

City of St. Petersburg
Committee of the Whole
July 21, 2022 @ 8:30
City Hall, Room 100

Members: Council Chair Gina Driscoll, Council Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Lisset Hanewicz, Deborah Figgs-Sanders, Lisa Wheeler-Bowman and Richie Floyd

Support Staff: Tricia Terry – Legislative Aide

1) Call to Order

2) Approval of Agenda

3) Approval of:

April 21, 2022, April 28, 2022, May 3, 2022, May 5, 2022 & May 19, 2022 Meeting Minutes

4) New Business – July 21, 2022

FY23 Budget Follow Up -

Tom Greene, *Assistant City Administrator*
Liz Makofske, *Budget Director*
Brian Caper, *Economic Development Manager*
Richard Prince, *Urban Affairs Manager*
Leah McRae, *Education Manager*
Stephanie Owens, *Deputy Mayor*

Attachments:

- 1) Memorandum – FY23 CIP Budget Committee of the Whole Follow Up
- 2) Memorandum – FY23 Operating COW Follow Up
- 3) Memorandum – Tom Greene
- 4) PowerPoint Presentation

4) Upcoming Meeting Dates & Tentative Agenda Items

July 28, 2022 @ 2:00

- a) Disparity Study Part 2
- b) City Council Policy and Procedures Manual
- c) Conflict Resolution (2013-527) Discussion

August 25, 2022 @ 2:00

- a) St. Pete 2050

General Attachments:

April 21, 2022, April 28, 2022, May 3, 2022, May 5, 2022 & May 19, 2022 Meeting Minutes
Pending and Continuing Referral List
Agenda Item Support Material

**City of St. Petersburg
Committee of the Whole
Meeting Minutes for April 21, 2022**

Present: Chair Gina Driscoll, Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Lisset Hanewicz, Deborah Figgs-Sanders, and Richie Floyd

Absent: Council Member Lisa Wheeler-Bowman

Also Present: Assistant City Administrator Tom Greene, Chief Assistant City Attorney Jeannine Williams, City Administrator Rob Gerdes, City Clerk Chan Srinivasa, Budget Director Liz Makofske, Budget Management Analyst III/CIP Coordinator Stacey McKee, Development Coordination Managing Director Chris Ballestra, Engineering Director Brejesh Prayman, Fire Chief James Large, Real Estate and Property Management Director Alfred Wendler, Assistant Police Chief Michael Kovacev, Fire and Safety Training Chief Richard Ganci, Public Works Administrator Claude Tankersley, Transportation and Parking Management Director Evan Mory, Community Services Director Susie Ajoc, Parks and Field Superintendent Bryan Eichler, Leisure Services Administrator Mike Jefferis, Water Resources Director John Palenchar

Support Staff: Tricia Terry, Legislative Aide

1. **Call to Order** – 10:00AM
2. **Approval of Agenda** – CM Gabbard motioned for approval. All voted in favor.
3. **New Business** – April 21, 2022

New Business: FY 2023 CIP Budget

After starting the meeting, Chair Driscoll turned the floor over to Assistant City Administrator Tom Greene, who provided a brief introduction, including a video of Mayor Welch's remarks on the CIP Budget. Mr. Greene informed us that the Mayor will provide his recommended budget on July 15.

Liz Makofske, Budget Director, then started her presentation on the preliminary FY23 CIP Budget for the City of St. Petersburg. Ms. Makofske explained the CIP budget process for the departments, including currently budgeted items and items that will be budgeted in the next 5 years. The FY23 CIP Budget totals \$114.457 million. Ms. Makofske went on to explain the increase from tourist dollars to the area, as well as the adjustments to be made in the summer months when the County and State provide their updated numbers.

Next, Stacey McKee, Budget Management Analyst III and CIP Coordinator, presented the Housing and General Funds. As Ms. McKee explained, the Housing Capital Improvement Fund's resources were established through the General Fund and will continue to be supported by the General Fund. In FY23 \$675,000 is budgeted for the Affordable Workforce Housing Program. This amount both continues the program and repays draws that were made from the Economic Stability Fund Credit Line.

Vice-Chair (VC) Gabbard asked to clarify the repaying of the draws. City Administrator Rob Gerdes elaborated that the city had committed \$1 million to the Arya Development (54th Avenue, between 1st and 4th Street North) and \$750,000 that was drawn for the Russell Street acquisition. Mr. Greene added that \$75,000 would go towards repaying the \$750,000, which was an interest-free advance from the Economic Stability Fund that will be repaid evenly over the next 10 years.

Ms. McKee went on to cover the General Capital Improvement Fund. Projects funded under this plan include repairs and improvements to City Hall and the Municipal Services Center at \$1,015,000, as well as various Pier improvements funded by a \$645,000 transfer from the Pier Operating Fund.

Council Member (CM) Montanari asked for further information on the Pier Splashpad resurfacing, soil/sod drainage improvements, and Pier warranties. Mr. Ballestra explained that roughly 2.5 million people visit the Pier each year, and the splashpad and children's playground are the heaviest utilized assets. The original surface coating had pits for traction, which are rapidly expanding. As for the soil sod drainage improvements, Mr. Ballestra explained that under the Echelman sculpture, heavy utilization during events and rainy seasons has caused the grass to get torn up. Subsurface repairs will prevent ponding and subsequent tearing up of the grass. Mr. Ballestra also stated that the longest warranty item was 12 months, which would make it expired as of July 2021.

CM Hanewicz asked if grants were considered for the Pier shade shelter. Mr. Ballestra stated that they will seek and apply for any third-party resources for funding. Chair Driscoll brought up the shade structure on Spa Beach and its donor, the American Dermatological Society. Mr. Ballestra confirmed the donation but explained that the type of shade structures they are looking for would be fabric/lighter structures rather than the Spa Beach shade structure.

Chair Driscoll asked about the number of kiosks expected for the \$40,000. Mr. Ballestra did not give a specified number, only explained that several vendors were added without fixed kiosks.

CM Montanari asked about the sound system that is unfunded for the Pier. Mr. Ballestra explained that there was not one included in the construction of the Pier, but from an operator perspective, a paging system would be paramount during an emergency. Although it would be beneficial for safety, it is not a mandatory requirement.

Ms. Makofske took over to cover the Penny Funds and explained that this revenue comes from sales tax. The first of the four funds included in the Penny Funds is the Public Safety Capital Improvement Fund. Some of the projects funded include \$576,000 for police take home vehicles and \$4.125 million for the construction of Fire Station 2. There are several unfunded requests in FY23, including a new Fire/Police K-9 Compound and Training Facility and the recommissioning of Fire Engine 1. CM Figgs-Sanders asked for a current list of Penny Projects for FY23, and Ms. Makofske directed her to page 10 which includes the 5-year plan for this fund. CM Figgs-Sanders asked if projects could be added to the 5-year plan, to which Ms. Makofske stated that they can.

CM Gabbard asked why Rescue 13 was not added as a budget line item. Fire Chief Large explained that Rescue 13 would be covered in the County's budget. CM Gabbard asked if there was a timeline for the County's budget process. Chief Large stated that he does not have a timeline, and that they are just negotiating if there should be a Rescue 13.

CM Montanari then inquired about Engine 1. Chief Large indicated that Downtown and Carillon have been identified as the two highest risk areas. With that, they would like to have Engine 1 back in the rotation. However, there is not an immediate need for Engine 1, just a preemptive ask.

CM Montanari then asked about Fire Station 2 and how the City came up with the 4.1 million figure for the construction cost. Real Estate and Property Management Director Alfred Wendler explained that he has been negotiating with Tyrone Middle School and received a verbal commitment to put Fire Station 2 on the NW corner of the property, where there is already a signalized intersection. Mr. Greene explained that they looked at the recently constructed Fossil Park Station and Engineering was able to create an estimate. Mr. Prayman indicated that there will most likely be cost escalation and they will provide updates when available.

Chair Driscoll brought up the unfunded K-9 and Fire Training Facility. Mr. Greene explained that they would need additional information for the project to equitably divide the costs over the next five years. Chief Kovascev explained that location of the facility will be a key point for the cost. Police and Fire have been working together to discuss a mutual budget item. Chief Kovascev also met with Raul Quintana and was given a breakdown of upfront costs, about \$1.1 to \$1.2 million. Additionally, the location along Lake Maggiore would need to be negotiated with other departments, like Sanitation and Parks and Recreation.

Ms. Makofske then presented a summary on the Citywide Infrastructure Capital Improvement Fund. CM Montanari brought up his request to increase the street and road improvement fund by \$1 million. Public Works Administrator Claude Tankersley gave further clarification about the calculation of lane miles that will be funded by the current \$4.25 million. Additionally, CM Montanari brought up his request for signal mast arms and was informed by Ms. McKee that some of the funding for these will be covered in the Operating Budget. General discussion took place about grant opportunities under the bipartisan infrastructure law. VC Gabbard discussed the prioritization process for sidewalks. Mr. Tankersley discussed the current repair prioritization and Mr. Mory discussed potential creation and implementation of an updated sidewalk master plan.

Ms. Makofske presented the third Penny Fund, the Recreation and Culture Capital Improvement Fund. This fund includes several line items including library, parks, recreation centers, Coliseum, and Sunken Garden improvements. VC Gabbard inquired about drainage improvements for lower lying parks and ball fields. Mr. Eichler explained that most of these repairs are covered in the Operating Budget, as they are addressed in-house by Parks staff. CM Hanewicz brought up resurfacing of tennis courts. Mr. Eichler explained the ongoing need to address courts that have major erosion issues, but there is a lack of funding available for lesser repairs. Chair Driscoll asked that City Council be provided with the priority list that are submitted by the departments during the line-item review process. CM Figgs-Sanders indicated that she will be following up with a new business item for this topic.

After a short recess, CM Montanari asked about the Bandshell improvements being on the unfunded list. Mr. Greene indicated that there may be additional funding opportunities that may be available for this project.

The last Penny Fund, the City Facilities Capital Improvement Fund, was presented by Ms. Makofske. Projects under this fund include \$350,000 for the Manhattan Casino HVAC replacement, \$200,000 for City Facilities Roof/Waterproofing, and \$190,092 for Transfer Repayment Debt Service.

Next, Ms. McKee gave a brief overview of the first two Enterprise Funds: The Downtown Parking Capital Improvement Fund and The Tropicana Field Capital Projects Fund.

Ms. McKee then went on to cover the Water Resources Capital Projects Fund. Per the rate study, this fund is currently at a 50-50 cash to debt ratio. Projects include lift station rehabilitation and improvements, sanitary sewer collection system, reclaimed water system improvements, and water treatment supply. VC Gabbard highlighted the \$500,000 included in the budget for the design and engineering of Reclaim Water Metering. However, implementation does not take place until FY 2025. Mr. Palenchar, Water Resources Director, explained that physical installation would come after thorough discussions on the implementation and commitment to these meters. CM Montanari asked if the design and engineering is just a study. Mr. Palenchar indicated that it was for program development, including elements like technology, installation zones, engineering, and implementation components.

Ms. McKee then moved on to give an overview of the Stormwater Drainage Capital Projects Fund. This fund is also 50-50 cash to debt ratio. Projects include stormwater management projects, stormwater drainage improvements, and lift station improvements.

Ms. McKee then presented the Airport Capital Projects Fund. No projects were included in the five-year plan, and \$75,000 was included to be transferred to the Operating Fund. CM Montanari expressed concern for the zeroed-out budget and asked for a date to see the Request For Proposals (RFP) that Administration will put out for the two studies (Economic Impact & Alternatives Analysis) on the Albert Whitted Airport. Mr. Ballestra stated that these RFPs should be out by next week. Mr. Ballestra also explained that a lot of airport funding comes from Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) grants. Mr. Greene reiterated that there is a pause on grants and funding until the studies have taken place. General discussion took place on the impact of zeroing out the airport budget will have on potential future grant opportunities.

CM Montanari motioned to restore the capital improvement funding for the Albert Whitted Airport. Motion passed unanimously.

Ms. McKee summarized the Marina Capital Improvement Fund. There is one project in FY 2023, which is the marina facilities improvement project for \$250,000. Chair Driscoll asked what this project includes. Mr. Ballestra stated that this includes smaller repairs and anticipated minor improvements that will most likely be undone once the Marina is ultimately replaced.

Ms. McKee presented the Golf Courses Capital Projects Fund, which includes the Twin Brooks Golf Course maintenance building and parking improvements for \$450,000. Ms. McKee then moved on to state the Port Capital Improvement Fund has no projects on deck.

Ms. Makofske then covered the Bicycle/Pedestrian Safety Improvements Fund, including projects like the 71st Street Trail Connection, bike lanes along Central Avenue between 31st and 34th Street, and a separated bike lane to connect the SunRunner Bus Rapid Transit corridor to the Pinellas Trail at 1st Avenue North. Ms. Makofske explained that there are no projects in the Tax Increment Financing Capital Improvement Fund as of right now. The same can be said for the Weeki Wachee Capital Improvements Fund.

Lastly, Ms. Makofske presented the final fund of the day, the Multimodal Impact Fees Capital Improvement Fund. This fund includes \$350,000 for the Complete Streets Program, \$200,000 for City Trails, and \$500,000 for Downtown Intersection and Pedestrian Facilities.

With no further business, Chair Driscoll adjourned the meeting at 12:56PM.

**City of St. Petersburg
Committee of the Whole
Meeting Minutes for April 28, 2022**

Present: Chair Gina Driscoll, Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Lisset Hanewicz, Deborah Figgs-Sanders, Lisa Wheeler-Bowman and Richie Floyd

Also Present: City Attorney Jackie Kovilaritch, Assistant City Attorney Macall Dyer, City Administrator Rob Gerdes, Assistant City Administrator Tom Greene, City Clerk Chan Srinivasa, Engineering Director Brejesh Prayman, Interim City Development Administrator Joe Zeoli, Development Coordination Managing Director Chris Ballestra, Enterprise Facilities Planning Manager David Wirth, Senior Professional Engineer Marshall Hampton, and Engineering Design Manager Evan Birk

Staff: Tricia Terry, Legislative Aide

1. **Call to Order** – 3:00PM
2. **Approval of Agenda** – CM Gabbard motioned for approval. All voted in favor.
3. **Approval of the March 31 & April 7 Minutes** – CM Montanari motioned for approval. All voted in favor.
4. **New Business** – April 28, 2022

St. Petersburg Municipal Marina

Chair Driscoll started the meeting then turned the floor over to Joe Zeoli, Interim City Development Administrator. Mr. Zeoli then gave a brief overview of the McLaren Technical Report that was recently completed. This overview included previous steps, the two options for redevelopment (The City v. Developer), concerns heard, and next steps.

Brejesh Prayman then summarized the McLaren Report, an independent report and detailed analysis of the marina redevelopment. Marshall Hampton, Senior Professional Engineer and Project Lead for the marina redevelopment, covered the scope of work and two scenarios: (1) Public (The City) or (2) Private (Safe Harbor Development). The City's scenario would include long-term improvements including Demens Landing, whereas the SHD would only include utility upgrades for the South Basin Piers. Mr. Hampton went over the schedule comparison between the two scenarios, as well as project costs (hard and soft costs). Mr. Hampton explained the cost estimate of \$63 million for the City to do the entire project. Mr. Prayman assured City Council the City's Engineering Department would be heavily involved in the design and permitting of the marina, regardless of which scenario they choose.

Mr. Zeoli went over the private redevelopment scenario and communication that has happened after the last meeting regarding the Marina. With additional scope of work, the price point would be brought up to an estimated \$45 million.

Mr. Prayman went over the specifics of the public redevelopment effort. The overall price estimated at \$63 million. The cost of Demens Landing, Piers 3 and 4, as well as the cost of pilings, and the City requiring a larger contingency fund than the developer being the main difference between the cost of the two scenarios.

Mr. Zeoli explained that debt would need to be issued in scenario 1, and loss of revenue would generate a net loss in the early years. After stabilization, profit would be allocated to the Marina Operating Fund and the Marina CIP Fund and potential future rehabilitation of the marina. Any dollars after would go to the City's General Fund. In scenario 2, the operator would absorb profits and expenses, with the city earning revenues from the lease agreement. Additionally, any revenue to the City would go to the General Fund and not the Marina, as the City would not be responsible for repair during the lease period.

Mr. Zeoli made the distinction between privatization and private management. Scenario 2 would not, in his opinion, be privatization but rather private management as the lease agreement has been built. The City would be able to terminate leasing agreements and regain full control of the City's asset. Mr. Zeoli also touched on the additional expertise that SHD has brought forward. There had been some concern over SHD not having saltwater experience. Part of the agreement would be contingent upon SHD proving they have operational expertise on staff. Operationally liability would also be significantly less with SHD.

Mr. Zeoli stated that with private management, there would be an increase in public use, with current concept plans to remove fencing along the waterfronts. New configurations of docks would allow control points, while giving the public more access to the waterfront. Mr. Zeoli also covered additional benefits assumed with the SHD plan.

Chair Driscoll allowed Administration to make any additional comments. She clarified that the item failed in 2021 regarding a referendum proposal for the SHD. There was one person who made a motion with no second. It was then sent to a committee to investigate the scenario of the city doing the redevelopment. Chair Driscoll also pointed out that there are some things that are included in the City's total cost that are not included in the developer's total cost. There was never an RFP done and there are still options available.

CM Hanewicz inquired about service life of asset. Mr. Prayman explained the difference in design life and service life. Mr. Hampton concurred that the design life would be 50 years, while the actual service life will be closer to 75-100 years. CM Hanewicz brought up the lack of financial planning for assets with a limited-service life. Mr. Zeoli explained that rate increases could cover the debt service over a 20-year period.

CM Montanari brought up the apples-to-apples comparison that he was given, which was \$63 million for the City to redevelop the marina versus \$59 million in costs for SHD to do all of the same work. Mr. Zeoli clarified that the costs they are looking at are out of pocket costs, because SHD absorbs their contingency funding in the line items. Mr. Zeoli stated that SHD would take a financial risk to redevelop the marina, with the investment coming later in the revenues generated during their operational period. CM Montanari also discussed TIF dollars being a potential funding pool for the marina, as they were similarly used for the Pier. Mr. Zeoli explained that there is capacity in the TIF fund, however, the County would need to approve all projects. There was further discussion on the timeline if an RFP was issued.

CM Floyd asked to clarify Guaranteed Maximum Price (GMP), displacement of residents during construction, and subsidy from the General Fund. Mr. Prayman discussed unforeseen costs and how these differ between

private and public redevelopment. Mr. Zeoli explained that they do not see an issue with evictions and that the current tenants have been well-informed about the upcoming project. Mr. Greene expanded on the issuance of bonds and the use of the General Fund to subsidize costs for a period, until rate increases catch up to match the debt service. Mr. Zeoli indicated that they would provide more financial information at a later date.

Vice-Chair (VC) Gabbard asked to clarify the rate increases. Mr. Zeoli indicated that they have begun raising rates last year, with a 10% increase. Additionally, a private developer could raise the rates as soon as they assume management in a lease agreement to cover construction costs.

CM Figgs-Sanders wanted to assure the safety and quality of life for the residents of the marina. Mr. Ballestra agreed that our residents need to be prioritized. Mr. Zeoli also indicated that they have investigated SHD and how well they manage residents and any concerns and believe this to not be an issue.

Chair Driscoll made comments about the marina redevelopment, including briefly bringing up emails that have been sent to City Council regarding the constituency reaching out against SHD. Chair Driscoll also brought up the potential of the city getting an unfinished marina, debt with the termination clause, and further debt to complete the marina. Chair Driscoll brought up the option of issuing an RFP to get more proposals that may better suit the City's needs.

General discussion took place about the SHD, the need for saltwater expertise, and previous long-term lease items that have come to City Council.

CM Gerdes made a motion for staff to move forward with recommendations regarding Safe Harbor Development, LLC, including confirmation of a guaranteed maximum project cost, update to the 5-year lease agreement, additional requirements for saltwater expertise in both operations and development, and explore language to address future discussions for a long-term lease option. Motion passes 5 to 3, with Chair Driscoll and Council Members Montanari and Hanewicz voting against the motion.

With no further business, the Chair Driscoll adjourned the meeting at 5:29pm.

**City of St. Petersburg
Committee of the Whole
Meeting Minutes for May 3, 2022**

Present: Chair Gina Driscoll, Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Lisset Hanewicz, Deborah Figgs-Sanders, Lisa Wheeler-Bowman and Richie Floyd

Also Present: Chief Assistant City Attorney Jeannine Williams, Assistant City Administrator Tom Greene, City Administrator Rob Gerdes, City Clerk Chan Srinivasa, Budget Director Liz Makofske, Budget Manager Jim Chism, Budget Management Analyst III Stacey McKee, Budget Management Analyst II Margaret Wahl, Budget Management Analyst III Lance Stanford, and Budget Management Analyst II Chris Griffin

Staff: Tricia Terry, Legislative Aide

1. **Call to Order** – 8:30AM
2. **Approval of Agenda** – CM Gerdes motioned for approval. All voted in favor.
3. **New Business** – May 3, 2022

FY 2023 Operating Budget

Chair Driscoll started the meeting, then gave the floor to Assistant City Administrator, Tom Greene, to make opening remarks on Administration's behalf. Budget Director Liz Makofske then started the presentation on the Preliminary Budget Summary, including general steps in the budget process, a brief overview of priorities, and General Fund expenditures with revenues by type and source respectively. Ms. Makofske then went on to overview the FY2023 Operating Funds, which totals \$748 million for all funds.

CM Montanari brought up a possible millage rate reduction and a million dollars to the Economic Stability Fund, which he had listed in his budget priorities for FY2023. He inquired if they had looked at ad valorem increase percentages being more than the conservative 6% being discussed today. Ms. Makofske explained that they will not get the final numbers from the County until June 1. Mr. Greene stated that Administration will certainly look at adjustments once the final numbers come in, while still focusing on targets in regard to transferring to Economic Stability Fund and advise before the Mayor makes his recommended budget. CM Montanari also asked about pension contributions and the volatility in the bond market¹. Mr. Greene explained that this will continue to be the case as they attempt to smooth out the overall contributions over the next five years.

CM Hanewicz brought up the increase in Grants & Aid Budget to outside agencies and asked where the monies were going. Ms. Makofske stated that it can be broken up into numerous departments, including the Mayor's Office, Neighborhood Affairs, Community Services, Economic and Workforce Development, Transportation, and several others.

¹ Net pension contribution is estimated to increase by \$2.8 million in FY23 as compared to the FY22 contribution. One of the drivers of this increase is due to a decision by the Police pension board to lower the assumed rate of return from 7.80% to 7.25% and to shorten the amortization period for new bases from 25 to 20 years.

CM Floyd made comments on utility rates and milage rate reductions. He commented his belief that a landlord will not pass along savings from a milage rate reduction to the renter. CM Floyd stated that instead of a milage rate reduction, we could use those funds in a more targeted manner. CM Montanari stated his disagreement with CM Floyd in this area and that without a milage reduction now, it will drive rental costs up.

Budget Manager Jim Chism then presented the Public Safety portion of the FY23 Operating Budget, starting with Police. The FY23 Police Budget totals \$131 million and has increased by \$6.2 million as compared to the FY22 Adopted Budget. There are several areas of increase, including \$1.035 million for the Body Worn Camera Program. Included in the FY23 Police Operating Budget is \$1.269 million for the Community Assistance and Life Liaison (CALL) Program.

CM Montanari asked for further explanation on the Body Worn Camera Program expenses, the Community Assistance², and the increase for Legal Advisor. Ms. Makofske indicated that the Body Worn Camera Program is not an increase from the prior year, while Mr. Chism concurred that the amount is to cover the operational/maintenance and technology costs associated with the program. As for the increase in Community Assistance appropriations, Ms. Makofske stated that this covers the contract for the CALL Program, and the increase reflects the new contract signed last year. Additionally, Ms. Makofske indicated that the increase for Legal Advisor is due to the Body Worn Camera Program and the personnel to attend to public records requests. Police Chief Anthony Holloway concurred that an additional legal advisor³ is being added to go through footage for court cases and public records. There was further clarification on positions within the Police Department and how they are reflected in the budget.

Stacey McKee, Budget Management Analyst III, then presented the Public Works Operating Funds, which includes: (1) Administration, (2) Engineering and Capital Improvements, (3) Fleet Management, (4) Stormwater, Pavement, Traffic Operations (SPTO), and (5) Water Resources. The overall FY23 Public Works Operating Budget totals \$263.5 million, which breaks down into the following: (1) \$739,000, (2) \$7.284 million, (3) 34.211 million, (4) \$38.788 million, and (5) \$182.502 million.

