# City of Winter Park
# Targeted Industry Enhancement (TIE)
# Program Guidelines

**PURPOSE:**
The purpose of the TIE Program is to promote the expansion, growth, and development of high wage jobs and maintain the City of Winter Park's competitiveness as a location for major employers, incentivizing continued long-term investment and involvement in the community.

**ELIGIBLE APPLICANTS:**
Any private company desiring to locate within the municipal boundaries of the City of Winter Park that meets the Program Guidelines listed below. Governmental or non-profit entities may also be eligible provided that the Applicant does not occupy tax-exempt or tax-abated property.

**PROCESS:**
Applications are received on a first-come, first-served basis. Applications may be submitted to the City's Department of Economic Development for review of eligibility. Incomplete applications will not be accepted. Based on that review, City staff will draft a contract with the Applicant for approval by the CRA Agency or the City Commission, depending on the source of funding. No agreement will be considered final until approved by either the CRA Agency or the City Commission. Applicants may be required to attend public meetings to discuss the application.

**GUIDELINES:**
In order to be considered for the Program, the Applicant should consider the guidelines listed below (see also Table 1: Guideline Matrix). Meeting all the guidelines does not guarantee approval of an application and all terms of any approval are at the sole discretion of the City/CRA:

- The Applicant must have at least 50 full-time equivalent employees on the payroll at the time of application. All applicants will be required to maintain that levels of employment for the term of the agreement with the City/CRA. If a business has multiple locations, only those physically located within the City limits will be considered eligible for the purposes of the application.
- Have an average annual salary per employee at or above 115% of the area Metropolitan Statistical Average (see attached wage sheet). Average wage levels that are substantially higher than the minimum requirements may receive a greater incentive award at the discretion of the City/CRA Board.
- Be a business in the targeted industry cluster listing for the City of Winter Park:
    - Arts and Culture
    - Creative Services
    - Financial & Professional

- Health Care
- Knowledge Creation
- Real Estate Development
  or
- Corporate Headquarters (USA)

- Applicant must commit to maintain any jobs created in the City for a period of 5-10 years. Ten years is preferred but may be reduced at the sole discretion of the City/CRA Board.
- Agree to utilize City utilities (Water, Sewer, Electric) where applicable.
- Demonstrate that the business is, and will remain, economically sound over the course of the agreement by submitting financial statements and tax returns as requested.
- Be willing to submit employee information including number of employees, salaries, total payroll, and address information indicating how many jobs are currently held by residents of the City. (Individual employee information will not be disclosed.)
- All licenses must be up to date and all property taxes must be current, with no debts in arrears to the City when a contract is signed.
- If leasing space, the Applicant must provide an extended or new lease with a property owner to be signed once a contract for the TIE Program has been executed with the City/CRA. The lease must meet the minimum term requirements as determined by the City/CRA.
- Indicate that the Program is a major factor in its determination to locate/expand in the City.

**COMMITMENT OF FUNDS:**

Funds are awarded for every job created by a company where the average annual wage meets or exceeds the definition of a high-wage. High-wage jobs are defined as those paying at least 115% of the average Metropolitan Statistical Area annual wage. (View attached wage eligibility sheet.)

| Average Wage Rate Category | Incentive per Job |
|---|---|
| 115% of County Average Wage | $ 1,000 |
| 150% of County Average Wage | $ 1,250 |
| 200% of County Average Wage | $ 1,500 |

<u>Applicants applying for job creation/relocation assistance:</u>

A company with 50 jobs and an average wage at 150% of the County average would receive $62,500 (50 jobs X $1,250). This amount would be paid out based on the Applicant's stated need and final decision of the City/CRA. Payments would be based on continued adherence to the agreed upon wage level and number of jobs retained.

The maximum grant amount awarded may not exceed 200,000 for any one Applicant over the term of the agreement.

**TERM & DISBURSAL OF FUNDS:**

The term of the agreement will require the awarded Applicant to maintain any created or retained jobs for a period of 5-10 years. Payout of awarded funds will vary depending upon the needs of the Applicant and type of assistance requested. Prior to the disbursal of any funds the awarded Applicant must provide the City/CRA an executed lease agreement sufficient to meet the required term.

