

EXHIBIT A

CITY OF TARPON SPRINGS AD VALOREM TAX EXEMPTION APPLICATION



File two originals of this Application.

Application is to be filed no later than March 1 of the year the exemption is desired to take effect.

Mail to:

**City of Tarpon Springs
Economic Development Manager
324 East Pine Street
Tarpon Springs, FL 34689**

GUIDELINES FOR ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS

GENERAL INFORMATION

Article VII, Section 3, of the Constitution of the State of Florida and Section 196.1995, Florida Statutes, empowers the City to grant Economic Development Ad Valorem Tax Exemptions to New Businesses and Expansions of Existing Businesses after the electors of the City, voting on the question in a referendum, authorized such exemptions. In a referendum held on March 12, 2019, the electors of the City of Tarpon Springs authorized the City to grant Economic Development Ad Valorem Tax Exemptions to qualifying new and expanding businesses in the City of Tarpon Springs.

In order to be eligible for an economic development ad valorem tax exemption, a business must pay a Qualifying Annual Average Wage and meet the definition of either a new business or an expanding business as set forth below. If a business meets one of these definitions, it is eligible to file this application with the City of Tarpon Springs to seek an ad valorem tax exemption. After the City has reviewed the application for completeness, the application is submitted to the Pinellas County Property Appraiser for review. The Pinellas County Property Appraiser then files a report with the City of Tarpon Springs, after which a public hearing is scheduled, during which the Board of Commissioners shall determine whether to adopt an ordinance granting the requested exemption.

The exemption applies only to improvements to real property and to tangible personal property. The exemption does not apply to land on which the new or expanding business is to be located.

The action taken by the Board of Commissioners exempts only the real and tangible personal property taxes that are levied by the City of Tarpon Springs.

PROCEDURES FOR ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION

Any applicant requesting an Economic Development Ad Valorem Tax Exemption must first submit two (2) original applications with appropriate attachments, including Florida Department of Revenue form DR-418 to:

City of Tarpon Springs
Economic Development Manager
324 East Pine Street
Tarpon Springs, Florida 34689

Upon submittal of the completed application and form DR-418, the Economic Development Manager or designee shall review, and within ten (10) days of submission, notify the applicant of any deficiencies.

Before the City takes action on the application, a copy shall be delivered to the Pinellas County Property Appraiser for review. After careful consideration of the application, the Pinellas County Property Appraiser shall provide a report to the City of Tarpon Springs within fifteen (15) days of receipt of the application.

Complete applications shall be scheduled for two (2) public hearings before Board of Commissioners ("Board") of the City of Tarpon Springs ("City") no later than 45 days following receipt of a complete application. Applicant will be notified of the date and time of each public hearing.

In making its determination as to whether to grant the Exemption, and, if granted, the duration and percentage of the Exemption, the Board shall apply the following guidelines which include the following factors:

- 1) Number of net new jobs
- 2) Average wage of net new jobs. Applicants must pay no less than the Qualifying Average Annual Wage.
- 3) Amount of capital investment. Applicants must invest no less than \$100,000.00.
- 4) The type of business or operation and whether it qualifies as a targeted industry as may be identified by the City
- 5) Environmental impact
- 6) Commitment to local procurement
- 7) Net positive contribution to the local economy
- 8) Sales Factor

In addition to the above factors, the Board may consider, in its sole discretion, any such other activity or factor that promotes the sustainability of Economic Development within its jurisdiction.

After considering the application, the Pinellas County Property Appraiser's report, the above Policy Guidelines, and such other information as it deems relevant, the Board may choose to adopt an ordinance granting the Exemption to the Applicant for up to 100 percent of the assessed value of the qualifying property for up to 5 years.

A business will be required to enter into an agreement with the City stating that the Business will satisfy the Business Maintenance and Continued Performance Conditions set forth in this Application.

RESEARCH REFERENCES

Florida Statute Section 196.011 Annual application required for exemption:

(1)(a) Every person or organization who, on January 1, has the legal title to real or personal property, except inventory, which is eligible by law for exemption from taxation as a result of its ownership and use shall, on or before March 1 of each year, file an application for exemption with the Pinellas County Property Appraiser, listing and describing the property for which exemption is claimed and certifying its ownership and use. The Department of Revenue shall prescribe the forms upon which the application is made. Failure to make application, when required, on or before March 1 of any year shall constitute a waiver of the exemption privilege for that year, except as provided in subsection 196.011(7) or subsection 196.011(8).

