LDDA BOARD OF DIRECTORS AGENDA Thursday, May 16, 2023 • 8:00am City Commission Conference Room (3rd floor)

CALL TO ORDER

CONSENT AGENDA (*)

LDDA BOARD MEETING MINUTES - April 2023; Financial Statements April 2023

New Business

The Squeeze - Lunch Loop Proposal Homeless Coalition of Polk County - Day Center Concept

Old Business

LDDA Audit Services - RFP UPDATE

AUDIENCE

ADJOURN

MISSION: To Improve and Stimulate the Environment for Economic Development in a People-Oriented Downtown Community

Vision Statement: An exceptional Downtown partnering with others to provide a business and residential environment featuring economic opportunity, quality public spaces, and cultural and educational enrichment, all in a diverse, safe and attractive setting.

Michel Kincart

Michel Kincart

Julie Townsend

Michel Kincart

MINUTES : LDDA BOARD OF DIRECTORS MEETING Thursday, April 20, 2023 8:00 AM - City Commission Conference Room

BOARD/STAFF PRESENT: Michael Kincart; Mike Musick; Bretta Christakos; Jeff Donalson; Grant Miller; Julie Townsend, staff

BOARD ABSENT: Eric Belvin; Donna DeStefano **GUESTS:** Brian Rewis; Teresa Maio; Matt Lyons, Valerie Ferrell, Landon Beck, Richard Widick

CALL TO ORDER: 8:07 a.m. Michael Kincart; Chair of LDDA, called the meeting to order.

CONSENT AGENDA: Bretta Christakos moved to approve the consent agenda items Mike Musick seconded the motion. Motion approved 4-0. (*Jeff Donalson had not yet joined the meeting*)

No other actionable items on the agenda. The board members discussed the remaining agenda items. Julie Townsend presented the survey results. The summary of the results was distributed as a document at the board meeting.

Board members discussed the retreat notes which were distributed as part of the agenda packet. After discussion the board members clarified their funding priorities for FY24 which include master planning sidewalk expansions with CRA and public works, removeable bollards for street closures for events, day center support to provide an alternative to loitering in Downtown, The Squeeze – Lunch Loop.

With no more business, the meeting was adjourned at 9:12am.

LDDA Board of Directors' meetings are recorded for transcript purposes. Minutes do not reflect discussions but provide the record of actionable items. Audio files of the meetings are stored at the LDDA office and are available upon request.

The next LDDA Board of Directors meeting will be on Thursday, May 18, 2023, at 8am in the city hall city commission conference room.

