Citizen Advisory Committee
South St. Petersburg Community Redevelopment Area

March 2, 2021, at 5:00 p.m.
City Council Chambers, 175 5th Street North

I. Citizen Advisory Committee and Staff Introductions

II. Approval of December 1, 2020, and February 2, 2021, CAC Meeting Minutes (Vote)

III. Select Priority Commercial Corridors for 2021 Grant Review Criteria (Vote on three [3] in order of priority 30 pts for #1, 15 pts for #2 and 5 pts for #3)
   a. Dr. Martin L. King, Jr. Street South (Administration Priority #3)
   b. 16th Street South (Administration Priority #1)
   c. 22nd Street South
   d. 34th Street
   e. 49th Street
   f. Central Avenue Corridor
   g. 5th Avenue South
   h. 18th Avenue South (Administration Priority #2)

IV. Overview of Commercial Matching Grant Programs and Process (Presentation)
   a. Commercial Site Improvement and Commercial Building Interior Grant Programs
   b. Eligible/Ineligible Projects and Disqualifying Criteria
   c. Grant Application submittal requirements
   d. Grant Review Committee
   e. Grant Scoring and Evaluation System (see sample application)
   f. Post-Award Grant Agreement Process

V. Draft Community Benefit Agreement (Information)

VI. Public Comment and Correspondence (3 minutes per speaker)

VI. New Business

VII. Next Regular Meeting – April 6, 2021

VIII. 2021 Regular Meeting Dates

| January 5 | February 2 | March 2 |
| April 6   | May 4      | June 1  |
| July 6    | August 3   | September 7 |
| October 5 | November 2 | December 7 |

IX. Four Hours of Required Ethics Training (Reminder)

X. Adjourn
The meeting was called to order at 5:02 p.m., a quorum was not present.

I. Citizens Advisory Committee and Staff Introductions
Introductions were made by each Committee Member and City Staff.

II. Approval of October 27th CAC Meeting Minutes (Vote)
A quorum was not present, voting was postponed to next CAC meeting.

III. Overview of Deuces Rising Project (Information)
Rob Gerdes presented a Power Point on the Vision of the Deuces Rising project formerly Commerce Park project. Then Alan DeLisle followed up with more details with both Rob Gerdes and Alan DeLisle answering questions.

IV. Overview of CRA Workforce Development Contract with St. Petersburg College (Information)
Rick Smith presented a brief Power Point on the new CRA Workforce contract with St. Petersburg College and answered questions from the committee.
V. Public Comment and Correspondence (3 minutes per speaker)
No public comment.

VI. New Business
No new business.

VII. Next Regular Meeting – January 5, 2021

VIII. 2021 Regular Meeting Dates

<table>
<thead>
<tr>
<th>January 5</th>
<th>February 2</th>
<th>March 2</th>
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<tr>
<td>April 6</td>
<td>May 4</td>
<td>June 1</td>
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<td>July 6</td>
<td>August 3</td>
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<tr>
<td>October 5</td>
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<td>December 7</td>
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IX. Four Hours of Required Ethics Training (Reminder)
Anthony Chan mentioned there are several CAC members who he followed up on their status and that everyone was scheduled to complete their training by the end of the year.

X. Adjourn
With no further items to come before the Committee, the meeting was adjourned at 5:51pm.
The meeting was called to order at 5:08 p.m., a quorum was not present.

I. Citizen Advisory Committee and Staff Introductions

Introductions were made by each Committee Member and City Staff member.

II. Approval of December 1, 2020, CAC Meeting Minutes (Vote)

A quorum was not present, voting was postponed to next CAC meeting.

III. Recommendation on CRA Incentive of up to $386,000 for 10-unit Development at 1100 block of 16th Street South (Vote)

A quorum was not present, voting was postponed to next CAC meeting.

IV. Update on 2020 CRA Commercial Matching Grant Cycle

Rick Smith gave an update on 2020 Grant cycle.

V. Update on 2021 CRA Commercial Matching Grant Program
Rick Smith spoke briefly about the 2021 Grant cycle.

VI. Appointment of Four CAC Members to Grant Review Committee (Vote)

A quorum was not present, voting was postponed to next CAC meeting.

VII. Priority Commercial Corridors for Grant Review Criteria (Vote on 3 in order of priority)

a. Dr. Martin L. King, Jr. Street South (Administration Priority #3)
b. 16th Street South (Administration Priority #1)
c. 22nd Street South
d. 34th Street
e. 49th Street
f. Central Avenue Corridor
g. 5th Avenue South
h. 18th Avenue South (Administration Priority #2)

A quorum was not present, voting was postponed to next CAC meeting.

VIII. Update on January 15, 2021 Responses to Tropicana Field RFP (Information)

Alan DeLisle gave a summary of the RFP and its responses then answered questions.

IX. Public Comment and Correspondence (3 minutes per speaker)

Veatrice Farrell gave updates on current events for 22nd St Deuces Live for the month of February.

XI. New Business

XII. Next Regular Meeting – March 2, 2021

XIII. 2021 Regular Meeting Dates

| January 5 | February 2 | March 2 |
| April 6   | May 4      | June 1  |
| July 6    | August 3   | September 7 |
| October 5 | November 2 | December 7 |

XIV. Four Hours of Required Ethics Training (Reminder)

XV. Adjourn

With no further items to come before the Committee, the meeting was adjourned at 5:30pm
South St. Petersburg CRA Grant Workshop

Anthony Chan
Economic Development Specialist
Economic and Workforce Development Dept.
tony.chan@stpete.org
(727) 551-3279

Overview
CRA Programs
Completing The Application
Grant Scoring and Evaluation System
The CRA programs briefly described below are the primary vehicles by which the City reinvests TIF to alleviate poverty and blight in South St. Petersburg. The revitalization strategy for the South St. Petersburg rests on a “three-pillar foundation” of Housing and Neighborhood Revitalization, Commercial Corridor Revitalization and Business Development and Education, Job Readiness and Workforce Development.

With these new and amended CRA programs, the City can begin investing in each component of the “Three Pillars” to reduce poverty and alleviate blight in South St. Petersburg. These programs are:

1. Housing and Neighborhood Revitalization Programs
2. Commercial Corridor Revitalization and Business Development Programs
3. Education, Job Readiness and Workforce Development Programs

**Housing and Neighborhood Revitalization**

- **Single-family Façade Improvement Grant Program** provides CRA funding to income-eligible owner-occupants of single-family homes to upgrade and refresh the exterior of their properties.
- **Affordable Single-family Homeownership Program** provides CRA funding to support affordable homeownership for income-eligible households such as Purchasing Assistance, Rehabilitation Assistance and Barrier Free Grant/Loan
- **Affordable Multifamily Housing Development Program** provides an annual tiered incentive to developers to construct new affordable multifamily housing
- **Affordable Residential Property Improvement Grant Program** can be used as a rebate for exterior and/or interior improvements on affordable residential housing
- **Paint Your Heart Out Program** provides CRA funding to the City’s Neighborhood Team to help property owners in targeted areas of the CRA refurbish and refresh the exterior of their properties.
For more information on CRA Housing programs contact:

George Smith
Economic Development Coordinator
Economic and Workforce Development Dept.
George.smith@stpete.org
(727) 892-5210

Commercial Corridor & Business Development
South St. Petersburg CRA

- **Commercial Site Improvement Grant** provides matching grants (Up to $20,000) to commercial property owners that upgrade their building façades, landscaping, lighting, loading and service areas and other exterior features of their sites visible from the ROW.

- **Commercial Building Interior And Tenant Improvement Grant** provides matching grants (Up to $20,000) to commercial property owners for interior upgrades with a focus on projects remedying degraded building systems and extending economic viability.

- **Redevelopment Microfund Program** provides funding (Up to $5,000) to small businesses within the South St. Petersburg CRA in exchange for their successful completion of a business curriculum administered by The Greenhouse.
For more information on the CRA Microfund program contact:

Tracey Smith  
Economic Development Coordinator  
Economic and Workforce Development Dept.  
Tracey.smith@stpete.org  
(727) 893-7095

Education, Job Readiness & Workforce Development  
South St. Petersburg CRA

- **Workforce Readiness And Development Program** provides annual funding to accredited educational and job training providers to prepare CRA residents for job opportunities with St. Petersburg jobs through training, education and job placement.
- **Early Childhood Education** provides funding for several initiatives to support the development of childhood learning before entering public schools.
  - Capacity building for Family Child Care Homes (Up to $10,000)  
  - Academy for Business in Child Care Development (Up to $10,000)  
  - Scholarships  
- **Teen Job Readiness And Entrepreneurial Development (Youth Farm)** will leverage investments in existing programs while expanding capacity to provide workforce development and entrepreneurship opportunities for economically challenged youth between the ages of 14 and 21 years.
Grant Program Overview

South St. Petersburg CRA

- Grant provides funding for building facades, landscaping, lighting, loading and service areas and other visible exterior features.
- Site improvement features such as landscaping, fencing, parking lots, lighting, dumpster enclosures and buffer walls do not collectively exceed more than 25 percent of the eligible project costs.
- Fund interior upgrades focused on remedying degraded structure and extending its economic life i.e. Plumbing, Electrical and Roof.
- Projects costing $1,000 or less are not eligible.
- Matching grant up to $20,000 on a 1-1 ratio; $40,000 for landmark*
- Priority given to Dr Martin Luther King Jr. St, 18th Ave S, 16 St South.
- County, City or a combination of both TIF contributions apply.

*Historical landmarks as determined by Urban Planning and Historical Preservation. Designation must be in place at time of submittal to qualify for additional funds.

Grant Bonuses

South St. Petersburg CRA

- Project completion bonus for “SBE” and “Grow Smarter” up to $5,000 each.
- Tier SBE bonus incentive to prioritize 1) CRA and 2) St. Petersburg SBEs.
- City contribution to a project does not exceed 50 percent of total project costs.
- Historic preservation bonus is only awarded for work on the historic portion of the property.
- Awarding bonus(es) is per property, not per application.
Bridge Loans
South St. Petersburg CRA

We are currently partnered with The Tampa Bay Black Business Investment Corporation that complements and go above and beyond the resources in the CRA funding process for business financing. Below is the contact information for our main contact.

