

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

October 8, 2020 @ 8:00 a.m.

Welcome to the City of St. Petersburg City Council Budget, Finance and Taxation Committee Meeting. A copy of the City Council agenda and all supporting documents is available on the City's website at [www.stpete.org/council](http://www.stpete.org/council) or by emailing [city.clerk@stpete.org](mailto:city.clerk@stpete.org)

NOTE: City buildings are closed to the public due to the COVID-19 emergency. Accordingly, the meeting location has been changed from in-person to a “virtual” meeting by means of communications media technology pursuant to Executive Order Number 20-69, issued by the Governor on March 20, 2020, and Executive Order 2020-30 issued by the Mayor on July 8, 2020.

The public can attend the meeting in the following ways:

- Watch live on Channel 15 WOW!/Channel 641 Spectrum/Channel 20 Frontier FiOS
- Watch live online at [WWW.stpete.org/TV](http://WWW.stpete.org/TV)
- Listen by dialing any one of the following phone numbers and when prompted entering **webinar ID: 962 3668 3780 #**

List of Phone numbers:

+1 312-626-6799  
+1 646-876-9923  
+1 669-900-6833  
+1 152-215-8782  
+1 301-715-8592  
+1 346-248-7799

- Watch/listen on your computer, mobile phone, or other device by visiting the following link: <https://zoom.us/j/96236683780>

**BUDGET, FINANCE AND TAXATION COMMITTEE**  
**AGENDA**

October 8, 2020 @ 8:00 a.m.

Members: Chair Ed Montanari, Committee Vice Chair Amy Foster, Council Member Gina Driscoll, and Council Member Robert Blackmon

Alternate: Council Member Brandi Gabbard

Support Staff: Ben Weil, Legislative Aide

**1. Call to Order**

**2. Approval of Agenda**

**3. Approval of September 24, 2020 Minutes**

**4. New/Deferred Business**

- a. 2020 Management Evaluation (**Boriana Pollard, Claude Tankersley**)
- b. 2021 Management Evaluation (**Boriana Pollard**)
- c. Grants Quarterly Report (**Shrimatee Ojah Maharaj**)
- d. St. Petersburg Housing Authority Resident Commissioner appointment (**Rob Gerdes, Joshua Johnson**)

**5. Upcoming Meetings Agenda/Tentative Issues**

**2. October 22**

- a. 2021 SBE contracts – Quarterly Report (**Jessica Eilerman**)
- b. Additional Ad Valorem Exemption for low income seniors (**Liz Makofske**)

**3. November 12**

- a. 4<sup>th</sup> Quarter Financial Reports (**Anne Fritz, Liz Makofske**)
- b. Budget Cleanup (**Liz Makofske, Tom Greene**)
- c. Annual Report for Apprentice and Disadvantaged Workers (**Louis Moore**)

**6. Adjournment**

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

**Meeting of September 24, 2020**

**Present:** Chair Ed Montanari, Committee Vice Chair Amy Foster, Council Member Robert Blackmon, Council Member Gina Driscoll, Council Member Brandi Gabbard (Alternate)

**Other Council Members Present:** Council Member Deborah Figgs-Sanders

**Absent:** None.

**Also:** Deputy Mayor and City Administrator, Kanika Tomalin; Assistant City Administrator, Tom Greene; Public Works Administrator, Claude Tankersley; Director of Stormwater, Pavement and Traffic Operations, DiAnna Rawleigh; City Auditor, Borianna Pollard; Parks and Field Operations Superintendent, Michael Vineyard; Parks Operations Manager, Bryan Eichler; Purchasing Manager, Karen Dewar; Senior Procurement Analyst, Michael Schlesinger; Chief Assistant City Attorney, Jeannine Williams; Assistant City Clerk, Cathy E. Davis; Legislative Aide, Ben Weil

- A. Call to Order** – Chair Montanari called the meeting to order at 8:00 am.
- B. Approval of Agenda** – CM Driscoll made a motion to approve the agenda. All were in favor of the motion.
- C. Approval of August 27, 2020 Minutes** – CM Foster made a motion to approve the minutes. All were in favor of the motion.

**D. – (a) 2020 Management Study – Scope of Work**

Chair Montanari introduced Ms. Borianna Pollard, City Auditor, who began the discussion on the scope of work for the 2020 management study of the Stormwater, Pavement and Traffic Operations Department (SPTO). At the July 30, 2020 Budget, Finance & Taxation meeting, the committee discussed the possibility of selecting the Stormwater, Pavement and Traffic Operations Department (SPTO) for the FY 2020 management evaluation. The backup materials include a draft of the scope of work and cost summary for the management evaluation. Ms. Pollard explained that the document is based off discussions with CMs, as well as previous management studies including the Sanitation Department and Water Resources Department. Included are two alternates (options that can be added to the management study): confidential employee survey and level of service study, which are priced separately.

CM Foster asked about the level of service study and mentioned that there is worry that the study results would show constituent expectations that CMs are already aware of. CM Foster also

stated that a city-wide study of employee issues as it pertains to race and equity would be beneficial, instead of doing frequent management studies of individual departments that could be costly. Deputy Mayor Tomalin stated that administration understands the idea and would need more time to respond on a city-wide study. Public Works Administrator, Mr. Claude Tankersley, stated that the level of service study would look at the cost differences between levels of expectations from constituents (example: flooding occasionally in streets vs. never having standing water in intersections). Mr. Tankersley mentioned the Water Resources Department and how the level of service study helped determine costs for programs the constituents expected.

CM Driscoll stated that the level of service study will be beneficial to understanding what increases to the SPTO budget will be able to provide for the community. CM Driscoll agreed with CM Foster that there should additionally be a city-wide race and equity study. Deputy Mayor Tomalin stated that Administration initiated an organization-wide Diversity, Equity and Inclusion (DEI) effort five years ago which included a survey and staff training. The DEI effort has a phase two that will take place in the coming weeks. CM Driscoll asked if the results of the DEI study can be reported to City Council so that CMs can review and discuss. Deputy Mayor stated that they can give a full report, either at a committee or full Council meeting.

CM Blackmon stated that the level of service study will help with getting an understanding of what the constituents expect from the SPTO Department. CM Gabbard stated that both alternates, confidential employee survey and level of service study, are important to include and can help address some equity issues. CM Gabbard highlighted that the study would help with finding efficiencies in the Department and can also inform the discussions on utility rates for future years.

Chair Montanari asked Mr. Tankersley to give some background on the level of service study and how it benefits management evaluations. Mr. Tankersley stated that the report will feature four levels of service options, which was deemed important by staff while not necessarily being industry standard. This study will be different from the Water Resources Department in that this study will help benchmark the City's system against other Cities' systems, and what we should be doing here. Chair Montanari stated that there shouldn't be any repeat research from what was done in the Integrated Water Resources Master Plan (IWRMP). Mr. Tankersley agreed, noting some level of service information for Stormwater in the IWRMP, but not any studies for the other areas of the Department- Pavement and Traffic Operations. Mr. Tankersley additionally highlighted the importance of the level of service study in this management evaluation to get an idea of what customers expect in various areas of the community. Chair Montanari stated that he believes that this management study will most likely take the funding for both FY20 and FY21.

Mr. Tankersley mentioned the environment section of the scope of work document and asked for clarification as the Department does not do planning, and instead manages what the City engineers have provided.

Deputy Mayor mentioned that the study would be specific to the SPTO Department and would not necessarily reflect the city-wide culture as it pertains to equity. Deputy Mayor stated that Chris Guella, Human Resources Director, can provide a report on the overall equity initiative to a full Council meeting. CM Foster highlighted that the entire committee body is interested in the

city-wide race and equity study and would like to give feedback to make sure the human resources initiative is covering all important areas.

Chief Assistant City Attorney Jeannine Williams clarified the timeline on discussions moving forward and the current resolution states that a committee discussion on a management study must occur at the first meeting of a new fiscal year.

CM Driscoll mentioned that the environment bullet point should stay in the scope of work document, however, the environment section should be changed to address Mr. Tankersley's concern. CM Driscoll highlighted the question- "Are decisions made in an environmentally responsible way; is the environment put first when deciding what chemicals to use?", as the only sentence that should be included in the environment section. Mr. Tankersley agreed that the chemical question should be kept in the management study.

CM Driscoll made a motion to allocate funds from FY20 and FY21 for a management study for the Stormwater, Pavement and Traffic Operations Department.

CM Gabbard stated that she would like to keep the environment section in the document as written, with no changes. CM Driscoll highlighted Mr. Tankersley's point that this section mostly would apply to the Engineering Department. Ms. Pollard stated that the environment section was included in the document based off the meetings with CMs. CM Blackmon and CM Figgs-Sanders both agreed with CM Gabbard that the environment section should stay in the document as written. CM Driscoll asked for clarification from Mr. Tankersley if this should be a separate study, potentially a new business item, that focuses on the Engineering Department instead of SPTO. Mr. Tankersley stated that SPTO does not make long-term planning decisions, and instead they focus on managing and operating. Mr. Tankersley stated that he is not trying to take this section out of the report, and instead hopes that it is made clear in the document that the consultant will need to talk with multiple Departments to answer some of the environment questions- due to other Departments overseeing the specific environment planning matters. Mr. Tankersley added that SPTO does not do sampling- illustrating that other Departments would need to be included in consultant discussions for this section. Mr. Tankersley additionally offered to come to a PSI committee meeting with staff from Water Resources and Engineering to present on environment related concerns, as those departments in Public Works are the departments that deal with environmental issues. CM Gabbard highlighted that it is a collaborative effort between departments in the Public Works Administration and stated that the environment language should stay in the document while making it more clear which additional departments the consultant will need to speak to in Public Works. CM Figgs-Sanders agreed that the language should stay in the document with the addition of verbiage on the other departments that need to meet with the consultant. Mr. Tankersley stated that he can work with Ms. Pollard and the Councilmembers who brought up environment concerns to edit the document. CM Driscoll asked to have Mr. Tankersley come back for the October 8<sup>th</sup> committee meeting to present a new scope of work document with the added language.

