

AGENDA

Community Redevelopment Area Advisory Board

Thursday, September 12, 2019 | 2:30 PM – 4:30 PM
City Commission Conference Room, City Hall

A. Financial Update & Project Tracker*

B. Housekeeping

C. Action Items

- i. Old Business
 - i. Meeting Minutes July 11, 2019 (Pg. 5-7)
 - ii. 114 E. Parker St. Project (Pg. 8-66)
 - iii. 703 W. 5th St. (Pg. 67-75)
 - iv. 111 E. Parker & 717 Florida Demolition (Pg. 76-92)
- ii. New Business
 - i. Coney Funeral Home Grant Request (Pg. 93-95)
 - ii. Lakeshore Aquatic Management Project (Pg. 96-99)
 - iii. Parker Street Ministries (Pg. 100-104)
 - iv. The Vanguard Room Grant Request (Pg. 105-118)
- iii. Update
 - i. Dream Center
 - ii. North Mass Development Project--FURC
 - iii. Oak Street Lot--Catalyst

D. Discussion Items

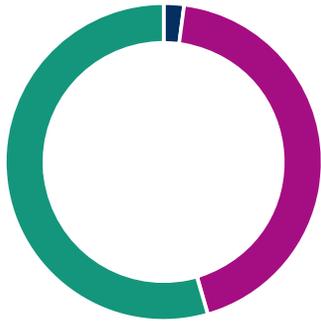
E. Adjourn

* For Information

NEXT REGULAR MEETING:

Thursday, November 7, 2019 3:00 - 5:00 PM – City Commission Conference Room

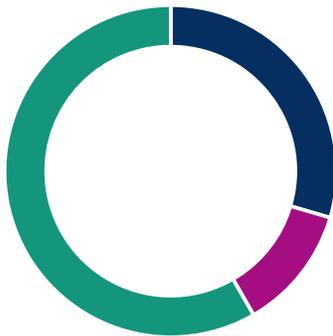
Downtown Fund



■ Available	\$49,019
■ Expenses	\$1,035,365
■ Encumbrances	\$1,297,845

Estimated Income in FY 2020 \$1,554,000

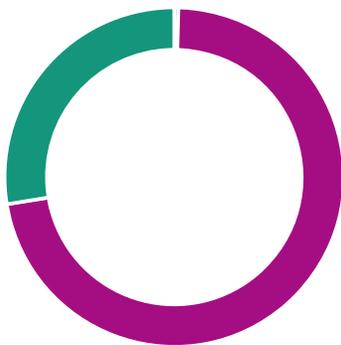
Dixieland Fund



■ Available	\$314,953
■ Expenses	\$129,721
■ Encumbrances	\$621,866

Estimated Income in FY 2020 \$279,000

Midtown Fund



■ Available	\$30,468
■ Expenses	\$5,761,045
■ Encumbrances	\$2,202,872

Estimated Income in FY 2020 \$3,345,000

* Estimated Income from Lincoln Square Home Sales \$2,619,000

LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

PROJECT PROGRESSION REPORT



STATUS KEY	
RISKS / ROADBLOCKS	
POTENTIAL RISKS	
ON TRACK	

Project	Status	Phase	Funding Allocated	Notes
Food Truck Park	ON TRACK	Construction	\$250,000.00	Sitework Underway: Stem Wall Prepared
Lincoln Square	ON TRACK	Construction	\$4,268,086.00	Phase I Complete Phase II Complete Phase III-IV Underway 80%
114 E. Parker	POTENTIAL RISKS	Bid	\$350,000.00	Bids Received
Lake Parker Art Path	ON TRACK	Bid	\$730,000.00	Bid in July; PCBS Review
Five Points Roundabout	ON TRACK	Pre-Construction	\$175,000.00	
Kettles Ave Sidewalk	ON TRACK	Construction	\$150,000.00	Complete
Tapatios	ON TRACK	Construction	\$340,000.00	Underway; Site Work & Interior Construction
Mirrorton	ON TRACK	Under Contract	\$970,000.00	Closing Tentative for Mid-November
Providence Rd	ON TRACK	Feasibility Study	\$1,100,000.00	July 25th Site Walk w/ Utilities

LAKELAND CRA

COMMUNITY REDEVELOPMENT AGENCY

PROGRAM PROGRESSION REPORT



STATUS KEY	
RISKS / ROADBLOCKS	
POTENTIAL RISKS	
ON TRACK	

Grants/Programs	Status	Grant Awards to Date	Notes
Alley Vacating	ON TRACK	1	Boundaries located between Florida and Kettles Avenue and 9th and 10th Street
Affordable Housing Partnerships	ON TRACK	3	<ul style="list-style-type: none"> • Providence Reserve Seniors (Fall Groundbreaking)- 193 Units • Midtown Lofts- 70+ Units
Builder's Line of Credit	POTENTIAL RISKS	1	703 W 5th Street; Underway 40% Funding Gap
Design Assistance	ON TRACK	3	Underway
Down Payment Assistance	RISKS / ROADBLOCKS	17	All Funding Allocated
Façade and Site	ON TRACK	6	2 Proposals Pending
Fix-It Up	RISKS / ROADBLOCKS	10	All Funding Allocated Active Sites • 721 Gilmore Ave
Food Related	ON TRACK	1	Underway
Infill- New Construction	RISKS / ROADBLOCKS	4	2 lots sold 2 pending
Infill Adaptive Reuse	ON TRACK	7	3 Proposals Pending
Murals / Tapestries	ON TRACK	3	Complete
Second Floor Renovations	ON TRACK	1	65 Lake Morton Underway

**Community Redevelopment Area Advisory Board
Meeting Minutes
Thursday, July 11th, 2019
3:00 – 5:00 PM
City Commission Conference Room, City Hall**

Attendance

Board Members: Ben Mundy (Chair), Dean Boring, Harry Bryant, Brandon Eady, Brian Goding, Frank Lansford, Commissioner Stephanie Madden, Cory Petcoff and Cliff Wiley

Absent: Pastor Edward Lake (Vice-Chair) and Zelda Abram

Staff: Alis Drumgo, Valerie Ferrell, D’Ariel Reed and Jonathan Rodriguez

Guests: Steven Boyington, Brandy Gillenwater, Carole Philipson, Mitchell Rosenstein, Tzeporaw Suhade, Gene Strickland, Damaris Stull, Officer Rick Taylor (LPD) and Sara-Megan Walsh

Packets

- Meeting Minutes dated June 6th, 2019
- Financial Update
- Project Progression Report
- Memo- Midtown Lofts Loan Request & Purchase and Sale Agreement Amendment

Housekeeping

Action Items – Old Business

Meeting Minutes dated May 2nd, 2019

Brandon Eady moved approval of the minutes. Dean Boring seconded the motion which passed unanimously.

Financial Update

Ben Mundy noted the inclusion of the update for informational purposes.

Midtown Lofts Loan Request

In March 2018, the CRA entered into an Agreement for Purchase and Sale with Green Mills Holdings, LLC for the sale of CRA-owned property located south of Parker Street, east of Stella Avenue, west of Lake Avenue and north of Myrtle Street. The 1.8-acre property was assembled between 2006 and 2008 and contains only one remaining vacant structure, a concrete block duplex. The developer proposed an affordable housing development, with no less than 70 multifamily residential units on the site, with the anticipation of successfully receiving Florida Housing Finance Corporation (FHFC) Low Income Housing Tax Credits. The developer offered a purchase price of \$324,000, less an 8% (or \$25,920) broker fee to be paid by the CRA, so the net proceeds would total \$298,080 for the property. After securing site control, Green Mills pursued the tax credit application cycle in 2018, and after a delayed appeal period were successful in obtaining the tax credits for the project.

As pre-development efforts continued, Green Mills monitored construction cost increases as well as other adjustments to their development budget. The proposed development is one 4-story building containing 80 units, with on-site amenities. Extra effort was made to enhance the street facing elements such as street landscaping, fencing and sidewalks as well as decorative fencing and civic open space.

This is to accommodate minimum development standards as well as complimenting the existing Parker Street neighborhoods, providing a cohesive transition. The developer has provided a total development budget of \$16.2 million. A breakdown is below:

Project Costs	Total	% Total	Per Unit	Per Net Sq. Ft.
Land / Acquisition (inc. Brokerage Fe	374,000	2%	4,675	5.24
Hard Cost (inc. Owner Items, Solar)	10,326,840	64%	129,086	144.59
Hard Cost Contingency	502,092	3%	6,276	7.03
Developer Fee	2,151,110	13%	26,889	30.12
Construction Interest	363,000	2%	4,538	5.08
Financing Fees / FHFC Fees	689,577	4%	8,620	9.65
Operating Reserves	258,445	2%	3,231	3.62
Soft Costs	1,562,930	10%	19,537	21.88
Total Project Costs	16,227,994	100%	202,849.93	227.21

Green Mills requested a loan to offset an \$800,000 gap in project expenses. The original request submitted included a loan request of \$324,000, at 0% interest for a period of 30-years, which would have offset the land acquisition cost and resulted in a net zero cost to the CRA. However, further negotiations yielded terms that were more favorable for both parties. With this understanding and after meeting with Green Mills representatives, the CRA staff supports the following considerations:

- The CRA will loan 50% of the land value (\$162,000) to Green Mills, as a 0% interest loan to be coterminous with the senior permanent development loan.
- The loan will be for a period of 15-years and will have a 2-year additional grace period for leasing up the total number of rental units, for a total loan period not to exceed 17 years. The CRA expires before this time, so the loan will need to be accepted by the City.
- The CRA loan would be subordinate only to the senior permanent development loan, taking second position over all other obligations.
- The CRA loan will not be forgivable.
- Green Mills would provide an amendment to the Agreement of Purchase and Sale removing the CRA's brokerage fee obligation.
- The CRA will support the additional hardscape improvements within public right-of-way on Parker Street, including enhanced sidewalks and landscaping, up to and not exceeding \$25,000. This cost will be further refined during actual constructed and will be disbursed at the time of certificate of occupancy on all units of the development.
- The CRA will continue to support expedited plans review through the City's development review process with the expectation that building plans be submitted no later than August 30th.

Staff recommended approving the loan request and purchase agreement amendment as outlined above to be sent for consideration by the Community Redevelopment Agency Board (with City Commissioners serving in this official capacity).

Discussion ensued regarding the loan conditions and design concepts.

Cory Petcoff moved approval of Staff's recommendation. Dean Boring seconded the motion which passed unanimously.

Action Items – New Business

Discussion Items

Staff met with Framework Group to discuss utility rerouting for the Mirrorton project. There is a potential that the developer may need an additional extension, outside of the current contract term which expires September 21st. Staff is working with the City Attorney to finalize the language of the extension.

Staff has received interest in four CRA owned single family lots. Dispositions for the lots will go out and subsequent proposals will be shared with the Board at the September meeting.

Adjourned at 3:22 PM

Next Meeting, Thursday, September 5th, 2019 3 PM, City Commission Conference Room.

Ben Mundy, Chairman

Date

DRAFT



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
From: Alis Drumgo, CRA Manager
Date: September 9, 2019
Re: 114 E. Parker Street Renovation

I. Background:

In February 2018, the CRA Advisory Board reviewed renovation proposals for 114 E. Parker St as a response to a preliminary tenant inquiry for the building. The tenant was proposing a master lease for a multimedia company, Well-Done Events!, with the ability to sublet to other tenants that would blend with an artistic studio, multipurpose space and restaurant.

In June 2018, Well-Done Events!, owned by Dr. Sallie Brisbane, submitted a formal letter of intent to the CRA Advisory Board and revised proposal to be a master tenant at 114 E. Parker Street. The vision for the space was to be a collaborative workspace and multipurpose event room for culturally relevant performing arts and educationally focused resources for small business. Previous partners in this venture included LkldLive for programming and internship of live entertainment, Brothers BBQ to lead catering services, and Fifth-Third Bank for financial education courses and outreach. However, the partnerships with LkldLive and Fifth-Third Bank did not come to fruition, and Dr. Brisbane did not secure the restaurant partner and has since revised her associated business plan. The Board approval allowed for the “vanilla-box” improvements, and included proceeding with Well-Done Events! negotiations and renovation budget not to exceed \$350,000.

II. Tenant Proposal Update:

Since the Board’s last approval, Dr. Brisbane has worked to understand the needs of the target market and garner support for its proposal. Dr. Brisbane has remained committed to providing support to underserved and underrepresented businesses, and she has engaged the Tampa Bay Black Business Initiative Fund for support. Also, Catapult has also offered to deliver the Co.Starter program, a 9-week program that equips aspiring entrepreneurs with the insights, relationships and tools needed to turn their

business ideas into action, to small businesses operating within the space. The Well’s business model is very similar to A Space Called Tribe in Miami’s Overtown Park District which is an Urban Innovation Lab boasting business support, small offices, culturally relevant entertainment and networking opportunities for the aforementioned business populations.

III. Renovation Costs and RFP:

The CRA worked with Furr & Wegman Architects to prepare construction documents for issuance of the Request for Proposals (RFP). Staff sought to establish the true cost of the project to prevent future change orders and cost overruns. The bids submitted are for building renovation only, work that is required to be performed by a general contractor and subtrades, and does not include required sitework and parking lot improvements which are discussed below.

INTERNAL BID TABULATION					
CITY OF LAKELAND FLORIDA					
PURCHASING AND STORES DIVISION					
1140 E PARKER STREET					
LAKELAND, FL. 33801					
PHONE: (863) 834-6780 FAX:(863) 834-6777					
					
Bid Number:	9172A				
Title:	114 E Parker Street - Renovation for the Midtown CRA				
Date:	6/21/2019	127419			
	Bidder:	Rodman	Strickland	Waller	SEMCO
		Development Inc	Construction Inc	Construction Inc	Construction Inc
Total Firm Price for Renovation Work		\$ 399,890.00	\$ 472,877.00	\$ 473,810.00	\$ 632,784.00
Additive No. 1 for Catering 112		\$ 41,500.00	\$ 31,399.00	\$ 32,860.00	\$ 19,516.00
Additive No. 2 for Ext. Patio 104		\$ 5,600.00	\$ 8,105.00	\$ 19,073.00	\$ 15,568.00
Total Bid with Additives		\$ 446,990.00	\$ 512,381.00	\$ 525,743.00	\$ 667,868.00

In addition to the building renovation, site improvements are required. Those improvements include removing and replacing the sidewalk and driveway access to the space, resurfacing the parking area, addressing street drainage, landscaping, and grass parking improvements across the street for overflow use. All improvements must meet the City’s Land Development Code, in combination with the building renovation to provide a finished building, certified complete and ready for occupancy. The estimates below are based on recent improvements to CRA-owned property in the vicinity of the project. The total project estimates are inclusive of the required site work, landscaping, fencing and lighting as well as the bidders’ firm price for renovation work listed in the table previously.

Remaining Project Related Expenses								
Design/Permitting/Fees	\$	55,000.00	\$	55,000.00	\$	55,000.00	\$	55,000.00
Additional Site Work	\$	125,000.00	\$	125,000.00	\$	125,000.00	\$	125,000.00
Landscape/Fencing/Lighting	\$	85,000.00	\$	85,000.00	\$	85,000.00	\$	85,000.00
Total Project Estimate	\$	656,990.00	\$	777,381.00	\$	790,743.00	\$	932,868.00
Less Original Project Allocation June 2018	\$	(350,000.00)	\$	(350,000.00)	\$	(350,000.00)	\$	(350,000.00)
Funding Gap	\$	306,990.00	\$	427,381.00	\$	440,743.00	\$	582,868.00

To date, the CRA has spent \$45,266 on design and construction document preparation in order to evaluate the viability of the project. Furthermore, a recent walkthrough of the building, with the tenant, revealed leaks to the roof which was repaired in 2017. Bids on the renovation are non-inclusive of roof work which would require revision and reissuance of the RFP to obtain accurate pricing or a change order once the contractor is engaged and work has commenced. In subsequent meetings with the potential tenant, it was agreed to be in the best interest of both the CRA and the business to demolish the structure. However, Dr. Brisbane is committed to partnering with the CRA on her business concept in the Parker Street neighborhood.

The Board has continued to express interest in supporting Dr. Brisbane’s business pursuits, and if the Board remains steadfast in this support, Staff proposes the integration of 8-10,000 square feet of commercial space into a large-scale area redevelopment project. The CRA can issue request for proposals and incentivize a developer to build the space, at a price lower than required for renovation, and set it aside at an affordable rate while ensuring overall compatibility within the area.

IV. Board Consideration:

At the Board’s discretion to consider demolition of 114 E. Parker St and direct Staff to issue an RFP including integration of The Well into an areawide redevelopment effort in the Parker Street neighborhood.

V. Attachments

- The Well Business Plan
- Tampa Bay BBIF Letter of Support

CONFIDENTIAL

The Well at 114 & Parker

UPDATED JUNE 2019

Business plan

Prepared August 2019

Contact Information

Dr Sallie Brisbane

Welldoneevents1@gmail.com

863 668 1541

www.welldoneevents1.com

114 East Parker Street

Lakeland, Florida 33801

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Executive Summary

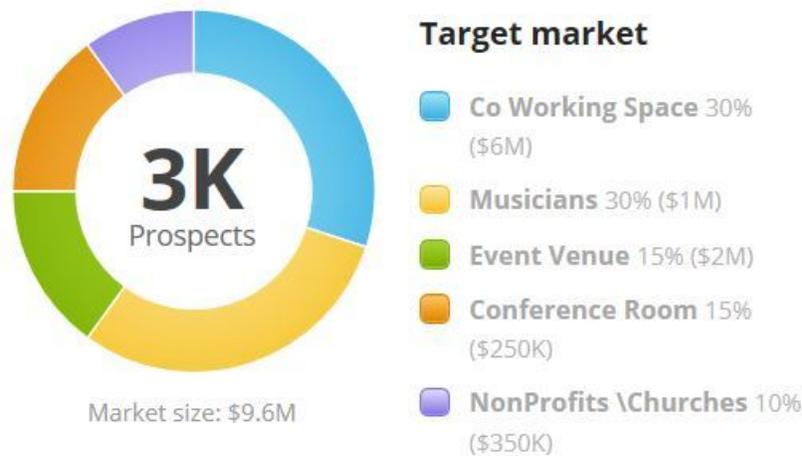
Opportunity

Challenge

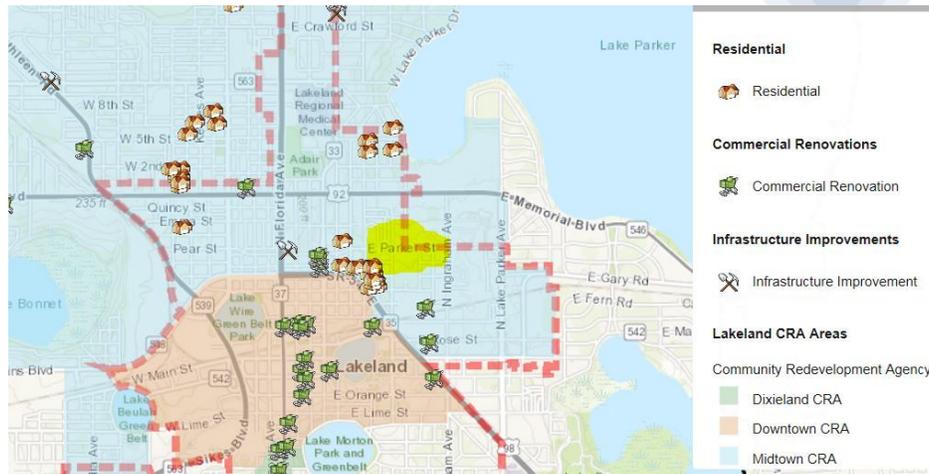
The City of Lakeland is making great efforts to improve and enhance the Mid Town area and it's surrounding neighborhoods thru smart community reinvestment initiatives designed to make the area a preferred community to live and raise families. While great strides have been made with commercial projects such as Hause 820, Art/Fact, Market Lofts, Crystal's World of Dance and Mass Market; there still is a huge opportunity to strengthen and improve the underserved and underrepresented populations in this community.

Market

While there are a number of facilities which are utilized for single or dual purposes such as co working spaces and event venues, few offer facilities which provide a venue for multiple end uses.



The place will be located at 114 East Parker Street, Lakeland, Florida in the Midtown CRA District

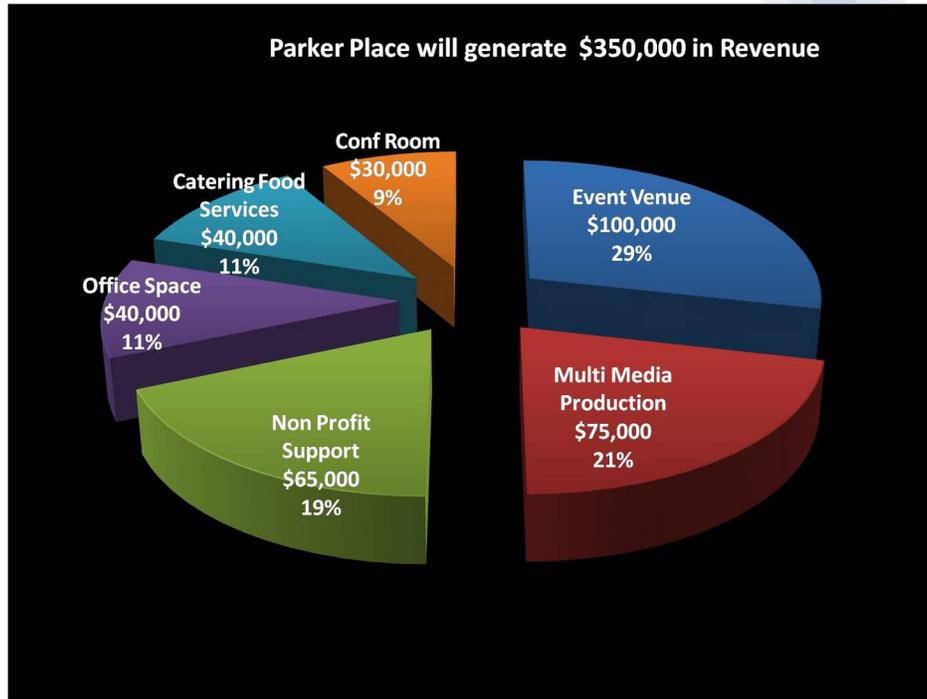


Solution

The Well at 114 and Parker is a state of the art , full service event and multi media center which will help address many of the remaining gaps that were originally identified in the Mid Town Community Redevelopment Plan from 2001.

