

Proposed FY25 Lealman
CRA Work Plan
Summary Report





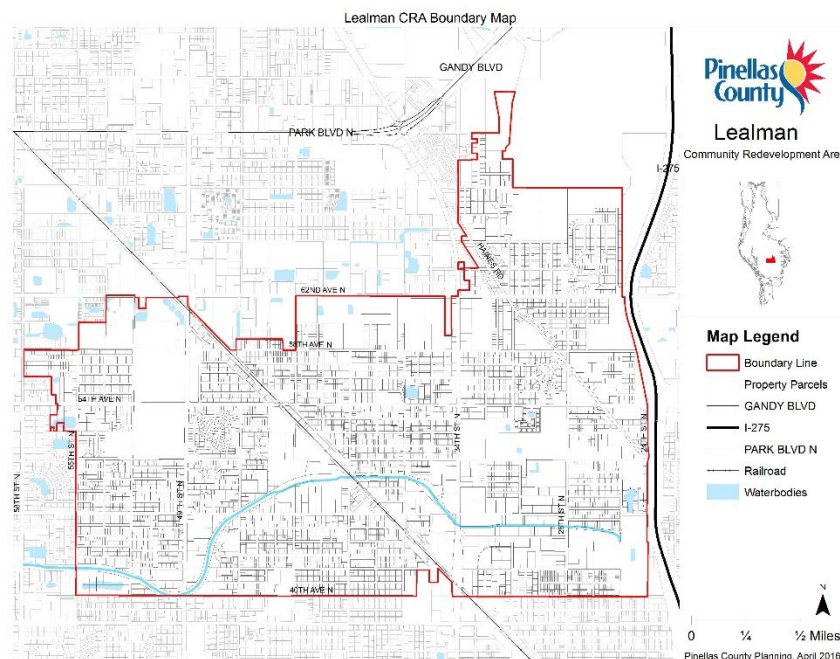
Executive Summary: Lealman Community Redevelopment Area Establishment and Guiding Principles

The Pinellas Board of County Commissioners (Board) created the first Community Redevelopment Area (CRA) in the unincorporated jurisdictional boundary areas in Lealman via [Resolution 15-62](#), which directed five associated actions:

1. Finding that conditions of blight exist within the Lealman area;
2. Establishing the Lealman study area as the Lealman CRA;
3. Declaring the need for a Community Redevelopment Agency;
4. Providing authorization to proceed with preparation of the Lealman Redevelopment Plan; and
5. Directing the creation of the Lealman Community Redevelopment Area Advisory Committee.

Additional key steps taken by the Board regarding establishing the CRA include:

- [Ordinance 15-29](#) - Established the Pinellas County Board of County Commissioners as the Community Redevelopment Agency (Agency);
- [Ordinance 16-35](#) - Established the Lealman Trust Fund, appropriated TIF revenues for the Lealman CRA and provides criteria for a mid-term assessment for continued funding;
- [Resolution 16-40](#) - Approved [Lealman CRA Plan](#) specifying the use of TIF;
- [Resolution 19-10](#) - Delegated certain approval authority to the County Administrator, or his/her designee, in furtherance of implementing the Plan, including the ability to approve and execute any and all contracts that involve the receipt or payment or by the Agency of amounts not to exceed \$250,000 in a fiscal, contract, or calendar year.



The Lealman Community Redevelopment Area (CRA), established in 2015, is the first CRA in unincorporated Pinellas County. With established neighborhood patterns, access to major roadways, varying land options for housing and retail redevelopment, and proximity to the Pinellas Trail, Downtown St. Pete and the beaches, Lealman offers significant opportunity for reinvestment.



Guiding Redevelopment Principles of the Lealman CRA Plan

The Lealman CRA Plan calls for improving the quality of life for all Lealman residents and supporting a dynamic and diverse community where people of all ages, ethnicities, and incomes have opportunities to find quality housing, jobs, goods, services, and cultural amenities. The Plan outlines the following objectives to accomplish these goals:

- **Objective 1 – Economic Development and Innovation**

Ultimately, the CRA's redevelopment goal is to become economically and socially self-sustaining in the long term. To accomplish this, the CRA will support economic development to increase employment levels, raise the tax base, and improve the standard of living in Lealman through infrastructure improvements and investments in human capital (i.e., workforce development and educational programs).

- **Objective 2 – Commercial**

The CRA will cultivate and support commercial activity to support the residential base by identifying opportunities to improve the commercial building stock, support existing businesses, and attract a diverse mix of industries such as retail, professional services, and other commercial uses.

- **Objective 3 – Housing**

The CRA will improve the residential building stock to provide safe, well-designed, high-quality housing at both market-rate and workforce price points. The CRA will also support infill housing reinvestment to create a diverse housing stock with livable, quality options for renters and homeowners.

- **Objective 4 – Infrastructure and Transportation**

Current infrastructure and transportation systems were identified as either deficient or non-existent in portions of the CRA, which creates significant obstacles in attracting or accommodating infill and redevelopment. Improvements are required to meet adequate utility and infrastructure demands across the CRA to achieve equity of services with the rest of the County, mitigate blighted conditions, accommodate economic development, and make the CRA more attractive for reinvestment.

- **Objective 5 – Urban Form**

Visual characteristics of the built environment offer the first impression of the overall quality of life in a community. In this way both the public realm and private properties contribute to the CRA's ability to attract new investment. Urban Form investments includes implementing Complete Streets initiatives to provide interconnected, walkable streets and blocks, provide street trees, sidewalks, decorative lighting fixtures, and other elements that improve both the functionality and aesthetics of corridors, as well as supporting public art and other cultural amenities.

- **Objective 6 – Healthy Community**

Healthy Community objectives include taking measures to reduce crime, medical and fire incidents. Improvements in these areas also provide an opportunity to engage citizens and renew a sense of community pride.

- **Objective 7 – Sustainability**

Attention to the social, economic, and environmental wellbeing of Lealman is critical to ensuring the CRA's investments will promote long-term sustainability. Green building practices (e.g., environmentally sensitive design, low impact development, etc.) that will protect and enhance Lealman's rich environmental resources, as well as projects and programs that will reduce



maintenance and operating expenses for homeowner and business owners' properties are all examples of investments supporting sustainability.

- **Objective 8 – Branding, Marketing and Promotion**

The CRA will develop the community's brand, and market and promote it through initiatives and projects can help catalyze additional investment, create a sense of place and celebrate community pride.

- **Objective 9 – Funding, Financing, and Management**

The funding and financing portion of this plan calls for creative, efficient, and equitable funding and financing mechanisms to implement the Plan fully. While Tax Increment Financing (TIF) is Lealman's primary funding source for redevelopment initiatives, the CRA will seek to leverage these funds with outside funding opportunities such as grants, tax credits, bonding, and securing public-private partnerships.

FY23 Financial Audit

Beginning in 2019, all Community Redevelopment Agencies are required to have an independent audit of their financial statements and for compliance with Sections 163.387(6) and (7), Florida Statutes. The purpose of the audit is to ensure the financial statements fairly present, in all material respects, the respective financial position of the Pinellas County Community Redevelopment Agency (Agency) and to ensure expenditures are only for CRA undertakings as described in the Agency's CRA plan, and pursuant to the Agency's CRA adopted budget. MSL Certified Public Accounts audit has concluded, as in each year prior, full compliance with no findings with the requirements specified above. A copy of the FY23 audit is attached as Exhibit A.

FY25 Proposed Budget & FY24 Estimate

Revenues	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Request	Budget to Budget Change	Budget to Budget % Change
Fund Balance	2,431,128	3,793,598	5,048,257	5,465,800	6,010,800	7,548,530	2,082,730	38.10%
Taxes	1,797,481	2,148,762	2,872,087	3,234,000	3,920,000	4,814,440	1,580,440	48.87%
Interest Earnings	(495)	(76,367)	190,149	28,500	120,220	286,840	258,340	906.46%
Rents, Surplus and Refunds	0	0	0	70,000	0	0	(70,000)	-100.00%
Other Miscellaneous Revenues/Transfers	137	0	70,476	0	70,000	70,000	70,000	0.00%
Revenues Total	4,228,252	5,865,993	8,180,969	8,798,300	10,121,020	12,719,810	3,921,510	44.57%



Expenditures	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Estimate	FY25 Request	Budget to Budget Change	Budget to Budget % Change
Personnel Services	124,015	160,329	381,224	391,450	368,390	421,520	30,070	7.68%
Operating Expenses	31,345	305,588	469,141	371,270	1,284,100	1,477,800	1,106,530	298.04%
Capital Outlay	0	213,320	560,152	300,000	300,000	900,000	600,000	200.00%
Grants and Aids	279,293	138,499	759,652	7,735,580	620,000	9,920,490	2,184,910	28.24%
Expenditures Total	434,653	817,736	2,170,169	8,798,300	2,572,490	12,719,810	3,921,510	44.57%

FY25 Proposed Programs & Projects

The following pages contain summary tables of programs and projects included in the FY25 Lealman CRA Work Plan funded with CRA Tax Increment Financing (TIF). They are presented here for approval of the not-to-exceed budget estimate shown. The summary tables also include the specific TIF funding source – the local MSTU or Countywide collection. The FY25 proposed Lealman CRA Work Plan in a table format is included as Appendix B to this report; expanded information on these programs is below. The proposed FY25 CRA Work Plan has been reviewed and recommended by the CRA Advisory Committee at the June 26, 2024, meeting.



Project Name	Lealman CRA Alley Program
Primary Objective Served	Objective 4 – Infrastructure and Transportation
Secondary Objective(s) Served	Objective 6 – Healthy Community; Objective 5 – Urban Form
New or Existing Project/Program	Existing
Project Location	CRA-wide
Project Description	The FY21 Alleyway Action Plan analyzed the conditions of the 176 total alleyways in the CRA and identified strategies to improve them. In FY22, staff issued an Invitation to Bid procurement process to maintain alleys that had previously been identified as clear (94) and to begin clearing alleys that were classified as semi-clear (51) and completely obstructed (31). This contract to mow and maintain the alleys was awarded to Island Way, and the contract to clear debris was awarded to the Florida Dream Center, each for a two-year period. A new bid was advertised, and a new 3-year contract was awarded to J & J Diversified for both work components, effective March 2024. We are actively working with the contractor on progress toward getting all 176 alleys cleared over the next 3-5 years. Some obstructed alleys have been encroached upon, and we will have to work with those property owners individually.
Project Status	In Progress: A total of 122 alleys are currently clear or traversable to maintain; in the first two years, 68 alleys had debris removed, and 8 alleys were changed from partially cleared to cleared. The alleys that were traversable were mowed 14 times per year, once a month, except for July and August, when they are mowed twice a month.
Department Managing Project	CRA
Project Manager	Felix Nunez (CRA Coordinator)
FY24 Approved Funding	\$200,000
FY25 Proposed Funding	\$200,000