Michael Kincart, Chair

Date

Julie Townsend, Executive Director

Date

Budget vs. Actuals: FY2023 2 mill Budget FULL BUDGET

		тс	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE
ncome				
6000 Primary Income				
6100 Tax Receipts	558,785.23	583,262.00	-24,476.77	95.80 %
Total 6000 Primary Income	558,785.23	583,262.00	-24,476.77	95.80 %
6200 Program & Other Income				
6150 Misc Marketing Income	40,418.40	21,800.00	18,618.40	185.41 %
6155 Banner Income	1,650.00	3,000.00	-1,350.00	55.00 %
6300 Investment Income (Money Mkt.)	3,913.83	500.00	3,413.83	782.77 %
6360 Reimbursed Expenses	3,467.76	3,000.00	467.76	115.59 %
6450.18 FAB Grant	13,884.00	10,000.00	3,884.00	138.84 %
6450.19 EBT Electronic Transfer	14,278.08	10,000.00	4,278.08	142.78 %
Total 6200 Program & Other Income	77,612.07	48,300.00	29,312.07	160.69 %
6450 Income-Farmers Curb Market				
6450.11 Shared Marketing Costs	100,181.00	112,000.00	-11,819.00	89.45 %
6450.13 Fundraiser/Sales Gross	865.00	1,000.00	-135.00	86.50 %
6450.14 Merchandise Sales Tax	60.55	200.00	-139.45	30.28 %
6450.15 Special Event Income-DFCM	762.10	5,000.00	-4,237.90	15.24 %
Total 6450 Income-Farmers Curb Market	101,868.65	118,200.00	-16,331.35	86.18 9
6460 Event Income - FF				
6460.10 First Friday Shared Event Costs	69,927.96	68,000.00	1,927.96	102.84 9
6460.20 First Friday Sponsorships	5,500.00	6,000.00	-500.00	91.67 %
6460.40 Other sponsorships - FF		500.00	-500.00	
Total 6460 Event Income - FF	75,427.96	74,500.00	927.96	101.25 %
Total Income	\$813,693.91	\$824,262.00	\$ -10,568.09	98.72 %
GROSS PROFIT	\$813,693.91	\$824,262.00	\$ -10,568.09	98.72 %
Expenses				
, 7000 Event Expenses - FF				
7040 Event Insurance	1,446.16	1,000.00	446.16	144.62 %
7050 Contract event staff	10,236.15	14,000.00	-3,763.85	73.12 %
7060 Workers Comp Ins (contract event)	864.25	1,000.00	-135.75	86.43 %
7065 Event Square Fees	2,826.64	2,000.00	826.64	141.33 9
7070 Entertainment	3,900.00	6,000.00	-2,100.00	65.00 9
7080 FF Graphics & Printing	3,150.80	3,500.00	-349.20	90.02 9
7090 Event Sanitation	1,710.00	2,760.00	-1,050.00	61.96 9
7095 Sponsorships Mktg		6,500.00	-6,500.00	
7100 City of Lakeland Fees - FF				
7100.10 Parking Services	2,516.00	4,000.00	-1,484.00	62.90 %
	2,023.00	2,440.00	-417.00	82.91 9
7100.20 Police Services				
7100.20 Police Services 7100.30 Parks & Recreations Staff	5,940.00	8,000.00	-2,060.00	74.25 %
		8,000.00 14,440.00	-2,060.00 -3,961.00	74.25 % 72.57 %

Budget vs. Actuals: FY2023 2 mill Budget FULL BUDGET

		тс	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8010.17 Salaries Event Admin	4,622.50	7,500.00	-2,877.50	61.63 %
9751 Valet Parking		4,800.00	-4,800.00	
Total 7000 Event Expenses - FF	45,753.25	74,500.00	-28,746.75	61.41 %
8000 Administration & Salaries				
8010 Salaries & Payroll Expenses				
8010.11 Executive Director Salary	60,709.20	89,318.00	-28,608.80	67.97 %
8010.12 LDDA Admn (pka Coordinator)	7,293.58	13,995.00	-6,701.42	52.12 %
8010.13 Payroll Taxes	11,492.92	16,000.00	-4,507.08	71.83 %
8010.19 Other Staff	38,668.43	67,350.00	-28,681.57	57.41 %
8010.20 Other Benefits		7,000.00	-7,000.00	
8011 Marketing Intern	0.00		0.00	
8012 Marketing Staff	13,721.00	23,225.00	-9,504.00	59.08 %
8040 Retirement Expense	1,656.47	4,560.00	-2,903.53	36.33 %
8510 Workers Comp	-124.00	4,500.00	-4,624.00	-2.76 %
Total 8010 Salaries & Payroll Expenses	133,417.60	225,948.00	-92,530.40	59.05 %
8100 General Administration				
8200 Lease	13,163.48	26,400.00	-13,236.52	49.86 %
8210 Utilities	2,374.40	4,000.00	-1,625.60	59.36 %
8250 Postage and Delivery	97.23	250.00	-152.77	38.89 %
8350 Telephone	1,145.82	2,500.00	-1,354.18	45.83 %
8360 Computer Services	3,040.01	3,000.00	40.01	101.33 %
8370 Supplies	1,000.25	1,000.00	0.25	100.03 9
8400 Travel, Meals, Meetings	754.84	1,500.00	-745.16	50.32 %
8500 Insurance - Liability	290.34	500.00	-209.66	58.07 %
8700 Printing and Reproduction	100.00	500.00	-400.00	20.00 %
8750 Legal Advertising		2,200.00	-2,200.00	
8760 Miscellaneous	5,146.21	5,709.00	-562.79	90.14 %
8800 Audit & Reporting		11,000.00	-11,000.00	
8850 Accounting	1,171.25	1,200.00	-28.75	97.60 %
8980 Property Appraiser	4,914.00	6,588.00	-1,674.00	74.59 %
9000 Tax Collector	12,078.70	8,950.00	3,128.70	134.96 %
9050 Memberships & Subscriptions	3,702.04	4,500.00	-797.96	82.27 9
9055 TIF Payments	5,122.78	7,500.00	-2,377.22	68.30 %
Total 8100 General Administration	54,101.35	87,297.00	-33,195.65	61.97 %
8920 Marketing & Development				
8920.15 Downtown Marketing	48,624.24	75,000.00	-26,375.76	64.83 %
8920.16 Development Grants & Incentives		30,000.00	-30,000.00	
8920.21 LDDA web site	500.00	1,000.00	-500.00	50.00 %
9410 Maintenance & Security	3,930.86	143,517.00	-139,586.14	2.74 %
9750 Containers & Beautification	6,380.00	12,000.00	-5,620.00	53.17 %
Total 8920 Marketing & Development	59,435.10	261,517.00	-202,081.90	22.73 %
Total 8000 Administration & Salaries	246,954.05	574,762.00	-327,807.95	42.97 %