- Enhance Neighborhoods in underserved and underrepresented communities
- Offer Mixed Use Activity Facilities
- Beautify the Development Corridors
- Improve community open space, services and facilities

The Well at 114 and Parker will house a large event enrichment center, a food vendor / catering space, a multi-media production facility, shared co working space, a conference center along with 2-3 larger anchor tenants. In addition The Well at 114 and Parker will have spaces for both non profits and small start up firms via open and private offices with a common area for "cost shared" administrative support. **The financial foundation of The Well at 114 and Parker will be it's ability to generate multiple revenue streams from a variety of market segments which complement the existing initiatives in Lakeland's Midtown CRA.**





Why Us?

The Well at 114 and Parker will offer the underserved and underrepresented in the Mid Town CRA district.

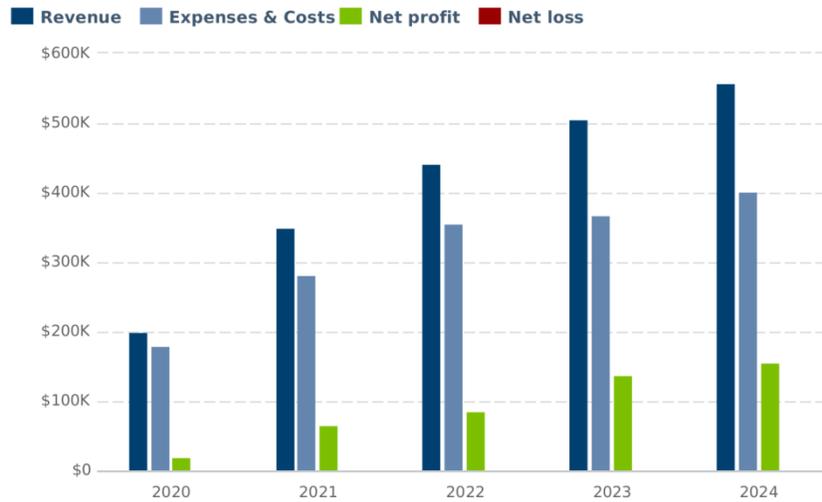
1. Most importantly, Parker Place will have a laser focus on cultural enrichment and economic empowerment of the underserved populations in the city of Lakeland's Midtown CRA area.
2. Flawless Connectivity with reliable high speed internet, networked printing, copying, scanning, wireless connections to large screens and video conferencing
3. Social and Professional collaboration opportunities
4. Member coaching, training and mentoring
5. A sense of community, culture and belonging
6. A central gathering place for community based organizations and events

Expectations

Forecast

Projections for the full first year operations will be approximately **\$200,000** in sales, with a expected profits between 0-2% due to start up costs and unforeseen costs associated with start up. Second year will result in revenue of **\$350,000** and a healthy profit margin of 19% or **\$68,000**. The third year of operation should anticipate solid growth with revenues exceeding **\$441,000** and profit margins in excess of 20% thru the next 3 years.

Financial Highlights by Year



Financing Needed

Sources of Funds

Financing assumes \$10,000 loan @ 7% for a 4/year period (Fifth Third Bank) and \$20,000 paid in capital by owner Sallie Brisbane.

Uses of Funds

Funds will be used to :

I. Purchase furnishings and equipment

- Workstation Furniture.....\$3,000
- Conference Room Table and Chairs.....\$1,000
- 800 Used Folding Chairs.....\$2,000
- Wide Screen TVs.....\$4,000
- Projectors and Sound Equipment.....\$2,000
- White Boards.....\$1,000
- Kitchen Furniture and Supplies.....\$2,000

II. Marketing \ Advertising\$7,000

III. Working Capital.....\$8,000

Opportunity

Problem & Solution

Problem Worth Solving

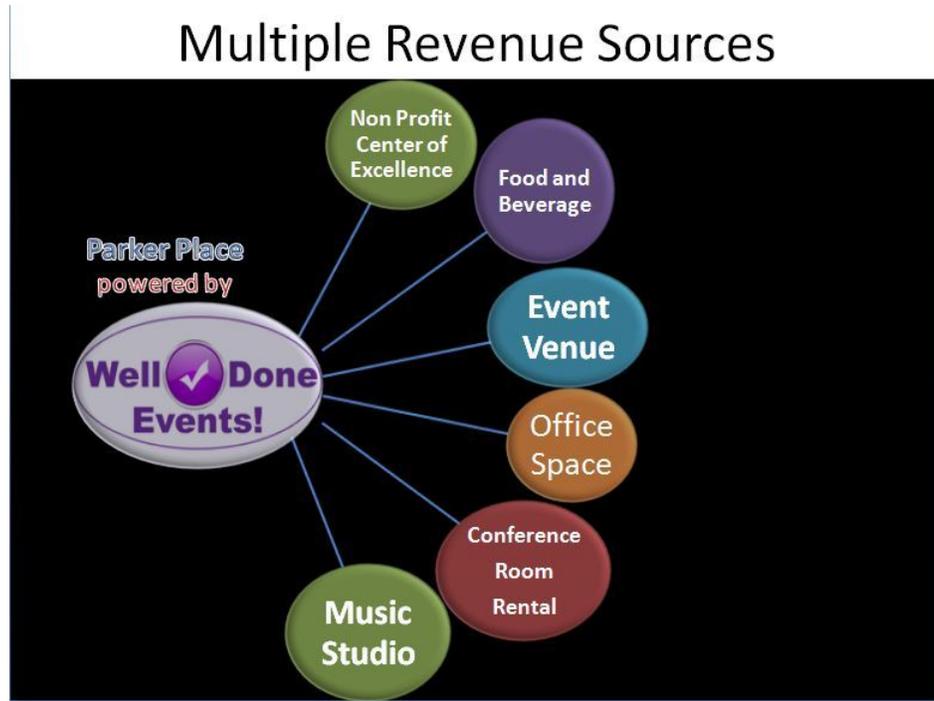
The City of Lakeland's Midtown area is made up of 32,000 underserved and underrepresented residents who lack a central gathering facility to nurture and support community based initiatives aimed at improving the community via arts, cultural and economic empowerment initiatives such as:

- Cultural enrichment
- Job skills training
- Recording Studio / Sound Stage
- Event hosting
- Technology training
- STEM enrichment activities
- Non profit support services

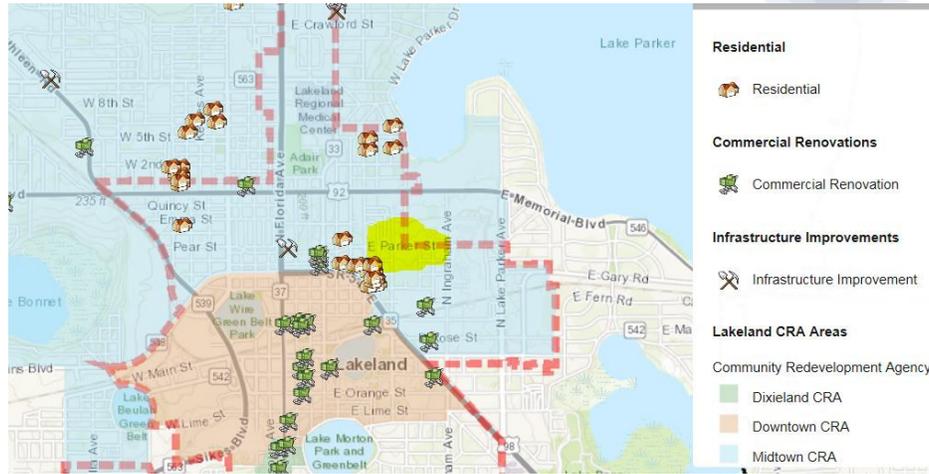
Research from *Princeton University* suggests that all the net employment growth between 2005 and 2015 can be attributed to the contingent workforce, while the *Intuit 2020 Report* suggests that 80 percent of global corporations plan to significantly increase their use of contingent labor. As corporate America embraces short-term contract workers and employees, everything may become more short term. These studies suggest that the younger generation already thinks about flipping jobs every few years. Studies suggest someone in Generation Z may have 17 jobs within their lifetime.

Our solution

Well Done Events will launch a state of the art space and event center named The Well at 114 and Parker.



Midtown, with its 4,463 acres, is the largest of the three CRA Districts. It spans from the intown bypass to Interstate-4. The area is anchored by the Medical District, Joker Marchant Stadium and the newly redeveloped Mass Market. Mass Market is a redeveloped site on North Massachusetts Ave in the Midtown redevelopment district. The 3 acre site will provides space for leading Central Florida makers, chefs, artists and musicians. The Market accommodates independently-owned businesses offering a commercial kitchen, exhibit space, galleries, performance and event venues. This district includes 10 active and engaged registered residential neighborhoods



Source: City of Lakeland CRA

Target Market

Market Size & Segments

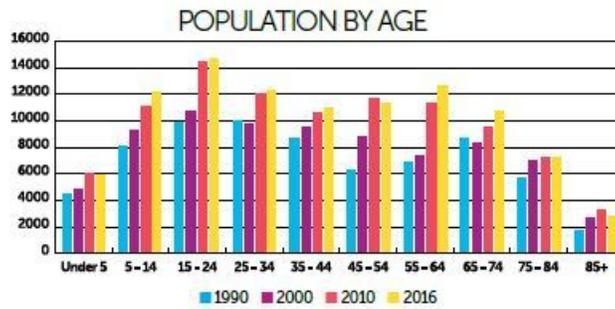
CITY OF LAKELAND HISTORICAL SIZE & POPULATION

Year	Population	Sq. Miles
1960	41,350	16.78
1970	42,803	17.17
1980	47,406	20.59
1990	70,576	44.23
1995	74,626	50.55
2000	78,452	51.91
2005	90,851	71.38
2010	97,422	74.48
2011	97,690	74.62
2012	98,200	74.75
2013	98,773	74.83
2014	100,728	74.84

With shifts in office space management, coinciding with the growth of a more gig-based workforce, the co working space is a great option for the temporary economy. The numbers bear that out. Research from *Princeton University* suggests that all the net employment growth between 2005 and 2015 can be attributed to the contingent workforce, while the *Intuit 2020 Report* suggests that 80 percent of global corporations plan to significantly increase their use of contingent labor. As Corporate America embraces short-term contract workers and employees, everything may become more short term. These studies suggest that the younger generation already thinks about flipping jobs every few years. Studies suggest someone in Generation Z may have 17 jobs within their lifetime.

City of Lakeland-Demographics

POPULATION



WAGES AND INCOME

PER CAPITA PERSONAL INCOME

Year	Lakeland	Florida
2004	\$28,792	\$34,058
2005	\$30,658	\$36,258
2006	\$31,386	\$38,693
2007	\$32,588	\$39,819
2008	\$32,758	\$39,709
2009	\$31,307	\$37,350
2010	\$32,893	\$38,473
2011	\$34,873	\$40,215
2012	\$33,647	\$41,041
2013	\$34,393	\$41,497
2014	\$32,652	\$42,737
2015	\$33,723	\$44,429

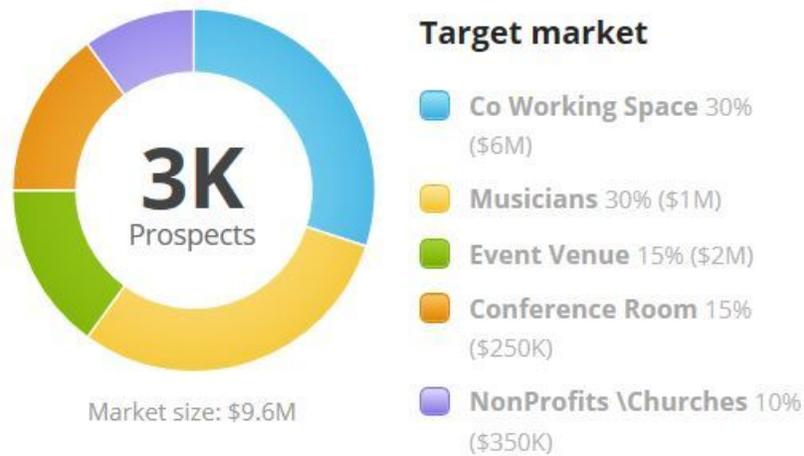
Source: Bureau of Economic Analysis (BEA) Per Capita Income by MSA

City of Lakeland Office Co Working Market

COMMERCIAL/INDUSTRIAL SQUARE FOOT PERMITTED

YEAR	WAREHOUSE/ INDUSTRIAL	COMMERCIAL OFFICE	COMMERCIAL RETAIL
2007	926,792	92,825	324,051
2008	24,446	103,447	97,557
2009	76,000	101,517	3,215
2010	103,482	81,857	18,046
2011	890,718	11,522	50,031
2012	192,409	61,996	132,887
2013	1,479,327	7,223	161,138
2014	1,369,759	12,000	305,856
2015	1,083,291	89,462	211,149
2016	920,805	91,206	75,243

It is estimated that **3,000** individuals, small businesses, musicians, small business startups, corporate employees working from home, short term hires working on remote projects, small organizations in need of meeting spaces and non profits seeking office space make up a total market opportunity



Collaborative and Partner Opportunities

Current alternatives

Current available options for event space , community gathering spaces, conference and meeting spaces and collaborative venues in Lakeland:

- **Haus820 -located at Mass Market** is located at 820 N. Massachusetts Avenue, Lakeland, Florida 33801 . Haus820 is a premium event venue with the capacity to hold 500 seated guests.
- **Catapult - located at 331 S. Florida, Avenue , Lakeland, Florida** is a co working space suited for various professional independents across industries. They offer: private and semi private spaces, onsite showers , free coffee, free snacks, standard office equipment for use, 24 hour member with affordable membership rates. Catapult (501c3) is an initiative of the Lakeland Economic Development Council. Catapult's mission is to increase the viability of startups in central Florida through education, collaborative workspace, and funding. Catapult was founded in 2013 by the Lakeland Economic Development Council and opened in **January of 2014**. This experiment was funded by **\$1,000,000 in private donations**, used for build-out and three years' operating budget.

Catapult 1.0, a **10,000 square foot donated space** in the basement of the Bank of America building, currently has over **120 members** in coworking space, dedicated desks, semi-private offices and a small commercial kitchen. Catapult has purchased the 38,000 square foot former Cash Feed building in the heart of Downtown Lakeland on Lake Mirror for **Catapult 2.0**. The new \$10 million facility will house a 24,000 square foot co working space, 9,000 square foot market space, 5,000 square foot commercial kitchen as well as offices of Catapult staff, YLakeland staff (the talent recruitment and retention team) . To date Catapult has raised over \$15,000,000 for this project, which includes operating capital for 5 years.

- **My Office and More** - located at 122 East Main Street, Lakeland, Florida 33801 is a shared office and conference space -offers free coffee and a tiered membership program for co working spaces which is based on type of space ranging from \$100-\$625 per month.
- **Lakeland Live (Studio B @ Lakeland TV)** -located at 202 N. Massachusetts Ave, Lakeland, Florida is non profit organization which brings music, arts and educational programs to a 205 person theater venue

Our advantages

Parker Place will offer distinctive differentiation from other competitors in the area:

1. An emphasis on serving the underserved populations of the Midtown Lakeland CRA
2. A sense of community, culture and belonging
3. A central gathering place for community based organizations and events
4. Social and Professional collaboration opportunities
5. Office Space, Admin Support and Technical Support for non profit
6. Flawless Connectivity with reliable high speed internet, networked printing, copying, scanning, wireless connections to large screens and video conferencing
7. Enhance Neighborhoods in underserved and underrepresented communities
8. Offer Mixed Use Activity Facilities
9. Beautify the Development Corridors
10. Improve access to community services and facilities

Parker Place's wide revenue stream from multiple sources will both provide a competitive advantage and a wide opportunity to all collaborate and partner with a network of businesses and non profits in the Mid Town CRA area.

Event Space Rentals	Food and Beverage	Conference Room Rentals	Non Profit Support Center	Recording Studio and Music Soundstage	Office Space rentals
<ul style="list-style-type: none"> •Community Art Exhibitions •Community STEM Summer Camps •Community Performing Arts Events •Community Cultural Enrichment Events 	<ul style="list-style-type: none"> •Food Vending during events •Catering \ Restaurant •Space •Snack Vending Machines •Beverage Vending Machines 	<ul style="list-style-type: none"> •Training Meetings •Video Conferences •Association Meetings •Community Planning Meetings 	<ul style="list-style-type: none"> •Legal Support Services •Fundraising Support •Non Profit Training Events 	<ul style="list-style-type: none"> •Live Music Events •Recording Studio 	<ul style="list-style-type: none"> •Private Offices (9) •Semi-Private Offices (9) •Open Office Desks (20) •Shared Admin Support Services

Execution

Marketing & Sales

Revenue Forecast Table

	2020	2021	2022	2023	2024
Revenue					
Facility Space Rentals	\$60,000	\$120,000	\$150,000	\$165,000	\$175,000
Multi Media Production Services	\$24,000	\$50,000	\$75,000	\$80,000	\$90,000
Catering / Food Services	\$36,000	\$40,000	\$50,000	\$60,000	\$70,000
Well Done Events Client Engagements	\$25,000	\$75,000	\$100,000	\$125,000	\$140,000
Conference Room Rentals	\$11,750	\$15,000	\$17,500	\$20,000	\$22,500
Administrative Support Services	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Private Office Rentals	\$12,600	\$12,600	\$12,600	\$12,600	\$12,600
Dedicated Desk Rentals	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
Memberships including free Open Desk Rental	\$11,880	\$17,820	\$17,820	\$24,750	\$29,700
Total Revenue	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400
Direct Cost					
Direct Labor					
Total direct costs					
Gross margin	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400

Gross margin %	100%	100%	100%	100%	100%
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Marketing Plan

The marketing budget for the first two years will be \$13,000 in year 1 and \$20,000 in year 2. The marketing mix will include the following marketing expenditures:

1. Website with Search Engine Optimization
2. Local TV
3. Local Radio
4. Email Marketing
5. Events
6. Community Engagement Public Relations Events
7. Social Media
8. Direct Mail
9. Membership \ Trade Show Marketing

Marketing and Sales Strategy

Our marketing and event strategy will include:

Get local businesses involved. -ie. partner with a restaurant to cater an event or team up with a local movie theater to host a special screening of a film relevant to the target audience base.

Add Parker Place to all maps of event venues, co working spaces and cultural centers around Lakeland.

Making relevant information easy to find will present Parker Place as an authority as well as help the community overall.

Parker Place will be very live music friendly. Name Performers, local musicians and members who musically-inclined will be able to rent the event space of Parker Place.

Partnership with local transportation entities as an incentive to get members to use public transportation to get to Parker Place events and to commute to work.

Parker Place Group Health Insurance program for all members and their employees It can be a challenge for individual spaces to do this on their own, but if you band together with other spaces in the area, it can become manageable. COHIP, the Coworking Health Insurance Plan started by Ashley Proctor, has worked wonders for press and for the brand, not to mention helping the coworking clan worry less about healthcare, a big perk and pretty significant draw to membership.

Invest in member promotion. This is huge. A coworking space should be viewed as an ecosystem. It's incredibly common for members to work with each other on their own volition, but how about helping cultivate that culture. Back end dashboards that list members' industries and events like Lunch and Learns are good examples of ways to help members connect.

Discounted membership promotions. If you're looking to bring in members quickly, you could put together a contest or other type of promotion to help prompt tour schedules (think: *Spring Break Signups Get First Month Free*). Obviously not everyone who takes a tour will become a member, but you should get a solid influx of new members, provided the discount/promotion was worthwhile. Either way, you've still increased awareness.

Provide organized training classes for members. This goes beyond regular Lunch and Learns. Providing organized training courses for higher-level skills like coding, SEO, or graphic design can not only become a strong marketing asset for your space, but also help you get press, not to mention the value add for your members if they get a discount on the courses.

Create a food program. This could mean certain member companies providing meals on certain days or a dedicated "food fund" that members contribute to on a regular basis or some other arrangement. However you work it out, having more lunches in-house will increase the likelihood of new people meeting each other and sharing unique ideas for projects they're working on. And just like the rest of these tips, a food program would be an extremely attractive bonus to a prospective member in the middle of deciding where they should set up shop.

Partnership with local and state colleges. Things like student programs, courses offered at your space, or even internship arrangements backed by companies in the space. Note: An internship program will be that much more effective if you can get a big name that offices out of your space to dedicate X number of internships every season.

Keep an organized mentor list to provide free business advise to members. Likewise, the businesses/members themselves have direct access to a collective knowledge base that the space has vouched for and helps keep organized through classes and events. Truly a win-win-win.

Operations

Locations & Facilities



Interior "As Is"





The location is an 7,500 square foot space at 114 East Parker Place, Lakeland, Florida



Technology

Parker Place will utilize the world's leading co working, shared office space software available to manage all business processes associated with managing and running a shared office environment. The monthly cost to Parker Place is \$90.

NEXUDUS

Features

Integrations

Pricing

Login

Get started

The award-winning tool to manage your coworking or shared office space



Equipment & Tools

Park Place will have a state of the art co working and meeting facility using the following equipment and tools to provide a client service experience that is best in class.

- Conference Room Table and Chairs.....\$4,000
- 800 Used Folding Chairs.....\$8,000
- Wide Screen TVs.....\$6,000
- Projectors and Sound Equipment.....\$5,000
- White Boards.....\$3,000
- Kitchen Furniture and Supplies.....\$5,000
- Workstation Furniture.....\$4,000.

Milestones & Metrics

Milestone	Due Date	Who's Responsible
Complete 3D project renderings	Completed	Alvin Williams
Complete Business Plan	Completed	Business Plans Plus
Submit application to City of Lakeland CRA	Completed	Well Done Events
Gain approval from Lakeland City Commission	September 05, 2019	
City begins refurbish and build out of facility	October 01, 2019	City of Lakeland CRA
Facility is furnished and workspaces are configured	October 30, 2019	Well Done Events
Grand Opening Event	January 10, 2020	

Company

Overview

Dr Sallie Brisbane will operate The Well at 114 and Parker as an LLC, as the sole owner.

Team

Management team

Dr Sallie Brisbane-CEO

Personnel Table

	2020	2021	2022	2023	2024
Executive Director (S. Brisbane)	\$30,000	\$60,000	\$90,000	\$90,000	\$90,000
Director of Operations	\$30,000	\$60,000	\$75,000	\$75,000	\$75,000
Facility Employees-Part Time (0.97)	\$10,000	\$23,000	\$25,000	\$25,000	\$50,000
Interns (2)	\$0	\$0	\$0	\$0	\$0
Totals	\$70,000	\$143,000	\$190,000	\$190,000	\$215,000

Financial Plan

Forecast

Key assumptions

Projections for the full first year operations will be **\$204,300** in sales, with a small projected expected profit of **\$3,600** due to start up costs and unforeseen costs associated with start up. Second year will result in sales of **\$345,600** and a healthy profit of **\$53,884**. The third year of operation should anticipate solid growth with revenue exceeding **\$436,600** and profits of **\$74,900**.