Project Name	Residential Improvement Program (RIP)
Primary Objective Served	Objective 3 – Housing
Secondary Objective Served	Objective 5 – Urban Form
New or Existing Project/Program	Existing
Project Location	CRA-wide
Project Description	The existing grant program provides up to \$15,000 for façade and site improvements visible from the street for homeowners whose earnings are 120% or less of the Area Median Income (AMI). (See Appendix C for grant program guidelines.)
Project Status	Currently: 33 applications submitted, 22 applications approved, 7 pending, 4 rejected. Total approved applications total \$275,777. There are 8 projects from the prior year, of which 3 are completed and 5 are pending/under construction, for a total of \$74,032. Staff and the CRA Advisory Committee will be reviewing potential program changes, such as requiring a homeowner match and the list of eligible uses.
Department Managing Project	CRA
Project Manager	Felix Nunez
FY24 Approved Funding	\$300,000
FY25 Proposed Funding	\$300,000





Project Name	Commercial Improvement Program (CIP)
Primary Objective Served	Objective 2 – Commercial
Secondary Objective(s) Served	Objective 1 – Economic Development and Innovation; Objective 5 - Urban Form
New or Existing Project/Program	Existing
Project Location	CRA-wide
Project Description	The existing grant program provided matching grants for interior and exterior building and site improvements for commercial structures and sites. Matching funds available up to \$40,000 (up to \$20,000 for interior and \$20,000 for exterior). (See Appendix D for grant program guidelines.)
Project Status	Currently: 5 applications submitted, 4 applications approved, 1 pending. Total approved applications total \$211,080. There are 3 projects from the prior year, of which are pending/under construction for a total of \$94,425.
Department Managing Project	CRA
Project Manager	Felix Nunez
FY24 Approved Funding	\$240,000
FY25 Proposed Funding	\$240,000



Commercial CRA Grant Recipient – Air Quality Control





Project Name	Home Investment Program (HIP)
Primary Objective Served	Objective 3 – Housing
Secondary Objective(s) Served	Objective 4 – Urban Form; Objective 9 – Funding, Financing, and Management
New or Existing Project/Program	Existing/Modified agreement in 3 rd year to allow for greater flexibility and a higher incentive for property purchase and construction due to rising costs
Project Location	CRA-wide
Project Description	<p>After a Letter of Interest procurement process, Habitat for Humanity of Pinellas and West Pasco was selected to administer the HIP with a 3-year contract commencing June 22.</p> <p>The HIP provides Habitat a hard construction cost subsidy of \$20,000 (was \$15k) for each house developed; and up to \$40,000 (was \$25k) toward land acquisition costs for a total investment per property of up to \$60,000 (was \$55K). Funding is provided upon the home's sale to a buyer earning less than 80% of the Area Median Income (AMI). Another change to the contract will allow for an optional 2-year extension, and release of the restriction of \$500k/per year, allowing for the total contract amount of \$1.5M to be used throughout the contract period to allow more flexibility on when properties could be purchased.</p>
Project Status	In the first 2 years of their contract, Habitat for Humanity constructed 30 new single-family homes that were sold to families earning less than 80% of the Area Median Income (AMI) for a total CRA investment of \$790,000. These homes average an appraised value of \$370k, resulting in nearly a 1 to 6 ROI for the CRA.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$500,000
FY25 Proposed Funding	\$710,000 remaining as of 7/1/2024 and included in Proposed FY25 Budget
Total Approved Funding	\$1,500,000 total for 3-year HIP Agreement with Habitat for Humanity



*Habitat for Humanity for Pinellas and West Pasco
Greenway Habitat homes in the Lealman CRA.*





Project Name	Lealman CRA Sidewalk Program
Primary Objective Served	Objective 4 – Infrastructure and Transportation
Secondary Objective(s) Served	Objective 5 - Urban Form
New or Existing Project/Program	Existing
Project Location	CRA-wide
Project Description	The Lealman CRA Sidewalk Program is intended to make strategic sidewalk connections identified in the Linking Lealman Mobility Plan and those identified to support other capital projects.
Project Status	Completed: 29 th Street North was identified as a street that would benefit from having a sidewalk. It connects the Lealman Elementary School to the Lealman Park. New sidewalks were installed and were completed as of July 2 nd , with the new sod being installed the following week.
Department Managing Project	The project would be assigned to a Project Manager in Public Works.
Project Manager	Amy Davis
FY24 Approved Funding	\$200,000
FY25 Proposed Funding	\$200,000



39th St. N. sidewalk constructed connecting the Neri Park and the Lealman Elementary School



Project Name	Lealman CRA Public Art Program
Primary Objective Served	Objective 5 – Urban Form
Secondary Objective(s) Served	Objective 1 – Economic Development and Innovation; Objective 6 – Healthy Community
New or Existing Project/Program	Existing/Modified to broader language – Public Art vs Murals
Project Location	CRA-wide
Project Description	Partnership with Creative Pinellas to implement up to five murals within the CRA on public or private property. (Site-specific conditions such as mural subsurface, structure height, and square footage/number of walls ultimately determine the total number of murals painted.)
Project Status	There were no murals during FY24 due to staff turnover, so we missed the window of opportunity for cooperative weather and could not pivot to another type of public art. Therefore, we are proposing to change the wording to Public Art from Mural to allow different forms of public art, such as utility box art, which will now be allowed due to the use of the broader description.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$50,000
FY25 Proposed Funding	\$50,000

Muralist: Reid Jenkins



Muralist: Daniel Borajas



Muralist: Hanna Eriksson Patry





Project Name	Lealman Gateway and Wayfinding Signage
Primary Objective Served	Objective 8 – Branding, Marketing and Promotion
Secondary Objective(s) Served	Objective 5 – Urban Form
New or Existing Project/Program	Existing / Modified to Maintenance Program
Project Location	CRA-wide
Project Description	The project includes designing a Lealman logo, gateway and wayfinding signage, and identification of appropriate locations throughout the CRA. The intent is to help support the community’s identity, create a “sense of place,” and foster community pride.
Project Status	In Progress: As of March 2024, the remaining 7 Wayfinding, gateway, and Street signs have been installed. With the completion of the fabrication and installation of the signs, the project has been modified to a maintenance program to replace signs as needed.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Proposed Funding	\$25,000 (maintenance reserve for any damaged signs)
FY25 Proposed Funding	\$10,000 (maintenance reserve for any damaged signs)





Project Name	Lealman Exchange Strategic Plan Implementation
Primary Objective Served	Objective 7 – Sustainability
Secondary Objective(s) Served	Objective 9 – Funding, Financing, and Management; Objective 8 – Branding, Marketing and Promotion
New or Existing Project/Program	Existing
Project Location	Lealman Exchange
Project Description	Public/Private Partnership with St. Petersburg Foundation (SPF) to manage maintenance operations and programming consistent with the facility’s strategic plan. The plan calls for supporting economic empowerment, educational advancement, health and wellness, character, leadership, and community connectivity through a Collective Impact model. The Community Foundation of Tampa Bay has pledged \$210,000 to support the effort.
Project Status	In Progress: The strategic plan's implementation has just completed its second year. See Appendix E for the SPF Year 2 Business Plan Report. We are currently working with SPF on their desire to trigger the first 5-year extension under their contract, which would begin October 1, 2024.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$200,000
FY25 Proposed Funding	\$175,000



Lealman Exchange



ST. PETERSBURG
FOUNDATION



COMMUNITY
FOUNDATION
OF TAMPA BAY



Project Name	Lealman Park Enhancements – Phase II
Primary Objective Served	Objective 5 – Urban Form
Secondary Objective(s) Served	Objective 1 – Economic Development and Innovation
New or Existing Project/Program	Existing
Project Location	Lealman Exchange
Project Description	The FY24 work plan included funding to upgrade the park lighting and beautification of the right-of-way area adjacent to the pond across the street from the park. FY22/23 improvements included new fencing, paving the parking lot, resurfacing the playground, and installing landscaping with irrigation.
Project Status	The lighting upgrade will be completed in August 2024, and the Beautification of the ROW adjacent to the pond will be completed in FY25.
Department Managing Project	Parks and Conservation
Project Manager	Amy Davis
FY24 Approved Funding	\$200,000
FY25 Proposed Funding	\$100,000



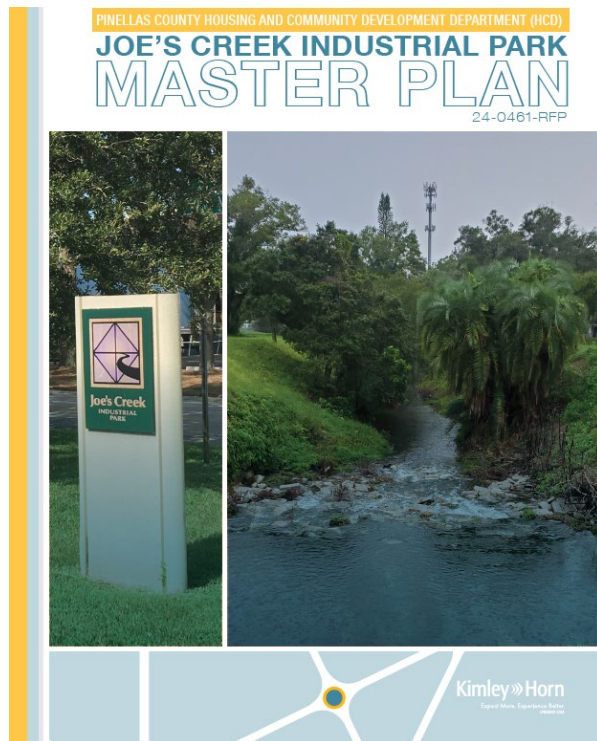


Project Name	Lealman Exchange Technology Initiatives
Primary Objective Served	Objective 6 – Healthy Community
Secondary Objective(s) Served	Objective 9 – Funding, Financing, and Management
New or Existing Project/Program	Existing
Project Location	Lealman Exchange
Project Description	Initiative to support technology initiatives at the Lealman Exchange, including programming and facility-related improvements. This is meant to be a recurring budget item to maintain the technology in the Lealman Exchange.
Project Status	In Progress: No project has been started this fiscal year yet, but we propose using this funding to install technology in the Ray Neri Room to meet current technology standards and efficiently host meetings and events.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$25,000
FY25 Proposed Funding	\$25,000





Project Name	Joe's Creek Industrial Park Master Plan & Implementation
Primary Objective Served	Objective 1 – Economic Development and Innovation
Secondary Objective(s) Served	Objective 9 – Funding, Financing, and Management
New or Existing Project/Program	Plan is Existing from FY2024 – Implementation is New
Project Location	Lealman Exchange
Project Description	The purpose of the proposed Joe's Creek Industrial Area Master Plan is to evaluate the desired future land uses and infrastructure needs for continued success and revitalization of the Joe's Creek Industrial Park and surrounding area. The implementation budget will be used to fund the implementation of the master plan through land use/comp plan changes.
Project Status	After an RFP process was conducted, a contract was awarded to Kimley-Horn to generate the Master Plan, which was awarded in late June 2024.
Department Managing Project	CRA & Housing and Community Development
Project Manager	Amy Davis & Scott Swearingen
FY24 Approved Funding	\$250,000 (master plan)
FY25 Proposed Funding	\$50,000 (implementation)