CM Driscoll withdrew her earlier motion due to Mr. Tankersley coming back in October.

#### **D. –(b) Jack Puryear Park Expansion Project**

Parks and Field Operations Superintendent, Mr. Michael Vineyard stated that the property owner approached the City to purchase the property to potentially expand the park acres in the spring. Staff from Parks and Recreation met with the President of the Edgemoor Neighborhood Association and Council Chair Montanari to judge interest in the property. Both expressed support for the project. Due to COVID-19, discussions on the project had ceased, but now the item is ready to move forward. The addition of land would be used for additional green space as well as overflow parking. Chair Montanari stated the first step is to move the item forward on the Weeki Wachee list. CM Driscoll asked when CMs will know the exact amount for property acquisition. Mr. Vineyard stated that it is in the Real Estate Department, where they are currently working on appraising the property. Mr. Vineyard stated that he can follow up with information on the amount that has been discussed in the past with the owner for the acquisition.

**CM Driscoll made a motion to add the Jack Puryear Park Expansion Project to the Weeki Wachee list for further consideration.** All were in favor of the motion.

CM Gabbard asked when the item to discuss additional ad valorem exemption for low income seniors would come to the committee. Assistant City Administrator Mr. Tom Greene stated that it is scheduled for October 22, 2020. CM Figgs-Sanders stated that her request from the previous committee meeting to receive additional information on SBEs has not been followed through with. Mr. Greene stated that he would check-in with staff and make sure the information gets to her soon.

**E. Adjourned at 9:34 am**

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

**October 8, 2020**

Topic	Return Date	Date of Referral	Prior Meeting	Referred by	Staff	Notes
2020 Management Evaluation - SPTO Department Scope of Work	10/8/20		9/24/20	Ordinance	Boriana Pollard/Claude Tankersley	
2021 Management Evaluation	10/8/20			Ordinance	Boriana Pollard	
Grants - Quarterly Report	10/8/20 <b>Q3 &amp; Q4</b>	Quarterly		City Council	Shrimatee Ojah-Maharaj	
St. Petersburg Housing Authority Resident Commissioner appointment	10/8/20				Rob Gerdes/Joshua Johnson	
SBE contracts - Quarterly Report	10/22/20 <b>Q3 &amp; Q4</b>	Quarterly		Ordinance	Jessica Eilerman	
Additional Ad Valorem Exemption for low income seniors	10/22/20				Liz Makofske	
Quarterly Financial Reports	Q4 = 11/12/20	Quarterly	2/13/20	City Council	Fritz/Makofske	
Budget Cleanup	11/12/20	Annual			Liz Makofske/Tom Greene	

Apprentice & Disadvantaged Workers Report	11/12/20	Annual			Louis Moore	
2021 Health Insurance Renewal and Status update on current year health plan	12/10/20	Annual		BF&T	Chris Guella/Vicki Grant	
Quarterly Financial Reports	Q1 = Feb. 2021 Q2 = May 2021 Q3 = Aug. 2021 Q4 = Nov. 2021	Quarterly	2/13/20	City Council	Fritz/Makofske	
2020 Property Insurance Renewals	Mar. 2021	Annual			Blaise Mazzola/Chris Guella	
External Audit	Mar. 2021	Annual			Anne Fritz	
Grants - Quarterly Report	Apr. 2021 <b>Q1 &amp; Q2</b>	Quarterly		City Council	Shrimatee Ojah-Maharaj	
Social Action Funding Program	Apr. 2021	Annual			Theresa Jones	
SBE contracts - Quarterly Report	May 2021 <b>Q1 &amp; Q2</b>	Quarterly		Ordinance	Jessica Eilerman	
FY21 Water/Utility Rates	Jun. 2021	Annual			Angela Miller	First presentation in June, second presentation in July (if needed)

Draft Consolidated Plan and Proposed Budget. Approval of draft for publication and comment	Jun. 2021	Annual			Joshua Johnson	
2021 Management Evaluation	Oct. 2021			Ordinance	Boriana Pollard	
Grants - Quarterly Report	Oct. 2021 <b>Q3 &amp; Q4</b>	Quarterly		City Council	Shrimatee Ojah-Maharaj	
Apprentice & Disadvantaged Workers Report	Oct. 2021	Annual			Louis Moore	
SBE contracts - Quarterly Report	Oct. 2021 <b>Q3 &amp; Q4</b>	Quarterly		Ordinance	Jessica Eilerman	
Budget Cleanup	Nov. 2021	Annual			Liz Makofske/Tom Greene	
2021 Health Insurance Renewal and Status update on current year health plan	Dec. 2021	Annual		BF&T	Chris Guella/Vicki Grant	
Discussion of exceptions for legal defense fund suggested by Free Speech for People and process for retaining outside legal counsel	TBD	11/2/17			Darden Rice	

Discussion on developing a plan for funding non-utility infrastructure projects that currently do not have a dedicated funding source	TBD	2/6/20		Gina Driscoll		
---	-----	--------	--	---------------	--	--

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

**October 8, 2020**

<i>TOPIC</i>	<i>DATE REFERRED</i>	<i>REFERRED BY</i>	<i>RETURN DATE</i>	<i>STAFF RESPONSIBLE</i>	<i>SPECIAL NOTES</i>
Skating Rink to the Southside CRA	7.19.18	Wheeler-Bowman		Jefferis	
Exercise Zone and Playground in Broadwater Park	7.19.18	Wheeler-Bowman		Jefferis	
Jack Puryear Park Expansion Project	3.12.20	Ed Montanari		Jefferis	



To: **Budget, Finance & Taxation Committee**  
From: Boriana A. Pollard, City Auditor  
Date: October 1, 2020  
Re: **FY2020 Management Evaluation – SPTO Department  
Scope of Work (Revised) Approval and Authorization to Issue RFP**

---

---

At the July 30, 2020 Budget Finance & Taxation meeting, the committee discussed and selected the Stormwater, Pavement and Traffic Operations Department for the FY 2020 management evaluation. A DRAFT Scope of Work was prepared and presented at the September 24, 2020 Budget Finance & Taxation meeting for your approval. At that meeting, the committee requested additional edits to the scope which have been incorporated into the attached Scope of Services (Appendix A) for this management evaluation.

We are requesting your approval of the draft Scope of Work and authorization to issue the RFP.

If you have any questions, please call me at 7510.

Attachment

cc: Mayor Rick Kriseman  
Kanika Tomalin, Deputy Mayor/City Administrator  
Tom Greene, Assistant City Administrator  
Jacqueline Kovilaritch, City Attorney  
Jeannine Williams, Chief Assistant City Attorney  
Louis Moore, Procurement & Supply Management Director  
Karen Dewar, Purchasing Manager



City of St. Petersburg  
Office of the City Auditor  
P.O. Box 2842  
St. Petersburg, FL 33731-2842  
O: 727-893-7436

**Appendix A**  
**Scope of Services**  
**Stormwater Pavement Traffic Operations Department**

**Introduction**

The city of St. Petersburg (City) is requesting proposals from qualified firms (“Offerors”) to conduct a management evaluation of the City’s Stormwater Pavement and Traffic Operations (SPTO) Department in accordance with Section 4.05 (b)(1) of the City Charter. That section states in part that *“City Council, at any time, shall be permitted to conduct a management evaluation, by a professional consultant, of the administrative activities of the city, or any portion thereof, under the direction of City Council. At least once every two years the City Council shall discuss and make a decision as to whether or not any such an audit is needed. The management evaluation and all reports and recommendations shall be directed to the Council.”*

The Offeror selected for the study should be knowledgeable in municipal public utilities management and operations.

**Scope of Work to be Performed**

Offeror shall provide all labor, materials, supervision, tools, equipment, facilities and travel necessary to provide a management evaluation of the City’s Stormwater Pavement and Traffic Operations Department. Offeror’s services shall include, but are not limited to performing tests and analysis necessary, including interviews with employees at all levels of employment, to allow Offeror to evaluate the efficiency and effectiveness of the operations of the SPTO Department, and to form an opinion and report on the department’s operations in the following areas and make recommendations on how they may be improved:

**Mission and Goals:** Has the department adopted a departmental mission (or vision) statement? Is the department’s mission compatible with the mission of the City? Is the department’s mission (or vision) stated clearly, concisely and in easily understandable terms and are employees aware of its mission? Has management set operational goals for the department? Are these goals congruent with each other? Do these goals directly support the mission? Are these goals stated in measurable terms (benchmarks)? Is there methodology used to help employees understand how their daily work contributes to the goals of their units and the overall mission of the department and the City?

**Organization Structure:** Is the organizational structure currently in place adequate to accomplish the department’s mission and/or goals? Is the department organized in such a way that mission and accountability are clearly defined without duplication and overlap of responsibility? Is the department organized to optimize integration, cooperation, and communication within the department as well as with other departments, other outside agencies, the Mayor, City Council and the citizens? Does the organizational structure for the department have the appropriate span of control and does it follow best practices? How does the organizational structure compare to other governmental units of similar size?

**Staffing Levels:** Is the staffing level adequate to maintain the service levels expected by our citizens and anticipated in the approved budget document? Are staffing levels adequate within each classification (i.e. laborers, technicians, professional, supervisory, management, etc.)? Is the

current staff turnover levels appropriate for the department and how do these compare with other governmental units of similar size?

**Staff Qualifications:** Are the staff members, including management, supervisory, office and operations staff qualified to carry out their duties as well as the City's policies and procedures? Do managers, supervisors and operations staff have the necessary education, licenses and professional certifications to perform their duties? Do managers, supervisors and operations staff have the necessary experience and knowledge to perform their duties? Is the overall experience level of staff adequate? Are there adequate growth opportunities in place for all staff including promotions and management opportunities and are these available to all staff on an equal basis? Is training of staff (both short-term and long-term) adequate for the required duties and is the opportunity for training available to all staff on an equal basis?

