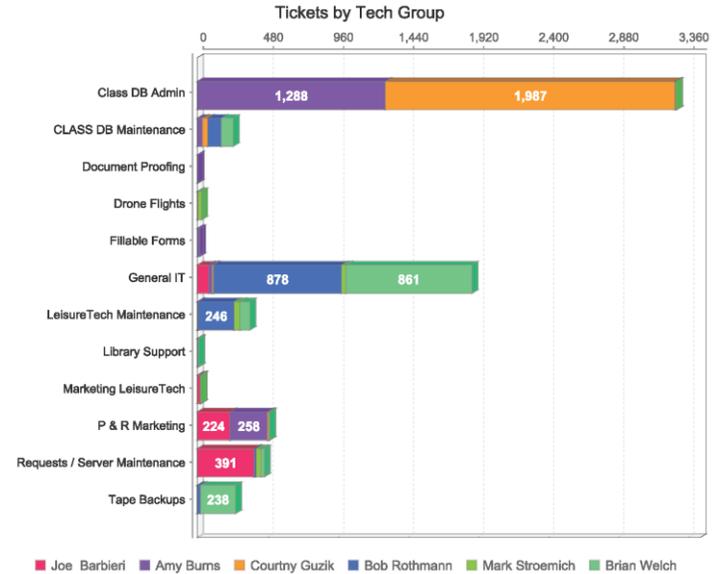
Printed: 16 Nov 2018, 10:33 AM
User: class

Status: Active

Session: 2018 October Registration Session

Barcode	Title	Starts	Status	Min	Max	Req	Wait	Res	Total \$
Brochure Section: AC									
Facility: Azalea Recreation Center									
191844	Drawing	1-Oct-18 11:00:00AM	A	4	10	4	0	0	\$96.00
191846	Exploring the Arts - Youth	3-Oct-18 4:30:00PM	A	4	10	5	0	0	\$62.50
191854	Pottery - Adults	2-Oct-18 12:30:00PM	A	4	8	8	0	0	\$400.00
191857	Pottery - Adults	2-Oct-18 3:30:00PM	A	6	17	11	0	0	\$550.00
191858	Pottery - Adults	2-Oct-18 6:30:00PM	A	6	17	10	0	0	\$550.00
191865	Pottery - Adults	1-Oct-18 6:30:00PM	A	6	12	9	0	0	\$450.00
192349	Pottery - Youth	4-Oct-18 3:30:00PM	A	2	10	9	0	0	\$315.00
191870	Stained Glass with Fused Glass	3-Oct-18 6:30:00PM	A	4	8	4	0	0	\$56.00
191872	Watercolor Painting	1-Oct-18 9:30:00AM	A	1	20	12	0	0	\$265.00
191873	Woodcarving	2-Oct-18 12:00:00PM	A	4	15	5	0	0	\$100.00
						77	0	0	\$2,794.50
Facility: Bay Vista Recreation Center									
191848	Mosaics - Adult	3-Oct-18 1:00:00PM	A	3	10	3	0	0	\$75.00
191852	Oil & Acrylic Painting - Beginners	2-Oct-18 10:30:00AM	A	5	15	3	0	0	\$83.20
191853	Oil & Acrylic Painting - Beginners	3-Oct-18 5:00:00PM	A	5	15	9	0	0	\$204.80
191855	Pottery - Adults	2-Oct-18 9:30:00AM	A	3	10	4	0	0	\$180.00
191856	Pottery - Adults	4-Oct-18 6:30:00PM	A	1	15	8	0	0	\$299.00
						27	0	0	\$842.00
Facility: Roberts Recreation Center									
191843	Drawing	4-Oct-18 6:30:00PM	A	3	20	9	0	0	\$204.00
191847	Knitting & Crocheting	2-Oct-18 6:00:00PM	A	2	10	4	0	0	\$80.00
191850	Oil & Acrylic Painting	1-Oct-18 12:30:00PM	A	1	20	8	0	0	\$234.00
191851	Oil & Acrylic Painting	1-Oct-18 3:00:00PM	A	2	20	0	0	0	\$0.00
191859	Pottery - Adults	4-Oct-18 3:00:00PM	A	6	17	10	0	0	\$500.00
191860	Pottery - Adults	3-Oct-18 6:30:00PM	A	6	17	5	0	0	\$250.00
191861	Pottery - Adults	4-Oct-18 6:30:00PM	A	6	17	9	0	0	\$450.00
191862	Pottery - Adults	1-Oct-18 6:30:00PM	A	6	17	7	0	0	\$350.00
191863	Pottery - Adults	2-Oct-18 6:30:00PM	A	4	12	6	0	0	\$270.00
191864	Pottery - Adults	3-Oct-18 10:00:00AM	A	4	13	7	0	0	\$315.00
191867	Quilting	3-Oct-18 10:00:00AM	A	5	12	6	0	0	\$180.00
191869	Stained Glass	1-Oct-18 9:30:00AM	A	4	6	2	0	0	\$33.80
191871	Watercolor Painting	1-Oct-18 10:30:00AM	A	2	25	0	0	0	\$0.00
						73	0	0	\$2,856.60
Facility: Shore Acres Recreation Center									
191868	Quilting	2-Oct-18 6:30:00PM	A	1	6	2	0	0	\$49.00
						2	0	0	\$49.00
Facility: Sunshine Center									
191849	Oil & Acrylic Painting	5-Oct-18 12:30:00PM	A	2	15	4	0	0	\$112.00
						4	0	0	\$112.00
Total for Brochure Section: AC									
						183	0	0	\$6,654.10
Brochure Section: CAMP									
Facility: Boyd Hill - Environmental Studies Area									
192198	Pioneer Camp	15-Oct-18 9:00:00AM	A	1	25	9	0	0	\$270.00
						9	0	0	\$270.00