Tampa Bay Black Business Investment Corporation
Brent Everett, (813) 425-2043
beverett@tampabaybbic.com

Grant Program Key Dates
South St. Petersburg CRA

- Grant Applications will be available online by March 29th at http://www.stpete.org/city_departments/place-based_opportunities.php
- The City will begin accepting online applications on March 29th
- The deadline for online application submission is 5:00pm April 9th
- The City is going Green! To reduce and prevent waste, The City will only accept online submissions.
- The Grant Review Committee will do the final grant scoring in early Summer at City Hall located at: 175 5th St N, St Petersburg FL 33701
- City Council takes action on approved grants 30 days after Grant Review meeting.
Disqualifying Criteria
South St. Petersburg CRA

- These Criteria may make you ineligible for funding*
- Code enforcement liens over $2,500
- Special assessment liens over $500
- Pending judgment or foreclosure
- Felony conviction for financial mismanagement within the last five years
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance

*This applies to all grant matching programs

Commercial Site Improvement: Eligible Improvements
South St. Petersburg CRA

- Exterior painting, re-siding, and/or cleaning
- Masonry repairs
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of significant architectural details or removal of materials that cover said architectural details
- Landscaping, fencing and buffer walls
- Installation or repair of exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity
- Awnings and canopies installation or repair
- Doors and windows
- Roof repairs that attach to a new or renovated façade
- Exterior lighting
- Demolition of obsolete accessory structures
- Window and cornice flashing and repair
- Architectural and engineering fees (not to exceed 10% of total funding request)
Commercial Site Improvement: Ineligible Improvements

- Installation of aluminum or vinyl siding
- Work performed by an unlicensed contractor
- Permitting and development review fees
- Improvements performed prior to approval of the TIF application
- New building construction
- Reducing or enclosing existing storefront windows
- Improvements to buildings and site improvements constructed within the last 5 years
- Equipment, mechanical and HVAC systems
- Minor roof repairs (other than those portions that directly attach to a new or renovated façade)
- Security systems (including metal roll down gates, window bars, cameras)
- Any interior work
- Any improvements not visible from the public right-of-way
- Improvements in progress or completed prior to preliminary approval
- Routine maintenance
- Improvements to buildings solely used for residences

Building Interior & Tenant Improvement: Eligible Improvements

- Fixed capital equipment at a minimum cost of $3,000 to include stationary equipment such as kitchen equipment
- Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)
- Room/space reconfiguration, wall relocations
- Plumbing and electrical
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Electronic security systems
- Remediation of environmental contamination on the interior of the building such as lead or asbestos
- Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project cost
- Partial demolition of interior spaces made necessary for renovation or expansion
Building Interior & Tenant Improvement: Ineligible Improvements
South St. Petersburg CRA

- Work performed by an unlicensed contractor
- Any exterior work not made necessary by interior improvements (i.e., windows, air handlers, roofing systems)
- Routine maintenance
- Improvements in progress or completed prior to preliminary approval
- Painting when not associated with other improvements
- New building construction (additions to existing structures are permitted)
- Any improvements to secondary or accessory buildings (i.e., garages, sheds, garage apartments, carports)
- Improvements to any building primarily used for residences, including those in mixed-use projects, which is defined as more than 50 percent of the building in residential use. (Commercial space associated with mixed use projects is eligible for funding)
- Improvements made to secondary or accessory buildings on the property
- Improvements to buildings constructed within the last 5 years
- Demolitions of more than 50 percent of existing building square footage

Submitting a CRA Grant Online Application
Required Documents & Information
South St. Petersburg CRA

Have items listed below are to be submitted together and in order per the list below to the Economic & Workforce Development. To be considered for a Grant(s) application must include:

- Completed and signed application form (Digital Signature)
- Nonrefundable $35 application fee paid in check or money order (Make payable to: “City of St Petersburg”) and sent to: City of St Pete/Att: Economic & Workforce Development/1 4th St N, St. Petersburg, FL 33701
- There will be criminal background checks required on each signer of the application, including property owners that are not the business owner. This would also include background checks per officer for those applications where the property and/or business owner is held by an LLC or other corporate ownership.
- If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved
- Detailed cost estimates of work by input (labor, materials, etc.) and project component (signage, landscaping, painting, carpentry, etc.)
- Copy of current business tax certificate

Commercial Matching Grant Required Documents
South St. Petersburg CRA

Items listed below are to be submitted together and in order per the list below to the Economic & Workforce Development. To be considered for a Grant(s) application must include:*  

- Documentation of property ownership or written consent from property owner giving permission to conduct the identified improvements*
- Legal description and survey of project site
- Use must be consistent with the City’s land development regulations
- Digital photographs of existing conditions of the project site on a Flash/Jump drive
- Written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the Grant.
- Confirmation that mortgage, property insurance and property tax payments are current and in good standing

*Failure to provide required information will delay the review and/or approval process.
Grant Application: Project Information
South St. Petersburg CRA

<table>
<thead>
<tr>
<th>Date</th>
<th>Project Address(es)</th>
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<tbody>
<tr>
<td>Zoning</td>
<td>Parcel ID(s)</td>
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<tr>
<td>Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed use with Residential)</td>
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<tr>
<td>Propose Building Use</td>
<td></td>
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<tr>
<td>Funding Amount Applying for</td>
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<tr>
<td>Use of Funding Proceeds (provide attachment of detailed cost breakdown)</td>
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<tr>
<td>Labor</td>
<td>Supplies/Materials</td>
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<tr>
<td>Equipment</td>
<td>Architectural/Engineering</td>
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<tr>
<td>Other (define)</td>
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<tr>
<td>Estimated Private Capital Investment (provide attachment of detailed investment)</td>
<td></td>
</tr>
<tr>
<td>Total Number of Jobs Created and/or Retained</td>
<td></td>
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<tr>
<td>Total Building Size (sf)</td>
<td>Size of Commercial Area (sf)</td>
</tr>
<tr>
<td>Project Description (attach any drawings and/or detailed written description as necessary)</td>
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</tr>
</tbody>
</table>

Grant Application: Applicant Information
South St. Petersburg CRA

<table>
<thead>
<tr>
<th>Legal Name of Business</th>
<th>DBA (if applicable)</th>
<th>Tax I.D. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Place of Business Address (not P.O. Box)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Date Business Est</td>
<td>Business Industry (provide NAICS code if available)</td>
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<tr>
<td>Ownership Type (select one)</td>
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<tr>
<td>C-Corp.</td>
<td>LLC</td>
<td>Sole Proprietorship</td>
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<tr>
<td>S-Corp.</td>
<td>Partnership</td>
<td></td>
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<tr>
<td>Business Email</td>
<td>Bus. Website</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (if different)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
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<tr>
<td>Key Contact Name</td>
<td>Key Contact Cell</td>
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<tr>
<td>Key Contact Email</td>
<td>Bus. Telephone</td>
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</table>
### Grant Application: Applicant Information

South St. Petersburg CRA

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Has applicant ever declared bankruptcy or had any judgments, repossessions, or garnishments filed against them?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are there any pending actions regarding bankruptcy, judgments, repossessions or garnishments?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any tax obligations, including payroll, business or real estate taxes, or past due?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any mortgage payments three months or more in arrears?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the applicant, partners, or interest in the application been convicted of a felony for financial mismanagement within the last five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are property insurance payments late or unpaid?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are there code enforcement liens of more than $2,500 on the project site?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are there special assessment liens of more than $500 on the project site?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any tax obligations, including payroll, business or real estate taxes, past due?</td>
<td>Yes</td>
<td>No</td>
</tr>
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### Application Certification and Signatures

South St. Petersburg CRA

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Applicant Signature</td>
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<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Owner Authorization</td>
<td></td>
</tr>
<tr>
<td>As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.</td>
<td></td>
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<tr>
<td>Property Address(es)</td>
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<tr>
<td>Property Identification Number(s)</td>
<td></td>
</tr>
<tr>
<td>Owner Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Print Name</td>
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</table>
The Grant Review Committee will use “CRA Grant Scoring and Evaluation System” to evaluate and rank applications according to their consistency with the primary goals and objectives of the South St Petersburg Redevelopment Plan, which is to remedy physical and social contributors to blight and poverty in the CRA.

1. Applications received by April 9th 2021
2. City staff does preliminary scoring report, submits to GRC May 14th 2021
3. Grant Review Committee meets for final scoring TBA
4. City Council takes action on approved grants on TBA
5. City staff begins executing agreements with Grant awardees TBA
The Grant Review Committee will use “CRA Grant Scoring and Evaluation System” to evaluate and rank applications according to their consistency with the primary goals and objectives of the South St. Petersburg Redevelopment Plan, which is to remedy physical and social contributors to blight and poverty in the CRA.

- The GRC is made up of City Councilmembers from districts 5, 6 and 7 as well as four members of the Citizen Advisory Committee for the South St. Petersburg CRA.
- The GRC will be meeting in May, the meeting will begin at 8:30 a.m. An agenda will be published that indicates the order in which your application will be heard.
- Grant applicants will be notified of any change to the date, time or venue.

There are 8 components that go into the ranking and scoring of the applications:

- Blight Removal and Codes
- Corridor Revitalization
- Business Development
- Environment And Sustainability
- Education, Job Readiness And Workforce Development
- Affordable Housing
- Rehabilitate Multifamily Units
- Maintain/Improve Neighborhood Character and Identity
Aesthetics, Blight Removal & Code Compliance
South St. Petersburg CRA

- Aesthetics, Blight Removal & Code Compliance component adds up to **120 points**
- Project will provide improvements on street-facing elevation of building. These can include storefront windows, painting, lighting, doors, etc. – **5 points**
- Project will remedy building and/or fire code violations identified by City’s Codes Compliance Department and Fire Department. – **10 Points**
- Project will rehabilitate and return to service structure(s) deemed vacant and boarded by Codes Compliance Dept. – **10 points**
- Replaces nonconforming/grandfathered use with one permitted by City ordinances – **10 points**
- Proposed work will involve updating/upgrading electrical equipment, including new service box. – **10 points**
- Proposed work will replace Heating, Ventilation and Air Conditioning (HVAC) equipment. (Add 5 points for replacing ductwork) – **10 points**
- Proposed work will involve replacement of plumbing fixtures and lines. – **10 Points**

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Aesthetics, Blight Removal & Code Compliance
South St. Petersburg CRA

- Proposed work will involve structural stabilization and/or repairs to walls, foundations, or roof structure (including complete roof replacement – no roof-overs). – **10 Points**
- Project will improve handicapped accessibility by adding ramp, widening entrances, and/or providing an enhanced parking space (resurfacing and striping, landscaping, or relocation). – **5 Points**
- Proposed work is on the historic features of a locally designated historic landmark. – **20 Points**
- Applicant has taken at least one class at the City’s Greenhouse, not including CRA grant workshop, since 2019. (For applications with more than one applicant, only the attendance of one shall count toward this criterion. In addition, applicants submitting multiple applications will only receive points for attendance for one application) – **5 Points/Class** (Max 15 points)
- Applicant(s) has used a contractor certified with the City’s Small Business Enterprise program for the grant application’s construction estimates. – **5 Points**
Local Investment and Financial Character
South St. Petersburg CRA

- Local Investment and Financial Character component scores up to **30 points**.
- Extent of prior private investment by applicant in South St. Petersburg CRA within the last 5 years without City assistance. Includes investment in construction and construction equipment, which must be documented with submission of invoices and receipts and construction value information from Construction Services. **3-10 Points**
  - $10,000 to $25,000 – 3 points
  - $25,001 to $50,000 – 5 points
  - $50,001 to $75,000 – 7 points
  - $75,001+ – 10 points
- Property has not been awarded CRA grant funding in the prior three grant cycles. **-10 Points**

Local Investment and Financial Character
South St. Petersburg CRA

- Property is submitting only one commercial matching grant application in FY2020 grant cycle. **-10 Points**
- Property has been awarded CRA grant funding in the prior three grant cycles. **-5 points/award**
- Applicant failed to submit a complete application and or in incorrect order at the application deadline. **-15 Points**
- has code enforcement liens on property subject to grant in excess of $2,500 **-10-0 Points**
- has special assessment liens on property subject to grant over $500. **-10-0 Points**
- has mortgage payments three months in arrears on property subject to grant. **-10-0 Points**
- has unpaid property taxes on property subject to grant. **-10-0 Points**
- has unpaid property insurance on property subject to grant. **-10-0 Points**
**Project Location**
South St. Petersburg CRA

- Project Location component scores up to **55 points**
- Project is located along a Priority Commercial Corridor selected by the CAC. For the FY2021 grant cycle, the Commercial Corridor eligible for designation as “Priority” are:

  1. Dr. Martin Luther King, Jr. St. South -
  2. 18th Avenue South (east of 34th Street South) -
  3. 16th Street South -

In years when multiple commercial corridors are identified as priorities, they will be ranked and scored as follows: First = 30 points; Second = 15 points; and Third = 5 points.