**Management of Staff:** Do managers and supervisors demonstrate strong leadership? Do they possess the soft skills required to be effective leaders? Do they have credibility and the confidence of subordinates? Do they have credibility and the confidence of their peers and City leadership? Do managers and supervisors clearly communicate the City's and department's goals and objectives? Are these goals and objectives incorporated into daily tasks and action plans? Do managers and supervisors hold their subordinates accountable for meeting established goals, objectives and expectations? Do managers and supervisors hold themselves accountable for meeting the needs of their staff? Do managers and supervisors lead by example? Do managers and supervisors empower their staff to make decisions, be creative, make mistakes, learn from those mistakes and take reasonable risks in order to improve efficiencies and service to our customers? Do managers and supervisors encourage staff to work as a team where every member is valued and invited to fully participate? Do managers and supervisors encourage change management throughout the department? Do managers and supervisors consistently apply rules, regulations and policies? Do they provide consistent coaching, counseling and feedback to subordinates? Do they provide fair and equal access to training and growth opportunities? Is staff operating in accordance with existing rules, regulations and policies? Are work schedules established to accomplish the goals and objectives of the department in the most efficient and effective manner? Are staff responsibilities determined in such a way as to reduce duplication of effort, both within the department and with other City departments? Is the distribution of assignments the most equitable and efficient? Does the department have a succession plan in place for management, supervisory and operational staff and does this plan include empowerment and/or training of current staff for these future roles? Is there a plan to develop staff expertise to allow for reduction of consultant needs within the department?

**Policies and Procedures:** Are the City's (including departmental) policies and procedures as applied by the department adequate to provide for efficient and effective operations of the department? Are industry best practices being utilized by the department? Are departmental projects, including the use of consultants, being managed appropriately and efficiently? Is the department's use of consultants including the number of consultants, consultant projects and management of consultant projects consistent with industry best practices and how do these compare with other governmental units of similar size? Does the department utilize a team project approach in addressing issues with consultants, contractors and staff to determine the best solutions and if not should this type of process be implemented? Is this team approach concept industry best practice? Is the department's operating and/or CIP budget adequate for it to accomplish its mission?

**Customer Service:** Has the management team established and communicated clearly the customer care standards that are expected from the employees? Does the department train employees in customer care and standards expected of them as part of their onboarding? Are there refresher sessions periodically for all employees who have an impact on customer care? Is the department doing all it can to provide good standards of *employee care*? Do employees currently appreciate the importance of *'internal customer care'*? Are *all* employees given the opportunity to put forward practical suggestions how to improve customer care? Are customer satisfaction levels measured on a regular basis with feedback from typical customers? Is action taken, where possible, on customer suggestions/common complaints? Are employees kept informed about customer satisfaction and action being taken to improve it? Are employees who provide *'that little bit extra'* for excellent customer care rewarded? Are employees given feedback on their performance and coached how to improve? Do managers have regular opportunities to experience customer-facing roles? Is there an effort to continuously seek ideas how to improve customer care? Are employees recruited partly on the basis of their attitude towards customers or skills in customer care? Are successes with customers celebrated and communicated to all employees? Are our system/ideas built around what is most likely to satisfy the customer, (or what is easiest for us?)

**Safety of Staff:** Are there adequate safeguards for staff on the job in all areas of the department? Is there an established on-the-job safety training program and is this program effective? Is the current safety program adequate, and how does it compare to industry best practices and with other governmental units of similar size?

**Equipment and Technology:** Does the department effectively and proactively utilize technology to improve services and control costs? Does the department effectively maintain and utilize their equipment and plant facilities? Does the department have adequate technology and experience to assess the condition of the drainage, sidewalks, roadways and traffic signal systems? Is the current technology utilized appropriate for the department, and how does it compare with other governmental units of similar size?

In addition to the above, the following are specific areas to be addressed with this study:

- **Communication:**  
Evaluate the availability and utilization of communication tools, including but not limited to StPeteStat ([stat.stpete.org](http://stat.stpete.org)), to provide project status information. Could project status information be readily available to elected officials without having to reach out to department staff? Evaluate the communication process between the department and elected officials; how could it be improved?
- **Budget:**  
Evaluate how the department's budget is allocated, is their budget managed in the most efficient way to optimize results? Evaluate funding mechanisms and determine optimal mix of funding mechanisms.
- **Environment:**  
Is department staff trained to recognize and work in environmentally sensitive areas? Does the department have an integrated pest management plan (in accordance with the Integrated Sustainability Action Plan (ISAP)) that it follows when deciding on the appropriate approach and chemicals to use for controlling vegetation? Evaluate the department's activities that have a direct impact on the environment, including but not limited to, stormwater quality, and evaluate the effectiveness of those activities (this includes activities related to meeting or exceeding the permit conditions of the city's NPDES permit). Evaluate the effectiveness of the department's lake management plan including,

but not limited to, which lakes are City assets versus under other ownership, how each lake's individual needs are assessed and addressed, and the resources necessary for effective lake management.

- **Services:**

Are issues approached tactically? Evaluate the department's response to issues reported via SeeClickFix; is there a more streamlined way to fix problems, could there be less work orders associated with each reported issue? Are reported issues fixed within reasonable time? Are residents directed for assistance to the appropriate department, or are they bounced between multiple departments? Evaluate the coordination of services: are maintenance services (medians, lakes, easements, street cleaning) provided at the same level and frequency throughout all areas of the City? Are these services provided at the necessary frequency?

- **Sidewalks:**

Evaluate the sidewalk system and the related prioritization process. Is the communication between the department and elected officials adequate to provide for clear understanding of priorities and expectations within districts? Evaluate the current budget for sidewalk construction and repairs, and recommend what it would take to appropriately budget for sidewalks? Are current departmental procedures adequate and industry best practices followed related to sidewalks and backlogs? Are sidewalk projects scheduled, addressed and manned to keep up with demand within the appropriate timeframe? How could that process be streamlined? Is there a process in place for residents to apply and get on a waiting list for sidewalk installation/repairs?

## **Report**

Offeror shall provide twenty (20) hard copies and one (1) digital copy in PDF format on a USB flash drive of its management evaluation report to the City within 120 days (180 days, if the Alternates #1 and/or #2 are included) after execution of the agreement between the City and selected firm. The report shall show findings and recommendations, including an executive summary, related data tables, charts, graphs and other statistical analysis or supporting documentation. Offeror shall be required to make a minimum of two oral presentations of its findings and recommendations to the Budget, Finance & Taxation (BF&T) Committee and City Council.

## **ADD ALTERNATE #1:**

### **SPTO Confidential Employee Survey**

As a separate component of the management review, the City would like to receive pricing and methodology information for the Offeror to conduct a confidential survey of SPTO employees to ascertain their attitude regarding the management and working environment in the department (including employee morale). The survey conducted should meet the following criteria:

- It will be based on a 100% sample of the employees in the department, with survey responses to be confidential.
- Survey responses are to be analyzed by several demographic groupings, to include at a minimum, race, gender, organizational unit (division, section), organizational level, employee function (field worker, office worker, supervisor, etc.) and tenure with the department and organization.

- Areas of interest to be surveyed will include, but not be limited to employee attitude with regard to supervision, upper management, working and safety conditions, interpersonal relationships with other employees, discrimination, racial equity, equal opportunity for training, equal opportunity for advancement, satisfaction with communication up and down the organizational hierarchy (do they feel their voice is heard and do they feel as they are valued members of a team), satisfaction with resources needed to do the job, overall happiness, evaluation of how the Covid-19 situation was handled and what could have been done differently by management and other factors identified as important issues through interviews with department management, supervisors and a sample of employees.
- A methodology to administer the survey to employees with limited reading and writing skills must be included.

The Offeror will be responsible for:

- Conducting preliminary research and interviews to determine the appropriate topics to survey.
- Designing and preparing the survey instrument.
- Disseminating surveys and collecting completed surveys.
- Performing data analysis of the surveys returned and reporting survey results by demographic groupings.
- Where appropriate, making recommendations for organizational changes or programs based upon survey findings.

The survey instrument developed shall become the property of the City of St. Petersburg and may be used by the City to conduct future surveys at the City's discretion. The City reserves the right to modify, alter, or revise the survey as it deems appropriate.

Offeror's responses should include:

- A proposed methodology for determining the appropriate areas to include in the survey.
- A proposed format for the survey.
- A description of the means by which the survey will be administered and the data collected.
- A description of the way in which the survey data will be analyzed.
- A description of how the data will be reported, and to whom.
- Consultant's experience in conducting similar surveys, with sample surveys included where possible.
- The cost to conduct the survey.

## **ADD ALTERNATE #2:**

### **SPTO Department Level Of Service Study**

As a separate component of the management review, the City would like to receive pricing and methodology information for the Offeror to conduct a Stormwater Maintenance Level Of Service (LOS) study to develop options and associated costs for each proposed LOS for the City. The study conducted should meet the following criteria:

- Document current LOS activities (through data review, observation, surveys, interviews).
  - Survey similar jurisdictions to identify important comparable characteristics in the maintenance of a public stormwater management system.

- Survey internal/external stakeholders and the public to collect focused feedback on the current stormwater maintenance LOS and community expectations for stormwater management system maintenance.
- Based on the above, develop and present (4) levels of service options with incremental and total costs to provide the services and include rate impacts for each of the options.

The Offeror will be responsible for:

- Conducting preliminary research and interviews to determine the appropriate characteristics to document and compare.
- Having a good understanding of the department's current activities.
- Defining the stakeholders.
- Evaluating current LOS and survey results.
- Where appropriate, making LOS recommendations based upon study findings.

The study shall become the property of the City of St. Petersburg and may be used by the City to conduct future studies at the City's discretion. The City reserves the right to modify, alter, or revise the study as it deems appropriate.

Offeror's responses should include:

- A proposed methodology for determining the appropriate services to include in the study.
- A proposed format for the study.
- A description of the means by which data will be collected.
- A description of the way in which data will be analyzed.
- A description of how the data will be reported, and to whom.
- Offeror's experience in conducting similar studies, with sample projects included where possible.
- The cost to conduct the study.