For Engineering and Capital Improvements, CM Montanari asked to clarify the zeroed-out Enterprise Facilities appropriations⁴ and the allocation of monies from Engineering to Water Resources Administrative Support Services. Ms. McKee stated that they do not budget for projects in advance, but instead show the actuals after Engineering has completed their portion of the work. Engineering Director Brejesh Prayman stated that the Water Resources Administrative Support covers the preliminary work that the Engineering Department does in advance of projects.

Chair Driscoll brought up the LED streetlight conversions and asked if we have started to see reductions in electric. Mr. Prayman explained fluctuations in usage but remains hopeful to see net decreases. CM Figgs-Sanders inquired about underground utilities. Mr. Prayman indicated that he would follow up with her later for specific questions.

² On page 7 of the FY23 Operating Budget Workbook, Community Assistance has increased by 12% over the last year.

³ There are currently 4 legal advisors in the Police Department, the addition will bring it up to 5.

⁴ On page 12 of the FY23 Operating Budget Workbook, there are over 28 areas that have \$0 recommended for FY23.

CM Hanewicz asked about the decrease in Stormwater Equipment Replacement Fund, specifically for street sweeping equipment. Fleet Director Randall Johnston explained that much of the stormwater equipment is passed down from other departments. Ms. Makofske expanded that the replacement of existing equipment is cyclical and scheduled and may not be drawn from the FY23 budget. Additionally, new vehicle purchases would be reflected in the specific department funds, instead of Fleet.

Regarding SPTO, CM Gerdes asked to clarify the Pavement Maintenance appropriations under the Stormwater Utility Operating Fund⁵. Ms. McKee stated that she would need to follow up with the CM. Public Works Administrator Claude Tankersley indicated that the funds differ from year-to-year based on the number of projects that require a utility repair and subsequent pavement repair. CM Gerdes also asked about the decrease in revenue from Co-Sponsored events, despite the increase in events. SPTO Director DiAnna Rawleigh indicated that a lot of the activities are not Stormwater related and have been moved over to the more appropriate Pavement Operations.

CM Montanari inquired about the Administration line under the General Fund for SPTO appropriations. Ms. Rawleigh stated that there are 5 managers in SPTO, and the funding is broken down based on percentage of time they spend in each respective area of SPTO. Ms. Rawleigh added that there are approximately 13 or 14 full time administrative staff. Mr. Tankersley expanded that some of the salary for Public Works Administration comes out of the corresponding subdepartments. CM Montanari brought up the 47% increase for SPTO Administration under the Stormwater Utility Operating Fund. Ms. Makofske explained that the fund also reflects transfers from the Operating Fund to the Capital Projects Fund. CM Montanari inquired about the \$1.7 million for Markings & Traffic Signs. Ms. Rawleigh indicated the increase would go towards updating and repairing regulatory signage to remain current with FHWA⁶ and APWA⁷ accreditations. Mr. Greene also confirmed that there is currently nothing in the FY2023 Budget for signal mast arms, which CM Montanari had included in his budget priorities.

Chair Driscoll commented on Keep Pinellas Beautiful and the funding that is split between Stormwater and Neighborhood Affairs. Additionally, Chair Driscoll inquired about the decrease in funding for Sanitation Operations. Ms. McKee explained that the only ongoing funding under this category is for Stormwater to sweep the Sanitation Department parking lot⁸, and that the Actuals will reflect services that Sanitation requests of SPTO. General discussion took place on lake management.

CM Montanari asked for further explanation of the \$102.7 million budgeted for Administrative Support Services in Water Resources. Water Resources Director John Palenchar stated that a lot of the commodities and contract services are covered under this section, and Ms. McKee added that transfers to Debt Service and Tampa Bay Water payments are also captured under Administration Support Services. General discussion took place on the clarity and formatting of the budget workbooks and titles of line items therein.

Chair Driscoll requested a brief update on the Private Lateral Pilot Program and corresponding rebates and/or incentives. Mr. Palenchar indicated that he was awaiting a final report from Jacobs to cover cost-benefit

⁵ FY2021 Actual was \$211,203. FY2022 was estimated for \$476,196 and then amended to \$82,040. FY2023 has a recommended Pavement Maintenance Budget of \$211,203, a rollback to the FY2021 Actual.

⁶ Federal Highway Administration (FHWA)

⁷ American Public Works Association

⁸ \$25,000 is budgeted annually for SPTO to sweep the Sanitation Department parking lot.

analysis, and the \$500,000 in the FY2024 CIP Budget is to be a placeholder pending confirmation of a utility wide benefit of private lateral replacements. General discussion took place about the timeline of the program aligning with budget planning.

After a brief recess in the meeting, Ms. Makofske presented the FY2023 Operating Budget for Leisure Services. This budget totals \$61.269 million and includes: (1) Administration at \$285,928, (2) Golf Courses at \$5.32 million, (3) Library at \$9.13 million, and (4) Parks and Recreation at \$46.531 million.

CM Floyd asked for clarification on the credit card settlement increase in the Golf Courses Budget. Mr. Greene stated that this is essentially the payment to our credit card vendor to allow customers to pay via credit card.

CM Gerdes inquired about the cost of a round of golf and potentially increasing these prices. Leisure Services Administrator Mike Jefferis stated that they evaluate the entire market (both public and private) and aim to be slightly higher than the middle, which is where they currently place in price point. With the increase in turnout, they will investigate incremental increases to their prices. CM Gerdes also asked about the decrease in tournament revenue. Mr. Betz explained that generally we earn less when we host tournaments.

General discussion took place on funding allocation amongst several departments for literacy programs. Chair Driscoll asked for information on the cumulative funding for literacy programs across the board to review any increases/decreases year to year.

CM Montanari asked how the renovation of the Obama Main Library has affected programming. Library Director Mika Nelson that they have settled into a hybrid model encompassing virtual, in-person and even outdoor programming.

Vice Chair (VC) Gabbard inquired about drainage and repairs for ball fields in our parks. Assistant Director Bryan Eichler stated that a lot of this funding is included internally with their construction team. Mr. Jefferis expanded that Parks and Recreation has great partners with Stormwater and youth sports partners to address concerns as they arise.

CM Montanari requested information on the 15% increase in the Aquatics line item. Mr. Jefferis explained that through community conversations they recognized the necessity of having a pool open year-round. The increase in expenses is for the year-round operation of the E.H. McLin Pool. CM Montanari also brought up concerns from residents about the accessibility of North Shore Pool during events. Mr. Jefferis explained that his team has worked to accommodate as many residents as possible. There will be instances that they do not get their favored lane or timeslot. Additionally, the new YMCA being built should alleviate some of the pressure on North Shore during events. CM Montanari asked what the difference is between the facilities maintenance line item and parks maintenance. Mr. Jefferis explained that facility maintenance covers the buildings themselves, and parks maintenance would cover things like irrigation. Per CM Montanari's request, Mr. Jefferis also explained the various donations that make up the miscellaneous revenue for Parks and Recreation.

CM Figgs-Sanders asked about the necessity for fencing along Boyd Hill Nature Preserve to preserve public safety for the campers and park users. Mr. Jefferis indicated that his staff is aware of the fencing issue and will follow-up with CM Figgs-Sanders to investigate a potential funding source for the \$2 million required for fencing.

Chair Driscoll spoke of her concern for waterfront parks in relation to events, as well as the need for increased Parks staffing. Mr. Eichler explained that they are outsourcing the creation of a plan to assess the convertible space of parks and the costs associated with events. The contract for this should be coming to City Council soon. Mr. Greene replied about the process for increasing staffing and the prioritization that takes place to balance the budget. Chair Driscoll also inquired about the contractual relationship between Parks and Keep Pinellas Beautiful. Mr. Jefferis stated that the current set up works, with the City offering in-kind support of staff, volunteers, and equipment.

Mr. Chism then presented the Fire Rescue portion of the Operating Budget, which totals \$60.837 million for FY23. The department's FY23 General Fund budget increased \$2.806 million as compared to the FY22 Adopted Budget.

CM Montanari asked for information on the 2 added senior plans examiner positions and the removal of the fire lieutenant. Mr. Chism explained that the Plans examiners were added to streamline the fire permitting process. Chief Large clarified that the Lieutenant position was upgraded to a District Chief position. Further clarification took place regarding expenditures by category.

Chair Driscoll asked about funding for the Explorer Program in Fire & Rescue. Historically, there has not been a funding source beyond fundraising. Fire Chief Jim Large stated that the program stalled due to the pandemic but is currently being resurrected.

After a recess in the meeting, Lance Stanford, Budget Management Analyst III, presented the City Development Operating Budget. This portion totals \$57.589 million and can be broken down into the following sections: (1) Administration at \$1.733 million, (2) Economic and Workforce Development at \$3.667 million, (3) Enterprise Facilities at \$22.228 million, (4) Planning and Development Services at \$13.712 million, (5) Real Estate and Property Management at \$5.281 million, and (6) Transportation and Parking Management at \$10.968 million.

For City Development Administration, CM Gerdes inquired about the City financially supporting events like First Friday and First Night. Interim City Development Director Joe Zeoli stated that the City subsidizes various events, especially events that have been around for a while, known as "Legacy Events." Staff continuously evaluates the right level of support to keep the events going. CM Gerdes also asked to clarify the increase under Event Recruitment and Management in the General Fund. Ms. Makofske indicated that this was largely due to benefits and salaries associated with last year's addition of 1 position, bringing the department up to a total of 3 positions.

CM Figgs-Sanders asked how we can reevaluate longstanding event funding with funding for social action events. Development Coordination Managing Director Chris Ballestra referenced the Co-Sponsored Events Committee, which includes a Council Member, as a method of regulating. General discussion took place on CARES funding in relation to the change in the Budget.

In correlation to Economic and Workforce Development, VC Gabbard inquired about the \$96,000 for the Greenhouse Initiative. Mr. Caper expanded that the money is from an annual agreement that the City has with the Chamber of Commerce.

CM Hanewicz asked about the \$500,000 for the Commercial Revitalization and Storefront Conservation Program. Economic Development Manager Brian Caper explained that they are currently retooling those programs with the new Administration. In the past, the Commercial Revitalization Program was used for businesses along identified corridors that were looking to do storefront improvements. When asked if our businesses are utilizing these grants, Mr. Caper indicated that there was a pause due to the pandemic resiliency programming and CARES funding, but they are looking at restarting the programs at the beginning of the fiscal year.

CM Gerdes asked if the increase for the Storefront Conservation Program could be reduced by \$50,000 to provide additional funding to the Greenhouse Initiative, since their funding has not changed in the past 10 years.

VC Gabbard inquired about the small amount budgeted for Minority Supplier Diversity Corporation/Minority Enterprise Development, which correlates to the City's efforts to implement the Disparity Study. Mr. Caper state that the \$5,000 is to provide sponsorship of the organization that allows City staff to participate in their events.

Chair Driscoll requested a follow-up meeting to evaluate the programs funded in Grants & Aid section of Economic Workforce Development, and potentially adjust funding in the future. She specifically pointed out the Grow Smarter Program that has undergone a recent update, and how our funding is being spent with shifting approaches and strategies within these programs.

General discussion took place on the reduction in rentals at the Coliseum and the evaluation of rates that we charge. Chair Driscoll then inquired about the revenue increase expected for the Jamestown Complex. Mr. Ballestra concurred with the Chair that the increase is due to a combination of renovations to the units and a decrease in vacancies⁹. Mr. Ballestra also spoke to the housing affordability measures tied to the complex.

CM Hanewicz asked to clarify the \$250,000 transfer to the Marina Capital Improvement Fund not changing despite the need for renovation at the Marina. Mr. Ballestra indicated that the money was to cover annual operating repairs, while being judicious and not throw money away on deteriorating infrastructure that may be replaced soon.

CM Montanari asked for clarification on the return on investment (ROI) for the Marina remaining at \$310,000. Mr. Greene related the ROI as being like a franchise fee. Since the General Fund started this enterprise facility, this ROI is to repay that initial investment. Further discussion took place on rental revenues being higher for transient slips versus liveboard slips. CM Montanari also asked where we are in the repayment of the current debt for the Marina. Mr. Greene stated that the maturity of the Marina debt will be in July of 2031. The discussion then turned to the expected 10% increase for slip rental. Mr. Ballestra stated that the Marina currently rents 25% below market, and they are slowly rolling out increases to catch up with the market.

CM Montanari then asked about the Pier's subsidy¹⁰, specifically why it has remained the same despite revenue increasing year over year. Mr. Ballestra stated that the subsidy is being used for projects not completed during construction of the Pier. Additionally, the subsidy is being used to maintain the quality level as service costs have gone up beyond the original projections. Mr. Zeoli added that this is just a budgeted subsidy number and

⁹ Jamestown currently has about a 90% occupancy rate.

¹⁰ The FY23 budgeted subsidy for the Pier is \$1,997,000.

does not necessarily mean it will be used at that amount. General discussion took place on upcoming Pier operations and transfer of management.

Next, CM Hanewicz asked for a breakdown of the Grants and Aid portion of the Planning and Development Services budget, as it has fluctuated year-to-year. Planning and Development Services Director Liz Abernethy explained that previously this department was combined with Economic and Workforce Development, and as such some of the programs have not fully been moved out of the Planning Department's budget.

After a breakdown of the Transportation and Parking Management budget, CM Montanari asked for examples of parking related capital projects. Parking Manager Keith Glasgow explained that a large portion of that included the waterproofing¹¹ of the Sundial Garage.

Chair Driscoll then inquired on any Operating Budget funds that can be used toward Complete Streets initiatives. Transportation Manager Cheryl Stacks indicated that the \$55,000 increase in repair and maintenance infrastructure is intended for small projects, like speed limit changes and warning signage per citizen concerns. Chair Driscoll asked if there is any funding for planning for Vision Zero related projects. Ms. Stacks indicated that part of the \$20,000 increase in consulting will go towards planning.

CM Montanari requested information on the 25.55% increase in Parking Revenue. Ms. Makofske explained that it is not a revenue, but rather a transfer of \$1.15 million to the Downtown Parking Capital Improvement Fund.

Budget Management Analyst II Margaret Wahl presented the Neighborhood Affairs Operating Budget, which totals \$72.243 million and includes five departments: (1) Codes Compliance at \$6.079 million, (2) Community Services at \$1.287 million, (3) Housing and Community Development at \$7.426 million, (4) Neighborhood Affairs Administration at \$2.642 million, and (5) Sanitation at \$54.809 million.

General discussion took place about programs funded under the Grants and Aid section of Community Services. Community Affairs Director Susie Ajoc explained about the Neighborhood Partnership Matching Grant and its use for projects that are not Penny eligible.

CM Montanari inquired about Local Housing Assistance Fund revenue increase of \$728,000. Housing and Community Development Director Joshua Johnson explained that the increase is due to grant funding, like SHIP, that allocates funds per year, with two years to commit and three years to expend. These unspent funds are carried over from the previous year and are generally used for rehabilitation of single-family homes, purchase assistance, and barrier-free modifications.

For Sanitation, CM Montanari asked about the staffing increase and the schedule to replace sanitation trucks. Sanitation Director Willie Joseph indicated that they have added 10 staff positions to perform regular duties. Additionally, the sanitation trucks are on a 10-year replacement schedule. CM Montanari also inquired about the increase in disposal fees-tipping, which was explained that the County has imposed a 6.8% increase.

Chair Driscoll brought up her budget priority of increasing utility assistance. Mr. Greene ran through a list of various programs within several departments including federal rental and utility assistance in Housing, a

¹¹ \$750,000 is budgeted for second floor waterproofing, with water intrusion into the retail ground floor.

donation program for utility assistance in Utility Billing, and LIHEAP¹². Mr. Greene indicated that these will be discussed further during the rate-setting process.

Budget Management Analyst II Chris Griffin then presented the General Government Operating Budget for FY23, which totals \$246.467 million and includes 12 departments: (1) Billing and Collections at \$13.16 million, (2) Budget and Management at \$8.893 million, (3) City Clerk at \$3.362 million, (4) City Council at \$1.941 million, (5) Finance at \$98.371 million, (6) Human Resources at \$85.274 million, (7) Legal at \$3.673 million, (8) Marketing at \$2.997 million, (9) Mayor's Office at \$6.848 million, (10) Office of the City Auditor at \$742,519, (11) Procurement and Supply Management at \$3.525 million, and (12) Technology Services at \$17.679 million.

General discussion took place about the placement of items within the Budget and Management Operating Budget including subsidies in the Transfer category and Actuals in Contingency.

Chair Driscoll brought up the increase in the City Clerk's Budget to cover the potential FY23 election and early voting. Chan Srinivasa, City Clerk, indicated that despite potential workarounds to this funding, he is bound to prepare for early voting per an Ordinance¹³ passed last year. Mr. Greene expanded that if the funds are not used, they can rescind that appropriation and redeploy those resources elsewhere.

For the Finance Operating Budget, CM Montanari inquired about the transfer decrease to the Downtown Redevelopment CRA Fund. Ms. Makofske explained that the decrease is due to the interlocal agreement and the percentage that the City has to pay decreasing from 95% to 75% starting in FY23. General discussion took place about Grants & Aide and Transfers.

CM Montanari asked about the reduction in the Print Shop Expenses and increase in specialized equipment in Marketing. Marketing Director Nina Mahmoudi explained that the Print Shop reduction is due to a printer about to be paid off, and the increase in specialized equipment is for necessary replacement in the studio system. CM Gerdes asked why the General Fund for Marketing and Communications is decreasing over the past 4 years. Ms. Mahmoudi indicated that support to external marketing projects is seeing a reduction since the EDC is fully running.

CM Figgs-Sanders requested information on how charges are determined for marketing services to other departments. Ms. Mahmoudi explained that often the department has budgeted for marketing, and in the chance that they have not, Marketing has \$100,000 annual fund to utilize on a first-come, first-served basis.

CM Hanewicz brought up a memorandum sent out by the Mayor's Office about hiring an independent firm to address gender pay gap and equality. She asked if a firm had been hired and if DEI Officer would have the same responsibilities. Mr. Greene indicated that the firm would cover those responsibilities until a DEI Officer is hired.

CM Hanewicz also inquired about the addition of three Senior Projects Managers to the Mayor's Office, their intended length of service and responsibilities. Mr. Greene indicated that the positions are not tied to specific projects but will continue to work on business process improvement in various departments. CM Montanari

¹² Low-Income Home Energy Assistance Program, a federal program.

¹³ Ordinance No. 499-H, An Ordinance concerning the conduct of Municipal Elections for the City of St. Petersburg.

asked if those positions are currently on the payroll and if they had job descriptions available. Mr. Greene indicated that they are currently on payroll under temporary positions, some of which will then be made permanent in FY23.

Chair Driscoll requested a follow-up on the legacy programs funded under the Mayor's Office, like My Brother's and Sister's Keeper (MBSK), Administrative Funding for the 2020 Urban League, and the MLK Dream Big Parade. This follow-up would include statistics, budgetary impact of City contributions, and a brief overview of the programs.

General discussion took place about the four positions being added to Procurement and Supply Management per the recommendations of the Disparity Study.

CM Floyd inquired about the \$1.7 million increase in Technology Services for software as a service. Technology Services Director Muslim Gadiwalla indicated that this increase is due to the transfer of funding from individual departments to Technology Services for enterprise software that is used for multiple departments. Additionally, there is an RFP for the replacement of the Naviline system that may attribute to FY23 costs.

With no further business, the meeting was adjourned at 4:50PM.

**City of St. Petersburg
Committee of the Whole
Meeting Minutes for May 5, 2022**

Present: Chair Gina Driscoll, Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Lisset Hanewicz, Deborah Figgs-Sanders, Lisa Wheeler-Bowman and Richie Floyd

Also Present: City Attorney Jackie Kovilaritch, City Clerk Chan Srinivasa, Special Projects Manager Roxanne Fixsen, Education Director Leah McRae, Healthy St. Pete Coordinator Kim Lehto, Macall Dyer, Leisure Services Administrator Mike Jefferis

Support Staff: Tricia Terry, Legislative Aide

1. **Call to Order** – 2:00PM
2. **Approval of Agenda** – CM Montanari motioned for approval. All voted in favor.
3. **New Business** – May 5, 2022

American Rescue Plan Funds

Council Chair Driscoll started the meeting with a roll call and the meeting agenda was approved unanimously. City Administrator Rob Gerdes then gave a brief introduction and recap of ARPA funding. The City of St. Petersburg has been awarded \$45.414 million in ARPA funds, \$22.707 million in FY21 and \$22.707 million in FY22. Mr. Gerdes then turned over the presentation to Roxanne Fixsen, Special Projects Manager.

Ms. Fixsen then presented on future appropriations of ARPA funds for health and social equity. Proposed plans include 4 key areas:

- (1) Coordinated Social Service Hubs & Capacity Building for Sustainability - \$8.58 million
- (2) Food Systems: Programs & Planning - \$1.225 million
- (3) Youth Development Programs - \$900 thousand
- (4) ARPA Monitoring& Impact Measuring

Kim Lehto, the Healthy St. Pete Coordinator, then presented on the \$1.225 million Food Systems aspect of the plan. The creation of a Healthy Food Action Plan, taking up \$590 thousand of the Food Systems funds, will chart the vision and path forward for an inclusive and equitable food system in St. Petersburg. This will take approximately 10 months to create.

Leah McRae, Education Director, then presented the \$900 thousand Youth Development Grants portion of the plan. Ms. McRae gave an overview of previous years grant process, and the pillars that are asked of the nonprofit organizations that the City supports for our at-risk youth.

Ms. Fixsen presented an overview with the \$650 thousand for the Pilot Guaranteed Income Program. Lastly, Ms. Fixsen explained the \$405 thousand for ARPA monitoring and impacts.

Chair Driscoll then opened the floor for questions. Council Member (CM) Figgs-Sanders asked if we will be using current agencies for partnerships or other organizations that have not done business with the city before. Ms. Fixsen indicated that they will be looking into all options.

CM Gerdes wanted clarity on the coordinated social services hubs, specifically a target number and neighborhoods in which they will be placed, and who will be generating these targets. Ms. Fixsen indicated that they will continue to use a community driven process with the sub-recipient grants. CM Gerdes also asked if the \$100,000 would be used to purchase refrigeration units for all 17 locations of the Summer Food Program. Ms. Lehto indicated that it would only go to 13 locations. CM Gerdes also brought up the one-time funding of these programs. City Administrator Rob Gerdes assured City Council that the partners are aware of the finite nature of the supporting funds.

CM Hanewicz commented on the fostering independence accounts for youth aging out of the foster system. She asked staff if they would investigate partnering with USF's St. Pete Pearls program. Ms. Fixsen indicated agreement.

CM Wheeler-Bowman voiced her concern for vetting the convenient stores for the Healthy Neighborhood Store Program. CM Floyd stated his agreement of partnering with reputable organizations. There was general discussion about the RFP release and affordable housing projects regarding ARPA funds.

CM Montanari asked how they will come up with the number of Social Service Hubs. Ms. Fixsen hopes to have six by the end of the four years, but a lot will depend on the community, the subrecipient, and emergency crisis funds. CM also wanted to understand the location of these hubs. Ms. Fixsen stated that they will look at both public and private property. Leisure Services Administrator, Mike Jefferis, concluded that they will work on contracting intentional spaces based on opportunity and stakeholder communication. CM Montanari also wanted to clarify that the ARPA funding will be complete in 2026. Mr. Jefferis spoke of the sustainability lens with which have and will proceed in designing these programs. His hopes are to seed opportunities that will be able to stay in place.

CM Montanari asked if they are modeling these programs from similar ones in other cities. Ms. Fixsen gave the example of a national trauma recovery center that originated in California about a decade ago. Several cities and states are now using ARPA funds to establish similar recovery centers. Ms. Fixsen believes that not being so prescriptive in the development stage will lead to innovation overall. CM Montanari wanted clarity on the government's role in the corner food stores. Ms. Lehto stated that there has been a lot of work to look at appropriate store categories. Mr. Jefferis believes stores will want to participate, as they will be incentivized to help their community. CM Montanari also asked for administration to review using the funds allocated for the Guaranteed Income Program elsewhere, and for the prospect of filling the temporary position on slide 18 with a current employee.

VC Gabbard brought up the desire for administration to focus on affordable housing, specifically 60% AMI and below. Mr. Gerdes stated that he does not have the language for the RFP, but he anticipates most of those resources go to that housing category. VC Gabbard also discussed the creation of a Housing Portal. Mr. Gerdes commented that they have had conversations with the County, but he does not believe there will be much movement in the portal creation with the ARPA funds. VC Gabbard also wanted to be sure that access to other programs by providing the internet and technology locations to service the community.

