

Proposed FY24 Lealman CRA  
Work Plan Summary Report





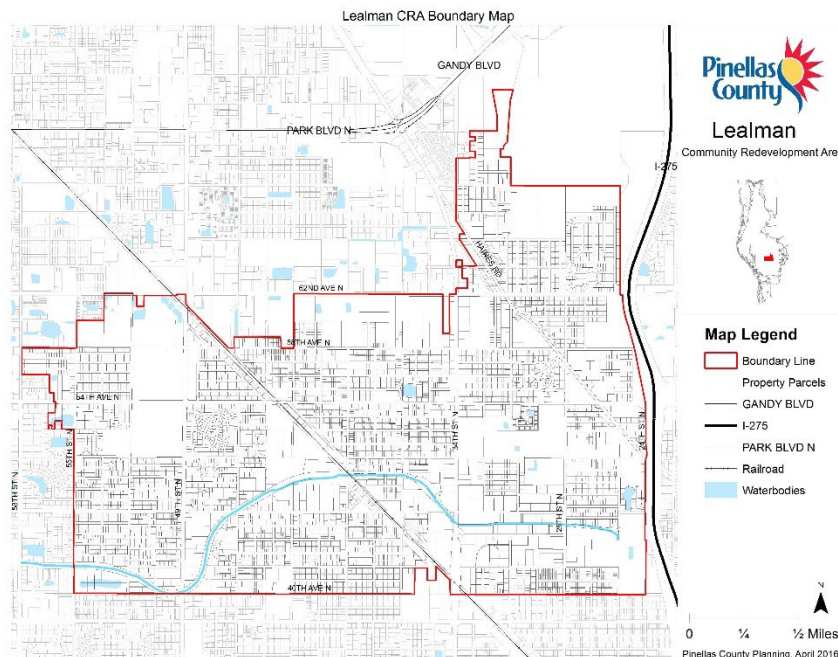
## Executive Summary: Lealman Community Redevelopment Area Establishment and Guiding Principles

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 businesses such as retail, professional services, and other commercial uses to the community.

- **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 provide a diverse housing stock that provides 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 call for creative, efficient, and equitable funding and financing mechanisms to fully implement the Plan. While Tax Increment Financing (TIF) is the primary funding source for redevelopment initiatives in Lealman, the CRA will seek to leverage these funds with outside funding opportunities such as grants, tax credits, bonding, and securing public-private partnerships.

## FY22 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. Crowe LLP’s examination has concluded, as in each year prior, full compliance with no findings with the requirements specified above. A copy of the FY22 audit is attached as Exhibit A.

## FY24 Proposed Budget & FY23 Estimate

Revenues	FY20	FY21	FY22	FY23	FY23	FY24	Budget	Budget
	Actual	Actual	Actual	Budget	Estimate	Request	to Budget Change	to Budget % Change
Fund Balance	1,396,078	2,431,128	3,793,598	3,261,700	5,048,257	5,465,800	2,204,100	66.67%
Taxes	1,373,704	1,797,481	2,148,762	3,033,460	3,033,460	3,234,000	200,540	6.61%
Interest Earnings	40,823	(495)	(76,367)	28,880	28,880	28,500	(380)	-1.32%
Rents, Surplus and Refunds	0	0	0	0	70,000	70,000	70,000	100.00%
Other Miscellaneous Revenues	0	137	0	0	0	0	0	0.00%
<b>Revenues Total</b>	<b>2,810,605</b>	<b>4,228,252</b>	<b>5,865,993</b>	<b>6,324,040</b>	<b>8,180,597</b>	<b>8,798,300</b>	<b>2,474,260</b>	<b>38.66%</b>



Expenditures	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Request	Budget to Budget Change	Budget to Budget % Change
Personnel Services	101,686	124,015	160,329	344,040	320,470	391,450	47,410	13.78%
Operating Expenses	164,575	31,345	305,588	62,320	59,330	371,270	308,950	495.75%
Capital Outlay	0	0	213,320	300,000	0	300,000	0	0.00%
Grants and Aids	113,216	279,293	138,499	5,617,680	2,335,000	7,706,260	2,088,580	37.18%
Reserves	0	0	0	0	0	0	0	0.00%
Expenditures Total	379,477	434,653	817,736	6,324,040	2,714,800	8,768,980	2,444,940	38.66%
	2,431,128	3,793,598	5,048,257	0	5,465,797	29,320	(50)	-
								100.00%

## FY24 Proposed Programs & Projects

The following pages contain summary tables of programs and projects included in the FY24 Lealman CRA Work Plan that are funded with CRA Tax Increment Financing (TIF) and are presented here for approval of the not-to-exceed budget estimate shown. The summary tables also include the specific TIF funding source – either the local MSTU or Countywide collection – consistent with Pinellas County policy applicable to all CRA’s under the Board of County Commissioner’s jurisdictional authority. The full FY24 proposed Lealman CRA Work Plan is included as Appendix B to this report and includes these programs reflected below that are funded with TIF by the Agency.



<b>Project Name</b>	<b>Lealman CRA Alley Improvement Program</b>
<b>Primary Objective Served</b>	Objective 4 – Infrastructure and Transportation
<b>Secondary Objective(s) Served</b>	Objective 6 – Healthy Community; Objective 5 – Urban Form
<b>New or Existing Project/Program</b>	Existing (with proposed modification)
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	The FY21 Alleyway Action Plan analyzed conditions of the 176 total alleyways in the CRA and identified strategies to improve access to the community and increase safety. In FY22 staff issued an Invitation to Bid procurement process to maintain alleys which has previously been identified as clear (94) and to begin clearing alleys that were classified as semi-clear (51). Island Way was selected to maintain cleared alleys and the Florida Dream Center was selected to begin clearing semi-clear and potentially alleys that were determined to be completely obstructed (31).
<b>Project Status</b>	In Progress: 54 alleys have been cleared to date, including 21 in FY23. FY24 funding is proposed to continue this work, however and additional funding is proposed for ditch maintenance to increase the current level of service to address trash debris that accumulates and contributes to blight.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Felix Nunez (CRA Coordinator)
<b>FY23 Approved Funding</b>	\$150,000
<b>FY24 Proposed Funding</b>	\$200,000
<b>Countywide or MSTU TIF</b>	Countywide TIF





<b>Project Name</b>	<b>Residential Improvement Program (RIP)</b>
<b>Primary Objective Served</b>	Objective 3 – Housing
<b>Secondary Objective Served</b>	Objective 5 – Urban Form
<b>New or Existing Project/Program</b>	Existing (with proposed modifications)
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	The purpose of the Residential Improvement Program is to assist income-eligible owner-occupants of single-family homes to upgrade and enhance the exterior appearance of their property 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). (See Appendix C for grant program guidelines.)
<b>Project Status</b>	In Progress: 9 applications approved for funding (\$90,762); 8 additional applications in process (\$80,000); and 15 additional applications anticipated (\$150,000).  Staff is recommending Increasing the maximum grant award from \$10,000 to \$15,000 to reflect an increase in material and labor expenses for construction projects. Historically, most grants have provided driveway installations and house painting. Costs continue to rise and \$10,000 has not been enough for both of late and making one of the two of those improvements does not ultimately provide nearly the neighborhood benefit and the combined effect of the two.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Felix Nunez
<b>FY23 Approved Funding</b>	\$300,000
<b>FY24 Proposed Funding</b>	\$300,000
<b>Countywide or MSTU TIF</b>	Countywide TIF