Budget vs. Actuals: FY2023 2 mill Budget FULL BUDGET

		тс	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8761 Program & Other Expense				
8765 Banner Installation	1,325.00	3,000.00	-1,675.00	44.17 %
8920.18 Other Event Costs	33,635.78	33,800.00	-164.22	99.51 %
9745.18 EBT Payout	13,043.00	10,000.00	3,043.00	130.43 %
9745.19 FAB payout	13,388.00	10,000.00	3,388.00	133.88 %
Total 8761 Program & Other Expense	61,391.78	56,800.00	4,591.78	108.08 %
9745 Expense-Farmers Curb Market				
8010.14 Salaries DFCM Manager	12,597.63	21,500.00	-8,902.37	58.59 %
8010.16 Salaries DFCM Admin	11,553.60	19,000.00	-7,446.40	60.81 %
9745.10 Management Contracts	10,884.76	19,700.00	-8,815.24	55.25 %
9745.11 Operating Expenses	3,454.54	3,500.00	-45.46	98.70 %
9745.12 Workers Comp (DFCM)	1,014.75	2,200.00	-1,185.25	46.13 %
9745.13 Music/Entertainment	5,300.00	10,000.00	-4,700.00	53.00 %
9745.16 Square Fees	3,460.58	3,500.00	-39.42	98.87 %
9745.20 EFUNDS Fees	627.60	600.00	27.60	104.60 %
9745.21 DFCM marketing	10,409.82	25,000.00	-14,590.18	41.64 %
9745.22 Special Event Expenses	1,336.00	5,000.00	-3,664.00	26.72 %
9745.23 DFCM SNAP Expenses	1,046.56	1,500.00	-453.44	69.77 %
9745.24 Sales Tax	58.94	200.00	-141.06	29.47 %
9745.25 SNAP Booth Admin	3,390.04	6,500.00	-3,109.96	52.15 %
Management Contract	0.00		0.00	
Total 9745 Expense-Farmers Curb Market	65,134.82	118,200.00	-53,065.18	55.11 %
Payroll Expenses				
Wages				
Hourly - Other Staff	0.00		0.00	
Total Wages	0.00		0.00	
Total Payroll Expenses	0.00		0.00	
Reimbursements				
Reimbursement	-1,035.84		-1,035.84	
Retro Pay	1,035.84		1,035.84	
Total Reimbursements	0.00		0.00	
Total Expenses	\$419,233.90	\$824,262.00	\$ -405,028.10	50.86 %
NET OPERATING INCOME	\$394,460.01	\$0.00	\$394,460.01	0.00%
Other Income				
6940 Restricted Accounts				
6950.50 Restricted AOP Funds		58,000.00	-58,000.00	
Total 6940 Restricted Accounts		58,000.00	-58,000.00	
6950 Unappropriated Surplus Funds		510,171.00	-510,171.00	
6950.10 Surplus Grant & Incentives		130,081.00	-130,081.00	
6950.20 Surplus Maintenance & Security		4,980.00	-4,980.00	
6950.30 Surplus Marketing		49,993.00	-49,993.00	