General discussion took place on reallocation of funds introduced in today's presentation. Chair Driscoll also brought up digital inclusion as being funding instead of the Pilot Guaranteed Income Program or the \$500,000 to design the plan. CM Floyd introduced the idea of social housing and the City using ARPA funds to seed future housing needs. General discussion took place comparing the Jamestown Apartments with the social housing idea.

CM Figgs-Sanders asked if the developers who we are looking to contract with for the affordable housing portion of our ARPA funds could potentially benefit from the Lot Disposition Program. Mr. Gerdes clarified that the Lot Disposition Program is for single-family homeownership, whereas the RFP for the ARPA funds is for affordable multi-family developments.

Further discussion on digital inclusion took place. Ms. Fixsen indicated that there will be an element included in the hubs and programs. VC Gabbard asked for a big picture of all the funding sources coming from D.C. and how we can best allocate dollars per the confines of those funding sources.

VC Gabbard informed everyone that she is working on a Housing First City Owned Land Policy, in response to CM Figgs-Sanders suggestion to her lot disposition query. When discussing next steps, VC Gabbard requested an email be sent out with general timelines, like when RFPs will be posted. Mr. Gerdes agreed and stated his team will regroup and meet with the councilmembers one-on-one to discuss specific suggestions before returning with the plan to full Council.

With no further business, Chair Driscoll adjourned the meeting at 3:50PM.

**City of St. Petersburg
Committee of the Whole
Meeting Minutes for May 19, 2022**

Present: Chair Gina Driscoll, Vice-Chair Brandi Gabbard, Council Members Copley Gerdes, Ed Montanari, Deborah Figgs-Sanders, and Richie Floyd

Absent: Council Members Lisset Hanewicz and Lisa Wheeler-Bowman

Also Present: City Attorney Jackie Kovilaritch, City Clerk Chan Srinivasa, City Administrator Rob Gerdes, Chief Assistant City Attorney Jeannine Williams, Assistant City Attorney Brett Pettigrew, Transportation and Parking Management Director Evan Mory, Forward Pinellas Executive Director Whit Blanton

Support Staff: Tricia Terry, Legislative Aide

1. **Call to Order** – 10:02AM
2. **Approval of Agenda** – CM Montanari motioned for approval. All voted in favor.
3. **New Business** – May 19, 2022

Downtown Mobility Study

Evan Mory summarized some background on the Downtown Mobility Study and then introduced the Executive Director of Forward Pinellas, Whit Blanton. Mr. Blanton covered some population projections for the downtown area. He then gave a brief overview of the priority projects related to the Downtown Mobility Study intended to enhance mobility, safety, and accessibility.

Projects will focus on reversing one-way street designs to two-way and redesigning highways in downtown, which are then divided into Priority One & Priority Two projects.

Priority One projects include:

- 8th/Dr. MLK Jr Street Two-Way Conversion & Lane Reallocation
- 3rd/4th Street Two-Way Conversion & Lane Reallocation
- Transit, Traffic, & Safety (Traffic signal priority analysis & safety study)
- I-175 Corridor Modifications

A Priority Two project is the I-375 Corridor Modifications.

Vice-Chair (VC) Gabbard asked how we can mitigate accidents during the conversion to two-way roads, like 4th Street. Mr. Blanton explained that design cues should help slow down traffic, which is the main factor in accidents. VC Gabbard asked if the land redevelopment for I-175 would be tied to the Tropicana site redevelopment. Mr. Mory indicated that they should be kept separate but coordinated.

Council Member (CM) Montanari brought up concerns about reduction in capacity, removing interstate access and lane reductions for bicycles & pedestrians. Mr. Mory explained that the most congestion can be seen on the interstate; there will be express lanes developed to help alleviate that. Mr. Blanton went on to say that we are at 40% capacity for I-175, and he does not see these modifications heavily affecting that capacity. CM Montanari

brought up development units that will bring a large increase to the downtown population and visitation. Mr. Blanton stated that Pinellas County in compact has one of the shortest travel distances for commuting to work.

CM Montanari brought up the previous lane reductions on MLK, 1st Avenue North & South, and recommended plans for 16th Street. Mr. Mory stated that 16th Street was part of the Complete Streets Program and that traffic analysis and studies will be taking place. Mr. Mory also brought up the ties that 16th Street will have with Tropicana redevelopment.

Chair Driscoll asked about Campbell Park and I-275. The modifications could help bridge the physical and economic divide that are currently in place. Chair Driscoll, residing downtown, mentioned her concurrence with the study in the safety of two-way streets. She then asked how to move forward with this study. Mr. Blanton responded that motioning to move forward with the Action Plan, further studies, and outreach are the next steps.

CM Figgs-Sanders asked what the red area of slide 14 means. Mr. Blanton stated that it would not be removed, it is just to indicate an area for modification. She also indicated that removing access to the interstate would not join communities as was discussed earlier. Furthermore, CM Figgs-Sanders asked which agency would be performing the studies tied to lane reduction and capacity. Mr. Blanton stated that the Department of Transportation will be providing a study for traffic and mentioned 2 tolls to be added at the Gateway Expressway, and continuity/operational improvement designs. Mr. Mory added that the modifications could provide greater access to streets, like 22nd Street and 16th Street.

CM Gerdes moved to create a resolution to accept the results of the Downtown Mobility Study and move forward with the action plan proposed. Motion passed 5 to 1, with CM Montanari opposing.

CM Floyd brought up the potential for a capital flow southward, which could lead to displacement in the community. Safety is number one, and CM Floyd stated he has a very high tolerance for slowing traffic down for safety concerns.

CM Montanari wanted to address the changes to one-way streets. He brought up that only 28 participants responded on the website. Mr. Mory stated that there were 1,000 survey responses. Mr. Blanton indicated that they are kicking off their 2050 Transportation Plan for the County, which will be a two-year effort, to be adopted in 2024. With this plan, there will be extensive outreach and communication.

Redistricting

Mr. Pettigrew began the discussion on potential unintended consequences with the redistricting process. With boundary lines likely to change in December of 2022, there are concerns for both potential candidates and sitting Council Members. If the full allotted time for redistricting occurs, districts could change 6 months after the beginning of the qualifying round for the 2023 election cycle. Additionally, standing Council Members may be drawn out of their current district, and therefore must immediately resign per the current Charter language.

Mr. Pettigrew then discussed Charter Amendment Referendum Ordinance that would change the election cycle from odd numbered years to even numbered years to be held in conjunction with national and state elections.

Proposed amendments to the Charter to balance the residency requirements with redistricting are:

- For qualifying, if the redistricting occurred in the 12 months prior to qualification, a person would still need to establish residency in the redrawn district no later than the start of qualifying. However, if drawn out of a district, the person could move within the new boundaries and combine their residency period in the previous boundaries of the district with residency period in the new boundaries to fulfill the 12-month requirement.
- For sitting council members, instead of immediate removal from office if drawn out of a district, they would be able to serve out the remainder of the current term, as long as the council member maintains residency in the district as it existed at the time of election.

If the Charter Amendments are passed in the November 2022 election, and redistricting finalizes in December of 2022, the unintended consequences will be avoided.

CM Floyd brought up the concept of being drawn into a new district and the 12-month residency requirement with the new boundary line. Mr. Pettigrew indicated that current members would be grandfathered in.

VC Gabbard asked to confirm the timeline to change the language with both City Council and the Supervisor of Elections. Mr. Pettigrew explained the following timeline scenario:

1. Items would need to get to the Clerk at the beginning of July.
2. First reading on July 14
3. Public hearing on August 4
4. Ordinance would take effect by August 11, which is prior to the ballot language deadline of August 16 for the Supervisor of Elections.

VC Gabbard moved to have the City Attorney's Office to prepare a Charter Referendum Ordinance and bring it to full Council. Motion passed unanimously.

With no further business, the meeting was adjourned at 11:39AM.

COMMITTEE OF THE WHOLE PENDING/CONTINUING REFERRALS					July 21, 2022	
Topic	Return Date	Date of Referral	Prior Meeting	Referred by	Staff	Notes
FY23 Budget Follow Up	7/21/2022 @9:00		5/3/22	Driscoll	Greene	Administration to follow up with break downs of various programs from Economic Development and the Mayor's Office and their budgetary impacts.
Disparity Study Including a discussion on a second location for the Greenhouse to be located in South St. Petersburg	7/28/2022 @2:00- Part 2	7/8/21	5/26/22	Montanari Driscoll	Malone	
Review of City Council Policy and Procedures Manual	7/28/2022 @2:00	12/16/21		Council	Legal	
Conflict Resolution 2013-527 Discussion	7/28/2022 @2:00	6/16/22		Hanewicz	Legal	Discussion of potential changes/necessary updates to Resolution 2013-527 (conflict resolution).
StPete 2050 Plan	8/25/2022 @2:00	12/17/19	10/22/20 1/28/21 8/26/21 2/24/22 5/26/22	Administration	Abernethy	Motion was made at the 5/26 COW to bring NTM back to COW this fall for a conversation about NTM-1 within 500 feet of future major streets, a discussion to include affordability best practices and programs that we could implement, and step backs from the corridor into the neighborhood for various housing typologies.
2023 Calendar setting and selection of Chair and Vice Chair	12/15/2022 @ 9:30	Annual		Annual	Sheppard	
FY '24 Council Budget Priorities	1/26/2023 @ 2:00	Annual		Annual	Makofske	
A review of South St. Petersburg Community Redevelopment Area (CRA) grants eligibility requirements to identify areas of improvement	TBD	7/15/21		Figgs-Sanders	R. Smith	

Stormwater Master Plan	TBD	8/12/21		Administration	Prayman	
City Initiated Historic Designation	TBD	12/5/19	10/28/21	Gerdes	Abernethy Kilborn	Relates more specifically to the Detroit Hotel block and next steps. (i.e. Local Historic District, individual buildings along 200-block of Central Avenue, or multiple property listing of several commercial storefronts along Central Avenue east of 31 st Street.)
Discussion about the creation of new zoning categories and next steps pertaining to the implementation of the SunRunner Rising Development Study	TBD	4/21/22		Gabbard	Abernethy	Motion was made in 5/26 COW to have staff move forward the county wide plan amendment to add activity centers, the city comp plan text amendment to incorporate the TOD overlay as recommended in the SunRunner plan and a map amendment to implement those TOD overlays.
Review of unfunded Penny for Pinellas project requests	TBD	5/5/22		Figgs-Sanders	Greene	It is requested that the unfunded Penny for Pinellas project requests list, when provided, reflects the requesting department, the requesting department priority order and the requesting department initial funding request date.
Joint City Council/CPPC Meeting	TBD	Annual	3/31/22	Comp Plan	Abernethy Kilborn	Comp Plan changes discussed to move joint meetings to an as-needed basis with the Historic Preservation Annual Report to come to CPPC and COW annually.
2021 SPHA Annual Reports	TBD	Annual		Annual	SPHA	
SPHA Board Discussion	TBD	Annual		Annual	SPHA	
FY '24 CIP Budget	TBD	Annual		Annual	Makofske	
FY '24 Operating Budget	TBD	Annual		Annual	Makofske	

**FY23
CIP BUDGET
COMMITTEE OF THE WHOLE
FOLLOW UP**

During the Committee of the Whole meeting on the Fiscal Year 2023 CIP Budget held on April 21, 2022, several questions asked required follow up responses from Administration. This document and its attachment will provide the requested information.

Question: Discussion on how projects are funded and prioritized:

There is narrative on the CIP Budget Process on page iii of the CIP Workshop Workbook which details this process. This page is also attached to the memo (Attachment A) along with the Penny 4 Pinellas Plan Representative Project List (Attachment B). The decision to fund projects includes balancing the departments', citizens', City administration's, and city council's priorities and aligning available resources with eligible projects that can be funded with those resources. Projects in response to life safety and ADA issues are also given priority.

Request: Combined list of unfunded penny projects with priorities:

Attachment C combines the four penny funds' unfunded CIP project requests into one document. It also includes the additional information requested (department and initial funding request date) in Council Member Figgs-Sanders New Business Item on May 5, 2022.

Request: Draft of the RFQ for the Airport's Economic and Social Impact Study:

Attachment D are the RFQs for the Airport study. Both are posted on the city's website. There is also another attachment (Attachment E) a memo from the Mayor that responds to the motion made by City Council at the COW to restore funding of projects in the Airport Capital Projects Fund and was previously sent to City Council.

Request: List of requested Airport CIP Projects with FAA and FDOT grant amounts:

The last attachment (Attachment F) is a spreadsheet showing the CIP projects requested for funding in the Airport Capital Projects Fund with funding sources included for the total project amount.

CIP BUDGET PROCESS

Usually held in early January, the CIP Kickoff Meeting starts the formal CIP Budget process. At this meeting, the Budget and Management Department provides information, direction, training, and important budget dates to the departments.

Also held in January, is the City Council Priorities Committee of the Whole meeting. This meeting is a chance for City Council Members to share their budget priorities, both operating and capital, with the public and city administration.

After these meetings, the city departments start work on their individual CIP budget submissions. Each department completes a review and a needs analysis for their various divisions/programs. Modifications may arise based on updated information from the Comprehensive Planning process, previous CIP Plans, City Council action, and/or staff analysis. New projects not in the current five-year CIP plan may also result from this review.

Next, departments meet with the Engineering and Capital Improvement Department's (ECID) staff to discuss the status of projects. Items discussed include the time frame, scope, and cost estimate of each project. The ECID and Planning and Development Services Departments also do a citywide review of all submitted CIP Projects before the line-item review meetings.

Once each department has prioritized its projects and incorporated any feed-back from the ECID, their official CIP Project requests are communicated to the Budget and Management Department as the department's CIP budget submission.

After Budget updates projections for revenue sources in the CIP Funds and reviews the department submissions, line-item review meetings are held. Each of the departments that has submitted CIP Project requests meets with Budget and City Administration to review and discuss their prioritized projects.

During the line-item review process Administration and the Budget Department further prioritize these projects on a citywide level and in an effort to make sure we balance each fund in each year of the five-year plan. Also, during this process the funding source is discussed to make sure the project qualifies for the funding source requested. Projects may be moved between funds depending on availability of funds and the eligibility of the project to the funding source.

Specifically for the four Penny for Pinellas CIP funds, project submissions are reviewed to make sure they meet the requirements for use of these funds in Florida Statutes section 212.055(2). Projects that were included in the Penny 4 Representative Project List approved by City Council are prioritized. Projects not on the list may also be funded but the list is used as a guide when prioritizing the limited penny resources.

After the line-item review process is complete, a CIP Committee of the Whole meeting is held with City Council to review the preliminary CIP budget. There is also an annual Budget Open House meeting in the Spring to receive public input on both the operating and CIP budgets before the Mayor's Recommended Budget is submitted to City Council on or before July 15.

Finally, there are two budget public hearings held in September to adopt the final budget for the upcoming fiscal year. Included in this budget is the five-year CIP Plan, with the first year of the plan being appropriated.

PENNY 4 REPRESENTATIVE PROJECT LIST 2020 - 2030

Public Safety Fund (3025)
\$17,746,000
5.44%
Range:
4.36% - 6.52%

Proposed Project Name	Proposed Budget Round 4
<u>Fire</u>	
Major Fire Apparatus Replacement	\$9,746,000
<u>Police</u>	
Mobile Command Vehicle	\$750,000
K-9 Compound Improvements	\$3,250,000
Police Take Home Cruisers	\$4,000,000
Police Subtotal	\$8,000,000

Citywide Infrastructure (3027)
\$257,375,000
78.88%
Range:
73.77% - 84.00%

Proposed Project Name	Proposed Budget Round 4
<u>Neighborhoods</u>	
Neighborhood Partnership Grant Match	\$875,000
Neighborhood Enhancements	\$750,000
Neighborhoods Subtotal	\$1,625,000
<u>Engineering</u>	
Buried Wastewater Infrastructure	\$90,000,000
Street & Road Improvements	\$45,000,000
Bridges	\$42,500,000
Road Reconstruction/Replacement	\$5,000,000
Seawalls	\$8,000,000
Minor Storm Drainage	\$5,000,000
Coastal Resiliency & Flood Mitigation	\$5,000,000
Roser Park Seawall	\$8,000,000
Dredging Arterial Channels	\$2,000,000
Engineering Subtotal	\$210,500,000
<u>Transportation</u>	
Public Transportation Infrastructure	\$6,000,000
Bike Share Program Expansion	\$1,000,000
Sidewalk Expansion	\$2,500,000
Complete Streets	\$3,000,000
Sidewalk - Neighborhood & ADA Ramps	\$2,500,000
Bicycle Pedestrian Facilities	\$1,000,000
Neighborhood Transportation Mgt. Program	\$1,000,000
Wayfaring Signage and Sign Replacement	\$1,500,000
Transportation Subtotal	\$18,500,000
<u>Economic Development</u>	
Affordable Housing	\$15,000,000
Grow Smarter Infrastructure Fund	\$5,000,000
Skyway Marina Undergrounding Power Lines	\$6,750,000
Economic Development Subtotal	\$26,750,000

Recreation & Culture Fund (3029)**\$44,850,000****13.75%****Range:****9.82% - 17.67%**

Proposed Project Name	Proposed Budget Round 4
<u>Athletic Facility Improvements</u>	\$2,000,000
<u>Swimming Pool Improvements</u>	\$4,000,000
<u>Recreation Center Improvements</u>	
Shore Acres Recreation Center Replacement	\$5,000,000
Frank Pierce Recreation Center Replacement	\$6,000,000
Recreation Center Improvements	\$3,000,000
Walter Fuller Sports Complex	\$500,000
Recreation Center Improvements Subtotal	\$14,500,000
<u>Libraries</u>	
General Library Improvements	\$2,000,000
Main Library Building Upgrades	\$6,000,000
Libraries Subtotal	\$8,000,000
<u>Park Improvements</u>	
Park Facilities Improvements	\$3,500,000
Park Lighting Improvements	\$1,000,000
Park Improvements Subtotal	\$4,500,000
<u>Preserve Improvements</u>	\$1,000,000
<u>Play Equipment Replacement</u>	\$6,000,000
<u>Downtown Enterprise Facilities</u>	
Coliseum Parking Lot Expansion	\$1,600,000
Mahaffey Theater Improvements	\$3,250,000
Downtown Enterprise Subtotal	\$4,850,000

City Facilities Fund (3031)**\$6,300,000****1.93%****Range:****1.25% - 2.61%**

Proposed Project Name	Proposed Budget Round 4
Jamestown Complex	\$1,800,000
City Facility Roofing & Waterproofing	\$1,500,000
Fire Station Major Improvements	\$1,500,000
City Facility HVAC	\$1,500,000

Grand Total**\$326,271,000****100%**

Attachment C

FY23 Preliminary CIP Budget - Unfunded Penny for Pinellas Projects

The unfunded penny projects for the FY23 Preliminary Budget version are listed in the table below along with their department priority ranking, owning department, and the first fiscal year they were requested. They are listed in order by fund (numerical order), then department (in alphabetical order), then priority. If a priority number is not listed below, it means that projected was either funded or is listed on the General Capital Improvement Fund's (3001) unfunded list.

Priority	Project Name	FY23	FY24	FY25	FY26	FY27	TOTAL	Fund	Department	First Fiscal Year	Fiscal Year Funding Requested
										Funding Requested in the Five Year Plan	
15	Fire Engine 1 New	850,000	-	-	-	-	850,000	3025	Fire Rescue	FY20	Requested in FY20, 21 and FY23 but not Requested in FY22
16	Fire Training Grounds Facility	-	-	6,581,000	-	-	6,581,000	3025	Fire Rescue	FY20	with funding starting in FY21
3	New K-9 Compound and Training Facility	1,500,000	2,700,000	1,545,000	206,509	-	5,951,509	3025	Police	FY19	with funding starting in FY20
TOTAL Public Safety Capital Improvement Fund (3025)		2,350,000	2,700,000	8,126,000	206,509	-	13,382,509				
3	Coliseum - Parking Lot Improvements	-	400,000	-	-	-	400,000	3029	Enterprise Facilities - Coliseum	FY20	with funding starting in FY21
4	Coliseum - Roof Improvements	-	-	750,000	-	-	750,000	3029	Enterprise Facilities - Coliseum	FY19	with funding starting in FY22
5	Coliseum - Floor & HVAC Improvements (+3031)	-	-	-	500,000	-	500,000	3029	Enterprise Facilities - Coliseum	FY19	with funding starting in FY22; HVAC added in later year
7	Coliseum - Parking Lot Expansion	-	-	-	-	2,200,000	2,200,000	3029	Enterprise Facilities - Coliseum	FY20	
5	Sunken Gardens Service Elevator Installation	-	-	600,000	-	-	600,000	3029	Enterprise Facilities - Sunken Gardens	FY19	with funding starting in FY21
6	Sunken Gardens Parking Lot Improvements	-	-	-	300,000	-	300,000	3029	Enterprise Facilities - Sunken Gardens	FY23	with funding starting in FY25
7	Sunken Gardens Business Office Expansion and Upgrade	-	-	-	-	250,000	250,000	3029	Enterprise Facilities - Sunken Gardens	FY21	with funding starting in FY22
2	General Library Improvements	75,000	50,000	-	25,000	25,000	175,000	3029	Libraries	FY23	Initial request funded; additional amounts requested after LIR
3	Mirror Lake Community Library Water Intrusion Project	-	300,000	2,644,300	-	-	2,944,300	3029	Libraries	FY23	with funding starting in FY24
5	Mirror Lake Community Library Enhancement Plan	-	40,500	162,000	-	-	202,500	3029	Libraries	FY20	with funding starting in FY21
6	North Community Library Enhancement Plan	-	-	87,750	351,000	-	438,750	3029	Libraries	FY23	with funding starting in FY25
7	South Community Library Enhancement Plan	-	-	-	87,750	351,000	438,750	3029	Libraries	FY19	with funding starting in FY21
11	Sunshine Center HVAC Replacement	100,000	1,650,000	-	-	-	1,750,000	3029	Parks and Recreation	FY20	
12	Bay Vista RR ADA Improvements	300,000	-	-	-	-	300,000	3029	Parks and Recreation	FY23	
13	Crescent Lake Tennis Court Improvements	300,000	-	-	-	-	300,000	3029	Parks and Recreation	FY23	
14	Roser Park Sidewalk Improvements	200,000	-	-	-	-	200,000	3029	Parks and Recreation	FY23	
15	Parks & Recreation Facility Waterproofing	200,000	200,000	200,000	200,000	200,000	1,000,000	3029	Parks and Recreation	FY20	
16	Major Facility System Improvements	500,000	-	500,000	-	500,000	1,500,000	3029	Parks and Recreation	FY19	with funding starting in FY20
17	Mirror Lake Complex/Sunshine Center Improvements	100,000	100,000	100,000	100,000	100,000	500,000	3029	Parks and Recreation	FY20	
18	Athletic Field Lighting Improvements	300,000	300,000	300,000	300,000	300,000	1,500,000	3029	Parks and Recreation	FY20	
19	Parking Lot Improvements	250,000	250,000	250,000	250,000	250,000	1,250,000	3029	Parks and Recreation	FY20	
20	Park Restroom Renovation/Improvements	250,000	-	250,000	-	250,000	750,000	3029	Parks and Recreation	FY20	
21	Boardwalk, Dock, Pier Improvements	400,000	-	400,000	-	400,000	1,200,000	3029	Parks and Recreation	FY19	with funding starting in FY20
22	Sawgrass Concession Building	500,000	-	-	-	-	500,000	3029	Parks and Recreation	FY23	
23	Athletic Complex Restrooms/Concessions	400,000	-	400,000	-	400,000	1,200,000	3029	Parks and Recreation	FY20	
26	Boyd Hill Nature Center Exhibit Replacement	100,000	-	-	-	-	100,000	3029	Parks and Recreation	FY23	
27	North Shore Beach Shore Stabilization & Improvements	500,000	1,100,000	-	-	-	1,600,000	3029	Parks and Recreation	FY21	Only \$100K requested in FY21; increased amount in FY22 and FY23
28	Williams Park Bandshell Improvements	300,000	1,700,000	-	-	-	2,000,000	3029	Parks and Recreation	FY21	
29	North Shore Aquatics Complex Infrastructure Improvements	700,000	-	-	-	-	700,000	3029	Parks and Recreation	FY21	
30	Playlot Improvements	130,000	-	130,000	-	130,000	390,000	3029	Parks and Recreation	FY20	
31	Boyd Hill Campground Playground & Shelter	250,000	-	-	-	-	250,000	3029	Parks and Recreation	FY23	
32	Restoration to Park Fountains/Statues	125,000	-	125,000	-	125,000	375,000	3029	Parks and Recreation	FY20	
33	North Straub Park Improvements	250,000	-	-	-	-	250,000	3029	Parks and Recreation	FY20	with funding starting in FY21
36	Little Bayou Improvements	260,000	-	-	-	-	260,000	3029	Parks and Recreation	FY23	
37	Gizella Kopsick Palm Arboretum	100,000	-	-	-	-	100,000	3029	Parks and Recreation	FY20	
38	Lake Vista Walking Trail Improvements	250,000	-	-	-	-	250,000	3029	Parks and Recreation	FY23	
41	Sunshine Center Window Replacement	200,000	-	-	-	-	200,000	3029	Parks and Recreation	FY22	with funding starting in FY23
42	Campbell Park Skate Park Restroom Improvements	100,000	-	-	-	-	100,000	3029	Parks and Recreation	FY23	
43	Exercise Zone Replacement	200,000	200,000	200,000	200,000	200,000	1,000,000	3029	Parks and Recreation	FY22	
44	Boyd Hill Picnic Area & Maintenance Shed Improvements	250,000	-	-	-	-	250,000	3029	Parks and Recreation	FY23	
45	Parks Shelter Improvements	200,000	-	200,000	-	200,000	600,000	3029	Parks and Recreation	FY22	
46	Walter Fuller Field Goal Improvements	75,000	-	-	-	-	75,000	3029	Parks and Recreation	FY23	
50	North Shore Aquatics Complex Facility Expansion	5,950,000	4,050,000	-	-	-	10,000,000	3029	Parks and Recreation	FY23	
TOTAL Recreation and Culture Capital Improvement Fund (3029)		13,815,000	10,340,500	7,299,050	2,313,750	5,881,000	39,649,300				