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**Major Commercial Corridors**
South St. Petersburg CRA
Priority Corridor: Dr Martin Luther King Jr St – 30 Points
South St. Petersburg CRA

Priority Corridor: 18th Ave South – 15 Points
South St. Petersburg CRA
Priority Corridor: 16th St South – 5 Points
South St. Petersburg CRA

Project Location
South St. Petersburg CRA

- Project will revitalize a property identified as an actual source of contamination by the City’s Brownfields Assessment Grant survey that will be conducted in the CRA through 2020. – 10 Points
- Project is located within Deuces Live or Grand Central Florida Main Street Districts. – 5 Points
- Project is located on same block and/or block face as a project completed since December 2018 or with an approved building permit, both in excess of $10,000 – 5 Points
- Project is located at the intersection of arterial and/or collector roadways as identified by the City’s Official Street map. – 5 Points
Sustainability and Green Building Practices
South St. Petersburg CRA

• Sustainability and Green Building Practices component scores up to **15 points**
• Project has had a free energy assessment from Duke Energy and will implement at least one recommendation. – **5 Points**
• Project will incorporate energy efficient practices including energy efficient interior and exterior lighting where applicable. – **5 Points**
• Project will use water conservation programs and practices like low flow toilets/fixtures, free water-efficient spray valves for restaurants, and other high efficiency appliances such as Energy Star. – **5 Points**

Project Use
South St. Petersburg CRA

• Project Use component may score up to **90 points**
• Project will add new commercial or industrial space, either through a change of use or a new addition
  
  Up to 2,500 SF – **5 points**  
  2,500 to 5,000 SF – **7 points**  
  >5,000 SF – **10 points**

• Project will enable shared parking facilities along a Primary Commercial Corridor in the CRA. (Allows other employees or customers to park.) – **10 Points**
• Project will renovate a “non-chain” commercial use for which there are no other establishments in Pinellas County. – **10 Points**
• Project will continue or allow occupancy of a building by a targeted industry user identified in the Grow Smarter Strategy - **10 Points**
Project Use
South St. Petersburg CRA

• Project will enable a nonconforming use to continue. – (-) 20 – 0 Points
• Project will enable a grandfathered use to continue. – (-) 5-0 Points
• Project will adaptively reuse/redevelop old motel complexes in the CRA. – 10 Points
• Applicant(s) is an owner-occupied business that has been in business within the CRA for two or more years as of April 1, 2021. – 15 Points
• Applicant(s) has been in business at current location for two or more years as of April 1, 2021. – 10 Points

• Applicant(s) will provide a social service(s) to the CRA such as child care, early childhood education, and workforce development. – 15 Points
• Project is for a building that serves as a live-work space in a mixed use district, where the funding for the work space cannot be clearly differentiated from the rest of the building. – (-) 20 Points
• Request is for work on a building that has been expanded or substantially renovated since July 2015. “Expanded” means a project that increased the square footage of a building by 1,000 SF or more. “Substantially renovated” means the total value for all permits issued since 2015 equals or exceeds 50 percent of the 2020 improvement value as defined by the Pinellas County Property Appraiser’s Office. – (-) 10 – 0 Points
Grant Agreement & Reimbursement Process

Grant Agreement Overview
South St. Petersburg CRA

- If awarded, agreements must be executed within 60 days of notification.
- Grant funding is only awarded after completion of project.
- A project is defined by the sum of all approved grants funded work on a property.
- Signed grant agreement outlines responsibilities.
- Projects must adhere to agreed project timelines.
- There is an option available to extend initial start date to secure financing.
- Project completion date may be extended by approval from the Mayor.
- Use grant funds for A&E and permitting/review fees – up to 10% of budget.
- Allow a 10% “contingency reserve” to be used to cover labor and material costs that exceed estimates in approved budget (not to exceed maximum grant amount $20,000).
- Funding prohibited for secondary structures (sheds, garages, ADUs, etc.)
• Funding Credit. The Company agrees to identify the City of St. Petersburg as a funding agency in printed, informational and promotional materials. The Company agrees to include the City Logo except where space limitation renders the logo unreadable. The time period will be from the project commencement to six month after project completion.

• The Company shall not assign this Agreement without the prior written consent of the City. Any assignment of this Agreement contrary to this Paragraph 15 shall be void and shall confer no rights upon the assignee. The Company shall notify the City thirty (30) days prior to any conveyance or sale, granting or transferring any real property (“Property”) underlying the Project or portion thereof, to any heirs, successors, assigns or grantees, including, without limitation, the conveyance of any security interest in said Property.
Highlights to Grant Agreement: Page 6, Paragraph 16
South St. Petersburg CRA

- For five (5) years from the date of Project completion, the Company shall maintain the Property in the use for which it was awarded funding through the South St. Petersburg CRA Grant Program. Failure to do so shall result in the Company repaying the grant award to the City, unless the requirement to repay the grant award is waived by the Mayor, at his sole discretion, upon written request made to the City by the Company.

- If the Company intends to change the use of the Property, it shall notify the Economic and Workforce Development Department of its intent prior to applying for building permits. In the event that the Company fails to notify the Department of its intent to change the use of the Property prior to applying for building permits, the Company may not request waiver of the requirement to repay the grant award pursuant to this Paragraph 16.

Reimbursement Process
South St. Petersburg CRA

- The Grant Matching Program is a reimbursable award to ensure that the work for which the award was approved is completed and in accordance with City regulations and requirements.
- To be paid, you must submit a request for review of work after completion
- Provide documentation that the work has been completed in accordance with City regulations through a Certificate of Completion or Certificate of Occupancy.
- Provide documentation of the expenditures made supporting the project such as invoices, canceled checks, etc.
- Reimbursement is made within 30 days from submittal of all required documents.
• This grant from the City is considered taxable grant income.
• Recipients of a grant in excess of $600 must submit a federal tax form W-9.
• The City is required to issue a federal tax form 1099-G to recipients of grants in excess of $600 whether paid directly to the grant recipient or to a third-party pursuant to authorization from the recipient.
• It is the grant recipient’s responsibility to consult with their tax professional regarding the 1099-G issued by the City and any associated tax consequences.
**Tips for taking project Photos**
South St. Petersburg CRA

- Use the Rule of Thirds

- Avoid Camera Shake

---

**Tips for taking project Photos**
South St. Petersburg CRA

- Use Simple Backgrounds

- Don’t Use Flash Indoors
Tips for taking project Photos
South St. Petersburg CRA

- Choose the Right ISO

- Use flash outdoors

Tips for taking project Photos
South St. Petersburg CRA

- Lock the focus
Questions?

Anthony Chan
Economic Development Specialist
Economic and Workforce Development Dept.

tony.chan@stpete.org
(727) 551-3279
## Application Summary

<table>
<thead>
<tr>
<th>Commercial Site Improvement Grant</th>
<th>Commercial Building Interior and TI Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning: CRS-1</td>
<td>Source of Funds: City and County TIF funds</td>
</tr>
<tr>
<td>Current Property Use: Childcare</td>
<td>Proposed Use: Childcare</td>
</tr>
<tr>
<td>Grant Fund Request: $11,743</td>
<td>Total Project Costs: $23,487</td>
</tr>
<tr>
<td>Maximum Grant Allowed: $12,918</td>
<td>Eligible Project Costs: $25,836</td>
</tr>
<tr>
<td>Project Eligible? Yes</td>
<td>Priority Corridor? No</td>
</tr>
</tbody>
</table>

### Project Description and Budget

Child care center on 28th Street is seeking CRA funding to replace existing soffits with vinyl, install recess lighting in soffits, exterior painting and window replacement.

<table>
<thead>
<tr>
<th>Project</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vinyl Soffit</td>
<td>$1,475</td>
</tr>
<tr>
<td>Install Recess Lighting</td>
<td>$950</td>
</tr>
<tr>
<td>Window Replacements</td>
<td>$2,845</td>
</tr>
<tr>
<td>Exterior Paint</td>
<td>$3,495</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$23,487</strong></td>
</tr>
<tr>
<td>+ 10% Construction Contingency Reserve*</td>
<td><strong>$2,349</strong></td>
</tr>
<tr>
<td><strong>Final Eligible Project Costs</strong></td>
<td><strong>$25,836</strong></td>
</tr>
<tr>
<td><strong>Maximum CRA Grant Award</strong></td>
<td><strong>$12,918</strong></td>
</tr>
</tbody>
</table>
### Program Description

The Programprovides matching grants to commercial property owners for interior upgrades with a focus on projects that remedy degraded building systems and extend the economic viability of the building.

### Eligible Improvements

<table>
<thead>
<tr>
<th>Eligible Improvements</th>
<th>Ineligible Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed capital equipment at a minimum cost of $3,000 to include stationary equipment such as kitchen equipment</td>
<td>Work performed by an unlicensed contractor</td>
</tr>
<tr>
<td>Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)</td>
<td>Improvements performed prior to approval of the TIF application</td>
</tr>
<tr>
<td>Room/space reconfiguration, wall relocations</td>
<td>Any exterior work not made necessary by interior improvements (i.e., windows, air handlers, roofing systems)</td>
</tr>
<tr>
<td>Plumbing and electrical</td>
<td>Routine maintenance</td>
</tr>
<tr>
<td>Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)</td>
<td>Improvements in progress or completed prior to preliminary approval</td>
</tr>
<tr>
<td>Electronic security systems</td>
<td>Painting when not associated with other improvements</td>
</tr>
<tr>
<td>Remediation of environmental contamination on the interior of the building such as lead or asbestos</td>
<td>New building construction (additions to existing structures are permitted)</td>
</tr>
<tr>
<td>Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project cost</td>
<td>Any improvements to secondary or accessory buildings (i.e., garages, sheds, garage apartments, carports)</td>
</tr>
<tr>
<td>Partial demolition of interior spaces made necessary for renovation or expansion</td>
<td>Improvements to any building primarily used for residences, including those in mixed-use projects, which is defined as more than 50 percent of the building in residential use. (Commercial space associated with mixed use projects is eligible for funding)</td>
</tr>
<tr>
<td>A contingency reserve of up to 10 percent to be used by the applicant in the event material and labor costs of approved budget items increase between the time of the original estimate and the commencement of the project. The reserve can only be used to pay for construction items described in the budget of the executed grant agreement.</td>
<td>Improvements made to secondary or accessory buildings on the property</td>
</tr>
<tr>
<td></td>
<td>Improvements to buildings constructed within the last 5 years</td>
</tr>
<tr>
<td></td>
<td>Demolitions of more than 50 percent of existing building square footage</td>
</tr>
</tbody>
</table>
Program provides matching grants to commercial property owners that upgrade their building façades, landscaping, lighting, loading and service areas and other features of their sites visible from the public right-of-way.