Project Name	Land Acquisition for Redevelopment or Public Purpose
Primary Objective Served	Objective 4 – Infrastructure and Transportation
Secondary Objective(s) Served	Objective 6 – Healthy Community
New or Existing Project/Program	New
Project Location	Lealman Exchange
Project Description	To be prepared to purchase property should an opportunity arise for redevelopment or a public purpose.
Project Status	In Progress: No opportunities have been identified; however, we will be looking to purchase land to enhance drainage or for another infrastructure need. These funds may be used if the opportunity arises to increase green space or for a redevelopment purchase.
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$0
FY25 Proposed Funding	\$500,000



Project Name	Lealman Exchange Capital Improvement – Digital Monument Sign
Primary Objective Served	Objective 8 – Branding, Marketing and Promotion
Secondary Objective(s) Served	Objective 9 – Funding, Financing, and Management
New or Existing Project/Program	New
Project Location	Lealman Exchange
Project Description	New monument sign with messaging capabilities to increase the presence of the Lealman Exchange off 54 th Avenue. The current sign does not lend itself to presenting the Lealman Exchange as a public facility. The ability to push out messaging about programs and services will increase people’s awareness of the facility and the programming available.
Project Status	In Progress: Not started
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$0
FY25 Proposed Funding	\$100,000





Project Name	46th N. Avenue Playground Amenities
Primary Objective Served	Objective 6 – Healthy Community
Secondary Objective(s) Served	Objective 5 - Urban Form
New or Existing Project/Program	New
Project Location	Lealman Exchange
Project Description	Project to install a shade structure and seating for parents at the new playground near the entrance of Ray Neri Park off 46 th Avenue N. Additionally, adding some enhanced low-maintenance landscaping and lighting along with some fence barriers will increase a sense of safety and comfort.
Project Status	In Progress: Not started
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$0
FY25 Proposed Funding	\$40,000





Project Name	Demolition Funding
Primary Objective Served	Objective 6 – Healthy Community
Secondary Objective(s) Served	Objective 3 - Housing
New or Existing Project/Program	New
Project Location	Lealman Exchange
Project Description	To have a funding source available, if needed, to eliminate blighted, nuisance, or dangerous structures.
Project Status	In Progress: Not started
Department Managing Project	CRA
Project Manager	Amy Davis
FY24 Approved Funding	\$0
FY25 Proposed Funding	\$25,000



Appendix A:
FY25 Proposed Lealman CRA
Work Plan



Proposed FY25 Lealman CRA Work Plan



#	Estimated Completion	Project / Program Name	Status	Percent Complete	FY24 Funds Approved	Proposed FY25	Project Description	Primary Lealman CRA Plan Objective Addressed	Secondary Lealman CRA Plan Objective Addressed
1	ONGOING	Lealman CRA Alley Improvement Program	In Progress	ONGOING	\$ 200,000	\$ 200,000	Increase of \$50k in prior year (FY24) is related to potential expansion of the scope of work or project to increase the level of service for stormwater ditch maintenance in addition to clearing and alleyways.	Objective 5 – Urban Form	Objective 4 – Infrastructure and Transportation
2	ONGOING	CRA Residential Site Improvement Program	In Progress	ONGOING	\$ 300,000	\$ 300,000	Existing \$10,000 grant program for residential façade and site improvements available to residents earning 120% of the Area Median Income (AMI) or less. Program revision proposed is to increase the awards to \$15,000 to reflect rising material and labor costs related to inflationary pressure.	Objective 3 – Housing	Objective 5 – Urban Form
3	ONGOING	CRA Commercial Site Improvement Program	In Progress	ONGOING	\$ 240,000	\$ 240,000	Up to \$40,000 is available via a matching grant program for interior & exterior commercial building and site improvements.	Objective 2 – Commercial	Objective 9 – Funding, Financing, and Management
4	ONGOING	Home Investment Program (HIP)	In Progress	53%	\$ 500,000	\$ 1,500,000	The HIP supports construction of new affordable single-family homes. Habitat for Humanity selected through a Letter of Interest procurement process. Deleted the annual limitation in the proposed contract change to the 3-year total award of contract to allow for flexibility. Total program amount is the same for the 3-year period, but the individual purchase incentives and construction incentives were increased due to higher costs, maximum per property incentive is increased from \$55k to \$60k.	Objective 3 – Housing	Objective 9 – Funding, Financing, and Management
5	ONGOING	Lealman CRA Sidewalk Program	In Progress	ONGOING	\$ 200,000	\$ 200,000	One sidewalk connection on 40th St. N. from 46th Ave. N. has been completed in this program. FY24 funding is proposed as a placeholder to construct additional strategic connections that may be identified and analyzed on a case-by-case basis.	Objective 4 – Infrastructure and Transportation	Objective 6 – Healthy Community
6	ONGOING	Lealman CRA Public Art Programs	Planned	0%	\$ 50,000	\$ 50,000	Partnership with Creative Pinellas to implement CRA Public Arts program not limited to signal box wraps, murals, and other public art installations.	Objective 5 – Urban Form	Objective 1 – Economic Development and Innovation
7	ONGOING	Streetscaping / Placemaking / Gateway & Wayfinding Signage	In Progress	ONGOING	\$ 25,000	\$ 10,000	Lealman logo created and new street signs, wayfinding signage and gateway Welcome to Lealman signs installed. FY 2024 funding is a placeholder for any maintenance activity and replacement of any signs potentially damaged.	Objective 8 – Branding, Marketing and Promotion	Objective 5 – Urban Form
8	ONGOING	Lealman Exchange Strategic Plan Implementation	In Progress	ONGOING	\$ 200,000	\$ 175,000	St. Petersburg Foundation selected through a procurement process to manage the facility and provide programming focused on economic empowerment, educational advancement, health and wellness, character and leadership and community connectivity.	Objective 7 – Sustainability	Objective 9 – Funding, Financing, and Management
9	FY24/25	Lealman Park Enhancements Phase II	In Progress	50%	\$ 200,000	\$ 100,000	Phase II of Lealman Park Enhancements for FY24 funds is to enhance the lighting throughout the park and beautification of the adjacent pond area. The lighting project will be completed by the end of FY24, while the pond beautification project will be completed in early FY25.	Objective 5 – Urban Form	Objective 1 – Economic Development and Innovation
10	DELETED	Promotional/Special Events (PSE) Grant Program	In Progress	100%	\$ 20,000	\$ -	The volunteers that make up the Lealman Engagement Committee that host three annual Lealman community events will increase fundraising by seeking additional sponsors towards building a sustainable special event organization and framework.	Objective 8 – Branding, Marketing and Promotion	Objective 1 – Economic Development and Innovation
11	ONGOING	Lealman Exchange Technology Initiatives	Planned	0%	\$ 25,000	\$ 25,000	Initiative to support technology initiatives at the Lealman Exchange, including programming and facility-related improvements.	Objective 6 – Healthy Community	Objective 9 – Funding, Financing, and Management
12	FY24	Joe's Creek District Master Plan	In Progress	10%	\$ 250,000	\$ -	The purpose of the proposed Joe's Creek Industrial Area Master Plan is to evaluate the desired future land uses and infrastructure needs for continued success and revitalization of the Joe's Creek Industrial Park and surrounding area.	Objective 1 – Economic Development and Innovation	Objective 9 – Funding, Financing, and Management
13	FY25	NEW-Joe's Creek District Master Plan Implementation	Proposed	0%	\$ -	\$ 50,000	This will be a follow up to the Joe's Creek Industrial Area Master Plan for Comprehensive Plan, Future Land Use Map and Zoning amendments require to implement the Master Plan. Consultant assistance required for speaker/stakeholder engagement and infrastructure impact assessments.	Objective 1 – Economic Development and Innovation	Objective 9 – Funding, Financing, and Management
14	ONGOING	NEW - Land Acquisition for redevelopment or public purpose	Proposed	0%	\$ -	\$ 500,000	Land acquisition funding available for opportunity to redevelop or provide a public purpose within the CRA.	Objective 4 – Infrastructure and Transportation	Objective 6 – Healthy Community

*Budget estimates contained in this Work Plan for capital projects are conceptual-level estimates only and will be further refined in the preliminary design and engineering phase of the respective projects.



Proposed FY25 Lealman CRA Work Plan



#	Estimated Completion	Project / Program Name	Status	Percent Complete	FY24 Funds Approved	Proposed FY25	Project Description	Primary Lealman CRA Plan Objective Addressed	Secondary Lealman CRA Plan Objective Addressed
15	FY25	NEW-Lealman Exchange Capital Improvement-Digital Monument Sign off of 54th Avenue	Proposed	0%	\$ -	\$ 100,000	To propose replacing the wooden sign with a digital monument sign to better represent an active and open public community center, digital messaging to promote communication of information, services, and activities available at the Lealman Exchange. Potentially the sign could also indicate the tenants, which would be a changeable feature as tenants increase/change.	Objective 8 – Branding, Marketing and Promotion	Objective 9 – Funding, Financing, and Management
16	FY25	NEW-46th N Ave. Playground Amenities	Proposed	0%		\$ 40,000	Add Playground shade structure, seating area for parents, landscape beautification, lighting and safety fencing.	Objective 6 – Healthy Community	Objective 5 – Urban Form
17	ONGOING	NEW-Demolition funds	Proposed	0%		\$ 25,000	Funds available to assist in the demolition of derelict and condemned properties within the CRA boundaries posing a safety risk to the community.	Objective 6 – Healthy Community	Objective 3 – Housing
Total Proposed FY25 CRA-TIF Funded Programs and Projects:					\$ 2,210,000	\$ 3,515,000			

*Budget estimates contained in this Work Plan for capital projects are conceptual-level estimates only and will be further refined in the preliminary design and engineering phase of the respective projects.



Appendix B

Independent Auditor's Report

**PINELLAS COUNTY, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of Pinellas County, Florida)**

**FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023**

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
FINANCIAL STATEMENTS
For the year ended September 30, 2023

TABLE OF CONTENTS

	PAGE
FINANCIAL SECTION	
Independent Auditor's Report	1
Management's Discussion and Analysis (Unaudited)	4
BASIC FINANCIAL STATEMENTS:	8
Statement of Net Position	8
Statement of Activities	9
Balance Sheet - Governmental Fund	10
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	11
Statement of Revenues, Expenditures and Change in Fund Balance - Governmental Fund	12
Reconciliation of the Statement of Revenues, Expenditures, and Change in Fund Balance of the Governmental Fund to the Statement of Activities	13
Notes to the Financial Statements	14
REQUIRED SUPPLEMENTARY INFORMATION	19
Schedule of Revenues, Expenditures and Change in Fund Balance - Budget and Actual - General Fund	19
Notes to the Required Supplementary Information	20
OTHER REPORTS	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	21
Management Letter	23
Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes and Sections 163.367(6) and (7), Florida Statute	26



Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and General Fund of the Pinellas County Community Redevelopment Agency (the "CRA"), a component unit of Pinellas County, Florida as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the CRA as of September 30, 2023, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the CRA, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 12, 2024 on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

MSL, P.A.