Attachment C

Priority	Project Name	FY23	FY24	FY25	FY26	FY27	TOTAL	Fund	Department	First Fiscal Year Funding Requested in the Five Year Plan	Fiscal Year Funding Requested
4	Infrastructure to be Determined	150,000	150,000	150,000	150,000	150,000	750,000	3031	Budget	FY20	
6	Coliseum - Floor & HVAC Improvements (+3029)	-	-	-	850,000	-	850,000	3031	Enterprise Facilities - Coliseum	FY19	with funding starting in FY22; HVAC added in
2	Jamestown Waterproofing & Painting Upgrades	-	159,000	-	-	-	159,000	3031	Enterprise Facilities - Jamestown	FY23	with funding starting in FY24
3	Jamestown Complex Roof Upgrade	-	-	550,000	-	-	550,000	3031	Enterprise Facilities - Jamestown	FY23	with funding starting in FY25
3	Sunken Gardens Waterproofing & Painting Upgrades	-	450,000	-	-	-	450,000	3031	Enterprise Facilities - Sunken Gardens	FY19	with funding starting in FY20
4	Fire Headquarters HVAC Replacement	80,000	-	-	-	-	80,000	3031	Fire Rescue	FY21	
5	Fire Station 3 HVAC Replacement	800,000	-	-	-	-	800,000	3031	Fire Rescue	FY21	
TOTAL City Facilities Capital Improvement Fund (3031)		1,030,000	759,000	700,000	1,000,000	150,000	3,639,000				
TOTAL ALL FUNDS		17,195,000	13,799,500	16,125,050	3,520,259	6,031,000	56,670,809				



Solicitation No. 8361

1.1 General Information

Title **RFQ No. 8361: Consulting Services, Albert Whitted Airport Impact Study**
 Description **918-17: Consulting Services, Albert Whitted Airport Impact Study**

The City is seeking a qualified consultant for the purposes of evaluating the economic, fiscal, and community/social impacts (positive and negative) of the 110-acre, waterfront Airport site under two development scenarios: the existing configuration of the airport, and the configuration of the airport with the proposed Albert Whitted Airport Master Plan improvements

Preview Date	Immediately	Open Date	Immediately
Close Date	09-JUN-2022 15:01:00	Award Date	Not Specified
Time Zone	Eastern Time	Buyer	Floyd, Jacqueline
Quote Style	Blind	Email	Jackie.Floyd@stpete.org
Event	Not Specified	Outcome	Contract Purchase Agreement

Note You need to be registered as a supplier with the City and logged into iSupplier to view all the attachments pertinent to this solicitation. Instructions on how to register or log into iSupplier can be found at: http://www.stpete.org/with_the_city/city_supplier_starter_guide.php or contact registration@stpete.org.

Bidders must attach all required forms as a single PDF. Trade Secrets, Confidential or Proprietary Information must be included as a separate attachment labeled "Trade Secrets".

Questions regarding this solicitation must be submitted to Jackie Floyd at jhfloyd@stpete.org or through Online Discussions no later than 12:00 noon, Tuesday, May 31, 2022.

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	CITY HALL - CDA CITY DEVELOPMENT ADMINISTRATION CITY OF ST PETERSBURG 175 5TH ST N Saint Petersburg, FL 33701 United States	Bill-To Address	ACCOUNTS PAYABLE FINANCE DEPARTMENT ACCOUNTS PAYABLE CITY OF ST PETERSBURG PO BOX 1257 Saint Petersburg, FL 33731 United States
Payment Terms	NET 30	Carrier	Common Carrier
FOB	FOB Destination	Freight Terms	Prepaid
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified		

1.3 Requirements

Section A - Profile
1. Company name (full legal name). Type Provide your answer below
2. Federal identification number. Type Provide your answer below
3. Headquarters - street address, telephone, P.O. Box, zip code, state and email. Type Provide your answer below
4. Company ownership. If incorporated, the state and date of incorporation. Type Provide your answer below
5. Year the company was founded. Type Provide your answer below

Section A - Profile
6. Address and phone number of the office providing the service. Type Provide your answer below
7. Name, phone number, email and title of contact person. This person must be capable of committing the company to an agreement with the City. Type Provide your answer below
8. Number of years company has operated under this name. Type Provide your answer below
9. Brief description of the nature of the company's business. Type Provide your answer below
10. Number of years company has been in present business. Type Provide your answer below

Section A - Profile
11. Type of business organization (Sole Proprietorship, Partnership, Corporation, Limited Liability Company). If this is to be a joint venture or sub-contractors will be used, give name and address of firm(s). Type Provide your answer below
12. Company's bank of record. Type Provide your answer below
13. Is the offeror registered with the Florida Department of State, Division of Corporations (Sunbiz). Type Provide your answer below
14. Describe any litigation that the offeror has been a party to in the last five years where it was alleged that the offeror breached a contract for similar services with a client/customer and describe any contracts for similar services that the offeror failed to complete for similar services. Describe the facts and status of any such litigation or contract. Type Provide your answer below
15. Identify any government entity that has debarred or otherwise prohibited the offeror from responding to its competitive solicitations within the last five years. Describe the circumstances surrounding such debarment or other prohibition.

Section A - Profile
..... Type Provide your answer below
16. Is your firm a City Certified Small Business Enterprise (SBE)? YES or NO. If yes, please provide certification number. Type Provide your answer below
Section B - Requirements
Acceptances Period Unless otherwise specified herein, the SOQ shall be in effect for a period of not less than ninety (90) days. (Y/N) Type Circle one from the response values below: NO YES
E-Verify The offeror acknowledges that it has read, understands and will comply with Florida Statute section 448.095 pertaining to required use of the U.S. Department of Homeland Security's E-Verify system. Should the City terminate the contract with the offeror for violation of s. 448.09(1), offeror may not be awarded a contract with the City for at least one year. Type Circle one from the response values below: No Yes
Section C - Public Records Laws
Please respond yes or no to the questions below. Type No Response Required 1. The offeror acknowledges that its SOQ is subject to Public Records laws (Chapter 119, Florida Statutes) (Y/N) Type Circle one from the response values below:

Section C - Public Records Laws
NO YES
2. Has the offeror identified any trade secrets or confidential information in its SOQ? (Y/N)
..... Type
..... Circle one from the response values below: NO YES
Section D - Exceptions
1. The offeror certifies that it takes no exceptions to the requirements, terms and conditions of the solicitation. (Y/N)
..... Type
..... Circle one from the response values below: NO YES
2. If exceptions are taken, specify in the space provided.
..... Type
..... Provide your answer below
Section E. - Statements of Qualifications - Submittal Response
The SOQ must include the following information in the order listed. Please upload the following Parts 1 thru 4 documentation in one continuous PDF labeled as "Submittal Response".
..... Type No Response Required
Part 1. Transmittal Letter
Offerors must submit a transmittal letter (maximum two pages) on the firm's letterhead. It must be signed by a representative of the offeror who is authorized to sign such material and to commit the offeror to the obligations contained in the SOQ. The transmittal letter must include the name, address, phone number and e-mail address for the offeror's contact, and must specify who would be the firm's signatory to any contract documents executed with the City. The transmittal letter may include other information deemed relevant by the offeror.
..... Type No Response Required
Part 2. Project Team
In this section the offeror must describes the composition, organization and management of the Project Team including (a) identifying all major sub-contractors and their responsibilities; (b) demonstrating the firm's ability to work cooperatively with multiple clients and sub-contractors; and (c) identifying key individuals who would be assigned to the project and their roles and responsibilities.
..... Type No Response Required
Organization Chart

Section E. - Statements of Qualifications - Submittal Response Provide organization chart showing: (a) reporting relationships and responsibilities of the offeror and any other firms (b) reporting relationships and responsibilities of all key personnel (along with their firm affiliations). Type No Response Required Other firms Identify any other firms (such as sub-contractors and sub-consultants) included on the project team along with the consultant and describe the scope of work for each firm's services and responsibilities throughout the project. Describe the firms approach to the management of sub-contractors and sub-consultants. Type No Response Required Key Personnel 1. Identify all key personnel (and their firm affiliations) on the project team and describe their specific responsibilities throughout the project. 2. Describe the offeror's approach to managing such key personnel. 3. Indicate the commitment of all key personnel in terms of an estimated percentage of time throughout the project. 4. Provide resumes for all key personnel. Limit resumes to two pages per individual and include: (a) academic and professional qualifications (b) professional registration (as applicable) (c) experience as it relates to the project and to the individual's specified role on the project. Resumes may be included in the SF 330 or may be included in a separate section but they do not need to be included in both. 5. Provide a detailed resume of the contractor's key project manager, at least one substitute project manager, and other key individuals on the project team. The proposed key project manager and the proposed substitute shall have a minimum of ten (10) years of applicable experience and shall remain with the projects throughout the term of the City's standard agreement. The project manager shall not be replaced or substituted without the prior approval of the City. The City may request a personal interview with the short-listed firm's proposed project managers. The key project manager or their approved substitutes shall be available for all meetings. Experience included on the resume must be limited to projects completed within the past ten (10) years. Type No Response Required Part 3. Experience The SOQ must describe the performance history and experience of the Project Team on similar projects and provide information concerning safety. Type No Response Required Reference Projects 1. The offeror shall submit descriptions of reference projects to demonstrate relevant experience. Each project description shall contain at least the following information: (a) name of owner; (b) owner reference and contact information (c) role of offeror; (d) contract value (e) year started and year completed; (f) description of the project showing relevance to this project; and (g) names of firms and key personnel that participated in similar project (s) and are included in this SOQ, along with a clear description of the roles and responsibilities of each (h) provide a summary table to cross-reference the project team (firms and key personnel) with participation in the reference projects. 2. Describe any alleged, significant prior or ongoing contract failures, licensing or permit violations, claims on bonds, any civil or criminal litigation or investigation pending (including wage theft complaints filed) which involves the firm or in which the firm has been judged guilty or liable. 3. Licenses. Copy of firm's or individual's current applicable Florida License.
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**Section E. - Statements of Qualifications -
Submittal Response**

4. References. A list of three (3) client contact persons for whom the firm or individual has recently provided services similar in nature to the services identified in this RFQ.
5. Technical Qualifications. The proposer should identify project experience similar to the ones envisioned for the services identified in this RFQ. Experience included must be limited to projects completed within the past ten (10) years. Project experience may be included in the SF 330 or may be included in a separate section but they do not need to be included in both. At a minimum, the project description should include the following: (a) client name and description of the project/or services; (b) comparison of project budget and final costs to the client; (c) comparison of the original and actual project schedule; (d) the client's contact person and telephone number.
6. Minority Business Enterprise (MBE). Whether or not the firm or individual or any of its sub-consultants is a certified Minority Business Enterprise (MBE) as defined by the Florida Small and Minority Business Assistance Act, a Woman Owned Business Enterprise (WBE) and/or a Disadvantaged Business Enterprise (DBE). If the firm and/or one of its sub-contractors are a MBE, WBE, or DBE, provide the name of the certifying agency.
7. Total number of personnel (breakdown by discipline in Section 8 of SF 330; provide local office and firm totals):
8. Previous and current work for City of St. Petersburg. List projects, dates and contract amounts. Do not use attachments or references.
9. One (1) updated SF330, for the firm's or individual's office which will provide services identified in this RFQ for each major sub-consultant.

.....
Type

.....
Provide your answer below

Part 4. Project Approach

Project Approach. The offeror should identify the process utilized on other significant projects as well as the process envisioned for the services identified in this RFQ. If major sub consultants are to be utilized, their experience and credentials should be presented and the methods by which these firms will participate in the process should be stated. The proposer should also include within the project approach the process envisioned to interface with the City through the Project Manager.

.....
Type

.....
Provide your answer below

Section F - Living Wage

1. Provide the number of full-time employees directly on offeror's payroll as of proposal date.

.....
Type

.....
Provide your answer below

Section F - Living Wage
2. Does offeror agree to comply with the Living Wage requirements set forth in the St. Petersburg City Code? (Y/N)
.....
Type
.....
Circle one from the response values below: NO YES

1.4 Attachments

Name	Data Type	Description
Proposed Airport Master Plan Working Papers, Consulting Svcs, AWA Impact Study	File	Appendix H, Consulting Services, AWA Impact Study (RFQ 8361 JF), Proposed Airport Master Plan Working Papers
Agreement, Consulting Services, AWA Impact Study (RFQ 8361 JF)	File	Appendix B, Consulting Services, AWA Impact Study (RFQ 8361 JF) - Agreement
Architect/Engineer Qualifications, Consulting Services, AWA Impact Study	File	Appendix C, Consulting Services, AWA Impact Study (RFQ 8361 JF), Architect/Engineer Qualifications
Airport Fact Sheet 2021, Consulting Services, AWA Impact Study (RFQ 8361 JF)	File	Appendix D, Consulting Services, AWA Impact Study (RFQ 8361 JF), Airport Fact Sheet 2021
FDOT Economic Impact Study- Consulting Services- 2018, AWA Impact Study (RFQ 8361)	File	Appendix E, Consulting Services, AWA Impact Study (RFQ 8361 JF) , FDOT Economic Impact Study
Recommended Development Plan, Consulting Services, AWA Impact Study (RFQ 8361)	File	Appendix F, Consulting Services, AWA Impact Study (RFQ 8361 JF), Recommended Development Plan
Runway Economic Impact Summary, Consulting Services, AWA Impact Study (RFQ 8361)	File	Appendix G, Consulting Services, AWA Impact Study (RFQ 8361 JF), Runway Economic Impact Summary
Scope of Services, Consulting Services, AWA Impact Study (RFQ 8361 JF)	File	Appendix A, Consulting Services, AWA Impact Study (RFQ 8361 JF) - Scope of Services

2 Price Schedule**2.1 Line Information**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount	Bid Minimum Release Amount
1 Consulting Services, AWA Impact Study - Add \$1 to continue			EACH			

Draft

Contract Terms and Conditions

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City of St Petersburg Solicitation Documents

I. INSTRUCTIONS

Instructions

A. REQUEST FOR QUALIFICATIONS ("RFQ") SUMMARY

1. RFQ Scope: The City of St. Petersburg, Florida ("City"), is requesting Statements of Qualifications (SOQ) and intends to select **one firm** from qualified firms or individuals interested in performing the professional services described in this RFQ. A detailed description of the Scope of Services is contained in Appendix A.

2. RFQ Schedule: The proposed schedule for the selection of a firm or individual for this project is set forth below:

Issue Date: Tuesday, May 10, 2022

Closing Date: Thursday, June 9, 2022 at 3:00 P.M.

Shortlisting: Friday, June 24, 2022

Sealed bids, proposals, or replies received by the City pursuant to a competitive solicitation are exempt from s.119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Selection Committee Shortlisting Meeting. All of those who submitted a SOQ will be contacted via email to inform them of outcome of meeting and shortlisting.

Interview: Tuesday, July 12, 2022

Contract Negotiation: Tuesday, July 19, 2022

City Council Approval and Award: Thursday, September 8, 2022

B. GENERAL INSTRUCTIONS

1. News Releases: Public disclosure regarding this RFQ, the SOQ and subsequent awards, will be coordinated by the City.

2. Submittal Requirements: The SOQ must be submitted by a duly authorized official(s) of the proposing firm or by the proposing individual. Consortiums, joint ventures, or teams submitting SOQ, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each SOQ shall indicate the entity responsible for execution on behalf of the qualification statement team.

3. RFQ Amendment: In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firms or individuals to make an adequate interpretation of the provisions of this RFQ, an amendment(s) to the RFQ will be provided to each firm or individual that has requested a copy of this RFQ.

4. Rejection Rights: The City reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all SOQ, to cancel or withdraw this RFQ at any time. Selection is dependent upon the negotiation of a mutually acceptable contract.

5. SOQ to be in Effect: Each SOQ shall state it is valid for a period of not less than 90 days from date of receipt.

6. Prohibited Interest: No consulting service contract will be awarded to any firm or corporation for a period of one (1) year after they have employed any exempt management employee directly from City, provided, however, that this provision will not apply in the event the employee so hired is not involved in any way with work being performed by the firm or corporation for the City.

7. Nondiscrimination: It is the policy of the City to provide workplaces free from discrimination, harassment and related inappropriate behavior. The City does not condone or tolerate any behavior that is discriminatory, harassing or otherwise inappropriate when such behavior is based on an individual's or group's race, color, national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information or other protected category. Gender includes but is not limited to sex, pregnancy, childbirth or medical conditions related to childbirth, and gender-related self-identity which can be shown by evidence such as medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held. Firms are encouraged to adopt such policies and provide work-places free of discrimination in terms of conditions of employment, including benefits.

8. The City's standard agreement is attached to this RFQ as Appendix B. The SOQ shall include a statement of the firm's or individual's exceptions to the City's standard agreement.

9. Ownership and Reuse of Documents: All documents prepared and submitted in response to this RFQ shall become the property of the City and the City shall own all ideas, documents and materials developed or prepared in response to this RFQ. All documents prepared are subject to reuse by the City in accordance with the provisions of §287.055, Florida Statutes.

10. Prohibited Communication: **All Teams/ Firms or Individuals**, their agents and representatives are prohibited from lobbying City Council, the Mayor, elected officials and their staff, City departments, selection committee members or city project consultants relative to this RFQ. Non-compliance with this provision will result in disqualification of **Team/ Firm or Individual** from consideration.

11. Debarment and Suspension: By submitting a SOQ, the firm or individual certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this project by any federal or state department or agency.

12. Discrepancies, Errors and Omissions: Any discrepancies, errors, or ambiguities in this RFQ or addenda (if any) should be reported in writing to the City's contact person identified in this RFQ. Should it be found necessary, a written addendum will be incorporated into this RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

13. Disqualification: The City reserves the right to disqualify any firm(s) or individual(s) before or after opening of the SOQ, upon evidence of collusion with intent to defraud or other illegal practices on the part of the firm(s) or individuals.

14. Information Designated a Trade Secret and/or Confidential and/or Proprietary: All responses (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) submitted to the City are subject to Florida's public records law (i.e., Chapter 119, Florida Statutes),

which require disclosure of public records, unless exempt, if a public records request is made. Responses (including all documentation and materials included in the SOQ or provided in connection with this RFQ {even if in a separate attachment}) submitted to the City cannot be returned. **THE CITY WILL NOT CONSIDER RESPONSES IF THE ENTIRE RESPONSE IS LABELED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY.**

If a firm or individual believes that its response (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure then such information must be submitted in a separate attachment with a file name containing the words "trade secret," and comply with the following requirements. In addition to submitting the information in a separate attachment, the firm or individual must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by a firm or individual as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by a firm or individual is/are correct and/or accurate. The City will only notify firm or individual of a public records request if such public records request asks for information that is designated by firm or individual as a trade secret and/or confidential and/or proprietary and firm or individual, at its own expense, will have forty-eight (48) hours after receipt of such notice (email notice is acceptable notice) to file the necessary court documents to obtain a protective order.

Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary, firm or individual agrees to defend the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against all claims and actions (whether or not a lawsuit is commenced) related to its designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim or action arising out of or related to firm's or individual's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by firm or individual to claim that all additional information in its response is a trade secret and/or confidential and/or proprietary regardless if such information is labeled trade secret and/or confidential and/or proprietary. Firm or individual acknowledges and agrees that all information in firm's or individual's response (not including information submitted in a separate attachment) will be disclosed, without any notice to firm or individual, if a public records request is made for such information.

PLEASE BE ADVISED THAT FIRM'S OR INDIVIDUAL'S RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ATTACHMENT IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH ABOVE, WILL BE DISTRIBUTED TO THE SELECTION COMMITTEE MEMBERS, CITY STAFF AND CITY CONSULTANTS TO ALLOW FIRM'S OR INDIVIDUAL'S ENTIRE RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ATTACHMENT, TO BE EVALUATED AND CONSIDERED FOR AWARD OF THIS AGREEMENT. THE ENTIRE CONTENTS OF FIRM'S OR INDIVIDUAL'S RESPONSE INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ENVELOPE, MAY BE

DISCUSSED AT MEETINGS THAT ARE OPEN TO THE PUBLIC, SUBJECT TO THE REQUIREMENTS SET FORTH IN CHAPTER 286, FLORIDA STATUTES.

15. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

16. Truth in Negotiations Certificate: For a lump sum, salary multiplier or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in § 287.017, Florida Statutes, the respondent shall, if selected, execute a Truth in Negotiations Certificate stating that the wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. If requested by the City, financial statements including balance sheet, profit and loss and statement of changes in financial position for the latest annual report for each participating firm shall be submitted together with the name of banks and other financial institutions with which the respondent conducts business.

17. Disputes and Complaints: All complaints or grievances should be first submitted orally or in writing to the Director of Procurement and Supply Management ("Director"). The Director shall investigate the validity of the complaint and present the findings in writing to the firm or individual. If the firm is dissatisfied with the Director's findings, firm may then make an appeal to the Mayor's office. The firm's appeal will be heard by the Mayor, Deputy Mayor or City Administrator. All complaints, grievances or appeals must be made no later than seven (7) days pre-ceding the date of the City Council meeting to consider approval of the Team/design concept recommended by the Selection Committee.

18. Small Business Enterprise Program (SBE): The City is committed to assisting Small Business Enterprises (SBEs), in accordance with Municipal Code 2-231-2-237. The program's purpose is to foster growth in the economy and provide opportunities for small business. The City certifies SBEs for contracting and procurement opportunities in construction, goods and services, professional services, and supplies. A business must be independently owned, operated and controlled, and not dominant in its field of operation and must meet the following criteria: serve a commercially useful function; been in operation for at least one year; has 50 full time employees or less; annual sales volume of \$5 million for goods/services/supplies and \$8 million for construction; domiciled in Pinellas, Hillsborough, Pasco, Manatee, or Polk counties; and must be certified by the City's Greenhouse.

19. Living Wage: It is the policy of the City of St. Petersburg, in accordance with Municipal City Code 2-274-2-276, to require all contractors and subcontractors providing goods or services to the City where the average annual contract amount exceeds two hundred thousand dollars (\$200,000), with greater than 50 employees to pay a living wage to their employees. Each contractor that utilizes a subcontractor must inform the subcontractor, prior to the time the subcontractor offers its price to such contractor, of its obligation to pay a living wage to its employees.

20. Consideration of Sea Level Rise and Resiliency: It is the policy of the City to apply the consideration of sea level rise and resiliency to the City's decision-making, including in the procurement of City construction projects. Bidders are encouraged to provide documentation addressing the following:

a. Whether the project considers the latest regional best available science regarding the effects of sea level rise, climate-related vulnerability and resiliency in St. Petersburg;

- b. Whether the project affects an area that is vulnerable to the impacts of sea level rise;
- c. Whether the project will increase the resiliency of the City with respect to sea level rise;
- d. Whether the project is compatible with the City's sea level rise mitigation and resiliency efforts.