Financing assumes \$10,000 loan @ 7% for a 4/year period and \$20,000 paid in capital by owner Sallie Brisbane

Funds will be used to :

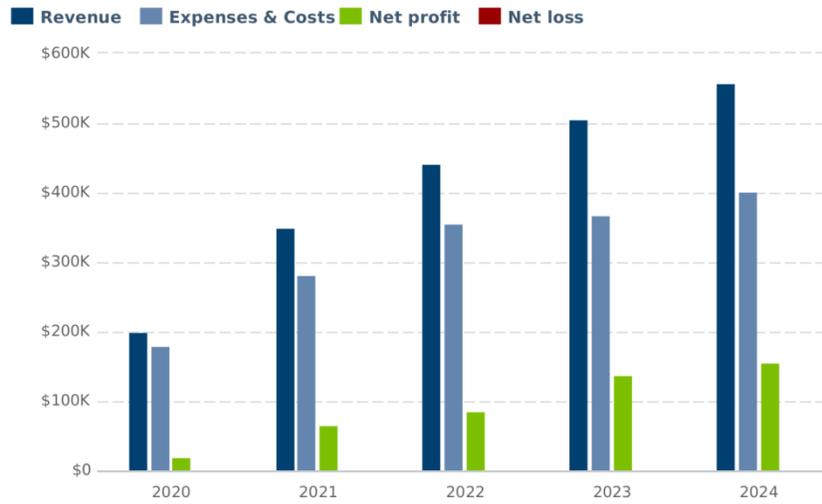
I. Purchase furnishings and equipment

- Workstation Furniture.....\$4,000
- Conference Room Table and Chairs.....\$4,000
- 800 Used Folding Chairs.....\$8,000
- Wide Screen TVs.....\$6,000
- Projectors and Sound Equipment.....\$5,000
- White Boards.....\$3,000
- Kitchen Furniture and Supplies.....\$5,000

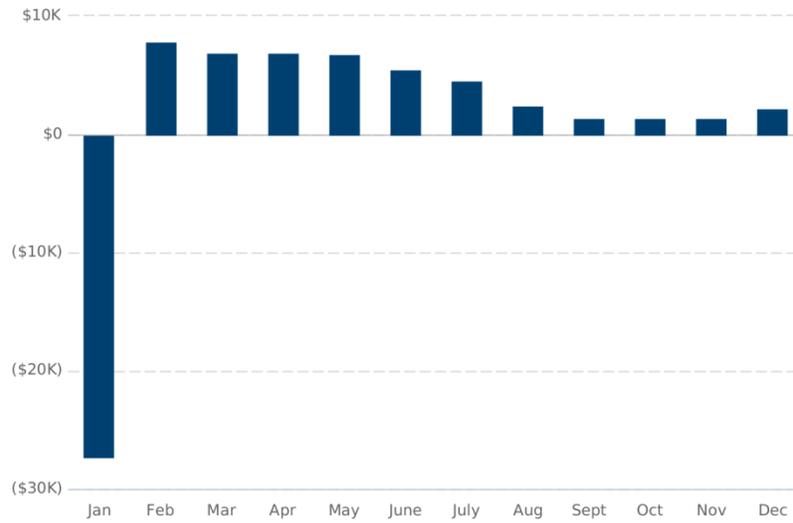
II. Marketing \ Advertising to create awareness

III. Working Capital

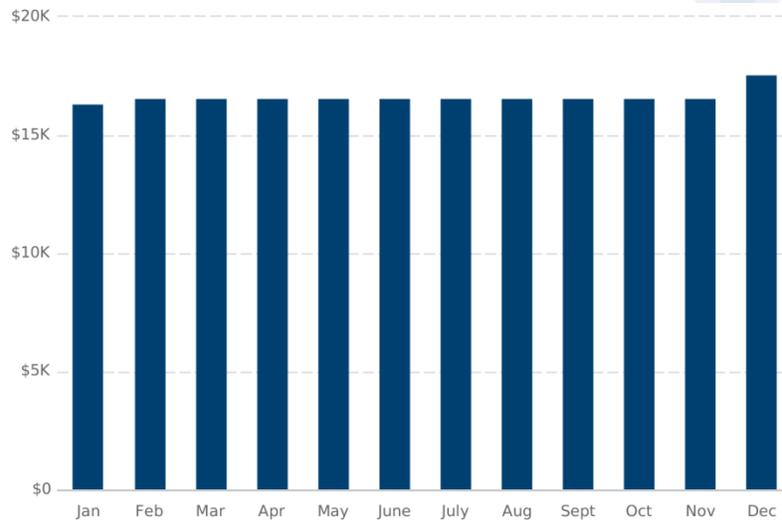
Financial Highlights by Year



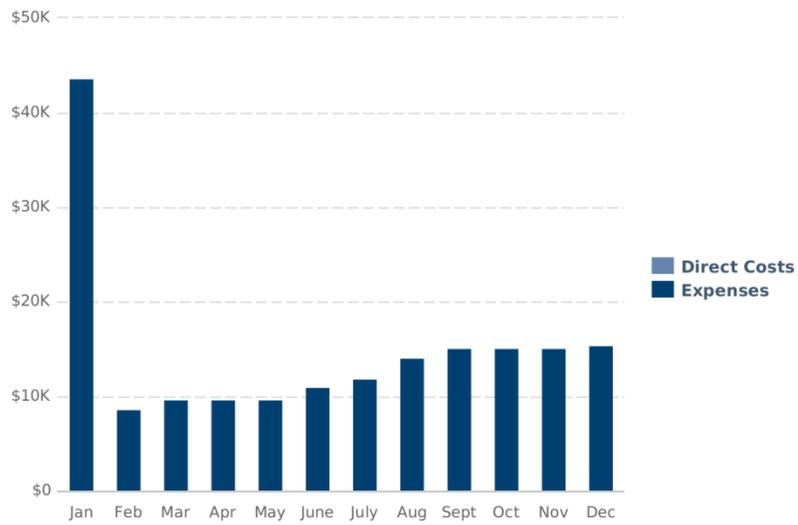
Net Profit (or Loss) by Month



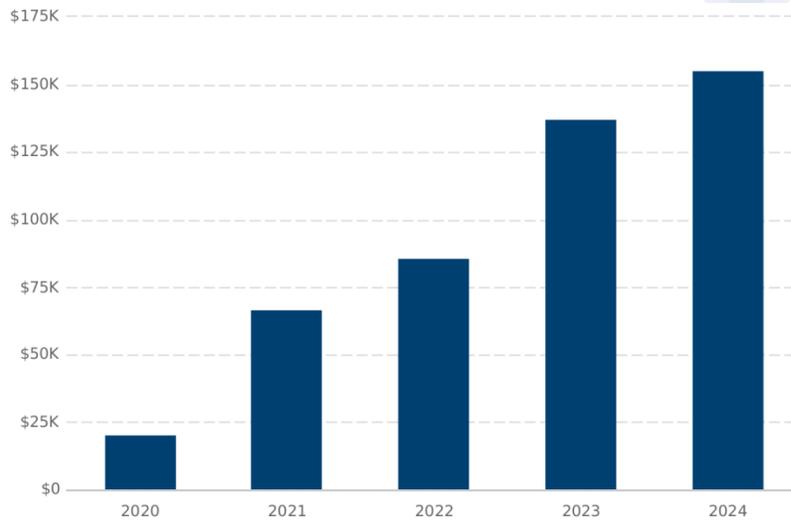
Revenue by Month



Expenses by Month



Net Profit (or Loss) by Year



Financing

Use of funds

Funds will be used to purchase:

- Workstation Furniture.....\$4,000
- Conference Room Table and Chairs.....\$4,000
- 800 Used Folding Chairs.....\$8,000
- Wide Screen TVs.....\$6,000
- Projectors and Sound Equipment.....\$5,000
- White Boards.....\$3,000
- Kitchen Furniture and Supplies.....\$5,000

Sources of Funds

- Bank Loan.....\$10,000
- Owners Paid in Capital....\$20,000

Statements

Projected Profit and Loss

	2020	2021	2022	2023	2024
Revenue	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400
Direct Costs					
Gross Margin	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400
Gross Margin %	100%	100%	100%	100%	100%
Operating Expenses					
Salaries & Wages	\$70,000	\$143,000	\$190,000	\$190,000	\$215,000
Employee Related Expenses	\$12,000	\$24,000	\$33,000	\$33,000	\$33,000
Marketing and Advertising	\$12,000	\$14,000	\$16,000	\$16,000	\$16,000
Interior infrastructure	\$20,000				
Office furniture	\$15,000				
Utilities	\$3,997	\$6,980	\$8,830	\$10,119	\$11,168
Maintenance	\$7,993	\$13,961	\$17,661	\$20,238	\$22,336
Office supplies and services	\$5,995	\$10,471	\$13,245	\$15,179	\$16,752
Lease of facility	\$16,500	\$39,600	\$39,600	\$39,600	\$39,600
Phone and Internet	\$7,993	\$13,961	\$17,661	\$20,238	\$22,336
Insurance	\$3,997	\$6,980	\$8,830	\$10,119	\$11,168
Licensing and permits	\$1,998	\$3,491	\$4,415	\$5,059	\$5,584
Total Operating Expenses	\$177,473	\$276,443	\$349,243	\$359,552	\$392,944
Operating Income	\$22,357	\$72,577	\$92,277	\$146,398	\$165,456

Interest Incurred	\$625	\$1,471	\$830	\$177	
Depreciation and Amortization					
Gain or Loss from Sale of Assets					
Income Taxes	\$1,304	\$4,266	\$5,487	\$8,773	\$9,928
Total Expenses	\$179,402	\$282,180	\$355,560	\$368,502	\$402,872
Net Profit	\$20,428	\$66,840	\$85,960	\$137,448	\$155,528
Net Profit / Sales	10%	19%	19%	27%	28%

Projected Balance Sheet

	2020	2021	2022	2023	2024
Cash	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Inventory					
Other Current Assets					
Total Current Assets	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Long-Term Assets					
Accumulated Depreciation					
Total Long-Term Assets					
Total Assets	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Accounts Payable	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$317	\$995	\$1,382	\$2,198	\$2,476
Sales Taxes Payable	\$3,046	\$5,235	\$6,630	\$7,592	\$8,368
Short-Term Debt	\$9,558	\$10,198	\$7,194		
Prepaid Revenue					
Total Current Liabilities	\$12,921	\$16,428	\$15,206	\$9,790	\$10,844
Long-Term Debt	\$17,392	\$7,194	\$0	\$0	\$0
Long-Term Liabilities	\$17,392	\$7,194	\$0	\$0	\$0
Total Liabilities	\$30,312	\$23,622	\$15,206	\$9,790	\$10,844
Paid-In Capital	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Retained Earnings		\$20,428	\$87,268	\$173,228	\$310,676
Earnings	\$20,428	\$66,841	\$85,960	\$137,448	\$155,528

Total Owner's Equity	\$30,428	\$97,268	\$183,228	\$320,676	\$476,204
Total Liabilities & Equity	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048

Projected Cash Flow Statement

	2020	2021	2022	2023	2024
Net Cash Flow from Operations					
Net Profit	\$20,428	\$66,840	\$85,960	\$137,448	\$155,528
Depreciation & Amortization					
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Change in Inventory					
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$317	\$678	\$387	\$816	\$278
Change in Sales Tax Payable	\$3,046	\$2,189	\$1,395	\$962	\$776
Change in Prepaid Revenue					
Net Cash Flow from Operations	\$23,791	\$69,708	\$87,742	\$139,226	\$156,582
Investing & Financing					
Assets Purchased or Sold					
Net Cash from Investing					
Investments Received	\$10,000				
Dividends & Distributions					

Change in Short-Term Debt	\$9,558	\$640	(\$3,004)	(\$7,194)	
Change in Long-Term Debt	\$17,392	(\$10,198)	(\$7,194)	\$0	\$0
Net Cash from Financing	\$36,949	(\$9,558)	(\$10,198)	(\$7,194)	\$0
Cash at Beginning of Period	\$0	\$60,740	\$120,890	\$198,434	\$330,466
Net Change in Cash	\$60,740	\$60,150	\$77,544	\$132,032	\$156,582
Cash at End of Period	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048

Appendix

Profit and Loss Statement (With monthly detail)

2020	Jan '20	Feb '20	Mar '20	Apr '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20
Revenue												
Facility Space Rentals	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Multi Media Production Services	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Catering / Food Services	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Well Done Events Client Engagements	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000
Conference Room Rentals	\$750	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Unit Sales	3	4	4	4	4	4	4	4	4	4	4	4
Unit Prices	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Administrative Support Services	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Private Office Rentals	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
Unit Sales	3	3	3	3	3	3	3	3	3	3	3	3
Unit Prices	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Dedicated Desk Rentals	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Unit Sales	2	2	2	2	2	2	2	2	2	2	2	2
Unit Prices	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150

Memberships including free Open Desk Rental	\$990	\$990	\$990	\$990	\$990	\$990	\$990	\$990	\$990	\$990	\$990	\$990
Unit Sales	10	10	10	10	10	10	10	10	10	10	10	10
Unit Prices	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Total Revenue	\$16,340	\$16,590	\$17,590									
Total Direct Costs												
Gross Margin	\$16,340	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$16,590	\$17,590
Gross Margin %	100%											
Operating Expenses												
Salaries and Wages												
Executive Director (S. Brisbane)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Director of Operations	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Facility Employees-Part Time (0.97)			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Interns (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Salaries & Wages	\$5,000	\$5,000	\$6,000									
Employee Related Expenses	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Marketing and Advertising						\$1,000	\$2,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000
Interior infrastructure	\$20,000											

Office furniture	\$15,000												
Utilities	\$327	\$332	\$331	\$332	\$332	\$332	\$332	\$331	\$332	\$332	\$332	\$332	\$352
Maintenance	\$654	\$663	\$664	\$663	\$664	\$664	\$663	\$664	\$663	\$664	\$664	\$664	\$703
Office supplies and services	\$490	\$498	\$498	\$497	\$498	\$498	\$497	\$498	\$498	\$498	\$498	\$497	\$528
Lease of facility								\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300
Phone and Internet	\$654	\$663	\$664	\$663	\$664	\$664	\$663	\$664	\$663	\$664	\$664	\$664	\$703
Insurance	\$327	\$332	\$331	\$332	\$332	\$332	\$332	\$331	\$332	\$332	\$332	\$332	\$352
Licensing and permits	\$163	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$166	\$165	\$176
Total Operating Expenses	\$43,614	\$8,655	\$9,654	\$9,655	\$9,654	\$10,654	\$11,655	\$13,954	\$14,955	\$14,954	\$14,954	\$14,954	\$15,115
Operating Income	(\$27,274)	\$7,935	\$6,936	\$6,935	\$6,936	\$5,936	\$4,935	\$2,636	\$1,635	\$1,636	\$1,636	\$1,636	\$2,475
Interest Incurred									\$163	\$158	\$154	\$150	
Depreciation and Amortization													
Gain or Loss from Sale of Assets													
Income Taxes	\$0	\$0	\$0	\$0	\$88	\$356	\$296	\$158	\$89	\$89	\$88	\$88	\$140
Total Expenses	\$43,614	\$8,655	\$9,654	\$9,655	\$9,742	\$11,010	\$11,951	\$14,112	\$15,206	\$15,202	\$15,197	\$15,197	\$15,404
Net Profit	(\$27,274)	\$7,935	\$6,936	\$6,935	\$6,848	\$5,580	\$4,639	\$2,478	\$1,384	\$1,388	\$1,393	\$1,393	\$2,186
Net Profit / Sales	(167%)	48%	42%	42%	41%	34%	28%	15%	8%	8%	8%	8%	12%

2021	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Revenue												
Facility Space Rentals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Multi Media Production Services	\$4,167	\$4,166	\$4,167	\$4,167	\$4,166	\$4,167	\$4,167	\$4,166	\$4,167	\$4,167	\$4,166	\$4,167
Catering / Food Services	\$3,333	\$3,334	\$3,333	\$3,333	\$3,334	\$3,333	\$3,333	\$3,334	\$3,333	\$3,333	\$3,334	\$3,333
Well Done Events Client Engagements	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250
Conference Room Rentals	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Unit Sales	5	5	5	5	5	5	5	5	5	5	5	5
Unit Prices	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Administrative Support Services	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Private Office Rentals	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
Unit Sales	3	3	3	3	3	3	3	3	3	3	3	3
Unit Prices	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Dedicated Desk Rentals	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Unit Sales	2	2	2	2	2	2	2	2	2	2	2	2
Unit Prices	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Memberships including free Open Desk Rental	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485	\$1,485
Unit Sales	15	15	15	15	15	15	15	15	15	15	15	15
Unit Prices	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99
Total Revenue	\$29,085											

Total Direct Costs												
Gross Margin	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085	\$29,085
Gross Margin %	100%											
Operating Expenses												
Salaries and Wages												
Executive Director (S. Brisbane)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Director of Operations	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Facility Employees- Part Time (0.97)		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000
Interns (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Salaries & Wages	\$10,000	\$12,000	\$13,000									
Employee Related Expenses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Marketing and Advertising	\$1,167	\$1,166	\$1,167	\$1,167	\$1,166	\$1,167	\$1,167	\$1,166	\$1,167	\$1,167	\$1,166	\$1,167
Interior infrastructure												
Office furniture												
Utilities	\$581	\$582	\$582	\$581	\$582	\$582	\$582	\$581	\$582	\$582	\$581	\$582
Maintenance	\$1,164	\$1,163	\$1,163	\$1,164	\$1,163	\$1,164	\$1,163	\$1,163	\$1,164	\$1,163	\$1,164	\$1,163
Office supplies and services	\$872	\$873	\$873	\$872	\$873	\$872	\$873	\$872	\$873	\$872	\$873	\$873
Lease of facility	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300
Phone and Internet	\$1,164	\$1,163	\$1,163	\$1,164	\$1,163	\$1,164	\$1,163	\$1,163	\$1,164	\$1,163	\$1,164	\$1,163

Insurance	\$581	\$582	\$582	\$581	\$582	\$582	\$582	\$581	\$582	\$582	\$581	\$582
Licensing and permits	\$291	\$291	\$291	\$291	\$291	\$290	\$291	\$291	\$291	\$291	\$291	\$291
Total Operating Expenses	\$21,120	\$23,120	\$23,121	\$23,120	\$23,120	\$23,120	\$23,121	\$23,120	\$23,120	\$23,121	\$23,119	\$24,121
Operating Income	\$7,965	\$5,965	\$5,964	\$5,965	\$5,965	\$5,965	\$5,964	\$5,965	\$5,965	\$5,964	\$5,966	\$4,964
Interest Incurred	\$146	\$142	\$138	\$133	\$129	\$125	\$120	\$117	\$111	\$108	\$103	\$99
Depreciation and Amortization												
Gain or Loss from Sale of Assets												
Income Taxes	\$469	\$349	\$350	\$350	\$350	\$350	\$351	\$351	\$351	\$352	\$351	\$292
Total Expenses	\$21,736	\$23,610	\$23,608	\$23,604	\$23,599	\$23,595	\$23,592	\$23,587	\$23,584	\$23,580	\$23,573	\$24,512
Net Profit	\$7,349	\$5,475	\$5,477	\$5,481	\$5,486	\$5,490	\$5,493	\$5,498	\$5,501	\$5,505	\$5,512	\$4,573
Net Profit / Sales	25%	19%	16%									

	2020	2021	2022	2023	2024
Revenue					
Facility Space Rentals	\$60,000	\$120,000	\$150,000	\$165,000	\$175,000
Multi Media Production Services	\$24,000	\$50,000	\$75,000	\$80,000	\$90,000
Catering / Food Services	\$36,000	\$40,000	\$50,000	\$60,000	\$70,000
Well Done Events Client Engagements	\$25,000	\$75,000	\$100,000	\$125,000	\$140,000
Conference Room Rentals	\$11,750	\$15,000	\$17,500	\$20,000	\$22,500
Unit Sales	47	60	70	80	90
Unit Prices	\$250	\$250	\$250	\$250	\$250
Administrative Support Services	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Private Office Rentals	\$12,600	\$12,600	\$12,600	\$12,600	\$12,600
Unit Sales	36	36	36	36	36
Unit Prices	\$350	\$350	\$350	\$350	\$350
Dedicated Desk Rentals	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
Unit Sales	24	24	24	24	24
Unit Prices	\$150	\$150	\$150	\$150	\$150
Memberships including free Open Desk Rental	\$11,880	\$17,820	\$17,820	\$24,750	\$29,700
Unit Sales	120	180	180	250	300
Unit Prices	\$99	\$99	\$99	\$99	\$99
Total Revenue	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400
Total Direct Costs					
Gross Margin	\$199,830	\$349,020	\$441,520	\$505,950	\$558,400
Gross Margin %	100%	100%	100%	100%	100%
Operating Expenses					
Salaries and Wages					
Executive Director (S. Brisbane)	\$30,000	\$60,000	\$90,000	\$90,000	\$90,000
Director of Operations	\$30,000	\$60,000	\$75,000	\$75,000	\$75,000

Facility Employees-Part Time (0.97)	\$10,000	\$23,000	\$25,000	\$25,000	\$50,000
Interns (2)	\$0	\$0	\$0	\$0	\$0
Total Salaries & Wages	\$70,000	\$143,000	\$190,000	\$190,000	\$215,000
Employee Related Expenses	\$12,000	\$24,000	\$33,000	\$33,000	\$33,000
Marketing and Advertising	\$12,000	\$14,000	\$16,000	\$16,000	\$16,000
Interior infrastructure	\$20,000				
Office furniture	\$15,000				
Utilities	\$3,997	\$6,980	\$8,830	\$10,119	\$11,168
Maintenance	\$7,993	\$13,961	\$17,661	\$20,238	\$22,336
Office supplies and services	\$5,995	\$10,471	\$13,245	\$15,179	\$16,752
Lease of facility	\$16,500	\$39,600	\$39,600	\$39,600	\$39,600
Phone and Internet	\$7,993	\$13,961	\$17,661	\$20,238	\$22,336
Insurance	\$3,997	\$6,980	\$8,830	\$10,119	\$11,168
Licensing and permits	\$1,998	\$3,491	\$4,415	\$5,059	\$5,584
Total Operating Expenses	\$177,473	\$276,443	\$349,243	\$359,552	\$392,944
Operating Income	\$22,357	\$72,577	\$92,277	\$146,398	\$165,456
Interest Incurred	\$625	\$1,471	\$830	\$177	
Depreciation and Amortization					
Gain or Loss from Sale of Assets					
Income Taxes	\$1,304	\$4,266	\$5,487	\$8,773	\$9,928
Total Expenses	\$179,402	\$282,180	\$355,560	\$368,502	\$402,872
Net Profit	\$20,428	\$66,840	\$85,960	\$137,448	\$155,528
Net Profit / Sales	10%	19%	19%	27%	28%