Closed Tickets
Tickets closed between 2/26/18 12:23 pm and 2/26/19 12:23 pm



Tickets

	Joe Barbieri	Amy Burns	Courtney Guzik	Bob Rothmann	Mark Stroemich	Brian Welch	Total
Class DB Admin	0	1,288	1,987	4	1	0	3,280
CLASS DB Maintenance	0	36	36	93	0	79	244
Document Proofing	0	4	0	0	0	0	4
Drone Flights	5	0	0	0	23	0	28
Fillable Forms	0	15	0	0	0	0	15
General IT	79	23	9	878	30	861	1,880
LeisureTech Maintenance	6	1	0	246	40	66	359
Library Support	0	0	0	6	0	2	8



3.6 - Records Management Policy and Procedures

Standard: The agency shall have established policy and procedures for control, maintenance, and retention of records that are periodically reviewed. Records management policies and procedures address retention, disposal, access, disclosure and distribution of documents, including freedom of information requests, and they must be consistent with legal requirements.

Suggested Evidence of Compliance: Provide records management policy and procedures and a copy of the most recent review.



Policy List

Effective Date	Effective Date
Monthly Report 04/20/09	Solicitation of Business or Contributions 05/15/12
Movies 08/12/11	St. Pete Values 07/14/11
Mowing, Edging, and Power Leaf/Debris Blowing 08/14/12	St. Petersburg Regional Skatepark 06/14/18
Outreach and Advocacy 03/06/12	Staff Member in Charge (S.M.I.C.) Certification Bonus 09/15/11
Overtime for Nonprofessional Employees 06/05/12	Swim Test – Camp Participants 09/15/11
Palm Tree Trimming 08/16/11	Teen Events (Public) – Parks and Recreation
Park Permit 07/23/12	Department Sponsored 09/15/11
Parking on Parkland 03/20/12	Teen Media 11/04/11
Participant Discipline 05/10/11	Telephone Calls – Long Distance 06/19/12
Payroll Time Records 08/06/12	Tobacco Free Workplace 04/01/15
Personal Protective Equipment 06/20/11	Transportation of Volunteers or Participants in
Petty Cash 04/19/12	Personal Vehicle 10/07/11
Pinellas County Sheriff's Inmate Work Crew Program 10/20/11	Travel – Training 09/26/12
Planning and Research Function and Responsibilities 02/12/12	Trees and Recreational Activities 03/14/18
Plaques and Monuments 02/14/12	Trends Analysis 10/08/12
Playcamp – Age Requirements 12/02/11	Use of Metal Detectors in Parks 11/21/17
Playcamp/Teen Camp – Attendance Records 12/02/11	Use of Turf Equipment 06/29/11
Political Activity – City Employee 03/13/12	Vehicle Accident 06/19/12
Political Activity – Solicitation of Petition Signatures 02/07/12	Vehicle Towing 05/16/12
Political Campaign Materials 02/07/12	Vehicle Use 12/06/12
Pool Rules 04/26/11	Vendors – Mobile 06/29/15
Post Critical Incident Counseling and Services for Employees 06/18/15	Vendors – Mobile Whole or Uncut Produce 07/06/16
Prescribed Fire 03/21/13	Volunteers – Adult 12/06/12
Printed Materials for Display or Dissemination 04/12/12	Volunteers – Short-Term 06/19/12
Private Instruction in City Parks 04/03/12	Volunteers – Teen 12/04/12
Program Evaluation 03/03/15	Weather – Severe Conditions 07/16/12
Proctor Use 04/12/12	Weather – Tornado Plan 07/16/12
Purchasing Card 01/28/16	Workers' Compensation 07/25/18
Purchasing – Purchase Request 03/20/12	
Quality Assurance 02/09/12	
Record Retention 10/31/18	
Records – Confidential 11/26/18	
Recycling 11/05/14	
Refund or Credit Requests 03/06/12	
Release of Information in the CLASS Software Program 06/18/18	
Removal of City Property, City Equipment 08/09/11	
Removal of Unattended Items 10/03/13	
Requests for Information to Contact Participants/Employees 05/23/12	
Research 04/09/12	
Resident and Nonresident ADVANTAGE Membership 08/12/11	
Risk Management 08/24/12	
Safe and Drop Box Use 06/10/11	
Sales Tax 07/16/12	
Satisfaction Guarantee 07/25/18	
Scheduling Conflicts for Events in City Parks or Street Closure 05/31/12	
Search & Seizure Guidelines 04/12/12	
Securing of Movable Soccer Goals 05/14/12	
Security (Facility) 12/02/11	
Security (Lockdown) 12/02/11	
Sexual Predator/Offender Information 06/19/12	
Shift Differential 07/02/12	
Showmobile 04/22/11	
Skate Park Rules 07/25/18	
Skates, Skateboards, and Bicycles 05/16/12	
Smoking/Use of Tobacco Products 04/13/12	

