

**AGREEMENT BETWEEN THE CITY OF FORT PIERCE AND
LINCOLN PARK MAIN STREET, INC.**

THIS AGREEMENT (“Agreement”) is made and entered into on this 12th day of May, 2025, by and between the CITY OF FORT PIERCE, FLORIDA, a municipal corporation, whose address is 100 N. U.S. Highway 1, Fort Pierce, Florida 34950 (“City”), and LINCOLN PARK MAIN STREET, INC., a Florida not-for-profit corporation, with its principal office located at 532 N. 13th Street, Fort Pierce, FL 34950 (“LP Main Street”) (collectively, “Parties”).

WITNESSETH:

WHEREAS, the City seeks to promote and facilitate revitalization of communities within its jurisdiction to enhance the overall prosperity, preservation-based economic development, and quality of life for its residents; and

WHEREAS, LP Main Street has expertise, resources, and a mission aligned with boosting prosperity and improving the well-being and livability for community members; and

WHEREAS, since LP Main Street has assisted the City to achieve its revitalization and economic development goals pursuant to Federal Community Development Block Grant Agreements; and

WHEREAS, LP Main Street is willing to continue to assist the City to achieve its revitalization and economic development goals pursuant to this Agreement;

WHEREAS, the City Commission approved \$50,000 in grants and aid to LP Main Street as part of its budget approval for Fiscal Year 2024-2025.

NOW THEREFORE, the Parties do hereby agree as follows:

1. **SCOPE OF SERVICES.** LP Main Street’s responsibility under this Agreement is to provide those Services and Deliverables supporting the City’s revitalization and economic development goals set forth in Exhibit A (“Services”).
2. **TERM.** The term of this Agreement shall be one (1) year beginning on October 1, 2024
3. **COMPENSATION.** The City agrees to compensate LP Main Street for services rendered pursuant to this Agreement in four installments as follows:

October 1, 2024 Payment 1 \$12,500
(or within thirty (30) days of Agreement approval, whichever is later)

March	1,	2025	Payment	2	\$12,500
(or within thirty (30) days of City Commission approval, whichever is later)					
June	1,	2025	Payment	3	\$12,500
(or within thirty (30) days of City Commission approval, whichever is later)					
September	1,	2025	Payment	4	\$12,500
(or within thirty (30) days of City Commission approval, whichever is later)					

The City’s obligation to pay LP Main Street under this Agreement does not arise if LP Main Street fails to satisfactorily perform those Services delineated in Exhibit A, fails to meet its Reporting and Accountability obligations set forth in Paragraph 4, or violates any terms of this Agreement.

The City shall deduct from any amount owed to LP Main Street under this Agreement all monies owed to the City or its affiliates under any other agreement or understanding if the amount owed by LP Main Street to the City or its affiliate has been outstanding for more than 30 days.

4. REPORTING AND ACCOUNTABILITY.

- a. Quarterly Written Reports: LP Main Street shall provide the City with quarterly reports on or before January 15, 2025; April 15, 2025; July 15, 2025; and September 15, 2025 according to the requirements of Exhibit A and on the forms provided in Exhibit B and Exhibit C. Time is of the essence, and the City’s obligation to pay LP Main Street any installment does not arise if LP Main Street fails to meet this obligation.
- b. Quarterly Presentations: LP Main Street shall provide the City with quarterly presentations on or before February 28, 2025; May 31, 2025; and August 31, 2025; that shall include at least the information contained in Exhibit B and Exhibit C. It shall be LP Main Street’s responsibility to coordinate these City Commission meeting dates with staff. Time is of the essence, and the City’s obligation to pay LP Main Street any installment does not arise if LP Main Street fails to meet this obligation.
- c. Financial Statements: LP Main Street shall submit financial statements quarterly with each quarterly report outlined in paragraph 4(a) above and within seven (7) days upon request of the City at any time, in the City’s sole discretion, for any reason. LP Main Street shall submit the Main Street Quarterly Revenue and Expense Reporting Form in the form provided in Exhibit C each quarter, as outlined above and herein. Time is of the essence, and the City’s obligation to pay LP Main Street any installment does not arise if LP Main Street fails to meet this obligation.
- d. Annual Reports: LP Main Street shall make an annual presentation to the City Commission on or before September 30, 2025, detailing its activities for the

preceding months, progress of the economic development activities, project updates, and any other relevant information. It shall be LP Main Street's responsibility to coordinate these City Commission meeting dates with staff. Time is of the essence, and the City's obligation to pay LP Main Street any installment does not arise if LP Main Street fails to meet this obligation.