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II. DESCRIPTION OF THE PROJECT

Description of the Project

A. GENERAL ORGANIZATION OF THE PROJECT

1. Location: Project will be located generally within Albert Whitted Airport.
2. Project Direction: Primary interface with the selected firm will be the City's Managing Director, City Development Administrator. The CDA Managing Director will be responsible for the direction, review, and approval of all work as well as the program administration of the contract for compliance with and interpretation of scope, schedule, and budget. In carrying out these functions, the CDA Managing Director will utilize the various departments and personnel of the City of St. Petersburg and coordinate with other governmental agencies as required to ensure a successful project.
3. Project Description: The City of St. Petersburg wishes to employ and intends to select **one (1) firm** from qualified firms or individuals interested in performing the professional services described in this RFQ.
4. A detailed description of the Scope of Work is contained in Appendix A.
5. Project Period: The term of agreement shall commence on the Execution Date of the Agreement until all services described in the Agreement are completed.

III. SELECTION PROCESS

Selection Process

1. Selection Process: The City will review responses to this RFQ that meet the requirements set forth herein and are received by the closing date and time described herein. Upon review of the SOQ, the selection committee will designate and shortlist not less than three (3) of the most qualified respondents. The shortlisted respondents will be invited to appear for an interview by the selection committee with oral presentation and evaluation. After deliberation, the selection committee will rank the shortlisted respondents. The City will begin contract negotiations with the highest ranked teams. Once the negotiations are completed, City Council must approve the agreement.

2. Evaluation Criteria:

Statements of Qualifications will be evaluated on the following criteria:

a) **Offeror's Entity and Project Team - 25%**

- Corporate structure (e.g., LLC, Sole Practitioner)
- History and experience of the Offeror's entity
- Qualifications and experience of assigned Team members
- Availability of personnel to perform the work
- SBE/MBE/WBE utilization
- Subcontractors to be used

b) **Team Experience - 25%**

- Identification of Key personnel for project
- Similar projects undertaken by the Team
- Description of Team competencies needed to accomplish the work
- Ability to complete projects on time and within budget

c) **Project Approach - 50%**

- Understanding of the project
- Methodology/Approach proposed to accomplish project
- Creative/Novel solutions to accomplish project tasks
- Project schedule/Timeline
- Description of deliverables in final report

IV. COMPLIANCE WITH CCNA

Compliance With CCNA

The items, conditions and procedures in this Request for Qualifications are in conformance with City policies. These policies are designed to fully comply with Chapter 287.055, Laws of Florida (known as the "Consultants' Competitive Negotiation Act"). Teams are requested to notify the City, in writing, if they feel any portion of this Request for Qualifications is not in compliance with these policies.

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APPENDIX A

Scope of Services

See Section 1.4 Attachments for Scope of Services

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APPENDIX B

Base Agreement Provision

BASE AGREEMENT SETTING FORTH THE MINIMUM REQUIREMENTS

The City reserves the right to add or modify the terms and conditions at any time prior to the final execution of an agreement. The Offeror has the opportunity to take exception to any additional or modified term or condition in the same manner as set forth in.

See Section 1.4 Attachments, for Base Agreement

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Appendix A Scope of Services

1. Intent

The City of St. Petersburg, Florida ("City") is requesting Statements of Qualifications from firms or individuals interested in performing economic, fiscal, and community/social impact assessment services for Albert Whitted Airport ("Airport").

2. Background

The City's Albert Whitted Airport sits on the edge of downtown St. Pete, overlooking Tampa Bay. The Airport provides various aviation services including fueling, storage, parking, maintenance, flight training, charter and rentals, avionics, and sightseeing tours. In addition to general aviation, the Airport also supports Civil Air Patrol, Johns Hopkins All Children's Hospital, Bayflite Medivac, and various other medical transport services.

3. Scope of Services

The City is seeking a qualified consultant for the purposes of evaluating the economic, fiscal, and community/social impacts (positive and negative) of the 110-acre, waterfront Airport site under two development scenarios: the existing configuration of the airport, and the configuration of the airport with the proposed Albert Whitted Airport Master Plan improvements (e.g., an extension of Runway 7-25; and an adaptive reuse of the current City Wastewater Treatment Plant area for aviation purposes). Additional services may be requested once a preferred development scenario has been identified by the City.

4. Contract Award

The City intends to award a contract to a single proposer for technical services related to evaluating the economic, fiscal, and community/social impacts of the Airport site. The City retains the right to extend the contract if additional services are requested.

5. Evaluation Development Scenarios

The City is seeking economic, fiscal, and community/social impact assessment services for the following elements:

- a. Evaluate the economic, fiscal, and community/social impact of the Airport under the following development scenarios:
 - i. The existing configuration of the Airport
 - ii. The proposed configuration of the Airport with an extension to Runway 7-25 and the adaptive reuse for aviation purposes of the current City Wastewater Treatment Plant as identified in the proposed Albert Whitted Master Plan.
- b. The economic impact of the Airport scenarios should focus on the current and potential employment, wages, total construction activity, required infrastructure, and impacts to the region between the two uses.
- c. The fiscal impact of the Airport scenarios should focus on changes in tax values and impact on city services between the two uses.

- d. The community/social impact of the Airport scenarios should focus on the Airport's community benefits and burdens across a variety of neighborhoods and communities throughout the City as a whole and the level of equity reflected in the distribution of those benefits and costs.

6. **Minimum Qualifications**

At a minimum, Contractor must meet the following qualifications:

- a. Understanding of General Aviation airports and the Albert Whitted Airport Master Plan
- b. Experience in conducting economic impact assessments for aviation sites.
- c. Experience in conducting fiscal impact assessments for aviation sites related to tax revenues and service expenses.
- d. Experience in evaluating the community/social impacts of aviation sites.
- e. Ability to conduct studies related to market feasibility.
- f. Other areas of expertise relevant to the project.

7. **Contractor Responsibilities**

At a minimum, Contractor shall provide and meet the following responsibilities:

- a. Contractor shall provide a single point of contact (Account Manager) to administer the Agreement.
- b. Contractor shall maintain Minimum Qualifications as stated in bid for the term of Agreement.
- c. Contractor shall provide an estimated project timeline from start to submission of final report.
- d. Contractor shall provide a draft report for discussion.
- e. Contractor shall provide final report.
- f. Contractor shall provide a presentation of final report to the City.

8. **City's Responsibilities**

At a minimum, City shall provide and meet the following responsibilities:

- a. City shall provide a single point of contact (City Project Manager) to administer the Agreement.
- b. City Project Manager shall assist with planning, strategy and objectives prior to performance of the Work.
- c. City Project Manager shall promptly respond to issues and inquiries so as not to hinder the progress, completion, or compensation for the Work.
- d. City Project Manager shall provide current City master plan.
- e. City Project Manager shall provide proposed City master plan.
- f. City Project Manager shall provide results of 2018 aviation feasibility study.
- g. City Project Manager shall provide current airport map.

9. **Account Management**

Contractor shall provide an Account Manager, who will be readily available during normal

business hours to administer the Agreement. Contractor is responsible for notifying the City with any changes in account manager or contact information. Account Manager's responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting, and issue resolution.

6. Summary of Total Service Charges and Fees

Contractor shall furnish the Procurement and Supply Management Department, when requested, a detailed summary of purchases, charges and fees in electronic spreadsheet format. The summary shall include an itemized description of products and services delivered and dollar amount and quantity of each. Failure to provide this information within seven (7) business days following the request may result in Contractor being found in default.

10. Personnel

Contractor shall assign all key personnel identified in its proposal and this Agreement to complete all of their responsibilities in connection with performance of its obligations. Contractor shall obtain written approval of the City prior to reassigning any key personnel. Replacement of key personnel, upon written approval by the City, shall be with personnel of equal or greater ability and qualifications. Contractor's replacement of key personnel shall not be grounds for an increase in the total Agreement price or extension of the time for completion of the services required. The unauthorized change of key personnel by Contractor shall be considered by the City as a material breach of the Agreement and grounds for termination.

11. Project or Servicing Schedule ("Delivery")

Contractor shall provide an estimated project timeline, from start to provision of final report, per Section 7, Scope of Services.

12. Non-Performance

- a. If Contractor is found in non-performance per the Agreement requirements and responsibilities, and/or fails to satisfactorily remedy or cure non-performance, the Contract Administrator will file a vendor complaint report with the Procurement Department. The Procurement Department will notify the Contractor in writing. Contractor shall reply in writing within ten (10) business days with detailed corrective action to remedy the non-performance, including Completion Deadline date and time. Follow-up or call-back work to correct such non-performance shall be solely at Contractor's expense.
- b. Contract Administrator shall conduct inspection immediately after Completion Deadline and advise the Procurement Department in writing regarding satisfactory resolution or of any remaining deficiencies.
- c. If Contractor fails to remedy or cure deficiencies identified in a vendor complaint report by the Completion Deadline, the City may deduct the costs from payment of Contractor invoices to obtain service elsewhere.

- d. In the event the Contractor consistently fails to perform per the Agreement requirements, the City may terminate agreement with cause and Contractor may be removed from the bidder's list for up to a three year period.

13. Safety

- a. Contractor shall be responsible for ensuring that Contractor's staff follow all established safety regulations pertaining to the work to be performed per OSHA and/or City standards.
- b. Contractor's employees will keep doors closed and locked while servicing facilities after hours or when instructed by Facility Manager or Representative.

14. Conditions for Acceptance

Upon completion of all the work and services required by the contract pursuant to the City's satisfaction and at the City's sole discretion, the City will issue a written notice of acceptance to Contractor/approve the Work, after which payment shall be authorized.

23. Ownership of Deliverables

All deliverables, materials, drafts and any fixture, set-up or tool created specifically for the production of the work ("Work") developed by the Contractor pursuant to this agreement shall become the sole and exclusive property of the City of St. Petersburg upon acceptance and payment. Contractor shall transfer and assign to the City all rights, title and interest in and to the Work.

[General Conditions for Services will include orders, invoices, payment, background checks, vendor performance etc]



Solicitation No. 8362

1.1 General Information

Title **RFQ No. 8362: Consulting Services, AWA Property, Non-aviation Opportunities**

Description **918.42 Consulting Services, Albert Whitted Airport Property, Non-aviation Opportunities**

The City of St. Petersburg is seeking a qualified consultant for the purpose of performing a study, which will include a visioning process, to determine the economic, fiscal, and community/social impacts of various non-aviation scenarios that would repurpose the 110-acre, waterfront site currently being used as the airport.

Preview Date	Immediately	Open Date	Immediately
Close Date	09-JUN-2022 15:01:00	Award Date	Not Specified
Time Zone	Eastern Time	Buyer	Floyd, Jacqueline
Quote Style	Blind	Email	Jackie.Floyd@stpete.org
Event	Not Specified	Outcome	Contract Purchase Agreement

Note You need to be registered as a supplier with the City and logged into iSupplier to view all the attachments pertinent to this solicitation. Instructions on how to register or log into iSupplier can be found at: http://www.stpete.org/with_the_city/city_supplier_starter_guide.php or contact registration@stpete.org.

Bidders must attach all required forms as a single PDF. Trade Secrets, Confidential or Proprietary Information must be included as a separate attachment labeled "Trade Secrets".

Questions regarding this solicitation must be submitted to Jackie Floyd at jhfloyd@stpete.org or through Online Discussions no later than 12:00 noon, Tuesday, May 31, 2022.

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	CITY HALL - CDA CITY DEVELOPMENT ADMINISTRATION CITY OF ST PETERSBURG 175 5TH ST N Saint Petersburg, FL 33701 United States	Bill-To Address	ACCOUNTS PAYABLE FINANCE DEPARTMENT ACCOUNTS PAYABLE CITY OF ST PETERSBURG PO BOX 1257 Saint Petersburg, FL 33731 United States
Payment Terms	NET 30	Carrier	Common Carrier
FOB	FOB Destination	Freight Terms	Prepaid
Currency	USD (US Dollar)	Price Precision	2
Total Agreement Amount (USD)	Not Specified		

1.3 Requirements

Section A - Profile
1. Company name (full legal name). Type Provide your answer below
2. Federal identification number. Type Provide your answer below
3. Headquarters - street address, telephone, P.O. Box, zip code, state and email. Type Provide your answer below
4. Company ownership. If incorporated, the state and date of incorporation. Type Provide your answer below
5. Year the company was founded. Type Provide your answer below

Section A - Profile
6. Address and phone number of the office providing the service. Type Provide your answer below
7. Name, phone number, email and title of contact person. This person must be capable of committing the company to an agreement with the City. Type Provide your answer below
8. Number of years company has operated under this name. Type Provide your answer below
9. Brief description of the nature of the company's business. Type Provide your answer below
10. Number of years company has been in present business. Type Provide your answer below

Section A - Profile
11. Type of business organization (Sole Proprietorship, Partnership, Corporation, Limited Liability Company). If this is to be a joint venture or sub-contractors will be used, give name and address of firm(s). Type Provide your answer below
12. Company's bank of record. Type Provide your answer below
13. Is the offeror registered with the Florida Department of State, Division of Corporations (Sunbiz). Type Provide your answer below
14. Describe any litigation that the offeror has been a party to in the last five years where it was alleged that the offeror breached a contract for similar services with a client/customer and describe any contracts for similar services that the offeror failed to complete for similar services. Describe the facts and status of any such litigation or contract. Type Provide your answer below
15. Identify any government entity that has debarred or otherwise prohibited the offeror from responding to its competitive solicitations within the last five years. Describe the circumstances surrounding such debarment or other prohibition.

Section A - Profile
..... Type Provide your answer below
16. Is your firm a City Certified Small Business Enterprise (SBE)? YES or NO. If yes, please provide certification number. Type Provide your answer below
Section B - Requirements
Acceptances Period Unless otherwise specified herein, the SOQ shall be in effect for a period of not less than ninety (90) days. (Y/N) Type Circle one from the response values below: NO YES
E-Verify The offeror acknowledges that it has read, understands and will comply with Florida Statute section 448.095 pertaining to required use of the U.S. Department of Homeland Security's E-Verify system. Should the City terminate the contract with the offeror for violation of s. 448.09(1), offeror may not be awarded a contract with the City for at least one year. Type Circle one from the response values below: No Yes
Section C - Public Records Laws
Please respond yes or no to the questions below. Type No Response Required 1. The offeror acknowledges that its SOQ is subject to Public Records laws (Chapter 119, Florida Statutes) (Y/N) Type Circle one from the response values below:

Section C - Public Records Laws
NO YES
2. Has the offeror identified any trade secrets or confidential information in its SOQ? (Y/N)
..... Type
..... Circle one from the response values below: NO YES
Section D - Exceptions
1. The offeror certifies that it takes no exceptions to the requirements, terms and conditions of the solicitation. (Y/N)
..... Type
..... Circle one from the response values below: NO YES
2. If exceptions are taken, specify in the space provided.
..... Type
..... Provide your answer below
Section E. - Statements of Qualifications - Submittal Response
The SOQ must include the following information in the order listed. Please upload the following Parts 1 thru 4 documentation in one continuous PDF labeled as "Submittal Response".
..... Type No Response Required
Part 1. Transmittal Letter
Offerors must submit a transmittal letter (maximum two pages) on the firm's letterhead. It must be signed by a representative of the offeror who is authorized to sign such material and to commit the offeror to the obligations contained in the SOQ. The transmittal letter must include the name, address, phone number and e-mail address for the offeror's contact, and must specify who would be the firm's signatory to any contract documents executed with the City. The transmittal letter may include other information deemed relevant by the offeror.
..... Type No Response Required
Part 2. Project Team
In this section the offeror must describes the composition, organization and management of the Project Team including (a) identifying all major sub-contractors and their responsibilities; (b) demonstrating the firm's ability to work cooperatively with multiple clients and sub-contractors; and (c) identifying key individuals who would be assigned to the project and their roles and responsibilities.
..... Type No Response Required
Organization Chart

Section E. - Statements of Qualifications - Submittal Response Provide organization chart showing: (a) reporting relationships and responsibilities of the offeror and any other firms (b) reporting relationships and responsibilities of all key personnel (along with their firm affiliations). Type No Response Required Other firms Identify any other firms (such as sub-contractors and sub-consultants) included on the project team along with the consultant and describe the scope of work for each firm's services and responsibilities throughout the project. Describe the firms approach to the management of sub-contractors and sub-consultants. Type No Response Required Key Personnel 1. Identify all key personnel (and their firm affiliations) on the project team and describe their specific responsibilities throughout the project. 2. Describe the offeror's approach to managing such key personnel. 3. Indicate the commitment of all key personnel in terms of an estimated percentage of time throughout the project. 4. Provide resumes for all key personnel. Limit resumes to two pages per individual and include: (a) academic and professional qualifications (b) professional registration (as applicable) (c) experience as it relates to the project and to the individual's specified role on the project. Resumes may be included in the SF 330 or may be included in a separate section but they do not need to be included in both. 5. Provide a detailed resume of the contractor's key project manager, at least one substitute project manager, and other key individuals on the project team. The proposed key project manager and the proposed substitute shall have a minimum of ten (10) years of applicable experience and shall remain with the projects throughout the term of the City's standard agreement. The project manager shall not be replaced or substituted without the prior approval of the City. The City may request a personal interview with the short-listed firm's proposed project managers. The key project manager or their approved substitutes shall be available for all meetings. Experience included on the resume must be limited to projects completed within the past ten (10) years. Type No Response Required Part 3. Experience The SOQ must describe the performance history and experience of the Project Team on similar projects and provide information concerning safety. Type No Response Required Reference Projects 1. The offeror shall submit descriptions of reference projects to demonstrate relevant experience. Each project description shall contain at least the following information: (a) name of owner; (b) owner reference and contact information (c) role of offeror; (d) contract value (e) year started and year completed; (f) description of the project showing relevance to this project; and (g) names of firms and key personnel that participated in similar project (s) and are included in this SOQ, along with a clear description of the roles and responsibilities of each (h) provide a summary table to cross-reference the project team (firms and key personnel) with participation in the reference projects. 2. Describe any alleged, significant prior or ongoing contract failures, licensing or permit violations, claims on bonds, any civil or criminal litigation or investigation pending (including wage theft complaints filed) which involves the firm or in which the firm has been judged guilty or liable. 3. Licenses. Copy of firm's or individual's current applicable Florida License.
--

Section E. - Statements of Qualifications - Submittal Response

4. References. A list of three (3) client contact persons for whom the firm or individual has recently provided services similar in nature to the services identified in this RFQ.
5. Technical Qualifications. The proposer should identify project experience similar to the ones envisioned for the services identified in this RFQ. Experience included must be limited to projects completed within the past ten (10) years. Project experience may be included in the SF 330 or may be included in a separate section but they do not need to be included in both. At a minimum, the project description should include the following: (a) client name and description of the project/or services; (b) comparison of project budget and final costs to the client; (c) comparison of the original and actual project schedule; (d) the client's contact person and telephone number.
6. Minority Business Enterprise (MBE). Whether or not the firm or individual or any of its sub-consultants is a certified Minority Business Enterprise (MBE) as defined by the Florida Small and Minority Business Assistance Act, a Woman Owned Business Enterprise (WBE) and/or a Disadvantaged Business Enterprise (DBE). If the firm and/or one of its sub-contractors are a MBE, WBE, or DBE, provide the name of the certifying agency.
7. Total number of personnel (breakdown by discipline in Section 8 of SF 330; provide local office and firm totals):
8. Previous and current work for City of St. Petersburg. List projects, dates and contract amounts. Do not use attachments or references.
9. One (1) updated SF330, for the firm's or individual's office which will provide services identified in this RFQ for each major sub-consultant.

.....
Type

.....
Provide your answer below

Part 4. Project Approach

Project Approach. The offeror should identify the process utilized on other significant projects as well as the process envisioned for the services identified in this RFQ. If major sub consultants are to be utilized, their experience and credentials should be presented and the methods by which these firms will participate in the process should be stated. The proposer should also include within the project approach the process envisioned to interface with the City through the Project Manager.

.....
Type

.....
Provide your answer below

Section F - Living Wage

1. Provide the number of full-time employees directly on offeror's payroll as of proposal date.

.....
Type

.....
Provide your answer below

Section F - Living Wage
2. Does offeror agree to comply with the Living Wage requirements set forth in the St. Petersburg City Code? (Y/N)
..... Type
..... Circle one from the response values below: NO YES

1.4 Attachments

Name	Data Type	Description
Agreement, Consulting Services, AWA Property, Non-aviation Oppo	File	Appendix B, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF), Agreement
Architect Engineer Qualifications, Consulting Svcs, AWA Property, Non-aviation	File	Appendix C, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF), Architect Engineer Qualifications
Airport Fact Sheet, Consulting Services, AWA Property, Non-aviation	File	Appendix D, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF) , Airport Fact Sheet
Recommended Development Plan, Consulting Services, AWA Property, Non-aviation	File	Appendix E, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF)
FDOT Eco Impact Study, Consulting Services, AWA Property, Non-aviation	File	Appendix F, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF), FDOT Economic Impact Study
Runway 7-25 EconAnal2018, Consulting Services, AWA Property, Non-aviation	File	Appendix G, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF), Runway 7-25 Economic Analysis 2018
Property Airport Master Plan Working Papers, Consulting Svcs, AWA Property,	File	Appendix H, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF), Proposed Airport Master Plan Working Papers
Scope of Services, Consulting Services, AWA Property, Non-aviation Oppo	File	Appendix A, Consulting Services, AWA Property, Non-aviation Opportunities (RFQ 8362 JF) Scope of Services

Contract Terms and Conditions

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City of St Petersburg Solicitation Documents

I. INSTRUCTIONS

Instructions

A. REQUEST FOR QUALIFICATIONS ("RFQ") SUMMARY

1. RFQ Scope: The City of St. Petersburg, Florida ("City"), is requesting Statements of Qualifications (SOQ) and intends to select **one firm** from qualified firms or individuals interested in performing the professional services described in this RFQ. A detailed description of the Scope of Services is contained in Appendix A.

2. RFQ Schedule: The proposed schedule for the selection of a firm or individual for this project is set forth below:

Issue Date: Tuesday, May 10, 2022

Closing Date: Thursday, June 9, 2022 at 3:00 PM

Shortlisting: Friday, June 24, 2022

Sealed bids, proposals, or replies received by the City pursuant to a competitive solicitation are exempt from s.119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Selection Committee Shortlisting Meeting. All of those who submitted a SOQ will be contacted via email to inform them of outcome of meeting and shortlisting.

Interview: Tuesday, July 12, 2022

Contract Negotiation: Tuesday, July 19, 2022

City Council Approval and Award: Thursday, September 8, 2022

B. GENERAL INSTRUCTIONS

1. News Releases: Public disclosure regarding this RFQ, the SOQ and subsequent awards, will be coordinated by the City.

2. Submittal Requirements: The SOQ must be submitted by a duly authorized official(s) of the proposing firm or by the proposing individual. Consortiums, joint ventures, or teams submitting SOQ, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each SOQ shall indicate the entity responsible for execution on behalf of the qualification statement team.

3. RFQ Amendment: In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firms or individuals to make an adequate interpretation of the provisions of this RFQ, an amendment(s) to the RFQ will be provided to each firm or individual that has requested a copy of this RFQ.

4. Rejection Rights: The City reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all SOQ, to cancel or withdraw this RFQ at any time. Selection is dependent upon the negotiation of a mutually acceptable contract.

5. SOQ to be in Effect: Each SOQ shall state it is valid for a period of not less than 90 days from date of receipt.

6. Prohibited Interest: No consulting service contract will be awarded to any firm or corporation for a period of one (1) year after they have employed any exempt management employee directly from City, provided, however, that this provision will not apply in the event the employee so hired is not involved in any way with work being performed by the firm or corporation for the City.

7. Nondiscrimination: It is the policy of the City to provide workplaces free from discrimination, harassment and related inappropriate behavior. The City does not condone or tolerate any behavior that is discriminatory, harassing or otherwise inappropriate when such behavior is based on an individual's or group's race, color, national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information or other protected category. Gender includes but is not limited to sex, pregnancy, childbirth or medical conditions related to childbirth, and gender-related self-identity which can be shown by evidence such as medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held. Firms are encouraged to adopt such policies and provide work-places free of discrimination in terms of conditions of employment, including benefits.

8. The City's standard agreement is attached to this RFQ as Appendix B. The SOQ shall include a statement of the firm's or individual's exceptions to the City's standard agreement.

9. Ownership and Reuse of Documents: All documents prepared and submitted in response to this RFQ shall become the property of the City and the City shall own all ideas, documents and materials developed or prepared in response to this RFQ. All documents prepared are subject to reuse by the City in accordance with the provisions of §287.055, Florida Statutes.

