

RESOLUTION NO. 22-PT-20  
PRESENTED TO THE BOARD – July 14, 2022

TO: PORT AUTHORITY COMMISSION AND  
NEAL RICHARDSON, EXECUTIVE DIRECTOR

FROM: SUSAN TAYLOR, PORT DIRECTOR

RE: RESOLUTION APPROVING REQUEST FOR FY23 ADMINISTRATIVE  
FUNDING GRANT TO MISSOURI DEPARTMENT OF  
TRANSPORTATION (MODOT)

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EXECUTIVE SUMMARY

Every year the Missouri state legislature allots grant funding through MODOT to Missouri port authorities for administrative expenses. Exhibit A shows the completed MODOT questionnaire the state uses to apportion funding. Exhibit B comprises the Authority's request to MODOT for the receipt of FY23 administrative funding.

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BACKGROUND

In recent years MODOT has received from the state legislature close to \$600K annually for distribution among the state's port authorities. MODOT awards these dollars according to an Administrative Performance Criteria questionnaire. Last month the Authority submitted this form to MODOT, which reviewed the form and consequently will award \$ 22,451.61 to the Authority upon receipt of the letter shown in Exhibit B.

Staff is seeking authorization to send MODOT the attached request for \$ 22,451.61 in FY21 admin grant funding.

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REQUESTED ACTION

Request approval of Resolution No. 22-PT-20 by the Port Commission.

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NOW, THEREFORE, BE IT RESOLVED BY THE PORT AUTHORITY BOARD OF COMMISSIONERS AS FOLLOWS:

1. The Executive Director of the City of St. Louis Port Authority is authorized to execute the attached Port Authority Port Administrative Funding Request for \$ 22,451.61 as shown in Exhibit B.
2. The Executive Director, his designee, legal counsel, and the appropriate officers, agents and employees of the Port Authority are authorized and directed to take all actions necessary and proper to effectuate the intent of this Resolution.
3. This Resolution shall take effect and be in full force immediately after its passage and approval by the governing body of the Authority.

**ADOPTED** this 14<sup>th</sup> day of July, 2022.

THE PORT AUTHORITY OF THE  
CITY OF ST. LOUIS, MISSOURI

By: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

ATTEST

By: \_\_\_\_\_

Title: \_\_\_\_\_

# Res. 22-PT-20, Exhibit A

## SFY 2023 Performance Criteria Questions for Administrative Funds

Port Name: Port Authority of the City of St Louis

Name of person completing this questionnaire: \_\_\_\_\_

(Choose only one answer per question that best explains your situation)

1. Capital Assets: --Capital Assets are defined as ownership or long-term leases of real property, not including the port office.
  - Port Authority owns or leases property (add 1 point)
  - Port Authority does not have, but workplan supports having capital assets within three years (add 1 point)
  - Port Authority does not have capital assets, and workplan does not support having capital assets within three years (add 0)
  
2. Leases with tenants:
  - Port Authority owns or leases property, has signed leases with tenants, and tenants are moving freight or passengers (0 points)
  - Port Authority owns or leases property, has signed leases with tenants, and tenants are not moving freight or passengers (add 1 point)
  - Port Authority owns or leases property, but does not have signed leases with tenants, and is not moving freight or passengers (add 1 point)
  - Port Authority does not own or lease property. (0 points)
  
3. Freight Movement: Movement of either passengers or freight.
  - Port Authority moved either passengers or freight in the previous calendar year (add 1 point)
  - Port Authority did not move passengers or freight in the previous year, but the workplan supports movement within three years (add 1 point)
  - Port Authority did not move passengers or freight in the previous year, and workplan does not support moving freight or passengers within three years. (0 points)
  
4. Port cumulative tonnage moved:
  - Port Authority's total cumulative tonnage moved over the last four years exceeded one million tons (subtract 1 point)
  - Port Authority's total cumulative tonnage moved over the last four years did not exceed one million tons (0 points)
  
5. Studies and/or Preliminary Engineering (PE):
  - The Port Authority's workplan for the upcoming fiscal year includes feasibility studies or design work for future capital projects. (add 1 point)
  - The Port Authority's workplan for the upcoming fiscal year does not include feasibility studies or design work for future capital projects. (0 points)
  
6. Unexpended Administrative Funds:
  - The Port Authority had unexpended administrative funds at the close of the fiscal year in the past five years. (subtract 1 point)
  - The Port Authority did not have unexpended administrative funds remaining at the end of the fiscal year in any of the past five years. (0 points)
  
7. Port Authority Administrative Budget:
  - More than 25% of the Port Authority's administrative budget is paid by Missouri Department of Transportation (MoDOT) funds. (add 2 points)
  - MoDOT funds comprises less than 25% of the Port's administrative budget. (0 points)

Total Points 2

## Res. 22-PT-20, Exhibit B

July 14, 2022

Ms. Stacey Fowler  
Waterway and Freight Manager Missouri Department of  
Transportation 105 W. Capital Ave.  
Jefferson City, MO 65102

### **RE: Port Authority FY23 Administrative Funding**

Dear Ms. Fowler:

The St. Louis City Port Authority is seeking Port Administrative funds for Fiscal Year 2023. Our request is for \$22,451.61 and is predicated on our expectation of incurring significant costs due to ongoing administrative activity in FY23.

We intend to use the funds to assist the Port Authority in carrying out a number of tasks, which entail the following kinds of costs:

- Office expenses, including computer audio/visual equipment, equipment maintenance, subscriptions/publications (Waterways Journal, Inland River Record, Inland River Guide).
- Monitoring of Central Riverfront projects, including promenade repairs/renovation, levee cobblestone repair, street improvements, and ground equipment/maintenance.
- Monitoring of Port Authority leaseholds and negotiations with lessees.
- Membership dues for port-related organizations.
- Promotional Expenses (sponsorships, marketing, ads in magazines, meeting programs, aerial photography, and flyers, banners, displays).
- Consultant services: legal, engineering, surveying, etc.

Thank you again for your assistance in processing this request.

Sincerely,

Neal Richardson  
Executive Director