5. **AUDIT.** LP Main Street agrees that the City or any of its duly authorized representatives shall, until the expiration of at least three years, or as otherwise applicable under law, to include Public Records Laws, after receipt of any Payment under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of LP Main Street involving transactions related to this Agreement. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved.
6. **NON-DISCRIMINATION.** LP Main Street covenants and agrees that it shall not discriminate against any employee or applicant for employment to be employed in the performance of the Agreement with respect to hiring, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race or color; or, except where based on a bona fide occupational qualification, because of religion, sex, condition of pregnancy, national origin, age, handicap, or marital status.
7. **TERMINATION.** This Agreement may be terminated by either party with sixty (60) days written notice if either party believes that the other party has failed to meet its obligations. Upon termination, the City shall have no further obligation to pay LP Main Street any additional money as contemplated in Paragraph 3 above.
8. **INDEPENDENT CONTRACTOR.** LP Main Street is and shall be an independent contractor and not an employee or agent of the City. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contract between the City and LP Main Street, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.
9. **INSURANCE REQUIREMENTS.** LP Main Street will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, and professional liability insurance.

Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit.

Limits of liability for general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability.

Limits of liability for professional liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence/claim and \$1,000,000.00 aggregate.

If the general liability insurance coverage and/or the professional liability insurance coverage is on a claims-made basis, LP Main Street will maintain coverage in force for a period of two (2) years following the termination of the contract at the limits specified in this paragraph.

LP Main Street is responsible for the payment of any deductibles or self-insured retentions.

City will be named as additional insured under LP Main Street's general liability insurance and automobile liability insurance policies.

10. **INDEMNIFICATION.** LP Main Street shall, to the maximum extent permitted by law, indemnify the City and its officials, officers, agents, and employees from and against any and all liability, claims, demands, penalties, court costs, judgments, damages, losses, (whether in contract or in tort, including personal injury, accidental death or property damage, and regardless, of whether the allegations are false, fraudulent or groundless), and costs (including reasonable attorney fees, litigation, arbitration, mediation, appeal expenses) to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of LP Main Street and persons employed by or utilized by LP Main Street in its performance of this Agreement.

LP Main Street's obligation to indemnify and hold harmless shall remain in effect and shall be binding upon LP Main Street whether such injury or damage shall accrue, or may be discovered, before or after termination of this Agreement.

LP Main Street's failure to comply with this section's provisions shall constitute a material breach upon which the City may immediately terminate or suspend this Agreement.

11. **E-VERIFY SYSTEM.** All requirements of Section 448.095, Florida Statutes, shall be complied with by LP Main Street

In accordance with, Section 448.095, Florida Statutes, LP Main Street shall register with and utilize the E-Verify System operated by the United States Department of Homeland Security to verify the employment eligibility of all new employees hired during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize the E-Verify System to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement. If LP Main Street enters into a contract with a subcontractor performing work or providing services on its behalf, LP

Main Street shall also require the subcontractor to provide an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

Information on registration for and use of the E-Verify System can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

LP Main Street shall, upon request, provide evidence of compliance with this provision to the City.

A contract terminated pursuant to Section 448.095 is not a breach of contract and may not be considered as such. If the City terminates this contract with a contractor, the contractor may not be awarded a public contract for at least 1 year after the date on which the contract was terminated. LP Main Street is liable for any additional costs incurred by the City as a result of the termination of this contract under Section 448.095, Florida Statutes.

12. **SOVEREIGN IMMUNITY.** Nothing contained in this Agreement shall be deemed or otherwise interpreted as waiving the City's sovereign immunity protections existing under the laws of the State of Florida or as increasing the limits of liability as set forth in Section 768.28, Florida Statutes.

13. **PUBLIC RECORDS.** LP Main Street shall abide by all public records laws, and specifically:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and

exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 772-467-3065, PUBLICRECORDS@CITYOFFORTPIERCE.COM, 100 N. US HIGHWAY 1, FORT PIERCE, FL 34950.

14. SUCCESSORS AND ASSIGNS, ASSIGNMENT. The City and LP Main Street each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract.

Neither the City nor LP Main Street shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other.

Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than the City and LP Main Street.

15. AMENDMENTS. Any amendments or modifications to this Agreement must be made in writing and signed by authorized representatives of both parties.