For purposes of this Application, unless otherwise indicated, the following definitions shall be used:

“New business”:

1. A business establishing ten (10) or more jobs to employ ten (10) or more full-time employees in the City which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or
2. A business or organization establishing **10 or more** new jobs to employ 10 or more full-time employees in this state which is a target industry business as defined in F.S. 288.106(2)(q).
3. A business establishing twenty-five (25) or more jobs to employ twenty-five (25) or more full-time employees in the City, the sales factor for which, as defined below, for the facility with respect to which it requests an economic development ad valorem tax exemption, is less than fifty percent (50%) inside the Metropolitan Statistical Area (Tampa-St. Petersburg-Tarpon Springs, FL) for each year the exemption is claimed; or
4. An office space in the City leased or owned and used by a corporation newly domiciled in the City; provided such office space houses fifty (50) or more full-time employees of such corporation; provided that such business or office first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business; or

“Expansion of an existing business”:

1. A business establishing ten (10) or more jobs to employ ten (10) or more full-time employees in the City which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or
2. A business or organization establishing **10 or more** new jobs to employ 10 or more full-time employees in this state which is a target industry business as defined in F.S. 288.106(2)(q).
3. A business establishing twenty-five (25) or more jobs to employ twenty-five (25) or more full-time employees in the City, the sales factor for which, as defined below, for the facility with respect to which it requests an economic development ad valorem tax exemption, is less than fifty (50%) percent inside the Metropolitan Statistical Area (Tampa-St. Petersburg-Tarpon Springs, FL) for each year the exemption is claimed; or
4. An office space in the City leased or owned and used by a corporation in the City; provided such office space houses fifty (50) or more full-time employees of such corporation; provided that such business or office first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business; or

“Qualifying Average Annual Wage”:

The average annual wage for Pinellas County as determined by Enterprise Florida, Inc. and published on January 1 in the year in which the application for exemption is granted by the City of Tarpon Springs.

“Sales Factor”:

The sales factor is a fraction the numerator of which is the total sales of the taxpayer in the MSA during the taxable year or period and the denominator of which is the total sales of the taxpayer everywhere during the taxable year or period. “MSA” means “Metropolitan Statistical Area”. For purposes of this application, the “Metropolitan Statistical Area” includes Tampa-St. Petersburg-Clearwater, FL area; “total sales” means “those sales that are processed and shipped through the Facility’s doors located in City of Tarpon Springs; “Facility” and “taxpayer” mean “the business that is requesting an ad valorem tax exemption”.

OFFICIAL USE ONLY

Application #: _____

Date Received: _____

INSTRUCTIONS:

Please complete SECTIONS A-D and submit with FORM DR-418. Applications will not be considered without all sections and attachments completed and signed by the Applicant.

SECTION A – NEW JOBS & WAGES

The applicant must enclose current payroll roster as of January 1 of the year the exemption is being sought. Provide hire dates and job titles; omit employee names and social security numbers of employees. Please fill out appropriate Job Creation Schedule for *New Business* or *Expansion of Existing Business*.

NEW BUSINESS

Total number of full-time jobs as of January 1-

Total number of jobs to be created and maintained for first three (3) years after exemption is granted:

Please distinguish jobs by categories: full-time management/ full-time non-management

JOB CREATION SCHEDULE					AVERAGE ANNUAL WAGES BY JOB TYPE	
FULL-TIME JOBS BY JOB TYPE	YR 1	YR 2	YR 3	TOTAL		
Management						
Non-Management						
		TOTAL ALL JOBS			AVERAGE ALL NEW JOBS	

4. List any products or services that are critical to your business that are not available locally or regionally:
5. Please describe your company's commitment to local hiring:
6. What specific training needs will help you staff your company:
7. To what extent are these same or similar products and/or services currently being produced or provided by other businesses in City:
8. If there are any plans for new products and/or services involving the facility in City, provide a description:
9. Please include any such other information that demonstrates to the City the company's commitment to making a long term positive economic impact to the City:

SECTION D – INCENTIVE

Relocation or expansion would occur without the exemption: Yes No

If no, please explain why:

NOTICE:

PLEASE ATTACH DR-418 "ECONOMIC DEVELOPMENT AD VALOREM PROPERTY TAX EXEMPTION". YOUR APPLICATION IS NOT COMPLETE WITHOUT ATTACHMENT. BOTH DOCUMENTS MUST BE SIGNED AND NOTARIZED BY A NOTARY PUBLIC.

NOTICE:

EVIDENCE OF SATISFACTION OF INFORMATION PROVIDED IN FORM DR-418 MUST BE PROVIDED IN THE ANNUAL REPORT TO MAINTAIN THE AD VALOREM TAX EXEMPTION.

DATE OF APPLICATION:

I hereby request the adoption of an ordinance granting an economic development ad valorem tax exemption on the above property. In addition to the information included herein (including attachments, if any), I agree to furnish such other information as the City of Tarpon Springs or the Pinellas County Property Appraiser may request in regard to the exemption requested herein. I hereby certify that the information and valuation stated above by me is true, correct and complete to the best of my knowledge and belief, including any attached statements, schedules, etc. (If prepared by someone other than the owner, the owner's declaration is based on all information of which he/she has any knowledge.)

OWNER NAME & TITLE:

Signature: _____

Type or Print Name:

Date:

PREPARER/AUTHORIZED AGENT – Name and Address:

Telephone: _____ Fax: _____

E-mail:

Signature: _____

Type or Print Name:

Date:

NOTARY:

State of Florida

County of Pinellas

On this, the _____ day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposed therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public

(Stamp/Seal)