



AGENDA

LARGO CITY COMMISSION WORK SESSION

4:00 PM
June 12, 2018
Community Room

A. Business Spotlight

1. Good Vibes Juice Co. - *Karisa Rojas-Norton*

B. Presentations

2. Funding For Pinellas County Homeless Leadership Board – *Matthew Anderson, Arrow Woodard, Susan Myers, CEO, Pinellas Homeless Leadership Board*
3. Proposed “Enriching Lives Through Mental Health Services” Program - *Matthew Anderson, Arrow Woodard, Mike Loux, Michelle Furan-Sullivan, Directions for Living Chief Financial Officer*
4. Community Development Block Grant (CDBG) FY 2018-2019 Action Plan - *Matthew Anderson*
5. Proposal To Change The Operation Of The Cafe At The Largo Golf Course - *Joan Byrne, Lara Khoury*
6. Wastewater Reclamation Facility (WWRF) Biological Treatment Improvements Project Briefing - *Jerry Woloszynski*

C. Board/Committee Reports:

Forward Pinellas – *Vice Mayor Smith*
Homeless Leadership Board – *Commissioner Holck*
North Pinellas Cultural Alliance – *Commissioner Robinson*
Suncoast League of Cities – *Commissioner Carroll*
Pinellas Suncoast Transit Authority – *Commissioner Fenger*
Tampa Bay Regional Planning Council – *Mayor Brown*
Area Agency on Aging – *Commissioner Fenger*

Items from Commissioner Carroll, Vice Mayor Smith, Commissioner Robinson, Commissioner Holmes, Commissioner Holck, Commissioner Fenger, Mayor Brown, City Manager Schubert, Action Items

LARGO CITY COMMISSION EXECUTIVE SESSION Immediately Following Work Session

1. IAFF/PBA Pension Negotiations



City of Largo Agenda Item 1

Meeting Date
06/12/18

Presenter: **Karisa Rojas-Norton, ED Coordinator**

Department: **CD – Community Development**

TITLE:

BUSINESS SPOTLIGHT- GOOD VIBES JUICE CO.

The Business Spotlight provides an opportunity for the City Commission to have an abbreviated dialogue during the Work Session where owners introduce their business, share how they chose Largo as a place to do business, identify some of their challenges and discuss ways the City of Largo can assist. The ninth Business Spotlight series features business partners Taylor Meckly, Nathan Hupp and Kathleen Hupp from the Good Vibes Juice Co., located at 1708 Missouri Ave N in Largo in the Missouri Mart shopping center.

Good Vibes Juice Co. is a smoothie and juice bar focused on serving health food such as cold pressed juice, hand-crafted nut milks, shots, cleanses, kombucha, acai bowls and raw foods. The business uses 100% organic produce and non-GMO ingredients. The company prides itself on being eco-friendly by using glass bottles, and encourages guests to return their empty bottles on their return trips to Good Vibes Juice Co. When the partners opened Good Vibes Juice Co. in Largo in 2015, there wasn't a cold-pressed bar within a 20-mile radius. The business wanted to offer a place where people could get nourishing food whether they were in a hurry or wanting to hang out for the afternoon. The business is thrilled to be involved in the community's shift towards healthier, happier living.

Since opening, the business has expanded to a second location, in downtown Dunedin. Good Vibes Juice Co. has been nominated for the Best of the Bay Awards in the category of Best Cold-Pressed Juice & Best Smoothie Bar for Creative Loafing Magazine. The company has also won the Environmental Advocate Award from the City of Dunedin and has been featured business in TampaBayPreneurs.com. More information is available on their website at www.goodvibesjuiceco.com.

Budgeted Amount: **\$0.00** Budget Page No(s).: **NA** Available Amount: **\$0.00** Expenditure Amount: **\$0.00**

Additional Budgetary Information: **NA**

Funding Source(s): **NA** Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source: **N/A**

City Attorney Reviewed: Yes No N/A Advisory Board Recommendation: For Against N/A Consistent With: Yes No N/A **Economic Development Plan**

Potential Motion/ Direction Requested: **INFORMATIONAL ITEM**

Staff Contact: **Karisa Rojas-Norton** **X7206** **krojasno@largo.com**

Attachments: **None**



City of Largo Agenda Item 2

Meeting Date
06/12/18

Presenter: Matthew Anderson, Housing Manager

Department: CD – Community Development

TITLE:

FUNDING FOR PINELLAS COUNTY HOMELESS LEADERSHIP BOARD

The Community Development Department and the Community Development Advisory Board recommend \$10,000 for funding from the General Fund in FY 2019 for the Pinellas Homeless Leadership Board (HLB) as part of the FY 2018-2019 Community Development Block Grant (CDBG) Action Plan review. This Work Session item will include a discussion on the reason for the request. Susan Myers, CEO of the Pinellas County Homeless Leadership Board will provide an update on their initiatives and how these initiatives benefit Largo.