## Appendix B Fee Summary

A completed copy of Appendix B should be included in Offeror’s proposal submission Section D.

- Fees** - Offeror’s cost must be fixed price fee and include all Offeror’s costs (e.g., time, materials, travel costs, expenses) to provide all services and deliverables for the Management Evaluation of the Stormwater, Pavement and Traffic Operations Department. Payment should be based upon the acceptance of deliverables by the City. Indicate the overall total cost of services in Table 1 as proposed in Offeror’s submittal, based on the requirements in this RFP. Cost evaluations will be based on the fees submitted in Appendix A.

<b>Table 1: Fee Schedule</b>	
<b>Description</b>	<b>Fixed Fee</b>
Management Evaluation – Stormwater, Pavement and Traffic Operations Department	\$
Total: Base Scope of Work	\$
Additive Alternate	
Employee Survey - Stormwater, Pavement and Traffic Operations Department	\$
Level of Service Study- Stormwater, Pavement and Traffic Operations Department	\$
<b>GRAND TOTAL</b>	<b>\$</b>

- Hourly Rates** - Table 2 must contain all hourly rates for Offeror’s personnel used to determine fees in Table 1. Offeror must include the estimated number of hours for each discipline and calculated totals.

<b>Table 2: Hourly Rates</b>			
<b>Title/Service</b>	<b>Hourly Rate</b>	<b>Est. Hours</b>	<b>Total</b>
	\$	hrs.	\$
<b>GRAND TOTAL</b>			<b>\$</b>

- Other Costs** - Table 3 must contain all other costs used to determine fees in Table 1. Offeror must include the expense description, estimated annual quantity, estimated cost for each service and expense and total.

<b>Table 3: Other Costs</b>			
<b>Description</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total</b>
		\$	\$
		\$	\$
		\$	\$
<b>GRAND TOTAL</b>			<b>\$</b>



# MEMORANDUM

TO: Budget, Finance and Taxation Committee

FROM: Shrimatee Ojah Maharaj, Grants Officer, Budget and Management *SOM*  
Liz Makofske, Director, Budget and Management *LM*

DATE: September 29, 2020

SUBJECT: **FY 2020 Q3 and Q4 Grants Report**

At the October 8, 2020, meeting of the Budget, Finance and Taxation Committee we will provide an update on the grants awarded during the third and fourth quarters of FY20, (April 1, 2020 – June 30, 2020 and July 1, 2020 – September 30, 2020). In FY20, the city received 32 grants totaling \$18,376,863. When compared to FY19, where the city received 28 grants totaling \$14,327,213.

## **Summary of the Major Grants Received: FY 20, Q3 and Q4**

### **Third Quarter**

During the third quarter, the city was awarded six grants totaling \$2,331,704. For comparison purposes, in FY19 Q3, the city was awarded five grants totaling \$2,572,013. Some of the major grants received in FY20 Q3, include: COVID-19 related Housing and Development (HUD) (CDBG-CV, ESG-CV) grants totaling \$1,640,507; a State Housing Initiative Program (SHIP), \$88,635; a COVID-19, (CARES) Department of Transportation/Federal Aviation Administration (DOT/FAA) airport grant for \$30,000; a Florida Department of Department of Transportation (FDOT) Port of St Petersburg Berth Rehabilitation Initiative for \$127,196; and Department of Agriculture and Consumer Services, \$445,366 grant for the Summer Food Program.

### **Fourth Quarter**

During the fourth quarter of FY20, the city was awarded seven grants totaling \$6,997,462. For the same period in FY19, the city received five grants totaling \$4,192,796. The major grants for FY20 Q4 include: COVID -19 related Housing and Development (HUD) (ESG-CV-2) \$2,902,139; one Florida Housing Finance Corporation (FHFC) CARES Fund, \$867,928 grant; one Department of Justice (COVID-19) Assistance \$423,475 grant; one Juvenile Welfare Board, TASCO (Teen Arts Sports and Cultural Opportunities) \$2,259,008 grant; a Florida Department of Health, Bureau of Childcare Programs, Childcare Food Programs \$216,809 grant; and a Department of Transportation/Federal Aviation Administration (DOT/FAA), Airport 18/36 Rehab Design Project grant for \$278,103.



Overall, for FY20, the city received 32 grants totaling \$18,376,863. By comparison, the city received 28 grants totaling \$14,327,213 in FY19. The FY20 total does not include two grants which the city received and later returned/declined. They include: \$50,000 for the Central Avenue Commercial History Trail Legacy Businesses from the Department of Historical Resources due to the current COVID-19 pandemic and staff availability and a Department of Justice Community Oriented Policing (DOJ-COPS) grant of \$3,125,000 which the city decided not to accept.

Please see the attached graphical representation of FY20, a history of awards and the year to date grant amounts received by the city for the same period.

### **Overview of Grants Reviewed by the Grants Working Group**

Of the 46 grants reviewed by the Grants Working Group in FY20, the city did not apply for six grants, received 12 grants (30%); is awaiting the status of 17 (42.5%); and did not receive 11 grants (27.5%) of the grants applied for during this reporting period.

### **Grants Recently Submitted**

- Rebuild Florida Mitigation – General Infrastructure (CDBG- MIT- Infra). HUD/FDEO (Fl Department of Economic Opportunity)  
A Partnership with Pinellas County for Hurricane Hardening of Water Resources Facilities (St Pete – Three WRFs)
  - *Amount Requested: \$10,600,000*
  - *Match: None Required, Voluntary: \$10,710,000, Funding Source: 4033*
  
- Rebuild Florida Mitigation – General Infrastructure (CDBG- MIT- Infra) HUD/FDEO (Fl Department of Economic Opportunity)  
Health, Safety & Business Continuity – Infectious Diseases Air Filtration Handler Systems (Permanent & Mobile) for 18 city buildings: MSC, Greenhouse & City Hall; Sub-EOCs; three Libraries (hazard recovery centers); two Rec Centers (family evac centers); three Senior Centers (vulnerable populations)
  - *Amount Requested: \$3,156,000*
  - *Match: None Required; Voluntary: \$350,700; Funding Source: Revenue & Operating*
  
- FDOT/MPO- 28<sup>th</sup> St N Bikeway
  - *Amount Requested: \$2M*
  - *Match: Varies. Funding Source: In kind, 3027, 3071, and donations*

- FDOT/MPO- 62<sup>nd</sup> Ave South Trail- 22<sup>nd</sup> St S to Dr.ML. King J St S
  - Amount Requested : \$2M
  - Match: Varies. Funding Source: In -kind, 3027, 3071, and donations

### **Other Activities**

- COVID-19 Grants: Staff is actively searching for grant/reimbursement opportunities for the city and forwards opportunities for external partners as they are arising. The city is applying accordingly for reimbursements/grants through the state and/or county as required.

Provided with this memorandum, are the following documents: FY20 Grant Report and Charts with a 19-Year Comparison from 2000 to 2020 and of the grant amounts by year for Q3 and Q4 as well as a 10 -year comparison by year for the same period. Should you have any questions prior to the meeting please feel free to call, Shrimatee at 892-5180 or Liz at 893-7435.

cc: Tom Greene, Asst. City Administrator  
City Council Members  
Chan Srinivasa, City Clerk