16. NOTIFICATION. All notices, requests, consents, and other communications required or permitted under this Agreement shall be in writing and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service or mailed certified mail (postage prepaid) return receipt requested, addressed to:

CITY:
City of Fort Pierce
City Manager's Office
100 North US Highway 1
Fort Pierce, FL 34950

WITH COPIES TO:
City Attorney's Office
100 North US Highway 1
Fort Pierce, FL 34950

LP Main Street:
Lincoln Park Main Street, Inc.
c/o Pamela Carithers
P.O. Box 3224
Fort Pierce, FL 34948

Either party may change the above-listed address at which it receives written notices by so notifying the other Party in writing. Each such notice shall be deemed delivered (a) on the date delivered if by personal delivery, (b) on the date upon which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not deliverable, as the case may be, if mailed.

17. **JURISDICTION; VENUE; AND WAIVER OF JURY TRIAL.** EACH OF THE PARTIES IRREVOCABLY AND UNCONDITIONALLY: (A) AGREES THAT ANY SUIT, ACTION, OR OTHER LEGAL PROCEEDING ARISING FROM OR RELATING TO THIS AGREEMENT SHALL BE BROUGHT IN THE STATE COURT SITUATED IN ST. LUCIE COUNTY, FLORIDA; AND (B) WAIVES ANY OBJECTION WHICH IT MAY HAVE TO THE LAYING OF VENUE OF ANY SUCH SUIT, ACTION, OR PROCEEDING IN ANY OF SUCH COURTS. EACH PARTY KNOWINGLY AND VOLUNTARILY WAIVES ALL RIGHTS TO A TRIAL BY JURY IN ALL LITIGATION RELATING TO OR ARISING FROM THIS AGREEMENT.
18. **SEVERABILITY.** If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.
19. **WAIVER.** No waiver by the City of any provision of this Agreement shall be deemed to be a waiver of any other provisions hereof or of any subsequent breach of the same, or any other, provision, or the enforcement thereof. City's consent to or approval of any act by LP Main Street requiring consent or approval shall not be deemed to render unnecessary the obtaining of City's consent to or approval of any subsequent act by LP Main Street requiring consent or approval, whether or not similar to the act so consented or approved.
20. **COMPLIANCE WITH LAWS.** LP Main Street, its employees, subcontractors or assigns, shall comply with all applicable federal, state, and local laws and regulations relating to the performance of this Agreement. The City undertakes no duty to ensure such compliance, but will attempt to advise LP Main Street, upon request, as to any such laws of which it has present knowledge.


Before beginning services under this Agreement, LP Main Street shall complete, execute and deliver the Affidavit Regarding the Use of Coercion for Labor or Services (Exhibit D) to the City. LPMS agrees to secure all permits required for all events, including Special Event permits, and agrees to comply with all permit conditions.

21. **ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding between the City and LP Main Street and supersedes all prior agreements, understandings, or negotiations, whether written or oral.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, as of the date first above written.

ATTEST:



Linda Cox, City Clerk

CITY OF FORT PIERCE:



Linda Hudson, Mayor

5/12/2025


Date:

APPROVED AS TO FORM AND CORRECTNESS:




Sara Hedges, City Attorney

WITNESSES:

By: 

Name: Brittany Meredith
Address: 100 N US Hwy 1 Fort Pierce
FL, 34950

By: 

Name: LISA CITTENS
Address: 100 N US HWY 1
FORT PIERCE, FL 34950

LINCOLN PARK MAIN STREET, INC



Pamela Carithers, Executive Director

5/12/2025

Date:

EXHIBIT A



**Lincoln Park Main Street, Inc. Program
Scope of Services and Deliverables**

During the Term of this Agreement, Lincoln Park Main Street, Inc. (“LPMS”) agrees to provide the services set forth in the table below by the deadlines listed below in support of the City’s revitalization and economic development goals for the Lincoln Park District. LPMS shall provide quarterly updates for all services and deliverables below on the forms provided in Exhibit B and Exhibit C.

