

**ST. PETERSBURG CITY COUNCIL  
BUDGET, FINANCE & TAXATION COMMITTEE**

**AGENDA**

**Meeting of May 28, 2015  
8:00 a.m. - City Hall Room 100**

**Members & Alternate:** Budget, Finance & Taxation Committee: Chair James R. "Jim" Kennedy, Jr.; Vice Chair Karl Nurse; William Dudley; Charles Gerdes; and Darden Rice (alternate).

**Support Staff:** Meghan Wimberly, Administrative Assistant, Billing & Collections  
Robert Coats, Risk Management Analyst, Human Resources

- A. Call to Order**
- B. Approval of Agenda**
- C. Approval of Minutes**
  - a. Minutes from April 23, 2015 BF&T Meeting**
- D. New/Deferred Business**
- E. May 28, 2015**
  - a. Offering Illness Leave Benefits to Part-Time Employees (Guella/Cornwell)**
  - b. Community Development Block Grant, Home Investment Partnership Program and Emergency Solutions Grant (CDBG) – (Johnson)**
- E. Continued Business**
- F. Upcoming Meetings Agenda Tentative Issues**
  - 1. June 11, 2015**
    - a. Purchase Adjacent Lands for Addition to Boyd Hill Nature Preserve: Legal & Real Estate to research (Zeoli)**
    - b. Purchase Kuttler Estate adjacent to Abercrombie Park on Boca Ciega Bay (Grimes/Jefferis)**
    - c. Skateboard Park Project (Jefferis)**
    - d. Public Art Ordinance that requires developers of private construction projects to include a public art component equal to 2% of total project (Goodwin/Atherholt)**
  - 2. July 30, 2015**
    - a. Third Quarter Financial Report – (Fritz/Greene)**
- G. New Business Item Referrals**
- H. Adjournment**

CITY OF ST. PETERSBURG  
Budget Finance & Taxation Committee  
April 23, 2015 at 8:01 a.m.

Present: Chair James R. "Jim" Kennedy, Jr.; Vice-Chair Karl Nurse, Councilmembers Charles Gerdes and Darden Rice (Alternate).

Also: Councilmember Amy Foster, City Attorney, John Wolfe; Assistant City Attorney, Jeannine Williams; Anne Fritz, Finance Director; Tom Green, Budget Director; City Auditor, Bradley Scott; Shrimatee Ojah-Maharaj, Grants Compliance Manager; Joe Zeoli, Managing Director Finance Community Development Administration; John Armbruster, Personnel Analyst III, Human Resources; Meghan Wimberly, Collections Assistant Billing & Collections; Cindy Sheppard, City Council Administrative Officer and Cathy E. Davis, Deputy City Clerk.

Absent: Councilmember Dudley.

Chair Kennedy called the meeting to order with the above persons present.

In connection with the approval of the meeting agenda Councilmember Nurse motioned that the agenda be approved as revised with the addition of an item of new business regarding a Resolution Confirming Airport Advances. All were in favor of the motion. Approved unanimously. Ayes. Kennedy. Gerdes. Nurse. Rice. (Alternate) Nays. None. Absent. Dudley.

In connection with the approval of the meeting minutes Councilmember Gerdes motioned that the minutes of April 9<sup>th</sup> be approved as written. All were in favor of the motion. Approved unanimously. Ayes. Kennedy. Gerdes. Nurse. Rice. (Alternate) Nays. None. Absent. Dudley.

Councilmember Dudley was reported present at 8:04 a.m.

#### Quarterly Grants Report

Shrimatee Ojah-Maharaj, Grants Officer, provided the Committee an overview of the First and Second Quarter Grants Report, and a PowerPoint presentation reflecting grant activity. Ms. Ojah-Maharaj highlighted that over the first two quarters of this fiscal year, 11 grants were awarded totaling \$5,012,362. Ms. Ojah-Maharaj also stated she will continue to work with the other departments to find additional federal, state and private grants, and that she is working with the Purchasing Department to issue an open ended Request For Qualifications to find external grant writers, who will find additional grant opportunities for the City.

Anne Fritz, Finance Director, provided the Committee an overview of the City's efforts to comply with new Federal Office of Management and Budget grant regulations called Uniform Guidance. These regulations control grant management, administration and reporting.

The Committee discussed the need to establish personal relationships with grant providers beyond a written submittal of a grant request, and ways to ensure adequate funding is available for staff to pursue such personal relationships, E.g. travel expenses to meet with grant providers.

Councilmember Nurse discussed the importance of the City assisting the County's efforts to develop the 240 acre Toy Town Project stating that 240 acres in the Gateway Area would be beneficial to the City and made a motion to ask City Council to make City efforts in this regard a priority. The motion unanimously passed. Ayes. Kennedy. Gerdes. Nurse. Dudley. Nays. None. Absent. None.