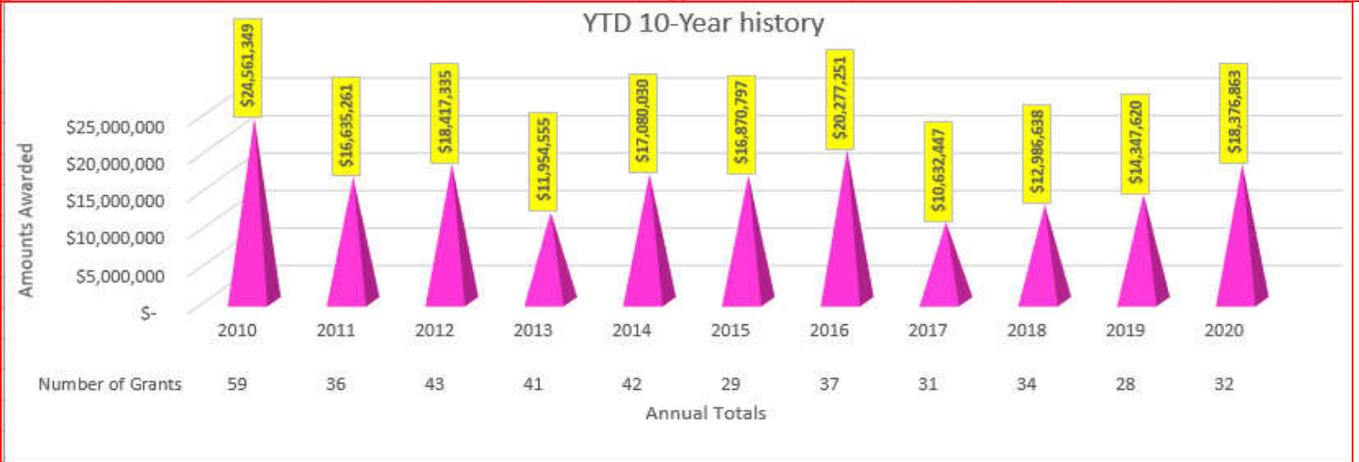
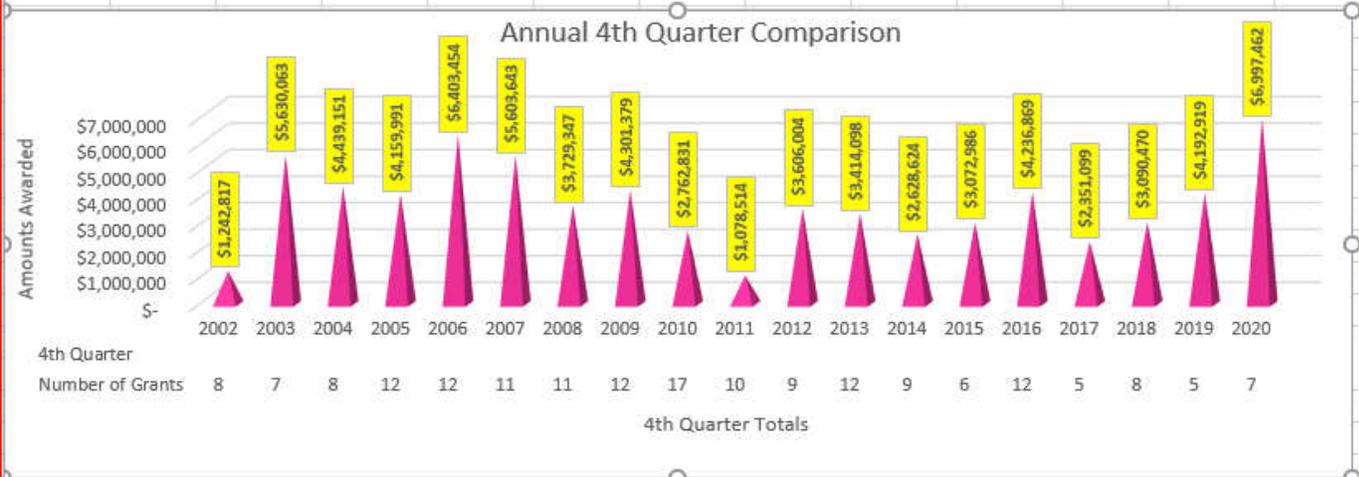
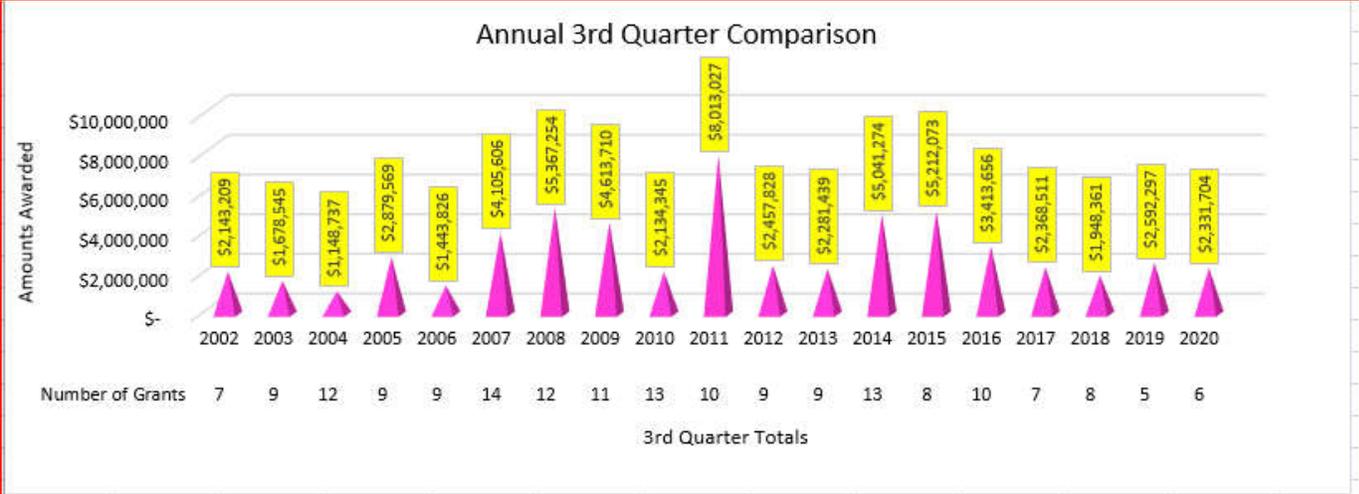
Attachments: FY20 Grant Report  
Q3 and Q4 Historical Data 2000-2020  
YTD Historical Data 2010-2020

City of St. Petersburg		Grants Awarded		FY20 Reporting: Oct 1, 2019 - Sep 30, 2020		
Fiscal Year 2020						
Date	Resolution	Award#	Agency Type	Funding Agency	Program/Project Title	Award
08/01/19	2019-393	81501	Federal	Housing & Urban Development	Community Development Block Grant (FY19-20)	\$1,780,777
08/01/19	2019-393	81502	Federal	Housing & Urban Development	HOME	\$839,730
08/01/19	2019-393	81503	Federal	Housing & Urban Development	ESG	\$150,543
08/01/19	2019-368	81499	State	State Housing Initiative Program	SHIP	\$378,209
10/03/19	2019-496	81564	State	FDOT (Pass Thru to Institute of Police Tech. & Mgmt. (IPTM) Univ. of North Fl Jax)	High Visibility & Enforcement for Ped & Bike Safety	\$79,309
10/17/19	2019-531	NA	Other	The TORO Company	TORO Green master Mower - Twin Brooks Golf Course	\$26,000
10/17/19	2019-514	81569	Federal	Dept. of Justice (DOJ/BJA)	Enhanced Collaborative Model (ECM)- Tampa Bay Human Trafficking Task Force	\$741,556
10/17/19	2019-527	81624	State	FDOT	HLRMOA - Highway Landscape Reim& Maint. MOA- Pasadena Ave (SR693)/66th	\$285,000
11/07/19	2019-556	81572	State	Florida Dept. Environmental Protection	Resilient Stormwater Assessment Infrastructure Project	\$75,000
11/14/19	2019-583	81492	State	FDOT	3rd&4th St Complete Street (Highway Safety Imp. Project). Inc. in funding	\$296,835
11/18/19	None	NA	NA	NA	NA	\$0
12/05/19	408-H	81580	State	FDOT	Albert Whitted Airport - Taxiway D5 Replacement Project	\$160,000
12/05/19	409-H	81579	State	FDOT	Albert Whitted Airport - Airport Security Enhancements Project	\$80,000
12/05/19	2019-622	81574	Federal	DOJ/BJA/JAG Pass Thru Pinellas County	Ed Byrne Justice Assistance Grant - PD Initiatives	\$92,208
12/05/19	2019-626	81582	Other	SWFWMD - Southwest Fl. Water Mgmt. Dist.	Sensible Sprinkling Prog Ph 9	\$50,000
12/12/19	None	NA	NA	NA	NA	\$0
01/02/20	None	None	None	None	None	\$0
01/09/20	2020-12	NA	Other	Tampa Bay Estuary Program	Maximo Park Living Shoreline & Coastal Upland Restoration Proj	\$145,474
01/16/20	None	None	None	None	None	\$0
02/06/20	416-H	81588	State	FDOT	Runway 18/36 Design Project	\$20,000
02/06/20	417-H	81587	State	FDOT	Runway 18/36 Design Project	\$1,600
02/07/20	2020-67	81584	Other	Foundation for A Healthy St	Health In All Policies	\$111,351

City of St. Petersburg  
Budget and Management Department  
P.O. Box 2842  
St. Petersburg, FL 33731-2842  
O: 727-893-7436

02/07/20	2020-67	81584	Other	Foundation for A Healthy St Petersburg (Pass Thru State of FL Health Dept. Pinellas County Health	Health In All Policies	\$111,351
02/13/20	None	None	None	None	None	\$0
03/05/20	2020-100	81630	State	FDOT	LAP 40th A/NE over Placido Bayou Bridge Replacement	\$3,734,105
4/12/2020 ***	2020-106	NA ****	State	Dept of State Div. of Historical Resources	Central Ave Commercial History Trail-Legacy Businesses	\$50,000
04/16/20	2020-139	81631	State	Florida Department of Transportation	Public Transportation Grant - Port of St Petersburg, Berth Rehabilitation Initiative	\$127,196
05/07/20	None	NA	None	None	None	\$0
05/21/20	2020-197	81612	Federal	Housing & Urban Development	ESG-CV (COVID-19) Emergency Grant Solutions	\$539,562
05/21/20	2020-197	81611	Federal	Housing & Urban Development	CDBG-CV	\$1,100,945
5/21/2020	2020-198	NA	State	Florida Housing Finance Corporation (FHFC)	State Housing Initiative Program (SHIP)	\$88,635
05/21/20	2020-181	81619	State	Dept. of Agriculture & Consumer Services	Summer Food Program	\$445,366
05/21/20	2020-176	81621	Federal	DOT/FAA	CAREs Act Airport Grant	\$30,000
6/4/2020	None	None	None	None	None	\$0
6/11/2020	None	None	None	CC Items deferred to 7/9	None	\$0
07/09/20	2020-247	81628	Federal	Dept. of Justice	DOJ COVID-19 Assistance	\$423,475
07/09/20	2020-249	NA	Other	Forward Pinellas	Planning & Place Making Grant - Transportati	\$50,000
07/16/20	None		None	None	None	\$0
07/23/20	None		None	None	None	\$0
08/06/20	2020-290	81629	State	Florida Housing Finance Corporation (FHFC)	CAREs Funds	\$867,928
08/06/20	2020-292	81632	Federal	Federal Aviation Administration (FAA)	AWA 18/36 Rehab Design Project	\$278,103
08/13/20	None	None	None	None	None	\$0
08/20/20	2020-309	NA	Other	Juvenile Welfare Board	TASCO - Teen Arts Sports & Cultural Oppo	\$2,259,008
09/03/20	2020-343	81626	Federal	Housing & Urban Development	ESG-V2	\$2,902,139
09/10/20	None	None	None	None	None	\$0
09/17/20	2020-368	NA	Other	FI Dept of Health, Bureau of Child Care Progs	Childcare Food Program	\$216,809
<b>TOTAL</b>	<b>32</b>		<b>Awards</b>		<b>Award Value</b>	<b>\$18,426,863</b>

City of St. Petersburg  
Budget and Management Department  
P.O. Box 2842  
St. Petersburg, FL 33731-2842  
O: 727-893-7436



City of St. Petersburg  
 Budget and Management Department  
 P.O. Box 2842  
 St. Petersburg, FL 33731-2842  
 O: 727-893-7436