Budget vs. Actuals: FY2023 2 mill Budget FULL BUDGET

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6950.40 Surplus Farmers Market (SMC)		51,154.00	-51,154.00	
6950.65 Surplus Valet		34,405.00	-34,405.00	
6950.66 Surplus First Friday		21,466.00	-21,466.00	
Total 6950 Unappropriated Surplus Funds		802,250.00	-802,250.00	
Total Other Income	\$0.00	\$860,250.00	\$ -860,250.00	0.00%
NET OTHER INCOME	\$0.00	\$860,250.00	\$ -860,250.00	0.00 %
NET INCOME	\$394,460.01	\$860,250.00	\$ -465,789.99	45.85 %

\$65,968.00	get	posed bud	Total Cost for proposed budget		
\$864.00	48	\$18.00		\$18.00	<u>ONE-TIME COST</u> Operator Training
\$1,252.00	Cost per week	_			
\$190.00				\$190.00	<mark>FUEL COSTS</mark> 50 gallons @\$3.80/gallon
\$504.00 \$558.00 \$1.062.00	24 12	\$21.00 \$46.50	\$16.50	\$21.00 \$30.00	Operators Supervisors
Total Cost	Hours	Total Hrly Rt	<u>Fringe</u>	Hrly rate	LABOR COSTS
	2 1	12 12	3.0 3.0	4.0 4.0	Operators Supervisors
	#of People	Total Hours per Person	Days per Week	Daily Hours	LABOR HOURS
	days	, and Fri	Wednesdays, Thursdays, and Fridays	dnesdays,	We
		ERVICI	LUNCH SQUEEZE SERVICE	LUNCH S	
	30a-2:30p	Friday - 10:	Lunch Service - Wednesday, Thursday, Friday - 10:30a-2:30p	rvice - Wednes	Lunch Se
	District ^{1dget}	ansit Di Year Bud	Lakeland Area Mass Transit District Additional Current Fiscal Year Budget	land Are a Iditional Cu	Lake Ad

SOLID BASE DAY CENTER PROPOSAL

HOMELESS COALITION OF POLK COUNTY, INC.

PREPARED FOR :

MAYOR BILL MUTZ

WWW.POLKHOMELESS.ORG

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ABOUT US

The Homeless Coalition of Polk County, Inc.'s (HCPC) purpose is to lead in collaboration with other agencies, as well as the Polk County CoC, or Continuum of Care, to develop and provide innovative solutions that make homelessness rare, brief, and nonrecurring in Polk County.

The CoC is the local planning body that coordinates housing, services, and funding for homeless individuals and families or those that are at risk of homelessness. The CoC is made up of non-profit homeless providers, victim service providers, faith-based organizations, government agencies and officials, business and community leaders, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and formerly homeless individuals, families, and Veterans.

Our responsibilities include: assessing and prioritizing individuals who are homeless or at risk of homelessness and providing referrals to direct service providers, operating the Homeless Management Information System (HMIS), planning for the CoC, submitting the collaborative application for HUD program funds, and monitoring HUD grant recipients.