Certified Public Accountants

Tampa, Florida
April 12, 2024

**MANAGEMENT'S
DISCUSSION AND ANALYSIS
(UNAUDITED)**

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2023

This section of the Pinellas County Community Redevelopment Agency (Agency) annual financial report presents a narrative overview and an analysis of the financial activities of the Agency for the fiscal year ended September 30, 2023. Please read the information presented here in conjunction with the financial statements and notes to the financial statements that follow.

FINANCIAL HIGHLIGHTS

- The Agency's assets exceeded its liabilities at September 30, 2023, by \$6,834,371 (net position). Net position increased by \$1,569,503 from the previous fiscal year. The increase was a result of tax increment financing revenue exceeding expenses in the current year.
- As of September 30, 2023, the Agency's governmental fund reported an ending fund balance of \$6,010,800, an increase of \$962,543 from the previous fiscal year. The difference between the Agency's net position and fund balance is due to capital assets, net of accumulated depreciation, which are reported in governmental activities, thereby increasing net position. Capital additions are recorded as expenditures when incurred in the governmental fund, thereby decreasing fund balance.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Agency's basic financial statements. The basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements.

Government-wide financial statements. The government-wide financial statements provide both long-term and short-term information about the Agency's overall financial status. These statements use a format similar to a private-sector business. They include a Statement of Net Position and a Statement of Activities.

The Statement of Net Position presents information on the Agency's assets, deferred outflows, liabilities, deferred inflows, and the resulting net position using accounting methods similar to those used by private sector companies. This is considered one way to measure the Agency's financial health.

The Statement of Activities presents information showing how the Agency's net position changed during this fiscal year. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

Fund financial statements. Traditional users of governmental financial statements will find the fund financial statements' presentation more familiar. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency, like other governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Agency uses one governmental fund to account for its operations.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, this set of financial statements focuses on events that produce near-term inflows and outflows of spendable resources as well as on the balances of spendable resources available at the end of the fiscal year and is a narrower focus than the government-wide financial statements.

By comparing functions between the two sets of statements for governmental funds and governmental activities, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the fund statement of revenues, expenditures, and change in fund balance provide a reconciliation to facilitate this comparison.

The Agency adopts an annual appropriated budget for the governmental fund. A budgetary comparison statement is provided for the General Fund in order to present budgetary compliance.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2023

Notes to the financial statements. The financial statements also include notes. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The comparison of net position from year to year serves to measure a government's financial position. As of September 30, 2023, assets exceeded liabilities by \$6,834,371 (net position). Of this amount, \$6,010,800 is restricted for eligible activities associated with implementing the Pinellas County Community Redevelopment Area (CRA) Redevelopment Plan.

	2023	2022
Current and other assets	\$ 6,066,709	\$ 5,281,305
Capital assets	823,571	216,611
Total assets	<u>6,890,280</u>	<u>5,497,916</u>
Current liabilities	55,909	233,048
Total liabilities	<u>55,909</u>	<u>233,048</u>
Net investment in capital assets	823,571	216,611
Restricted	6,010,800	5,048,257
Total net position	<u>\$ 6,834,371</u>	<u>\$ 5,264,868</u>

Investment in capital assets (building improvements and construction in progress) represent 12.1% of the Agency's total net position as of September 30, 2023. Capital assets are used to achieve the mission of the Agency and have a long-term economic benefit. Restricted net position represents 87.9% of total net position and is obligated for a specific purpose. The Agency has no unrestricted net position because the Agency's total net position, less investment in capital assets, must be used to fulfill its CRA Redevelopment Plan (Plan). The Plan serves as a comprehensive framework for long-term development, economic development, and redevelopment revitalization strategies to address blighted conditions and improve the overall quality of life in the CRA.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2023

The following schedule compares the revenues and expenses for governmental activities for the current and previous fiscal year.

	<u>2023</u>	<u>2022</u>
Revenues		
Program Revenue:		
Capital contributions	\$ 58,000	\$ —
Operating Contributions	70,000	—
General Revenues:		
Taxes	2,872,087	2,148,762
Investment income (loss)	190,150	(76,368)
Miscellaneous	476	—
Total revenues	<u>3,190,713</u>	<u>2,072,394</u>
Expenses		
Economic environment	<u>1,621,210</u>	<u>623,815</u>
Total Expenses	<u>1,621,210</u>	<u>623,815</u>
Change in net position	1,569,503	1,448,579
Net position - beginning	<u>5,264,868</u>	<u>3,816,289</u>
Net position - ending	<u>\$ 6,834,371</u>	<u>\$ 5,264,868</u>

Revenues for governmental activities increased 54.0% over the prior year, largely related to the \$723,325 increase in tax revenue due to rising property values. Expenses for governmental activities increased \$997,395, 159.9%, over the prior year due to a number of new projects and programs that started, including the first year of a three year contract with Habitat for Humanity to provide land purchase and construction cost offset payments to encourage the construction of affordable single-family houses, the placemaking project that included the installation of wayfinding and gateway signage throughout the Lealman Community Redevelopment Area, Mural program that funded the installation of murals on several structures, and the implementation of the Strategic Plan for the Lealman Exchange and Lealman Park Improvements.

GOVERNMENTAL FUNDS FINANCIAL ANALYSIS

Governmental Funds: The Agency's governmental fund provides a short-term view of the Agency's operations and services provided. Governmental fund information helps determine the amount of short-term financial resources available for the Agency's programs. The General Fund is the operating fund of the Agency and accounts for all of its financial resources. As of September 30, 2023, the total fund balance for the Agency's General Fund was \$6,010,800, increasing from the prior year by \$962,543, or 19.1%. Revenues and expenditures in the General Fund were identical to governmental activities, with the exception of capital contributions of \$58,000, annual depreciation of \$11,191 and capital outlay of \$560,151.

General Fund Budgetary Highlights

Program expenditures under the fiscal year 2023 amended budget of the Agency totaled \$6,394,040, which was an increase of \$3,182,160, or 99.1%, over the fiscal year 2022 amended budget. Total revenues budgeted in the General Fund for fiscal year 2023 were \$3,132,340, of which \$3,033,460 were related to taxes. In fiscal year 2022, budgeted revenues were \$2,234,650, of which \$2,204,250 was related to taxes. The higher budgeted tax revenue in the current fiscal year is reflective of the anticipated increases in property values within the community redevelopment area. The fiscal year 2023 final budget projected a \$3,261,700 deficiency of revenues under expenditures. Actual amounts consisted of \$962,543 of revenues in excess of expenditures. This \$4,224,243 difference resulted from program

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2023

expenditures incurred that were \$4,223,870 less than budgeted. In 2023 all available resources are fully budgeted for disbursement, including \$3,261,700 carried forward from 2022.

CAPITAL ASSET AND DEBT ADMINISTRATION

The Agency's investment in capital assets is \$823,571, net of accumulated depreciation. This includes building improvements and construction in progress. In 2023 annual depreciation of \$11,191 and capital asset additions of \$560,151 were recognized.

	<u>2023</u>	<u>2022</u>
Building improvements	\$ 150,100	\$ —
Equipment	—	3,291
Construction in progress	673,471	213,320
Total	<u>\$ 823,571</u>	<u>\$ 216,611</u>

The Agency's capital assets consisted of the following:

- Building improvements – Relates to the Lealman Exchange commercial kitchen.
- Equipment – Relates to the purchase of information technology equipment, consisting of network switches.
- Construction in progress – Relates to improvements to various entrances at Raymond H. Neri Community Park and improvements to Lealman Park.

The Agency has no long term debt as of September 30, 2023.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

For the fiscal year 2024 adopted budget, revenues include \$3,234,000 of tax revenue and \$28,500 of investment earnings. Tax revenues consist of \$914,000 of tax increment financing contributed from the Municipal Service Taxing Unit (MSTU) and \$2,320,000 of tax increment financing contributed by Pinellas County. Total expenditures in the fiscal year 2024 budget are \$8,798,300, which include the following components:

- \$391,450 of contracted personnel services provided by Pinellas County
- \$7,735,580 of operating expenditures - grants & aids
- \$371,270 of other operating expenditures
- \$300,000 of capital outlay

Major initiatives in the upcoming fiscal year impacting the fiscal year 2024 budget adoption include the following:

- Neighborhood Revitalization through financial assistance for commercial and residential structures to reduce the costs associated with the repair, rehabilitation, and enhancement to the site.
- The generation of a Joe's Creek Industrial District Master Plan to enable creating strategic goals that are aligned with what the commercial market can and will support.
- Lealman Park Lighting Improvements, continue maintenance and clearing of the alleyways for aesthetic, connectivity and public safety benefits, continuation of the Mural Program as well as the agreement with Habitat for Humanity for the construction of affordable single-family housing.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Agency's finances for interested parties. If you have questions about this report, contact the Office of Ken Burke, Clerk of the Circuit Court and Comptroller, Pinellas County, FL, P. O. Box 2438, Clearwater, Florida 33757 or email clerkinfo@mypinellasclerk.org.

FINANCIAL STATEMENTS

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
STATEMENT OF NET POSITION
September 30, 2023

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 2,253,962
Investments	3,792,253
Accrued interest receivable	20,494
Capital assets not being depreciated:	
Construction in progress	673,471
Capital assets being depreciated (net of accumulated depreciation):	
Building improvements	150,100
Total assets	6,890,280
 LIABILITIES	
Accounts payable and other current liabilities	55,909
Total liabilities	55,909
 NET POSITION	
Net investment in capital assets	823,571
Restricted for:	
Redevelopment plan	6,010,800
Total net position	\$ 6,834,371

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2023

	Governmental Activities
EXPENSES	
Economic environment	\$ 1,621,210
Total expenses	1,621,210
 PROGRAM REVENUE	
Capital contributions	58,000
Operating contributions	70,000
Total program revenue	128,000
 GENERAL REVENUE	
Taxes	2,872,087
Investment income (loss)	190,150
Miscellaneous	476
Total general revenue	3,062,713
 INCREASE IN NET POSITION	 1,569,503
Net position - beginning of year	5,264,868
Net position - end of year	\$ 6,834,371

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
BALANCE SHEET
GOVERNMENTAL FUND
September 30, 2023

	General Fund
ASSETS	
Cash	\$ 2,253,962
Investments	3,792,253
Accrued interest receivable	20,494
Total assets	\$ 6,066,709
 LIABILITIES	
Vouchers payable	\$ 31,008
Accrued liabilities	24,901
Total liabilities	55,909
 FUND BALANCE	
Restricted	6,010,800
Total fund balance	6,010,800
Total liabilities and fund balance	\$ 6,066,709

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
September 30, 2023

Total fund balance - governmental fund	\$	6,010,800
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, not reported in the fund	<u>823,571</u>
Total net position - governmental activities	<u>\$ 6,834,371</u>

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
GOVERNMENTAL FUND
For the Year Ended September 30, 2023

	General Fund
REVENUES	
Taxes	\$ 2,872,087
Investment income (loss)	190,150
Contribution from Pinellas County	70,000
Miscellaneous	476
Total revenues	3,132,713
EXPENDITURES	
Current	
Economic environment	1,610,019
Capital outlay	560,151
Total expenditures	2,170,170
Net change in fund balance	962,543
Fund balance - beginning	5,048,257
Fund balance - ending	\$ 6,010,800

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2023

Net change in fund balance - total governmental fund \$ 962,543

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in the governmental funds. However, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense in the statement of activities. In the current period these amounts are:

Capital outlay	560,151	
Depreciation expense	\$ (11,191)	
		548,960

Capital contributions		58,000
Change in net position - governmental activities		\$ 1,569,503

The accompanying notes are an integral part of these financial statements.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2023

NOTE 1 - Summary of Significant Accounting Policies

A. Summary of Significant Accounting Policies

The Pinellas County Community Redevelopment Agency's (Agency) financial statements are prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles in the United States of America. The more significant of the Agency's accounting policies are described below.