Applicants applying for job creation/relocation assistance:
Payout of program funds will vary depending upon the stated needs of the Applicant but will usually range from 2 – 5 years. Payment terms are more flexible and will be negotiated on a case-by-case basis to account for the varying situations that relocating businesses may encounter. Initial payment is made once the creation of the new jobs is confirmed and subsequent payments will be made annually.

*For example, a corporate headquarters wants to relocate 50 high-wage jobs to the City and qualifies for $50,000 in assistance. They require the funding upfront to assist with build-out and payment is agreed to be made in two equal annual installments. A commitment to remain in the City for 10 years is signed and once the company relocates to the City, the initial payment is made for $25,000 with the subsequent payment made on the anniversary of the initial payment.*

**REPORTING REQUIREMENTS:**
Prior to receiving an annual payment the Applicant must submit a report to the Director of Economic Development two months before the anniversary of the contract execution date. Applicant will provide updated figures for employee count, total payroll, and salary information. Once the Director has made a determination that the requirements of the contract have been met, payment will be issued to the Applicant. Any delays in providing the annual report will delay payment. If it is determined that an Applicant has not maintained the level of high-wage jobs outlined in the contract the City/CRA may reduce the grant amount accordingly. If employment levels fall below the minimum requirements of the Program the City/CRA may choose to terminate the contract.

**CONTRACTUAL AGREEMENT:**
All approved Applicants will execute an agreement with the City Commission or CRA Agency which stipulates the individual terms of the incentive awarded. Any mutually agreed upon contract may include provisions for repayment of City/CRA funds if Program Guidelines are not maintained.

**CHANGE IN OWNERSHIP, BANKRUPTCY, RELOCATION OF BUSINESS:**
*Change of Ownership*: If an Applicant's business changes ownership it will still be eligible for receipt of award funds if the contractual obligations continue to be met.

*Relocation of Business*: Any Applicant business relocating within the City of Winter Park will still be eligible to receive payments with the proof of a new lease covering the remaining term of the contract agreement. Any Applicant business moving outside of the City of Winter Park will no longer receive annual payments and will have to refund any awarded funds given to-date.

*Bankruptcy/Dissolution*: If an Applicant's business declares bankruptcy and is unable to meet the obligations of the contract or if the business is dissolved, no future payment will be made by the City/CRA.

**CONFIDENTIALITY:**
Financial statements and other information submitted to the City are not considered public records under FL Statute 288.075. However the City may use certain information retained for the purpose of issuing public reports, including the Applicant's name and business, contact info, description of need, number of full time equivalent jobs created, ratio of employees residing inside the City limits, the amount of any grant award, term of payment, and general wage information gathered for the purpose of determining eligibility.

**EXPANSION OF EXISTING BUSINESSES:**
Those businesses already located within the City that wish to expand may access the City's Qualified Target Industry (QTI) Program for assistance.

**ADDITIONAL PROGRAM ASSISTANCE:**
Participation in this Program would not preclude an Applicant from seeking additional assistance from the City/CRA if approved by the respective bodies.

**PROGRAM FUNDING:**
Nothing contained in this Program shall be construed to be a guarantee or entitlement to an economic incentive from the City of Winter Park, regardless of an Applicant's conformity to the Guidelines, financial condition of the City/CRA, or funding budgeted for economic incentives.

For more information on this and other City programs please visit www.cityofwinterpark.org and click on Departments, Economic Development/CRA.

**Table 1: Guideline Matrix**

| Guidelines | Job Creation |
|---|---|
| # of Jobs (FTE) | For relocation to the city, at least 50 new jobs |
| Average Annual Salary | High wage; minimum of 115% of County Average Wage |
| Targeted Industries | Arts & Culture; Creative Services; Financial and Professional; Health Care; Knowledge Creation; Real Estate Development; Corporate Headquarters |
| Term of Commitment to Remain in City | 5 - 10 years |
| Incentive Considered | $1,000 - $1,500 per job created; incentive varies based on level of average wage |
| Payout of Incentive Awarded | Varies; no more than 5 years |
| Maximum Incentive | No more than $200,000 total over 5 years |