**BF&T**  
**FY20 Q3 & Q4 Grants Report**  
**October 8, 2020**

**Shrimatee Ojah-Maharaj, D.B.A.**  
**Budget and Management**

---

# Grant Amounts Received FY20 Q3

---



# Total Grants Received FY20 Q3

---

## Third Quarter

- FY20 Q3 – Received six Grants Totaling: **\$ 2,331,704**
- F19 Q3 – Received five Grants Totaling: **\$ 2,572,013**
  - **9.3 % Decrease**



---

# Major Grants Received FY20 Q3

---



# Major Grants Received FY20 Q3

---

## Third Quarter

Major Grants Include: COVID-19 Grants

- Housing & Urban Development (HUD) Total : **\$1,640,507**
  - **Community Development Block Grant (CDBG-CV)**
  - **Emergency Services Solutions (ESG-V)**
- State Housing Initiative Program (SHIP): **\$88,6335**
- Department of Transportation /Federal Aviation Admin: **\$30,000**
  - **CARES (COVID 19)**
- ESG (Emergency Solutions Grant): **\$150,543**



# Major Grants Received FY20 Q3

---

## Third Quarter (Continued)

### Major Grants Include:

- Florida Department of Transportation (FDOT) Total: **\$127,196**
  - Port of St Petersburg Berth Rehab Initiative
- Department of Agriculture and Consumer Services: **\$445,366**
  - Summer Food Program



---

# Grants Received FY20 Q4

---



# Major Grants Received FY20 Q4

---

## Fourth Quarter

- FY20 Q4 – Received seven Grants Totaling: **\$6,997,462**
- FY19 Q4 – Received five Grants Totaling: **\$4,192,796**
- Increase by **almost 67%**



# Major Grants Received FY20 Q4

---

## Fourth Quarter

Major Grants Include: COVID-19 Grants Housing & Urban

- Development (HUD) Total : \$2,902,139
  - Emergency Services Solutions (ESG-V2)
- Florida Housing Finance Corporation (FHFC) CARES: \$867,928
- Department of Justice: \$423,475
  - (COVID 19) Assistance



# Major Grants Received FY20 Q4

---

## Fourth Quarter – Continued

### Major Grants Include:

- Juvenile Welfare Board: **\$2,259,008**
  - Childcare Food Programs
- Florida Dept of Health, Bureau of Childcare: **\$216,809**
  - Teen Arts Sports & Cultural Oppor. (TASCO)
- Department of Transportation/FAA: **\$278,103**
  - Airport 18/36 Rehab Design Project



# Comparison of FY20 & FY 19 Grants Received

---

## Overall Comparison FY20 & FY19

- FY20 – Received 32 Grants Totaling: **\$18,376,863**
- FY19 – Received 28 Grants Totaling: **\$14,327,213**
- Increase by **28%**



# Comparison of FY20 & FY 19 Grants Received - Does Not Include

---

## Overall Comparison FY20 & FY19 28% Increase Does Not Include

- Department of Historical Resources Grant: **\$50,000**
  - Central Avenue Commercial History Trail Legacy Businesses
- Department of Justice: **\$3,125,000**
  - Community Oriented Policing (COPS)



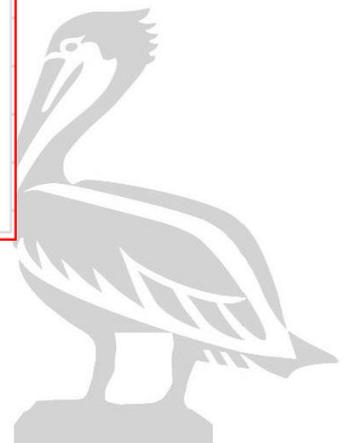
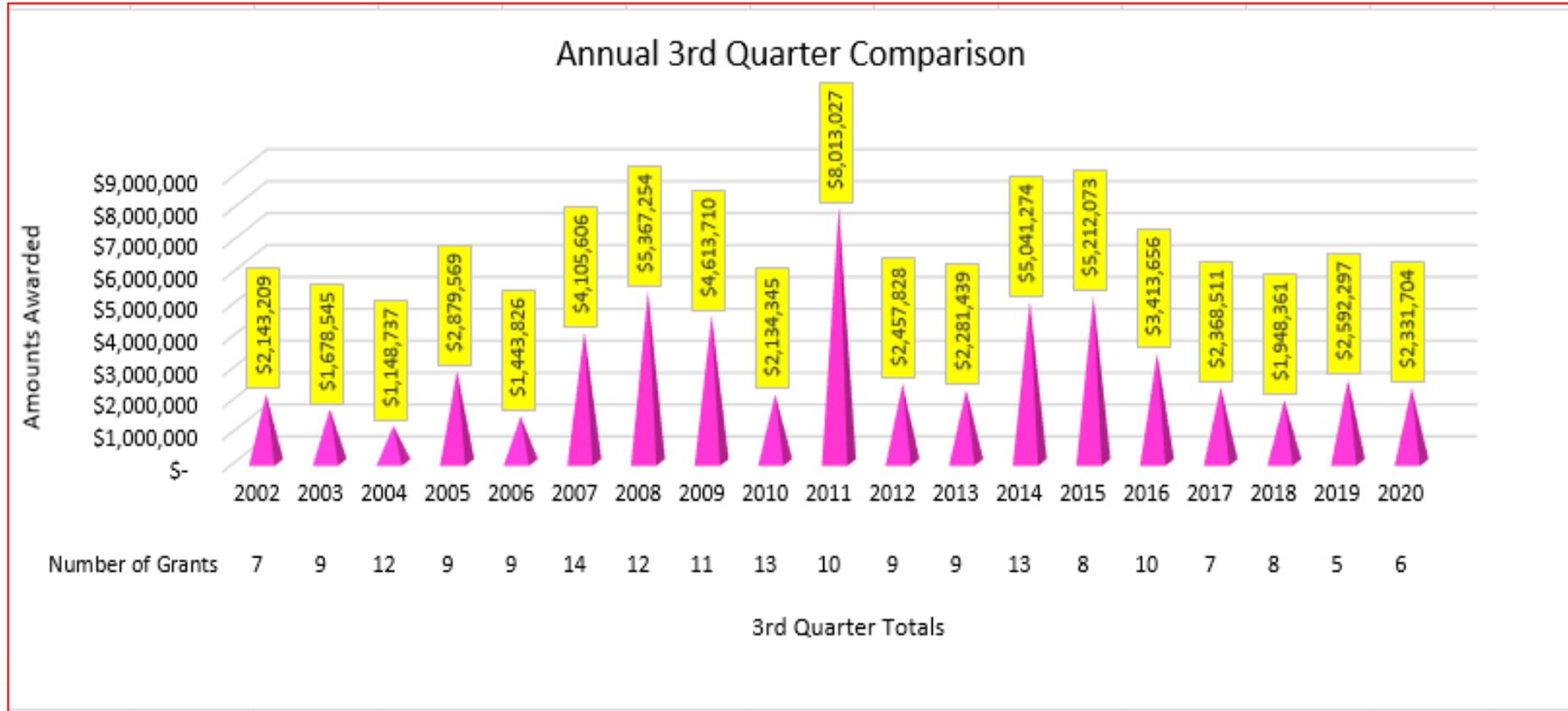
---

# Q3 & Q4 Historical Comparisons

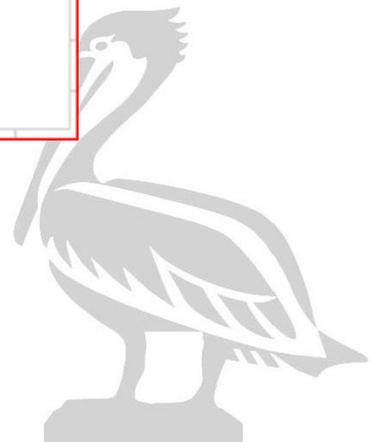
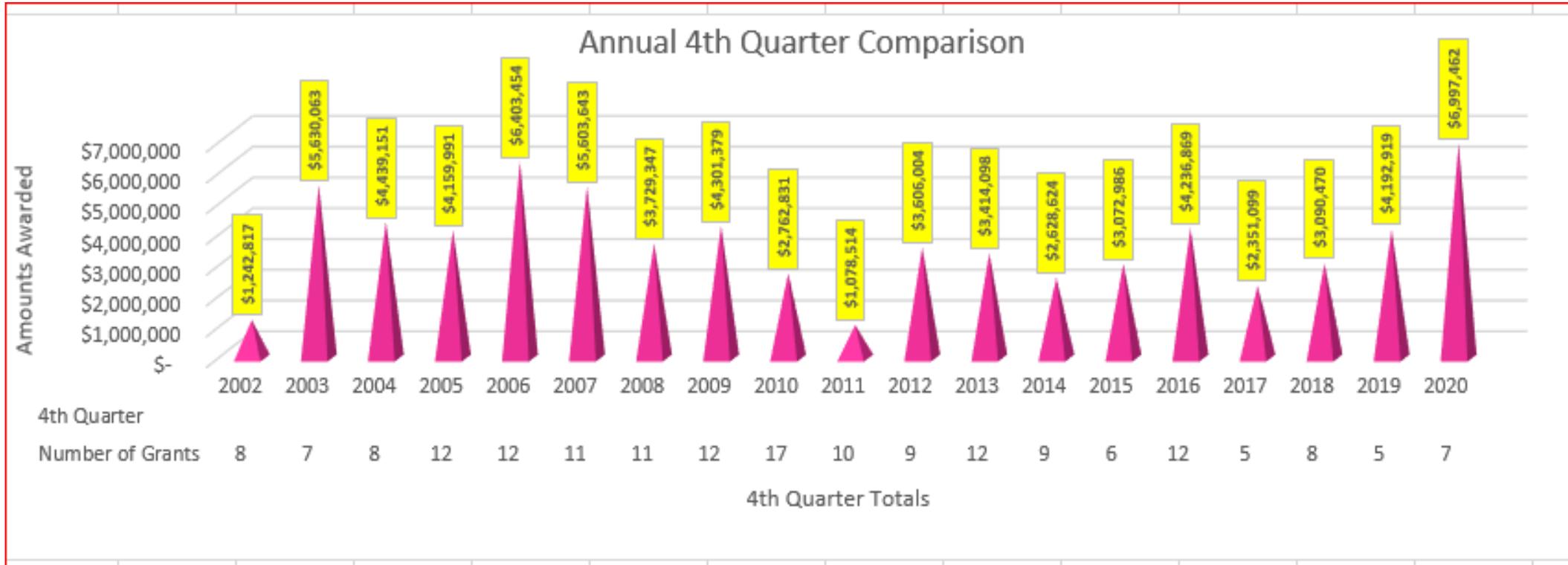
---