10. Prohibited Communication: **All Teams/ Firms or Individuals**, their agents and representatives are prohibited from lobbying City Council, the Mayor, elected officials and their staff, City departments, selection committee members or city project consultants relative to this RFQ. Non-compliance with this provision will result in disqualification of **Team/ Firm or Individual** from consideration.

11. Debarment and Suspension: By submitting a SOQ, the firm or individual certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this project by any federal or state department or agency.

12. Discrepancies, Errors and Omissions: Any discrepancies, errors, or ambiguities in this RFQ or addenda (if any) should be reported in writing to the City's contact person identified in this RFQ. Should it be found necessary, a written addendum will be incorporated into this RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

13. Disqualification: The City reserves the right to disqualify any firm(s) or individual(s) before or after opening of the SOQ, upon evidence of collusion with intent to defraud or other illegal practices on the part of the firm(s) or individuals.

14. Information Designated a Trade Secret and/or Confidential and/or Proprietary: All responses (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) submitted to the City are subject to Florida's public records law (i.e., Chapter 119, Florida Statutes),

which require disclosure of public records, unless exempt, if a public records request is made. Responses (including all documentation and materials included in the SOQ or provided in connection with this RFQ {even if in a separate attachment}) submitted to the City cannot be returned. **THE CITY WILL NOT CONSIDER RESPONSES IF THE ENTIRE RESPONSE IS LABELED A TRADE SECRET AND/OR CONFIDENTIAL AND/OR PROPRIETARY.**

If a firm or individual believes that its response (including all documentation and materials attached to the SOQ or provided in connection with this RFQ) contains information that is a trade secret (as defined by Florida law) and/or information that is confidential and/or proprietary and therefore exempt from disclosure then such information must be submitted in a separate attachment with a file name containing the words "trade secret," and comply with the following requirements. In addition to submitting the information in a separate attachment, the firm or individual must include a general description of the information designated as a trade secret and/or confidential and/or proprietary and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request.

The City does not warrant or guarantee that information designated by a firm or individual as a trade secret and/or confidential and/or proprietary is a trade secret and/or confidential and/or proprietary and exempt from disclosure. The City offers no opinion as to whether the reference to the Florida statute or other law by a firm or individual is/are correct and/or accurate. The City will only notify firm or individual of a public records request if such public records request asks for information that is designated by firm or individual as a trade secret and/or confidential and/or proprietary and firm or individual, at its own expense, will have forty-eight (48) hours after receipt of such notice (email notice is acceptable notice) to file the necessary court documents to obtain a protective order.

Please be aware that the designation of information as a trade secret and/or confidential and/or proprietary may be challenged in court by any person or entity. By designation of information as a trade secret and/or confidential and/or proprietary, firm or individual agrees to defend the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against all claims and actions (whether or not a lawsuit is commenced) related to its designation of information as a trade secret and/or confidential and/or proprietary and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim or action arising out of or related to firm's or individual's designation of information as a trade secret and/or confidential and/or proprietary.

Failure to comply with the requirements above shall be deemed as a waiver by firm or individual to claim that all additional information in its response is a trade secret and/or confidential and/or proprietary regardless if such information is labeled trade secret and/or confidential and/or proprietary. Firm or individual acknowledges and agrees that all information in firm's or individual's response (not including information submitted in a separate attachment) will be disclosed, without any notice to firm or individual, if a public records request is made for such information.

PLEASE BE ADVISED THAT FIRM'S OR INDIVIDUAL'S RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ATTACHMENT IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH ABOVE, WILL BE DISTRIBUTED TO THE SELECTION COMMITTEE MEMBERS, CITY STAFF AND CITY CONSULTANTS TO ALLOW FIRM'S OR INDIVIDUAL'S ENTIRE RESPONSE, INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ATTACHMENT, TO BE EVALUATED AND CONSIDERED FOR AWARD OF THIS AGREEMENT. THE ENTIRE CONTENTS OF FIRM'S OR INDIVIDUAL'S RESPONSE INCLUDING THE INFORMATION SUBMITTED IN A SEPARATE ENVELOPE, MAY BE

DISCUSSED AT MEETINGS THAT ARE OPEN TO THE PUBLIC, SUBJECT TO THE REQUIREMENTS SET FORTH IN CHAPTER 286, FLORIDA STATUTES.

15. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

16. Truth in Negotiations Certificate: For a lump sum, salary multiplier or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in § 287.017, Florida Statutes, the respondent shall, if selected, execute a Truth in Negotiations Certificate stating that the wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. If requested by the City, financial statements including balance sheet, profit and loss and statement of changes in financial position for the latest annual report for each participating firm shall be submitted together with the name of banks and other financial institutions with which the respondent conducts business.

17. Disputes and Complaints: All complaints or grievances should be first submitted orally or in writing to the Director of Procurement and Supply Management ("Director"). The Director shall investigate the validity of the complaint and present the findings in writing to the firm or individual. If the firm is dissatisfied with the Director's findings, firm may then make an appeal to the Mayor's office. The firm's appeal will be heard by the Mayor, Deputy Mayor or City Administrator. All complaints, grievances or appeals must be made no later than seven (7) days pre-ceding the date of the City Council meeting to consider approval of the Team/design concept recommended by the Selection Committee.

18. Small Business Enterprise Program (SBE): The City is committed to assisting Small Business Enterprises (SBEs), in accordance with Municipal Code 2-231-2-237. The program's purpose is to foster growth in the economy and provide opportunities for small business. The City certifies SBEs for contracting and procurement opportunities in construction, goods and services, professional services, and supplies. A business must be independently owned, operated and controlled, and not dominant in its field of operation and must meet the following criteria: serve a commercially useful function; been in operation for at least one year; has 50 full time employees or less; annual sales volume of \$5 million for goods/services/supplies and \$8 million for construction; domiciled in Pinellas, Hillsborough, Pasco, Manatee, or Polk counties; and must be certified by the City's Greenhouse.

19. Living Wage: It is the policy of the City of St. Petersburg, in accordance with Municipal City Code 2-274-2-276, to require all contractors and subcontractors providing goods or services to the City where the average annual contract amount exceeds five hundred thousand dollars (\$200,000), with greater than 50 employees to pay a living wage to their employees. Each contractor that utilizes a subcontractor must inform the subcontractor, prior to the time the subcontractor offers its price to such contractor, of its obligation to pay a living wage to its employees.

20. Consideration of Sea Level Rise and Resiliency: It is the policy of the City to apply the consideration of sea level rise and resiliency to the City's decision-making, including in the procurement of City construction projects. Bidders are encouraged to provide documentation addressing the following:

a. Whether the project considers the latest regional best available science regarding the effects of sea level rise, climate-related vulnerability and resiliency in St. Petersburg;

- b. Whether the project affects an area that is vulnerable to the impacts of sea level rise;
- c. Whether the project will increase the resiliency of the City with respect to sea level rise;
- d. Whether the project is compatible with the City's sea level rise mitigation and resiliency efforts.

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II. DESCRIPTION OF THE PROJECT

Description of the Project

A. GENERAL ORGANIZATION OF THE PROJECT

1. Location: Project will be located generally within Albert Whitted Airport.
2. Project Direction: Primary interface with the selected firm will be the City's Managing Director, City Development Administration. The CDA Managing Director will be responsible for the direction, review, and approval of all work as well as the program administration of the contract for compliance with and interpretation of scope, schedule, and budget. In carrying out these functions, the CDA Managing Director will utilize the various departments and personnel of the City of St. Petersburg and coordinate with other governmental agencies as required to ensure a successful project.
3. Project Description: The City of St. Petersburg wishes to employ and intends to select **one (1) firm** from qualified firms or individuals interested in performing the professional services described in this RFQ in order to implement the City's Capital Improvement Program and/or major maintenance of City facilities.
4. A detailed description of the Scope of Work is contained in Appendix A.
5. Project Period: The term of agreement shall commence on the Execution Date of the Agreement until all services described in the Agreement are completed.

III. SELECTION PROCESS

Selection Process

1. Selection Process: The City will review responses to this RFQ that meet the requirements set forth herein and are received by the closing date and time described herein. Upon review of the SOQ, the selection committee will designate and shortlist not less than three (3) of the most qualified respondents. The shortlisted respondents will be invited to appear for an interview by the selection committee with oral presentation and evaluation. After deliberation, the selection committee will rank the shortlisted respondents. The City will begin contract negotiations with the highest ranked teams. Once the negotiations are completed, City Council must approve the agreement.

2. Evaluation Criteria:

Statements of Qualifications will be evaluated on the following criteria:

a) **Offeror's Entity and Project Team - 25%**

Corporate structure (e.g., LLC, Sole Practitioner)

History and experience of the Offeror's entity

Qualifications and experience of assigned Team members

Availability of personnel to perform the work

SBE/MBE/WBE utilization

Subcontractors to be used

b) **Team Experience - 25%**

Identification of Key personnel for project

Similar projects undertaken by the Team

Description of Team competencies needed to accomplish the work

Ability to complete projects on time and within budget

c) **Project Approach - 50%**

Understanding of the project

Methodology/Approach proposed to accomplish project

Creative/Novel solutions to accomplish project tasks

Project schedule/Timeline

Description of deliverables in final report

IV. COMPLIANCE WITH CCNA

Compliance With CCNA

The items, conditions and procedures in this Request for Qualifications are in conformance with City policies. These policies are designed to fully comply with Chapter 287.055, Laws of Florida (known as the "Consultants' Competitive Negotiation Act"). Teams are requested to notify the City, in writing, if they feel any portion of this Request for Qualifications is not in compliance with these policies.

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APPENDIX A

Scope of Services

See Section 1.4 Attachments for Scope of Services

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APPENDIX B

Base Agreement Provision

BASE AGREEMENT SETTING FORTH THE MINIMUM REQUIREMENTS

The City reserves the right to add or modify the terms and conditions at any time prior to the final execution of an agreement. The Offeror has the opportunity to take exception to any additional or modified term or condition in the same manner as set forth in.

See Section 1.4 Attachments for Agreement

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Appendix A Scope of Services

1. Intent

The City of St. Petersburg, Florida ("City") is requesting Statements of Qualifications from firms or individuals interested in performing a study, which will include a visioning process, to determine economic, fiscal, and community/social impact opportunities for alternative non-aviation uses for the waterfront site currently being used as the Albert Whitted Airport ("Airport").

2. Background

The City's Albert Whitted Airport (AWA) sits on the edge of downtown St. Pete, overlooking Tampa Bay. The Airport provides various aviation services including fueling, storage, parking, maintenance, flight training, charter and rentals, avionics, and sightseeing tours. In addition to general aviation, the Airport also supports Civil Air Patrol, Johns Hopkins All Children's Hospital, Bayflite Medivac, and various other medical transport services.

3. Scope of Services

The City is seeking a qualified consultant for the purposes of performing a study, which may include a visioning process, to determine the economic, fiscal, and community/social impacts of various non-aviation scenarios that would repurpose the 110- acre, waterfront site currently being used as the Airport. The City does not have a preferred development scenario but wishes to study various scenarios that may allow the use of these 110 acres to maximize benefits across all communities in the City. The City may request additional assessment services if a preferred development scenario is identified.

4. Contract Award

The City will award a contract to a single proposer for technical services related to performing a study and evaluating the economic, fiscal, and community/social impacts of various development scenarios for the Airport site. The City retains the right to extend the contract if additional services are requested.

5. Evaluating Various Development Scenarios

The City is seeking an economic, fiscal, and community/social impact assessment under various non-aviation uses of the property such as:

- a. Highest and best use for the site as defined, not just through economic valuation, but through a framework of equitable community benefit and well-being.
- b. Other non-aviation scenarios.
- c. The economic impact of the development scenarios should focus on the potential for employment, wages, total construction activity, required infrastructure, and impacts to the surrounding properties and region compared to the current airport use.
- d. The fiscal impact of the development scenarios should focus on changes in tax values and impact on city services required to support the development scenario.

- e. The community/social impact of the development scenarios should focus on opportunities to benefit a greater portion of City residents, across a variety of communities, compared to the current airport use.

6. **Minimum Qualifications**

At a minimum, Contractor must meet the following qualifications:

- f. Experience in conducting visioning exercises and economic impact assessments for large-scale development projects of varying land uses.
- g. Experience in conducting fiscal impact assessments for large-scale development projects related to changes in tax values and city services.
- h. Experience in evaluating the community/social impacts of large-scale development projects.
- i. Ability to conduct studies related to market feasibility.
- j. Other areas of expertise relevant to the project.

7. **Contractor Responsibilities**

At a minimum, Contractor shall provide and meet the following responsibilities:

- a. Contractor shall provide a single point of contact (Account Manager) to administer the Agreement
- b. Contractor shall maintain Minimum Qualifications as stated in bid for the term of Agreement
- c. Contractor shall provide a project timeline from start through final reporting.
- d. Contractor shall provide a draft of report for discussion with Project Manager.
- e. Contractor shall provide final report to City.
- f. Contractor shall provide a presentation of the final report to the City.

8. **City's Responsibilities**

At a minimum, City shall provide and meet the following responsibilities:

- a. City shall provide a single point of contact (City Project Manager) to administer the Agreement.
- b. City Project Manager shall assist with planning, strategy and objectives prior to performance of the Work.
- c. City Project Manager shall promptly respond to issues and inquiries so as not to hinder the progress, completion, or compensation for the Work.
- d. City Project Manager shall provide a current zoning map of AWA.
- e. City Project Manager shall provide a copy of the current Downtown Waterfront Master Plan.

9. **Account Management**

Contractor shall provide an Account Manager, who will be readily available during normal business hours to administer the Agreement. Contractor is responsible for notifying the City with any changes in account manager or contact information. Account Manager's

responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting, and issue resolution.

6. Summary of Total Service Charges and Fees

Contractor shall furnish the Procurement and Supply Management Department, when requested, a detailed summary of purchases, charges and fees in electronic spreadsheet format. The summary shall include an itemized description of products and services delivered and dollar amount and quantity of each. Failure to provide this information within seven (7) business days following the request may result in Contractor being found in default.

10. Personnel

Contractor shall assign all key personnel identified in its proposal and this Agreement to complete all of their responsibilities in connection with performance of its obligations. Contractor shall obtain written approval of the City prior to reassigning any key personnel. Replacement of key personnel, upon written approval by the City, shall be with personnel of equal or greater ability and qualifications. Contractor's replacement of key personnel shall not be grounds for an increase in the total Agreement price or extension of the time for completion of the services required. The unauthorized change of key personnel by Contractor shall be considered by the City as a material breach of the Agreement and grounds for termination.

11. Project or Servicing Schedule ("Delivery")

Contractor shall provide an estimated project timeline, from start to provision of final report, per Section 7, Scope of Services.

12. Non-Performance

- a. If Contractor is found in non-performance per the Agreement requirements and responsibilities, and/or fails to satisfactorily remedy or cure non-performance, the Contract Administrator will file a vendor complaint report with the Procurement Department. The Procurement Department will notify the Contractor in writing. Contractor shall reply in writing within ten (10) business days with detailed corrective action to remedy the non-performance, including Completion Deadline date and time. Follow-up or call-back work to correct such non-performance shall be solely at Contractor's expense.
- b. Contract Administrator shall conduct inspection immediately after Completion Deadline and advise the Procurement Department in writing regarding satisfactory resolution or of any remaining deficiencies.
- c. If Contractor fails to remedy or cure deficiencies identified in a vendor complaint report by the Completion Deadline, the City may deduct the costs from payment of Contractor invoices to obtain service elsewhere.
- d. In the event the Contractor consistently fails to perform per the Agreement requirements, the City may terminate agreement with cause and Contractor may be removed from the bidder's list for up to a three-year period.

13. Safety

- a. Contractor shall be responsible for ensuring that Contractor's staff follow all established safety regulations pertaining to the work to be performed per OSHA and/or City standards.
- b. Contractor's employees will keep doors closed and locked while servicing facilities after hours or when instructed by Facility Manager or Representative.

14. Conditions for Acceptance

Upon completion of all the work and services required by the contract pursuant to the City's satisfaction and at the City's sole discretion, the City will issue a written notice of acceptance to Contractor/approve the Work, after which payment shall be authorized.

23. Ownership of Deliverables

All deliverables, materials, drafts and any fixture, set-up or tool created specifically for the production of the work ("Work") developed by the Contractor pursuant to this agreement shall become the sole and exclusive property of the City of St. Petersburg upon acceptance and payment. Contractor shall transfer and assign to the City all rights, title and interest in and to the Work.

[General Conditions for Services will include orders, invoices, payment, background checks, vendor performance etc]

Attachment E



OFFICE OF THE MAYOR

CITY OF ST. PETERSBURG

KENNETH T. WELCH, MAYOR

To: The Honorable Gina Driscoll, Chair & Members of City Council
From: Kenneth T. Welch, Mayor *KTW*
Date: May 6, 2022
Subject: Albert Whitted CIP

Thank you for your comments during Council's CIP work session, regarding funding for the Albert Whitted airport in the FY23-FY27 CIP budget. The elimination of all funding from the CIP budget was not my intention, and I should have been clearer in my discussions with staff. My direction to staff was not to encumber additional FAA grants until the Economic and Social Impact study is complete in FY22 or FY23. My focus is to avoid securing additional FAA encumbrances until the public is informed and engaged in the data that emerges from the study and subsequent dialogue on the airport land's future.

As you have requested, the CIP projects will be shown for the remaining years in this CIP five-year plan, along with the grant funds required to show the items as funded, but we will not be encumbering/accepting any FAA grants at this time. I would not anticipate emerging safety-related issues going through such an extended process, given the time required to apply for and receive an FAA grant. I further instructed staff that any emerging safety-related items would, of course be addressed, however, we will seek funding from non-FAA sources.

Attachment F

FY23 Preliminary 4033 Aiport Capital Projects Budget - Unfunded

Priority 1	Rehab Airfield Vault	FY23	FY24	FY25	FY26	FY27	TOTAL
	Federal (FAA) Discretionay Funds	720,000	-	-	-	-	720,000
	FDOT/State Funds	64,000	-	-	-	-	64,000
	Required City Grant Match	16,000	-	-	-	-	16,000
	Project Requirements	800,000	-	-	-	-	800,000
Priority 2	Taxiway "A" Rehab	FY23	FY24	FY25	FY26	FY27	TOTAL
	Federal (FAA) Discretionay Funds	108,000	1,350,000	-	-	-	1,458,000
	FDOT/State Funds	10,000	120,000	-	-	-	130,000
	Required City Grant Match	3,000	30,000	-	-	-	33,000
	Project Requirements	121,000	1,500,000	-	-	-	1,621,000
Priority 3	Upgrade Access Control Security System	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	96,000	-	-	-	-	96,000
	Required City Grant Match	24,000	-	-	-	-	24,000
	Project Requirements	120,000	-	-	-	-	120,000
Priority 4	Airport Fuel Farm Replacement	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	-	800,000	-	-	-	800,000
	Required City Grant Match	-	200,000	-	-	-	200,000
	Project Requirements	-	1,000,000	-	-	-	1,000,000
Priority 5	Construct Hanger #2B	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	-	3,200,000	-	-	-	3,200,000
	Required City Grant Match	-	800,000	-	-	-	800,000
	Project Requirements	-	4,000,000	-	-	-	4,000,000
Priority 6	Taxiway "B" Rehab	FY23	FY24	FY25	FY26	FY27	TOTAL
	Federal (FAA) Discretionay Funds	-	-	135,000	990,000	-	1,125,000
	FDOT/State Funds	-	-	12,000	88,000	-	100,000
	Required City Grant Match	-	-	3,000	22,000	-	25,000
	Project Requirements	-	-	150,000	1,100,000	-	1,250,000
Priority 7	Construct T-Hangar #5A, #5B & #6	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	-	-	2,480,000	-	-	2,480,000
	Required City Grant Match	-	-	620,000	-	-	620,000
	Project Requirements	-	-	3,100,000	-	-	3,100,000
Priority 8	Construct T-Hangar #2A	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	-	-	-	5,360,000	-	5,360,000
	Required City Grant Match	-	-	-	1,340,000	-	1,340,000
	Project Requirements	-	-	-	6,700,000	-	6,700,000
Priority 9	Terminal Hangar Office/Retail Space Extension	FY23	FY24	FY25	FY26	FY27	TOTAL
	FDOT/State Funds	-	-	-	-	1,600,000	1,600,000
	Required City Grant Match	-	-	-	-	1,600,000	1,600,000
	Project Requirements	-	-	-	-	3,200,000	3,200,000

**FY23
OPERATING BUDGET
COMMITTEE OF THE WHOLE
FOLLOW UP**

During the Committee of the Whole meeting on the Fiscal Year 2023 Operating Budget held on May 3, 2022, several questions asked required follow up responses from Administration. This document and its attachments will provide the requested information.

Question: What would the estimated ad valorem revenue amount be at 10, 11, 12% increase in property values.

Listed in the table below are the estimated ad valorem revenue amounts at each percentage increase, along with the estimated property value amount and increase over the FY22 Adopted Budget are. These amounts are estimates and based on prior year data. They will change when we receive the current year data from the Property Appraisers Office later this summer. The net amount available for use in the General Fund will also change based on the change in the values of the city's three tax increment financing (TIF) districts.

Percentage Increase	Estimated FY23 Property Values (In Billions)	Estimated FY23 Ad Valorem Amount (In Millions)	Ad Valorem Increase over FY22 (In Millions)
6%	\$26.103	\$166.767	\$9.461
10%	\$27.088	\$173.060	\$15.754
11%	\$27.334	\$174.633	\$17.327
12%	\$27.580	\$176.206	\$18.900

Current Preliminary Budget Estimate

Additional Information on the FY22 position changes in the Fire Rescue Department.

The narrative will be updated for the department in the Mayor's Recommended Budget Book. There was not a reduction to any positions. During position reconciliation, it was found that a position was accounted for in the wrong division and it was moved to the correct division (moved from Operations Division to Prevention Division).

Question: How much of the Fire Prevention Division's (Fire Rescue Department) increase in budget related to salaries and benefits?

The FY23 Fire Rescue Department, Fire Prevention Division's preliminary budget increased by \$414,208 with \$306,155 of the increase in the salaries and benefits category. This amount will decrease in the Mayor's Recommended version of the FY23 Budget as the two new full-time Senior Plans Examiner positions will be funded by the Building Permit Revenue Fund but were shown as funded in the General Fund in the preliminary version of the budget. Attachment A shows the comparison of the division's FY22 Adopted Budget versus the FY23 Mayor's Recommended Budget by line item, a total increase of \$262,163 for the division with \$153,252 of the increase in the salaries and benefits category.

Request to compile a list of all literacy program funding throughout the City.

Attachment B is document that shows all the literacy programs funded throughout the City's budget sorted by Administration and then Department.

Question: Has the funding for the Navigator position in the FY22 Adopted Budget been paid out yet?

The department is wrapping up the legal agreement with the Chamber needed to facilitate the payment. Once this is completed and all parties have signed the agreement it will be processed for payment. This should occur within the next few weeks.

Additional information on Marina revenues to show the number and amount of revenue of each type of slip (transient slips/live on boards/standard)

Attachment C is a table with notes that shows the Marina slip revenue broken out by revenue category and is accompanied by notes on the amount of each type of slips available.

Additional information on the revenue changes of the other funds, besides General Fund, in the Finance Department.

Attachment D is a report that shows the requested information.