Deliverables	
<p>1. Economic Vitality</p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> Strengthen the LPMS’s economic base by supporting existing businesses, attracting new businesses, and ensuring a diverse and thriving economic mix; and Achieve a 70% occupancy rate for commercial spaces 	
A. Business Development	Deadline to Complete
Attract new businesses to the District – LPMS will make contact with at least one new business and include its efforts and progress in quarterly reports.	September 30 of the current fiscal year.
Job creation/retention – LPMS will report on jobs created and/or retained within the Lincoln Park District quarterly.	September 30 of the current fiscal year.
LPMS will coordinate and host two Doing Business with the City Workshops.	<ul style="list-style-type: none"> March 31 of the current fiscal year. September of current fiscal year
LPMS will compile and publish a comprehensive business directory that provides detailed information about businesses within the Lincoln Park District and include its efforts and progress in quarterly reports.	June 30 of the current fiscal year.
B. Property Development	Deadline to Complete
LPMS will provide technical assistance to one property owner, developer, or business on the renovation and/or repurpose of its commercial space. LPMS will include its efforts and progress in quarterly reports.	September 30 of the current fiscal year.
LPMS will create and maintain a listing of vacant and occupied commercial properties within the Lincoln Park District with the interior and exterior building characteristics including square footage, building use, zoning, address, property type, current use, etc. to assist potential tenants or buyers in finding suitable options and include its efforts and progress in quarterly reports.	June 30, 2025 (publish)
LPMS will create and maintain a thorough database to capture and store detailed information about individuals interested in properties	June 30, 2025

enabling efficient connections with available vacant properties as they arise and include its efforts and progress in quarterly reports.	
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2. Design	
Goals:	
<ul style="list-style-type: none"> • Assist in improving the physical appearance of the Lincoln Park District by preserving historic architecture, enhancing public spaces, and partnering with the City to ensure a visually appealing environment • Develop a plan to effectively communicate and promote Fort Pierce Redevelopment Agency programs and initiatives, including grants, incentives (such as the impact fee moratorium), community meetings, surveys, technical assistance for grant applications, and participation in the Lincoln Park Master Plan and potential design standards • Encourage compliance with historic preservation guidelines • Encourage adherence to Architectural Design Standards 	
A. Physical Improvements	
LPMS will promote the Fort Pierce Redevelopment Agency Commercial Façade Grant Program to the Lincoln Park business community and, during application cycles, assist businesses with completing the application process. LPMS will include its efforts and progress in quarterly reports.	September 30, of the current fiscal year.
LPMS will provide and distribute information on the City’s Impact Fee Moratorium extension to builders/developers/real estate investors and the community on the process and timelines involved. LPMS will include its efforts in quarterly reports.	September 30, of the current fiscal year.
B. Historic Preservation	
Deadline to Complete	
LPMS will facilitate the research and prepare applications to submit to the State for the historic designation of at least one church in the Lincoln Park District. LPMS will include its efforts and progress in quarterly reports.	September 30, of the current fiscal year.
LPMS will coordinate with Fort Pierce Redevelopment Agency staff and the master plan consultant to provide input on future development and the formation of neighborhood identities for the Lincoln Park Master Plan. LPMS will include its efforts and progress in quarterly reports.	September 30, of the current fiscal year.
C. Architectural Standards	
Deadline to Complete	
Upon the City of Fort Pierce adoption of design standards, LPMS will maintain a copy on file to be shared with builders, developers, real estate investors, and the community. LPMS will interface with the City’s standards beginning July 1, 2025 with the grant from the Department of State, Division of Historical Resources for work on design standards in the Lincoln Park District. LPMS will include its efforts and progress in quarterly reports.	Immediately