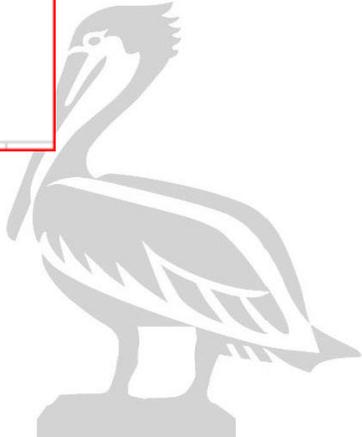
# 18 - Year History Grant Awards FY20 Q3



# 18 - Year History Grant Awards FY20 Fourth Q History



# YTD 10 - Year History Grant Awards



---

# Grants Working Group

---



---

# Grants Working Group

## Grants Reviewed/Status

### FY 20

---



# FY20 Grants Working Group Grants Reviewed & Status – YTD

---

Reviewed: **46 Proposals**

Did Not Apply for: **Six Grants**

Applied for: **40 Grants.**

Status of Grant Applications –YTD – 40		
Received	12	30%
Submitted (Awaiting Results)	17	42.5%
Did Not Receive	11	27.5%



---

# Major Grants Did Not Receive

---



# Major Grants Did Not Receive

---

- DOJ/OVW Improving Criminal Justice Responses to Domestic Dating Violence, Sexual Assault & Stalking Program
  - Amount: \$750,000
  - Match: \$0
  - Priority: Safety
- DOJ/COPS: Microgrant
  - Amount: \$100,000
  - Match: \$0
  - Priority: Safety



# Major Grants Did Not Receive

---

- Four Forward Pinellas: (Complete Streets)
  - **28<sup>th</sup> St N Trail**
  - Amount: \$ 1M
  - Match: \$0 (only costs that exceeds \$2m)
  - Priority: Infrastructure
- **6<sup>th</sup> (Mirror Lake to Roser Park) Trail**
- Amount: \$ 100,000
- Match: In Kind
- Priority: Infrastructure



# Major Grants Did Not Receive

---

- Four Forward Pinellas: (Complete Streets)
  - **28<sup>th</sup> St (1<sup>st</sup> Avenue North to Pinellas Trail)**
  - Amount: \$ 2M
  - Match: \$0 (only costs that exceeds \$2M)
  - Priority: Infrastructure
- **Grand Central Painted Intersection**
- Amount: \$ 25,000
- Match:\$0
- Priority: Infrastructure



---

# Major Grants Did Not Apply

---



# Major Grants Did Not Apply:

---

- DOJ/BJA BWC Policy Implementation Program to Support Law Enforcement
  - Amount: \$ TBD
  - Match: 50%
  - Priority: Safety
- DOJ Paul Coverall Forensics Science Improvement Program
  - Amount: \$ 250,000
  - Match: \$0
  - Priority: Safety



# Major Grants Did Not Apply:

---

- DOJ Preventing School Violence/STOP School Violence
  - Amount: \$ 750,000
  - Match: 0%
  - Priority: Safety
- USDA Grants for Urban Agriculture & Innovation Implementation – Youth Farm at Enoch Davis Center
  - Amount: \$ 500,000
  - Match: 0%
  - Priority: Food Security



---

# Grant Recently Submitted To Grantors

---



# Grant Recently Submitted To Grantors

---

- USDA Farmers Market Program (FMMP) Youth Farm at Enoch Davis Center
  - Community Partnerships
    - Amount Requested: **\$250,000**
    - Match Required: **\$89,000 – In Kind**
    - Funding Source: **Operating Fund**
    - Status: **Did Not Receive**



# Grant Recently Submitted To Grantors

---

- HUD/DEO Rebuild Florida Mitigation (CDBG-MIT - Infra) General Infrastructure Program
  - Partnership with Pinellas County – Hurricane Hardening Three WRFs
  - Amount Requested: **\$10,600,000**
  - Match: **None (\$10,710,000 – Voluntary)**,
  - Funding Source: **CIP**
- HUD/DEO Rebuild Florida Mitigation (CDBG-MIT - Infra) General Infrastructure Program
  - Health Safety & Business Continuity – An Infectious Disease Air Filtration Handler Systems – 18 buildings
  - Amount Requested: **\$3,156,000**
  - Match: **None (\$350,000- Voluntary)**,
  - Funding Source: **Operating & Revenue**



# Grant Recently Submitted To Grantors

---

- HUD/DEO Rebuild Florida Mitigation (CDBG-MIT- Planning)
  - St Petersburg Strategic CIP Seawall Plan
  - Amount Requested: **\$1,275,625**
  - Match: None (**\$375,000- Voluntary**),
  - Funding Source: **Intown CRA- TIF & CIP**



---

# Grants Recently Received

---



# Grants Recently Notified

---

- Florida Department of Historical Resources- Small Matching Grants:  
\$50,000
  - Sunken Gardens History Interpretative Displays
  - Match: \$0
  - Status: #5 of 62 applicants
  - State Recommended for Budget Upcoming Fiscal Year
  - Contact Area Legislators to support Small Matching Grant List



---

# Other Activities

---



# COVID-19: CARES Act (Coronavirus Aid Relief and Economic Security)

---

- Daily Active Searches



---

# Kudos/Credit to Staff

---



# Kudos/Credits to Staff

---

- Latest City Audit: **No Findings on Grants**
- Finance and Budget and Management Departments' Staff
- City Staff: Various Departments Approx. 30



---

# Questions?

---





MEMORANDUM

TO: The Honorable Ed Montanari, Chair, and Members of the Budget, Finance and Taxation Committee

THRU: Robert M. Gerdes, Administrator, Neighborhood Affairs

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

SUBJECT: Recommended Appointment of Ms. Angel Charlton to the SPHA Board of Commissioners and Waiver of Standard Committee Review for Potential Reappointment in December, for BF&T Meeting of October 8, 2020

---

In August 2020, Ms. Sharlene Gambrell-Davis resigned from the office of Commissioner of the Housing Authority of the City of St. Petersburg prior to the end of her term. To fill that vacancy, the Mayor has appointed Ms. Angel Charlton, pending approval of City Council pursuant to Florida's Housing Authorities Law. Pursuant to that law, Ms. Charlton would fill the unexpired term of Ms. Sharlene Gambrell-Davis, which ends on December 31, 2020.

City Council resolution 2019-49 (the "Procedure Resolution"), has determined that the Housing, Land Use and Transportation Committee ("HLUT") is the appropriate entity to meet with each nominee for the office of Commissioner and to make a recommendation concerning approval by City Council. However, if HLUT is not able to meet in a timely manner for that purpose, the Procedure Resolution authorizes any other appropriate and available committee of City Council to do so.

The October 8, 2020 meeting of HLUT was cancelled, and the next appropriate and available committee meeting for the nomination was the October 8, 2020 meeting of the Budget, Finance and Taxation Committee.

Should the Mayor decide to reappoint Ms. Charlton for a full four-year term following her initial vacancy-filling term, that reappointment would occur in December of this year, with the Procedure Resolution requiring her to appear before a Council committee in conjunction with that reappointment. Administration believes that requiring Ms. Charlton to appear before a Council committee two times in a three-month period is unnecessary to fulfill the policy goals effectuated

through the Procedure Resolution and recommends waiver of the Procedure Resolution to allow the initial appointment of Ms. Charlton in December 2020 to be approved by City Council on the basis of a written recommendation from Administration, rather than an appearance before and recommendation by a committee of City Council.

Accordingly, two resolutions are attached to this memo. The first is intended to be taken up in conjunction with the BFT report to Council later today. In addition to approving Ms. Charlton's initial appointment, it would also waive the Procedure Resolution with respect to her potential reappointment in December 2020, as described above. The second resolution could be taken up in December if the Mayor elects to reappoint Ms. Charlton on the basis of her first few months in office. If taken up by Council in December, this second resolution could be adopted through the consent agenda or reports agenda, at the pleasure of City Council.

In conclusion, Administration requests that BFT recommend full Council approval of the attached resolution to approve the initial appointment of Ms. Charlton and waive the Procedure Resolution with respect to her potential reappointment in December.

/jjj

Attachments:

- Resume
- Resolution to approve appointment and waive procedure for initial reappointment (*for action today*)
- Resolution for initial reappoint (*for potential action in December*)

# ANGEL CHARLTON

## **CERTIFIED NURSING ASSISTANT**

Saint Petersburg, FL 33711  
angelcharlton1991@gmail.com  
8134083199

---

Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through five years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through five years of experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. Authorized to work in the US for any employer

## **WORK EXPERIENCE**

---

### **CNA - Certified Nursing Assistant**

**Gulfport Rehabilitation Center** - Saint Petersburg, FL  
October 2019 to Present

Caring for residents under Supervision of a nurse assisting with daily activity and well-being

---

### **CNA - Certified Nursing Assistant**

**Shore Acres Care Center** - Saint Petersburg, FL  
October 2018 to October 2019

Assist patients with ADLs such as feeding, mouth care, grooming, shaving, and incontinence care.  
Assist nurse with care of residents.  
Measure and record patient vital signs.  
Assist with restorative care.  
Transport residents to appointments.  
Build a relaxing environment for resident and family members.