Balance Sheet (With Monthly Detail)

2020	Jan '20	Feb '20	Mar '20	Apr '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20
Cash	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128	\$60,740
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory												
Other Current Assets												
Total Current Assets	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128	\$60,740
Long-Term Assets												
Accumulated Depreciation												
Total Long-Term Assets												
Total Assets	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128	\$60,740
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0	\$0	\$88	\$444	\$296	\$454	\$543	\$89	\$177	\$317
Sales Taxes Payable	\$980	\$1,976	\$2,971	\$996	\$1,991	\$2,986	\$996	\$1,991	\$2,987	\$995	\$1,990	\$3,046
Short-Term Debt								\$9,353	\$9,404	\$9,455	\$9,506	\$9,558
Prepaid Revenue												
Total Current Liabilities	\$980	\$1,976	\$2,971	\$996	\$2,079	\$3,430	\$1,292	\$11,798	\$12,934	\$10,539	\$11,673	\$12,921
Long-Term Debt								\$20,647	\$19,839	\$19,028	\$18,212	\$17,392

Long-Term Liabilities								\$20,647	\$19,839	\$19,028	\$18,212	\$17,392
Total Liabilities	\$980	\$1,976	\$2,971	\$996	\$2,079	\$3,430	\$1,292	\$32,445	\$32,774	\$29,567	\$29,885	\$30,312
Paid-In Capital	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Retained Earnings												
Earnings	(\$27,274)	(\$19,339)	(\$12,403)	(\$5,468)	\$1,380	\$6,960	\$11,599	\$14,077	\$15,461	\$16,849	\$18,242	\$20,428
Total Owner's Equity	(\$17,274)	(\$9,339)	(\$2,403)	\$4,532	\$11,380	\$16,960	\$21,599	\$24,077	\$25,461	\$26,849	\$28,242	\$30,428
Total Liabilities & Equity	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128	\$60,740

2021	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Cash	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100	\$120,890
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory												
Other Current Assets												
Total Current Assets	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100	\$120,890
Long-Term Assets												
Accumulated Depreciation												
Total Long-Term Assets												
Total Assets	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100	\$120,890
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$786	\$1,135	\$1,168	\$350	\$700	\$1,050	\$351	\$702	\$1,053	\$352	\$703	\$995
Sales Taxes Payable	\$1,745	\$3,490	\$5,235	\$1,745	\$3,490	\$5,235	\$1,746	\$3,491	\$5,236	\$1,745	\$3,490	\$5,235
Short-Term Debt	\$9,609	\$9,662	\$9,714	\$9,766	\$9,819	\$9,873	\$9,926	\$9,980	\$10,034	\$10,088	\$10,143	\$10,198
Prepaid Revenue												
Total Current Liabilities	\$12,140	\$14,287	\$16,117	\$11,861	\$14,009	\$16,158	\$12,023	\$14,173	\$16,323	\$12,185	\$14,336	\$16,428
Long-Term Debt	\$16,567	\$15,738	\$14,904	\$14,066	\$13,223	\$12,375	\$11,523	\$10,667	\$9,806	\$8,940	\$8,069	\$7,194
Long-Term Liabilities	\$16,567	\$15,738	\$14,904	\$14,066	\$13,223	\$12,375	\$11,523	\$10,667	\$9,806	\$8,940	\$8,069	\$7,194

Total Liabilities	\$28,707	\$30,024	\$31,021	\$25,927	\$27,232	\$28,533	\$23,546	\$24,840	\$26,128	\$21,125	\$22,405	\$23,622
Paid-In Capital	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Retained Earnings	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428	\$20,428
Earnings	\$7,349	\$12,824	\$18,301	\$23,782	\$29,268	\$34,758	\$40,251	\$45,749	\$51,250	\$56,755	\$62,267	\$66,841
Total Owner's Equity	\$37,777	\$43,252	\$48,729	\$54,210	\$59,696	\$65,186	\$70,679	\$76,177	\$81,678	\$87,183	\$92,695	\$97,268
Total Liabilities & Equity	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100	\$120,890

	2020	2021	2022	2023	2024
Cash	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Inventory					
Other Current Assets					
Total Current Assets	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Long-Term Assets					
Accumulated Depreciation					
Total Long-Term Assets					
Total Assets	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048
Accounts Payable	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$317	\$995	\$1,382	\$2,198	\$2,476
Sales Taxes Payable	\$3,046	\$5,235	\$6,630	\$7,592	\$8,368
Short-Term Debt	\$9,558	\$10,198	\$7,194		
Prepaid Revenue					
Total Current Liabilities	\$12,921	\$16,428	\$15,206	\$9,790	\$10,844
Long-Term Debt	\$17,392	\$7,194	\$0	\$0	\$0
Long-Term Liabilities	\$17,392	\$7,194	\$0	\$0	\$0
Total Liabilities	\$30,312	\$23,622	\$15,206	\$9,790	\$10,844
Paid-In Capital	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Retained Earnings		\$20,428	\$87,268	\$173,228	\$310,676
Earnings	\$20,428	\$66,841	\$85,960	\$137,448	\$155,528
Total Owner's Equity	\$30,428	\$97,268	\$183,228	\$320,676	\$476,204
Total Liabilities & Equity	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048

Cash Flow Statement (With Monthly Detail)

2020	Jan '20	Feb '20	Mar '20	Apr '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20
Net Cash Flow from Operations												
Net Profit	(\$27,274)	\$7,935	\$6,936	\$6,935	\$6,848	\$5,580	\$4,639	\$2,478	\$1,384	\$1,388	\$1,393	\$2,186
Depreciation & Amortization												
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Inventory												
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0	\$0	\$88	\$356	(\$148)	\$158	\$89	(\$454)	\$88	\$140
Change in Sales Tax Payable	\$980	\$996	\$995	(\$1,975)	\$995	\$995	(\$1,990)	\$995	\$996	(\$1,992)	\$995	\$1,056
Change in Prepaid Revenue												
Net Cash Flow from Operations	(\$26,294)	\$8,932	\$7,931	\$4,961	\$7,931	\$6,931	\$2,502	\$3,631	\$2,469	(\$1,058)	\$2,476	\$3,381
Investing & Financing												
Assets Purchased or Sold												
Net Cash from Investing												

Investments Received	\$10,000											
Dividends & Distributions												
Change in Short-Term Debt								\$9,353	\$51	\$51	\$51	\$51
Change in Long-Term Debt								\$20,647	(\$807)	(\$812)	(\$816)	(\$820)
Net Cash from Financing	\$10,000							\$30,000	(\$757)	(\$761)	(\$765)	(\$769)
Cash at Beginning of Period	\$0	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128
Net Change in Cash	(\$16,294)	\$8,932	\$7,931	\$4,961	\$7,931	\$6,931	\$2,502	\$33,631	\$1,713	(\$1,818)	\$1,712	\$2,613
Cash at End of Period	(\$16,294)	(\$7,363)	\$568	\$5,528	\$13,459	\$20,390	\$22,891	\$56,522	\$58,234	\$56,416	\$58,128	\$60,740

2021	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	July '21	Aug '21	Sept '21	Oct '21	Nov '21	Dec '21
Net Cash Flow from Operations												
Net Profit	\$7,349	\$5,475	\$5,477	\$5,481	\$5,486	\$5,490	\$5,493	\$5,498	\$5,501	\$5,505	\$5,512	\$4,573
Depreciation & Amortization												
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Inventory												
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$469	\$349	\$33	(\$818)	\$350	\$350	(\$699)	\$351	\$351	(\$701)	\$351	\$292
Change in Sales Tax Payable	(\$1,301)	\$1,745	\$1,745	(\$3,490)	\$1,745	\$1,745	(\$3,489)	\$1,745	\$1,745	(\$3,491)	\$1,745	\$1,745
Change in Prepaid Revenue												
Net Cash Flow from Operations	\$6,517	\$7,569	\$7,255	\$1,173	\$7,581	\$7,585	\$1,305	\$7,594	\$7,598	\$1,313	\$7,607	\$6,611
Investing & Financing												
Assets Purchased or Sold												
Net Cash from Investing												
Investments Received												

Dividends & Distributions												
Change in Short-Term Debt	\$52	\$52	\$52	\$53	\$53	\$53	\$53	\$54	\$54	\$54	\$55	\$55
Change in Long-Term Debt	(\$825)	(\$829)	(\$834)	(\$838)	(\$843)	(\$847)	(\$852)	(\$857)	(\$861)	(\$866)	(\$871)	(\$875)
Net Cash from Financing	(\$773)	(\$777)	(\$781)	(\$786)	(\$790)	(\$794)	(\$798)	(\$803)	(\$807)	(\$812)	(\$816)	(\$820)
Cash at Beginning of Period	\$60,740	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100
Net Change in Cash	\$5,744	\$6,791	\$6,473	\$387	\$6,791	\$6,790	\$506	\$6,791	\$6,790	\$501	\$6,791	\$5,790
Cash at End of Period	\$66,485	\$73,276	\$79,749	\$80,137	\$86,928	\$93,719	\$94,225	\$101,016	\$107,807	\$108,308	\$115,100	\$120,890

	2020	2021	2022	2023	2024
Net Cash Flow from Operations					
Net Profit	\$20,428	\$66,840	\$85,960	\$137,448	\$155,528
Depreciation & Amortization					
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Change in Inventory					
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$317	\$678	\$387	\$816	\$278
Change in Sales Tax Payable	\$3,046	\$2,189	\$1,395	\$962	\$776
Change in Prepaid Revenue					
Net Cash Flow from Operations	\$23,791	\$69,708	\$87,742	\$139,226	\$156,582
Investing & Financing					
Assets Purchased or Sold					
Net Cash from Investing					
Investments Received	\$10,000				
Dividends & Distributions					
Change in Short-Term Debt	\$9,558	\$640	(\$3,004)	(\$7,194)	
Change in Long-Term Debt	\$17,392	(\$10,198)	(\$7,194)	\$0	\$0
Net Cash from Financing	\$36,949	(\$9,558)	(\$10,198)	(\$7,194)	\$0
Cash at Beginning of Period	\$0	\$60,740	\$120,890	\$198,434	\$330,466
Net Change in Cash	\$60,740	\$60,150	\$77,544	\$132,032	\$156,582
Cash at End of Period	\$60,740	\$120,890	\$198,434	\$330,466	\$487,048

Dr. Sally Brisbane
President
114 Parker

Greetings Dr. Brisbane,

I would like to thank you for meeting with us during our strategic planning session a couple of weeks ago and bringing us up to date on the progression of 114 Parker.

We are excited about what your project potentially holds for the small businesses in the underserved communities soon to be serviced by your organization. As a 32-year-old non-profit that has been serving the needs of small disadvantaged businesses, our mission is to serve entrepreneurs in underserved communities such as the ones targeted in your CRA. To this end, the Tampa Bay Black Business Initiative Fund (TBBBIF) is highly interested in establishing a relationship with your organization to help further the development and expansion of small businesses targeted by your organization.

Please accept this letter of support from the TBBBIF as our interest and intent to provide supportive services to 114 Parker and the entrepreneur tenants that will be housed in the facility. We would also look to expand our services to all of Lakeland as well.

Additionally, the TBBBIF is interested in leasing space and prepaying its rent as a way to provide liquidity support for the facility and we are open to discussing the terms of the lease and an amount up to \$25,000.

While this not a promise to provide funding or to enter into a contract/lease it is our intent to pursue the collaboration discussed above subject to final due diligence, verification of the facility's availability to your organization and proper approvals for occupancy & operation.

I look forward to our continued discussions and collaboration.

Kind Regards,



Albert Lee
President/CEO
Tampa Bay Black Business Initiative Fund, Inc.
1920 E. Hillsborough Avenue 2nd Floor
Tampa, FL. 33610
Office: 813 425-2043
Cell: 813 810-6358



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
From: Alis Drumgo, CRA Manager
Date: September 6, 2019
Re: 703 W. 5th St (Builder's Line of Credit)

I. Background:

In July 2018, the CRA Advisory Board approved the implementation of the Builder's Line of Credit Program. The intent of the program was to pair it with the Infill New Home Construction Program to facilitate the construction process and provide the financial resources to build quality new construction homes on infill lots owned by the CRA. In doing that, CRA would provide a line of credit to builders for the cost of the construction which would eliminate the need for the buyers to obtain a construction loan.

The buyers would attain traditional financing and utilize the down payment assistance program to cover their upfront costs. The line of credit would give builders the ability to construct new homes without the upfront expenses and high interest charges. Builders participating in the Infill New Home Construction Program would then receive a reduction in incentive from 10% to 5% if utilizing the line of credit. Additional grant guideline were adopted as the following:

- The maximum line of credit available to builders \$150,000.
- The LCRA will only offer the line of credit if the builder has a prequalified buyer under contract to purchase the finished home.
- The credit would be paid out based on a preapproved draw schedule (see attached exhibit "C") with the final draw coming at the time of the final certificate of occupancy
- The line of credit will be due back to the CRA upon closing of the home to the buyer.
- At the closing the buyer will receive the down payment assistance grant, and the builder will receive the 5% infill construction grant.

II. 703 W. 5th St. Update:

Since the Board’s program approval, there has been one grant awarded to Sarah Keener, Keener Builders LLC (The Builder). The builder entered into an agreement with Danielle & Justin Barnett (The Buyers) for the construction of a 3,178SF home at 703 W. 5th St. In August 2018, the buyers entered into a contract with the builder for \$160,000 for the construction of the home with a construction timeline spanning from Jan to June 2019.

With the provisions of the grant in place, CRA Staff granted the award and sold the property to the builder. Construction commenced, and the project proceeded. Work on the project aligned during the first two draws. However, the work slowed, and the builder had challenges securing sub-contractors to complete the work on schedule. Staff met with the builder in early July to review milestones, and the third draw was issued.

A month passed, and Staff met again with the buyer and builder for a project update. It was during this meeting the builder expressed concerns about being able to complete the home at the purchase price and within the budget allocated. Staff reviewed project invoices and expenditures presented as follows:

Scope	Expenditures
Lot Purchase	\$9,475
Permits/Impact Fees	\$16,670
Construction Material/Labor	\$79,990
Miscellaneous Expenses	\$2,365
Total	\$108,500

The project is approximately 50% complete with \$41,500 remaining in the project budget.

III. Costs Evaluation, Change Order and Closeout:

The builder presented a modified timeline and cost for the completion of the project. The builder was also tasked with securing a qualified sub-contractor to work in tandem to certify work quality and expedite the completion. To finish the home by December 2019, the project will require \$110,420 over three final draws. In order reach a satisfactory outcome for all parties, Staff presented the following structure to finance the budget gap:

- CRA will provide funding for the remainder of the project.
- The owners agree to pay \$185,000 purchase price on the home at closing.
- The builder agrees to forfeit \$7,500 grant award at the end of the project.
- The builder agrees to forfeit the \$35,000 profit associated with the price increase.
- The \$41,500 remaining in the project budget will be applied.

Overall, this results in a net loss of \$26,420. However, approximately \$26,145 of these funds have been recouped by the City/CRA in the form of land acquisition, permits and impact fees. This resolution

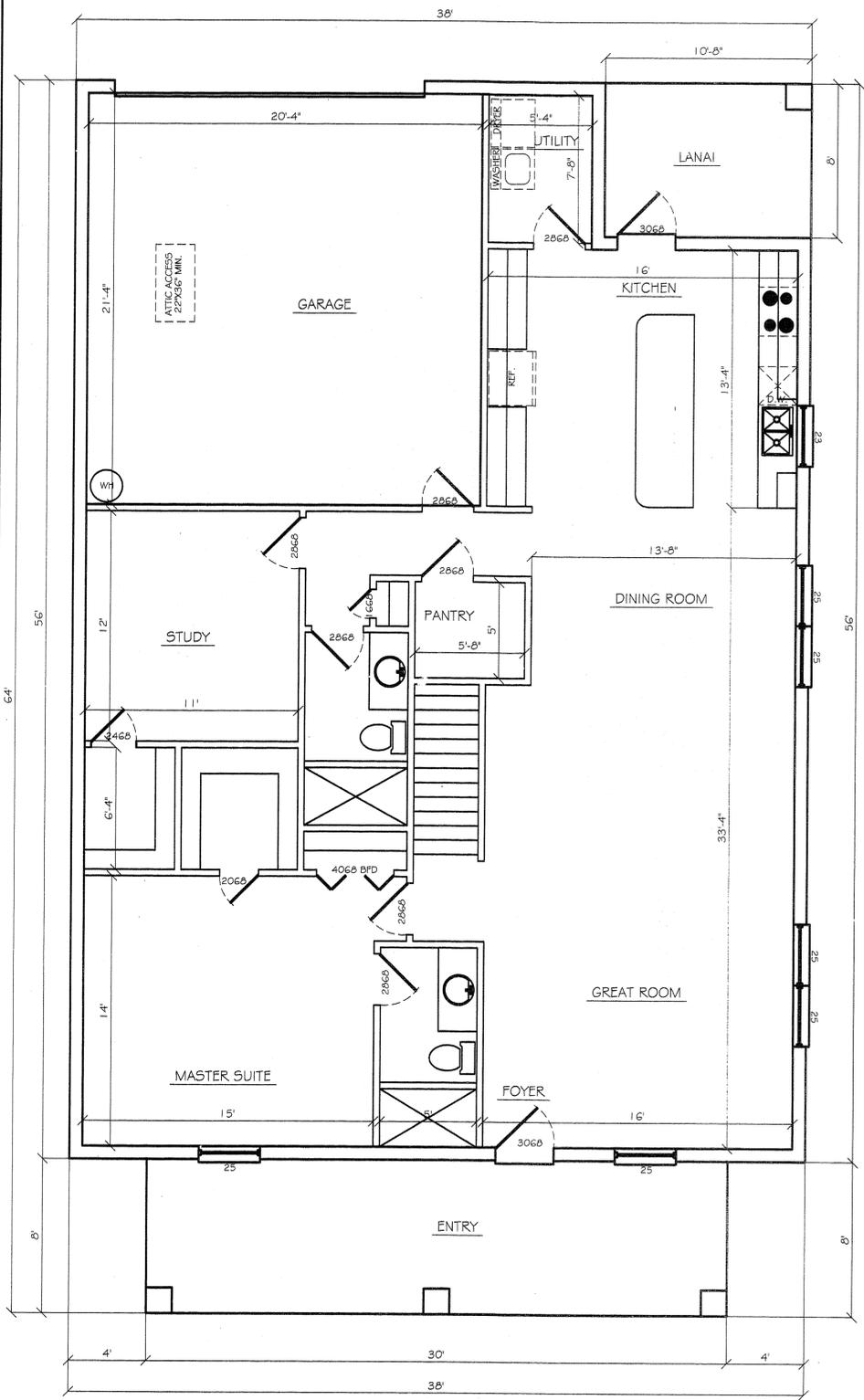
allows the homeowner to have the home completed, concludes all business with the contractor, and the Board has already agreed to sunset the program as the intent is to bundle vacant lots for bulk construction opportunities.

IV. Board Consideration:

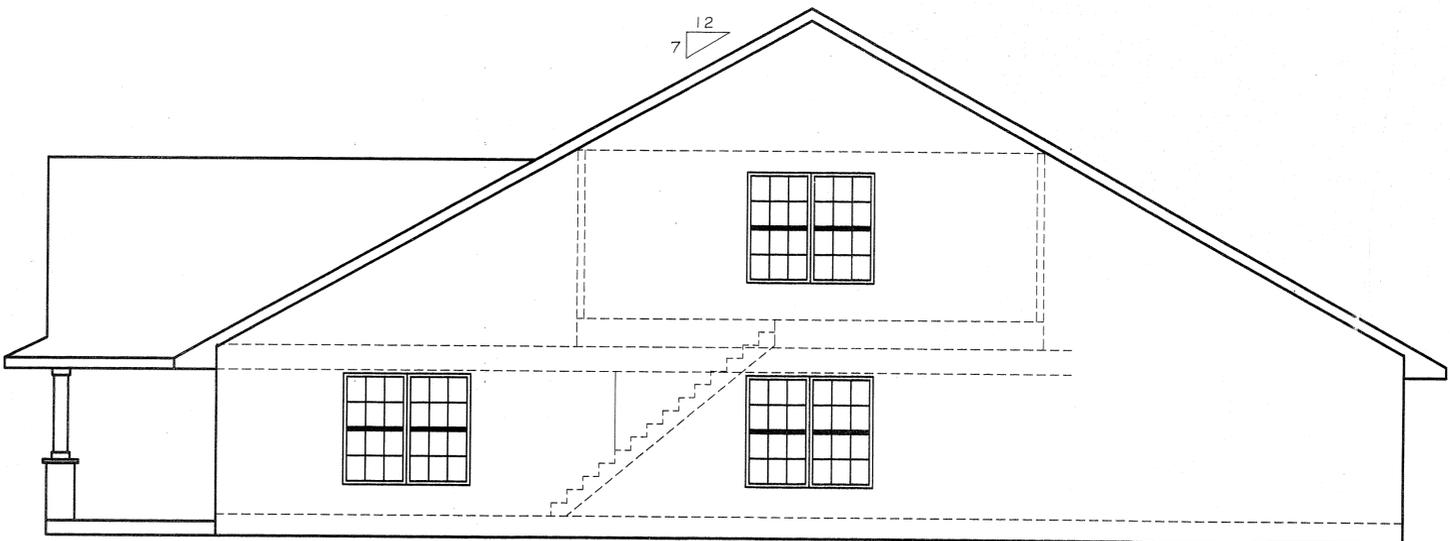
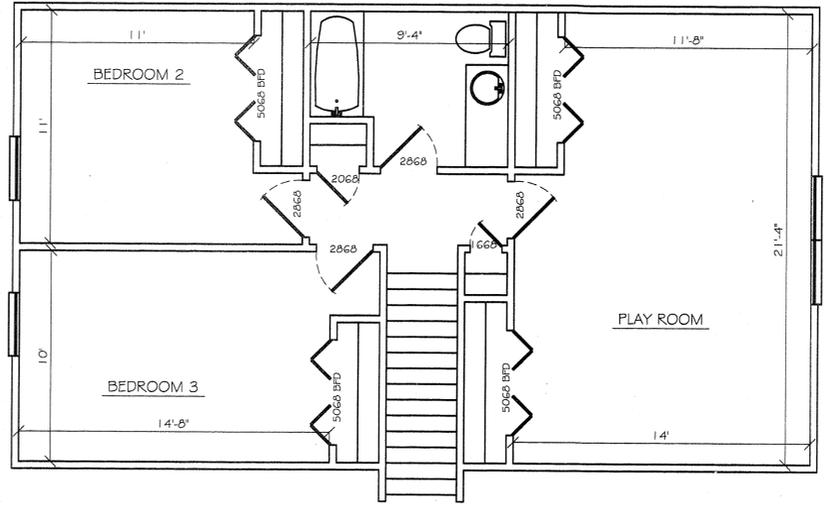
At the Board's discretion to approve an additional \$26,420 for allocation towards the grant associated with the completion of the infill project at 703 W. 5th St.