For the past several years, the City has supported the HLB through the CDBG Program. Recent changes in the CDBG program have made it increasingly difficult to conform the services provided by the Homeless Leadership Board into eligibility and reporting requirements for CDBG. For this reason, Pinellas County and the Cities of Clearwater, Pinellas Park and Tarpon Springs contribute to the Pinellas County Homeless Leadership Board administration through their General Funds.

The HLB serves as the federally-designated Continuum of Care (CoC), which is the lead agency for homeless service coordination and delivery in Pinellas County. Rather than providing a host of services directly, the HLB works with a network of homeless and related agencies to achieve the goal of making homelessness rare, brief and non-recurring. As the CoC lead agency, the HLB applies for and distributes approximately \$5 million annually from federal and non-federal resources to homeless shelters, rapid re-housing, transitional housing, and homeless prevention programs. In turn, the agency plans, develops and implements strategies to improve system coordination, effectiveness of resources, and outcomes of the programs supported through this funding and other local funding sources. The oversight and coordination provided through the HLB is critical to addressing homelessness.

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Budgeted Amount: \$0.00 **Budget Page No(s):** N/A **Available Amount:** \$0.00 **Expenditure Amount:** \$0.00

Additional Budgetary Information: Proposed \$10,000 in General Fund for FY 2019 Budget (annually)

Funding Source(s): General Fund **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:** N/A

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A **Not Applicable**

Potential Motion/Direction Requested: DOES THE CITY COMMISSION SUPPORT FUNDING FOR THE HOMELESS LEADERSHIP BOARD OF \$10,000 FROM THE GENERAL FUND?

Staff Contact: Matthew Anderson, Housing Manager 727.586.7489 maanders@largo.com

Attachments: Page 2

The 2018 homeless Point-in-Time count has not yet released final data. The 2017 Point-in-Time count showed 38 homeless individuals/families reported their last place of residence was in Largo. However, Largo Police and Fire/EMS service call data indicate a higher prevalence of homelessness in Largo and within unincorporated service areas served by these agencies than the Point-in-Time count captured. Homelessness touches many of the City services from the City's parks system, the library, housing programs and emergency services. In 2016, police responded to 2,179 homeless-related calls in Largo and the Largo Fire Department responded to 583 calls to Safe Harbor emergency shelter in the unincorporated Largo Fire District. Although calls do not translate into a non-duplicated count of homeless people served, the data indicates that homelessness is a community issue that impacts the City.

HLB services provided to the homeless population in Largo include, but are not limited to:

- *Coordinated Entry:* Interviewing and collecting data on homeless individuals; prioritizing them for housing based on their vulnerability levels and type of housing best suited to them; and pairing the homeless individuals and families with the appropriate provider to stabilize them and help them obtain permanent housing.
- *Provision of Cold Night Shelters:* The HLB organizes and facilitates the cold night shelters throughout Pinellas County when the temperature drops below 40 degrees.
- *Point-in-Time Count:* This annual census of the street homeless population not only provides data on the number of homeless, but it also provides indicators of the causes of homelessness. This information is important to help develop homeless prevention strategies.
- *Rapid Re-Housing/Transitional Housing/Shelters:* Although Largo does not have shelters in the City, the agency applies for funding that helps support such facilities used by Largo's homeless population. The new rapid re-housing initiative, funded through Pinellas County and St. Petersburg General Funds, is pairing housing locators and case managers together with homeless individuals and families to get them stabilized in permanent housing. These programs are utilized countywide, regardless of the place where the homeless clients last resided.

Requested funding from Largo would be used toward the costs of managing the Coordinated Entry System, the provision of cold night shelters, and costs associated with the Point-in-Time Count.

Next year's initiatives by the HLB will focus upon:

- Rapid Re-Housing (continue to focus on making homelessness brief and non-recurring);
- Homeless Prevention (implement/improve system-wide programs to prevent homelessness before it occurs); and
- Family Bridge Housing (provide safe locations from the day/night a family becomes homeless to when they can be placed back in permanent housing).

The services that the HLB provides and the funding they are able to leverage to support homeless initiatives not only impacts Largo emergency services, but also provides a support system for Largo residents if they are faced with homelessness.

The request for funding is recommended as an annual allocation, subject to funding availability, to support the countywide goal to make homelessness rare, brief and non-recurring. The Community Development Advisory Board supported funding \$10,000 from the General Fund at its March 26, 2018 meeting as part of their overall review of subrecipient applications included in the Annual Action Plan. If their funding is provided, the HLB would provide Largo with quarterly and annual performance reports on the overall CoC outcomes.



City of Largo Agenda Item 3

Meeting Date
06/12/18

Presenter: **Matthew Anderson, Housing Manager**

Department: **CD – Community Development**

TITLE:

PROPOSED "ENRICHING LIVES THROUGH MENTAL HEALTH SERVICES" PROGRAM

This City Commission Work Session item will provide the Largo City Commission background on how the proposed "Enriching Lives through Mental Health Services" (ELMS) Program was developed and why the proposed program is important to the City of Largo. If approved in the City of Largo's FY 2019 budget and CDBG Action Plan, the program would be implemented as a cooperative initiative between the Largo Police Department, Largo Community Development Department and the non-profit agency Directions for Living. Representatives from both departments and from the partner agency will be present at the Work Session to answer questions.