<table>
<thead>
<tr>
<th>Eligible Improvements</th>
<th>Ineligible Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior painting, re-siding, and/or cleaning</td>
<td>Installation of aluminum or vinyl siding</td>
</tr>
<tr>
<td>Masonry repairs</td>
<td>Work performed by an unlicensed contractor</td>
</tr>
<tr>
<td>Removal of architecturally inappropriate or incompatible exterior finishes and materials</td>
<td>Improvements performed prior to approval of the TIF application</td>
</tr>
<tr>
<td>Restoration of significant architectural details or removal of materials that cover</td>
<td>New building construction</td>
</tr>
<tr>
<td>said architectural details</td>
<td>Reducing or enclosing existing storefront windows</td>
</tr>
<tr>
<td>Site improvement features such as landscaping, fencing, parking lots, lighting,</td>
<td>Improvements to buildings constructed within the last 5 years</td>
</tr>
<tr>
<td>dumpster enclosures and buffer walls provided such features do not collectively</td>
<td>Equipment, mechanical and HVAC systems</td>
</tr>
<tr>
<td>exceed more than 25 percent of the eligible project costs</td>
<td>Minor roof repairs (other than those portions that directly attach to a new or renovated façade)</td>
</tr>
<tr>
<td>Construction of pedestrian and bicycle amenities such as benches, shelters, bike</td>
<td>Security systems (including metal roll down gates, window bars, cameras)</td>
</tr>
<tr>
<td>racks and bike lockers</td>
<td>Any interior work</td>
</tr>
<tr>
<td>Installation or repair of exterior signage, including wall, window, hanging, and</td>
<td>Any improvements to secondary or accessory buildings (i.e., garages, sheds, garage</td>
</tr>
<tr>
<td>monument signs advertising the business name and identity provided such features do</td>
<td>apartments, carports</td>
</tr>
<tr>
<td>not collectively exceed more than 25 percent of eligible project costs</td>
<td>Improvements in progress or completed prior to preliminary approval</td>
</tr>
<tr>
<td>Awnings and canopies installation or repair</td>
<td>Routine maintenance</td>
</tr>
<tr>
<td>Doors and windows</td>
<td></td>
</tr>
<tr>
<td>Roof repairs attaching to new or renovated façade</td>
<td></td>
</tr>
</tbody>
</table>
## Commercial Site Improvement Grant Program (continued)

<table>
<thead>
<tr>
<th>Eligible Improvements</th>
<th>Ineligible Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior lighting attached to an existing building</td>
<td>Improvements to buildings primarily used for residences, which is defined as more than 50 percent of the building square footage in residential use</td>
</tr>
<tr>
<td>Demolish obsolete accessory structures/partial demolition of exterior walls necessary for renovation or expansion</td>
<td></td>
</tr>
<tr>
<td>Window and cornice flashing and repair</td>
<td></td>
</tr>
<tr>
<td>Remediation of documented environmental contamination on the exterior site such as lead, petroleum or asbestos</td>
<td></td>
</tr>
<tr>
<td>Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project costs</td>
<td></td>
</tr>
<tr>
<td>A contingency reserve of up to 10 percent to be used by the applicant in the event material and labor costs of approved budget items increase between the time of the original estimate and the commencement of the project. The reserve can only be used to pay for construction items described in the budget of the executed grant agreement.</td>
<td></td>
</tr>
</tbody>
</table>
## Applicant Summary

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Commercial Site Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Starling School &amp; Day Care Center</td>
</tr>
<tr>
<td>Physical Address</td>
<td>615 28th St South</td>
</tr>
<tr>
<td>Phone</td>
<td>727-327-9608</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jnnhwrdblick@gmail.com">jnnhwrdblick@gmail.com</a></td>
</tr>
<tr>
<td>Property Owner</td>
<td>Starling School &amp; Day Care Center</td>
</tr>
<tr>
<td></td>
<td>(if different from Applicant)</td>
</tr>
<tr>
<td>Physical Address</td>
<td>615 28th St South</td>
</tr>
<tr>
<td>Phone</td>
<td>727-327-9608</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jnnhwrdblick@gmail.com">jnnhwrdblick@gmail.com</a></td>
</tr>
</tbody>
</table>

## Final Total Application Score

(from page 12)

## Grant Review Committee Member

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

Page 5
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Max Score</th>
<th>Project Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aesthetics, Blight Removal &amp; Code Compliance</strong></td>
<td>110+</td>
<td></td>
</tr>
<tr>
<td>Project will provide improvements on street-facing elevation of building. These can include storefront windows, painting, lighting, doors, etc.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Project will remedy building and/or fire code violations identified by City’s Codes Compliance Department and Fire Department.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Project will rehabilitate and return to service structure(s) deemed vacant and boarded by Codes Compliance Dept.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Replaces nonconforming/ grandfathered use with one permitted by City ordinances.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Proposed work will involve updating/upgrading electrical equipment, including new service box.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Proposed work will replace Heating, Ventilation and Air Conditioning (HVAC) equipment. (Add 5 points for replacing ductwork)</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Proposed work will involve replacement of plumbing fixtures and lines.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Proposed work will involve structural stabilization and/or repairs to walls, foundations, or roof structure (including complete roof replacement – no roof-overs).</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Project will improve handicapped accessibility by adding ramp, widening entrances, and/or providing an enhanced parking space (resurfacing and striping, landscaping, or relocation).</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Proposed work is on the historic features of a locally designated historic landmark.</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Applicant has taken at least one class at the City’s Greenhouse, not including CRA grant workshop, since 2017. (For applications with more than one applicant, only the attendance of one shall count toward this criterion.)</td>
<td>5 per class</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) has used a contractor certified with the City’s Small Business Enterprise program for the grant application’s construction estimates.</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

**Staff Preliminary Score**

5

**Committee Member Score**

?

**Final Category Score**

?
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Max Score</th>
<th>Project Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Investment and Financial Character</strong></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Extent of prior private investment by applicant in South St. Petersburg CRA within the last 5 years without City assistance. Includes investment in construction and construction equipment, which must be documented with submission of invoices and receipts and construction value information from Construction Services.</td>
<td>3 to 10</td>
<td>0</td>
</tr>
<tr>
<td>$10,000 to $25,000 — 3 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25,000 to $50,000 — 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50,000 to $75,000 — 7 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$75,000+ — 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant has not been awarded CRA grant funding in the prior two grant cycles in 2016 and 2017.</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Applicant is submitting only one commercial matching grant application during FY2018/19 grant cycle.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Applicant failed to submit a complete application at the application deadline.</td>
<td>-15</td>
<td>-15</td>
</tr>
<tr>
<td>Applicant(s) has code enforcement liens on property subject to grant in excess of $2,500.</td>
<td>-10 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) has special assessment liens on property subject to grant over $500.</td>
<td>-10 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) has mortgage payments three months in arrears on property subject to grant.</td>
<td>-10 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) has unpaid property taxes on property subject to grant.</td>
<td>-10 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) has unpaid property insurance on property subject to grant.</td>
<td>-10 to 0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Staff Preliminary Score</strong></td>
<td></td>
<td>-5</td>
</tr>
<tr>
<td><strong>Committee Member Score</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Final Category Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Project Location**

Project is located along a Priority Commercial Corridor selected by the CAC. For the FY2018/19 grant cycle, the Commercial Corridors designated as “Priority” are:
- 18th Avenue South (east of 34th Street South) (30 points)
- 16th Street South (15 points)
- Dr. Martin Luther King, Jr. St. South (5 points)

In years when multiple commercial corridors are identified as priorities, they will be ranked and scored as follows: First = 30 points; Second = 15 points; and Third = 5 points.

Project will revitalize a property identified as an actual source of contamination by the City’s Brownfields Assessment Grant survey that will be conducted in the CRA through 2020.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Max Score</th>
<th>Project Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Project Location</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Project is located along a Priority Commercial Corridor selected by the CAC. For the FY2018/19 grant cycle, the Commercial Corridors designated as “Priority” are:</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>- 18th Avenue South (east of 34th Street South) (30 points)</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>- 16th Street South (15 points)</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>- Dr. Martin Luther King, Jr. St. South (5 points)</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Project will revitalize a property identified as an actual source of contamination by the City’s Brownfields Assessment Grant survey that will be conducted in the CRA through 2020.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project is located within Deuces Live or Grand Central Florida Main Street Districts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project is located on same block and/or block face as a project completed since December 2017 or with an approved building permit, both exceeding $10,000.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project is located at the intersection of arterial and/or collector roadways as identified by the City’s Official Street map.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Preliminary Score</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Committee Member Score</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Category Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Sustainability and Green Building Practices</th>
<th>Max Score</th>
<th>Project Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project has had a free energy assessment from Duke Energy and will implement at least one recommendation.</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Project will incorporate energy efficient practices including energy efficient interior and exterior lighting where applicable.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Project will use water conservation programs and practices like low flow toilets/fixtures, free water-efficient spray valves for restaurants, and other high efficiency appliances such as Energy Star.</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

**Staff Preliminary Score**

5

**Committee Member Score**


**Final Category Total**


### Evaluation Criteria

<table>
<thead>
<tr>
<th>Project Use</th>
<th>Max Score</th>
<th>Project Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Use</strong></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Project will add new commercial or industrial space, either through a change of use or a new addition</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>- Up to 2,500 SF – 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 2,500 to 5,000 SF - 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- &gt;5,000 SF – 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project will enable shared parking facilities along a Primary Commercial Corridor in the CRA. (Allows other employees or customers to park.)</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Project will renovate a “non-chain” commercial use for which there are no other establishments in Pinellas County.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Project will continue or allow occupancy of a building by a targeted industry user identified in the Grow Smarter Strategy. These industries are Financial Services, Specialized Manufacturing, Marine and Life Sciences, Data Analytics, and Creative Arts and Design. (Occupancy must be confirmed by a lease with an existing tenant or a lease agreement with a proposed tenant. Staff will utilize the NAICS classification system to determine Grow Smarter uses)</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Project will enable a nonconforming use to continue.</td>
<td>-20 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Project will enable a grandfathered use to continue.</td>
<td>-5 to 0</td>
<td>0</td>
</tr>
<tr>
<td>Project will adaptively reuse/redevelop old motel complexes in the CRA.</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Applicant(s) is an owner-occupied business that has been in business within the CRA for two or more years as of February 1, 2019.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Applicant(s) has been in business at current location for two or more years as of February 1, 2019.</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Applicant(s) will provide a social service(s) to the CRA such as child care, early childhood education, and workforce development.</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Evaluation Criteria</td>
<td>Max Score</td>
<td>Project Score</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>---------------</td>
</tr>
<tr>
<td>Project is for a building that serves as a live-work space in a mixed-use district, where the funding for the work space cannot be clearly differentiated from the rest of the building.</td>
<td>-20</td>
<td>0</td>
</tr>
<tr>
<td>Request is for work on a building that has been expanded or substantially renovated since July 2013. “Expanded” means a project that increased the square footage of a building by 1,000 SF or more. “Substantially renovated” means the total value for all permits issued since 2013 equals or exceeds 50 percent of the 2018 improvement value as defined by the Pinellas County Property Appraiser’s Office.</td>
<td>-10 to 0</td>
<td>0</td>
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</table>

| Staff Preliminary Score | 40 |
| Committee Member Score  |     |
| Final Category Total    |     |
## Application Point Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Staff Score</th>
<th>GRC Score</th>
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<tr>
<td>Aesthetics, Blight Removal &amp; Code Compliance</td>
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<td>5</td>
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<tr>
<td>Local Investment and Financial Character</td>
<td>0</td>
<td>-5</td>
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<tr>
<td>Project Location</td>
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</tr>
<tr>
<td>Sustainability and Green Building Practices</td>
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<td>5</td>
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<tr>
<td>Project Use</td>
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<td>40</td>
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<tr>
<td><strong>Total Application Score</strong></td>
<td><strong>0</strong></td>
<td><strong>50</strong></td>
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</tbody>
</table>
# Project Information