<b>Project Name</b>	<b>Commercial Improvement Program (CIP)</b>
<b>Primary Objective Served</b>	Objective 2 – Commercial
<b>Secondary Objective(s) Served</b>	Objective 1 – Economic Development and Innovation; Objective 5 - Urban Form
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	<p>The Lealman CRA Commercial Improvement Program (CIP) is intended to provide matching grants up to \$40,000 for certain eligible interior and exterior improvements on major corridors and the industrial park that will 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).</p> <p>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 their 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. (See Appendix D for grant program guidelines.)</p>
<b>Project Status</b>	In Progress: 2 applications funded (\$41,245); 3 additional applications approved for funding (\$94,425); and 1 additional application in process (\$40,000).
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Felix Nunez
<b>FY23 Approved Funding</b>	\$240,000
<b>FY24 Proposed Funding</b>	\$240,000
<b>Countywide or MSTU TIF</b>	Countywide TIF





<b>Project Name</b>	<b>Home Investment Program (HIP)</b>
<b>Primary Objective Served</b>	Objective 3 – Housing
<b>Secondary Objective(s) Served</b>	Objective 4 – Urban Form; Objective 9 – Funding, Financing, and Management
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	<p>In FY22 staff issued a Letter of Interest procurement process seeking Housing Services Providers to implement the Home Investment Program (HIP). Habitat for Humanity of Pinellas and West Pasco was selected to administer the HIP. The HIP was approved as part of the FY23 Work Plan, with an allocation of \$500,000.</p> <ul style="list-style-type: none"> <li>The HIP provides Habitat a hard construction cost subsidy of \$15,000 for each house developed, and up to \$40,000 toward land acquisition costs for a total investment per property of up to \$55,000. Funding is provided upon sale of the home to a buyer earning less than 80% of the Area Median Income (AMI).</li> </ul>
<b>Project Status</b>	<p>In Progress:</p> <ul style="list-style-type: none"> <li>HIP: Habitat for Humanity has constructed 15 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 \$500,000.</li> </ul>
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Approved Funding</b>	\$500,000
<b>FY24 Approved Funding</b>	\$500,000
<b>Total Approved Funding</b>	\$1,500,000 total for 3-year HIP Agreement with Habitat for Humanity
<b>Countywide or MSTU TIF</b>	Countywide TIF



Habitat for Humanity for Pinellas and West Pasco Counties' 800th home was dedicated in Lealman and was one of the 15 funded by the CRA.





<b>Project Name</b>	<b>Lealman CRA Sidewalk Program</b>
<b>Primary Objective Served</b>	Objective 4 – Infrastructure and Transportation
<b>Secondary Objective(s) Served</b>	Objective 5 - Urban Form
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	The Lealman CRA Sidewalk Program is intended to make strategic sidewalk connections identified in the Linking Lealman Mobility Plan as well as those identified to support other capital projects. FY22/23 funding was provided for a connection from 40th St. N. to 46th Ave. to support improvements made to a Neri Park entrance at the intersection of Lown St. and 40th St.
<b>Project Status</b>	In Design: 40 <sup>th</sup> St. connection was completed in FY23. The funding proposed in FY24 is a placeholder should an opportunity arise for a strategic connection to support another project. No location has been identified at this point.
<b>Department Managing Project</b>	TBD (Project would be assigned to a Project Manager in Public Works.)
<b>Project Manager</b>	TBD
<b>FY23 Approved Funding</b>	\$200,000
<b>FY24 Proposed Funding</b>	\$200,000
<b>Countywide or MSTU TIF</b>	Countywide TIF



*40th St. N. sidewalk constructed connecting the Neri Park entrance at Lown and 40th streets to 46th Ave N.*



<b>Project Name</b>	<b>Lealman CRA Mural Program</b>
<b>Primary Objective Served</b>	Objective 5 – Urban Form
<b>Secondary Objective(s) Served</b>	Objective 1 – Economic Development and Innovation; Objective 6 – Healthy Community
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	Partnership with Creative Pinellas to implement up to five murals on public or private property located within the CRA. (Site specific conditions such as mural subsurface, structure height, square footage/number of walls ultimately determine total number of murals painted.)
<b>Project Status</b>	In Progress: Four murals were painted in FY22. Two were on the 28 <sup>th</sup> St. corridor adjacent to the Joe’s Creek Industrial Park, one was at the Lealman Exchange and the fourth was at Neri Park.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Proposed Funding</b>	\$50,000
<b>FY24 Proposed Funding</b>	\$50,000
<b>Countywide or MSTU TIF</b>	MSTU TIF



*Muralist: Reid Jenkins*



*Muralist: Hanna Eriksson Patry*



*Muralist: Daniel Borajas*



<b>Project Name</b>	<b>Promotional/Special Events (PSE) Program</b>
<b>Primary Objective Served</b>	Objective 8 – Branding, Marketing and Promotion
<b>Secondary Objective(s) Served</b>	Objective 1 – Economic Development and Innovation; Objective 6 – Healthy Community
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	The purpose of the proposed grant program is to help fund special events and/or promotional activities within the CRA that promote the goals and objectives of the Lealman CRA Plan.
<b>Project Status</b>	A Lealman Engagement Committee has been formed to help manage and coordinate Lealman community events. Three signature events have been established: (1) Holiday Tree Lighting, (2) The Honey & Arts Festival, and (3) 4 <sup>th</sup> of July Celebration. The CRA’s investment \$20,000 was leveraged by over \$70,000 in private donations from community partners such as Crown Automotive Group, Duke Energy, Community Foundation of Tampa Bay, HCA Healthcare and Habitat for Humanity of Pinellas and West Pasco Counties.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Funds Proposed</b>	\$20,000
<b>FY24 Funds Proposed</b>	\$20,000
<b>Countywide or MSTU TIF</b>	MSTU TIF





*Independence Day Celebration*



*Holiday Tree Lighting*



*Honey and Art Festival*



<b>Project Name</b>	<b>Lealman Gateway and Wayfinding Signage</b>
<b>Primary Objective Served</b>	Objective 8 – Branding, Marketing and Promotion
<b>Secondary Objective(s) Served</b>	Objective 5 – Urban Form
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	CRA-wide
<b>Project Description</b>	Project includes designing a Lealman logo and gateway and wayfinding signage and identification of appropriate locations throughout the CRA. Intent is to help support the community’s identity, create a “sense of place” and foster community pride.
<b>Project Status</b>	In Progress: Wayfinding directional signage installed; new street signs designed, produced, and installed by Public Works; three gateway Welcome to Lealman signs installed. Supply chain and labor shortages have delayed the sign company’s gateway sign installations, however, the remaining 12 are anticipated to be installed this summer.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Proposed Funding</b>	\$25,000 (maintenance reserve for any damaged signs)
<b>FY24 Proposed Funding</b>	\$25,000 (maintenance reserve for any damaged signs)
<b>Countywide or MSTU TIF</b>	Countywide TIF





<b>Project Name</b>	<b>Lealman Exchange Strategic Plan Implementation</b>
<b>Primary Objective Served</b>	Objective 7 – Sustainability
<b>Secondary Objective(s) Served</b>	Objective 9 – Funding, Financing, and Management; Objective 8 – Branding, Marketing and Promotion
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	Lealman Exchange
<b>Project Description</b>	Public/Private Partnership with St. Petersburg Foundation (SPF) to manage maintenance operations and programming consistent with the facility’s strategic plan, which calls for supporting economic empowerment, educational advancement, health and wellness, character and leadership and community connectivity through a Collective Impact model. Community Foundation of Tampa Bay has pledged \$210,000 to support the effort.
<b>Project Status</b>	In Progress: Implementation of the strategic plan has begun. See Appendix E for SPF slides summarizing FY23 accomplishments and upcoming initiatives.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Approved Funding</b>	\$200,000
<b>FY24 Approved Funding</b>	\$175,000
<b>Total Approved Funding</b>	\$625,000 total for 3-year Agreement
<b>Countywide or MSTU TIF</b>	MSTU TIF