<p>3. Promotion</p> <p><u>Goals:</u></p> <ul style="list-style-type: none"> Implement a marketing and community engagement plan that promotes the Lincoln Park District’s unique characteristics and rich history to shoppers, investors, and visitors through events, advertising, and branding to enhance its image and attract businesses. Implement ongoing creative programming that engages the Lincoln Park District businesses, residents, and visitors. 	
<p>A. Marketing and Events</p>	<p>Deadline to Complete</p>
<p>LPMS will plan, coordinate, promote, and host no fewer than 12 promotional and/or educational events with an average attendance of 50 participants each, to include:</p> <ul style="list-style-type: none"> Lincoln Park May Day Freedom Celebration, to include live music, vendors, and community-oriented activities, etc. (annual) Flaming Knight Motorcycle Club Toy Drive (annual) Christmas on Moore’s Creek Toy Give-A-Way and Health & Wellness Festival (annual) Community Engagement event to be defined (community education/ workshops (2x/year) community meetings, collaborative engagement) Jazz on Moore’s Creek, to include live music, vendors, and community-oriented activities, etc. (quarterly) Offer business assistance/education workshops with SBDC and other community partners. Doing Business with the City Workshops (2x/year). <p>LPMS will include its efforts and progress in quarterly reports</p>	<p>September 30, of the current fiscal year.</p>
<p>LPMS will reach 1,000 social media impressions of marketing campaigns via various social media and LPMS-powered website. LPMS will include its efforts and progress in quarterly reports.</p>	<p>September 30, of the current fiscal year.</p>
<p>B. Branding</p>	<p>Deadline to Complete</p>
<p>LPMS will conduct quarterly surveys with a minimum of 25 respondents (totaling 100 respondents annually), to assess brand recognition via in-person and online methods. LPMS will publish the results of its surveys. LPMS will include its efforts and progress in quarterly reports.</p>	<p>September 30, of the current fiscal year.</p>
<p>LPMS will publish the Lincoln Park Showcase Newsletter digitally. LPMS will include its efforts and progress in quarterly reports.</p>	<p>Monthly beginning October 1 of the current fiscal year.</p>
<p>LPMS will complete updates to LPMS website and publish online by March 2025. LPMS will increase website and social media traffic related to District information by 10%, annually. LPMS will include</p>	<p>March 2025 (website updates); September 30 of the current fiscal year (increase traffic by 10%.</p>

its efforts and progress in quarterly reports including metrics related to website visits and social media activity.	
C. Positive Image	Deadline to Complete
LPMS will collect testimonials from 12 or more visitors and 6 or more residents. LPMS will include its efforts and progress in quarterly reports.	September 30, of the current fiscal year.

4. Organization	
<u>Goals:</u>	
<ul style="list-style-type: none"> Develop a strong foundation for a sustainable revitalization effort that aligns with the City’s goals, including engaging stakeholders, forming partnerships, and fostering a collaborative environment 	
A. Partnerships	Deadline to Complete
Collaborate with partner organizations – LPMS will complete two joint projects with partner organizations. LPMS will include its efforts and progress in quarterly reports.	September 30, of the current fiscal year.
B. Volunteer Engagement	Deadline to Complete
LPMS will recruit and/or retain 25 volunteers annually. LPMS will include its efforts and progress in quarterly reports.	September 30 of the current fiscal year.
LPMS will attain 500 volunteer hours annually. LPMS will include its efforts and progress in quarterly reports.	September 30 of the current fiscal year.
The LPMS Executive Director will maintain active participation on two volunteer committees. LPMS will include its efforts and progress in quarterly reports.	September 30 of the current fiscal year.
C. Resource Management	Deadline to Complete
LPMS will spend no more than 40% of funds received from the City under this Agreement on salaries. LPMS will include its efforts and progress in quarterly reports.	For Each Quarterly Installment Payment. (see 5. Budget and Budget Report Form).
LPMS will explore sustainable funding sources beyond the program period and report on explored funding sources outside of the City of Fort Pierce designated funds to ensure the organization’s sustainability. LPMS will include its efforts and progress in quarterly reports.	September 30 of the current fiscal year (see 5. Budget and Budget Report Form).

5. Budget	
LPMS will include the following information in its quarterly financial reports and its quarterly presentations to the City Commission:	
(a) Budget Summary: LPMS will provide an overview of the total program funds received including a breakdown of the budget into major categories (e.g., personnel, supplies, equipment).	

- (b) Income Sources:** LPMS will specify other sources of income (if any) contributing to the program and highlight any matching funds or in-kind contributions.
- (c) Detailed Expenses:** LPMS will itemize expenses with specific amounts for each category. Include both direct costs (directly related to the program) and indirect costs (overhead).
- (d) Budget Justification:** LPMS will explain the rationale behind each expense.
- (e) Conclusion:** LPMS will summarize the financial performance. Mention any adjustments made during implementation



Lincoln Park Main Street, Inc. Program Reporting Form

To be completed by LPMS for each Report Period: Fiscal Year Ending, September 30, _____

Quarterly Reporting Period	Quarterly Report Due	City Commission Presentations
_____ Q1 – Reporting Period: Oct. 1-Dec. 31	_____ Q1 – Report due Jan. 15	_____ Q1 – Feb. 2025 Quarterly Report
_____ Q2 – Reporting Period: Jan. 1-Mar. 31	_____ Q2 – Report due April 15	_____ Q2 – May 2025 Quarterly Report
_____ Q3 – Reporting Period: April 1-June 30	_____ Q3 – Report due July 15	_____ Q3 – Aug. 2025 Quarterly Report
_____ Q4 — Reporting Period: July 31-Sept. 30	_____ Q4 – Report due Oct. 15	_____ Q4 – Oct. 2025 Quarterly Report

Deliverables

1. Economic Vitality: This point aims to strengthen the district’s economic base by supporting existing businesses, attracting new businesses, and ensuring a diverse and thriving economic mix.