The Largo Police Department has several initiatives and goals which are focused on targeting Police Department resources in an effective manner to enrich the lives of individuals and reduce repetitive calls for service. The simple intent is to deliver the services needed by individuals to effectively solve their problems and enrich their lives; while at the same time, reducing repetitive calls for service.

The proposed ELMS program would assign an officer from the Problem Oriented Policing Team and partner that officer with a Behavioral Health Navigator from Directions for Living to address mental illness in the community rather than having clients continue to cycle in and out of the criminal justice system. In a similar fashion to the Police Department's elderly services officer, the officer/navigator team would pro-actively engage the "high utilizers" and connect them with services they may need, such as psychological testing, therapy, case management, and Social Security Disability Outreach, Access and Recovery (SOAR) benefits.

The cost for the program involves funding a new Behavioral Health Navigator position through Directions for Living that would be specifically assigned to serve Largo.

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Budgeted Amount:	<input type="text" value="\$0.00"/>	Budget Page No(s):	<input type="text" value="N/A"/>	Available Amount:	<input type="text" value="\$0.00"/>	Expenditure Amount:	<input type="text" value="\$0.00"/>
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Additional Budgetary Information:

Funding Source(s):	<input type="text" value="General Fund CDBG"/>	Sufficient Funds Available:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Budget Amendment Required:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Source:	<input type="text" value="N/A"/>
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City Attorney Reviewed:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	Advisory Board Recommendation:	<input checked="" type="radio"/> For <input type="radio"/> Against <input type="radio"/> N/A	Consistent With:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text" value="CDBG"/>
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Potential Motion/Direction Requested:

Staff Contact:	<input type="text" value="Matthew Anderson, Housing Manager"/>	<input type="text" value="727.586.7489"/>	<input type="text" value="maanders@largo.com"/>
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Attachments:

Background:

In July 2017, the Largo Leader ran an article that described Largo Police Department's new emphasis on addressing the growing mental health needs of the community, although funding was a barrier to implementing these initiatives. Concurrently, Largo's Housing Division staff was hearing more about the mental health issues facing the community as part of their public outreach during development of the annual Community Development Block Grant (CDBG) Action Plan. Together, the Police Department and the Housing Division staff from the Community Development Department discussed methods to partner resources and funding to develop a program to address community mental health needs.

The Notice of Funding Availability (NOFA) for the FY 2018-2019 CDBG funding requested innovative applications to address the community's mental health needs as a means for stabilizing both residents and higher crime neighborhoods. One project fit well with the proposed purpose from both departments. Directions for Living proposed funding a new Behavioral Health Navigator for their agency that would be partnered full-time with a Largo Police Officer to stabilize the high risk/high police service utilizers (high utilizers) in Largo.

Directions for Living has been providing trauma-informed services in Pinellas and surrounding counties for 35 years. Trauma-informed services involve the recognition and response to all types of physical and mental trauma that clients may have suffered. The agency provides programs such as: Child Safety and Family Preservation (counseling and reuniting families displaced through the foster care system); Children's Behavioral Health Services; Adult Behavioral Health Services; Prevention, Wellness and Recovery Services, and case management for mid-county homeless street outreach. The agency currently has two full-time Behavioral Health Navigators funded through the Pinellas County Sheriff's Department. The proposed Behavioral Health Navigator for Largo would be a new position they would add in FY 2018-2019 similar to the Pinellas County Sheriff's Department positions.

Mental Health Data:

Recognizing the increasing number of police calls for service that are related to mental health issues, the Police Department began tracking calls that were related to individuals with mental illness. In 2016, the Police Department responded to 2,240 calls for service involving individuals with mental health concerns (707 of these calls involved Baker Acts). In 2017, the Police Department responded to 2,314 calls for service involving individuals with mental health concerns (656 of these calls involved Baker Acts).

A recent report from collected data on 15 random individuals who routinely call the Police Department with mental health concerns revealed that these 15 individuals called the Police Department 731 times in 2017. These calls resulted in 303 calls for service being generated for police response.

Likewise, through the Housing Division's assessment of some of the neighborhoods indicated as increasing crime areas by the Community Development Advisory Board, staff found areas with high incidences of domestic violence and suicide-related police calls.

Additional Program Information:

It is anticipated that the ELMS team will maintain regular contact with the clients rather than waiting for a crisis to arise. However, the team will go through a 40-hour Crisis Intervention Training and be able to assist in the de-escalation of mental health crises if they arise.

The Behavioral Health Navigator proposed by Directions for Living is a perfect partnership for the mental health liaison officer. Together the Police Department's mental health liaison officer and Directions' Behavioral Health Navigator will work toward partnering citizens with mental health illnesses with the resources needed to help them cope with everyday living.

The outcome of this partnership between the Largo Police Department and Directions for Living will help citizens with mental illness acquire the assistance they need and reduce repetitive calls for service received by the Police Department.