<b>Project Name</b>	<b>Lealman Exchange Technology Initiatives</b>
<b>Primary Objective Served</b>	Objective 6 – Healthy Community
<b>Secondary Objective(s) Served</b>	Objective 7 – Sustainability
<b>New or Existing Project/Program</b>	Existing
<b>Project Location</b>	Lealman Exchange
<b>Project Description</b>	Initiative to support technology initiatives at the Lealman Exchange, including programming and facility-related improvements.
<b>Project Status</b>	In Progress: Initial FY22 allocation supported the Lealman Exchange expanding its virtual library services to become a pickup/drop off location in the Pinellas Public Library Cooperative’s library network.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Approved Funding</b>	\$0 (\$25,000 was approved in FY22 and \$25,000 was included in the CRA’s FY23 approved budget, but the item was inadvertently left off the CRA’s Work Plan presented to the Agency. Program is intended to be an annual allocation.)
<b>FY24 Approved Funding</b>	\$25,000
<b>Total Approved Funding</b>	\$0
<b>Countywide or MSTU TIF</b>	MSTU TIF



<b>Project Name</b>	<b>Joe's Creek Industrial Park Master Plan</b>
<b>Primary Objective Served</b>	Objective 1 – Economic Development and Innovation
<b>Secondary Objective(s) Served</b>	Objective 9 – Funding, Financing, and Management
<b>New or Existing Project/Program</b>	New
<b>Project Location</b>	Lealman Exchange
<b>Project Description</b>	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. (See Appendix F for an overview and draft scope of work.)
<b>Project Status</b>	Planning stage, pending Agency approval to proceed.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Approved Funding</b>	\$0
<b>FY24 Proposed Funding</b>	\$250,000
<b>Total Approved Funding</b>	\$0
<b>Countywide or MSTU TIF</b>	MSTU TIF





<b>Project Name</b>	<b>Lealman Park Improvements</b>
<b>Primary Objective Served</b>	Objective 5 – Urban Form
<b>Secondary Objective(s) Served</b>	Objective 1 – Economic Development and Innovation
<b>New or Existing Project/Program</b>	New
<b>Project Location</b>	Lealman Exchange
<b>Project Description</b>	FY24 funds proposed is to install lighting and beautification of the adjacent pond. FY22/23 improvements included: new fencing, paving the parking lot, resurfacing the playground, and installing landscaping with irrigation.
<b>Project Status</b>	Planning stage, pending Agency approval to proceed.
<b>Department Managing Project</b>	CRA
<b>Project Manager</b>	Chris Moore
<b>FY23 Approved Funding</b>	\$0
<b>FY24 Proposed Funding</b>	\$200,000
<b>Total Approved Funding</b>	\$0
<b>Countywide or MSTU TIF</b>	MSTU TIF





# Appendix A: Independent Auditor's Report

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

**FINANCIAL STATEMENTS**  
Year Ended September 30, 2022



**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
FINANCIAL STATEMENTS  
For the year ended September 30, 2022  
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**INDEPENDENT  
AUDITOR'S REPORT**

## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Pinellas County Community Redevelopment Agency  
St. Petersburg, Florida

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the financial statements of the governmental activities and the general fund of the Pinellas County Community Redevelopment Agency ("CRA"), a component unit of Pinellas County, Florida (the "County"), as of and for the year ended September 30, 2022, 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 accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the CRA, as of September 30, 2022, and the respective changes in financial position for the year then ended in accordance 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 (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (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 opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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 twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities 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 GAAS 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 GAAS 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.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedule of revenues, expenditures and changes in fund balance – budget and actual – general fund, on pages 4 to 7 and 19, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 21, 2023 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 grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the CRA's 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.

A handwritten signature in black ink that reads "Crowe LLP". The signature is written in a cursive, flowing style.

Crowe LLP

Tampa, Florida  
April 21, 2023

**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, 2022

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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, 2022. 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, 2022, by \$5,264,868 (net position). Net position increased by \$1,448,579 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, 2022, the Agency's governmental fund reported an ending fund balance of \$5,048,257, an increase of \$1,254,660 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, 2022

**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, 2022, assets exceeded liabilities by \$5,264,868 (net position). Of this amount, \$5,048,257 is restricted for eligible activities associated with implementing the Pinellas County Community Redevelopment Area (CRA) Redevelopment Plan.

	2022	2021
Current and other assets	\$ 5,281,305	\$ 3,826,545
Capital assets	216,611	22,692
Total assets	5,497,916	3,849,237
Current liabilities	233,048	32,948
Total liabilities	233,048	32,948
Net investment in capital assets	216,611	22,692
Restricted	5,048,257	3,793,597
Total net position	\$ 5,264,868	\$ 3,816,289

Investment in capital assets (equipment and construction in progress) represent 4.1 percent of the Agency's total net position as of September 30, 2022. Capital assets are used to achieve the mission of the Agency and have a long-term economic benefit. Restricted net position represents 95.9 percent 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.

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

	2022	2021
<b>General Revenues</b>		
Taxes	\$ 2,148,762	\$ 1,797,482
Investment income (loss)	(76,368)	(495)
Miscellaneous	-	137
Total revenues	2,072,394	1,797,124
<b>Expenses</b>		
Economic environment	623,815	444,519
Total expenses	623,815	444,519
Change in net position	1,448,579	1,352,605
Net position - beginning	3,816,289	2,463,684
Net position - ending	\$ 5,264,868	\$ 3,816,289

Revenues for governmental activities increased 15.3 percent over the prior year, largely related to the \$351,280 increase in tax revenue due to rising property values. Expenses for governmental activities increased \$179,296, 40.3 percent, over the prior year due to a number of new projects and programs that started, including construction of a sidewalk connecting 46th Ave. N. to Neri Park, improvements to various entrances at Neri Park and enhancements to Lealman Park.

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**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
September 30, 2022

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**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, 2022, the total fund balance for the Agency’s General Fund was \$5,048,257, increasing from the prior year by \$1,254,660, or 33.0 percent. Revenues and expenditures in the General Fund were identical to governmental activities, with the exception of annual depreciation of \$4,938 and capital outlay of \$213,320.

**General Fund Budgetary Highlights**

Program expenditures under the fiscal year 2022 amended budget of the Agency totaled \$3,211,880, which was a decrease of \$365,750, or 10.2 percent, over the fiscal year 2021 amended budget. Total revenues budgeted in the General Fund for fiscal year 2022 were \$2,234,650, of which \$2,204,250 were related to taxes. In fiscal year 2021, budgeted revenues were \$1,684,440, of which \$1,646,440 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 2022 budget projected a \$977,230 deficiency of revenues under expenditures. Actual amounts consisted of \$1,254,660 of revenues in excess of expenditures. This \$2,231,890 difference resulted from program expenditures incurred that were \$2,394,146 less than budgeted. In 2022 all available resources are fully budgeted for disbursement, including \$977,230 carried forward from 2021.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

The Agency’s investment in capital assets is \$216,611, net of accumulated depreciation. This includes equipment and construction in progress. In 2022 annual depreciation of \$4,938 and capital asset additions of \$213,320 were recognized.

	2022	2021
Land	\$ -	\$ 10,060
Improvements other than buildings	-	4,403
Equipment	3,291	8,229
Construction in progress	213,320	-
Total	\$ 216,611	\$ 22,692

The Agency’s capital assets consisted of the following:

- 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, 2022.