V. Attachments

- Draw Schedule
- Revised Draw Schedule
- Revised Project Timeline
- Floor Plan



FLOOR PLAN
1/4" = 1'-0"



MARVIN GRAY
VOICE/FAX NO. (863) 859-4085
COMPUTER DRAFTING SERVICE
704 CEDAR KNOLL DR NORTH
LAKELAND, FLORIDA 33809

ELECTRICAL PER NEC 2011
ELECTRICAL LEGEND

- SWITCH
- 3-WAY SWITCH
- 110 VOLT OUTLET
- 220 VOLT OUTLET
- LIGHT FIXTURE
- RECESSED LIGHT (CAN)
- FLUORESCENT LIGHT
- FLOOD LIGHTS
- EXHAUST FAN
- SMOKE/CARBON F. DET.
- SMOKE DETECT. R
- PHONE OUTLET
- TV/CABLE OUTLET
- CEILING FANLIGHT

SQUARE FOOTAGE

LIVING	1581
2ND FLOOR	805
GARAGE	461
LANAI	85
ENTRY	240
TOTAL	3172

PROJECT: **BARNETT RESIDENCE**
CUSTOM PLANS

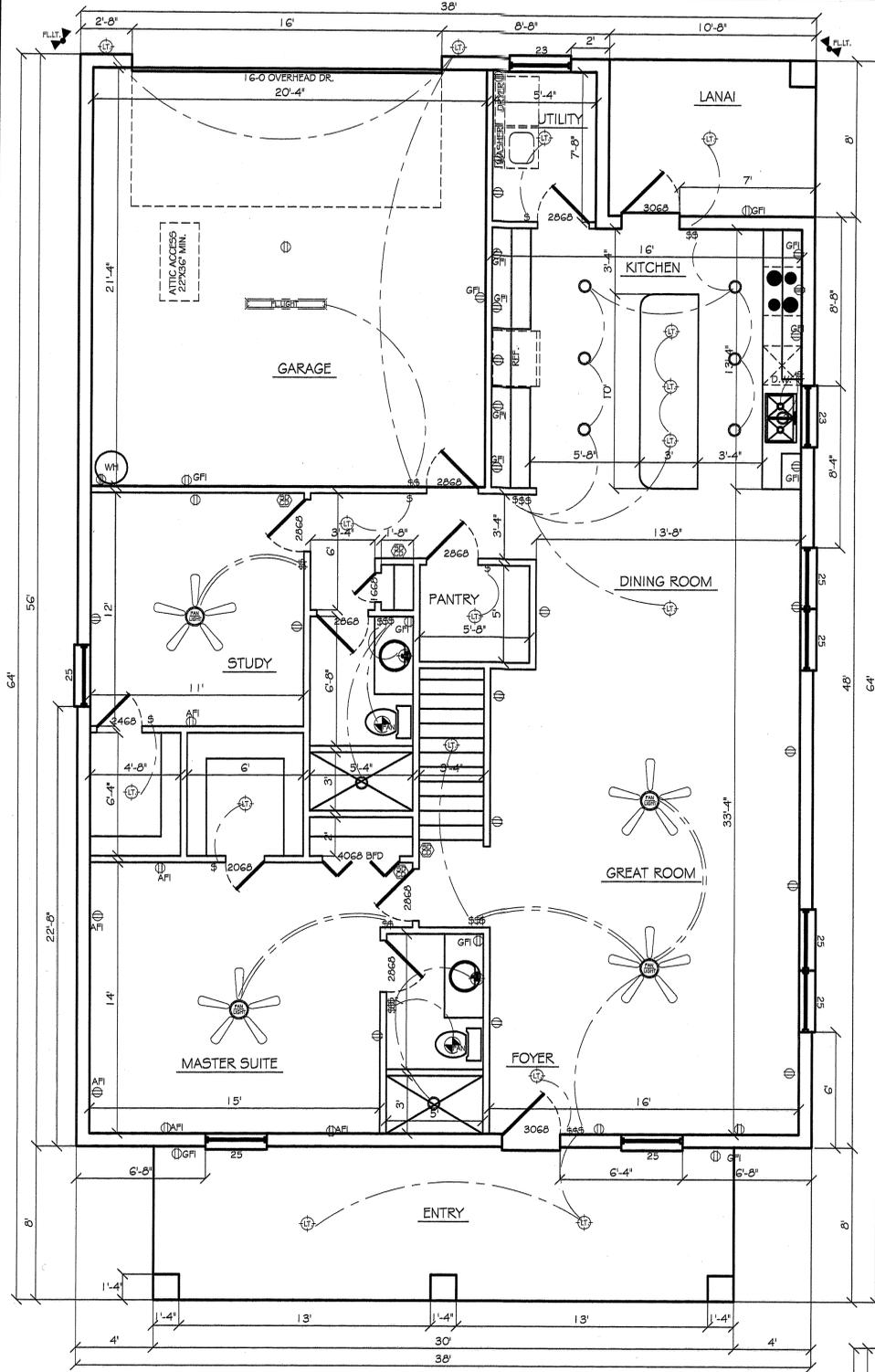
KEENER RESIDENCE
CONTACT

THESE CONSTRUCTION PLANS ARE DESIGNED TO CONFORM WITH
FLORIDA BUILDING CODE 6TH EDITION (2017)
FOR AN ULTIMATE DESIGN WIND SPEED OF 140 MPH AS SHOWN
IN FIGURE 1-609.3(1) OF THE CODE.
SEE STRUCTURAL DETAIL SHEET FOR ADDITIONAL NOTES.
OWNER/OWNER TO VERIFY ALL DIMENSIONS AND DETAILS.

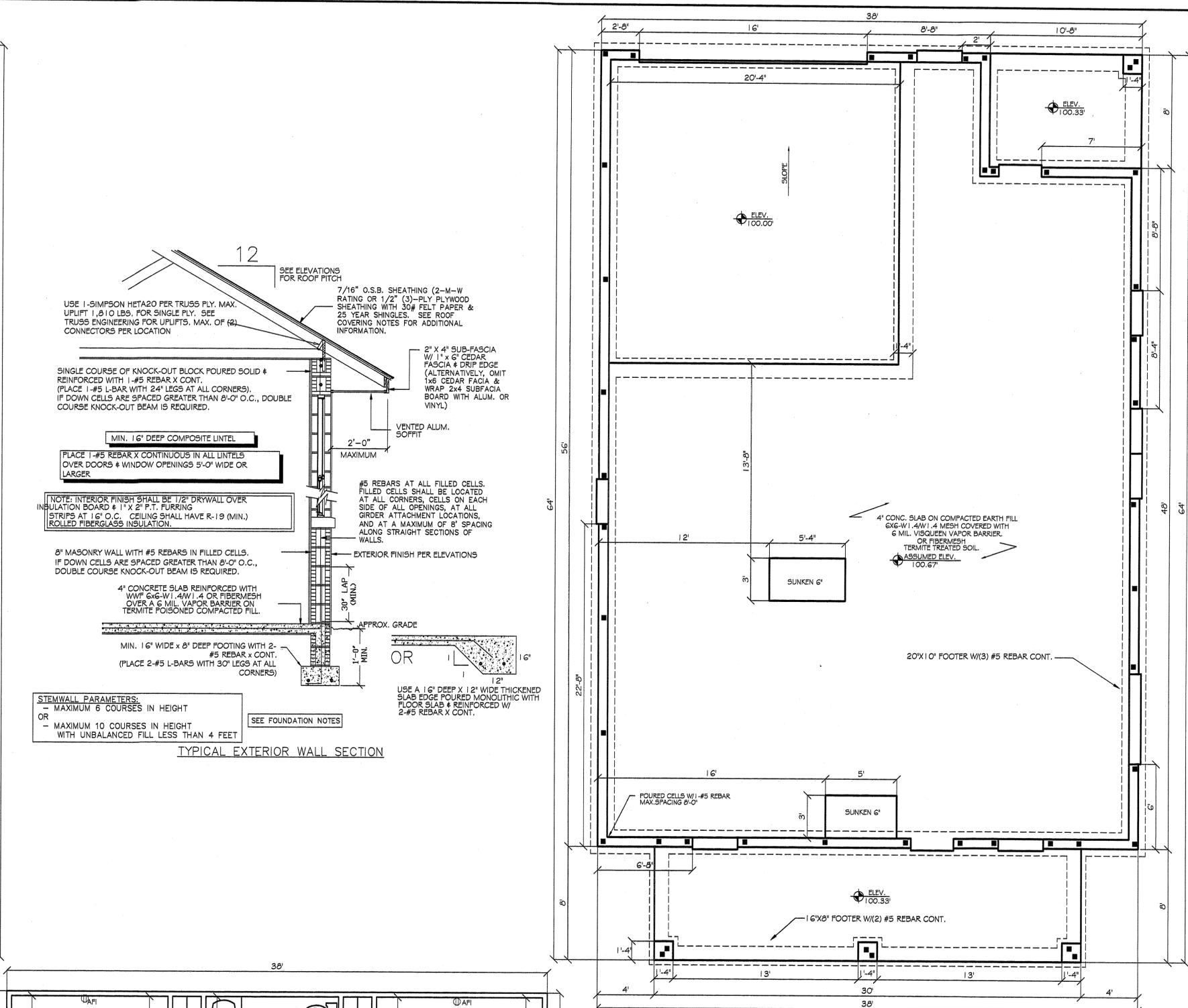
Frank T. Prillo, Florida P.E. #44107
Voice/Fax No. (863) 853-9398
752 Cedar Knoll Drive North, Lakeland, Florida 33809

DATE: 4-24-18
REVISIONS

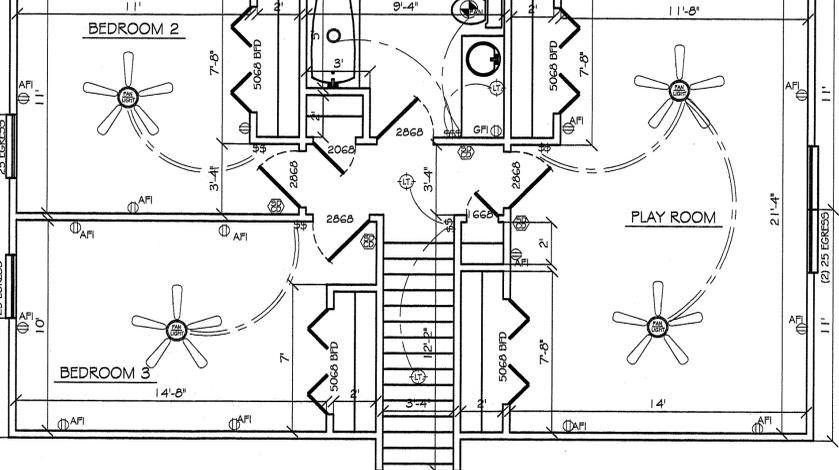
SHEET #
1



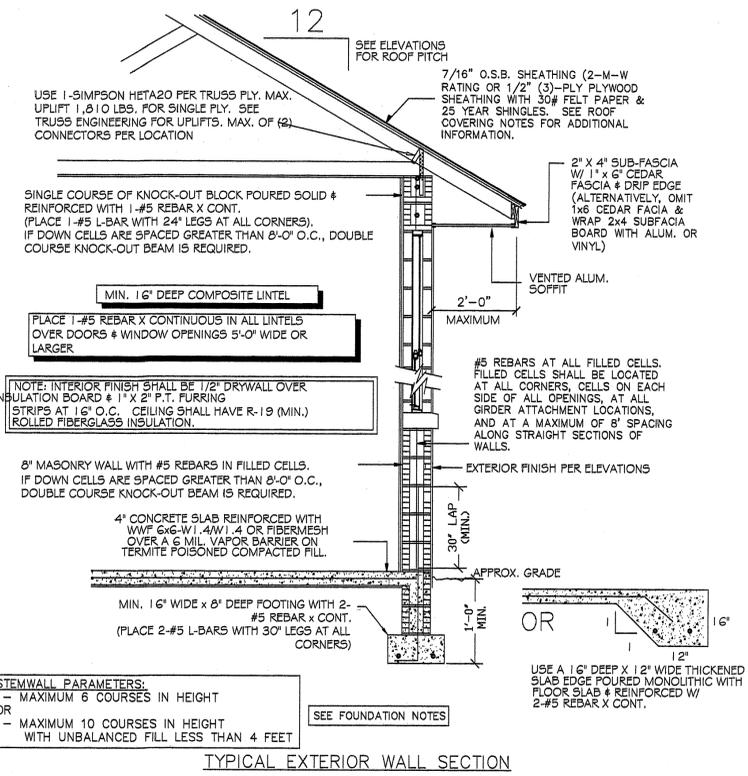
FLOOR PLAN
1/4" = 1'-0"



FOUNDATION PLAN
1/4" = 1'-0"



2ND FLOOR
1/4" = 1'-0"



TYPICAL EXTERIOR WALL SECTION

MARVIN GRAY
REGISTERED PROFESSIONAL ENGINEER
(863) 859-4085
COMPUTER DRAFTING SERVICE
704 CEDAR KNOLL DR. NORTH
LAKELAND, FLORIDA 33809

**ELECTRICAL PER NEC 201.1
ELECTRICAL LEGEND**

- SWITCH
- 3-WAY SWITCH
- 110 VOLT OUTLET
- 220 VOLT OUTLET
- LIGHT FIXTURE
- RECESSED LIGHT (CAN)
- FLUORESCENT LIGHT
- FLOOD LIGHTS
- EXHAUST FAN
- SMOKE/CARBON DET.
- SMOKE DETECTOR
- PHONE OUTLET
- TVCABLE OUTLET
- CEILING FAN/LIGHT

SQUARE FOOTAGE

LIVING	1581
2ND FLOOR	805
GARAGE	461
LANAI	85
ENTRY	240
TOTAL	3172

PROJECT: **BARNETT RESIDENCE**
CUSTOM PLANS

KEENER RESIDENCE
CONTACT

THESE CONSTRUCTION PLANS ARE DESIGNED TO CONFORM WITH FLORIDA BUILDING CODE 6TH EDITION (2017) FOR AN ULTIMATE DESIGN WIND SPEED OF 140 MPH AS SHOWN IN FIGURE 1609.3(1) OF THE CODE. SEE STRUCTURAL DETAIL SHEET FOR ADDITIONAL NOTES: WWW.MARVINGRAY.COM FOR ALL DIMENSIONS AND DETAILS.

Frank T. Pinillo, Florida P.E. #44107
Voice/Fax. No. (863) 853-9398
752 Cedar Knoll Drive North, Lakeland, Florida 33809

DATE: 4-24-18
REVISIONS

SHEET # 2

ORBE CONSTRUCTION, INC.

5020 Hayes Rd • Lakeland, Florida 33811

Ph: (863) 398-5099 • Fax: (863) 644-4693

08/26/19

City of Lakeland
228 S Massachusetts Ave
Lakeland, Fl. 33801.
Community & Economic Development.
CRA Manager
Attn: Alis Drumgo.

Subject: 703 W 5th St new Revised Draw Schedule.
Reference: Instructions as per our meeting.

Gentlemen,

Please find below Orbe Construction's proposed draw schedule.

703 W 5th St Residence Draw Schedule

<u>DRAWS</u>	<u>%</u>	<u>Budget</u>
<u>Draw-001</u>		
Frame	9%	\$ 10,000.00
Windows/Exterior Door/Garage Door	9%	\$ 9,980.00
Plumbing top out	2%	\$ 3,000.00
HVAC Rough	5%	\$ 5,000.00
Electrical Rough	6%	\$ 6,800.00
	31%	\$ 34,780.00

Draw-002

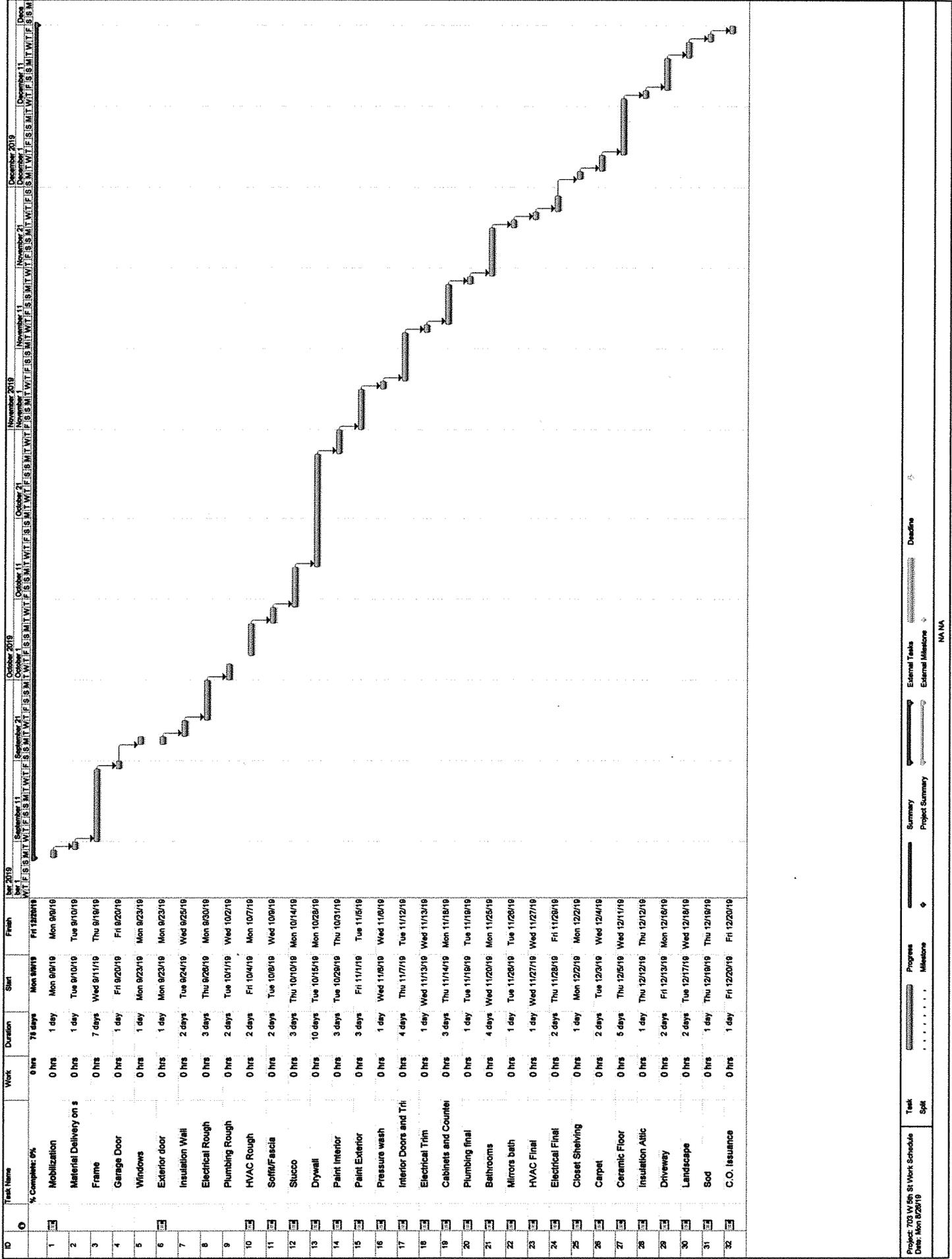
Wall Insulation	2%	\$ 1,800.00
Drywall	8%	\$ 8,750.00
Stucco/Soffit/Fascia	9%	\$ 10,300.00
Paint Interior/Exterior/Cleaning	6%	\$ 6,000.00
Cabinets/Trims/Interior Doors	17%	\$ 18,625.00
	42%	\$ 45,475.00

Draw-003

Flooring/Carpeting/Tile	6%	\$ 6,300.00
Bathrooms	6%	\$ 7,315.00
Fixtures/HVAC/Plumbing/Electrical Final	9%	\$ 10,100.00
Insulation Attic	2%	\$ 2,400.00
Landscape/Sod/Driveway	4%	\$ 4,050.00
	27%	\$ 30,165.00
Total	100%	\$ 110,420.00

Thank you for the opportunity to quote this project. If you have any questions or wish to discuss this proposal further, please do not hesitate to call me.

Cordially,
Pedro Orbe
Orbe Construction, Inc.
Cell: (863) 398-5099



Project: 705 W 8th St Work Schedule
 Date: Mon 8/20/19

Task: Split

Progress: Milestone:

Summary: Project Summary

External Tasks: External Milestone:

Deadline:

N/A



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
From: D’Ariel Reed, CRA Project Manager
Through: Alis Drumgo, CRA Manager
Date: September 5, 2019
Re: Proposed Demolition of 111 E. Parker St. and 717 N. Florida Ave.

I. Background:

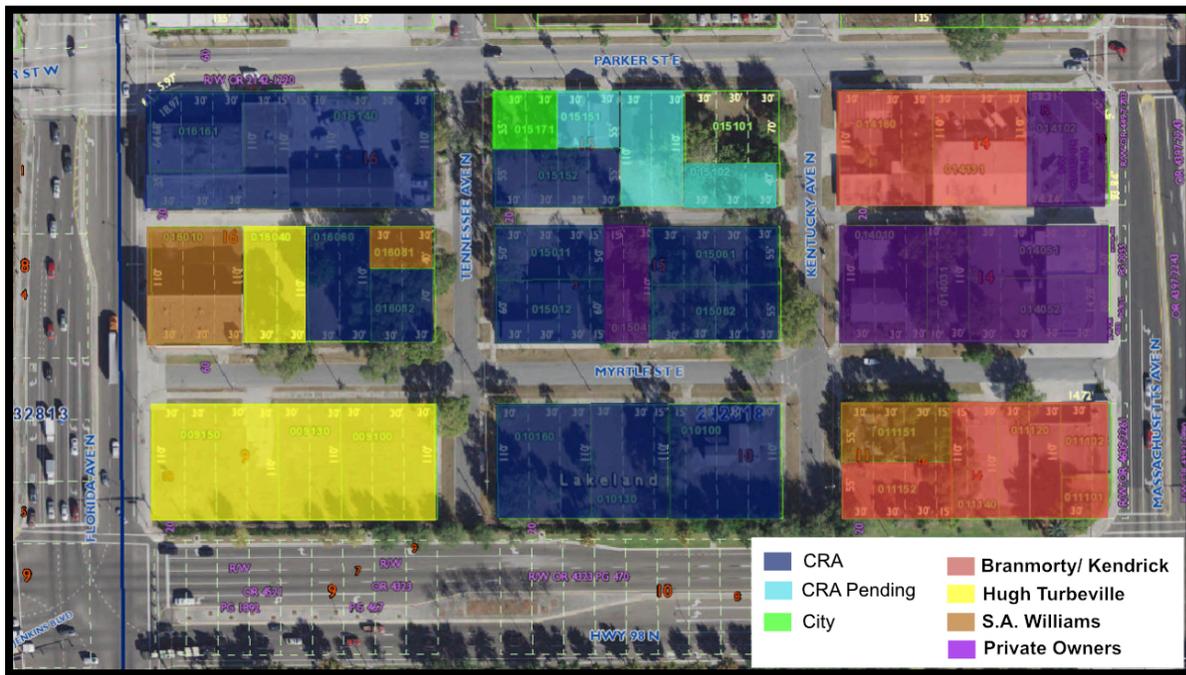
In December of 2017, Staff requested approval to negotiate the purchase of 111 East Parker Street and 717 North Florida Avenue after being instructed to find a suitable property within the East Main District or the area surrounding Mass Market for a community marketplace proposed by a pair of entrepreneurs. During the February 2018 meeting, the Board approved the purchase of 111 East Parker Street for \$513,800 and 717 North Florida Avenue for \$305,000. At the time, the renovations were estimated to cost approximately \$80 to \$100 per square foot. Following a field trip to Armature Works in Tampa,



Florida, and obtaining updated renovation costs, the Board and Staff both agreed that it would not be financially feasible to undertake the project. The pair ultimately moved on to create a smaller scale version of their concept in a more appropriate space.