Funding:

Funding is proposed for a two-year period (conditional upon funding availability) to enable the agency to fill the position and for the team to become fully operational. After the two-year period, the performance of the program can be evaluated to determine whether future funding is warranted.

The proposed funding reflects a partnership between the City's Community Development Department and the Police Department to fund the ELMS Program.

The proposal in the draft CDBG Action Plan presented to the CDAB included funding for the Behavioral Health Navigator and use of a City laptop during the contract period, similar to the arrangement Directions for Living has with the Pinellas County Sheriff's Office.

The original budget for the project included some match from Directions for Living toward their indirect costs of providing the new position. They have indicated that if part of the indirect costs can be instead billed to the project in the first year, that they can purchase the laptop for this position with their own funding. It is anticipated that the CDBG Program can cover this additional indirect cost, in accordance with allowable indirect cost rates under CDBG, without requiring additional outlay from the General Fund.

The proposed budget is shown below:

Items	Year 1	Year 2
<i>Expenses:</i>		
Personnel Costs	\$55,000	\$55,000
Indirect Costs	\$3,000	\$3,000
Laptop	\$1,650	\$0
Total Cost:	\$59,650	\$58,000
<i>Revenues:</i>		
CDBG	\$29,150	\$27,500
General Fund	\$27,500	\$27,500
Directions for Living	\$3,000	\$3,000
Total Revenues:	\$59,650	\$58,000



City of Largo Agenda Item 4

Meeting Date
06/12/18

Presenter: **Matthew Anderson, Housing Manager**

Department: **CD – Community Development**

TITLE:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2018-2019 ACTION PLAN

The U.S. Department of Housing and Urban Development (HUD) requires each jurisdiction receiving federal funding for CDBG and HOME funds to submit a Strategic Plan every five years and an Action Plan each year. The FY 2018-2019 Action Plan identifies activities to be funded, and the proposed funding sources for those activities, for the fourth year of the five-year plan. The Action plan was developed to support the five-year priorities to create and maintain affordable housing, address homelessness, and assist non-homeless persons with special needs. Following the Work Session, the Action Plan will be scheduled for City Commission approval at the July 3, 2018, Regular Meeting.

The Action Plan contains CDBG-funded activities, as well as activities funded by the Home Investment Partnership Program (HOME), Pinellas County Housing Trust Fund (HTF) and the State Housing Initiatives Partnership (SHIP) Program. Approximately 87.7% of all funding is allocated toward the City's housing and community development programs and program administration, and 12.3% of funding is allocated to subrecipient projects and programs. The majority of the funding is allocated toward the creation of affordable housing and rehabilitation of the City's housing stock.

Attached are Appendices B and C from the Action Plan (Appendix A in the Action Plan is the CDBG Target Area Map which is not included in this memo), which provide details on the funding allocations (Appendix B) and the Alternate Projects List (Appendix C). The Alternate Projects List provides a list of prioritized projects to be funded if additional funds are received or a primary project is delayed or canceled. A copy of the draft CDBG FY 2018-2019 Action Plan has been sent to the City Commission electronically and posted on the City website. Hard copies of the Action Plan will be made available upon request.

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Budgeted Amount:	<input type="text" value="\$0.00"/>	Budget Page No(s):	<input type="text" value="N/A"/>	Available Amount:	<input type="text" value="\$0.00"/>	Expenditure Amount:	<input type="text" value="\$0.00"/>
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Additional Budgetary Information: Total projected FY 2018-2019 available: CDBG: \$1,117,382, HOME: \$690,421, HTF: \$8,000, and SHIP: \$433,000; proposed \$37,500 from City General Fund

Funding Source(s):	<input type="text" value="CDBG, HOME, HTF, SHIP, General Fund"/>	Sufficient Funds Available:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Budget Amendment Required:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Source:	<input type="text" value="N/A"/>
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City Attorney Reviewed:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	Advisory Board Recommendation:	<input checked="" type="radio"/> For <input type="radio"/> Against <input type="radio"/> N/A	Consistent With:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text" value="CDBG"/>
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Potential Motion/ Direction Requested:

DOES THE CITY COMMISSION CONCUR WITH THE PROPOSED FUNDING ALLOCATIONS?
DOES THE CITY COMMISSION CONCUR WITH THE PRIORITY ORDER OF THE ALTERNATE PROJECTS LIST?
DOES THE CITY COMMISSION CONCUR WITH THE CDBG FY 2018-2019 ACTION PLAN?

Staff Contact:	<input type="text" value="Matthew Anderson, Housing Manager"/>	<input type="text" value="727.586.7489"/>	<input type="text" value="maanders@largo.com"/>
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Attachments: Pages 2 and 3, Appendix B (Proposed Funding Allocations), Appendix C (Proposed Alternate Projects List)

The Community Development Advisory Board (CDAB) held four public meetings, which are required as part of the citizen participation component of the presentation of the Action Plan. A pre-planning meeting was held on December 11, 2017, to solicit ideas from the CDAB, citizens and stakeholders. Subrecipient applicants made presentations to the CDAB on March 12, 2018. The CDAB made funding recommendations based on the applications and presentations on March 26, 2018. These recommendations were incorporated into the Action Plan. At its April 30, 2018 meeting, the CDAB recommended approval of the CDBG Action Plan to the City Commission.