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**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
September 30, 2022

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***ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES***

For the fiscal year 2023 adopted budget, revenues include \$3,033,460 of tax revenue and \$28,880 of investment earnings. Tax revenues consist of \$866,380 of tax increment financing contributed from the Municipal Service Taxing Unit (MSTU) and \$2,167,080 of tax increment financing contributed by Pinellas County. Total expenditures in the fiscal year 2023 budget are \$6,324,040, which include the following components:

- \$344,020 of contracted personnel services provided by Pinellas County
- \$5,617,680 of operating expenditures - grants & aids
- \$62,320 of other operating expenditures
- \$300,000 of capital outlay

Major initiatives in the upcoming fiscal year impacting the fiscal year 2023 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.
- Improve multimodal mobility, accessibility and safety by improving streets, sidewalks, bike lanes and trails, and upgraded pedestrian and transit amenities.
- Providing improvements to existing parks, including Lealman Park and the Raymond H. Neri Community Park, and other recreational facilities, including parking, landscaping, art installations, and new recreational equipment.

# **FINANCIAL STATEMENTS**

**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
STATEMENT OF NET POSITION  
September 30, 2022

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,181,956
Investments	4,087,970
Accrued interest receivable	11,379
Capital assets (net of accumulated depreciation):	
Equipment	3,291
Construction in progress	213,320
Total assets	5,497,916
<b>LIABILITIES</b>	
Accounts payable and other current liabilities	233,048
Total liabilities	233,048
<b>NET POSITION</b>	
Net investment in capital assets	216,611
Restricted for	
Redevelopment plan	5,048,257
Total net position	\$ 5,264,868

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, 2022

	<u>Governmental Activities</u>
<b>EXPENSES</b>	
Economic environment	\$ 623,815
Total expenses	<u>623,815</u>
<b>GENERAL REVENUE</b>	
Taxes	2,148,762
Investment income (loss)	<u>(76,368)</u>
Total general revenue	<u>2,072,394</u>
 <b>INCREASE IN NET POSITION</b>	 1,448,579
Net position - beginning of year	<u>3,816,289</u>
Net position - end of year	<u>\$ 5,264,868</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)  
BALANCE SHEET  
GOVERNMENTAL FUND  
September 30, 2022

	<u>General Fund</u>
<b>ASSETS</b>	
Cash	\$ 1,181,956
Investments	4,087,970
Accrued interest receivable	11,379
Total assets	\$ 5,281,305
<b>LIABILITIES</b>	
Vouchers payable	\$ 225,404
Accrued liabilities	7,644
Total liabilities	233,048
<b>FUND BALANCE</b>	
Restricted	5,048,257
Total fund balance	5,048,257
Total liabilities and fund balance	\$ 5,281,305

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, 2022

Total fund balance - governmental fund \$ 5,048,257

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>216,611</u>
Total net position - governmental activities	<u>\$ 5,264,868</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, 2022

	<u>General Fund</u>
<b>REVENUES</b>	
Taxes	\$ 2,148,762
Investment income (loss)	(76,368)
Total revenues	2,072,394
<b>EXPENDITURES</b>	
Current	
Economic environment	604,414
Capital outlay	213,320
Total expenditures	817,734
Net change in fund balance	1,254,660
Fund balance - beginning	3,793,597
Fund balance - ending	\$ 5,048,257

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, 2022

Net change in fund balance - total governmental fund \$ 1,254,660

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	213,320	
Depreciation expense	<u>\$ (4,938)</u>	
		208,382
Loss on disposal of capital assets		<u>(14,463)</u>
Change in net position - governmental activities		<u><u>\$ 1,448,579</u></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)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2022

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**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. The Agency does not have any program revenue.

**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, 2022

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**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 with 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 \$11,379 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, 2022.

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**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2022

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**F. Capital Assets**

Capital assets of the Agency include equipment and construction in progress. Capital assets are items with individual costs of \$5,000 or more with 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 Lives</u>	<u>Capitalization Threshold</u>
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. 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.

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**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2022

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**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.

*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.

**Pinellas County, Florida**  
COMMUNITY REDEVELOPMENT AGENCY  
(A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA)  
NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended September 30, 2022

**NOTE 3 - Capital Assets**

Capital asset activity for the fiscal year was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital asset not being depreciated:				
Land	\$ 10,060	\$ -	\$ (10,060)	\$ -
Construction in progress	-	213,320	-	213,320
Total capital assets not being depreciated	<u>10,060</u>	<u>213,320</u>	<u>(10,060)</u>	<u>213,320</u>
Capital assets being depreciated:				
Improvements other than buildings	8,006	-	(8,006)	-
Equipment	24,685	-	-	24,685
Total capital assets being depreciated	<u>32,691</u>	<u>-</u>	<u>(8,006)</u>	<u>24,685</u>
Less accumulated depreciation for:				
Improvements other than buildings	(3,603)	-	3,603	-
Equipment	(16,456)	(4,938)	-	(21,394)
Total accumulated depreciation	<u>(20,059)</u>	<u>(4,938)</u>	<u>3,603</u>	<u>(21,394)</u>
Capital assets, net	<u>\$ 22,692</u>	<u>\$ 208,382</u>	<u>\$ (14,463)</u>	<u>\$ 216,611</u>

Depreciation expense of \$4,938 was charged to economic environment program expenses within governmental activities.

**NOTE 4 - Risk Management**

As of September 30, 2022, 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.

**NOTE 5 - Related Party Transactions**

During the fiscal year ended September 30, 2022, the Agency incurred expenditures for contractual services provided by the County totaling \$179,869. Of that amount, \$160,329 related to personal service charges for the use of County employees performing functions of the Agency and \$19,540 of intergovernmental cost allocations and other County charges.

As of September 30, 2022, the Agency owed the County \$7,644 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, 2022

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
<b>REVENUES</b>				
Taxes	\$ 2,204,250	\$ 2,204,250	\$ 2,148,762	\$ (55,488)
Investment income (loss)	30,400	30,400	(76,368)	(106,768)
Total revenues	<u>2,234,650</u>	<u>2,234,650</u>	<u>2,072,394</u>	<u>(162,256)</u>
<b>EXPENDITURES</b>				
Current				
Economic environment	2,911,880	2,911,880	604,414	2,307,466
Capital outlay	<u>300,000</u>	<u>300,000</u>	<u>213,320</u>	<u>86,680</u>
Total expenditures	<u>3,211,880</u>	<u>3,211,880</u>	<u>817,734</u>	<u>2,394,146</u>
Net change in fund balance	(977,230)	(977,230)	1,254,660	2,231,890
Fund balance - beginning	<u>977,230</u>	<u>977,230</u>	<u>3,793,597</u>	<u>2,816,367</u>
Fund balance - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,048,257</u>	<u>\$ 5,048,257</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, 2022

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 date 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.

**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**

Board of Commissioners  
Pinellas County Community Redevelopment Agency  
St. Petersburg, Florida

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 governmental activities and the general fund of the Pinellas County Community Redevelopment Agency ("CRA"), a component unit of Pinellas County, Florida, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, and have issued our report thereon dated April 21, 2023.

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

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the CRA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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*.

## **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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Crowe LLP". The signature is written in a cursive, flowing style.

Crowe LLP

Tampa, Florida  
April 21, 2023

Board of Commissioners  
Pinellas County Community Redevelopment Agency  
St. Petersburg, Florida

### **Report on the Financial Statements**

We have audited the financial statements of the Pinellas County Community Redevelopment Agency (“CRA”), a component unit of Pinellas County, Florida (“County”), as of and for the fiscal year ended September 30, 2022, and have issued our report thereon dated April 21, 2023.

### **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 Florida Auditor General*.

### **Other Reports and Schedule**

We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of The 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 21, 2023, 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 findings noted in the preceding financial 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. This information is disclosed in the financial statements.

## Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to 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 to identify the specific condition(s) met. In connection with our audit, we determined that 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 County in which CRA is presented as a component unit and included in the County's assessment. 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 review of financial information provided by same.

## Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), *Florida Statutes*. In connection with our audit, we did not note any instances where the CRA failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), *Florida Statutes*.