B. The Reporting Entity

Pinellas County Community Redevelopment Agency was established by the Board of County Commissioners (Board) of Pinellas County, Florida (County) on June 07, 2016 through Resolution No. 16-40. The Board declared the Lealman Study Area of Pinellas County to be a blighted area, known as the Lealman Community Redevelopment Area (CRA). As this district is in the Board's unincorporated area, the General Fund of the County contributes Tax Increment Financing (TIF) resources based on both the Countywide and the Municipal Service Taxing Unit (MSTU) property tax collections. The County's obligation to annually appropriate to the fund continues until 2046. The creation of the CRA district is enabled by the Community Redevelopment Act of 1969, as amended, and codified as Part III, Chapter 163, Florida Statutes (the Redevelopment Act).

While the Agency is a separate legal entity, it is treated as a blended component unit of the County and is part of the County's primary government operations for financial reporting purposes. The Agency is reported as a special revenue fund of the Board and is included in the County's Annual Comprehensive Financial Report as a nonmajor governmental fund. This standalone report of the Agency is not a complete presentation of the Board.

C. Basis of Presentation, Basis of Accounting

Basis of Presentation

The Agency's basic financial statements are presented in two separate and distinct formats. These consist of government-wide statements and fund financial statements. Governmental activities, which are activities supported primarily by taxes and intergovernmental revenues, are reported separately from business-type activities, which are supported by fees and charges. The Agency does not have any business-type activities and only has governmental activities.

Government-wide Statements. The statement of net position and the statement of activities report information on the primary government. These statements distinguish between governmental activities, normally financed through taxes, intergovernmental revenues and other nonexchange activities.

The statement of activities presents a comparison of direct expenses and program revenues for each governmental function of the Agency. Direct expenses are those associated with a specific function or segment. Program revenues include: (a) fees, fines, and charges for services paid by the recipients of the goods or services provided by programs, and (b) grants and contributions restricted to meeting the requirement of a particular program. General revenues include all taxes and other revenue not classified as program revenue. Program revenue consists of operating and capital contributions.

Fund Financial Statements. The fund financial statements provide information about the Agency's governmental fund. The Agency reports all of its operations in a single governmental fund, which is the General Fund. This fund is used to account for TIF revenues and investment earnings thereon that fund redevelopment activities in the CRA district. These specific revenue sources are legally restricted to expenditures for this specific purpose.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2023

Measurement Focus, Basis of Accounting

Government-wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized at the time liabilities are incurred, regardless of the timing of related cash flows. Nonexchange transactions include property taxes, grants, entitlements, and donations. Property taxes are recognized as revenue in the fiscal year for which taxes are levied. Grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements are met.

Fund Financial Statements. The fund financial statements report information at a higher level of detail, focusing on the reporting of the individual major fund, rather than consolidating the information into the broad category of governmental activities. The Agency's General Fund is classified as a governmental fund. Governmental funds are reported using the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they are available and measurable, generally meaning revenues that are collected within 60 days after year end. Expenditures are recognized at the time liabilities are incurred, if measurable.

D. Cash and Cash Equivalents and Investments

The Agency considers all cash on hand, demand deposits, cash with fiscal agent, revolving funds and short-term investments, including restricted assets with original maturities of three months or less from acquisition date to be cash and cash equivalents. The Agency's monies are held by the County's bank deposits and the majority of investments are pooled for investment purposes. Earnings from pooled activity are allocated based on a participating fund's average daily cash and investment balance.

Investments are stated at fair value.

E. Receivables

The Agency's receivable balance of \$20,494 consists of interest earned by the Agency through the County's pooled cash and investment program but not yet received in cash as of September 30, 2023.

F. Capital Asset

Capital assets of the Agency include equipment and construction in progress. Capital assets are items with individual costs that meet or exceed the Agency's capitalization threshold and have useful lives of more than one year. Purchased or constructed capital assets are recorded at cost or estimated historical costs. Donated assets are recorded at acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not increase the value or useful life of the asset is not capitalized. Capital assets are depreciated over their useful lives unless they are inexhaustible. Depreciation is provided using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Life</u>	<u>Capitalization Threshold</u>
Building Improvements	10	\$20,000
Equipment	5-20	\$5,000

G. Fund Balances

Fund balances are reported in classifications depending on whether the amounts are spendable or nonspendable. Spendable amounts are further classified based on external and/or internal constraints. The Agency has no nonspendable fund balance.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2023

Within the spendable classification, restricted fund balance can only be spent for specific purposes imposed by external parties such as creditors, grantors, contributors, or laws or regulations imposed by law through constitutional provisions or enabling legislation. Chapter 163, Part III, Florida Statutes, regulates community redevelopment and requires that monies may only be expended for undertakings of a community redevelopment agency as described in its community redevelopment plan and only pursuant to an annual budget adopted by the board of commissioners of the community redevelopment agency and for specific purposes outlined within Section 163.387(6)(c), Florida Statutes. Thus, the entire amount of the Agency's spendable fund balance is classified as restricted.

H. Use of Estimates

The preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) requires management of the Community Redevelopment Agency to make a number of estimates and assumptions relating to the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

NOTE 2 - Cash and Investments

The Agency does not currently maintain accounts with either financial institutions or brokerages titled under its name. Cash and investments as presented in these financial statements reflects Agency's equity in the County's pooled cash and investments. The County serves as the Agency's fiscal agent and maintains the Agency's deposits in the County's cash pool. The consolidated cash pool concept allows each participating fund of the County to benefit from the economies of scale and improved yield which are inherent within a larger investment pool.

Custodial Credit Risk – Deposits

According to Chapter 280, Florida Statutes, County monies must be deposited with financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida. In accordance with this statute, qualified public depositories are required to pledge eligible collateral in varying percentages. Any losses to public depositors are covered by applicable deposit insurance, by the sale of pledged securities and, if necessary, by assessments against other qualified public depositories. At fiscal year end, all deposits were covered by Federal depository insurance or by pledged collateral.

Credit Risk – Investments

The County's investment policy limits credit risk by restricting investments to the list provided above. Money market funds must maintain the highest credit quality rating from a nationally recognized statistical rating organization. Commercial paper must have a credit quality rated A1, P1 from a nationally recognized statistical rating organization.

Custodial Credit Risk – Investments

The County's investment policy requires the County to execute a third-party custodial safekeeping agreement with a commercial bank's trust department, which is separately chartered by the United States Government or the State of Florida. All securities purchased and collateral obtained by the County shall be properly designated as an asset of the County and held in safekeeping by the trust department.

Concentration of Credit Risk – Investments

The County's investment policy provides guidelines on maximum limits for security diversification with the option to further restrict or increase investment percentages from time to time based on market conditions, with bond covenant requirements excluded from the composition calculation. The portfolio was maintained within those guidelines.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2023

Interest Rate Risk – Investments

Section 218.415 of the Florida Statutes requires that the County's investment policy be structured to place the highest priority on the safety of principal and liquidity of funds. Investment of construction funds, bond fund reserves, and other non-operating funds shall have a term appropriate to the need of the funds, but in no event shall the maturities exceed five years. Reserve funds may be invested up to ten years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. The weighted average duration of the portfolio shall not exceed three years. No surplus funds may be invested in a derivative investment, as defined in Section 218.45(5), Florida Statutes.

NOTE 3 - Capital Assets

Capital asset activity for the fiscal year was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets not being depreciated:				
Construction in progress	\$ 213,320	\$ 460,151	\$ —	\$ 673,471
Total capital assets not being depreciated	<u>213,320</u>	<u>460,151</u>	<u>—</u>	<u>673,471</u>
Capital assets being depreciated:				
Building improvements	—	158,000	—	158,000
Equipment	24,685	—	—	24,685
Total capital assets being depreciated	<u>24,685</u>	<u>158,000</u>	<u>—</u>	<u>182,685</u>
Less accumulated depreciation for:				
Building improvements	—	(7,900)	—	(7,900)
Equipment	(21,394)	(3,291)	—	(24,685)
Total accumulated depreciation	<u>(21,394)</u>	<u>(11,191)</u>	<u>—</u>	<u>(32,585)</u>
Capital assets, net	<u>\$ 216,611</u>	<u>\$ 606,960</u>	<u>\$ —</u>	<u>\$ 823,571</u>

Depreciation expense of \$11,191 was charged to economic environment program expenses within governmental activities.

NOTE 4 - Risk Management

As of September 30, 2023 the Agency had not separately established a Risk Management Fund or Pool. Insurance coverage is provided entirely through the County's risk management pool for property, general liability, employee liability, and workers' compensation coverage. All risk from such claims is borne by the County.

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2023

NOTE 5 - Related Party Transactions

During the fiscal year ended September 30, 2023, the Agency incurred expenditures for contractual services provided by the County totaling \$421,134. Of that amount, \$381,224 related to personal service charges for the use of County employees performing functions of the Agency and \$39,910 of intergovernmental cost allocations and other County charges.

As of September 30, 2023, the Agency owed the County \$24,901 for accrued wages and benefits of County employees providing services on behalf of the Agency.

**REQUIRED SUPPLEMENTARY
INFORMATION**

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGE IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
For the Year Ended September 30, 2023

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
REVENUES				
Taxes	\$ 3,033,460	\$ 3,033,460	\$ 2,872,087	\$ (161,373)
Operating contributions	—	70,000	70,000	—
Investment income (loss)	28,880	28,880	190,150	161,270
Miscellaneous	—	—	476	476
Total revenues	<u>3,062,340</u>	<u>3,132,340</u>	<u>3,132,713</u>	<u>373</u>
EXPENDITURES				
Current				
Economic environment	6,024,040	6,094,040	1,610,019	4,484,021
Capital outlay	300,000	300,000	560,151	(260,151)
Total expenditures	<u>6,324,040</u>	<u>6,394,040</u>	<u>2,170,170</u>	<u>4,223,870</u>
Net changes in fund balance	(3,261,700)	(3,261,700)	962,543	4,224,243
Fund balance - beginning	<u>3,261,700</u>	<u>3,261,700</u>	<u>5,048,257</u>	<u>1,786,557</u>
Fund balance - ending	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 6,010,800</u>	<u>\$ 6,010,800</u>

Pinellas County, Florida
COMMUNITY REDEVELOPMENT AGENCY
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended September 30, 2023

Section 189.016, Florida Statutes, governs the preparation, adoption, and administration of the Agency's annual budget. The budget shall be balanced: that is, the total of the estimated receipts, including balances brought forward, shall equal the total of the appropriations and reserves. The budget for the Agency's fund is prepared in accordance with GAAP, using the modified accrual basis of accounting.