During the March 2018 meeting, the tenant of 111 East Parker Street, Lighthouse Ministries, requested the Board continue their lease agreement and desired to partner with the CRA in our efforts to bring about façade and aesthetic improvements in the area. The Board agreed to assume the lease upon closing at \$4,300 per month with a 6-month notice of termination. After evaluating renovation costs to bring both structures up to code and conducting a site visit with the City’s Deputy Building Official, in May of this year, it was determined that the inherited challenges posed a significant amount of risk to formalizing a long-term lease agreement with Lighthouse Ministries. With that, Staff terminated the tenancy due to structural issues effective June 12, 2019. Upon vacation, Staff’s intent was to demolish 111 East Parker Street and pursue redevelopment of 717 North Florida Avenue as there has been interest in the property. However, overall feedback from the Deputy Building Official, relative to the necessary improvements to bring the building up to code, forced Staff to consider the expenses associated with retaining the structure.

II. Demolition Costs:



Staff sought estimates to preserve 717 N. Florida, and obtained quotes ranging from \$45,400 to \$781,225. Staff also obtained estimates to demolish both structures, and there were inconsistencies in pricing and potential costs of preservation of 717 N. Florida due to the proximity of the structures being.

With that, Staff recommends demolition of both structures at 111 East Parker Street and 717 North Florida Avenue and inclusion of the properties into a large-scale redevelopment effort to be issued in an RFP/RFQ at a later date.

III. Board Consideration:

At the Board's discretion to approve demolition of the structures and inclusion the properties in a large-scale redevelopment project.

IV. Attachments

- Demolition Quotes



August 14, 2019

Mrs. D'Ariel Reed
CRA Project Manager
228 S. Massachusetts Ave.
Lakeland, FL 33801

**SUBJECT: Proposal for Demolition Including Asbestos Abatement
Six (6) Building Structures
111 E Parker Street
717 N Florida Ave
Lakeland, Polk County, Florida
A-C-T Proposal Number: 21820.19 Revised**

Dear Mrs. Reed:

Thank you for this opportunity for A-C-T Environmental & Infrastructure, Inc. (A-C-T) to present this cost proposal to perform demolition services for the properties referenced above.

A-C-T understands that the requested scope of work is to provide demolition services. The quote below be itemized as follows. The first will be for the demolition of all buildings located at both 111 E. Parker Street and 717 N. Florida Avenue. The second will be for only the demolition of the buildings located at 111 E. Parker Street and saving the building located at 717 N. Florida Avenue. The following project costs include asbestos abatement utilizing the report provided by the CRA. A-C-T will also inspect structures for all asbestos material before beginning demolition to confirm the provided report.

TIME SCHEDULE

Due date is 2-3 weeks from receipt of signed contract authorization.

PROJECT COSTS

Demo All Bldgs Located at 111 E Parker St & 717 N Florida Ave	\$207,379.00
Demo Savings Bldg 717 N Florida Ave	\$781,225.00

A-C-T strives to be a competitive environmental contracting/consulting firm while maintaining a high quality product for its clientele. To do this effectively A-C-T must specify what conditions each project is based upon. Certain conditions or situations may occur during the course of project work which may adversely impact the project costs. Additional work will not begin without prior express authorization. This cost estimate, as presented, is strictly based upon client communications and the attached **Terms and Conditions**.

All of us at A-C-T look forward to working with you on this project. As always, we will commit our personnel, resources, and experience in a manner to allow for an environmentally sound, safety conscious, and cost effective plan to rapidly and successfully complete any assignment to your satisfaction.

Please carefully review proposal. Should you desire A-C-T to perform this work, please execute this agreement in the space provided, make a copy for your own files, and return the original to A-C-T. Scanned and e-mailed copies are acceptable. If you have any questions or require additional information, please contact me directly at (863) 533-2000, x 211. I look forward to hearing from you.

Sincerely,



Floy Graves
Client Development



Larry Legg
Industrial Services Manager

A-C-T Proposal No. 21820.19 accepted:

Signature*: _____

Printed Name
& Title: _____

Company: _____

Date: _____

* - Signature to be performed by individual authorized to contractually bind the client. Qualifying signature indicates authorization for A-C-T to commence with scope of services, acceptance to pay for Services as presented, and acknowledges receipt, review, and acceptance of A-C-T Terms and Conditions attached hereto.

TERMS AND CONDITIONS

GENERAL

This Quote, Bid, Contract, or Proposal and the associated Terms and Conditions shall constitute the entire understanding (the "Agreement") between A.C.T. Environmental & Infrastructure, **City of Lakeland** (Client), and supersedes all prior quotes, bids, proposals, purchase orders or agreements between the parties with respect to the subject matter hereof. To the extent that a provision of the Agreement is contrary to local, state, or federal laws, the provision shall be void and unenforceable. However, the balance of the Agreement shall remain in force between the Client and Contractor.

Contractor represents that it has in good faith developed this Quote, Bid, Contract, or Proposal with the information provided to Contractor by the Client and/or its agents. Use of this Quote, Bid, Contract, or Proposal by the Client and/or their agents in preparing their Quote, Bid, or Proposal constitutes an acceptance of Contractor's Quote, Bid, Contract or Proposal which will constitute an enforceable contract between Contractor and the Client.

This agreement shall bind and benefit the Client, its successors, and assigns, and Contractor, its successors and assigns.

Labor

All quoted work to occur during normal work hours defined as starting at 8:00 a.m. extending to 5:00 p.m. Monday through Friday. Work performed outside of normal work hours will be assessed at one and one half times the hourly labor rate per labor category. Work performed during holiday periods will be assessed at two and one half times the hourly labor rate per labor category for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2-days), and Christmas.

Work periods extended beyond stated normal work hours will be assessed up to \$ 30.00 per man-day. Additional charges will be assessed if extended work periods require lodging of field crews.

Payment

Invoices will be prepared and submitted for payment at the completion of the project unless project lasts longer than 30 days. For projects extending beyond 30 days, invoicing will be on a monthly basis.

Terms of invoice payment are net 30 days from the date of invoicing.

Unpaid invoices over 30 days will be assessed late charges of 1.5% per month until payment is received in full. Additional charges will be assessed for costs associated for collection of payment, court costs, and all legal fees. Delinquent accounts will be subject to a rebilling charge of \$40.00 to be added to the principal unpaid amount. All costs incurred in collecting delinquent amounts shall be paid by the Client.

Contractor must give Client thirty (30) days' notice if rates to perform scope of work changes. No rate change or cost change will be effective until accepted by the Client in writing. Such change will not apply to any work in progress at time of notice without Client's written consent.

Modifications to the quoted scope-of-work will be accepted only in writing from the client or their authorized representative.

Projects involving A.C.T providing capital equipment will require a 25% disbursement of project total within 10 days after notice to proceed, 25% disbursement after delivery of capital equipment, and 50% disbursement at completion of project.

Changes in Work

The Client shall have the authority to make minor changes in the Scope of Work not involving extra costs, but otherwise, except in an emergency endangering life or property, no extra work or change to LS work shall be made without written order, signed by the Client and delivered to the Contractor.

Client Obligations

Client agrees to provide Contractor with such specifications, plans, studies, documents, or other information on surface and subsurface conditions as will be reasonably required by Contractor for proper and timely performance of its services.

Safety

Work will be performed only under safe conditions. Contractor has the right to discontinue or terminate operation if, in its sole discretion, such discontinuation or termination is necessary for safety and/or health reasons. Invoice will reflect charges for safety and/or health measures required by job conditions.

Right of Entry

The Client will provide for entry of the Contractor and all necessary equipment, in order to complete the work. While Contractor will take all reasonable precautions to minimize impacts to the property, it is understood by Client that in the normal course of work

impacts to property may occur, the correction of which is not part of this agreement.

Warranty

The Work shall be performed in a good and workmanlike manner by qualified, careful, and efficient workers in strict conformity with the practices considered standard in the industry and in a manner protective of its employees, the public, and the environment. No other warranty, expressed or implied, is made.

Insurance

Contractor represents and warrants that it, its agents, staff, and Contractor-employed consultants are protected by worker's compensation insurance as required by law and have such coverage under public liability and property damage insurance which is deemed to be adequate. Within the limits and conditions of such insurance, Contractor agrees to indemnify and save Client harmless from negligent acts by Contractor and its agents, staff, and Contractor-employed consultants. Contractor shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. Contractor shall not be responsible for any loss, damage, or liability arising from any negligent acts by the Client, agents of the Client, Client-employed consultants, or any other party not under direct control of Contractor.

Discovery of Hazardous Material / Waste

Hazardous materials, hazardous wastes, and certain types of other materials may exist at a site where there is no reason to believe they could or should be present. Contractor and Client agree that the discovery of such materials and/or wastes constitutes a changed condition mandating a renegotiation of the Scope of Work or termination of services. Contractor agrees to notify Client as soon as practically possible should such discovery occur. Client waives any claim against Contractor and agrees to indemnify, defend, and hold Contractor harmless from any claim or liability for injury or loss arising from Contractor's discovery.

If project is terminated due to discovery of hazardous materials, hazardous wastes, and certain types of other materials then Contractor will be paid in full for those portions of Scope of Work which were completed and/or initiated. In addition, Contractor will be paid reasonable fees to demobilize from the project. Contractor will not be responsible for any site restoration, security of project site, security of project materials, or issues regarding project generated

wastes (i.e., maintenance, containerization, transportation, load out, or disposal).

Force Majeure

Except for the payment of any sums due, neither party shall be responsible for any failure to fulfill any term of this agreement, if fulfillment has been delayed, hindered, interfered with, or prevented by any circumstance whatsoever, which are not within the control of the party in question and could not have been prevented or overcome by the exercise of due diligence by the party concerned.

Governing Laws

This agreement shall be governed and conducted in accordance with the laws of the State of Florida.

Statement of Limitations

In performing the Scope of Work, Contractor will use that degree of care and skill ordinarily exercised under similar circumstances by members of the Contractor's profession. No warranty, expressed or implied, is made or extended by this Agreement, by furnishing oral or written reports, or by inspection of Work. Client recognizes that actual conditions may vary from those encountered at specific locations of Work (e.g., borings, surveys, explorations, etc.) conducted by Contractor and that data interpretations and recommendations are based solely on information available to the Client. Contractor will be responsible for those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed. Should the Contractor or any of the Contractor's professional employees be found negligent in the performance of the Scope of Work or have made and breached any expressed or implied warranty, the Client agrees that the maximum aggregate amount of Contractor liability and/or that of Contractor's professional employees shall be limited to the amount of the fee paid for Contractor's professional services.

Termination

This agreement may be terminated by either party by giving thirty (30) days written notice to the other party. In the event of termination, Contractor shall be paid for services performed up to the termination notice date plus reasonable termination expenses. In the event of termination or suspension of work for more than ninety (90) calendar days, prior to the completion of all reports contemplated by this agreement, Contractor may complete such analyses and records as are necessary to complete Contractor files and may also complete a report on services performed up to the date of termination or suspension. The expense of termination or suspension shall include all

direct costs in completing the analyses, records, and reports.

Dispute Resolution

All claims, disputes, or controversies arising out of or in relation to the interpretation, application, or enforcement of this agreement shall be submitted to mediation in accordance with the method and procedures of the American Arbitration Association. If an impasse is reached by mediation, then arbitration shall be conducted according to the American Arbitration Association Rules or other such procedures as may be agreed upon by the parties. Should the dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in defense of the claim, including staff time, court costs, attorney's fees, and any other claim related expenses.

Indemnification

Client agrees to indemnify and hold Contractor, its directors, officers, stockholders, employees, agents, and subcontractors harmless from and against any and all claims, demands, causes of action (including third party claims, demands, causes of action for contribution or indemnification), liability and costs (including attorney's fees and other cost of defense) which arise out of or result from (i) any release or threatened release of any substance (whether or not hazardous), including without limitation, any hazardous waste, hazardous substance, pollutant, contaminant, toxic material, irritant, waste gas, liquid or solid material (as defined under State and Federal laws), or failure to properly detect or evaluate the presence or release of any such substances on or from the project site, (ii) any holding or claim that Contractor or any of its subcontractors was a "generator" or "transporter" of hazardous waste or an "operator" of the project site (as such terms are used or defined under State or Federal laws) or, (iii) any negligent or wrongful act or omission of Contractor, its employees, agents, consultants, other contractors, or any other person, third party or entity, all except and to the extent that such claims, demands, causes of action, liabilities or costs are caused by the negligence or intentional misconduct of Contractor, its employees, agents, or subcontractors.

Confidentiality

All reports and findings will be submitted to the Client and distribution determined by the Client.

SPECIFIC PROJECT CONDITIONS

1. On any project requiring subsurface work a certified clearance for underground utilities, provided by others, will be performed prior to

commencement of project activities. If certified underground utility clearance is not or cannot be provided then A·C·T will provide this service for cost plus 20% to perform the service to include labor, equipment, expendables, mobilization, per diem, and lodging.

2. Cost based on no permit fees required to perform scope of work. If permit is required, then application for permit will be performed on a time and materials basis to include any necessary fees.
3. Cost does not include taxes. Applicable and appropriate taxes will be applied and presented in the invoice for payment.
4. Cost based on project work occurring during normal business hours.
5. Work to be performed in OSHA Level D protective equipment unless stated otherwise within the scope of work.
6. Quoted services and prices good for 30 days beyond the date of this Agreement.

EXECUTION AND ACCEPTANCE

Written acceptance by Client, evidenced by approval signature on proposal for services, is full agreement and acceptance of these Terms and Conditions. Signature of Client must be authorized to contractually bind Client to the Agreement. If Signature is an agent for Client, then executed contract must be accompanied by a Certified Letter of Agency issued by Client and specifically naming agent.

Steve Bivens Contracting Inc.

1608 Taylor St. Auburndale, FL 33823 863-698-9497 C.

August 19, 2019

Bid Proposal

D'Ariel Reed, CRA Project Manager

Project: Demolition of 111 E. Parker St. and 717 N. Florida Ave. Lakeland, FL.

We propose to complete the requested demolition of the commercial structures located at said address. The sanitary sewers will be capped to COL standards. The concrete and asphalt flat work is included. The site will be covered with hay and seed at completion to comply with COL standards. Demolition permits included.

Asbestos abatement: 2,900.00

111 W. Parker Proposed Price: \$42,500.00

717 N. Florida Ave Proposed Price: \$30,000.00

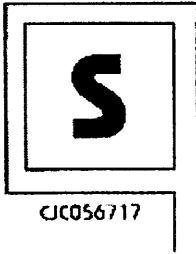
Total bid \$75,400.00

Excessive tenant debris excluded, asbestos survey excluded.

This lump sum proposal will include permits, labor, fuel, equipment, disposal cost and hauling to complete the job. The area will be leveled at completion of demolition. There are no other items addressed, included or implied. We look forward to working with you on this project.

Accepted by: _____ Title: _____ Date: _____

Questions or concerns please do not hesitate to contact Steve at 863-698-9497 or Steve@sbcidemo.com



Simpson Environmental Services, Inc.
Professional Abatement Services

P.O. Box 735 · Trilby, FL 33593 · (352) 583-2509 · Fax (352) 583-3371
www.simpsonenv.com

August 16, 2019

SBCI
ATT: Steve Bivens/ President

RE: Abatement at 111 E Parker and 717 N Florida Ave, Lakeland, FL.

Simpson Environmental Service is please to submit this proposal for the abatement of asbestos containing materials at the above mentioned project location. Material and quantities are from the survey report, performed by IBC Engineering and Environmental, dated 7/12/2019

SES will provide all tools, labor and equipment to perform the scope of work listed below:

One Mobilization.

One notice to DEP air quality.

Removal of window glazing / 100sf.

Removal of beige linoleum / 300sf.

Lawful disposal with waste manifest.

Close-out documentation.

Price for the above scope of work:.....\$2,900.00

There are no other items addressed, included or implied.

We look forward to working with you on this project and many in the future.

Tim Sparks
Estimator/ project Manager

Reed, D'Ariel

From: scott <scott@chapmansconstruction.com>
Sent: Friday, July 26, 2019 8:38 AM
To: Reed, D'Ariel
Subject: Demo

Hello,

We will not add to the cost for the demo of the two commercial buildings. The price remains the same.

Scott Chapman
8639913880

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*****WARNING: This is an email from an external sender. DO NOT click on links or attachments unless you know the content is safe. If you are unsure about an email, contact 4ISHelp.*****

July 23, 2019

City of Lakeland
Community and Economic Development Department
Attn: D'Ariel Reed, CRA Project Manager
Phone# 863-834-6288
Email: dariel.reed@lakelandgov.net

Job Location: 111 E. Parker Street

Scope of Work: Wet demolition and legal disposal of the five attached commercial buildings on parcel #24-28-18-203000-016140. Includes the 2949 sf building, 1656 sf building, 6020 sf two story building, 2100 sf building and 1384 sf building. Quote includes asbestos abatement, utility locates, utility disconnects, demolition permits and Department of Environmental Protection's Demolition Notification (NESHAP). Leave jobsite clean, graded, seeded and mulched.

Quote: \$51,795.00

Scope of work: Remove asphalt parking lot. \$ 2,950.00

This quote doesn't include the removal or disposal of any unforeseen materials.

This quote is only good for 30 days

We appreciate the opportunity to quote this project. If you have any questions, call my cell at 813-967-4028. We look forward to serving you in the near future.

Sincerely,



Tom Hull
19190R

July 23, 2019

City of Lakeland
Community and Economic Development Department
Attn: D'Ariel Reed, CRA Project Manager
Phone# 863-834-6288
Email: dariel.reed@lakelandgov.net

Job Location: 111 E. Parker Street and 717 N. Florida Ave.

Scope of Work: Wet demolition and legal disposal of the five attached commercial buildings at 111 E Parker Street (parcel #24-28-18-203000-016140) including the 2949 sf building, 1656 sf building, 6020 sf two story building, 2100 sf building and the 1384 sf building. Wet demolition and legal disposal of the 10500 sf commercial building at 717 N. Florida Ave. Quote includes asbestos abatement, utility locates, utility disconnects, demolition permits and Department of Environmental Protection's Demolition Notification (NESHAP). Leave jobsite clean, graded, seeded and mulched.

Quote: \$86,500.00

Scope of work: Remove asphalt parking lot. \$ 2,950.00

This quote doesn't include the removal or disposal of any unforeseen Materials.

This quote is only good for 30 days

We appreciate the opportunity to quote this project. If you have any questions, call my cell at 813-967-4028. We look forward to serving you in the near future.

Sincerely,



Tom Hull
19226R

PIRATE BAY CONSTRUCTION SERVICES, LLC

PO BOX 90104, LAKELAND, FLORIDA 33804

July 22, 2019

Lakeland Community Redevelopment Agency
228 Massachusetts Avenue
Lakeland, Florida 33801
Phone 863/834-6288
Dariel.reed@lakelandgov.net

REF: Demolition of the Old "Thrift" Store.
Site: 111 East Parker Street & 717 South Florida Avenue, Lakeland, Florida
PBC Proposal P19-001 Revised #2

Dear Ms. Reed:

Pirate Bay Construction Services, LLC, (PBC) is pleased to submit the following proposal for your review. The project is based on the site visit and conversations with Lakeland CRA representative. PBC will furnish all supervision, labor, equipment and material required to perform the following scope of services:

I. SCOPE OF WORK

BASE BID DEMOLITION:

Demolition of Building:

- **Schedule for this project will be 30 days. PBC acknowledges work to be done on Monday thru Friday between the hours of 7:30am and 5:00pm. One mobilization for all of demolition scope of work.**
- Prep area with barricade protection for worker safety for PBC scope of work only.
- PBC to layout work area and install sidewalk closed signage & alley barricading.

Demolition:

- PBC to cut and cap all utilities.
- PBC to own all salvage rights upon award of contract.
- PBC to install erosion control and maintain all, as needed.
- PBC to provide demolition permit.
- PBC to provide temporary fencing at sidewalk location-S Florida Ave area only.