		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	3
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	\$ 160,329
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), <i>Florida Statutes</i> , before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), <i>Florida Statutes</i>	Original budget was not amended

The information above (a. through f.) has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

### **Other Matters**

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

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address 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 Board of Commissioners, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Crowe LLP

Tampa, Florida  
April 21, 2023

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH  
SECTION 218.415, FLORIDA STATUTES**

Board of Commissioners  
Pinellas County Community Redevelopment Agency  
St. Petersburg, Florida

We have examined the Pinellas County Community Redevelopment Agency's ("CRA"), a component unit of Pinellas County, Florida, compliance with Section 218.415, *Florida Statutes*, concerning the investment of public funds during the year ended September 30, 2022. Management of the CRA is responsible for the CRA's compliance with the specified requirements. Our responsibility is to express an opinion on the CRA's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and those standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material 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.

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

Our examination does not provide a legal determination on the CRA's compliance with the specified requirements.

In our opinion, the CRA complied, in all material respects, with the requirements contained in Section 218.415, *Florida Statutes* during the year ended September 30, 2022.

The purpose of this report is solely to comply with Chapter 10.550, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.



Crowe LLP

Tampa, Florida  
April 21, 2023

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH  
SECTIONS 163.387(6) and (7), FLORIDA STATUTES**

Board of Commissioners  
Pinellas County Community Redevelopment Agency  
St. Petersburg, Florida

We have examined the Pinellas County Community Redevelopment Agency's (the "Agency") compliance with Sections 163.387(6) and (7), *Florida Statutes*, concerning the expending of Community Redevelopment Agency (CRA) funds only for CRA undertakings as described in the Agency's CRA plan and pursuant to the Agency's CRA adopted budget and funds remaining after the payment of expenses during the year ended September 30, 2022. Management of the Agency is responsible for the Agency's compliance with the specified requirements. Our responsibility is to express an opinion on the Agency's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Agency complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material 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.

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

Our examination does not provide a legal determination on the Agency's compliance with specified requirements.

In our opinion, the Agency complied, in all material respects, with the requirements contained in Sections 163.387(6) and (7), *Florida Statutes* for the year ended September 30, 2022.

The purpose of this report is solely to comply with Chapter 10.550, *Rules of the Florida Auditor General*. Accordingly, this report is not suitable for any other purpose.



Crowe LLP

Tampa, Florida  
April 21, 2023





Appendix B:

FY24 Proposed Lealman CRA  
Work Plan



## FY24 Lealman CRA Proposed Work Plan



#	Estimated Completion	Project / Program Name	Status	Percent Complete	Proposed FY24	Project Description	Primary Lealman CRA Plan Objective Addressed	Secondary Lealman CRA Plan Objective Addressed
1	ONGOING	Lealman CRA Alley Program	In Progress	ONGOING	\$ 200,000	Increase is related to potential expansion of the scope of work to include enhanced ditch maintenance in addition to the alleyways.	Objective 5 – Urban Form	Objective 4 – Infrastructure and Transportation
2	ONGOING	CRA Residential Site Improvement Program	In Progress	ONGOING	\$ 300,000	Existing \$10,000 grant program for residential façade and site improvements visible from the street available to residents earning 120% AMI or less. Program revision proposed to increase the awards to \$15,000 to reflect rising material and labor costs related to inflationary pressure. Primary use of funds historically has been house painting and driveway installation, with \$10,000 increasingly is not enough for both improvements and making one improvement without the other does not provide sufficient aesthetic improvement to warrant the investment.	Objective 3 – Housing	Objective 5 – Urban Form
3	ONGOING	CRA Commercial Site Improvement Program	In Progress	ONGOING	\$ 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	ONGOING	\$ 500,000	The HIP supports construction of new affordable single-family homes. Habitat for Humanity selected through a Letter of Interest procurement process.	Objective 3 – Housing	Objective 9 – Funding, Financing, and Management
5	ONGOING	Lealman CRA Sidewalk Program	In Progress	ONGOING	\$ 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 Mural Program	In Progress	ONGOING	\$ 50,000	Partnership with Creative Pinellas to implement CRA mural program. Seven murals painted since program inception.	Objective 5 – Urban Form	Objective 1 – Economic Development and Innovation
7	ONGOING	Promotional/Special Events (PSE) Grant Program	In Progress	ONGOING	\$ 20,000	The purpose of the grant program is to help fund special events and/or promotional activities within the CRA that promote the goals and objectives of the Lealman CRA Plan and to disseminate information about CRA projects to the community.	Objective 8 – Branding, Marketing and Promotion	Objective 1 – Economic Development and Innovation
8	ONGOING	Lealman Exchange Strategic Plan Implementation	In Progress	ONGOING	\$ 200,000	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	ONGOING	Streetscaping / Placemaking / Gateway & Wayfinding Signage	In Progress	75%	\$ 25,000	Lealman logo created and new street signs, wayfinding signage and gateway Welcome to Lealman signs installed. FY24 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
10	FY23	Lealman Park Enhancements	Planned	90%	\$ 200,000	FY24 funds proposed is to install lighting and beautification of the adjacent pond. FY22/23 improvements included: new fencing, paving the parking lot, resurfacing the playground, and installing landscaping with irrigation.	Objective 5 – Urban Form	Objective 1 – Economic Development and Innovation
11	ONGOING	Lealman Exchange Technology Initiatives	Planned	50%	\$ 25,000	Initiative to support technology initiatives at the Lealman Exchange, including programming and facility-related improvements.	Objective 6 – Healthy Community	Objective 7 – Sustainability
12	FY24	Joe's Creek District Master Plan	Planned	0%	\$ 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
<b>Total Proposed FY24 CRA-TIF Funded Programs and Projects:</b>					<b>\$ 2,210,000</b>			

\*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 C: Residential Improvement Program (RIP) Grant Guidelines



# Lealman Community Redevelopment Area Residential Improvement Program Grant Guidelines & Application Package Fiscal Year 2023



Applications & supporting documents may be submitted electronically to [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery to:

Felix Nunez  
CRA Coordinator  
Lealman Exchange 5175 45th Street N, Building A  
Lealman, Florida 33714  
(727) 464-5458  
[fnunez@co.pinellas.fl.us](mailto:fnunez@co.pinellas.fl.us)



**OVERVIEW**

The purpose of the Residential Improvement Program is to assist income-eligible owner-occupants of single-family homes to upgrade and enhance the exterior appearance of their property 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 are 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.

<b>% of Median Income (Annual Income)</b>	<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>	<b>5 Persons</b>	<b>6 Persons</b>	<b>7 Persons</b>	<b>8 Persons</b>
<b>120% of Median</b>	\$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 \$10,000 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 or leasehold tenant are eligible to apply. Leasehold applicants are required to obtain written and notarized approval from the property owner prior to submission of an application. 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.<sup>1</sup>
- Property must not be in foreclosure.
- Properties are eligible for Lealman CRA Improvements grants once per every five years

<sup>1</sup> 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)<sup>2</sup> 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, 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 prior to an approved application are ineligible. The application is included at the end of these grant guidelines and submitted electronically by emailing [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery to the Lealman Exchange, located at 5175 45<sup>th</sup> 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 listed 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 prior to submitting application.

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



- 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 their last two paystubs.

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

1. Application will be reviewed for completeness. A due diligence review will be conducted within three (3) business days of acceptance. If an application is determined ineligible, staff will notify the applicant, who will have ten (10) business days to provide any additional information requested to clear conditions if possible. If the additional information requested is not provided within this period, staff will review all subsequently received applications for funding. 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 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 are able to work with any contractor of your choice, however, all vendors selected must be licensed to work in Pinellas County. You can verify if they are licensed in Pinellas County by going to <https://public.co.pinellas.fl.us/clbcontractorlist/index.jsp>. Using a contractor that is 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 Procurement Method section) within three (3) business days upon final receipt of all bids. Once a contractor is selected, 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 Grant and Conditions and Work Contract are fully executed by all required parties, a Notice to Proceed will be issued notifying the applicant work can begin. Any work started or completed prior to 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 in which to complete all work.
6. Once work is complete, the applicant will be required to 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 prior to 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 will be required to 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 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 responsibility of the applicant. 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.