SUBJECT: **Record Retention**

POLICY:

All records must be retained according to the State of Florida's established retention schedule. The Parks and Recreation administrative services manager shall coordinate record retention. Records no longer considered active shall be transferred to the City's authorized records management coordinator for further retention and disposition.

It is the responsibility of each supervisor to ensure that all records for their programs are boxed and the Records Transmittal forms are completed correctly.

Each year the record retention process should be initiated in September and completed by the end of October. Records from the current and previous year should be kept on-site for reference throughout the year. Any records prior are to be stored according to the following guidelines. Sites with childcare may store records on-site for two years based on licensing regulations.

Records are required to be stored for varying numbers of years as indicated in the table. Records requiring different lengths of retention must be placed in different boxes. Records with different retention schedule codes (but same number of years) may be placed in the same box. If you have any questions, call the Parks and Recreation administrative services manager.

RECORD TYPE	Retention Years	Schedule Code
Childcare – Before school, after school and summer, i.e., registrations, applications, permission slips, behavior logs, hold harmless forms, attendance rosters, medication forms, lesson plans, Licensing/Health Dept./CCC documents, etc.; JWB grant records (registration/attendance-based grants); All accident and incident reports;	7	GS1-SL-257
Registration records – all other non-childcare program registrations, i.e., fee classes, swim lessons, adult programs; resident/nonresident; hold harmless; skateparks; Red Cross training records; fee instructor contracts	7	GS1-SL-296
Grant Files: Summer Food Service Program and Snack Program (not JWB)	5	GS1-SL-348
Building and grounds inspections, safety inspections, work orders	5	GS1-SL-193
Receipt of petty cash; Purchasing Card receipts; vendor invoices; purchase orders	5	GS1-SL-340
Cash collection records, i.e., receipt listings, register tapes, receipt books, cash register tapes, DRR's, deposit logs	5	GS1-SL-365
Facility rental records, false alarm records	5	GS1-SL-270

Refer to references at end of policy



3.6.1 - Records Disaster Mitigation and Recovery Plan and Procedures

Standard: There shall be an established records disaster mitigation and recovery plan and procedures that are periodically reviewed for protecting records, storing them and recovering critical information after a disaster.

Suggested Evidence of Compliance: Provide the records disaster mitigation and recovery plan and procedures and a copy of the most recent review.



CITY OF ST. PETERSBURG, FLORIDA
DISASTER OPERATIONS PLAN
2016-2017



(THIS PLAN SUPERSEDES ALL PREVIOUS EDITIONS, WHICH SHOULD BE DESTROYED)

THIS PLAN IS PUBLISHED AND DISTRIBUTED BY THE OFFICE OF EMERGENCY MANAGEMENT,
ST. PETERSBURG FIRE RESCUE

CITY OF ST. PETERSBURG
DISASTER OPERATIONS PLAN

ANNEX Z

DISASTER PREPAREDNESS AND RECOVERY PLAN FOR CITY RECORDS

Primary Agency: Mayor's Office: City Clerk - Central Records

Support Agencies: All staff agencies, departments, and offices.

References: City of St. Petersburg Administrative Policy 030101, entitled Maintenance and Retention of Public Records, dated 5/17/1999

Mission Assignment: Promulgate plans and procedures for the protection, recovery, and restoration of city records.

EMAP Standard Referenced: 4.6.5

DISASTER PREPAREDNESS

INTRODUCTION

Disaster preparedness is the comprehensive term that describes strategies employed to protect your resources from unexpected or accidental loss from external causes. Administrative Policy 030101 describes the importance of 1) maintaining City records so that governance is not disrupted nor inhibited, and 2) maintaining City records in conformity with Florida State Statutes. To pursue these responsibilities in the face of an emergency event or disaster reflects an essential element of government continuity.

GENERAL

Listed below are the precautions that should be implemented when notified of an impending disaster:

- Assign preparedness responsibilities to department staff.
- Backup all computers and store data/information, portable media off-site. Turn-off and unplug all electronic equipment including computers, printers, copy machines, fax machines, and phones.
- Place your name (in ballpoint pen) on masking tape and affix to the side of your computer, monitor, keyboard, phone, office furniture and files.
- Move all electronic equipment into a windowless room, if possible. Stack small equipment neatly on tables and desks.
- Cover all electronic equipment in plastic sheeting and seal with duct tape.
- Move all furniture from offices with windows into a windowless room and stack near the center of the room. Close windows, blinds, and doors to those offices with windows.

Z-1

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