In addition to these meetings, the City’s Housing Division participated in a joint pre-planning meeting with Pinellas County on January 19, 2018. A notice of a 30-day public comment period was published on May 18, 2018 to allow 30 days for citizen comment prior to adoption of the plan. Final approval of the Action Plan, by Resolution, is scheduled as a public hearing at the July 3, 2018, Regular City Commission meeting. Copies of the plan have been made available to the public at the Largo Public Library, City Hall and on the City’s website.

As in past years, City staff developed funding projections based on the information available at the time the Action Plan was being prepared. The table below depicts the anticipated funding resources for the Action Plan:

Funding Projections

Available Funding	CDBG	HOME	HTF	SHIP
Grant Entitlement	\$533,382	\$290,421	\$0	\$113,000
Program Income	\$250,000	\$200,000	\$8,000	\$200,000
Carryover from Prior Year	\$332,000	\$200,000	\$0	\$120,000
Total Funds Available	\$1,115,382	\$690,421	\$8,000	\$433,000
GRAND TOTAL:				\$2,246,803

- CDBG: The City will receive an 11.4% increase for next year’s grant entitlement. The national increase for the program was 10% and population adjustments added to the City’s remaining increase.
- HOME: The City receives a portion of Pinellas County’s HOME entitlement as part of the Pinellas County Consortium. Due to national increases in program funding, the City will receive an increase of approximately 38% in HOME grant entitlement next year.
- HTF: Pinellas County has not allocated additional funding to the Pinellas County Housing Trust Fund. The anticipated revenues come from loan paybacks on a project that was funded with prior allocations.
- SHIP: The City will receive a 67.6% decrease in funding next year. In the past two years, SHIP funding has been cut by almost 78%. This is due to funds at the state level being reallocated from the Sadowski Trust Fund that funds affordable housing in Florida to non-trust fund related state budget items.
- All funding sources included in the plan are expected to generate program income during FY 2018-2019 from loan payments from outstanding mortgages and re-sale of affordable housing properties (CDBG and SHIP only).
- Carryover estimates are based on expected unallocated balances from prior year grants.

In addition to the funding estimates above, this year’s Action Plan includes two recommendations for General Fund contributions toward homeless and non-homeless special needs initiatives. The Action Plan includes \$10,000 recommended for Pinellas County Homeless Leadership Board and \$27,500 toward a new program with Directions for Living, “*Enriching Lives Through Mental Health Services*,” which would be in partnership with Largo Police Department. These items will also be presented at the June 12, 2018, City Commission Work Session for further discussion.

The line item details of proposed funding allocations from all resources is attached to this memo (Appendix B). Two items that have changed in the FY 2018-2019 Action Plan compared to past years are:

- *Affordable Housing Development Program:* Affordable housing developers no longer apply through the subrecipient process for funding. Instead, the Affordable Housing Development Program has an allocated pool of funding in the Action Plan and will apply on a site-specific basis for funding throughout the year. Since the Action Plan process starts a year in advance of funding release, developers who would apply through the subrecipient process had to ask for a general amount of funding without having sites selected. This also hindered the Housing Division's ability to fund shovel-ready projects that arose during the year if a general amount of funding was already allocated to specific developers. This new approach is similar to the affordable housing programs Pinellas County and St. Petersburg provide.
- *Public Services:* The FY 2018-2019 Notice of Funding Availability (NOFA) stated that public service agencies selected for funding for FY 2018-2019 will be utilized in FY 2019-2020 as well. These are the last two years remaining on the city's CDBG Five-Year Strategic Plan. This will provide some continuity over the two-year period and alleviate a tremendous amount of both staff and subrecipient time is involved in the application and review process. Most public service subrecipients applied for the same program each year and were selected as supporting the goals of the Five-Year Strategic Plan. The agreements for FY 2018-2019 will include a fiscal non-funding clause, and the amounts awarded will be adjusted to remain compliant with the cap on funding that can be used for public services. The FY 2019-2020 NOFA will still accept applications for capital improvements projects. Once the next Five-Year Strategic Plan is developed and the goals for such established, the City will re-open the public services application process for the FY 2020-2021 grant cycle.

The Action Plan contains language regarding how funding adjustments will be made in the event that more or less funding is received.

- If additional funding is available, projects listed on the Alternate Projects list may be funded.
- If there is a reduction in funding from the estimated amounts, funding will be decreased in proportional amounts to the amounts in the Action Plan, except in the case where a project cannot be fully completed if the dollar amount is reduced (for example, if a capital project is funded for the full amount and cannot be accomplished with a lesser amount).

Under the new grant-based accounting system for HUD, any carryover funding from prior years has to be re-allocated toward a specific project. Typically carryover funds come from the sales of affordable housing properties from the prior year and the carryover is allocated in the Action Plan to the Affordable Housing Development Program. Therefore, a change in the amount of carryover funding will adjust the Affordable Housing Development Program funding.