Prior to issuing the final payment, staff will complete 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 that 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 a determination of the project’s public benefits.





Lealman CRA Residential Improvement Program Application  
Project Information

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

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



## 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 and 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) <sup>3</sup> 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.)	

<sup>3</sup>A “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:	

Lealman CRA Residential Improvement 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.

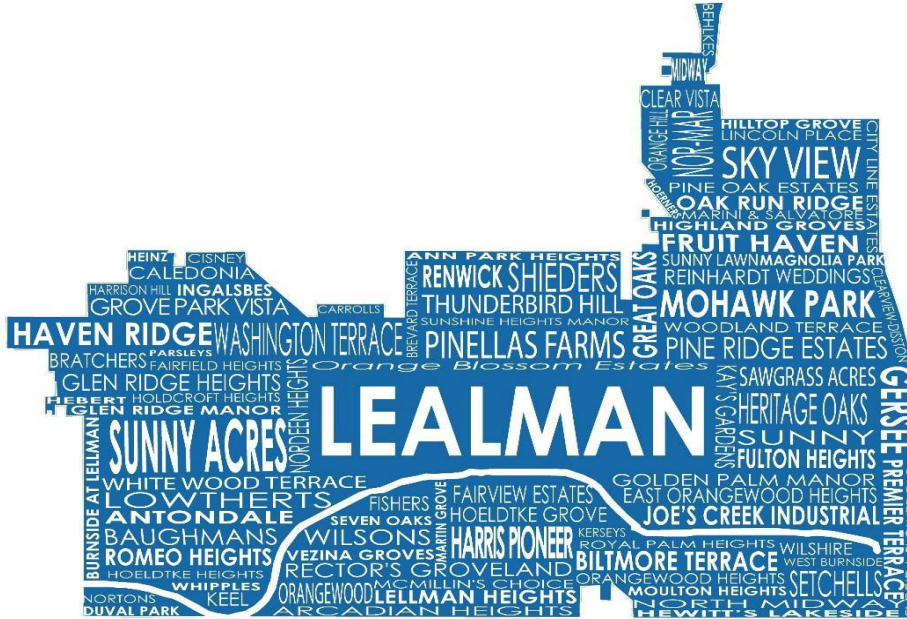
Owner Signature: (If Different Than Applicant)	
Print Name: (If Different Than Applicant)	
Date:	



# Appendix D: Commercial Improvement Program (CIP) Grant Guidelines



# Lealman Community Redevelopment Area Commercial Improvement Program Guidelines and Application Package



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

Felix Nunez  
CRA Coordinator  
Lealman Exchange 5175 45<sup>th</sup> Street N, Building A  
Lealman, Florida 33714  
(727) 464-5458  
[fnunez@co.pinellas.fl.us](mailto:fnunez@co.pinellas.fl.us)



**OVERVIEW**

The Lealman CRA Commercial Improvement Program is intended to provide matching grants that will 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 their 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 choose to 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.

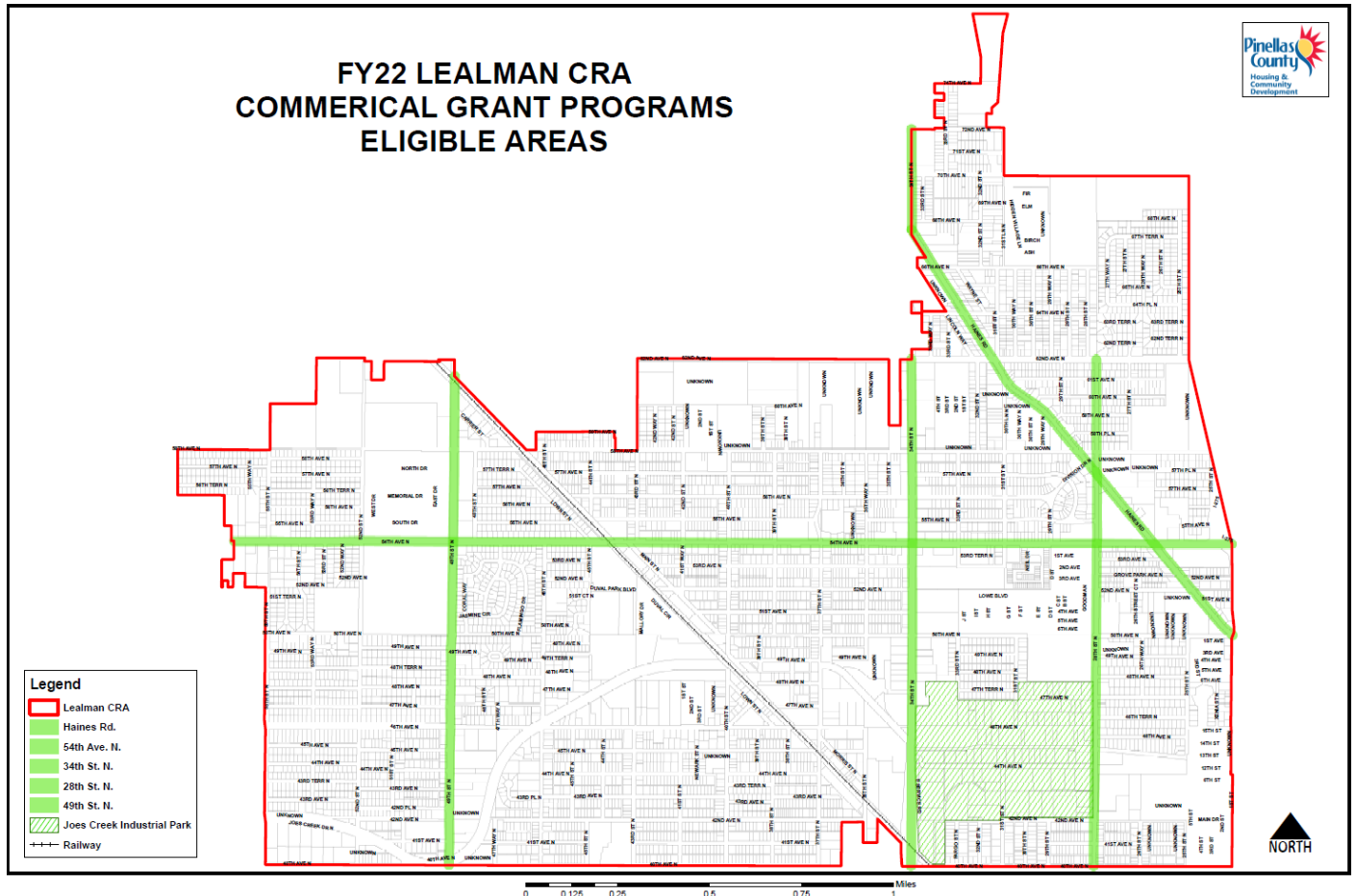
<b>Sample Commercial Site Improvement Program Application Amount</b>	<b>Sample Commercial Building Interior Improvement Program Application Amount</b>	<b>Sample Combined Application Amount</b>
\$40,000	\$0	\$40,000
\$30,000	\$10,000	\$40,000
\$20,000	\$20,000	\$40,000
\$10,000	\$20,000	\$30,000
\$0	\$20,000	\$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:

- 49<sup>th</sup> Street North
- 54<sup>th</sup> Avenue North
- 34<sup>th</sup> Street North
- Haines Road
- 28<sup>th</sup> 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 in order 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 employees of the business are residents of the Lealman CRA. In addition, these employees must have been actively on 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 requirements of the 26 U.S. Code 501. 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 the 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 conducted in these renovated facilities must be voluntary and privately funded.