The annual budget, both operating and capital improvement, serves as the legal authorization for expenditures. Any revision that alters the total expenditures is presented to the Board's chairman and the Board of County Commissioners for approval. In instances where budget appropriations and estimated revenues have been revised during the year, the budget data presented in the Agency's financial statements represents final authorized amounts. Expenditures may not legally exceed budgeted appropriations at the fund level.

The adopted budget cannot be changed except by an amendment or a budget supplement. The budgetary data presented is as amended by the Board for the fiscal year. State statutes provide that the Board may amend the adopted budget when:

1. Appropriations for a fund are increased and decreased by the same amount so that total appropriations do not change;
2. Reserves for future construction and improvements are appropriated by a resolution;
3. A receipt from a source not anticipated in the budget and received for a particular purpose may be appropriated by a resolution; and
4. A receipt from a source not anticipated in the budget and not designated for a particular purpose is presented by budget supplement to the Board.

This requires proper public notice to allow public comments before adoption.



Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Pinellas County Community Redevelopment Agency (the "CRA") as of and for the fiscal year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's financial statements and have issued our report thereon dated April 12, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, grant agreements and contracts, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Pursuant to provisions of Chapter 10.550, *Rules of the Auditor General*, we reported certain matters to management of the CRA in a separate management letter and Independent Accountant's Report dated April 12, 2024.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the CRA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

MSL, P.A.

Certified Public Accountants

Tampa, Florida
April 12, 2024



Certified Public Accountants

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

Report on the Financial Statements

We have audited the basic financial statements of the Pinellas County Community Redevelopment Agency (the "CRA") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated April 12, 2024.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated April 12, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

Financial Condition

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and communicate the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the CRA did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, *Rules of the Auditor General*, see Attachment A.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the CRA's Board of Directors, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

MSL, P.A.

Certified Public Accountants

Tampa, Florida
April 12, 2024

ATTACHMENT A

Information required by
 Rules of the Auditor General, Chapter 10.550, Local Government Entity Audits, 10.554 (1)(i.)6
 UNAUDITED

		Pinellas County Community Redevelopment Agency
a.	The total number of district employees compensated in the last pay period of the district's fiscal year being reported:	2
b.	The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year being reported:	0
c.	All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency:	\$ 381,224
d.	All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency:	\$ -
e.	Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project:	None
f.	A budget variance report based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes:	See page 19 of the financial statements



Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT

Honorable Board of County Commissioners
Pinellas County Community Redevelopment Agency

We have examined the Pinellas County Community Redevelopment Agency's (the "CRA") compliance with the requirements of Sections 163.387(6), 163.387(7) and 218.415, Florida Statutes, during the fiscal year ended September 30, 2023. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied with those requirements, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2023.

MSL, P.A.

Certified Public Accountants

Tampa, Florida
April 12, 2024



Appendix C: Residential Improvement Program (RIP) Grant Guidelines



Lealman Community Redevelopment Area Residential Improvement Program Grant Guidelines & Application Package Fiscal Year 2024



Applications & supporting documents may be submitted electronically to LealmanCRA@pinellascounty.org or via hand delivery to:

Tanya Kurtin
727-464-5404
Tkurtin@pinellas.gov

or

Felix Nunez
(727) 464-5458
fnunez@pinellas.gov

Lealman Exchange 5175 45th Street N, Building A
Lealman, Florida 33714



OVERVIEW

The purpose of the Residential Improvement Program is to assist income-eligible owner-occupants of single-family homes to upgrade and enhance their property's exterior appearance to provide a positive visual impact on the neighborhood and encourage surrounding property owners to maintain their properties. For the purposes of this program, "income-eligible" is defined as households whose income is 120% and below the area median income (AMI). The maximum income levels for this program are based on the Florida Housing Finance Corporation's SHIP Program, which is adjusted annually. (See table below to determine if you qualify.) Properties must be located within the boundaries of the Lealman CRA to be eligible for this program.

% of Median Income (Annual Income)	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
120% of Median	\$73,080	\$83,520	\$93,960	\$104,280	\$112,680	\$121,080	\$129,360	\$137,760

GRANT FUND AMOUNTS

Applicants may receive a grant of up to \$15,000 for eligible improvements.

PROPERTY ELIGIBILITY

Eligible properties must be located within the Lealman CRA and include single-family detached houses, townhomes, villas, cooperatives, condominiums, and manufactured housing. The property must be structurally sound, meet Florida building codes and local housing codes.

APPLICANT ELIGIBILITY

A property owner is eligible to apply. Applicants must be able to demonstrate (with assistance provided by County staff):

- Ownership of the property.
- The property is in the Lealman CRA boundaries.
- The applicant(s) must be current on all property taxes.
- The property must not have any outstanding liens or Code Enforcement violations.¹
- Property must not be in foreclosure.
- Properties are eligible for Lealman CRA Improvements grants once per every five years

¹ Properties with limited Code Enforcement/Utility liens may be considered on a case-by-case basis.



ELIGIBLE & INELIGIBLE IMPROVEMENTS

Eligible Improvements

- Exterior painting of all exterior elevations on residence (including pressure washing exterior and any siding, masonry or stucco repairs required)
- Repairing or replacing doors and windows on principal elevation(s)² of residence
- Repairing or reconstructing front porches, stoops and accessibility ramps
- Driveway/sidewalk installation and repair (considered on a case-by-case basis in conjunction with other grant-funded façade improvements)
- Remedying exterior code enforcement violations or principal elevation(s) of residence
- Fencing repair or replacement (front yard only; double frontage lots shall be evaluated on a case-by-case basis; chain link fencing is ineligible)
- Landscaping (no sod allowed, must be Native or “Florida-Friendly” plants and pre-approved by Pinellas County; not to exceed 10% of grant award).
- Property clean-up (removal of hazardous debris, dilapidated materials, etc.)

Ineligible Improvements

- Work performed by an unlicensed contractor
- Improvements completed or in the process of repair prior to approval of the grant application
- Interior repairs or renovations
- New building construction
- Improvements to residences constructed within the last five (5) years
- Roof repairs or replacement
- Security systems (including metal roll-down gates, window bars, and cameras)
- Routine maintenance

APPLICATION PROCESS

Applications will be accepted on a rolling basis, with funding awarded on a first-come, first-qualified basis until the depletion of the program’s budget. Any expenses incurred before an approved application are ineligible. The application is included at the end of these grant guidelines and submitted electronically by emailing LealmanCRA@pinellascounty.org or via hand delivery to the Lealman Exchange, located at 5175 45th St. N., Bldg. A., Lealman 33714. Hand-delivered applications will be time and date-stamped upon receipt.

Applicants will submit the full grant application, including:

- Providing photographs of the requested items the grant is being sought to repair. All photos must be in color and taken from a clear distance of the entire structure. Close-up photos are not accepted. Photos can be e-mailed to the email address above, even if a paper application is handed in.
- A photograph of a Driver’s License or other Florida ID is also required.
- A property tax bill showing no arrears and proof of homestead. All homeowners on the deed must be listed on the application and sign the application. If there are extenuating circumstances, these should be explained to CRA staff before applying.
- Income Certification Form for all adult household members with income, including wages and any Social Security income. Applicants must provide a copy of their most recent tax return or copies of

²A “principal” elevation is the side of a building that faces one or more public streets (not alleys).



their last two pay stubs.

Once an application is received, CRA staff will take the following steps:

1. The application will be reviewed for completeness. A due diligence review will be conducted within three (3) business days of acceptance. If an application is deemed ineligible, staff will notify the applicant, who will have ten (10) business days to provide any additional information requested to clear conditions. If the additional information requested is not provided within this period, staff will review all subsequently received funding applications. If the conditions cannot be cleared, the applicant will be advised, and the file will be archived as ineligible.
2. If the additional requested information to clear the conditions is not submitted within thirty calendar days (30), the application will automatically be deemed incomplete and considered ineligible for funding and archived.
3. After an application is determined to be complete, staff will advise the applicant that they have conditional approval and will seek a contractor to perform the work identified on their application. The applicant then has twenty-one (21) calendar days to contact vendors and collect two bids for the scope of work to be completed. You can work with any contractor you choose; however, all vendors selected must be licensed to work in Pinellas County. You can verify if they are licensed in Pinellas County by visiting <https://public.co.pinellas.fl.us/clbcontractorlist/index.jsp>. Using a contractor not licensed in Pinellas County will cause the grant application to be ineligible for funding, and no exceptions can be made.
4. Staff will review and accept the most responsive and responsible bid (described below in the Procurement Method section) within three (3) business days upon final receipt of all bids. Once a contractor is selected, the applicant will execute an Acceptance of Grant Guidelines and a Work Contract, which is executed by the applicant, their selected contractor(s), and the County.
5. Once the Acceptance of the Grant and Conditions and Work Contract is fully executed by all required parties, a Notice to Proceed will be issued, notifying the applicant work can begin. Any work started or completed before issuance of a Notice to Proceed is ineligible for grant funding. Once a Notice to Proceed is issued, the contractor has ninety (90) calendar days to complete all work.
6. Once work is complete, the applicant must sign a Certificate of Final Inspection, indicating the work's satisfactory completion. All permits must be closed out, and before and after pictures of the work submitted before execution of the Certificate of Final Inspection can be executed.
7. Once a Certificate of Final Inspection is executed, Pinellas County staff will process payment(s) to the contractor(s).

The Residential Improvement Program funding levels are approved annually. County Administration will prioritize applications when demand exceeds funding based on income levels and type (salary or fixed) if the resident is a disabled and/or elderly person, as well as the geographic location of the application. For



instance, to stimulate renovation activity or build upon existing activity, County Administration may focus funding awards on entire neighborhoods or even specific neighborhood blocks.

PROCUREMENT METHOD

An Informal Procurement Method will be utilized. Grant recipients must obtain at least two (2) bids for the services sought and must select the most responsive and responsible vendor with the lowest price. A “responsive vendor” is able to meet the requirements of the solicitation, and a “responsible vendor” is willing and capable of furnishing the services solicited. A Waiver of Competition may be requested by the applicant and granted by Pinellas County in certain situations, including but not limited to (1) an emergency that risks the health and safety of the occupants or would result in considerable costs being incurred for services are not rendered without delay; (2) there is only one person or firm that can provide the service (sole source justification); or (3) bids have been solicited but responsible and responsive bids have not been received. Applicants must provide documentation of bids received and, if a Waiver of Competition is requested, documentation indicating all vendors contacted, the method of contact, and the date(s) contacted.