Resolution Confirming Airport Advances

Ann Fritz, Finance Director, provided the Committee a Resolution requesting approval of a previous advance of \$2,899,853 from the General Fund to the Airport Enterprise Fund. She explained that the Resolution formalized the advance as a 15 year interfund loan. Ms. Fritz and the Committee discussed how the interest rate of the loan would be calculated based upon the City's core general fund investment policy rate verses the current market borrowing rate.

Following discussion Councilmember Gerdes made a motion that the committee approve the proposed resolution and forward to City Council for approval. The motion unanimously passed. Ayes. Kennedy, Gerdes, Nurse, Dudley. Nays. None. Absent. None.

There being no further business, the meeting was adjourned at 9:16 a.m.

## Part-Time Regular Employee Summary

<b>No. of PT Reg. Employees</b>	256	
<b>Parks &amp; Recreation</b>	137	54%
<b>Engineering (School Guards)</b>	39	15%
<b>Golf Courses</b>	25	10%
<b>D'Town Enterprise</b>	16	6%
<b>Average Hours Worked</b>	21.85	
<b>Average Wage/Hour</b>	\$12.82	
<b>Illness Leave Accrual</b>	4 hours/80 Hours Worked	
<b>Average Annual Accrual</b>	14.20 Hours	
<b>Cost/Employee</b>	\$182.04	
<b>Total Annual Cost</b>	\$46,603	
<b>*Annual Replacement Cost*</b>	\$46,603	
<b>Total Annual City Cost</b>	\$93,207	

\* The majority of PT-Regular positions in the City must be filled to meet regulatory and/or public needs. As a result, if the scheduled employee takes illness leave, a replacement employee must fill the vacancy. Therefore, the City will essentially pay twice for one position - illness leave for the regularly-scheduled employee and regular wages for the replacement employee.



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**MEMORANDUM**

**TO:** The Honorable Jim Kennedy, Chair and Members of the Budget, Finance and Taxation Committee

**FROM:** Joshua Johnson, Director  
Housing and Community Development Department

**DATE:** Meeting of May 28, 2015

**SUBJECT:** A resolution authorizing the Mayor or his designee to advertise the draft FY 2015/16 Annual Action Plan and to execute all other documents necessary to effectuate this resolution; and providing an effective date.

**EXPLANATION:**

Each year the City receives Federal grant funds (Community Development Block Grant, Home Investment Partnership Program and Emergency Solutions Grant from the U.S. Department of Housing and Urban Development (HUD) and State revenue from a property tax (State Housing Initiatives Partnership) for the purpose of assisting with housing and community development activities which primarily benefit low- and moderate-income persons. In addition, the City may receive special grants from the Federal Government in the form of Neighborhood Stabilization Program, Community Development Block Grant Recovery, and Homelessness Prevention and Rapid Re-Housing grants. Together with the City's Housing Capital Fund, and the Local Housing Trust Funds (LHTF), they comprise what is known as the Consolidated Plan. The Consolidated Plan is prepared once every five-years and provides a blueprint for how the City will address housing and community development needs over a five-year period. The City then prepares an Annual Action Plan and budget each year, which details how the annual allocations will be used to implement the five-year plan.

Fiscal Year 2015-2016 will be the fifth and final year of the implementation of the City's five-year Consolidated Plan. The FY 2015/2016 Annual Action Plan ends September 30, 2016 and the Consolidated Plan will end September 30, 2016. The Priority Needs proposed for the five-year period are:

1. Provide and sustain affordable housing opportunities for persons and households at or below 120% of area median income.

- Renovate existing homes occupied by extremely low- to moderate-income owners, including code compliance and general interior/exterior property improvements to sustain home ownership.
  - Assist rental households to become homeowners, including those who are occupants of public housing or manufactured housing.
  - Provide affordable rental housing (both renovation and new construction), concentrating on households at 0-60% of median family income (MFI).
2. Provide and enhance community and economic development opportunities.
    - Expand business development and employment opportunities for low- and moderate-income residents of the Midtown/NRSA area.
    - Improve infrastructure and public facilities in or serving Midtown/NRSA residents.
  3. Provide Assistance with permanent supportive housing and services for homeless and special needs populations.
    - Facilitate the rehabilitation and continued operation of existing housing facilities for the homeless and special needs populations.
    - Endorse initiatives that assist homeless individuals in becoming economically self-sufficient.
    - Support applications for Continuum of Care services.
    - Participate in development of Pinellas County's ten-year plan to address homelessness.
    - Assist in the development of additional permanent supportive housing units.
    - Provide Tenant-Based Rental Assistance for homeless and special needs populations.

In formulating the FY 2015/2016 Annual Action Plan, application workshops were held for community agencies. Applications submitted by nonprofits were evaluated and ranked by the Consolidated Plan Application Review Committee. Recommended projects and City initiated projects comprise the draft plan attached.

The draft Annual Plan must be published for thirty days for public comment, after which the full City Council will hold a public hearing on July 23, 2015.

The Administration recommends that this Committee forward the attached resolution authorizing the Mayor or his designee to advertise the draft FY 2015/16 Annual Action Plan, and to execute all other documents necessary to effectuate this resolution; and providing an effective date, to City Council with a recommendation that City Council adopt the resolution.