Attachment A

Account Object Expenditure Budget Comparison Workshop Grouped by Division, Account Major

City of St. Petersburg

Fiscal Year 2023

	FY 2022 Adopted	FY 2023 Budget	FY 2023 Budget - FY 2022 Adpt.	Adpt % Chg
<u>1493 Prevention</u>				
<u>51 Wages & Benefits</u>				
5110110 Salaries & Wages - FT	996,379	1,099,236	102,857	10.32
5120110 Salaries & Wages - PT	0	0	0	0.00
5130110 Other Compensation	33,922	5,000	(28,922)	(85.26)
5140110 Overtime	172,190	172,190	0	0.00
5150110 Special Pay	19,387	19,387	0	0.00
5180110 Contract Employees	72,010	72,010	0	0.00
5210110 Social Security	61,776	68,153	6,377	10.32
5210120 Medicare	13,989	15,938	1,949	13.93
5220110 Icma 401A Retirement	31,683	33,346	1,663	5.25
5220120 Employee Retirement	45,045	51,109	6,064	13.46
5220130 Police Pension	9,426	14,572	5,146	54.59
5220140 Fire Pension	25,682	30,720	5,038	19.62
5230111 Medical Insurance - Internal	203,628	256,720	53,092	26.07
5230115 Disability Insurance	617	617	0	0.00
5230121 Life Insurance - Internal	807	807	0	0.00
5240111 Workers' Compensation - Internal	40,390	42,094	1,704	4.22
5240120 Workers Compensation - Claims	2,988	1,272	(1,716)	(57.43)
51 Wages & Benefits	1,729,919	1,883,171	153,252	8.86
<u>53 Services & Commodities</u>				
5310131 Legal And Fiscal - Internal	160	240	80	50.00
5310150 Medical Services	0	1,700	1,700	0.00
5320110 Advertising	6,055	6,055	0	0.00
5320511 Other Specialized Services - Internal	3,629	8,448	4,819	132.79
5320811 Printing & Binding - Internal	0	0	0	0.00
5330120 Tuition Reimbursement	1,400	1,400	0	0.00
5330210 Travel - City Business	0	0	0	0.00
5330310 Training And Conference Travel	0	10,000	10,000	0.00
5330320 Training Fees	0	0	0	0.00
5340210 Telephone - External	0	0	0	0.00
5340211 Telephone - Internal	14,604	17,520	2,916	19.97
5340311 Data Processing - Internal	52,656	75,936	23,280	44.21
5340321 Technology Replacement	4,800	8,280	3,480	72.50

Attachment A

Account Object Expenditure Budget Comparison Workshop Grouped by Division, Account Major

City of St. Petersburg

Fiscal Year 2023

	FY 2022 Adopted	FY 2023 Budget	FY 2023 Budget - FY 2022 Adpt.	Adpt % Chg
<u>1493 Prevention</u>				
<u>53 Services & Commodities</u>				
5340710 Postage/Special Delivery	100	100	0	0.00
5340810 SaaS - Software as a Service	0	0	0	0.00
5360411 Vehicles Replacement - Interna	49,316	104,428	55,112	111.75
5360421 Rent - Vehicles - Internal	600	600	0	0.00
5370261 Claims - Self - Internal	31,584	33,012	1,428	4.52
5380110 Facility Repairs & Renovations	0	0	0	0.00
5380410 R/M Materials - Equipments - External	24	24	0	0.00
5380420 R/M Other Equipment Maintenance	1,222	1,222	0	0.00
5380511 R/M Radios - Internal	0	0	0	0.00
5380610 R/M Vehicles- External	1,300	1,300	0	0.00
5380611 R/M Vehicles - Internal	20,563	22,578	2,015	9.80
5380621 R/M Accident Repairs - Internal	0	1,326	1,326	0.00
5390120 Other Office Supplies - External	3,000	3,000	0	0.00
5400210 Commodities - Fire & Police	500	500	0	0.00
5400410 Food & Ice	500	500	0	0.00
5400510 Fuel - External	0	0	0	0.00
5400511 Fuel - Internal	20,204	21,359	1,155	5.72
5400610 Janitorial Supplies	0	0	0	0.00
5400630 Medical Supplies	100	100	0	0.00
5400640 Operating Supplies	2,380	2,380	0	0.00
5400650 Photography Supplies	0	0	0	0.00
5400660 Recreation Supplies	0	0	0	0.00
5400710 Small Tools & Equipment	3,000	3,000	0	0.00
5400810 Clothing Allowance	930	930	0	0.00
5400820 Uniforms & Protective Clothing	8,400	10,000	1,600	19.05
5400830 Personal Protective Equipment	0	0	0	0.00
5420110 Memberships	1,430	1,430	0	0.00
5420120 Reference Material	4,500	4,500	0	0.00
5431310 Purchasing Card Clearing	0	0	0	0.00
53 Services & Commodities	232,957	341,868	108,911	46.75
1493 Prevention	1,962,876	2,225,039	262,163	13.36
Report Total	1,962,876	2,225,039	262,163	13.36

Attachment B

City Development Administration

Community Services Department

- 1) Reads to Me - \$50,000

General Government Administration

Mayor's Office

- 1) My Brothers and Sister's Keeper

- After School Academic Enrichment (\$50,000) - at least 2 days a week provide a minimum of 25 students enrolled in school with a tutoring program to help them become stronger in the academic subject areas they are deficient in and prepares them for the next grade level.

The Goals/Outcomes for the Academic Enrichment Training program are to assist 25 cohort members currently in school increase their GPA's and experience better behavioral outcomes in school.

- After School Workforce Readiness Training (\$5,275) - at least two days a week provide a minimum of 25 students enrolled in school with a workforce readiness program to prepare them for a career in growing job industries.

The Goals/outcomes for the after-school workforce readiness training program is to have 25 cohort members to complete a basic certification that will lead to part time employment or internships while in school.

- Post-Secondary Education and Second Chances (\$109,775) - provide at least 25 cohort members who are disconnected or have a criminal record with workforce readiness soft skills training and the opportunity to further their education by acquiring a GED, technical certification, or college degree in a supportive environment.

The Goals/Outcomes for post-secondary education is enrollment of 25 cohort members in a post-secondary institution targeted program for a certificate or degree seeking opportunity in high-skill high wage career pathways and/or provide second chances is completion of 25 workplace based certifications yielding living wage job placement.

- 2) Youth Development Grants – the amount of literacy programs funded varies from year to year based on the grant submittals. The chart below shows the programs funded from the current year grant allocation:

Organization	Area of Influence	Educational Focus	Award Amount
BLI Learning Labs Inc.	Education	Literacy	\$25,000
Center for Academic Excellence	Education	Literacy	\$24,839
Keep St. Pete Lit	Education	Literacy	\$25,000

Attachment B

Leisure Services Administration

Estimated amount spent directly on literacy programs annually by the department is \$1,136,628.

St. Petersburg Library System Literacy Initiatives

(Adapted from Lynch, M. (2019) *The Advocate: What are the 13 Types of Literacy?*)

- **Adult Literacy:**
Adult Book Discussion Groups/Collection Materials for Ages 18 and Up (Physical & Online)/Literacy Tutoring Programs (Literacy Council of St. Petersburg Partnership)/Summer Reading Programs
- **Balanced Literacy:**
See Definitions Below. (*Under Investigation for Future Partnership Programs*)
- **Civic Literacy:**
Civic Engagement & Community Organizing/Grassroots Initiatives Activities, Labs, Lectures and Programs (*Future: Fall 2023 – Starts After President Barack Obama Main Library Renovation*)
- **Content Literacy:**
Homework Help Program/Reading Buddies Program (*Future: Pilot – South Community Library – All Locations in the Future*)
- **Critical Literacy:**
Critical Thinking Skills Classes (*Future: Fall 2023 – After President Barack Obama Main Library Renovation*)
- **Developmental Literacy:**
Literacy Skills for Special Populations – Sensory Toy Group, Adapted Story Times for Youth with Special Needs (*Future: After President Barack Obama Main Library Renovation*)/Preschool Outreach Programs
- **Digital Literacy:**
Create to Innovate Lab (*Future: @ Johnson Community Library – After President Barack Obama Main Library Renovation*)/Digital Inclusion Network Partnership/HotSpot Lending Program/Laptop-Tablet Lending Program (*Future*)/Walk-in/One-on-One Technology Classes (*Future: As Soon As Space Permits*)
- **Disciplinary Literacy:**
Mayor Welch's S.T.R.E.A.M. Initiative Pilot (Planning in Process: Fall 2022)/SPLS S.T.R.E.A.M. Club Weekly Activities
- **Emergent/Early Youth Literacy:**
Baby, Preschool & Elementary Story Times/Campaign for Grade Level Reading (Partnership with JWB Pinellas)/Collection Materials for Ages 10 and Under (Physical & Online)/Phyllis Wheatley Rise to Read Campaign Partnership/Summer Reading Programs
- **Family Literacy:**
1,000 Books before Kindergarten Program (*Future: Summer 2023*)/Family Story Times
- **Financial Literacy:**
Bank/Credit Union Partnerships for Financial Literacy Classes

Attachment B

- Functional Literacy:
Basic Life Skills Activities/Programs (*Future: Fall 2023 – After President Barack Obama Main Library Renovation*)
- Health Literacy:
ACA Health Navigator Support Sessions/Healthy St. Pete Partnership/Medicare Counseling Sessions/SHINE Partnership
- Information Literacy:
Computer Classes/E-Resource Classes/Information Retrieval Classes
- Media Literacy:
Emoji Interpretation Classes, Credible Resource Classes and more (*Future: Fall 2022 – Various Community Libraries*)
- Multicultural Literacy:
Special Observance & Cultural Month Displays (Electronic and Print) and Related Activities and Programs
- Recreational Literacy:
Puppet Shows/Special Events (i.e., Literacy Festival, Snow Fest, Summer Reading Kick-Off/End of Year Party)/READ squared Summer Reading Virtual Activities
- Teen Literacy:
Collection Materials for Young Adults (Physical & Online)/Teen Advisory Board/Teen Gaming – Discord Server/Summer Reading Program
- Workforce Literacy:
Business & Entrepreneurship Classes/Career Online High School – High School Diploma & Career Certification/Green House Partnership/LinkedIn Learning – Digital On-Demand Workforce Readiness Classes

Definitions:

1. Adult Literacy – What an adult knows about communication, reading, and writing.
2. Balanced Literacy – A reading program that uses several different reading methods to offer differentiated reading instruction.
3. Civic Literacy – Knowledge of how to actively participate and effect change in the local community and society.
4. Content Literacy – The use of literacy in specific areas such as math literacy or science literacy.
5. Critical Literacy – Is a collection of dispositions and skills that cultivate innovative teaching, critical thinking, and active inquiry. Critical literacy assists students in thinking critically about the things that they read, instead of just brushing the surface.
6. Developmental Literacy – A form of literacy instruction that takes a child's stage of development in consideration. In essence, it provides developmentally appropriate literacy instruction.
7. Digital Literacy – By this definition, encompasses a wide range of skills, all of which are necessary to succeed in an increasingly digital world. As print mediums begin to die out, the ability to comprehend information found online becomes more and more important.
8. Disciplinary Literacy – The treatment by experts in various disciplines of students' reading, writing, and critical thinking abilities specific to the different disciplines.

Attachment B

9. Emergent/Early Youth Literacy – What a child knows about communication, reading, and writing before they learn to read and write.
10. Family Literacy – What a family knows about communication, reading and writing that is a foundation for making informed decisions and reaching benchmarks and milestones.
11. Financial Literacy – The literacy skills required to manage personal finances.
12. Functional Literacy – The literacy skills required to navigate society successfully.
13. Health Literacy – The literacy skills required to access, obtain, and understand consumer and public health information.
14. Information Literacy – A transformational process first described by Abilock where the learner needs to find, understand, evaluate, and use information in various forms for their own personal gain. This can include personal, social, or global purposes.
15. Media Literacy – According to the National Association for Media Literacy Education, media literacy is the ability to access, analyze, evaluate, create, and act using all forms of communication. Media literacy means anything from interpreting emojis to understanding underlying messages in online advertisements to producing viral video content and recognizing native advertising.
16. Multicultural Literacy – The ability to understand and appreciate the parallels and differences between customs, values, and beliefs.
17. Recreational Literacy – Independent activities that cultivate positive attitudes, interests, and literacy habits.
18. Teen Literacy - What teens and tweens and young adults know about communication, reading, and writing.
19. Workforce Literacy – skills for workforce preparation, employment seeking and entrepreneurial skills development.

Parks and Recreation

- 1) The following literacy programs are offered through Parks & Recreation programming or staff training:
 - Parks & Recreation offers GED and digital literacy programs to staff. (Estimated annual cost: \$3,000.)
 - Mindworks, an academic project-based science, math, and language arts learning curriculum, is available during afterschool programming. (The curriculum was purchased with grant funds. Estimated one time cost: \$30,000)
 - The eleven Recreation Centers all have reading books, chairs, and bookshelves to make an inviting reading area as well as posters which promote and encourage reading. (Each site was provided with funds from the Early Learning Coalition to purchase these items. Some additional funds are part of the centers' operating budget. Estimated one time cost: \$50,000)
 - Parks & Recreation partners with the Juvenile Welfare Board (JWB) to bring a "Book Bus" to the 11 Recreation Centers each summer where every child in our program is given 2 books and bookmarks. Over 2,500 books were given away last summer. (There is no cost to the city however, we have a team of four staff who go to each site to assist with disbursement of the books. Those employees work for our TASCO Teen Programs Division, and most are Full-time employees. Estimated annual cost: \$7,500)
 - Each Recreation Center has mobile computer lab for the students use and Education Specialists (staff members with degrees in Education) who assist with homework and school related projects. The iReady reading program used by Pinellas County Schools is available for students to use during

Attachment B

before and after school programming. (The computers were originally part of our grant with JWB but over time have been replaced with city funds. The Education Specialists are also part of our grant so there are no additional city funds required. The iReady program is free for our use. Estimated computer cost: \$110,000. Estimated annual staff cost: \$262,000)

- Meadowlawn Middle School teachers come during our afterschool program hours to work individually with students who have been identified as needing extra attention with reading and homework assistance. (This is in collaboration with the school, no funds connected.)
 - Parks & Recreation staff participate in the JWB Grade-Level Reading Committee and a sub-group of that committee which focuses on training for staff to assist with Literacy. (Staff are full-time employees and no additional expenses are required.)
- 2) Listed below are the additional programs offered periodically that incorporate STEM/STEAM activities. Each of the programs listed below are brought into our programs for the children and teens and are part of our grant with the Juvenile Welfare Board TASCO Teen Program:
- **Mad Science:** While incorporating engaging STEM activities, kids can touch, see, hear, and taste science through exciting hands-on activities, spectacular demonstrations, and inquiry-based discussions. Take home projects and additional material sent home for each session extend the fun and engage the whole family. (Estimated annual cost: \$2,500.)
 - **STEM Class with Sarah Henry:** Indoor/Outdoor STEM Class Activities. Indoor STEM Class Titles: It's Electric-Electricity; Architecture: Bridges and Towers. Outdoor STEM Class Titles: The Science Behind Bubbles; Taking Flight: Creating paper airplanes to learn about gravity lift, thrust and drag. (Estimated annual cost: \$2,500.)
 - **Snapology with Daniel Adam:** Snapology is a STEAM (Science, Technology, Engineering, Art, Math) enrichment program that uses building toys like LEGO and K'Nex as well as technology for kids ages 3-14. (Estimated annual cost: \$2,500.)
 - **Challenge Island with Leah Rise:** Fun, hands-on STEAM activities where children learn creative problem solving and critical thinking skills, while working collaboratively in tribes. (Estimated annual cost: \$2,500.)

Attachment C

Marina FY23 Revenue related to Slips

Revenues	FY23 Proposed Revenues
Rent- Slip	\$ 3,002,762
Live Aboard Premium	\$ 264,304
Rent- Transient Slips	\$ 270,216
Rent- Courtesy Docks	\$ 13,300
TOTAL	\$ 3,550,582

Notes:

1. Total number of slips are 641 with about 150 Live onboard slips.
2. Transient dockage is about 500 linear ft. of dockage and make up about 5.61% of the proposed FY 2023 revenues.
3. Total of 35 courtesy slips, 10 by Fresco's and the new floating dock by Doc Ford's can accommodate up to 25 vessels depending on size.
4. rent-slip includes all slip revenue live onboard, commercial, and recreational. The Live aboard premium is a separate fee and separate revenue item.
5. Live aboard premium is premium that is paid by live onboards that help cover the costs of waste management, increased dockage usage, etc. The live aboard premium is a fee that is paid on top of slip rental.
6. All dock space is paid by the size of the slip category, type of slip, and location of the slip. All revenues for slip rent are in rent-slip.

Attachment D

Revenue in Other Funds for the Finance Department

	2022 Adopted	FY 2023 Budget	FY2023 Budget- FY2022 Adpt.	Adpt % Chg
<u>320 Finance</u>				
0002 Preservation Reserve	750	750	0	0.00
0008 Economic Stability	875,000	950,000	75,000	8.57
0051 Health Facilities Authority	4,750	4,750	0	0.00
1041 Weeki Wachee	150,000	150,000	0	0.00
1051 Pro Sports Facility	2,000,004	2,000,004	0	0.00
1102 Intown West-City Portion	1,305,310	2,288,645	983,335	75.33
1104 South St. Petersburg Redevelopment District	8,299,957	10,549,452	2,249,495	27.10
1105 Downtown Redevelopment District	21,583,390	15,226,043	(6,357,347)	(29.45)
1106 Bayboro Harbor Tax Increment District	3,750	3,750	0	0.00
1107 Intown West Tax Increment District	48,750	48,750	0	0.00
1108 Assessments Revenue	23,250	23,250	0	0.00
1207 Sunken Gardens	375	375	0	0.00
2010 JP Morgan Chase Revenue Notes	2,778,788	2,777,563	(1,225)	(0.04)
2017 Banc of America Leasing & Capital LLC	226,108	226,253	145	0.06
2018 TD Bank, N.A.	2,621,208	2,618,874	(2,334)	(0.09)
2019 Key Government Finance Debt	1,013,948	1,014,436	488	0.05
2022 PNC Debt	615,089	1,947,551	1,332,462	216.63
2030 Public Service Tax Debt Service	5,761,338	5,673,463	(87,875)	(1.53)
4001 Water Resources	391,603	364,357	(27,246)	(6.96)
4002 Water Resources Debt	44,628,807	44,628,807	0	0.00
4005 Water Cost Stabilization	1,500,000	1,500,000	0	0.00
4007 Water Equipment Replacement	11,250	11,250	0	0.00
4012 Stormwater Debt Service	2,441,081	2,441,081	0	0.00
5001 Fleet Management	30,000	30,000	0	0.00
Finance Other Funds Total	96,314,506	94,479,404	(1,835,102)	(1.91)

Notes:

- 1) The estimated increase in the Economic Stability Fund of \$75,000 reflects the first repayment of a \$750,000 loan to the Affordable Housing Fund for the Russell Street Project.
- 2) The estimate reduction in the Downtown Redevelopment District (TIF) is due to the scheduled reduction in the interlocal agreement in the city and county contributions in the Downtown Redevelopment District to 50% of the total increment value.
- 3) The estimated increases in the other two TIF funds (South St. Petersburg Redevelopment District and Intown West-City Portion) are based on assuming the same rate of growth as in FY22. These numbers will be updated after the June 1 estimate is received from the Property Appraiser's Office.
- 4) The estimated change in Water Resources is a decrease in estimated interest earnings in the fund.
- 5) The estimated changes in the remaining funds are related to the transfers needed to support the debt payments scheduled for FY23 in those respective funds. The PNC Debt Fund increase is due to a refunding of debt that occurred in FY21 which closed out the Sports Facility Sales Tax Debt Fund (2027) and created the PNC Debt Fund (2022). The revenue stream that went to the Sports Facility Sales Tax Debt Fund (2027) is now going into the PNC Debt Fund (2022).

MEMORANDUM

TO: Chair Gina Driscoll and Members of City Council

FROM: Thomas Greene, Assistant City Administrator

DATE: July 15, 2022

RE: **Follow Up Committee of the Whole Meeting on the FY23 Recommended Budget**

During the FY23 Operating Budget Committee of the Whole (COW) meeting on May 3, 2022 there was a request for a second COW meeting to be held on July 21, 2022. During the COW in May the topics discussed as being the subject of the second COW are outlined below:

- 1) **Aid to Private Organizations/Grants and Aid in the Economic & Workforce Development Department.** These investments are broken out on page 41 of the May COW workbook and can be found on pages 95 and 96 of the FY23 Recommended Budget book. Additionally, the investments are listed below. Mr. Brian Caper will lead this discussion.
 - a. Neighborhood Commercial/Storefront Conservation -\$500,000
 - b. Corp. Relocation/Expansion Grant Funding - \$300,000
 - c. Grow Smarter - \$270,000
 - d. Main Streets -\$220,000
 - e. Economic Development Corp. - \$150,000
 - f. Greenhouse - \$96,000
 - g. Qualified Targeted Industry commitments - \$80,000
 - h. Business Recruitment Event Aid - \$25,000
 - i. Innovation District Community Relations -- \$25,000
 - j. Business Corridor Support - \$15,000
 - k. Florida State Minority Supplier Diversity Corp. - \$5,000
 - l. St. Pete Makers - \$2,000

Total Planned Investment: \$1,688,000

- 2) **Aid to Private Organizations/Grants and Aid in Mayor's office.** These investments are itemized on page 102 of the workbook from the May COW. Beginning in FY23 The Urban Affairs investments made in the Mayor's office will be reorganized into the Community and Neighborhood Affairs Administration and can be found on pages 120 and 121 of the FY23 Recommended Budget Book. These investments are listed below. Mr. Richard Prince, Ms. Leah McRae, and Rev. Ken Irby will lead this discussion.
 - a. My Brother's and Sister's Keeper (MBSK) \$725,000 (including Youth Development Grants).
 - b. 2020 Administrative Funding - \$35,000
 - c. Tampa Bay Black Business Investment Corp - \$50,000
 - d. STEP Program - \$50,000

- e. Wrap Around Services - \$30,000
- f. USF Bridge to Doctorate Endowed Grad Fellow program - \$25,000
- g. Eckerd College Partnership - \$50,000 (second year funding)
- h. Dr. Martin Luther King, Jr. Festival Weekend - \$100,000

Total Planned Investment: \$1,065,000

- 3) **Diversity, Equity and Inclusion (DEI) Office** – During the COW in May there were questions about the plan of action for this new effort. The information with respect to this new investment can be found on page 102 of the May COW workbook and on pages 156 and 157 of the FY23 Recommended Budget book. Deputy Mayor Stephanie Owens will lead the discussion on the DEI office.

Total Planned Investment: \$319,412

We look forward to our discussion of the FY23 Recommended Budget and the proposed investments listed above.

Attachments:

- 1) PowerPoint presentation
- 2) Mayor's Office Staffing as of 7/13/22

Employee Name	Job Title (5/16/2022)	Annual Salary (5/16/2022)	Job Title (Current)	Current Annual Salary
Welch, Kenneth T (Ken)	Mayor.	\$221,272	Mayor.	\$221,272
Owens, Stephanie Ann-Sherrie	Deputy Mayor Chief of Policy.Administrator.	\$217,589	Deputy Mayor Chief of Policy.Administrator.	\$217,589
Gerdes, Robert M	City Administrator.Administrator.	\$210,000	City Administrator.Administrator.	\$210,000
Greene, Thomas Andrew	Assistant City.Administrator.	\$200,000	Assistant City.Administrator.	\$200,000
Fixsen, Roxanne Lynn	Special Projects.Director.	\$160,000	Special Projects.Director.	\$160,000
Loos, Anne Michelle (Shelly)	Special Projects.Director.	\$130,000	Special Projects.Director.	\$130,000
Taylor, Janelle Irwin	Communications.Director.	\$127,000	Communications.Director.	\$127,000
Walsh, Jordan Doyle (Doyle)	Special Projects.Manager.	\$110,000	Special Projects.Manager.	\$110,000
Rodriguez, John A Jr	Intergovernmental Relations.Director.	\$109,030	Intergovernmental Relations.Director.	\$109,030
Atherholt, Wayne D	Arts Culture and Tourism.Director.	\$109,030	Arts Culture and Tourism.Director.	\$109,030
McDowell, Ellen P	Administrative Support.Manager.	\$106,825	Administrative Support.Manager.	\$106,825
Nixon, James Ray (Jim)	St Pete Service Center.Director.	\$94,000	St Pete Service Center.Director.	\$94,000
Wesley, Rita Renee ⁽²⁾	Mayor Executive.Assistant.	\$70,000	Mayor Executive.Assistant.	\$85,000
Riedel, Jessica Mary (Jess) ⁽²⁾	Deputy Mayor Executive.Assistant.	\$65,000	Deputy Mayor Executive.Assistant.	\$80,000
Prince, Richard Wayne Jr ⁽¹⁾	Urban Affairs.Manager.	\$79,863	Transferred to Neighborhood & Community Affairs	\$79,863
Goodwin, Lynn Cherenzia	Arts Culture and Tourism.Coordinator.	\$77,601	Arts Culture and Tourism.Coordinator.	\$77,601
Daniels, Carlos G ⁽¹⁾	Education and Community Outreach.Coordinator.	\$66,561	Transferred to Neighborhood & Community Affairs	\$66,561
Hay, Larry Dean (Dean) ⁽¹⁾	Operations Analyst..	\$65,000	Transferred to Public Works Administration 7/11/22	\$65,000
Blair, Whitney Patrice ⁽¹⁾	Operations Analyst..	\$55,729	Transferred to Public Works Administration 7/11/22	\$60,745
Monhollen-Hayes, Margaret M	Information Systems.Associate.	\$50,523	Information Systems.Associate.	\$50,523
Charles, Marie N	Administrative.Secretary.	\$50,211	Administrative.Secretary.	\$50,211
Lilly, Jeanette Frances (Frances)	Information Systems.Associate.	\$43,680	Information Systems.Associate.	\$43,680
Vazquez, Kristal Margareta ⁽¹⁾	Administrative.Secretary.	\$42,619	Transferred to Neighborhood & Community Affairs	\$42,619
Curry, Sergio Andre ⁽¹⁾	Education and Community Outreach.Coordinator.	\$15,031	Transferred to Neighborhood & Community Affairs	\$15,031
Wright, Sharon Leann ⁽¹⁾	Sustainability and Resiliency.Director	\$118,450	Transferred to Public Works Administration 7/11/22	\$118,450
McRae, Leah O ⁽¹⁾	Education.Director	\$109,030	Transferred to Leisure Services Administration 7/11/22	\$109,030
Adler-Leidersdorff, Cory M'Liss	Special Projects.Director	\$130,000	End of Temporary Employment 7/1/22	N/A
Johnson, Laurice Sikorski (Lari)	Special Projects.Director	\$130,000	End of Temporary Employment 7/1/22	N/A
Manteghi, Ladan	Special Projects.Director	\$130,000	End of Temporary Employment 7/1/22	N/A
Mushaw, Lisa Noelle	Special Projects.Director	\$130,000	End of Temporary Employment 7/1/22	N/A
Notes:				
1) As of July 11, 2022, the reporting structure of three functions in the Mayor's office was changed. For financial reporting purposes, the costs associated with these functions will continue to be captured in the Mayor's Office during the balance of FY22. Beginning on October 1, 2022 (FY23) the expenses for these functions will be captured in the new Administration/Department.				
2) Two positions were changed from hourly to salaried positions. Making this change will reduce the cost of overtime and will ultimately be more cost effective and better reflect the demands of these two positions.				