	A	B	C	D	E	F	G
1	Appendix B						
2	Funding Recommendations						
3	2018-2019 CDBG Action Plan						
4							
5	EXPENDITURES	Amount Requested	Community Development Department Recommendations				
6			CDBG	City Gen. Fund*	HOME	Housing Trust Fund	SHIP
7							
8	AFFORDABLE HOUSING DEVELOPMENT (AHD)						
9	Affordable Housing Development Program		\$414,822	\$0		\$0	\$120,000
10	Subtotal: AHD Housing Projects	\$0	\$414,822	\$0	\$0	\$0	\$120,000
11							
12	CAPITAL IMPROVEMENTS TO PUBLIC FACILITIES						
13	Westcare – Davis Bradley – Building Assessment & Parking Lot Repaving	\$42,189	\$0	\$0			
14	Religious Community Services (RCS) – Affordable Housing Parking Lot Sealing	\$1,980	Not eligible	\$0			
15	Directions for Living – Emergency Generator	\$27,839	\$27,839	\$0			
16	CASA Domestic Violence Shelter – Grease Trap Replacement/Upgrade	\$20,000	\$20,000	\$0			
17	City of Largo Sidewalk Installation – CDBG Target Area	\$60,000	Alt. List	\$0			
18	Subtotal: Capital Projects	\$152,008	\$47,839	\$0	\$0	\$0	\$0
19							
20	PUBLIC SERVICES (Subject to 15% CDBG Cap)	MAX:	\$127,000				
21							
22	Public Services: Homeless Facility Operating Costs						
23	Westcare – A Turning Point – Case Management Mental Health Services for Homeless	\$30,000	\$13,800	\$0			
24	RCS Grace House – Case Management Support Services	\$50,000	\$22,800	\$0			
25	Pinellas Homeless Leadership Board	\$25,000	\$0	\$10,000			
26	Catholic Charities – Pinellas Hope Operating Costs	\$30,000	\$18,000	\$0			
27	Subtotal – Homeless Facility Operating Costs	\$135,000	\$54,600	\$10,000	\$0	\$0	\$0
28							
29	Public Services: General						
30	Pinellas Opportunity Council – Chore Services	\$15,000	\$14,450	\$0			
31	Gulfcoast Legal Services – Housing and Financial Legal Services	\$30,798	\$23,000	\$0			
32	Gulf Coast Jewish Family & Community Services – Outreach Activities	\$62,500	\$0				
33	Gulf Coast Jewish Family & Community Services – Mental Health Counseling	\$37,500	\$0	\$0			
34	Directions for Living – Mental Health Navigator Team	\$79,998	\$29,150	\$27,500			
35	Subtotal – Non-Homeless Special Needs Services	\$225,796	\$66,600	\$27,500	\$0	\$0	\$0
36							
37	Public Services: Education & Counseling						
38	Tampa Bay CDC – Homebuyer Education & Counseling	\$15,000	\$5,650	\$0			\$4,900
39	Catholic Charities – Homebuyer Education & Counseling	\$15,000	\$0	\$0			\$0.00
40	Subtotal: Public Services – Education & Counseling	\$30,000	\$5,650	\$0	\$0	\$0	\$4,900
41							
42	TOTAL PUBLIC SERVICES	\$390,796	\$126,850	\$37,500	\$0	\$0	\$4,900
43							
44	HOUSING PROGRAMS						
45	Downpayment Assistance Program		\$0	\$0	\$234,000	\$0	\$36,000
46	Tampa Bay CDC – Homebuyer Assistance Program Admin	\$18,000	Include in project cost for Downpayment Assistance/Homebuyer Assistance (AHD)				
47	Owner-Occupied/Rental Housing Rehabilitation		\$251,595	\$0	\$422,379	\$7,200	\$218,300
48	Community Service Foundation – Rental Housing Rehabilitation	\$20,000	\$25,000	\$0	\$0	\$0	\$0
49	Catholic Charities – Rental Housing Rehabilitation	\$39,560	\$39,600	\$0	\$0	\$0	\$0
50	Housing Program Delivery Services		\$30,000				
51	Slum & Blight Removal		\$25,000				
52	Rental Deposit & Eviction Prevention Program	\$0					Alt. List
53	Subtotal: Housing Programs	\$77,560	\$371,195	\$0	\$656,379	\$7,200	\$254,300
54							
55	PROGRAM ADMINISTRATION						
56	Planning & Administration		\$156,676	\$0	\$34,042	\$800	\$53,800
57	Subtotal: Program Administration	\$0	\$156,676	\$0	\$34,042	\$800	\$53,800
58							
59	GRAND TOTALS	\$620,364	\$1,117,382	\$37,500	\$690,421	\$8,000	\$433,000
60							
61	Total Funds:		\$2,286,303	CDBG Target Area:	\$1,523,896		
62	Percent Subrecipient Project Funding:		12.3%		67.76%		
63	Percent City Project/Program Funding:		87.7%				
64							
65	*Recommendations placed in this draft Action Plan for General Fund are subject to the City's full budget review process in addition to the Action Plan review process.						

