

ST. PETERSBURG CITY COUNCIL
Consent Agenda
Meeting of November 3, 2016

TO: The Honorable Amy Foster, Chair and Members of City Council

SUBJECT: A resolution rescinding unencumbered appropriations in the amount of \$45,500 from the FY16 Infrastructure To Be Determined Project (15118) and \$70,455 from the FY15 Infrastructure To Be Determined Project (14667) from the Capital Facilities Improvement Fund (3031); approving a supplemental appropriation in the amount of \$115,955 from the unappropriated balance of the City Facilities Capital Improvement Fund (3031) to The Greenhouse Buildout Project number (15866); and providing an effective date (Engineering & CID No. 17226-019).

EXPLANATION: The former City Hall Annex building, where The Greenhouse is located, was constructed in the early 1900's as the Tomlinson Industrial School and is designated as a local and national historic building. For some years this area was used as storage and then housed other city departments, including Housing. In 2003, the City Hall Annex was completely renovated with the first floor becoming a large training room and reception area with the second floor being designed as open work space with a single enclosed office and a small conference room. The Business Assistance Center functioned out of this space. In 2013, the City of St. Petersburg and St. Petersburg Area Chamber of Commerce entered into a formal partnership agreement which formed The Greenhouse concept creating an entrepreneurship and small business assistance center. The Greenhouse functions out of the entire footprint of the City Hall Annex building.

While The Greenhouse has flourished, it has become evident that the space configuration does not meet the needs of the program. This project would allow The Greenhouse staff to expand technical assistance, confidential counseling, provide appropriate work space configuration and reduce sound transmission. With these improvements, The Greenhouse will be able to meet the growing needs both now and into the future by creating a more functional space for employees and partners.

The scope of the project consists of interior modifications to the second floor of The Greenhouse to create a training room that accommodates up to sixteen (16) participants, provide ancillary private meeting room, provide two private offices for staff, include a visitors work area, reception/control area and purchase systems furniture to accommodate six staff positions in an open plan environment. The modifications will require selective demolition and removal of existing partitions, doors and frames, electrical outlets, pendant lights, air conditioning diffusers and other elements to allow for construction of new partitions, new interior storefront doors and windows, new electrical devices, lights and minor modifications to the HVAC distribution system.

In order to commence the design services, the project was allocated the unencumbered balance of the FY15 Infrastructure To Be Determined Project (14667) or \$70,455. The amount of the transfer recommended from FY16 Infrastructure TBD is \$45,500 which will bring the total cost of the project to \$115,955. In order to have funding to continue the project as well as capture all of the funding previously allocated for this project (including costs which have been expended) into a single project, Administration recommends approval of a supplemental appropriation in the amount of \$115,955 and the creation of a new project entitled The Greenhouse Buildout Project.

RECOMMENDATION: Administration recommends rescinding unencumbered appropriations in the amount of \$45,500 from the FY16 Infrastructure To Be Determined Project (15118) and \$70,455 from the FY15 Infrastructure To Be Determined Project (14667) from the Capital Facilities Improvement Fund (3031); approving a supplemental appropriation in the amount of \$115,955 from the unappropriated balance of the City Facilities Capital Improvement Fund (3031) to The Greenhouse Buildout Project number (15866); and providing an effective date.

COST/FUNDING/ASSESSMENT INFORMATION: Resources for this project will be available after rescinding unencumbered appropriations in the amount of \$45,500 from the FY16 Infrastructure To Be Determined Project (15118) and \$70,455 from the FY15 Infrastructure To Be Determined Project (14667) from the Capital Facilities Improvement Fund (3031); and the approval of a supplemental appropriation in the amount of \$115,955 from the unappropriated fund balance of the City Facilities Capital Improvement Fund (3031) resulting from these rescissions to The Greenhouse Buildout Project number (15866).

Attachments: Resolution

Approvals:


Administrative


Budget

RESOLUTION NO. 2016-_____

A RESOLUTION RESCINDING UNENCUMBERED APPROPRIATIONS IN THE AMOUNT OF \$45,500 FROM THE FY16 INFRASTRUCTURE TO BE DETERMINED PROJECT (15118) AND \$70,455 FROM THE FY15 INFRASTRUCTURE TO BE DETERMINED PROJECT (14667) FROM THE CAPITAL FACILITIES IMPROVEMENT FUND (3031); APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$115,955 FROM THE UNAPPROPRIATED FUND BALANCE OF THE CITY FACILITIES CAPITAL IMPROVEMENT FUND (3031) RESULTING FROM THE ABOVE RESCISSIONS TO THE GREENHOUSE BUILDOUT PROJECT (15866); AND PROVIDING AN EFFECTIVE DATE (ENGINEERING & CID NO. 17226-019).

WHEREAS, in 2003, the City Hall Annex was completely renovated with the first floor becoming a large training room and reception area with the second floor being designed as open work space with a single enclosed office and a small conference room; and

WHEREAS, in 2013, the City of St. Petersburg, Florida and St. Petersburg Area Chamber of Commerce entered into an agreement which formed The Greenhouse, a concept creating an entrepreneurship and small business assistance center; and

WHEREAS, The Greenhouse functions out of the entire footprint of the City Hall Annex building; and

WHEREAS, while The Greenhouse has flourished, it has become evident that the space configuration does not meet the needs of the program; and

WHEREAS, the Greenhouse Buildout project will create a more functional space for employees and patrons to include more space for technical assistance, confidential counseling, better work space configuration and improvements to reduce sound transmission; and

WHEREAS, in order to have funding to continue the Greenhouse Buildout project as well as capture all of the funding previously allocated for this project (including cost which have been expended) into a single project, Administration requests that City Council rescind unencumbered appropriations in the amount of \$45,500 from the FY16 infrastructure to be determined project (15118) and \$70,455 from the FY15 infrastructure to be determined project (14667) from the Capital Facilities Improvement Fund (3031) and approve a supplemental appropriation in the amount of \$115,955 from the unappropriated fund balance of the City Facilities capital Improvement Fund (3031) resulting from the above rescissions to the Greenhouse Buildout Project (15866).


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the rescission of unencumbered appropriations in the \$45,500 from the FY 16 Infrastructure to be determined Project (15118) and \$70,455 from the FY 15 Infrastructure to be determined Project (14667) from the City Facilities Capital Improvement Fund (3031) is hereby approved.

BE IT FURTHER RESOLVED that the following supplemental appropriation in the amount of \$115,955 from the increase in the unappropriated balance of the City Facilities Capital Improvement Fund (3031), resulting from these rescissions, to the Greenhouse Buildout Project (15866):

<u>City Facilities Capital Improvement Fund (3031)</u>	
Greenhouse Buildout Project (15866)	\$115,955


This resolution shall become effective immediately upon its adoption.

Approved by:



Legal Department
By: (City Attorney or Designee)

Approved by:



Brejesh Prayman, P.E.
Engineering & Capital Improvements
Interim Director



Tom Greene
Budget Director
V2 Nov 3 City Council