The collaboration with a wide range of partners engages and mobilizes systems of care on local, regional, and national level to develop effective prevention and intervention services for people homeless or at risk of homelessness.

WWW.POLKHOMELESS.ORG

Community Needs and Challenges



Downtown Business Owners Safety and Support

In search of answers, business owners have grown increasingly frustrated with instances of encroachment, and in some cases, menacing and frightening behavior. While all offenders may not be related to Lakeland's homeless population, data shows an increasing number of individuals experiencing homelessness frequent the downtown area.

Unsanctioned Park "Feedings"

Although nearby business owners agree feeding the hungry is charitable, doing so without following proper protocol exacerbates community challenges in serving the homeless. Issues include clean-up, lack of restrooms, and blatant disregard for City regulations.





Lack of Shelter Availability During Daytime Hours

Overnight shelters operate between the hours of 6pm-6am, with individuals typically lining up for their evening stay beginning at 4pm. Due to the restricted hours, shelter guests are left with a myriad of unmet needs during much of the day.

Mission and Vision

Solid Base Day Center is a comprehensive day services center and a place for community, dignity, and hope in a warm and welcoming environment. We will strive to make each day better and safer for our clients and community by providing a variety of critical services that promote stability and support self-reliance for individuals who are experiencing homelessness; especially considering the recent trends of an increase in clients age 60 and older, many of which suffer from multiple health challenges.





Mission

A dual commitment to housing and service solutions that cultivate self-sufficiency and end homelessness in a way that best supports our City.



Vision

Solid Base Day Center is a place where individuals in need can find respite, nourishment, and support services that include: structured activities, individualized case management, housing assistance, medical care, government benefits, emergency food and clothing, and socialization so that they no longer have to wander the streets during day hours.

PROGRAM OVERVIEW

Solid Base Day Center will serve dual purposes:

(1) The day center will be a concentrated, coordinated centralized system of care not tied to any one service provider, but rather connected to the entire system of care in our community.(2) The day center will serve as the main office for the Homeless Coalition of Polk County, Inc.

As the lead agency for the CoC, HCPC already guides other nonprofit service providers to collaborate and meet the immediate needs of our homeless community. All members of the CoC currently utilize the Homeless Information Management System and attend monthly partner meetings, which help to preserve an environment of open communication and coordinated care.

HCPC and the day center will work in tandem to provide immediate and specialized support for the members of our community that remain unhoused. We wish to maintain a welcoming, lowbarrier-to-entry campus while at the same time adequately addressing the realities of homeless services and crisis care. Our goal is to more efficiently address the needs of the community through diversion, direct on-site services, and rapid rehousing solutions.

Our goals will be accomplished by leveraging current partnerships with homeless service providers, community businesses, and healthcare organizations.

Program Goals



#<u>1 Availability/Accessibility</u>:

Solid Base Day Center will encourage and is open to:

- Critical populations who are homeless and (1) are older, (2) frequent Downtown Lakeland, and/or (3) benefit from close proximity to nighttime shelters, (including those who have been trespassed from local shelters)
- Organizations who want to serve the homeless, including those who need a location to conduct "feedings"
- Direct service providers and outreach teams from a variety of organizations, allowing clients to feel welcome in an environment that is not tied to one specific agency

#2 Sustainability:

Activities will be aimed to provide long-term improvement in downtown communities and neighborhoods in Lakeland, FL. We will help improve viability by providing benefits to persons experiencing homelessness and increasing the individuals' productivity, resulting in sustained communities and neighborhoods.

Day Center Program

Housing



Our clients have access to the Coordinated Entry System, which is a comprehensive approach to navigating, supporting, stabilizing, and assisting individuals and families who are homeless or at risk of becoming homeless.

Services



Solid Base Day Center is the hub for day services in Lakeland, FL, and with the collaboration of local partners, agencies and major health providers, offer individualized assistance to our clients.Our service model is rooted in promoting stability and self-reliance for individuals who are experiencing homelessness. The program also focuses on building trust for those who need a safe place, increasing awareness of our services, as well as determining the changing needs of our clients.