Appendix C
City of Largo
FY 2018-2019 CDBG Action Plan
Alternate Projects List

	Project	Estimated Amount
1	Additional Funding for Primary List Public Service Subrecipients (Subject to Cap)	\$50,000
2	Affordable Housing Development	\$750,000
3	Housing Rehabilitation	\$500,000
4	Downpayment Assistance	\$250,000
5	Community Investment (CI) – Revitalization/Redevelopment Areas and other Income Eligible Neighborhoods (sidewalks, bus shelters, lighting, slum & blight removal, etc.)	\$500,000
6	Rental Deposit & Eviction Prevention Programs/Rapid Re-Housing	\$50,000
7	Homeless/Homeless Prevention Services	\$50,000
8	Housing Counseling	\$20,000
9	CI-Emergency – Address Slum and Blight (acquisition, relocation, clearance, historic preservation, rehabilitation, code enforcement)	\$100,000
10	CI-Infrastructure to Support Economic Development and Neighborhood Revitalization	\$600,000
11	CI-Economic Development – Expand Opportunities through Job Creation, Business Preservation and Private Investment	\$100,000
12	CI-Emergency-Address Community Needs Before, During and After an Emergency	\$500,000

Projects may be funded from the Alternate Projects List if additional funding is available or if a funded project is canceled or delayed beyond the grant year. Factors to be taken into consideration for selecting from the Alternate Projects list include: priority rank on the List, available funding based on funding caps (ex. Public Services Cap), eligibility of project for available funding source, and timeframe for completion in relation to the time period available for expending funds.



City of Largo
Agenda Item 5

Meeting Date
06/12/18

Presenter: Lara Khoury, Management Analyst III

Department: RP - Recreation, Parks & Arts

TITLE:

PROPOSAL TO CHANGE THE OPERATION OF THE CAFE AT THE LARGO GOLF COURSE

The concession area at the Largo Golf Course has been contractually operated since 2002. In 2007, after the City completed a major renovation of the golf course, a Request for Proposal was issued and awarded to the vendor who is currently operating the facility as a restaurant in the clubhouse. As staff have observed the concession operations and patron usage over the past few years, they have determined that with minimal investment, the golf course can generate more revenue by operating the concession area instead of renting to an outside vendor, and still meet the needs of the Largo Golf Course patrons.
There are benefits to having the concession operated by staff. First, the patrons will have a seamless experience when they are at the Largo Golf Course. From the time they enter the pro shop to pay for a round of golf, to the time they come back in for a drink after the 18th hole, customers should have the same friendly and welcoming experience. Because the operator of the current cafe is an outside vendor, the customer experience has been disconnected and inconsistent and customers have voiced their discontent with their experience. Satisfied customers return and are more willing to spend their discretionary dollars. Second, staff analyzed the expenses and revenue associated with operating a modified snack and beverage service and determined that net revenue would be greater than the rent payment received by the private concessionaire.
The analysis of needs, expenses and revenue is included on page 2.
(Continued on Page 2)

Budgeted Amount: \$0.00 Budget Page No(s): NA Available Amount: \$0.00 Expenditure Amount: \$0.00

Additional Budgetary Information: Not applicable

Funding Source(s): NA Sufficient Funds Available: Yes/No Budget Amendment Required: Yes/No Source: N/A

City Attorney Reviewed: Yes/No/N/A Advisory Board Recommendation: For/Against/N/A Consistent With: Yes/No/N/A Strategic Plan

Potential Motion/Direction Requested: DOES THE CITY COMMISSION SUPPORT THE CITY OPERATING THE CAFE AT THE LARGO GOLF COURSE IN LIEU OF A CONTRACTED VENDOR?

Staff Contact: Lara Khoury, Management Analyst X5012 lkhoury@largo.com

Attachments: Page 2

Capital and Operating Needs

The major infrastructure for the café already exists. There are some capital improvements and capital purchases that need to be completed to make the area function as proposed. The following is a list of short term items and future items to be considered:

- A walkway/doorway needs to be created, where there is a window currently, to open up the café to the pro shop area. This allows for the pro shop staff to assist more seamlessly.
- Purchase TV's to place in the café
- Purchase refrigerator, freezer, display cooler
- Purchase furnishings to display the sandwiches, snacks and coffee/tea
- Purchase hot dog roller

Operating Needs

- Furnish disposable utensils, cups, napkins, etc.
- Purchase initial inventory
- Contract with vending machine vendor and negotiate a payment agreement
- Lease beverage cart
- Contract with a vendor to provide pre-made sandwiches

Staff recommends the addition of part-time snack bar operators and attendants to work in the cafe for a total of 1.25 FTE and cost of \$29,200. Total estimated cost for the capital, operating, and personnel in the first year is \$100,800, and \$76,500 on an annual basis. Revenue for the first year is estimated at \$144,000. Therefore the net revenue in the first year is \$43,200, whereas the City collects \$13,200 annually for the rent of the cafe space. For subsequent years, estimated net revenue is in excess of \$65,000 annually from this line of business at the golf course. The chart below outlines anticipated revenue and expenses, comparing current operations with proposed operations on an annual basis for the Golf Course Fund. This chart does not include depreciation, it's operating and capital costs vs. revenue to determine cash flow in the Fund. Revenue projections are conservative, but in subsequent years, the gap between expenses and revenue is narrowing and indicating that with the changes in the cafe operations, the golf course will begin to realize a positive cash flow after FY 2020.