Healthcare providers must have at least one healthcare provider on staff that 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 corporation<sup>1</sup> having ownership or leasehold rights to an eligible building site are eligible to apply. Leasehold applicants must obtain written and notarized approval from the owner prior to 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 does not have any outstanding liens or Code Enforcement violations.<sup>2</sup>

### **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 are 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 total grant award.)
- 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. (Reimbursement for signage expenses are limited to 25% of the grant award.)
- Awnings and canopies installation or repair

<sup>1</sup>Adult businesses are not eligible for grant funds.

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



- 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. (Fees 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 prior to 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, cameras)
- Any interior work
- Improvements in progress or completed prior to 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, 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 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 prior to 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 prior to 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 prior to an approved application are ineligible. The application is included at the end of these grant guidelines and can be submitted electronically by 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 45<sup>th</sup> St. N., Building A, Lealman 33714. For more information about application requirements and eligible activities, please contact:

Felix Nunez  
CRA Coordinator  
(727) 464-5458  
[fnunez@co.pinellas.fl.us](mailto:fnunez@co.pinellas.fl.us)

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 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 as well as the number of hours worked for those eligible CRA residents in the past six months.
- Applicants that are in the healthcare industry must provide first and last name, license number and profession 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 that are 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 will be funded by the grant.

Failure to provide required information will delay the review, approval, 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" pursuant 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 will be required to 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 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 responsibility of the applicant. 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. Prior to issuing the final payment, staff will complete 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 that 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 a determination of the project’s public benefit.



Lealman CRA Commercial Grant Programs Application

**Project Information**

<b>Date</b>	
<b>Project Address</b>	
<b>Zoning</b>	
<b>Parcel ID</b>	
<b>Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed use with Residential)</b>	
<b>Proposed Business User</b>	
<b>Commercial Site Improvement Application Amount</b>	
<b>Commercial Building Interior Improvement Application Amount</b>	
<b>Total Grant Application Amount</b>	

**Project Description (attach any drawings and/or attach additional pages as necessary for narrative)**



<b>COMMERCIAL <u>SITE IMPROVEMENT</u> ELIGIBLE ACTIVITIES INCLUDED IN PROJECT</b>	<b>CHECK BOX</b>
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.)	

<b>COMMERCIAL <u>BUILDING INTERIOR IMPROVEMENT</u> ELIGIBLE ACTIVITIES INCLUDED IN PROJECT</b>	<b>CHECK BOX</b>
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 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	

**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	





Appendix E:  
St. Petersburg Foundation  
Lealman Exchange Presentation



# Lealman Exchange

YEAR ONE

2022/2023 Operational Review

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# LEALMAN EXCHANGE STRATEGIC PLAN IMPLEMENTATION YEAR 1



Beginning April 1, 2022, St. Petersburg Foundation partners with Pinellas County in a two-part approach to serve the needs of the Lealman Community

Created  
Collective Impact coalition  
of service providers

Assumed  
full management of the  
Lealman Exchange facility



# Collective Impact

- Established Collective Impact Activation Group - large advisory Group with more than 55 participants
- Established Collective Impact Guiding Group - the small executive team
- Hired Needs Navigator





# Facility Transition

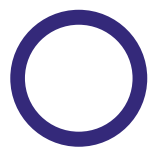
- Agreement between St. Petersburg Foundation and Pinellas County began 4/1/2022
- Building management began 8/1/2022
- Enhanced tenant experience
- More efficient and eco-friendly building management
- Expanded facility use and rentals



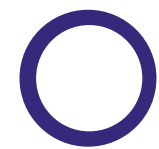


## ENHANCED TENANT EXPERIENCE

- Bi-Monthly Tenant Meetings
- Tenant Handbook
- Updated Lease Agreements
- Active shooter training



New security protocols, re-keying, and access technology



Enhanced communication tools and shared booking calendar

# NEW TENANT PARTNERSHIPS

New or enhanced relationships have been forged with the following services providers in residence at LEX

- AmSkills - joins LEX with two training labs and a classroom
- YMCA- expands its relationship with LEX with five offices for the Y Reads Program, additional senior and children's programming, and support of gym programming
- SPFC- joined LEX with office space and Needs Navigation Services
- CES Acedemy- Broach School rebrands and expands their teaching space to increase student capacity

# NEW FUNDING PARTNERSHIPS

- Duke Energy - \$10,000 Communications Grant
- St. Petersburg Free Clinic - \$10, 000 Kitchen Investment
- YMCA- \$25,000 Kitchen Investment
- American Heart Association - \$3,200 Kitchen Refrigeration Investment
- New tenant rental income
- Tampa Bay Partnership funding opportunities

# MARKETING

- LAUNCHED LEALMANEXCHANGE.ORG
- LEALMAN VOICE BI-WEEKLY NEWSLETTER
- CREATED A SOCIAL MEDIA PRESENCE





# CURRENT CAPITAL PROJECTS

- OUTDOOR BASKETBALL COURT UPGRADES
- KITCHEN UPGRADE
- ENHANCED SECURITY AND ACCESS CONTROL
- UPGRADES TO NERI EVENT ROOM



# FUTURE CAPITAL PROJECTS

- GYM AND STAGE UPGRADES
- 54TH AVE LED MONUMENT SIGN
- LIGHTING UPGRADES



## AT LEX THIS YEAR

The Lealman Exchange has hosted several great events in the last year and added additional resources to benefit the community.

- Satellite Library location in partnership with PPLC
- Veterans Resource Fair hosted by the VA and State Rep Linda Cheney
- Emergency Shelter Activation for Hurricane Ian and Tropical Storm Nicole
- FEMA Service Center for storm victim's support
- Mobile Pet Clinics with SPCA and Pinellas County Animal Services
- Needs Navigator to connect residents to services, resources, and opportunities
- Career Source Job Fairs

## UPCOMING EVENTS

- Lealman STEAM DAY learning festival - in partnership with Jacobs July 14, 2023
- Reading with the Rays - Annual Literacy Event with the Tampa Bay Rays July 25, 2023
- Am Skills Bootcamp begins August 26, 2023
- YMCA Summer Camp Spelling Bees August 2023





Appendix F:  
Joe's Creek Industrial Park  
Master Plan Overview and  
Draft Scope of Work

**Lealman Community Redevelopment Area**  
**Joe's Creek Master Plan Overview**  
**June 2023**

- The purpose of the Joe's Creek 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 Master Plan is the latest project in a number of plans/projects supporting redevelopment consistent with the community's vision as articulated in the adopted CRA Plan.
  - Lealman Form Based Code
  - Linking Lealman Multimodal Plan
  - Raymond H. Neri Community Park Improvements
  - Lealman Regional Stormwater Facility
  - Joe's Creek Restoration and and Multi-Use Trail
- Land Use Background
  - Joe's Creek Industrial Park is designated as Employment on the County's Future Land Use Map.
  - The Forward Pinellas Countywide Plan Map designates the area as an Employment Center.
  - Under the current Countywide Rules, there is little flexibility to introduce a mixture of land uses in an employment center.
  - The Target Employment Industrial Land Study (TEILS) creates opportunity to diversify land uses.
    - Forward Pinellas is proposing new rules to implement TEILS recommendations
  - The Joe's Creek Employment Center land use designation may be changed to an Target Employment Center – Local (TEC – Local)
    - Employment Center Local TEC Local – These areas that house smaller scale manufacturers and artisan users with industrial and warehouse space needs. The TEC Local designation would allow for flex-space and mixed use in conjunction with local sub-area planning efforts (visioning studies, special area plans, etc.)
      - The Joe's Creek Master Plan would fulfill the requirement for an area plan.
- The Master Plan
  - Phase 1 – Stakeholder Engagement; Market Analysis; Infrastructure Assessment
  - Phase 2 – Vision Map; Countywide Rules and Zoning; Stakeholder Engagement; Draft Master Plan
  - Phase 3 - Final Master Plan

**Lealman Community Redevelopment Area**  
**Joe's Creek Master Plan**  
**Draft Scope of Services**  
**June 2023**

**PROJECT OVERVIEW AND PURPOSE**

Pinellas County will engage a consultant to prepare an action plan for the Joe's Creek area (to include Joe's Creek Industrial Park including areas to the west of 34<sup>th</sup> Street and east of 28<sup>th</sup> Street). The Master Plan will engage stakeholders in the area and identify actions including potential projects, programs, and regulatory updates to encourage the investment desired by community stakeholders.