Food



Our food program serves our at-risk community by partnering with local organizations who focus on outreach. Additionally, we hope to offer supplemental pantry bags to increase health and wellness for food insecure families, as well as educational meal kits with recipes to educate participants on proper food storage and food safety tips.



Education

Our service model supports continuous life learning to our clients, as well as the education of hard skills such as interviewing, job search, computer skills, and effective communication. Lastly, we are always learning as an organization with our community members, inviting experts to teach us about advocacy, unconscious bias, diversity, inclusion and belonging.

Day Center Services

Solid Base Day Center is a coordinated, concentrated network of service providers that follow national best practices to provide day services to individuals in need. While guests are always invited to just drop in to socialize with peers, the can also access:

Weekly Service Opportunities



- Diversion Case Management
- Coordinated Entry Access System •
- Low Barrier Entry Protocols
- Electronic Document Storage •
- Housing Assistance
- Legal Services
- Access to Medical/Mental Health Services
- Benefits Assistance (apply for health ins., food stamps, etc.)
 Coordinated Meals and Outreach Activities
- Clothing Assistance & Hygiene SuppliesPersonal Grooming Care

- Laundry ServicesPhone Charging/Phone Access
- Mail Services
- Personal Item Storage
- Hospitality & Respite
- Restrooms
- Life Skills (Financial Workshops, AA, Tenant Readiness, Job Readiness, etc.)
- Document Print/Copy/Scan Center
- Pet Care •



Long-Term Goals

- Shower Availability
- Nurse Volunteer (and medical referral service)
- Work/Volunteer Opportunities for Clients ٠
- Commercial Kitchen

A day center open during hours when other service providers are operating is essential to provide faster access to much need benefits and housing and thus enable clients guicker departures from homelessness.

Program Outcomes

The City of Lakeland can expect direct benefits from Solid Base Day Center and the Homeless Coalition of Polk County, Inc..

- A reduction in crime in Downtown Lakeland has been evidenced in other communities with day services.
- A reduction in panhandling in the Downtown area. While the opening of a day center services program will not eliminate panhandling, it will have an impact. Panhandling is as much a product of drug addiction and use as it is homelessness.
- An increase in the number of Lakeland residents touched by the overall Coordinated Entry System.
- An increase in the number of agencies and organizations using HMIS.
- A significant step towards chronic individuals, families, and veterans exiting homelessness and into housing.
- Polk County's first fully comprehensive day center and an example to showcase to the other cities around Polk County, other communities in Central Florida, and outside the state as a best practice.
- A significant jewel in the Polk County area welcoming volunteers, families, corporations, houses of faith, and other direct service opportunities in a professional and outcomes focused manner.



Budget

Proposed Budget 2023

The proposed budget includes the cost of staff who will be needed to operate the day center. Also included are the costs to upgrade and operate the facility in a manner that is safe and efficient.

Expense	Amount
Director	\$45,000
Support Staff	\$35,000
Operational Expenses	\$10,000
Facilities Upgrades	\$10,000
Rent	\$36,000
TOTAL	\$136,000

Financial Outlook

The proposed budget lists expenses HCPC deems critical to the operation of the day center. Even so, HCPC is open to feedback and/or discussion regarding financial accessibility from the perspective of the City of Lakeland. Solid Base Day Center will take pressure off of the local community in accommodating homeless individuals in public spaces. Still, involvement of local leadership in the planning process is critical and essential. The overall goal of more efficient diversion and faster access to muchneeded services in addition to providing a safe place for clients to stay during the day will not only benefit those who have lost their homes but also those of us who enjoy a home to return to each night.



CONTACT US FOR FURTHER INQUIRIES

www.PolkHomeless.org Bridget@polkhomeless.org 863-687-8386 x 1002