	FY 2019 Budget based on Current Operations	Proposed Cafe Operations	FY 2019 budget based on Proposed Cafe	FY 2020 Projected Budget
Expenses				
Personnel	\$490,700	\$29,200	\$519,900	\$540,700
Operating	\$481,000	\$71,600	\$552,600	\$527,600
TOTAL w/o Depreciation	\$971,700	\$100,800	\$1,072,500	\$1,068,300
Revenue				
Green Fees/Carts	\$792,000		\$792,000	\$800,000
Concession/Cafe	\$13,200	\$144,000	\$144,000	\$147,000
Other Revenue	\$97,000		\$97,000	\$98,000
TOTAL	\$902,200		\$1,033,000	\$1,045,000
Net Profit/Loss	-\$69,500	\$43,200	-\$39,500	-\$23,300



City of Largo Agenda Item 6

Meeting Date
06/12/18

Presenter: **Jerald Woloszynski, P.E., Director**

Department: **EN – Engineering Services**

TITLE:

WASTEWATER RECLAMATION FACILITY (WWRF) BIOLOGICAL TREATMENT IMPROVEMENTS PROJECT BRIEFING

This item is to provide the City Commission with a briefing on the FY 2018 Biological Treatment Improvements project and supporting Florida Department of Environmental Project (FDEP) State Revolving Fund (SRF) loan application process.

The project is complimentary to the Headworks and Disinfection WWRF projects and has two main goals:

The first goal is to improve the plant's ability to remove nutrients, specifically nitrogen, from the waste stream. The driver for this goal is the need to reduce the amount of nitrogen that is discharged into Old Tampa Bay, in order to comply with the City's nitrogen load allocation established by the Nitrogen Management Consortium, and as specified in the City's Administrative Order issued by the FDEP.

The second goal is to replace or rehabilitate aging components of the treatment facility that are reaching the end of their useful life and also to raise or harden portions of the treatment system that are susceptible to flood damage and storm surge.

Since the March 20, 2018 staff report for this project, the selection committee convened and ranked the three shortlisted design-build teams on May 17, 2018. Also during this time, City staff have been developing FDEP State Revolving Fund (SRF) eligibility documents. The estimated milestone dates for both the project and the SRF loan are:

- June 19, 2018 – City Commission meeting: design-build team ranking review/approval
- August 8, 2018 – FDEP SRF Executive Board loan eligibility approval
- August 13, 2018 – City staff submit formal SRF loan application to FDEP
- August 21, 2018 - City Commission meeting: construction guaranteed maximum price (GMP) review/award
- April 1, 2019 – Estimated loan approval

(Continued on Page 2)

Budgeted Amount: Budget Page No(s).: Available Amount: Expenditure Amount:

Additional Budgetary Information:

Funding Source(s): Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source:

City Attorney Reviewed: Yes No N/A Advisory Board Recommendation: For Against N/A Consistent With: Yes No N/A

Potential Motion/ Direction Requested:

Staff Contact:

Attachments:

While the total design-build project cost is still subject to value engineering and guaranteed maximum price discussions, City staff have refined the project and SRF support costs estimates. The four major estimated cost components include:

- \$60,270,000 – SRF loan (construction, 10% contingency, owner's allowance, support services)
- \$ 840,000 – Resident Project Representative (construction inspection services)
- \$ 288,000 – SRF loan compliance services
- \$ 70,000 – Non-select design-build team stipends

The design-build project solicitation yielded three proposals, each taking a slightly different approach to lowering the nitrogen in the effluent and recapitalization of the plant. A summary of the three proposals is as follows:

- | | |
|---------|--|
| Kiewit | \$52,615,680 (subject to GMP and VE discussions) <ul style="list-style-type: none">○ strongest nitrogen reduction design○ highest plant safety features○ solid recapitalization of aging plant assets○ excellent maintenance of plant operations during construction○ strong design build team |
| Haskell | \$48,692,789 <ul style="list-style-type: none">○ deep injection well schedule and performance risks○ less emphasis on biological nitrogen reduction |
| Garney | \$44,999,000 <ul style="list-style-type: none">○ did not use government provided nitrogen data○ solid recapitalization of aging plant assets○ good maintenance of plant operations during construction |

The best value ranking of these three teams was based on a scoring criteria providing up to 40 points for the technical approach, 40 points for the project management approach and 20 points for cost. The selection committee reviewed the proposals and met on May 17, 2018 to rank the three firms. The ranking is as follows:

- 1) Kiewit Infrastructure South
- 2) Garney Companies, Inc.
- 3) The Haskell Company