The Master Plan is the latest project in a series of plans/projects supporting redevelopment consistent with the community's vision as articulated in the adopted CRA Plan. A sampling of some of these efforts include the following:

- Lealman Form Based Code
- Linking Lealman Multimodal Plan
- Raymond H. Neri Community Park Improvements
- Lealman Exchange Community Center
- Lealman Regional Stormwater Facility
- Joe's Creek Restoration and Multi-Use Trail
- Lealman Heights Affordable Housing Project

Forward Pinellas completed an update to the Target Employment and Industrial Land Study (TEILS) in 2023 that included Joe's Creek as these areas continue to receive redevelopment pressure. The Joe's Creek Industrial Park was designated as a "Target Employment Center (TEC) Local" – suited for areas that house smaller scale manufacturers and artisan users with industrial and warehouse space needs. TEC Local areas are intended to allow flex and mix uses, in conjunction with local sub-area planning efforts (visioning studies, special area plans, etc.). The TEILS study also identified TEC Local areas as areas with greater local control over smaller scale employment areas. Forward Pinellas is requiring local jurisdictions to conduct a planning study to articulate the vision for the area before they can implement the new TEC categories.

With the completion of the TEILS study, this scope of services includes tasks for the completion of a Master Plan for the Joe's Creek (The Master Plan) Industrial Park area to create a more defined vision and implementation strategy, and to serve as the special area plan consistent with the requirements of the Countywide Plan. The Master Plan will provide actions and recommendations focused on a variety of areas to holistically address existing challenges and future opportunities.

## SCOPE OF WORK

### PHASE 1: KICKOFF AND ANALYSIS

#### Task 1: Initial Stakeholder Engagement

- The Consultant will conduct stakeholder engagement to include meetings with staff as well as key stakeholders in the Joe's Creek area that will include the following:  
Kickoff meeting with project management team
- Internal staff charrette: Initial meeting to provide an overview of the Master Plan process, including current and recently completed studies within the area (e.g. stormwater plan, etc.), discuss challenges/opportunities (infrastructure, employment, types of redevelopment, land use/regulatory), the vision for the area and successful outcomes. The charrette will also aid in identifying next steps for the Master Plan. It is anticipated the meeting will be held with the Lealman CRA, Economic Development, Public Works, Housing and Community Development, Building and Development Review Services, etc.
- Walking tour: Conduct a walking tour of the industrial area with staff and other stakeholders (property owners, CRA Advisory Committee members, etc.)
- Stakeholder focused meetings: property owners, businesses in the industrial area, and other stakeholders that were part of the TEILS study in small group focused meetings
- Public Open House to collect ideas on issues/opportunities that could be addressed in the Master Plan
- Presentation to the Lealman CRA Advisory Committee (CRA AC) to provide a summary of public input received in Task 1 and seek the Committee's feedback.

#### Task 2: Market/Land Use Assessment

The Consultant will build on past market analyses in the area and analysis from the TEILS study. The market assessment will include the following with a more focused review for the Joe's Creek area (to include Joe's Creek Industrial Park including areas to the west of 34<sup>th</sup> Street and east of 28<sup>th</sup> Street):

- Evaluate potential development opportunities across uses.
- Market Demand analysis for uses to determine potential for attracting new mixed-use development in coming years.
- Assessment of land use types/intensity, square footage, impervious area, and other characteristics.
- In coordination with property owners, identify opportunity target sites for new investment or redevelopment. Potential target sites will be identified based on market opportunities as well as other factors influencing investment and redevelopment potential.

### **Task 3: Infrastructure Assessment**

The Consultant will utilize information developed as part of the regional stormwater facility planning and the Joe's Creek Restoration and Greenway Trail project, the results of the market assessment under Task 2, and other efforts in the area to conduct an infrastructure and mobility assessment. The following will be developed:

- Central Services Analysis (water, wastewater, stormwater)
  - These will tie into previous/current planning and design efforts undertaken by other departments
- Multimodal/Transportation Analysis (trail and bicycle connections, recreational, and roadway capacity)
  - Identification of multi-modal projects planned, programmed, and underway
    - Pinellas Capital Improvement Program
    - The Advantage Pinellas Long Range Transportation Plan
    - The Pinellas Suncoast Transit Authority Transit Development Plan
  - Existing and Projected Level of Services for arterials and intersections within the study area.

## **PHASE 2: DRAFT MASTER PLAN RECOMMENDATIONS**

### **Task 4: Vision Map, Countywide Rules, and LDR/Zoning Updates**

The Consultant will develop the following:

- Vision Map for future development and guiding principles
- Countywide Rules updates and analysis
  - Tier III Analysis – safety, multimodal, traffic impacts, population/employment projections, planned improvements, economic benefits, funding strategies
- LDR/Zoning updates – urban design guidance, public realm updates

### **Task 5: Phase 2 Stakeholder engagement**

The Consultant will continue engagement to include the following:

- Coordination meetings with the project management team
- Pinellas County staff meetings (review of Phase 1 analysis, review of vision map and countywide rules, LDR/Zoning updates) including development of presentations and meeting material
- Other Presentations: Presentations to the Lealman CAC, BCC, and stakeholder groups to provide and update
- Public open house focused on draft recommendations

### **Task 6: Develop Draft Master Plan**

The Consultant will develop draft recommendations and actions to include the following:

- Infrastructure recommendations (mobility, stormwater/water/wastewater, green infrastructure, resiliency)
- Policy strategies (displacement & business)

- Including assessment opportunity for a Community Benefits Agreement approach addressing resident and business relocation, and a mobile home park redevelopment strategy, including the use Transfer of Development Rights
- Policy/Regulatory updates
  - Comp plan policy and future land use changes consistent with the Countywide Plan
  - Land development code changes
- Preliminary cost estimates for potential program investment/improvements. These should include both capital costs and program costs
- 10-year Investment Plan including the following (should be by year):
  - Capital improvements
  - Estimated non-capital program costs
  - Detailed financing/funding strategy to implement the Investment Plan
  - Estimated financial return on investment including, but not limited to:
    - Direct Benefits
    - Property tax increases (and associated TIF)
    - Sales Tax generation
    - Potential new jobs and projected new income

### **PHASE 3: FINAL MASTER PLAN DEVELOPMENT**

#### **Task 7: Phase 3 Stakeholder engagement**

The Consultant will continue engagement to include the following:

- Coordination meetings with the project management team
- Pinellas County staff meetings (review of the draft master plan recommendations and update actions and responsibilities) including development of presentations and meeting material
- Presentations/Adoption: Presentations to the Lealman CAC and other stakeholders. Adoption process - Forward Pinellas, CPA, and BCC.

#### **Task 8: Final Master Plan**

##### **The Consultant will finalize the Master Plan**

- Produce final report and appendices, including maps and capital improvements strategy and funding sources.
- The final Master Plan will include and documents updates/refinements to the draft master plan recommendations as a result of stakeholder input and review.