**Date**
February 8, 2019

**Project Address(es)**
615 28th Street South St. Petersburg, Florida 33712

**Zoning**
CRS-1

**Parcel ID(s)**
23-31-16-85161-001-0010

**Current Building Use** (i.e., Vacant, Commercial, Industrial, Mixed Use with Residential)
Childcare 7238 (Private Schools & Colleges, Day Care Centers)

**Proposed Business Use**
Childcare

**Funding Amount Requested**
11,743.19

**Use of Grant Funding Proceeds** (refer to ‘Funding Requested’ in line above; provide attachment of detailed cost breakdown)

<table>
<thead>
<tr>
<th>Labor</th>
<th>Supplies/Materials</th>
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<tbody>
<tr>
<td>9850.00</td>
<td>13636.39</td>
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</tbody>
</table>

**Equipment**

**Other (define)** $

**Estimated Private Capital Investment** (provide attachment of detailed investment)
11743.19 (see budget)

**Total Number of Jobs Created**
2

**Total Number of Jobs Retained**
10

**Building Type**

<table>
<thead>
<tr>
<th>New</th>
<th>Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Size of Building (sf)**
Total 1972

**Project Description** (attach any drawings and/or detailed written description as necessary)
- Replace roof
- Replace drain line
- Remove old soffits
- Install recessed lighting
- Exterior Painting

(See job estimates with more descriptive details)
Legal Name of Business: Starling School and Day Care Center Inc.

DBA (if applicable): Starling School #1 & Star Camp

Tax I.D. Number: 237451719

Principal Business Address (not P.O. Box): 615 28th Street South

City: St. Petersburg
State: Florida
Zip: 33712

Date Business Est.: 1974

Business Industry: NAICS Code 624410 – Child Day Care Services

Type of Ownership (select one):
- [ ] C-Corp.
- [ ] LLC
- [ ] S-Corp.
- [x] Sole Proprietorship
- [ ] Partnership

Business Email: jnnhwrdblick@gmail.com
Website: Starlingschool.org

Key Contact Name: Carolyn Starling Cloud
Key Contact Cell: 727 744-7061
Key Contact Email: jnnhwrdblick@gmail.com
Bus. Telephone: 727 327-9608

Please answer the following:

Has applicant ever declared bankruptcy or had any judgments, repossessions, or garnishments filed against them? [ ] Yes [x] No

Are there any pending actions regarding bankruptcy, judgments, repossessions or garnishments? [ ] Yes [x] No

Are any tax obligations, including payroll, business or real estate taxes, past due? [ ] Yes [ ] No [x]

Are any mortgage payments three months or more in arrears? [x] Yes [ ] No [ ]

Has the applicant or partners or interest in the application been convicted of a felony for financial mismanagement within the last five years? [x] Yes [ ] No [ ]

Are property insurance payments late or unpaid? [x] Yes [ ] No [ ]

Are there code enforcement liens on the project site? [ ] Yes [ ] No [x]

Are there special assessment liens on the project site? [ ] Yes [ ] No [x]

Are any tax obligations, including payroll, business or real estate taxes, past due? [x] Yes [ ] No [ ]

If you answer yes to any of the questions above, please explain:

Applicant Certification and Signatures

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein.

Applicant Signature: [Signature]
Print Name: Carolyn Starling Cloud
Date: February 8, 2019
**Owner Authorization**

As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.

**Property Address(es)**
615 28th Street South St. Petersburg, Florida 33712

**Property Identification Number(s)**
23-31-16-85161-001-0010

**Legal Description**
STARLING REPLAT BLK 1, LOT 1

<table>
<thead>
<tr>
<th>Owner Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn Starling Cloud</td>
<td>Feb 8, 2019</td>
</tr>
</tbody>
</table>

**Print Name**
Carolyn Starling Cloud
TO: CAROLYN CLOUD  
STARLING SCHOOL INC  
615 28th Street South  
St. Petersburg, FL 33712  
(727) 327-9608

WE HEREBY SUBMIT SPECIFICATION AND ESTIMATES FOR:  
VINYL SOFFIT, REPLACEMENT WINDOWS, INSTALL RECESSED LIGHTING  
AND EXTERIOR PAINTING

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vinyl Soffit:</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Labor to remove and dispose of any old soffits and install vinyl soffit. Layout, fabricate an attach vinyl soffit use appropriate channel molding at seams and vent opening; includes planning, equipment and materials acquisition, area preparation and protection, setup and cleanup</td>
<td>$1475.00</td>
</tr>
<tr>
<td><strong>Replacement Windows:</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Labor to remove and install (5) replacement windows. Set unit in rough opening shims to achieve level and plumb placement, secure unit to rough opening framing, insulate perimeter and secure house wrap at window as appropriate.</td>
<td>$2845.00</td>
</tr>
<tr>
<td><strong>Install Recessed Lighting:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Basic Labor to install (4) recessed lighting  
Basic Labor to install (2) exterior flood Lights | $950.00 |
| **Exterior Painting:**             |          |
| Paint the newly finish of Stucco at the front of building. The painting will includes (1) coat of primer and (20) coats of finish paint | $3495.00 |

We propose hereby to furnish material and labor-complete in accordance with above specification for $8765.00

Authorized Signature:

THANK YOU FOR YOUR BUSINESS!
Digital photo of roof: 2nd Building
Description of project improvement:

- Replacement of roof (5 year Warranty on Labor + 30 year Warranty on materials)
- See quote for details
- Upon completion of project a digital photo will be provided.

Digital photo of roof: 1st Building
Description of project improvement:

- Replace drain line Replace windows
- Remove old soffits
- Install recessed lighting Exterior Painting
Installation of windows.

Installation of vinyl soffits.

recess lights
Installation of recess lights

Removal of existing soffits and installation of vinyl soffits.

Installation of recess lights

Installation of recess lights
TO: City Council Chair and Members of City Council

FROM: Alan DeLisle, Administrator, City Development Administration

Date: February 19, 2021

RE: Community Benefit Agreement Program

The Administration has been working on a Community Benefits Agreement (CBA) program for a long time. It is a complicated matter. It started with a research phase that examined how other cities approached this issue. We looked at other ordinances and read many examples of CBAs. The key to the strategy is to build a system that continues to promote development, but at the same time, assures community involvement and benefits that, otherwise, might be overlooked. A primary goal is to reinforce the trust required for optimal implementation of a development project among all the affected stakeholders: the city, community, and developer. Administration worked with members from St. Pete’s community and developers to craft a balanced approach that moves the city forward in alignment with its vision and values.

The first exhibit in the package represents the starting point in this complex process – a Term Sheet agreed upon between the City and community interests. This Term Sheet is the result of months of discussions from many diverse points of view. It establishes the purpose, project criteria, Neighborhood Advisory Council, the CBA Fund and how it operates staffing, reporting, Community Impact Reports, and project Tier requirements. This document was used to formulate the Ordinance that, if passed, will officially establish the program. There will also be an ordinance that establishes the CBA Fund for projects that make a financial donation instead of a direct project contribution to the community. The rest of the documents represent Administrative policy and procedure that guides the CBA initiative.

HOW IT WILL WORK

Every project with a construction value of $2M or more, that receives any City participation consisting of at least 20% of the overall project cost ($400,000 or more in City participation value), is subject to the CBA ordinance. A Community Impact Report provides the general overview of scope, scale and community impact associated with the project. Prescribed requirements that track with the size of the project and amount of investment requested of the City range from mandatory community meetings to investment in community improvement. The commitments and conditions of each CBA will follow the prescribed criteria, but will be specifically crafted per agreement. A Neighborhood Advisory Council, comprised of seven at-large members will offer feedback and insight in the development of each CBA. More details follow.

The following is an example of the proposed CBA process, to aid in understanding of its anticipated flow:
1. A developer approaches the City with a project that may require the City’s financial support.
2. The City assesses the project to determine interest and applicability of CBA requirement.
3. If both assessments move the project forward, the City asks the developer to proceed with a Community Impact Report. Once received, the City initiates discussion regarding a draft Term Sheet.
4. The developer holds a required community meeting in the neighborhood that will be most impacted by the project. In this meeting the developer defines the project and receives feedback and thoughts from the neighborhood on the community benefits they find most important.
5. The City and developer finalize a draft term sheet following the public meeting and presents it to the Neighborhood Advisory Council for review and input.
6. Following input from the Neighborhood Advisory Council, the City and developer finalize negotiations for a development agreement that includes CBA provisions. Such provisions may include, by example, direct investment in the neighborhood or a contribution to the CBA Fund. All contributions will be used in Qualified Census Tracts as defined under section 42(d)(5)(C) of the Internal Revenue Code of 1986. Please refer to the Tier structure to see where Fund contributions may be utilized.
7. Once the development agreement is complete, the developer is required to hold another public meeting with the neighborhood to outline the final plan.
8. The development agreement then goes back to the Neighborhood Advisory Council for final community-based review and input.
9. The development agreement is then presented by Administration to Council for consideration.
10. If approved by Council, all compliance and reporting procedures begin.

It is important to note that Administration, based on the elements and impact of the project and after input from the community, will negotiate the balance of mandatory CBA provisions. Criteria such as economic, environmental, traffic, utility and police, fire and emergency services, sustainability and resiliency, and health in all policies will be analyzed when determining value anticipated from the project (Community Impact Report). The mandatory requirements assigned to each tier must be adhered to without exception. A dedicated CBA staff position will work to make sure that all provisions of the CBA ordinance and policies are followed. They will also staff the Neighborhood Advisory Council and manage the CBA Fund. City Administration will negotiate the public-private partnerships with the developer.