CHANGE ORDERS

A change order describes any modification to the scope of work provided in either the Acceptance of Grant Funds agreement or the Work Contract. Any modification, minor or significant, made to the original proposal/bid/work write-up requires submitting a change order executed by all parties that is consistent with the standards of the original contract and including all associated costs before the commencement of any represented work. Pinellas County staff compare the change order request(s) to the maximum grant award amount to ensure costs do not exceed program limits. Any change order costs that exceed the maximum allowable grant award shall be the applicant's responsibility. However, if the change order is related to repairs that would affect the health and safety of the building's occupants, the applicant may request additional grant funds to complete the work. Such requests will be assessed by and at Pinellas County's staff's sole discretion on a case-by-case basis.

FINAL INSPECTION

All final documents, release of liens, final disposition of funds, and photos should be recorded in the project file. Staff will ensure that the homeowner receives any warranty information and that a copy of that information is placed in the file.

Before issuing the final payment, staff will complete a final inspection to ensure all work is complete per the contract and the work write-up. The contractor must provide the Permit Placard and ensure all open permits are finalized, if applicable. During the final inspection, staff will take photos of the project and request completion of a Homeowners Evaluation Form. When possible, wait for the completion and collection of this form before leaving.

ADDITIONAL REQUIREMENTS

Pinellas County reserves the right to add any requirements needed to effectuate the goals of this program or comply with any legal requirements. Pinellas County reserves the right to amend the instructions, requirements, general and special conditions, or scope of work. Further, Pinellas County may waive specific provisions of these requirements based upon determining the project's public benefits.



Lealman CRA Residential Improvement Grant Program Application Project Information

Applicant Name	
Property Owner Name (if Different Than Applicant)	
Date	
Applicant Phone Number	
Applicant Email Address	
Project Address	
Parcel ID Number	
Total Number of Household Members (Including Children)	
Number of Adults Living in Home with Income	
Total Amount of Grant Funds Requested	

Project Description (Please describe the project and submit any drawings as may be applicable.)



Residential Improvement Program Activities Included in Grant Application	Check Box
Exterior painting of all exterior elevations on residence (including pressure washing exterior and any siding, masonry or stucco repairs required)	
Repairing or replacing doors and windows on principal elevation(s) ³ of residence	
Repairing or reconstructing front porches, stoops, and accessibility ramps	
Driveway/sidewalk installation and repair (evaluated on existing conditions on a case-by-case basis)	
Remedying exterior code enforcement violations or principal elevation(s) of residence	
Fencing repair or installation (front yard only; rear eligible for corner lots only; chain link fencing is ineligible)	
Landscaping (no sod allowed, must be Native or “Florida-Friendly” plants and pre-approved by Pinellas County; not to exceed 10% of grant award).	
Property clean-up (removal of hazardous debris, dilapidated materials, etc.)	

³A “principal” elevation is the side of a building that faces one or more public streets (not alleys).



Lealman CRA Residential Improvement Program Application

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:

Print Name:

Date:



Appendix D: Commercial Improvement Program (CIP) Grant Guidelines



Lealman Community Redevelopment Area Commercial Improvement Program Guidelines and Application Package Fiscal Year 2024



Applications & supporting documents may be submitted electronically or via hand delivery to:

Tanya Kurtin
CRA Administrative Assistant
(727) 464-5404
tkurtin@pinellas.gov

or

Felix Nunez
CRA Coordinator
(727) 464-5458
fnunez@pinellas.gov
Lealman Exchange 5175 45th Street N, Building A
Lealman, Florida 33714



OVERVIEW

The Lealman CRA Commercial Improvement Program is intended to provide matching grants to accelerate and leverage private investment to improve the appearance, condition, and functionality of existing non-residential sites and buildings in the Lealman Community Redevelopment Area (CRA).

The program provides reimbursable matching grants to commercial property owners and businesses that upgrade their building façades, landscaping, lighting, loading and service areas, and other features of the exterior of their sites, and interior upgrades with a focus on projects that remedy degraded building systems and extend the economic viability of the building.

GRANT FUND AMOUNTS

Applicants may apply for one or both programs; however, the maximum grant award combined between the two programs cannot exceed \$40,000, and the maximum Commercial Building Interior Improvement Program matching grant cannot exceed \$20,000. The table below provides examples of how the two programs can be combined with one another.

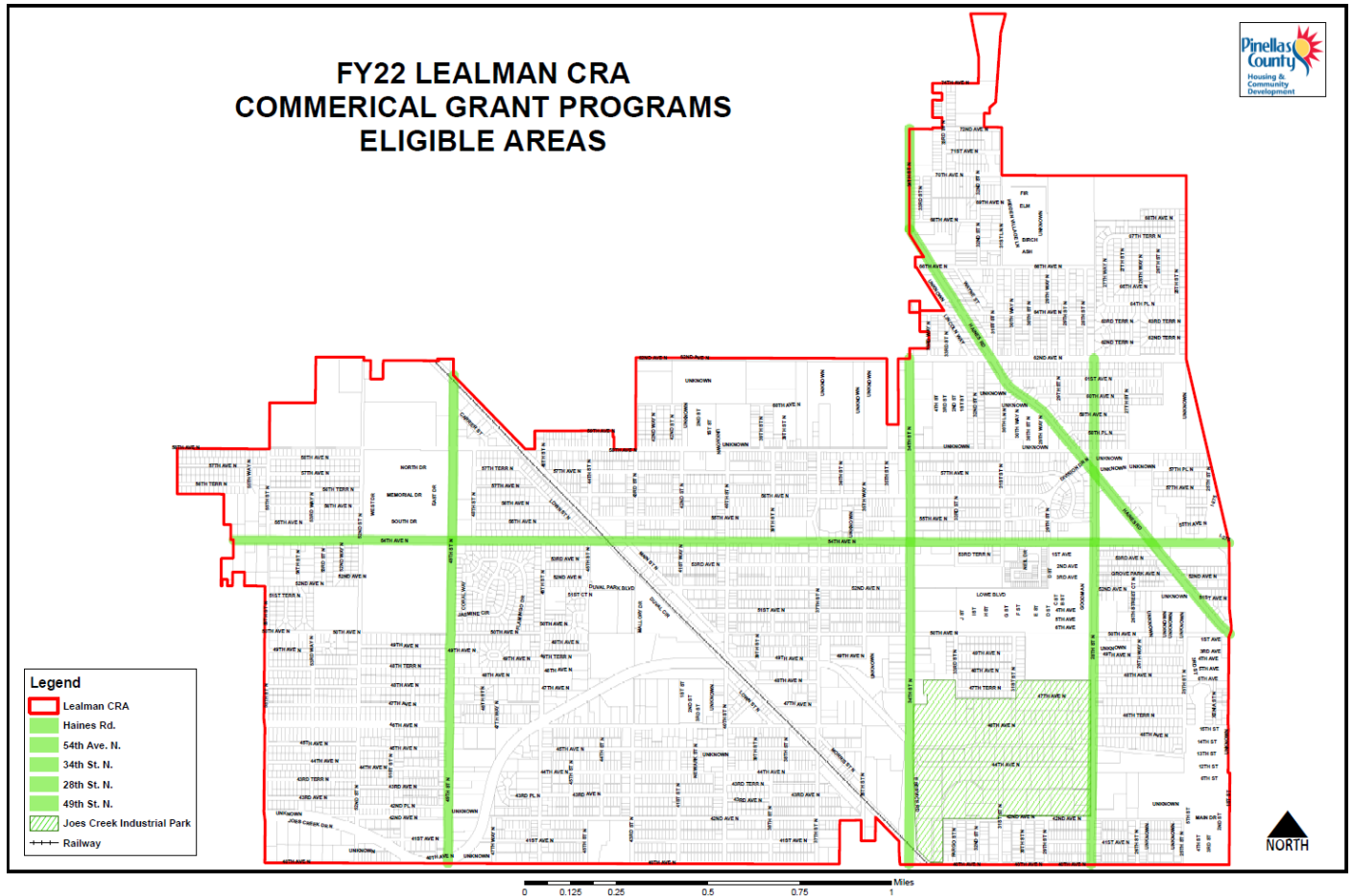
Sample Commercial Site Improvement Program Application Amount	Sample Commercial Building Interior Improvement Program Application Amount	Sample Combined Application Amount
\$40,000	\$0	\$40,000
\$30,000	\$10,000	\$40,000
\$20,000	\$20,000	\$40,000
\$10,000	\$20,000	\$30,000
\$0	\$20,000	\$20,000

PROPERTY ELIGIBILITY

All structurally sound, properly permitted buildings in the Joe’s Creek Industrial Park or with an existing commercial use located in the following commercial corridors within the Lealman CRA boundary are eligible:

- 49th Street North
- 54th Avenue North
- 34th Street North
- Haines Road
- 28th Street North

Please see the map on the next page for the Joe’s Creek Industrial Park boundary and eligible commercial corridors.



APPLICANT ELIGIBILITY

The Commercial Improvement Programs are available to fund eligible interior and exterior improvements on commercial, industrial, and mixed-use properties that have received zoning/building approvals. While designed to assist locally owned businesses, the grant program recognizes that national commercial franchises, healthcare providers, and not-for-profit agencies are present on most of the CRA’s commercial corridors and that maintaining their buildings in good repair is essential for remedying blight and preventing its spread. They often employ CRA residents and help assist in the economic uplift of Lealman, while not-for-profit agencies and healthcare providers provide essential services to the CRA. Finally, the CRA’s national franchises also contribute revenue to the Lealman redevelopment trust fund that pays for this grant program.

At the same time, these entities may often have access to capital from their national parent organizations that locally owned businesses do not have. To that end, the following outlines the conditions that national franchises, not-for-profit social service agencies, and healthcare providers must meet to receive funding through the program.

National commercial franchises are eligible to receive funding through this grant program provided that at least 50 percent of the business's employees are residents of the Lealman CRA. In addition, these employees must have been actively on the payroll for at least six months and working at least 20 hours per week.



Not-for-profit agencies that provide social services important to CRA residents, such as childcare, education or workforce development, must be tax-exempt organizations under the 26 U.S. Code 501 requirements. These would include charitable organizations (501(c)(3)) as well as social welfare organizations, employee benefit associations, labor and agricultural organizations, business leagues, social clubs, fraternal societies, and veterans' organizations. Faith-based organizations may apply for funding through commercial grant programs to renovate facilities that provide services to the broader community, such as childcare, in a secular manner. Worship, religious instruction, proselytizing, and similar activities in these renovated facilities must be voluntary and privately funded.

Healthcare providers must have at least one healthcare provider on staff who has an unencumbered license through the State of Florida. In addition, facility types that are licensed and/or certified or regulated by the Agency for Health Care Administration (AHCA) must have an active/licensed/registered ACHA license status to apply for the grant. A person or corporation¹ having ownership or leasehold rights to an eligible building site is eligible to apply. Leasehold applicants must obtain written and notarized approval from the owner before applying.

Applicants must be able to demonstrate (with assistance provided by County staff):

- Ownership of the property (or notarized written approval from the property owner)
- Property is in the Lealman CRA of Pinellas County.
- Property is current on all property taxes, not in foreclosure, and has no outstanding liens or Code Enforcement violations.²
- Property has not received an improvement grant in the last five years.