---

### **Patient Care Technician**

**Largo Medical Center** - Largo, FL  
December 2017 to June 2018

- provide basic patient care under the direction of a nursing staff.
  - Assist patients with daily activities including feeding, bathing, dressing, grooming, mobility, changing linens, and taking medication.
- 

### **HHA/CNA**

**Bayshore Home Health Care** - Saint Petersburg, FL

March 2014 to August 2017

- Supports patients by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Assists patients by providing personal services, such as, bathing, dressing, and grooming.
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.

## EDUCATION

---

### G.E.D

Pinellas Technical College - Saint Petersburg, FL

May 2013 to December 2013

## SKILLS

---

- Hoyer Lift (5 years)
- Charting (5 years)
- Vital Signs Experience (5 years)
- Transportation (5 years)
- Cleaning Experience
- Caregiving
- Nursing
- Laundry
- Home Care
- Dementia Care
- Senior Care
- Alzheimer's Care
- Patient Care
- Personal Assistant Experience
- Food Preparation

## CERTIFICATIONS AND LICENSES

---

### Certified Nursing Assistant (CNA)

May 2014 to May 2021

CNA299312

**RESOLUTION NO. 2020-\_\_\_\_\_**

**A RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF ANGEL CHARLTON TO THE OFFICE OF COMMISSIONER OF THE HOUSING AUTHORITY OF THE CITY OF ST. PETERSBURG, FLORIDA, TO COMPLETE THE UNEXPIRED TERM OF SHARLENE GAMBRELL-DAVIS, ENDING DECEMBER 31, 2020; AUTHORIZING HER INITIAL REAPPOINTMENT TO BE BASED ON RECOMMENDATION OF ADMINISTRATION, RATHER THAN A COMMITTEE OF CITY COUNCIL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 9, 1937, the City Council of the City of St. Petersburg, Florida (the "**City Council**"), adopted resolution 155/33 for the purpose of authorizing the Housing Authority of the City of St. Petersburg, Florida (the "**Authority**") to transact business and exercise its powers within the City of St. Petersburg, Florida; and

**WHEREAS**, the Authority is governed by a board of commissioners (each a "**Commissioner**") appointed by the Mayor and approved by the City Council in accordance with Florida Statutes section 421.05(1); and

**WHEREAS**, on December 14, 2017, pursuant to City Council resolution 2017-715, City Council approved the Mayor's appointment of Ms. Sharlene Gambrell-Davis to the office of Commissioner to fill the unexpired term of Artesha Adras, with a term ending on December 31, 2020; and

**WHEREAS**, in August 2020, Ms. Gambrell-Davis resigned from the office of Commissioner prior to the end of her term; and

**WHEREAS**, pursuant to Florida Statutes section 421.05(1), if a Commissioner leaves office before the end of that Commissioner's four-year term, the vacancy must be filled for the unexpired term; and

**WHEREAS**, subject to City Council approval pursuant to Florida Statutes section 421.05(1), the Mayor has appointed Ms. Angel Charlton to the office of Commissioner to fill the unexpired term of Ms. Gambrell-Davis, ending on December 31, 2020; and

**WHEREAS**, as set forth in City Council resolution 2019-49 (the “**Procedure Resolution**”), City Council has determined that the Housing, Land Use and Transportation Committee (“**HLUT**”) is the appropriate entity to meet with each nominee for the office of Commissioner and to make a recommendation concerning approval of that nominee by City Council ; and

**WHEREAS**, if HLUT is not able to meet in a timely manner for that purpose, the Procedure Resolution authorizes any other appropriate and available committee of City Council to do so; and

**WHEREAS**, when the October 8, 2020 meeting of HLUT was cancelled, the next appropriate and available committee meeting for the nomination was the October 8, 2020 meeting of the Budget, Finance, & Taxation Committee (“**BFT**”); and

**WHEREAS**, Ms. Charlton appeared before BFT at that October 8, 2020 meeting, and on the basis of that appearance, BFT recommended that City Council approve the appointment of Ms. Charlton to the office of Commissioner; and

**WHEREAS**, City Council agrees with that recommendation and desires to approve Ms. Charlton’s appointment to the office of Commissioner; and

**WHEREAS**, if the Mayor decides to reappoint Ms. Charlton for a full, four-year term following the initial, vacancy-filling term approved by this resolution, that reappointment would occur in December of this year, with the Procedure Resolution requiring her to appear before a Council committee in conjunction with that reappointment; and

**WHEREAS**, because requiring Ms. Charlton to appear before a Council committee two times in a three-month period is unnecessary to fulfill the policy goals effectuated through the Procedure Resolution, it is appropriate to waive the Procedure Resolution to allow the initial reappointment of Ms. Charlton in December 2020 to be approved by City Council on the basis of a written recommendation from Administration, rather than an appearance before and recommendation by a committee of City Council.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Florida Statutes section 421.05(1), City Council hereby approves the Mayor’s appointment of Ms. Charlton to the office of Commissioner, to fill the unexpired term of her predecessor, beginning on the effective date of this resolution and concluding on December 31, 2020.

**BE IT FURTHER RESOLVED** that City Council hereby requests (i) that Administration file a certificate of appointment with the City Clerk to document the appointment approved by this resolution in accordance with Florida Statutes section 425.01(1); (ii) that the City Clerk place that certificate of appointment in the records of the City and transmit a copy to the secretary and executive director of the Authority; and (iii) that the secretary and executive director of the Authority make arrangements for Ms. Charlton to be sworn into the office of Commissioner at her earliest possible convenience.

**BE IT FURTHER RESOLVED** that City Council hereby waives the requirements of the Procedure Resolution with respect to an initial reappointment of Ms. Charlton for a full, four-year term to run from January 1, 2021, through December 31, 2024. Pursuant to that waiver, an initial reappointment of Ms. Charlton may be approved by City Council in December 2020 on the basis of a written recommendation from Administration based on its knowledge of her performance at that time. Accordingly, a reappointment of Ms. Charlton pursuant to this waiver will not require any meeting with or recommendation by HLUT (or another appropriate and available committee of City Council).

This resolution will become effective immediately upon adoption.

Approved as to form and content:

  
\_\_\_\_\_  
City Attorney (Designee)

\_\_\_\_\_  
Administration

**FOR POTENTIAL REAPPOINTMENT IN DECEMBER 2020**

**RESOLUTION NO. 2020-\_\_\_\_\_**

**A RESOLUTION APPROVING THE MAYOR’S REAPPOINTMENT OF MS. ANGEL CHARLTON TO THE OFFICE OF COMMISSIONER OF THE HOUSING AUTHORITY OF THE CITY OF ST. PETERSBURG, FLORIDA, FOR A TERM RUNNING FROM JANUARY 1, 2021, THROUGH DECEMBER 31, 2024, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 9, 1937, the City Council of the City of St. Petersburg, Florida (the “**City Council**”), adopted resolution 155/33 for the purpose of authorizing the Housing Authority of the City of St. Petersburg, Florida (the “**Authority**”) to transact business and exercise its powers within the City of St. Petersburg, Florida; and

**WHEREAS**, the Authority is governed by a board of commissioners (each a “**Commissioner**”) appointed by the Mayor and approved by the City Council in accordance with Florida Statutes section 421.05(1); and

**WHEREAS**, on October 8, 2020, pursuant to City Council resolution 2020-\_\_\_\_\_ (the “**Appointment Resolution**”), City Council approved the Mayor’s initial appointment of Ms. Angel Charlton to the office of Commissioner, to fill the unexpired term of Ms. Sharlene Gambrell-Davis, with a term ending on December 31, 2020; and

**WHEREAS**, subject to City Council approval pursuant to Florida Statutes section 421.05(1), the Mayor has re-appointed Ms. Charlton for a full, four-year term as a Commissioner, running from January 1, 2021, through December 31, 2024; and

**WHEREAS**, City Council resolution 2019-49 (the “**Procedure Resolution**”) ordinarily requires the Housing, Land Use and Transportation Committee (or other appropriate and available committee of City Council) to meet with and recommend a nominee for reappointment to the office of Commissioner before that nominee may be approved by City Council; and

**WHEREAS**, because Ms. Charlton’s initial appointment to the office of Commissioner was filling an unexpired term of approximately three months, application of the Procedure Resolution to her reappointment would have required her to appear before a Council committee twice within a three-month period in a manner that did not fulfill the policy goals effectuated through the Procedure Resolution; and

**FOR POTENTIAL REAPPOINTMENT IN DECEMBER 2020**

**WHEREAS**, in consideration of those factors and as part of the Appointment Resolution, City Council waived the requirements of the Procedure Resolution with respect to an initial reappointment of Ms. Charlton; and

**WHEREAS**, pursuant to that waiver, an initial reappointment of Ms. Charlton may be approved by City Council in December 2020 on the basis of a written recommendation from Administration based on its knowledge of her performance at that time, without requiring any meeting with or recommendation by HLUT (or another appropriate and available committee of City Council); and

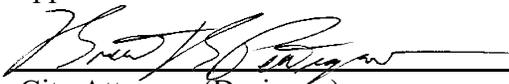
**WHEREAS**, Administration has made such a recommendation, and City Council desires to approve the reappointment of Ms. Charlton on the basis of that recommendation.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Florida Statutes section 421.05(1), City Council hereby approves the Mayor's reappointment of Ms. Charlton to the office of Commissioner for a full, four-year term as a Commissioner, running from January 1, 2021, through December 31, 2024.

**BE IT FURTHER RESOLVED** that City Council hereby requests (i) that, in accordance with Florida Statutes section 425.01(1) in accordance with Florida Statutes section 425.01(1), Administration file a certificate of reappointment with the City Clerk to document the action taken by this resolution; (ii) that the City Clerk place that certificate of appointment in the records of the City and transmit a copy to the secretary and executive director of the Authority; and (iii) that the secretary and executive director of the Authority make arrangements for Ms. Charlton to be re-sworn as a Commissioner at the appropriate time.

This resolution will become effective immediately upon adoption.

Approved as to form and content:

  
\_\_\_\_\_  
City Attorney (Designee)

\_\_\_\_\_  
Administration