The Neighborhood Advisory Council will be a seven-member entity that will have three Council appointments and four Mayoral appointments. There will be an application process for these appointments. This Council will operate much like the CAC for the South St. Petersburg CRA. It will function as an advisory body to the City.

Attached you will find eight exhibits related to the Community Benefit Agreement Program:

- **Exhibit 1 – CBA Program Overview (Term Sheet)**
  - This document defines what would constitute a CBA project and establishes a menu of community benefits that a developer can elect to incorporate in their project. These benefits increase as the project’s overall permit construction value increases. Several items contained within this document are elaborated upon in later exhibits.
- **Exhibit 2 – CBA Process**
- **Exhibit 3 – CBA Compliance & Reporting**
- **Exhibit 4 – CBA Impact Report**
- **Exhibit 5 – CBA Fund**
• Exhibit 6 – Establishing Ordinance for the CBA Program
• Exhibit 7 – Establishing Ordinance for the CBA Fund
• Exhibit 8 – Resolution Establishing the Community Benefit Advisory Council
• Exhibit 9 – Disclosure Resolution
• Exhibit 10 – CBA Information Sheet

If you have any questions, please feel free to contact me. Thank you.

cc: Mayor Kriseman
    Deputy Mayor/City Administrator Kanika Tomalin
    Kevin King, Chief of Policy and Public Engagement
    Tom Greene, Assistant City Administrator
Exhibit 1 - Community Benefits Agreement Program Overview

PURPOSE

- The objective of the Community Benefit Agreement ("CBA") program is to include the agreed-upon CBA items as part of a Development Agreement to be approved by City Council. Penalties and cure for non-compliance will be included in the Development Agreement.

- The CBA program applies to any public-private partnership where the developer assumes full risk on the project and the City provides incentives to make the project feasible. It does not apply to City-led projects, which have a separate set of ordinances regarding procurement and construction policies.

AGREEMENT REQUEST:

- Effective for all new projects from effective date of governing ordinance.

- Applies to all projects with a construction value of $2M or more in permit construction value, that receive any City participation consisting of at least 20% of the overall project cost ($400,000 or more in City participation value). Examples of City participation may include, but are not limited to:
  - monetary incentives;
  - a reduction in parking requirements;
  - ad valorem tax exemptions;
  - transfer of City-owned property at less than appraised values.

- Projects at higher tiers are inclusive of lower tiers (i.e. a Tier 3 project must also do Tier 2 and Tier 1).

- All multifamily projects that include a set-aside of at least 30% affordable and/or workforce housing are exempt.

- All annexation projects are exempt.

- Nonprofit projects are exempt from Tier 3.

- Establish a Neighborhood Advisory Council to advise City staff regarding program requirements and improvements.
  - Council will consist of 7 at-large members (4 members appointed by the Mayor and 3 members appointed by Council). All appointments will use a standardized application process.

- CBA Fund will be established to receive and expend CBA related payments in Qualified Census Tracts, as defined under the section 42(d)(5)(C) of the of the Internal Revenue Code of 1986.
  - Qualified Census Tracts are defined as “areas where either 50 percent or more of the households have an income less than 60 percent of the AMGI for such year or have a poverty rate of at least 25 percent” and are used for a variety of federal programs, including Low-Income Housing Credits, HUBZones, and Opportunity Zones.
  - The Mayor will require criteria be established for the CBA Fund that will guide payment standards for each public policy item.

- A City staff person will be funded to manage the program, with fiduciary responsibility to maintain the fund and approve expenditures. The staff person would be a management position within the City Development Administration who would be expected to work with City Compliance on the implementation of any CBA.

- Once a Development Agreement has been approved, quarterly reports are required on all activities related to any CBA items contained in the development agreement and will be made accessible to the public after they have been received.
Based on the Community Impact Report, which shall define: the level of City investment, total job creation and hiring of local residents, and the inclusion of affordable and/or workforce housing, the City will establish benefit minimums for each project.

**Tier 1 – Mandatory for all projects more than $2M in permit construction value:**
- File a Construction Planning Worksheet (construction mitigation & communication.)
- Hold two public meetings in neighborhood in which project is occurring:
  - The first meeting will occur at the start of project, prior to the drafting of the Term Sheet
  - The second meeting will occur prior to approval of Development Agreement
- Construct streetscape improvements to match existing area master plan (if applicable)
- A minimum of 10% SBE/MBE participation requirement for new construction. There will be an analysis of whether applicable SBE and/or MBE businesses exist for the project. Specific thresholds will be negotiated with the City for each project based on SBE/MBE availability.¹
- The project will utilize St. Pete Works! to employ local residents for job opportunities created by the project. Specific thresholds will be negotiated with the City for each project.¹
- The developer will create a Community Impact Report including, but not limited to, the project’s fiscal, housing, employment, utility, traffic, small business, environmental, social/community, health, and sustainability/resiliency impacts (subject to City review and approval).
- All existing city land development regulations must be followed.
- Complete one sustainability initiative (refer to specific actions in ISAP sections 3.2 and 3.3 and 3.4)

**Tier 2 – Projects more than $4M in permit construction value must do the following additional items:**
- The project will establish or utilize an existing apprenticeship program registered with the State of Florida Department of Education (if available), or industry certification training program, or company sponsored training program, or an on-the-job training program (such as the Florida Department of Transportation On-the-Job Training Program) for local residents. These programs should emphasize local disadvantaged individuals. Specific thresholds will be negotiated with the City for each project.¹ (First Source Employment Agreement)
- A minimum of 10% SBE/MBE participation requirement, with a goal of 20% SBE/MBE participation requirement, for new construction. There will be an analysis of whether applicable SBE and/or MBE businesses exist for the project. Specific thresholds will be negotiated with the City for each project based on SBE/MBE availability.¹

Additionally, project must select at least two of the following:
- Construct, or contribute via CBA fund for the development of, new affordable and/or workforce housing.
- Develop on- or off-site public space, beyond code requirements or contribute to new public space via CBA Fund.
- Contribute to historic building renovation via CBA Fund.

¹ The City will assess the financial pro forma for each project and determine the value of City incentives – i.e. cash, land, parking, zoning benefits – that positively impact the project and establish a public purpose return to the city related to employment and SBE/MBE participation
o Construct public parking or contribute to new public parking via CBA Fund.
o Make complete streets & multi-modal transit improvements (bus stops amenities, trails, 
bike share, bike parking/storage) or contribute to improvements via CBA Fund.
o Contribute to City’s recycling program and waterway nourishment via CBA Fund.
o Contribute to the development or improvement of Pinellas County Schools via CBA Fund.
o Provide for the demolition of vacant housing or other structures via CBA Fund.
o Contribute to sustainability/resiliency efforts (seawall repair, building hardening, shelter 
creation, etc.) via CBA Fund.
o Contribute to the development of early childhood programs via CBA Fund.
o Provide technological improvements, such as free wi-fi.
o Contribute to streetscape improvements in the project area via CBA Fund.
o Complete at least two additional sustainability initiatives (refer to specific actions in 
ISAP sections 3.2 and 3.3 and 3.4).
o Other (to be provided by developer and agreed to by City).

Tier 3 – Projects more than $8M must do the following:
o A minimum of 10% SBE/MBE participation requirement, with a goal of 30% SBE/MBE 
participation requirement. There will be an analysis of whether applicable SBE 
and/or MBE businesses exist for the project. Specific thresholds will be negotiated 
with the City for each project based on SBE/MBE availability.¹

Additionally, project must select at least one of the following:
o Meet or exceed LEED Silver Certification
  ▪ Project must earn a minimum of 50 points to receive Silver certification.
o Net Zero Energy Building (NZEB)/development
  ▪ An energy-efficient building where, on a source energy basis, the actual annual 
delivered energy is less than or equal to the on-site renewable exported 
energy.
o Provide a base living wage ($15/hr.) with benefits for all permanent employees after the 
project is completed while ensuring responsible wages for employees during construction.
o Provide housing subsidies for company’s employees under 100% average state wage.

¹ The City will assess the financial pro forma for each project and determine the value of City incentives – i.e. cash, land, 
parking, zoning benefits – that positively impact the project and establish a public purpose return to the city related to 
employment and SBE/MBE participation
Exhibit 2 - Community Benefit Agreement (CBA) Process

The below represents the same steps that were included in the memo. It is meant to demonstrate the current timeline for agreements that are subject to CBA Program Overview.

Steps of process, in proposed order
1. A developer approaches the City with a project that may require the City’s financial support.
2. The City assesses the project to determine interest and applicability of CBA requirement.
3. If both assessments move the project forward, the City asks the developer to proceed with a Community Impact Report. Once received, the City initiates discussion regarding a draft Term Sheet.
4. The developer holds a required community meeting in the neighborhood that will be most impacted by the project. In this meeting the developer defines the project and receives feedback and thoughts from the neighborhood on the community benefits they find most important.
5. The City and developer finalize a draft term sheet following the public meeting and presents it to the Neighborhood Advisory Council for review and input.
6. Following input from the Neighborhood Advisory Council, the City and developer finalize negotiations for a development agreement that includes CBA provisions. Such provisions may include, by example, direct investment in the neighborhood or a contribution to the CBA Fund. All contributions will be used in Qualified Census Tracts as defined under section 42(d)(5)(C) of the Internal Revenue Code of 1986. Please refer to the Tier structure to see where Fund contributions may be utilized.
7. Once the development agreement is complete, the developer is required to hold another public meeting with the neighborhood to outline the final plan.
8. The development agreement then goes back to the Neighborhood Advisory Council for final community-based review and input.
9. The development agreement is then presented by Administration to Council for consideration.
10. If approved by Council, all compliance and reporting procedures begin.
Exhibit 3 - CBA Compliance & Reporting

The purpose of these procedures is to assure that the CBA process is transparent, inclusive, and accessible. It is also designed to ensure developer accountability and assure enforcement measures.

The CBA program’s strength lies in its function to bring together the City, developer, and community in a transparent system before a term sheet moves forward. The goal of the CBA program is to deliver positive projects that align with and reflect the vision and values of the City and the people it serves, reinforcing trust and opportunity for all stakeholder groups. This is accomplished by executing the following:

1. The CBA Advisory Council will work with the city and continuously give advice on the program, including how to best measure community impact and assure compliance.
2. The CBA Manager will be a professional position that will work under the Economic and Workforce Department (EWD), overseeing the implementation of the CBA program. While other City staff will directly negotiate term sheets and development agreements (DA), the CBA Manager will ensure the CBA program is being properly executed and all procedures are being followed. This staff person will report directly to the Director of Economic & Workforce Development.
3. The CBA manager will make sure that maximum coordination is occurring with the community where the project is located, communities of need (areas eligible for CBA Fund disbursements), and neighborhood leaders.
4. The formulation of any term sheet will be an iterative process among the City, community leaders where the project is located, and the developer. The Term Sheet will indicate city financial support for the project, project deliverables and community benefits.
5. After the first public meeting, the draft Term Sheet will be finalized and presented to the Advisory Council.
6. Following the Advisory Council meeting, staff will begin working on the DA. The CBA provisions will be included in the final DA, including any contributions to the CBA fund, as well as any CBA enforcement and reporting requirements.
7. If the CBA fund is being utilized, all developer contributions must be in place prior to any City funds being invested in the project.
8. If there are other benefits to the community in addition to CBA fund items, the City will negotiate the timing of those investments in the DA and make sure that enforcement and reporting provisions are applicable.
9. The CBA manager will file an annual compliance report to Council on all CBA agreements and implementation results.
Exhibit 4 - CBA Impact Report

The City will analyze the project’s economic, fiscal, and community impacts to determine the appropriate investment in the project.