P.O. BOX 90104 * LAKELAND, FLORIDA 33804 * (863)838-2646 * E-MAIL: Blair@Piratebayconstruction.com
www.Piratebayconstruction.com

BASE BID CONTINUED:

- PBC to include FDEP “Demolition” Notification.
- PBC to remove Asbestos items noted on survey by IBC, Dated 7/12/2019. Note: Third party Licensed Asbestos contractor to be used for removal.
- PBC to saw cut SOG at designated locations, if applicable.
- PBC to remove all associated underground piping in footprint of building only.
- PBC to demolish and remove designated building to include slabs and foundations.
- PBC to demolish & remove all designated walkways and covered canopy in front of building limits.
- PBC to demolish & remove the designated store fronts.
- PBC to demolish & remove loading dock/dumpster pad/generator pad per site visit.
- PBC to cap storm drain at loading dock location.
- PBC to install approximately 20 loads of fill at building basement location. Note: Fill material located onsite.
- PBC to rough grade demolition area.
- PBC to provide daily & final clean.
- PBC to final walk-thru with Owner representative

BASE BID \$99,185.00

ALTERNATE I: 717 S FLORIDA AVE- TO REMAIN:

- PBC to separate and leave in place corner building located at 717 S Florida Avenue.
- PBC to leave in place loading dock/dumpster pad per site visit.
- PBC to leave in place storm drain at loading dock location.
- PBC to remove approximately 20 loads of fill at 111 E parker Street. Note: Fill material located onsite at rear building dock.
- PBC to rough grade demolition area.
- PBC to provide daily & final clean.
- PBC to final walk-thru with Owner representative

DEDUCT: \$22,600.00

II. ASSUMPTIONS

- The final invoice amount will include any change orders and/or additional work.
- Does not include site security and/or barriers.
- Does not include any relocating, repairing, disconnection and/or removal of any unmarked and/or predetermined underground impediments.
- Does not include patching/repairing of any kind.
- Does not include parking area work of any kind.
- Does not include site work of any kind.
- Does not include tree removal.
- Does not include light pole and/or equipment removal.
- Does not include removal of underground piping past demolition limits of building footprint.
- Does not include E/S controls, other than mentioned in base bid.
- Does not include shoring, temporary walls and/or building dry-in of any kind.
- Does not include sign and base removal.
- Does not include hazardous waste removal of any kind.
- Does not include construction entrance.
- Does not include backfill/imported fill of any kind. Note: Fill located onsite.
- Does not include sidewalk removal.
- Does not include asphalt removal.
- Does not include any work not mentioned in above scope of work.
- Does not include increased insurance and/or bonding. Note: PBC insurance limits are based on standard PBC limits at current time. Increased insurance amounts shall be invoiced at additional charges.
- Additional mobilization will be at an additional cost, if applicable.

Page 4
111 E Parker St-LCRA
PBC Proposal#P19-001 Revised #2
July 22, 2019

III. COST SUMMARY:

TOTAL PROPOSED COST BASE BID DEMOLITION\$99,185.00
TOTAL PROPOSED COST ALTERNATE I-DEDUCT(-) \$22,600.00

We appreciate the opportunity to provide you with this proposal and look forward to working with you on this project. If you find this proposal acceptable, please acknowledge below and return a signed copy to our office. If you should have any questions or require additional information, please do not hesitate to contact me at (863)838-2646.

Blair Clark
Blair Clark/Project Manager
(863) 838-2646 Cellular

ACCEPTANCE

The scope of the services defined in the above agreement is accepted and PBC, Inc. is hereby authorized to proceed with the work. All invoices are due upon receipt. Finance charges of 1.5% per month (18% per annum) will be added to any past due account. Any cost of collection for non-payment including attorney's fees and court costs shall be additional charges. Any legal action taken for collection of past due accounts or any other legal action will be brought to the appropriate court in Polk County, Florida.

Approval by Lakeland CRA:

By: _____

Date _____

Title: _____



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
From: Alis Drumgo, CRA Manager
Date: September 6, 2019
Re: Coney Funeral Home Grant Request

I. Background:

Coney Funeral Home has operated in Lakeland since 1987. The principle business owners, Sonji and Andrew Williams (Applicants), currently operate in Midtown in 3,200SF of space located on Martin Luther King Jr. Ave. The applicants are interested in expanding to a second location at 647 West Memorial Blvd which is located on along a CRA commercial corridor targeted for reinvestment.



II. Renovation Costs:

The applicants originally submitted for design assistance, façade & site improvement, and infill adaptive reuse grants. Because the applicants intended to implement a design generated via the design assistance grant, façade improvements were eligible for 60% reimbursement, and the infill grant was eligible at 50%. In combination, the project was eligible for up to \$165,000 in CRA funding.

Incentive	Initial Grant Eligibility	Revised Grant Eligibility
Façade & Site (exterior improvements)	\$90,000	\$0
Infill (system upgrades, including HVAC, plumbing, and ADA-accessibility)	\$75,000	\$75,000
Total	\$165,000	\$75,000

The applicants invested time with KCMH Architects and Mijan Construction to obtain preliminary designs for renovation of the 5,200SF building.



The applicants then held meetings with City Staff and received feedback that significantly limits the ability to renovate the 1940s building within the existing footprint. Of the plethora of challenges, Staff highlighted:

- Land Development Code compliance issues relative to setbacks from Memorial Blvd and Ohio Ave. as the building sits on the property line on both frontages.
- The design would require variance approval from the Zoning Board of Adjustments and Appeals.
- The applicants will have to relocate utilities at an increased cost and eliminate a vehicular access point.

After conferring with representatives from Community & Economic Development's Planning and Transportation Divisions, it was agreed amongst all parties that demolition and relocation of the building would be the more suitable option for a long-term viable project. However, the new construction project would not be eligible for the façade & site improvement grant significantly hampering the ability to accomplish the project.

The applicants are seeking a total grant award up to \$165,000 as originally projected. The CRA's contribution would be contingent upon the overall project budget and expenditures. The improvements are consistent with the Midtown Redevelopment Plan, and will contribute to the physical improvement and economic viability of the area.

III. Board Consideration:

At the Board's discretion to consider a modified funding allocation for the proposed project up to \$165,000 to be reimbursed according to the CRA's grant guidelines.



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board
From: Alis Drumgo, CRA Manager
Date: September 6, 2019
Re: Lakeshore Aquatic Management Project

I. Background:

In 2015, City of Lakeland Public Works (PW) & Lakeland Community Redevelopment Agency (CRA) collaborated on an analysis report evaluating potential enhancements of the Lakeshore/Lake Parker area as a component of the City's Lake-to-Lake and Greenway Pedestrian Connector.

The section of roadway evaluated in the analysis extended from Memorial Blvd to Bella Vista Street. In a public feedback session held June 2015, the residents selected alternative #4 which provided for an off-road shared-use path. The residents also provided input regarding the need for lighting improvements, benches along the lakefront, management of water quality and additional midblock crossings from the west side to the east side of West Lake Parker.

Implementation of the shared-use path required right of way acquisition, and in order to do so without incurring additional costs, Staff had to obtain necessary easements from lake front property owners. At Lakeshore Neighborhood Association (LNA) meetings held in 2017 and 2018, residents asked that Staff concurrently collaborate with residents to improve overall conditions while also obtaining the easements and designing the shared-use path.

II. Progress:

CRA Staff addressed community concerns by spending \$93,000 to improve lighting in the study area in 2017. Staff also placed several new benches along the lake front at the request of the residents. Concurrently, CRA Staff, in partnership with some committed residents, collected an adequate number of easements to support PW design of the shared-use path. Staff also established a relationship with the

Polk County School Board (PCSB) for the production and integration of public artwork along the path, and the project’s construction is currently out to bid.

Of the matters brought forth by the residents, aquatic vegetation management remained an outstanding issue. The barrier is that the City’s Lakes & Stormwater Division does not maintain the lakeside vegetation as the lake front and adjacent water body are considered private property. The community looked to the CRA for solutions.

Provided the shared-use path project implementation would occur to improve Lake Parker as a public amenity, aquatic vegetation management would reduce blighted conditions, and the majority of the lakefront is open for public recreational use, Staff offered to support the Lakeshore Neighborhood’s pursuit provided:

- The residents form a group that would be responsible for the administration of any contracts associated with aquatic vegetation management.
- The group seek matching funding for a five-year period, allowing for a sustainable solution.
- The group obtain permits for mitigation as required by the Florida Fish & Wildlife Commission.

III. RFP, Funding, and Sustainability:

Led by former LNA President Janine Callahan, key property owners within the Lakeshore Neighborhood formed the Lakeshore Property Owner’s Organization (LPOO). Over the course of a year, LPOO garnered project support from the majority of lake front property owners and obtained funding support via Community & Economic Development’s Neighborhood Partnership Grant Program. The grant program would commit to funding the aquatic management at 50% should the organization attain reasonable quotes from a qualified vendor and additional support from the CRA Board. LPOO solicited request for proposals to treat twelve species of aquatic plants on an as needed basis in a selective control area within 100ft of the shoreline.

The responses were reviewed with the Applied Aquatic Management (AAM) being deemed the most responsive. The firm provided for three years of services with the first year being the most intensive and inclusive of start up costs.

Timeframe	Cost	CRA Contribution
Year 1	\$11,000	\$5,500
Year 2	\$8,400	\$4,200
Year 3	\$8,400	\$4,200
Year 4 (Proposed)	\$8,400	\$4,200
Year 5 (Proposed)	\$8,400	\$4,200
Total	\$44,600	\$22,300

The annual maintenance is projected at \$8,400 in subsequent years, and LPOO understands the organization will need to engage in a fundraising campaign to ensure long-term success after initial treatments. With the shared-use path ready to proceed and 50% of the funding in place via grant. Staff recommends the Board support the aquatic management project for five years at the aforementioned contribution. This will provide time for LPOO to begin a fundraising campaign, improve the aesthetics of the impending project, increase recreational opportunities for neighborhood residents and visitors and enhance wildlife habitats in the project area.

IV. Board Consideration:

Funding the aquatic management project at 50% for a 3-5 year period.

V. Attachments:

- AAM RFP Response

Bay to Bay Environmental LLC

813-785-7457

baytobayenviro@gmail.com



Lake Management Bid Proposal

Bid Lakeshore Aquatic Preservation Project

Janine Callahan

Project Manager

Lakeshore Property Managers

1724 W. Lake Parker Dr.

Lakeland, FL 33805

Jean-Paul Zapata

Contractor

Bay to Bay Environmental LLC

9605 N Hartts DR.

Temple Terrace, FL 33617

Scope

Based on the project plans in the bid request, and our thorough review of the 28 properties, we have developed this proposal. Further specifications are attached along with the initial bid request which we based our plans. We will divide the project in seven sections. We will focus on each section individually which will contain four locations or properties. Each section will have two phases. The first phase in each section will be the removal (manually or mechanically) of Cattails. After the removal of the cattails we will have a better understanding how much effort we have to dedicate to keep the cattails from growing back in the future. This will also give us better access to manage the rest of the vegetation stated in the Project Description. The second phase will consist of revisiting previous sections and inspect cattails for regrowth. If there are any signs of regrowth, they will be recut and kept from going above water. This will restrict their access to oxygen, killing the cattails completely.

Labor

- Combination of manual and mechanical removal of excessive/invasive vegetation.
- Collection and disposal of all debris created from mechanical cutting or manual pulling of vegetation.
- Revisit completed locations to inspect and manage any regrowth of any of the plant species considered invasive.
- Identify, manage or relocate invasive from non-invasive plant species.

Costs

Costs			
Dumpster delivery and disposal	(per section).	\$218.00 X 7	\$1526.00
Labor	(per section)	\$2600.00 X 7	\$18200.00
Total Cost:			19726.00

Contact

Contact me directly for further information:

J.P. Zapata

(813) 785-7457

baytobayenviro@gmail.com



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

To: CRA Advisory Board

From: D’Ariel Reed, CRA Project Manager

Through: Alis Drumgo, CRA Manager

Date: September 5, 2019

Re: 405 East Myrtle Street
409 East Myrtle Street
615 North Massachusetts Avenue
619 North Massachusetts Avenue

I. Background:

In August of 2004, the Midtown CRA Board approved Staff to begin implementation of a portion of the Small Area Study. The assembly and control of the intersection of Massachusetts and the In-Town Bypass was deemed ideal for a yet-to-be-determined future redevelopment site. Based on the results of the adopted Small Area Study and the subsequent site analysis, it was determined important to control this corner in order to stabilize the edge of the Parker Street Neighborhood and prevent detrimental neighborhood uses. In November of 2004, Staff purchased 405 East Myrtle Street, 409 East Myrtle Street, 615 North Massachusetts Avenue and 619 North Massachusetts Avenue for a total of \$137,000.

The control and hold strategy allowed for the interim use in conjunction with a neighborhood park that was used by the large number of families that reside in the Parker Street neighborhood. Since 2014, Parker Street Ministries (PSM) has leased and maintained the properties for \$99 annually. Parker Street Ministries currently uses this property for off-street parking and green space for programs associated with their main campus.

plan. In the immediate future, PSM plans to invest in lighting, landscaping and a perimeter fence to incorporate the acquired properties into its existing campus.

In accordance with Florida Statue 163, Notice of Disposition was published on July 22, 2019 soliciting proposals. One proposal was received on August 13th from Parker Street Ministries offering a purchase price of \$71,158 which is 120% of the assessed value as determined by the Polk County Property Appraiser.

Staff recommends the Board approve the sale of 405 East Myrtle Street, 409 East Myrtle Street, 615 North Massachusetts Avenue and 619 North Massachusetts Avenue to Parker Street Ministries at the proposed purchase price of \$71,158.

III. Board Consideration:

At the Board's discretion to recommend the sale of the properties to PSM which would go before the City of Lakeland's Real Estate & Transportation Committee for formal approval.

IV. Attachments

- Notice of Disposition and Purchase Offer from Parker Street Ministries

**NOTICE OF INTENT TO DISPOSE OF
COMMUNITY REDEVELOPMENT AGENCY PROPERTY**

Notice is hereby given pursuant to Section 163.380, Florida Statutes, that the Lakeland Community Redevelopment Agency (LCRA) intends to dispose of real property owned by the LCRA located at the following locations:

- 405 E Myrtle St, Lakeland, FL - Parcel 24-28-18-203000-012160
- 409 E Myrtle St, Lakeland, FL – Parcel 24-28-18-203000-012140
- 615 N Massachusetts Ave, Lakeland, FL – Parcel 24-28-18-203000-012172
- 619 N Massachusetts Ave, Lakeland, FL – Parcel 24-28-18-203000-012171

Those interested in acquiring the property are invited to submit proposals for the purchase and redevelopment of the property. Proposals should be mailed or hand delivered to the City of Lakeland, Community Redevelopment Agency, 228 S. Massachusetts Avenue, Lakeland, FL 33801 and must be received within thirty (30) days of the date of this notice. Further information may be obtained at the following office: City of Lakeland, Community Redevelopment Agency, 228 S. Massachusetts Avenue, Lakeland, FL 33801; phone inquiries should be made to (863) 834-5200.

PARKER STREET MINISTRIES



*The WORD became Flesh and
Moved into our Neighborhood*

CONTACT US

Parker Street Ministries, Inc.
719 N Massachusetts Ave.
Lakeland, FL 33801
PH 863.682.4544

BOARD OF TRUSTEES

William H. Harrell, *Chair*
Lynn Andersen
Howard Bayless
Teresa Bray
Kay Cochran
Monty Davis,
Scott MacDonald
Randy Mathews
Marc Presnell
Terri Presnell
Lance Schmidt
Joe Whitehurst

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Jack Harrell, Jr.
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STAFF

Tim Mitchell, *CEO*

DONATE ONLINE
www.psmflakeland.org

FEI: 59-3579886

A COPY OF THE OFFICIAL
REGISTRATION AND FINANCIAL
INFORMATION MAY BE OBTAINED
FROM THE DIVISION OF
CONSUMER SERVICES BY CALLING
TOLL-FREE (800-435-7352 OR
WWW.800HELPFLA.COM) WITHIN THE
STATE. REGISTRATION DOES NOT
IMPLY ENDORSEMENT,
APPROVAL, OR RECOMMENDATION BY
THE STATE. REGISTRATION # CH35613

August 13, 2019

City of Lakeland
Community Redevelopment Agency
228 S. Massachusetts Avenue
Lakeland, FL 33801

PROPOSAL TO PURCHASE

Dear Community Redevelopment Agency,

In response to the Notice of Intent to Dispose of CRA Property that appeared in *The Ledger on July 22, 2019*, **Parker Street Ministries, Inc. submits this proposal to purchase the property described below for \$71,158** representing 120% of the value posted on PolkPA.org.

Property Locations

405 E Myrtle St, Lakeland, FL – Parcel 24-28-18-203000-012160
409 E Myrtle St, Lakeland, FL – Parcel 24-28-18-203000-012140
615 N Massachusetts Ave, Lakeland, FL – Parcel 24-28-18-203000-012172
619 N Massachusetts Ave, Lakeland, FL – Parcel 24-28-18-203000-012171

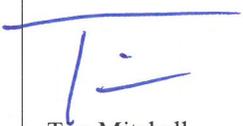
Background

Parker Street Ministries (PSM) has used these four lots since 2011 and leased and maintained them since 2014 at a cost of \$6,500. PSM plans to continue to use them for off-street parking and green space for our programs as existing space on our main campus for these purposes is inadequate.

In addition to this purchase price, PSM plans to invest in lighting, landscaping, and a perimeter fence defining the Massachusetts, Myrtle, and Iowa boundaries. PSM has already acquired and improved the east end of this same block which we are currently using for green space and off-street parking.

Since 1996, PSM has demonstrated commitment and investment in this neighborhood's revitalization. We've partnered with residents, the Neighborhood Association Coalition, and with city departments including LPD, Code Enforcement, and CRA. In 2011, PSM purchased the 23,000 sf campus immediately north of the above-mentioned property. Private donors then funded a \$1.3 million extensive renovation project that was the first effort to revitalize the Massachusetts-Parker Street intersection. Since 2014, program growth has rendered our existing 36-space campus parking lot inadequate and created need for additional green space, particularly for the 120 children in grades K-12 enrolled in our year-round, outside-of-school, academic enrichment program.

Please contact me if you have any questions regarding this proposal to purchase.


Tim Mitchell
Chief Executive Officer

TCM/ks

Parker Street Ministries, Inc. is a 501(c)(3) organization committed to Gospel-centered community development beginning in Lakeland's Parker Street neighborhood.



228 S MASSACHUSETTS AVE
LAKELAND, FLORIDA 33801
863.834.6011

Memo

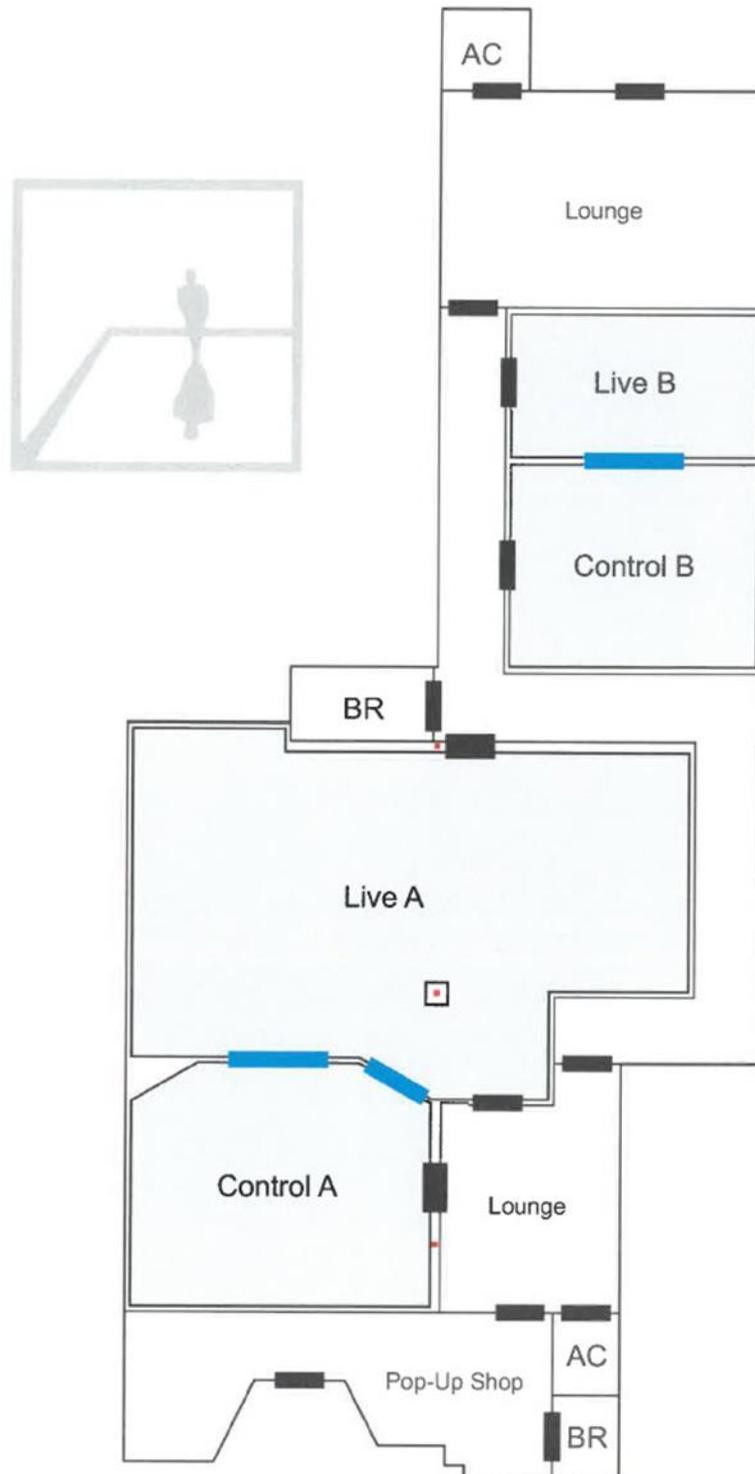
To: CRA Advisory Board
From: Alis Drumgo, CRA Manager
Date: August 30, 2019
Re: The Vanguard Room Grant Request

I. Background:

The Vanguard Room is a recording studio with Lakeland roots since 1999. With Matt Wilbur and Aaron Marsh as the ownership team, the business, located at 1037 S. Florida Ave, planted roots in Dixieland in 2010, and has operated in 1,800SF of space. The applicant is interested in expanding to occupy another 2,000SF that would add two new recording studios, a podcast room, and flexibility to host listening parties and small-intimate performances.



In addition, the Vanguard Room will house a retail shop to be operated in partnership with Lakeland's own Bump Galleta who has experienced success selling custom made products via national retailers. The store front would serve as a hub to rotate inventory for other local artists, vendors, and makers, giving many Lakeland's creatives a storefront on Florida Avenue.



II. Renovation Costs:

The applicant has provided a preliminary scope of work that includes complete electrical rewiring, new HVAC ductwork, brand-new ADA compliant restrooms and façade improvements to the South Florida frontage. The shell improvements are projected to cost \$150k, and the business owner expects to spend another \$75,000 in soundproofing and fitting out the space.

The applicant would like to commence construction in October with a completion date in January of 2020. The project qualifies for the following incentives within the Dixieland CRA, and the applicant is requesting additional funding per category:

Incentive	Administrative Limit	Applicant Request
Façade & Site (exterior improvements)	\$15,000	\$15,000
Infill (system upgrades, including HVAC, plumbing, and ADA-accessibility)	\$15,000	\$75,000
Total	\$30,000	\$90,000

The applicant is seeking a total grant award of up to \$90,000. The improvements are consistent with the Dixieland Redevelopment Plan, and will contribute to the physical improvement and economic viability of the area.

III. Board Consideration:

At the Board’s discretion to consider additional funding for the proposed project.