Attachments: FY 2015/2016 Annual Action Plan

Legal: 000125007.doe-v-2

Resolution No. 2015- \_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ADVERTISE THE CITY'S DRAFT FY 2015/16 ANNUAL ACTION PLAN AND TO EXECUTE ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, applications submitted by non-profits for funding under the FY 2015/16 Annual Action Plan ("Action Plan") were evaluated by the City's Consolidated Plan Ad Hoc Application Review Committee ("Committee") on May 15, 2015; and

WHEREAS, the Committee has made its recommendations for funding non-profit applications and City initiated projects which comprise the draft Action Plan; and

WHEREAS, the submission of the Action Plan to The U.S. Department of Housing and Urban Development ("HUD") is required for the City to receive its annual Formula Allocations; and

WHEREAS, the draft Action Plan must be advertised for thirty days for public comment, after which the full City Council will hold a public hearing on July 23, 2015.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the Mayor or his designee is authorized to advertise the City's draft FY 2015/16 Action Plan, and to execute all other documents necessary to effectuate this resolution.

This resolution shall become effective immediately upon its adoption.

Approvals:

Legal: \_\_\_\_\_ Administration: \_\_\_\_\_

**BUDGET, FINANCE & TAXATION COMMITTEE**  
**WEEKI WACHEE PROJECT LIST**

May 28, 2015  
 Page 1

<i>TOPIC</i>	<i>DATE REFERRED</i>	<i>REFERRED BY</i>	<i>RETURN DATE</i>	<i>STAFF RESPONSIBLE</i>	<i>SPECIAL NOTES</i>
Off-road bicycle trail in North St. Pete	05.12.11	Kennedy			
Maximo Park Project	05.12.11	Kornell			
Childs Park Lake Project	12.13.12	Newton			
Park Features on the Uplands (Pier)	10.10.13	Kennedy			
Skateboard Park Project	6.5.14	City Council	6.11.15	Jefferis	11.6.14 CC approved \$25K for due diligence study
Rubber Track Project, Gibbs High School	6.19.14	City Council Newton			
Purchase Adjacent Lands for Addition to Boyd Hill Nature Preserve: Legal & Real Estate to research	10.16.14	BF&T Kornell	6.11.15	Zeoli	
Sunset Park – add a Fitness Zone, north of Pasadena Card Club	11.24.14	Gerdes			
Meadowlawn Community Garden Project	1.22.15	Rice			
Purchase Kuttler Estate adjacent to Abercrombie park on Boca Ciega Bay	3.26.15	Gerdes	6.11.15	Grimes/Jefferis	



**BUDGET, FINANCE & TAXATION COMMITTEE  
PENDING / CONTINUING REFERRALS**

May 28, 2015  
Page 1 of 2

<b>TOPIC</b>	<b>DATE REFERRED</b>	<b>REFERRED BY</b>	<b>RETURN DATE</b>	<b>STAFF RESPONSIBLE</b>	<b>SPECIAL NOTES</b>
Lending practices as a criteria when considering a primary bank/procurement code follow-up	12.13.13	City Council	COW	7.17.4 referred to COW	Report
Dome Industrial Park Phase II	9.11.14	BF&T Committee	3.12.15	(Nurse) (Goodwin/Grimes)	Report
Discussion for use of Tourist Development Tax Follow-up	8.21.14	BF&T Committee	TBD	(Kennedy) Zeoli	Report
Offering Illness Leave Benefits to Part-Time Employees	9.18.14	City Council	5.28.15	(Guella/Cornwell)	Report
Create a Public Art Ordinance that requires developers of private construction projects to include a public art component equal to 2% of total project	11.24.14	City Council	6.11.15	(Goodwin/Atherholt)	
Mandating an Apprenticeship Program as a prerequisite for doing business with the City	4.16.15	City Council	TBD	(Kornell)	
City Council Management Evaluation discussion	1 <sup>st</sup> BFT meeting of each fiscal year	BF&T Committee	10-8-15	(Brad Scott)	
Quarterly Financial Reports		City Council	Q1 - 2.11.16 Q2 - 5.21.15 Q3 - 7.30.15 Q4 - 11.16.15		
Quarterly Grant Reports		City Council	Q1 - 2.11.16 Q2 - 4.23.15 Q3 - 7.16.15 Q4 - 11.16.15		

**BUDGET, FINANCE & TAXATION COMMITTEE**  
**PENDING / CONTINUING REFERRALS**

May 28, 2015  
Page 2 of 2

<i>TOPIC</i>	<i>DATE REFERRED</i>	<i>REFERRED BY</i>	<i>RETURN DATE</i>	<i>STAFF RESPONSIBLE</i>	<i>SPECIAL NOTES</i>
Airbnb to collect sales tax and tourist taxes from guests	5.7.15	BF&T Committee	7.16.15	(Nurse) (Goodwin)	