Items to be submitted by developer:

- Economic Impact
  - Number of full and part-time jobs, with average salary, estimated benefits, and NAICS classification(s)
  - Land purchase costs
  - Building construction costs
  - New equipment purchases
  - Estimated tax generation for City & County

- Project Construction Impact
  - Anticipated road & sidewalk closures
  - Fencing
  - Parking impacts
    - Construction parking
    - Equipment storage
  - Crane use

- Environmental Impact
  - Environmental site assessments
  - Clean-up activities
  - New public green space added

- Traffic Impact
  - Estimated trips generated due to project

- Utility Impacts
  - Estimated power/water/gas/sewage use

- Police, Fire, & EMS Impacts
  - Estimated impact on police, fire, and emergency medical services

- Community Impacts
  - Estimated impact the project will have on neighborhood priorities
  - Estimated benefits the project will have on the surrounding neighborhoods

- Sustainability & Resilience Impacts

- Health in All Policy Impacts
Exhibit 5 - CBA Fund

- A Fund will be established to receive and disburse payments related to the City’s Community Benefit Agreement program.
- The Fund will be overseen by the CBA Manager, with additional oversight from the Economic & Workforce Development Director and the Budget and Finance Departments.
- The City will perform an analysis based on the Project Impact Report to determine the appropriate City contribution into the project.
  - If the City’s contribution exceeds 20% of the overall project cost (minimum contribution of $400,000), the CBA policy will be applied.
  - The developer’s required contribution to the CBA Fund will be determined by the Project Impact Report and additional project benefits as outlined in the CBA policy.
- Funds collected from the CBA Program must be expended in Qualified Census Tracts, as defined under section 42 (d)(5)(C) of the Internal Revenue Code of 1986 for a specific use identified in the CBA Program criteria.
  - Qualified Census Tracts are defined as “areas where either 50 percent or more of the households have an income less than 60 percent of the AMGI for such year or have a poverty rate of at least 25 percent” and are used for a variety of federal programs, including Low-Income Housing Credits, HUBZones, and Opportunity Zones.
  - See Exhibit 5.1 and 5.2 for maps of the Qualified Census Tracts in St. Petersburg.
- The Administration will establish a process to consider funding from the CBA Fund. The Administration is looking at the Social Action Funding, Youth Development Grants and CDBG as models to consider. We recommend a process that allows for the submission of applicable private projects in eligible QCTs that meet the requirements of the CBA Funds.
- The CBA Manager will provide quarterly reports on the status of the CBA Fund to the CBA Advisory Committee.
- All projects related to the CBA Fund will be approved by City Council.
Exhibit 5.1 – Qualified Census Tracts in St. Petersburg Map

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Census Tract 220</td>
</tr>
<tr>
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2021 Qualified Census Tracts
Exhibit 5.2 – Qualified Census Tracts in St. Petersburg Zoomed Map

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Exhibit 6 – Establishing Ordinance

AN ORDINANCE OF THE CITY OF ST. PETERSBURG, FLORIDA
ESTABLISHING A COMMUNITY BENEFIT PROGRAM FOR NEW
DEVELOPMENT AND REDEVELOPMENT PROJECTS IN THE CITY
MEETING CERTAIN REQUIREMENTS; PROVIDING FINDINGS,
INTENT, AND DEFINITIONS; IDENTIFYING THE MINIMUM
COMMUNITY BENEFITS FOR CERTAIN PROJECTS;
ESTABLISHING THE PROCEDURES FOR ENSURING THAT
COMMUNITY BENEFITS ARE INCORPORATED INTO A
COMMUNITY BENEFIT AGREEMENT; ESTABLISHING
EXEMPTIONS; REQUIRING REVENUES FROM COVERED
PROJECTS TO BE DEPOSITED INTO A DESIGNATED FUND;
PROVIDING FOR SEVERABILITY; AND PROVIDING AN
EFFECTIVE DATE.

The City of St. Petersburg, Florida does ordain:

Section One. The St. Petersburg City Code is hereby amended by adding a new Article XI to Chapter 2, to read as follows:

ARTICLE XI. – COMMUNITY BENEFIT PROGRAM.

Sec. 2-520. – Findings and Intent.

The City finds that certain new development and redevelopment projects present unique opportunities for collaboration among the City, a developer, and the community. These collaborations will acknowledge that new development and redevelopment projects often have impacts to the community, and that specific amenities and best practices provided by these projects can mitigate and even create positive benefits for a surrounding neighborhood and the City at large. The City intends to administer this community benefit program to ensure that covered projects under this Article provide tangible benefits to the citizens of St. Petersburg in exchange for the City’s participation in the project, and to maximize the returns on the public investment.

Sec. 2-521. – Definitions.

City participation value means the total monetary value of contributions made by the City to a covered project, including but not limited to: monetary incentives, ad valorem tax exemptions as may be permitted by law, and the provision of land below fair market value.

Community benefit agreement means a written agreement between a developer and the City which incorporates community benefits identified by this Article that will be provided by the developer. The community benefits to be provided by the developer may be in a standalone agreement with the City, or may be included in a development agreement, a lease, a contract for purchase, or other document executed by the developer and the City.

Covered project means any Tier 1 project, Tier 2 project, or Tier 3 project.

Developer means the person responsible for the development of a covered project.

Development has the meaning set forth in F.S. ch. 163, part II.
*Tier 1 project* means any new development or redevelopment project that has a total construction cost equal to or greater than $2 million, and that has a City participation value equal to or greater than 20% of the total construction cost.

*Tier 2 project* means any new development or redevelopment project that has a total construction cost equal to or greater than $4 million, and that has a City participation value equal to or greater than 20% of the total construction cost.

*Tier 3 project* means any new development or redevelopment project that has a total construction cost equal to or greater than $8 million, and that has a City participation value equal to or greater than 20% of the total construction cost.

*Total construction cost* means the estimated total cost of building construction as stated in a complete site plan or building permit application accepted by the City, not including design costs. The total construction cost must be approved by the City in its sole and absolute discretion prior to commencing action pursuant to this Article.

**Sec. 2-522. – Required community benefits for covered projects.**

(a) For Tier 1 projects, the developer shall satisfy the following requirements:

1. File a construction planning worksheet;
2. Hold two public meetings (see Section 2-523(c) and (f));
3. Submit a complete community benefit impact report;
4. Adhere to the City’s Land Development Regulations; and
5. Complete one sustainability initiative as set forth in the City’s Integrated Sustainability Action Plan.

(b) For Tier 2 projects, the developer shall satisfy the following requirements:

1. Complete all requirements for Tier 1 projects;
2. Establish or utilize an existing apprenticeship program registered with the State of Florida, industry certification training program, or an on-the-job training program for local residents; and
3. Select at least two additional City-approved items from the guidance document for Tier 2 projects.

(c) For Tier 3 projects, the developer shall satisfy the following requirements:

1. Complete all requirements for Tier 1 and Tier 2 projects collectively; and
2. Select at least one additional City-approved item from the guidance document for Tier 3 projects.

(d) Guidance for these requirements is currently available in City Council Resolution 2021-nnn, which may be superseded by future resolutions of City Council.

**Sec. 2-523. – Procedures for evaluating the community benefits of a covered project to be included in the community benefit agreement.**

(a) The developer shall submit a complete community benefit impact report, the form and content of which shall be established by the City in its sole and absolute discretion.
(b) The developer shall conduct a public meeting to seek input from the surrounding neighborhoods and community.

(c) The City and developer shall negotiate and generate a non-binding term sheet that, at a minimum, must include the following information:

1. A detailed description of the project including the City’s contribution;
2. A calculation of the City participation value, as a total monetary value and as a percentage of the total construction cost, including the specific contributions being made by the City;
3. The total construction cost of the covered project;
4. The specific community benefits proposed by the developer to address the requirements set forth in Section 5-522; and
5. Any exemptions to this Article being sought by the developer.

(d) Once the requirements of (a)-(c) have been completed, the City and developer shall seek input from the City’s Community Benefit Advisory Council (CBAC), which is established by resolution of City Council.

(e) Following input from CBAC, the developer and City may commence the negotiation and preparation of the community benefit agreement.

(f) If a community benefit agreement is negotiated and prepared, a second public meeting shall be conducted to obtain input from the surrounding neighborhoods and community.

(g) The developer and City shall seek CBAC input regarding the community benefit agreement.

(h) A final community benefit agreement shall be presented to City Council for its consideration and is subject to approval only by resolution of City Council. Concurrently with presenting such agreement to City Council, administration shall provide City Council with an information sheet regarding compliance with this Article, in a format to be set forth by resolution.

Sec. 2-524. – Exemptions to the requirements of this Article.

The City may grant an exemption to the requirements of this Article in the following circumstances:

(a) When a covered project is a multi-family project and at least 30% of the dwelling units are designated as affordable or workforce housing, as those terms are defined in Chapter 17.5 of the City Code, the entirety of the otherwise covered project may be granted an exemption. For mixed-use projects, that portion of the total construction cost attributable to the residential portion of the project may be subtracted from the total construction cost for the purposes of determining whether the project is a covered project, when at least 30% of the dwelling units are designated as affordable or workforce housing.

(b) Otherwise covered projects that involve the annexation of real property into the City’s jurisdictional boundaries may be granted an exemption, in whole or in part.

(c) Otherwise covered projects developed by nonprofit organizations are exempt from Tier 3 requirements as set forth in Section 2-522. For purposes of this Article, a nonprofit organization shall be registered with the Florida Secretary of State and be a 501(c)3 (pursuant to IRS regulations) or equivalent organization.
(d) Other exemptions to the requirements set forth in this Article may be requested by the developer. Exemptions may be granted only when the developer is able to demonstrate to the satisfaction of the City that an alternative benefit exists that is of substantially similar value to those benefits set forth in Section 2-522.

All exemptions under this section are subject to review by City Administration and final approval by the City Council.

**Sec. 2-525. – Revenues generated by covered projects subject to a community benefits agreement.**

All revenues generated by covered projects subject to a community benefit agreement under this Article must be received by the City and shall be deposited into the Community Benefit Agreement Fund established by Ordinance No. X-nnn.
ORDINANCE NO. _________

AN ORDINANCE CREATING A COMMUNITY BENEFIT AGREEMENT FUND (“CBA FUND”); SETTING FORTH PURPOSES; ESTABLISHING FUNDING FOR CBF; PROVIDING FOR THE USE OF CBF FUNDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR SUPPLEMENTAL EFFECT OF THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.