IV. Attachments

- Project Schedule, Preliminary Budget and Sketch

The Vanguard Room - Dixieland Village Expansion

Estimated Project Schedule 2019

September 2019

- Finalize Plans
- Electric
 - Removal of existing wiring
- HVAC
 - Removal of remaining ductwork
 - Testing & Relocation of existing units
- Plumbing
 - Capping off unused drains / pipes
 - Relocation drain for bathroom

October - November 2019

- Lay "floated" floors for all music rooms
- Frame walls / Ceilings
- HVAC
 - New ductwork
- Plumbing
 - Set new bathroom fixtures
- Electric
 - Run new wiring
 - Set new outlets
 - Light boxes
- Soundproofing insulation
- Studio Boxes
- Exterior & Facade work / Storefront
- Drywall / MDF
- Hang Doors
- Light Fixtures

*Aim to open up retail / pop-up shop for Holiday Season

December 2019

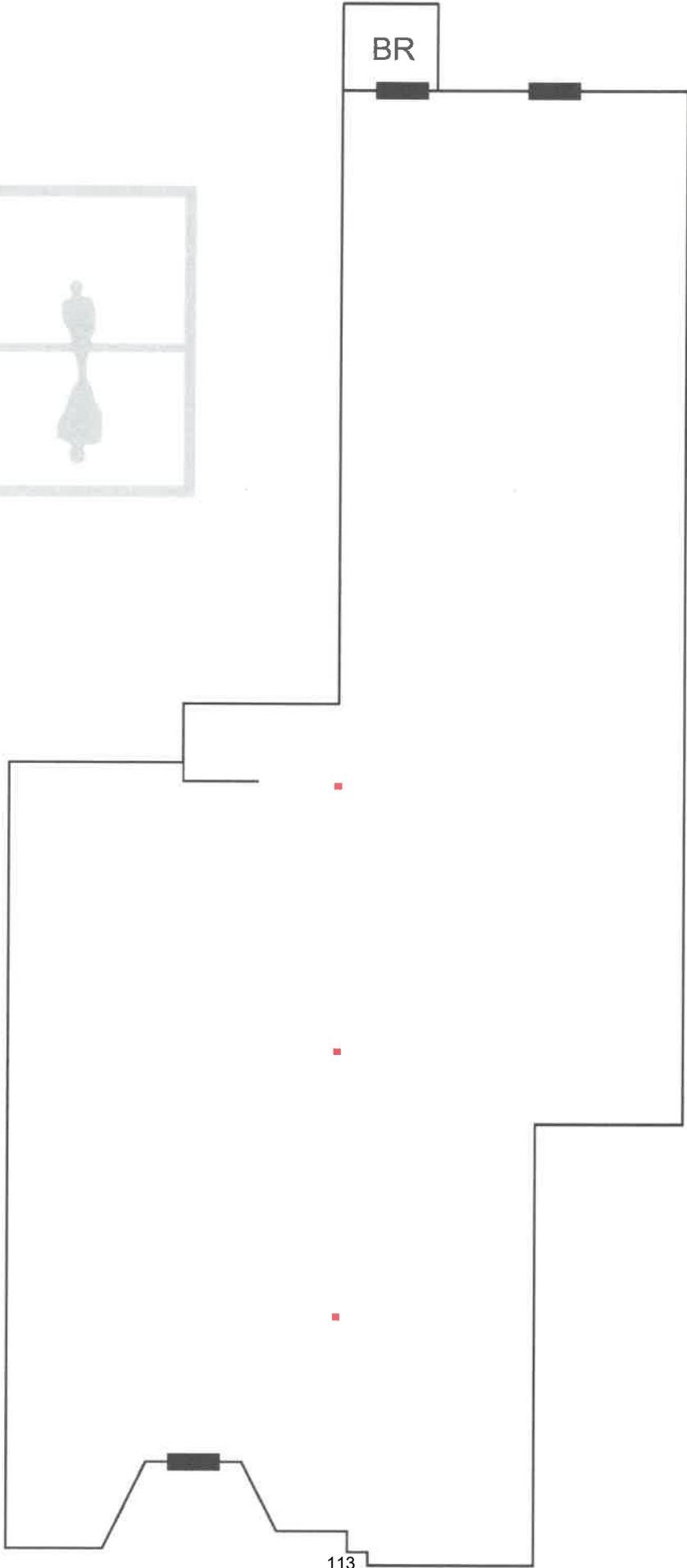
- Paint
- Acoustic Treatment
- Lay Flooring

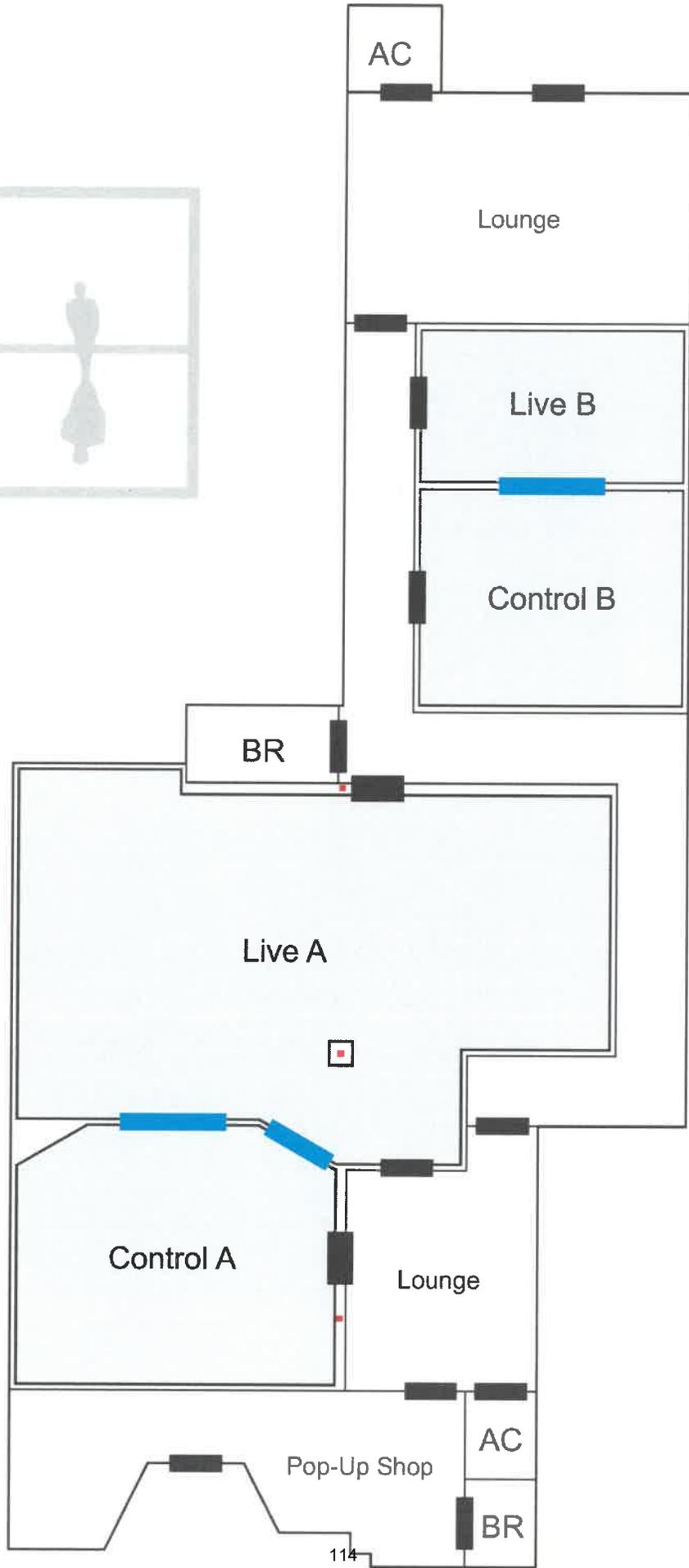
January 2020

- Any remaining acoustic treatment & Studio Setup

08	Doors & Windows								
		Store Front Alternation			\$3,500.00				
		Interior Doors and Trim			\$5,500.00				
					\$0.00				
					\$0.00				
					\$0.00				
		Total Doors & Windows				\$9,000.00			
09	Finishes								
		Drywall			\$12,000.00				
		Floor							
		Millwork							
		Paint							
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
		Total Finishes				\$12,000.00			
10	Specialties								
		Other Finishes							
					\$0.00				
		Total Specialties				\$0.00			
11	Equipment								
		Cranes, Lulls, Diggers			\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
		Total Equipment				\$0.00			
12	Furnishings								
					\$0.00				
					\$0.00				
					\$0.00				

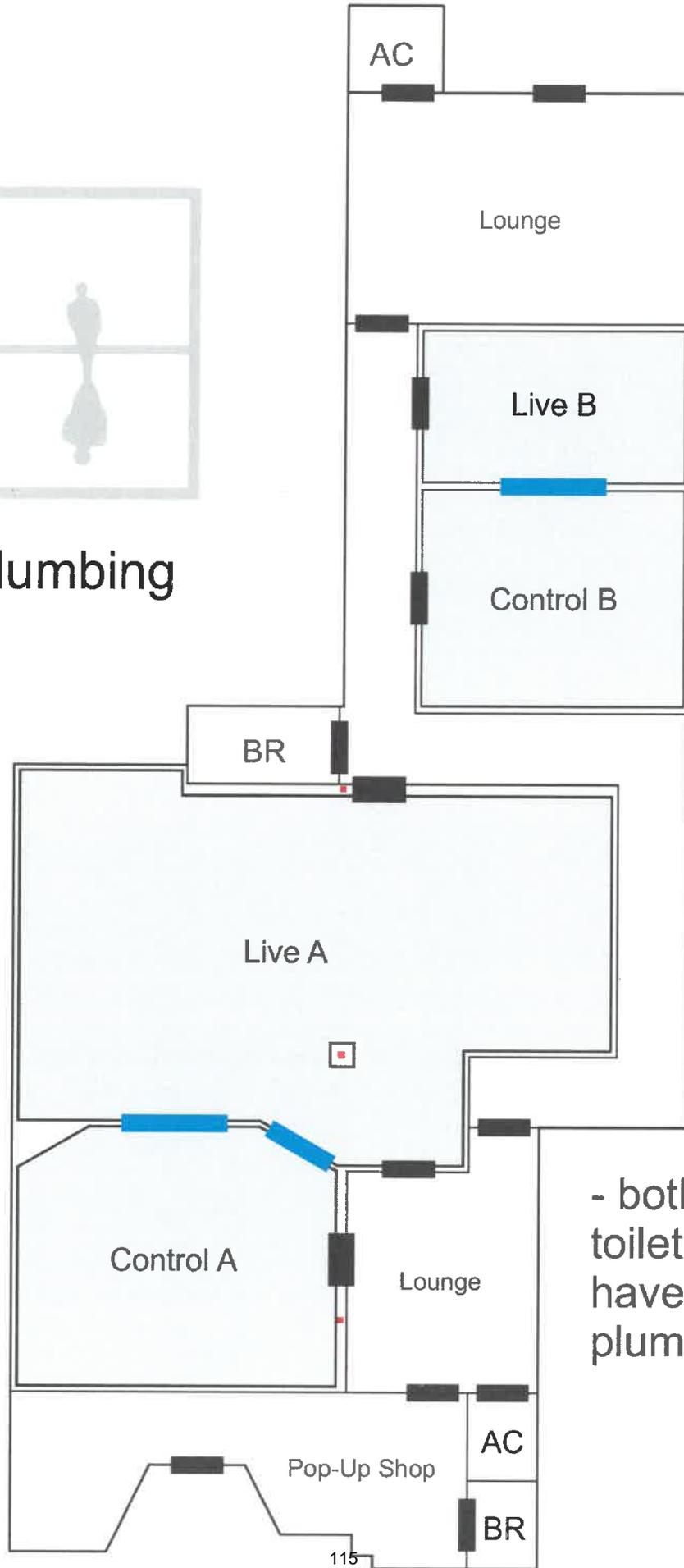
BR







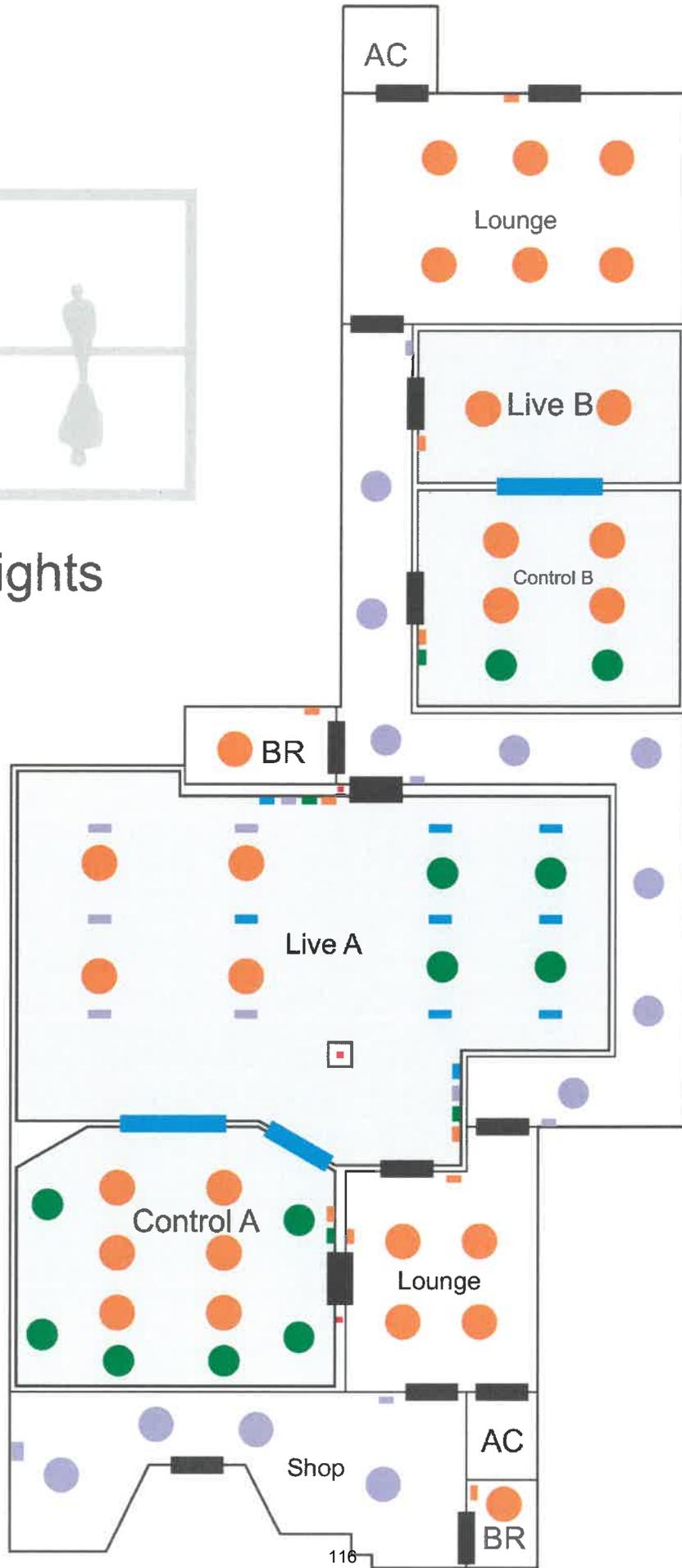
Plumbing



- both BRs need toilet and sink.
have no current plumbing / drains



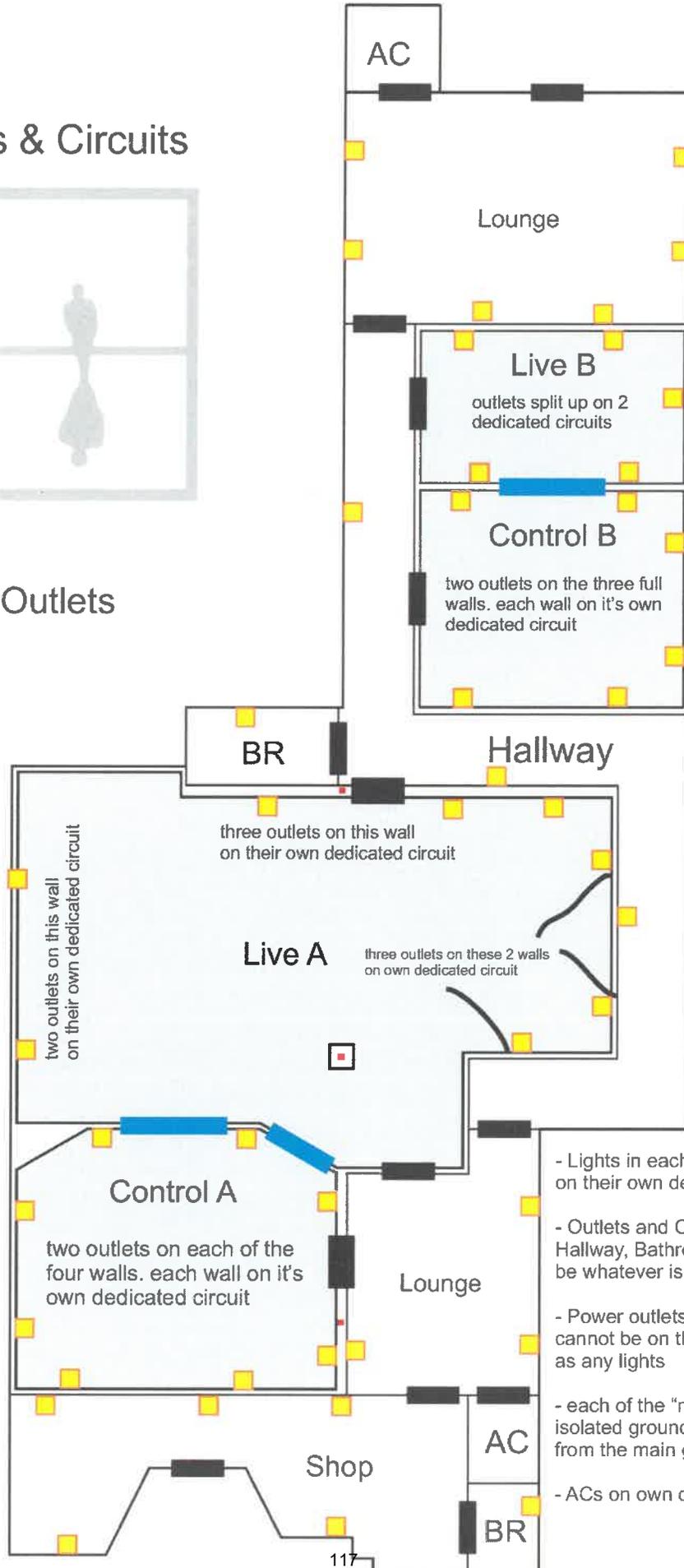
Lights



Outlets & Circuits



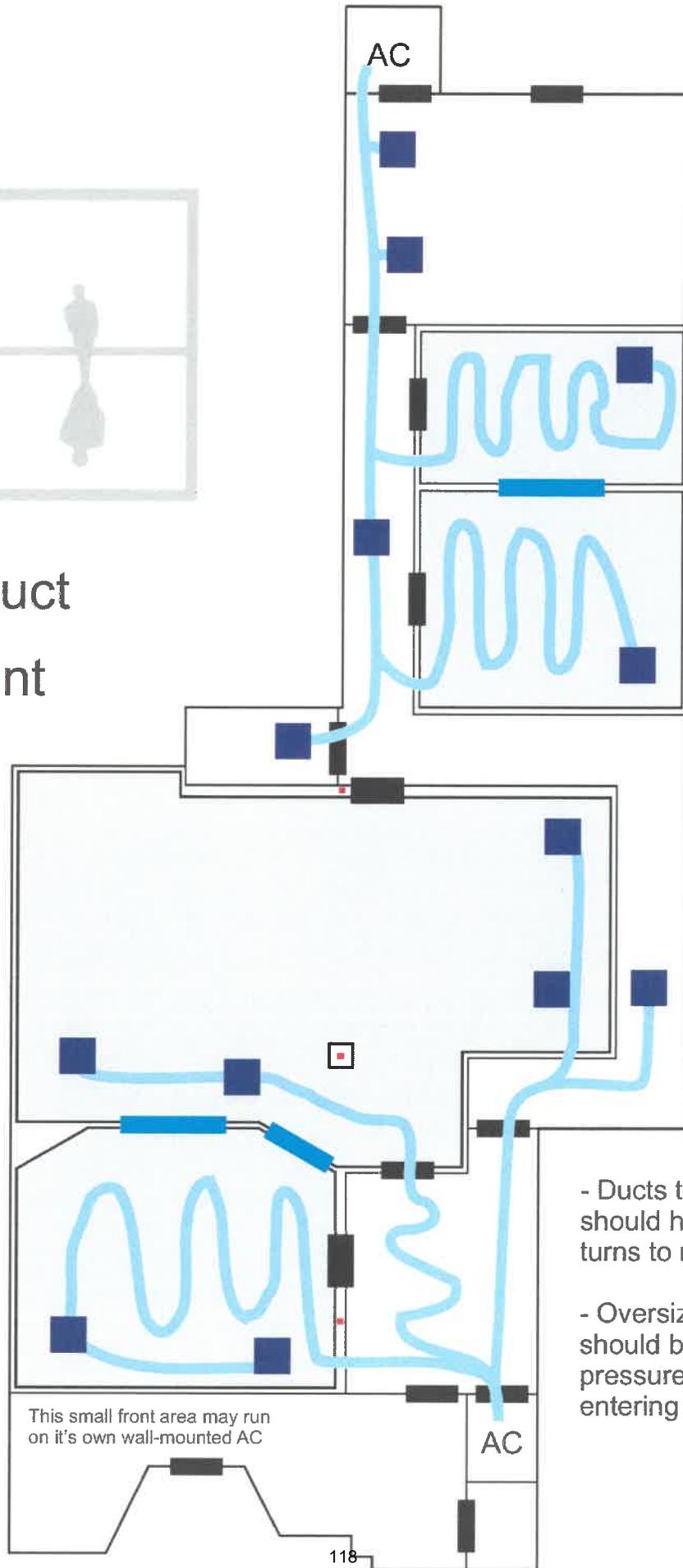
■ Outlets



- Lights in each "music room" should be on their own dedicated circuit
- Outlets and Circuits in Lounges, Hallway, Bathrooms, Shop, etc can be whatever is standard
- Power outlets in the "music rooms" cannot be on the same circuit or ground as any lights
- each of the "music rooms" should have isolated grounds for their outlets, separate from the main ground for the lights, etc
- ACs on own dedicated circuits?



— Duct
■ Vent



- Ducts to soundproof rooms should have extra length and turns to reduce sound transfer

- Oversized or multiple vents should be used to reduce the pressure and noise of the air entering the room

This small front area may run on it's own wall-mounted AC