FISCAL YEAR 2023 BUDGET COW

July 21, 2022

FY2023 Budget COW

- Agenda
- **Review of Aid to Private Organizations**
 - 1) Economic & Workforce Development – FY23 Planned Total Investment \$1,688,000
 - 2) Urban Affairs – MBSK/Education – FY23 Planned Total Investment \$1,065,000
 - 3) Diversity, Equity and Inclusion Office – FY23 Planned Total Investment \$319,412



E&WD – Aid to Private Organizations

- \$1,198,000 Economic Development and Workforce Partnerships:
 - \$2,000 St Pete Makers
 - \$96,000 Greenhouse Initiative, Chamber of Commerce
 - \$150,000 Economic Development Corporation Funding
 - \$80,000 Qualified Target Industry Program Commitments
 - \$500,000 Small Business Grants & Programs (Commercial Revitalization Program/Storefront Conservation Program)
 - \$300,000 Corporate Relocation & Expansion Grants
 - \$15,000 Business Corridor Support Program
 - \$25,000 Business Recruitment Events
 - \$5,000 Florida State Minority Supplier Diversity Corporation/Minority Enterprise Development
 - \$25,000 Innovation District Community Relations
- \$220,000 Main Streets:
 - \$55,000 Deuces Live
 - \$55,000 Grand Central
 - \$55,000 Skyway Marina District
 - \$55,000 Edge District
- \$270,000 Workforce Hiring & Training Grants:
 - \$100,000 for Teak Job Creation Incentive
 - \$170,000 for Grow Smarter Economic and Workforce Development Incentives Program



St. Pete Makers

- \$2,000 request
- Provides support for St. Pete Makers – a collaborative workshop/machine shop featuring 3D printers, fabrication tools, software, electronics, craft and hardware supplies, etc.
- St. Pete Makers has ceased operation since the submission of the FY23 Operating Budget, funds may be repurposed for other programs.



Greenhouse Initiative

- \$96,000 request
- Provides for the continuation of the agreement with the St. Petersburg Area Chamber of Commerce, establishing the collaborative programs, services and resources of the Greenhouse, St. Petersburg's home of small business empowerment. This agreement encourages and supports the entrepreneurial mindset within our ecosystem through a variety of value-added programming specifically designed with the business/entrepreneur at the center of the service delivery model.
- Specific examples of Chamber programming include:
 - Additional staff support of the Small Business Navigation Program
 - The Entrepreneurial Academy
 - 1 Million Cups
 - St. Pete Pitch Night
 - SWAG - a women's business cohort
 - Greenhouse Committee
 - The Entrepreneurial Mindset Profile
 - 1Pinellas (in collaboration with City)



Qualified Target Industry Program

- \$80,000 request
 - The Qualified Target Industry (QTI) Tax Refund was a tool available to Florida communities to encourage quality job growth in targeted high value-added businesses.
 - Approved applicants received refunds on taxes paid including corporate income, sales, ad valorem, intangible personal property, insurance premiums, amongst others
 - Program was sunset in June 2020 but continues to fulfill incentive payments for active projects. The City of St. Petersburg and Pinellas County share local financial support for each approved project, while the State covers the remainder of the total refund.
-
- Examples of use: Tax refunds per new job created by new or expanding businesses in targeted industries or by a corporate headquarters. Amounts range from \$3,000 to \$12,500 per job created depending on incentive schedules that consider wages above the County average, high impact sector job creation, location in Enterprise Zones, and/or State-designated Brownfields



Small Business Grants & Programs

(Commercial Revitalization Program/Storefront Conservation Program)

- \$500,000 request
- To ensure equitable distribution of incentive programs across large and small businesses, St. Petersburg has ensured to direct resources to foster local businesses and property owners. The Department has assessed the needs of the business community and adjusted incentive offering as needed. This included the launch of the following two local incentive programs:
 - Commercial Revitalization Program
 - Launched in 2017 – Completed 3 cycles
 - Reallocated in FY20/21 for pandemic response
 - Storefront Conservation Program
 - Launched in 2019 – Completed 1 cycle
 - Reallocated in FY20/21 for pandemic response



Corporate Relocation & Expansion Grants

- \$300,000 request
- To address the lack of corporate incentives at the State level and improve our competitiveness with other regions, the Department is seeking to develop a series of incentives targeted at corporate relocations and expansions in our community.
- Examples of incentive programs include:
 - Corporate Headquarters or Regional Headquarters Relocation Grant - \$25,000
Available to a company establishing a corporate or regional headquarters in St. Petersburg with a minimum of 10 FTEs working in St. Petersburg for 12 consecutive months
\$25k bonus for long-term lease (3+ years) or the purchase of a site
 - Workforce Training & Credit Program - \$25,000
Creation of skills enhancement and job placement plan crafted in coordination with the business, EDC, and City
 - Local Hiring Investment – SBE & Future W/MBE - \$25,000
A reimbursement grant will be awarded with the utilization of SBE/MBE businesses as part of the company's renovations and build-out of space



Business Corridor Support Program

- \$15,000 request
- This allocation will provide tangible assets and seed funding to support projects for emerging business corridors and their aligning business associations as well as business corridors that are not currently supported through the City's Main Street Programs.
- Eligible projects would include marketing, safety, placemaking and other initiatives for improving the visibility and viability of the business corridors.



Business Recruitment Events

- \$25,000 request
- Business recruitment opportunities identify high potential business sectors, compiling information of interest to business prospects, and marketing to those desired prospects.
- Events will vary as upcoming opportunities are assessed by the Department of Economic and Workshop Development in partnership with the EDC, Pinellas County Economic Development and other community partners with the shared goal of business recruitment to the St. Pete-Tampa Region.
- Examples of past recruitment participation includes:
 - Firestone Grand Prix Mayor's Brunch and VIP Suite
 - State of the Economy Presentation
 - Collision Conference
 - SXSW Conference



Florida State Minority Supplier Diversity

- \$5,000 request
- Sponsorship to support an annual supplier diversity conference hosted by the Minority Enterprise Development Corporation of Tampa Bay.
- The Florida Minority Enterprise Development Conference agenda includes access to business development workshops, various seminars and conference program activities featuring dynamic speakers, and valuable networking opportunities with industry professionals engaged in Procurement and Contracting.

Sponsorship level includes:

- 4 full conference registrations
- 4 tickets to the Minority Business Awards Luncheon
- Exhibit Table at the Minority Business Matchmaker for Purchasing Agents and/or Supplier Diversity Team
- Placement of half-page advertising in the conference program booklet
- Recognition (logo and hyperlink) on conference website, marketing and media materials
- Branded Information/Giveaways in conference event bags



Innovation District Community Relations

- \$25,000 request
- The City has entered into an Agreement with the St. Petersburg Innovation District and the University of South Florida to create a community relations position to serve as a key point of contact for businesses, institutions, residents, and other to access and engage with USF St. Petersburg and facilitate innovation collaborations between all parties.



Main Streets

- \$220,000 Main Streets:
 - \$55,000 Deuces Live
 - \$55,000 Grand Central
 - \$55,000 Skyway Marina District
 - \$55,000 Edge District
- Funding to business organizations that operate economic development programs using the National Main Street model that focuses on economic vitality, promotions, design and organizational components.
- Organizations assist small businesses, improve the physical atmosphere, provide special events and foster consensus building within their districts.
- City funding supplements the salaries of executive directors and other associated organization expenses.



Teak Job Creation Incentive

- \$100,000 request
- 10 Year Business Incentive with Teak Restaurant on the Pier approved in 2018, which promoted hiring CRA residents on a career pathway plan working entry level to management with established tier of wage increases and benefits.
- Workforce Incentive of \$10,000 per CRA resident job placement up to \$100,000 per year annually.
- Year – 1: \$ 50,000 (2020)
- Year – 2: \$100,000 (2021)



Grow Smarter Economic and Workforce Development Incentives Program

- \$170,000 request
- Designed to attract and retain companies in the City's target industry business clusters through performance-based grants that incentivize job creation.
- Incentive payments range from \$3,000 to \$8,000 depending on targeted employee annual wage meeting certain thresholds above the Pinellas County average wage and residency bonuses within the City limits and the South St. Petersburg Community Redevelopment Area (CRA).
- Economic modeling shows that job creation in these categories have positive direct and indirect economic impacts.



Urban Affairs

My Brother's and Sister's Keeper and Education



Urban Affairs Programming

Programs and initiatives managed by the Urban Affairs Department team:

MBSK Programs

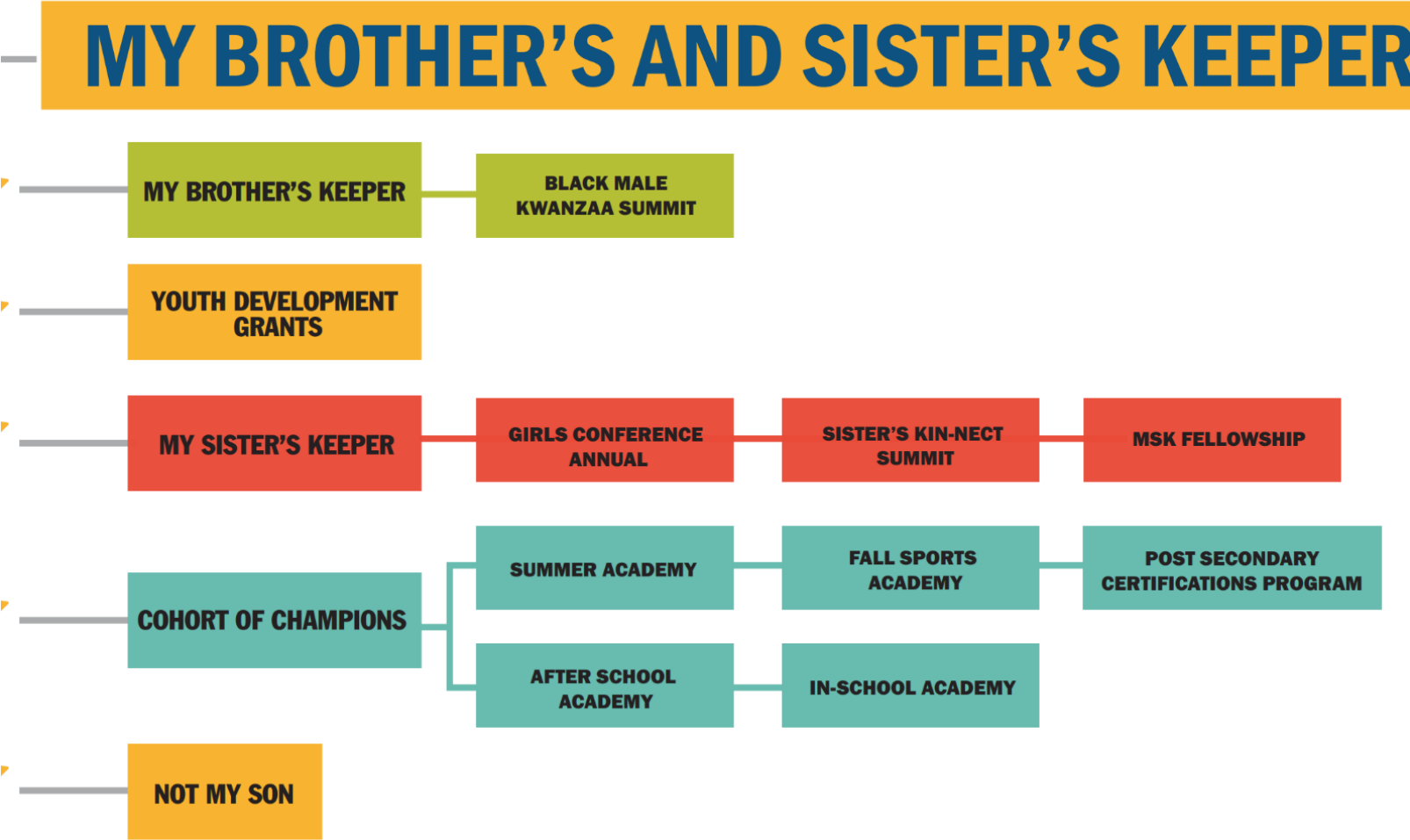
Cohort of Champions programs After-School Academy, Summer Academy, Sports Academy, In-School Academy, Lady Champions Academy, Parents Academy.

My Brother's Keeper events

Black Male Kwanzaa Summit, Coaches and Mentors Group, Not My Son and Keys to Manhood involvement

My Sister's Keeper programs and events

Regional Girls Conference, My Sister's Keeper Fellowship, Sister's Kin-nect Summit



Urban Affairs-Cohort of Champions Signature Programming Results

Cohort of Champions Active Youth and Families By Year

2017	2018	2019	2020	2021	Total
78	154	163	153	267	815

Economic and Skill Impact (jobs, certifications, etc)

2017	2018	2019	2020	2021	Total
45	90	100	24	36	295

Wrap Around Services

2017	2018	2019	2020	2021	Total
NA	103	127	230	71	531

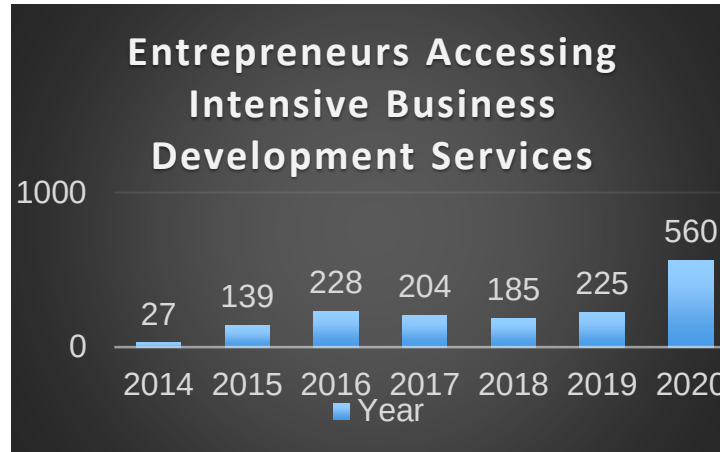


Urban Affairs- Entrepreneurship

Tampa Bay Black Investment Corporation

The CATCH Program: This 15-week training, coaching and capital access program, created by the BBIC, was originally funded by the Foundation for a Healthy St. Pete in 2016. From its origins in South St. Pete, CATCH is now offered in three cities on both sides of Tampa Bay – St. Petersburg, Tampa and Clearwater – and has graduated 240 entrepreneurs.

Inclusive St. Pete.



Urban Affairs- Opportunity Pathway Program Poverty Reduction

Pinellas Opportunity Council

A total of six separate Wrap Around programs were fully completed. A total of 157 participants were enrolled to help them begin their journey of exiting poverty. POC's experienced case managers provided encouragement, support and accountability to walk with participants through this journey.

Of the 157 participants enrolled, 104 of them successfully completed their goals and are now working fulltime in the community. Of those now working, 55 of those families are now over the Federal Income Poverty guidelines and completely self-sufficient.

Cumulative Data At-A-Glance

The overall goal of the program is for participating families to be put on track to educational and economic success. Below are the outcomes targeted by the Program:

Outcomes	2015 06/01 -10/30	2016 01/01 07/31	2016 08/01 12/31	2017-2018 03/01 02/28	2018-2019 04/01 03/31	2019-2020 04/01 03/31	Total
Number of Clients Enrolled	17	30	20	34	29	27	157
Obtained A job/Increase in income	13	17	13	25	16	20	104
Enrolled/completed education/training	17	25	20	34	24	27	147
Obtained Transportation	27	28	16	21	24	27	143
Received utilities, rent, clothing or food	45	29	26	39	27	35	201
Obtained Healthcare	6	8	6	18	11	21	70
Assisted with childcare or safe housing needs	10	8	6	14	8	1	47
Completed the program	13	17	13	25	16	20	104
Family exited poverty	2	5	8	10	14	16	55



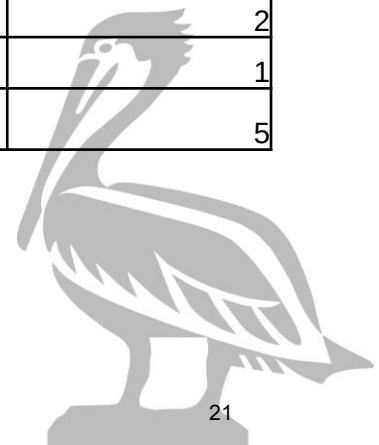
Urban Affairs – Opportunity Pathway Poverty Reduction

Pinellas County Urban League

Success Training & Empowerment Project (STEP) - STEP and its workforce development program content is designed for those interested in making a career change, those experiencing difficulties finding or retaining employment, and those interested in improving their current employment position. The program also addresses barriers to employment such as needs related to education, industry certification training, unstable housing, lack of transportation and/or issues with troubled background. The overall goal of the program is to help reduce poverty by focusing on wealth building and financial empowerment

STEP Cumulative Data

	2017 (6 Month Pilot)	2019	2020-2021	CUMULATIVE TOTAL
Enrolled	23	27	41	91
Jobs	NA	11	16	27
Pay Increases/ Job Advancements	11	3	8	22
Certifications/ Vocational Program	3	8	26	37
Increase in Financial Literacy Knowledge	20	25	37	82
New Savings Accounts Started	17	8	8	33
Commulative Money Saved (New & existing Savings accounts)	\$ 6,808	\$ 6,570	\$ 6,570	\$ 19,948
First Time Home buyer Education	6	6	NA	12
Homes Purchased	1	1	NA	2
Cars Purchased	1	NA	NA	1
Businesses started or Expanded	NA	3	2	5



Urban Affairs - Poverty Reduction

2020/One Community Administration

The 2020 Plan

The 2020 Plan focuses on collective impact which include a real estate investment cooperative development work group, a Community Benefit Policy development work group, on-going projects to grow the capacity of minority-owned and community-based businesses, and a districts & corridors promotions project.

CBA Policy Development: 2020/One Community continued research, advocacy and awareness raising in support of the CBA Policy. 2020/One funded and helped organize milestones such as presentation of the CBA Policy at the April 2019 Vision District Expo (attended by 400 leaders and activists); the Feb 2020 CBA Policy Summit; and the staffing of sustained advocacy that entailed 20 meetings with City Councilmembers, 12 months of policy design meetings among a City-Community team.

2020 Fund/Equity-Focused Entrepreneurial Ecosystem:

The 2020 Fund raised and deployed nearly \$50,000 in contributions to support the #InThisTogether COVID Resiliency & Recovery Initiative. The bulk of these funds went to support the Branding House program, implemented in partnership with the St. Petersburg Greenhouse, the Grow Smarter Initiative at the St. Petersburg Area Chamber, the Florida SBDC at Pinellas County, and the Pinellas County Urban League. The Branding House program provided training to 37 entrepreneurs, 30 of whom completed the four-part training series and were supported with an average of nearly \$1,000 each in covered marketing expenditures.



Urban Affairs Violence Prevention

Hidden Voices

The goal of the Hidden Voices Program is community engagement, Life sustainability, and stability to those individuals and families who identify in the programs target population. This initiative was started in 2021 to curb gun violence.

The target population for this program includes individuals and families who have or are experiencing a life trauma, are recently released from incarceration, are experiencing or at risk of homelessness, or some other significant life crisis. This population requires intensive engagement and wrap around services.

Since the launch of the program 57 families and individuals are enrolled and receiving intensive services.



Urban Affairs Programming – Not My Son

Not My Son

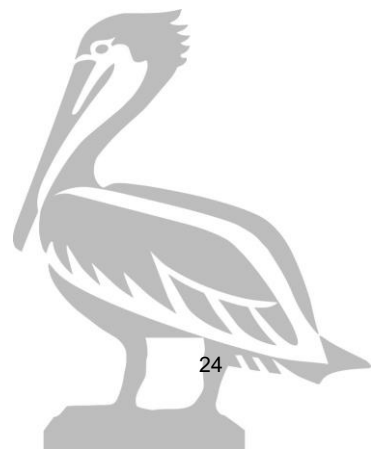
Safe Summer 2016 - 2021



2021 COVID-19 Response

- 1,300 Masks
- 500 Hot meals
- 100 Vaccinations

- 8,000 Posters
- 13,000 Pledge Cards
- 3,000 Yard Signs
- 2,800 T-shirts



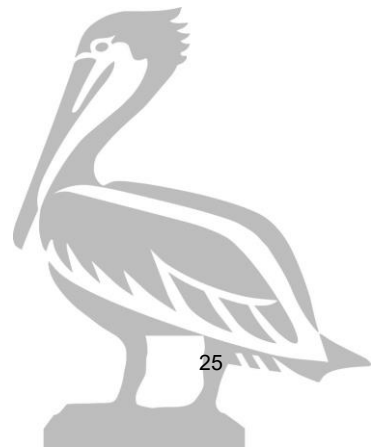
Urban Affairs Programming – Youth Development Grants



The Youth Development Grant provides support and builds capacity of non-profit organizations engaged in programs that seek to improve the lives of at-risk children and youth within the municipal boundaries of the City of St. Petersburg. The grant is aimed to promote youth programs that assist students:

- Enter school ready to learn.
- Read at grade level by third grade.
- Graduate from high school ready for life, college, and career.
- Access and complete career-relevant training.
- Participate in the enrichment that addresses the health and well-being of the child.

The target population of the grant is to resource non-profit organizations that serve youth who are less likely to successfully transition into adulthood and achieve economic self-sufficiency or academic success.



Urban Affairs Programming – Youth Development Grants



The Youth Development Grant has provided resources to:

- 78 grantees
- 43 unique non-profit organizations

Total Investment 2018-2021 - \$1.3 Million

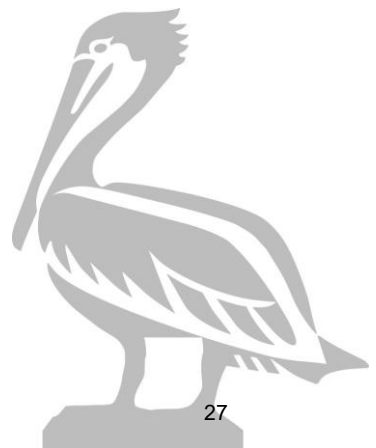
Serving over 4,000 youth in St. Petersburg

“The City of St. Pete, sharing our vision of a dynamic and robust education for all children, awarded our first Youth Development Grant in 2018. Our growth is a direct result of the early investment the City of St. Pete made in our academic services. Another investment, this time in our educational products, will simultaneously elevate both City and BLI youth programs. Partnering with the City of St. Pete to ensure more children have access to our academic services and educational products will ensure that the youth of St. Pete have every advantage they need to succeed.”

- Leah Veal, Founder, BLI’s Learning Lab, Inc.



Mayor's Office -- Diversity, Equity & Inclusion



Mayor's Office --Diversity, Equity and Inclusion

- Total Funding requested = \$319,412
- FY23 Positions include:
- DEI Officer
- Support Staff (Administrative Assistant)



QUESTIONS