THE CITY OF ST. PETERSBURG DOES ORDAIN:

WHEREAS, Chapter 166.021 (1) and (2), Florida Statutes provide:

(1) As provided in s. 2(b), Art. VIII of the State Constitution, municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law.

(2) “Municipal purpose” means any activity or power which may be exercised by the state or its political subdivisions.

; and

WHEREAS, the City of St. Petersburg has experienced significant growth in recent years, including development in which the City has contributed significant value, either directly or indirectly, to many projects; and

WHEREAS, the City seeks to balance that growth with the health, safety, and welfare of the general public by requiring developers, in certain circumstances, to address the impacts of their developments with both the residents of the City and the surrounding neighborhoods most impacted by such growth; and

WHEREAS, the City has established a program in which developers, in certain circumstances, are required to enter into community benefit agreements and/or pay to the City a fee in lieu of such agreements (“CBA Program”); and

WHEREAS, any payments to be generated by the CBA Program will be set forth, in detail, in an agreement with the developer and approved by City Council; and

WHEREAS, the City deems it necessary to establish a specific fund to manage any such payments, as well as criteria guiding the use of such funds; and

WHEREAS, it is appropriate for the City to codify such guiding principles.

The City of St. Petersburg does ordain:

Section 1. The recitals to this ordinance are expressly made a part of this ordinance.

Section 2. Findings of fact. The City finds that the foregoing recitals are true and correct and that it is necessary and in fulfillment of a paramount public purpose for the City to undertake the activities authorized by this ordinance in order to improve the economic condition of the City, to improve neighborhoods, to increase the property values in neighborhoods, and provide for development consistent with the will of the electorate of the City.
Section 3. The purpose of this ordinance is to authorize the use of City funds and services to create and maintain the CBA Fund, identify a funding source for the CBA Fund, and identify the uses for which money in the CBA Fund can be spent.

Section 4. Revenues generated from the CBA Program shall be deposited in the CBA Fund and their use shall be limited as set forth herein.

Section 5. Money in the CBA Fund must be expended in Qualified Census Tracts, as defined under section 42 (d)(S)(C) of the Internal Revenue Code of 1986, and shall only be expended in a manner to facilitate the economic development of individuals or groups within the Qualified Census Tracks.

Section 6. The provisions of this ordinance are supplemental and in addition to other economic development programs or efforts of the City of St. Petersburg.

Section 7. The provisions of this ordinance shall not supersede any City Codes or ordinances in effect on its effective date but authorizes the adoption of ordinances which specifically implement and further the purposes of this ordinance.

Section 8. The provisions of this ordinance shall be deemed to be severable and the and the invalidity of any provision shall not affect the remaining provisions.

Section 9. This ordinance shall become effective immediately upon its adoption.
Exhibit 8 – Community Benefit Advisory Council Resolution

Resolution No. 2021 - _____

A RESOLUTION ESTABLISHING A COMMUNITY BENEFIT ADVISORY COUNCIL ("CBAC") AS AN OFFICIAL CITY ADVISORY COMMITTEE; ESTABLISHING MEMBERSHIP; PROVIDING FOR FILLING VACANCIES; ESTABLISHING DUTIES AND RESPONSIBILITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on __________, 2021, City Council adopted Ordinance __________, which created a new program requiring developers to enter into community benefit agreements ("CBA(s)") or make payments into an associated fund, in certain circumstances; and

WHEREAS, the Mayor and City Council agree that creating a dialogue among the neighborhoods, the private sector (both for-profit and not-for-profit organizations), and the public sector on pertinent issues related to economic growth and the impact to different areas of the City will assist the City in determining where the City’s policies and resources should be focused in order to best serve the public interest; and

WHEREAS, the CBAC will provide this advice on both a case-by-case basis and on a general programmatic level; and

WHEREAS, the membership will be set at seven members, with four members appointed by the Mayor and three appointed by City Council; and

WHEREAS, the CBAC is established as set forth in this resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that a Community Benefit Advisory Committee is hereby established to provide advice to the City regarding growth and development throughout the City; that the Committee size shall be seven members, with four to be appointed by the Mayor and three appointed by City Council, for a three-year terms; and

BE IT FURTHER RESOLVED that vacancies shall be filled by the appointer of the vacated position; and

BE IT FURTHER RESOLVED that the charges and responsibilities of the CBAC shall be as follows:

- To advise the City on the CBA Program, including how best to measure community impact and how to assure enforcement,

- To advise the City on individual development projects presented to the CBAC,

- To advise the City on community and neighborhood engagement,

; and

BE IT FURTHER RESOLVED that the following initial appointments to the Committee are confirmed:

- XXXX XXXXX, [brief description of their experience/reason for selection]
- XXXX XXXXX, [brief description of their experience/reason for selection]
- XXXX XXXXX, [brief description of their experience/reason for selection]
- XXXX XXXXX, [brief description of their experience/reason for selection]
- XXXX XXXXX, [brief description of their experience/reason for selection]
- XXXX XXXXX, [brief description of their experience/reason for selection]

This Resolution shall become effective immediately upon adoption.

Approvals:

Legal: ___________________________  Administration: ___________________________
Exhibit 9 – Disclosure Resolution

Resolution No. 2020-_______

A RESOLUTION APPROVING THE FORM OF THE PROPOSED INFORMATION SHEET, ATTACHED HERETO AS EXHIBIT “A”, FOR USE BY CITY ADMINISTRATION AS SET FORTH IN ORDINANCE 2020-_____; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of St. Petersburg, Florida approved Ordinance 2021-_______ on ________, 2021 (“CBA Ordinance”), which required that the City utilize community benefit agreements as set forth therein and to provide certain disclosures to City Council when such agreements are brought before City Council for approval (“Information Sheet”); and

WHEREAS, per the CBA Ordinance, the City Council will approve the form of the Information Sheet by resolution, as it may be amended from time to time; and

WHEREAS, per the CBA Ordinance, the Information Sheet “shall generally include information ______________________________________________________”; and

WHEREAS, City Administration, in conjunction with members of the City Council and the City Attorney’s office, have drafted the proposed Information Sheet, attached as Exhibit “A”; and

WHEREAS, Administration recommends approval of the proposed Information Sheet.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the form of the proposed Information Sheet, attached hereto as Exhibit “A”, is hereby approved for use by City Administration as set forth in Ordinance 2020-______.

This Resolution shall become effective immediately upon its adoption.

LEGAL:

______________________________
City Attorney (Designee)
Exhibit 10 – CBA Information Sheet

Community Benefit Agreement Information Sheet

To be filled out by City administration for projects that are required by ___[city code]_____ to include a community benefit component. This form shall be submitted to City Council when approval is sought for the final agreement.

Developer: ____________________________________________________________________
Location of Development: ____________________________________________________________________
Impacted Neighborhoods: ____________________________________________________________________
Approximate Construction Value of Project: $[more than $2,000,000] ____________________________________________________________________
Method(s) of City Participation: ____________________________________________________________________
Approximate Value of City Participation: $[more than 20% of above] ____________________________________________________________________
Date of Community Impact Report: _______________________________ □ Report Attached
Date of meeting with Neighborhood Advisory Council: ________________________________
Summary of advice: ____________________________________________________________________
Date and location of first public meeting: ________________________________
Summary of response: ____________________________________________________________________
Date and location of second public meeting: ________________________________
Summary of response: ____________________________________________________________________

Applicable Tier(s): □ Tier 1 (>2M) □ Tier 3 (>4M) □ Tier 3 (>8M)
CBA Fund Contribution: ____________________________________________________________________

Select items completed by Developer/included in final agreement:

**Tier 1**
□ File a Construction Planning Worksheet (construction mitigation & communication)
□ Construct streetscape improvements to match existing area master plan
□ 10% SBE/MBE participation requirement for new construction
□ Utilization St. Pete Works! to employ local residents for job opportunities created by the project
□ All existing city land development regulations complied with
□ One sustainability initiative (refer to specific actions in ISAP sections 3.2 and 3.3 and 3.4)
□ Other ____________________________________________________________________

**Tier 2**
□ Established or utilized an existing apprenticeship program registered with the State of Florida Department of Education (if available), or industry certification training program, or company sponsored training program, or an on-the-job training program (such as the Florida Department of Transportation On-the-Job Training Program) for local residents
□ 20% SBE/MBE participation requirement for new construction
□ Construct, or contribute via CBA fund for the development of, new affordable and/or workforce housing at an amount less than the exemption level set forth in City Code
□ Develop on- or off-site public space, beyond code requirements or contribute to new public space via CBA Fund.
□ Contribute to historic building renovation
□ Construct public parking or contribute to new public parking
□ Make complete streets & multi-modal transit improvements (bus stops amenities, trails, bike share, bike parking/storage) or contribute to improvements
□ Contribute to City’s recycling program and waterway nourishment
□ Contribute to public safety enhancements
□ Provide public art, beyond code requirements or contribute to new public art
□ Contribute to the development or improvement of Pinellas County Schools
□ Provide for the demolition of vacant housing or other structures
□ Contribute to sustainability/resiliency efforts (seawall repair, building hardening, shelter creation, etc.)
□ Contribute to the development of early childhood programs
□ Provide technological improvements, such as free wi-fi.
□ Contribute to streetscape improvements in the project area
□ Complete at least two additional sustainability initiatives (refer to specific actions in ISAP sections 3.2 and 3.3 and 3.4)
□ Other ____________________________________________

**Tier 3**
□ 30% SBE/MBE participation requirement for new construction

□ Meet or exceed LEED Silver Certification (Project must earn a minimum of 50 points to receive Silver certification)
□ Net Zero Energy Building (NZEB)/development (An energy-efficient building where, on a source energy basis, the actual annual delivered energy is less than or equal to the on-site renewable exported energy)
□ Provide a base living wage ($15/hr.) with benefits for all permanent employees after the project is completed while ensuring responsible wages for employees during construction
□ Provide housing subsidies for employees under 100% average state wage
□ Other ____________________________________________
COMMUNITY BENEFIT AGREEMENTS

PS&I Committee
February 25, 2021
NEW DIRECTION

• Breaking New Ground
• Challenging the old Economic Development paradigms
• Transparency, Trust and Togetherness
NOT EASY...

- Research of other communities and experience with CBA
- Organized or unorganized
- Balanced approach favored
TERM SHEET

• Eligible projects
• Neighborhood Advisory Council
• CBA Fund
• Staffing
• Reporting
• Community Impact Reports
• Project Tier requirements
GOALS

• Flexibility and options
• Clear process
• Reasonable expectations
• Maintains development momentum while strengthening community input
HOW WILL THIS WORK?

- Does CBA apply
- Community Impact Report
- Public Meeting for exchange of info
- Draft Term Sheet
- Neighborhood Advisory Council
- Development Agreement
- Another public meeting
- Back to the Neighborhood Advisory Council
- Development Agreement with CBA to Council for consideration
LEGAL

• Authorizing Ordinance
• CBA Fund Ordinance
• Resolution establishing CBA Neighborhood Advisory Council

ADMINISTRATIVE

• CBA process
• Compliance and reporting
• CBA Impact Report
• CBA Fund
• CBA Info Sheet
The beginning of a broader discussion and input