Lealman CRA Commercial Site and Building Interior Improvement Grant Program Eligible and Ineligible Activities

Eligible Site Improvements

- 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
- Site improvement features such as stormwater, fencing (chain link is ineligible), parking lots, landscaping (no sod allowed, must be Native or "Florida-Friendly" plants and pre-approved by Pinellas County), lighting, dumpster enclosures, and buffer walls. (Reimbursement for site improvement expenses is limited to 25% of the grant award; however, exceptions can be made on a case-by-case basis when said features are required to bring the site into full site plan compliance or for a change of use. Landscaping is limited to 10% of the total grant award.)
- Construction of driveway access, pedestrian, and bicycle amenities such as benches, shelters, bike racks, and bike lockers

¹Adult businesses are not eligible for grant funds.

²Properties with limited Code Enforcement/Utility liens made on a case-by-case basis.



- Installation or repair of exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity. (Reimbursement for signage expenses are limited to 25% of the grant award.)
- Awnings and canopies installation or repair
- Doors and windows
- Roof repairs or replacement that attach to a new or renovated façade (i.e., painting or site improvement feature)
- Exterior lighting attached to an existing building
- Demolition
- Sewer/Potable water utility upgrades and relocation.
- Remediation of environmental contamination on the exterior site, such as lead, petroleum, or asbestos
- Architectural, engineering, permitting, and development review fees. (Fee reimbursement cannot exceed 10% percent of the total grant award.)

Ineligible Site Improvements

- Installation of aluminum or vinyl siding
- Work performed by an unlicensed contractor
- Improvements performed before the approval of the TIF application
- New building construction
- Reducing or enclosing existing storefront windows
- Improvements to buildings constructed within the last five (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, and cameras)
- Any interior work
- Improvements in progress or completed before preliminary approval.
- Routine maintenance
- Improvements to buildings primarily used for residences, defined as more than 50 percent of the building square footage in residential use
- Improvements to buildings constructed within the last five years

Eligible Interior Improvements

- Structure stabilization (repair/replacement of foundations, footers, load-bearing walls, and roofing systems)
- Plumbing, natural gas, and electrical systems
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Painting when accompanied by interior work such as installing or relocating walls, minor demolition, and any work as long as it is part of an improvement and not the sole project for which a funding request is being made.
- Remediation of environmental contamination on the interior of the building, including painting, such as lead, mold, 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.

Ineligible Interior Improvements

- Work performed by an unlicensed contractor
- Improvements performed before the approval of the TIF application.
- Any exterior work not made necessary by interior improvements (i.e., windows and roofing systems)
- Routine maintenance
- Improvements in progress or completed before preliminary approval.
- Painting, when not associated with other improvements
- New building construction (additions to existing structures are permitted)
- Improvements to any building primarily used for residences, including those in mixed-use projects, defined as more than 50 percent of the building in residential use. (Commercial space associated with mixed-use projects is eligible for funding.)
- Improvements to buildings constructed within the last five years

APPLICATION SUBMITTAL REQUIREMENTS

Applications will be accepted on a rolling basis, with funding awarded on a first-come, first-qualified basis until the depletion of the program's budget. Any expenses incurred before an approved application are ineligible. The application is included at the end of these grant guidelines and can be submitted electronically or via hand delivery to the Lealman Exchange, located at 5175 45th St. N., Bldg. A., Lealman 33714. Hand-delivered applications will be time and date-stamped upon receipt.

Applications may be submitted electronically or in an 8"x10" envelope or larger with the project's name and location, the applicant's name, and address and the name of the grant program you are applying to the Lealman Exchange, located at 5175 45th St. N., Building A, Lealman 33714. For more information about application requirements and eligible activities, please contact:

Tanya Kurtin
CRA Administrative Assistant
(727) 464-5404
tkurtin@pinellas.gov

or

Felix Nunez
CRA Coordinator
(727) 464-5458
fnunez@pinellas.gov



Application packages must include the following information:

- Completed and signed application form.
- Confirmation that mortgage, property insurance, and property tax payments are current and in good standing.
- Documentation of property ownership or written consent from the property owner permitting the identified improvements. (The property owner will be required to sign the Grant Agreement to assume responsibility for the maintenance of improvements funded by the Grant.)
- Applicants that are national franchises must include an employee roster that contains the name and address of all current employees, their length of service with the franchise, and the number of hours worked for those eligible CRA residents in the past six months.
- Applicants in the healthcare industry must provide first and last names, license numbers and professional name. In addition, the facility types that are licensed and/or certified or regulated by the Agency for Health Care Administration (AHCA) must provide their facility/provider type and their license number with the application.
- Applicants from a not-for-profit agency providing social services must include their tax-exempt certificate with the application and any licenses or certifications required to provide the service.
- Legal description and survey of the project site
- Use must be consistent with Pinellas County's land development regulations
- Digital photographs of existing conditions of the project site
- A written description of project improvements
- Sketches or conceptual drawings of improvements that the grant will fund.

Failure to provide the required information will delay the review and approval and result in the application being denied. Program applicants and their related interests, including officers in a corporation or investment partners, will be evaluated based on their financial character and determined ineligible for the TIF program based on the following criteria:

- 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

GRANT REQUIREMENTS & COMPLIANCE

Successful applicants must sign a Grant Agreement with the County Administrator or designee, which specifies their obligations and rights upon issuance of the Grant. To ensure timely commencement and completion of the Project, the Applicant shall abide by the following deadlines:

- Within 90 days of execution of the Grant Agreement, file a "Notice of Commencement" according to the requirements of Pinellas County's Development Review Services Department.
- Within 6-18 months of execution of the Grant Agreement, request a "Review of Completed Work" from the Pinellas County Redevelopment Agency (Agency). (Length of time will depend on the nature of work proposed.)



Applicants shall have no more than 120 days from approval of awards to execute grant agreements, otherwise, the County will revoke the award. At the discretion of the County Administrator, the revocation may be waived upon demonstration of good cause. Applicants requiring the execution of a Grant Agreement to secure additional financing will be allowed 120 days from the execution date before the above commencement deadlines. Absent approval of an extension of the deadlines above by the Agency, failure to comply will result in the cancellation of the Grant Agreement, rescission of the Grant Award, and return of the earmarked funding to the Lealman Redevelopment Trust Fund. The applicant must maintain the improvements per the terms of the Grant Agreement and Pinellas County's Code of Ordinances.

The matching grant reimbursement for the project will not be made until all project components identified in the grant agreement budget have been completed, inspected, and issued a Certificate of Occupancy, as applicable to the application, by Pinellas County.

PROCUREMENT METHOD

An Informal Procurement Method will be utilized. Grant recipients must obtain at least two (2) bids for the services sought and must select the most responsive and responsible vendor with the lowest price. A "responsive vendor" is able to meet the requirements of the solicitation, and a "responsible vendor" is willing and capable of furnishing the services solicited. A Waiver of Competition may be requested by the applicant and granted by Pinellas County in certain situations, including but not limited to: (1) an emergency that risks the health and safety of the occupants or would result in considerable costs being incurred if services are not rendered without delay; (2) there is only one person or firm that can provide the service (sole source justification); or (3) bids have been solicited but responsible and responsive bids have not been received. Applicants must provide documentation of bids received and if a Waiver of Competition is requested, documentation indicating all vendors contacted, the method of contact, and the date(s) contacted.

CHANGE ORDERS

A change order describes any modification to the scope of work in either the Acceptance of Grant Funds agreement or the Work Contract. Any modification, minor or significant, made to the original proposal/bid/work write-up requires submitting a change order executed by all parties, that is consistent with the standards of the original contract, and including all associated costs before the commencement of any represented work. Pinellas County staff compare the change order request(s) to the maximum grant award amount to ensure costs do not exceed program limits. Any change order costs that exceed the maximum allowable grant award shall be the applicant's responsibility. However, if the change order is related to repairs that would affect the health and safety of the building's occupants, the applicant may request additional grant funds to complete the work. Such requests will be assessed by and at Pinellas County's staff's sole discretion on a case-by-case basis.

FINAL INSPECTION

The project file should record all final documents, release of liens, final disposition of funds, and photos. Before issuing the final payment, staff will complete a final inspection to ensure that all work is complete per the contract and the work write-up. The contractor must provide the Permit Placard and ensure all open permits are finalized, if applicable. During the final inspection, staff will take photos of the completed project.

ADDITIONAL REQUIREMENTS

Pinellas County reserves the right to add any requirements needed to effectuate the goals of this program or comply with any legal requirements. Pinellas County reserves the right to amend the instructions, requirements, general and special conditions, or scope of work. Further, Pinellas County may waive specific provisions of these requirements based upon determining the project's public benefit.



Lealman CRA Commercial Grant Programs Application	
Project Information	
Date	
Project Address (Property Address)	
Zoning	
Parcel ID	
Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed-use with Residential)	
Proposed Business User (Business Name)	
Main Contact Person	
Business Telephone Number	
Contact Person Email Address	
Commercial Site Improvement Application Amount	
Commercial Building Interior Improvement Application Amount	
Total Grant Application Amount	
Project Description (attach any drawings and/or attach additional pages as necessary for narrative)	



COMMERCIAL <u>SITE IMPROVEMENT</u> ELIGIBLE ACTIVITIES INCLUDED IN PROJECT	CHECK BOX
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	
Site improvement features such as stormwater, fencing (chain link is ineligible), parking lots, landscaping (no sod allowed, must be Native or "Florida-Friendly" plants and pre-approved by Pinellas County), lighting, dumpster enclosures and buffer walls provided such features do not collectively exceed more than 25 percent of the eligible project costs	
Construction of driveway access, pedestrian, and bicycle amenities such as benches, shelters, bike racks and bike lockers	
Installation or repair of exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity provided such features do not collectively exceed more than 25 percent of eligible project costs	
Awnings and canopies installation or repair	
Doors and windows	
Roof repairs or replacement that attach to a new or renovated façade (i.e., painting or site improvement feature)	
Exterior lighting attached to an existing building	
Demolition of obsolete accessory structures and partial demolition of exterior walls made necessary for renovation or expansion	
Sewer/Potable water utility upgrades	
Remediation of environmental contamination on the exterior site such as lead, petroleum, or asbestos	
Architectural, Engineering, Permitting and Development Review Fees (May not to exceed 10 percent of the total eligible project costs.)	

COMMERCIAL <u>BUILDING INTERIOR IMPROVEMENT</u> ELIGIBLE ACTIVITIES INCLUDED IN PROJECT	CHECK BOX
Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)	
Plumbing, natural gas and electrical systems	
Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)	
Painting when accompanied with interior work such as installing or relocating walls, minor demolition, and any work as long as it is part of an improvement and not the sole project for which a funding request is being made	
Remediation of environmental contamination on the interior of the building including painting, such as lead, mold, or asbestos	
Architectural, Engineering, Permitting and Development Review Fees (May not to exceed 10 percent of the total eligible project costs.)	



Lealman CRA Commercial Grant Program Application
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 to secure approval of this application. You are authorized to make all the necessary inquiries to verify the accuracy of the information contained herein.

Applicant Signature	
Print Name	
Date	

Lealman CRA Commercial Grant Program Application
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	
Parcel ID Number	
Owner Signature	
Print Name	
Date	