A. Business Development

1. Attract new businesses to the Lincoln Park District – LPMS will make contact with at least one new business and include its efforts and progress in quarterly reports. **LPMS will include its efforts and progress in quarterly reports.**

Status:

2. Job creation/retention – LPMS will report on jobs created and/or retained within the Lincoln Park District quarterly **LPMS will include its efforts and progress in quarterly reports.**

Status:

3. LPMS will coordinate and host two Doing Business with the City Workshops **LPMS will include its efforts and progress in quarterly reports.**

<u>Status:</u>
4. LPMS will compile and publish a comprehensive business directory that provides detailed information about businesses within the Lincoln Park District. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>

B. Property Development
1. LPMS will provide technical assistance to one property owner, developer, or business on the renovation and/or repurpose of its commercial space. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>
2. LPMS will create and maintain a listing of vacant and occupied commercial properties within the Lincoln Park District with the interior and exterior building characteristics including square footage, building use, zoning, address, property type, current use, etc. to assist potential tenants or buyers in finding suitable options. LPMS will publish listing by June 30, 2025. LPMS will include its efforts and progress in quarterly reports, thereafter.
<u>Status:</u>
3. LPMS will create and maintain a thorough database to capture and store detailed information about individuals interested in properties enabling efficient connections with available vacant properties as they arise. LPMS will complete by June 30, 2025. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>

2. Design: This focuses on improving the physical appearance of the district by preserving historic architecture, enhancing public spaces, and partnering with the City to ensure a visually appealing environment.

A. Physical Improvements

1. LPMS will promote the Fort Pierce Redevelopment Agency Commercial Façade Grant Program to the Lincoln Park business community and, during application cycles, assist businesses with completing the application process. **LPMS will include its efforts and progress in quarterly reports.**

Status:

2. LPMS will provide and distribute information on the City’s Impact Fee Moratorium extension to builders/developers/real estate investors and the community on the process and timelines involved. **LPMS will include its efforts in quarterly reports.**

Status:

B. Historic Preservation

3. LPMS will facilitate the research and prepare applications to submit to the State for the historic designation of at least one church in the Lincoln Park District. **LPMS will include its efforts and progress in quarterly reports.**

Status:

4. LPMS will coordinate with Fort Pierce Redevelopment Agency staff and the master plan consultant to provide input on future development and the formation of neighborhood identities for the Lincoln Park Master Plan. **LPMS will include its efforts and progress in quarterly reports.**

Status:

C. Architectural Standards

1. LPMS will maintain a copy of the adopted City of Fort Pierce design standards on file to be shared with builders, developers, real estate investors, and the community. LPMS will interface with the City’s standards beginning July 1, 2025, with a grant from the Department of

State, Division of Historical Resources for work on design standards in the Lincoln Park District **LPMS will include its efforts and progress in quarterly reports. Note: Design Standards have been adopted.**

Status:

3. Promotion: This involves marketing the district’s unique characteristics to shoppers, investors, and visitors through events, advertising, and branding to enhance its image and attract business.

A. Marketing and Events

1. LPMS will plan, coordinate, promote, and host no fewer than 12 promotional and/or educational events with an average attendance of 50 participants each, to include:

- Lincoln Park May Day Freedom Celebration, to include live music, vendors, and community-oriented activities, etc. (annual)
- Flaming Knight Motorcycle Club Toy Drive (annual)
- Christmas on Moore’s Creek Toy Give-A-Way and Health & Wellness Festival (annual)
- Community Engagement events to be defined (community education/ workshops (2x/year) community meetings, collaborative engagement).
- Jazz on Moore’s Creek, to include live music, vendors, and community-oriented activities, etc. (quarterly)
- Offer business assistance/education workshops with SBDC and other community partners.
- Doing Business with the City Workshops (2x/year).

LPMS will include its efforts and progress in quarterly reports

Status:

2. LPMS will reach 1,000 social media impressions of marketing campaigns via various social media and LPMS -powered website.**LPMS will include its efforts and progress in quarterly reports.**

Status:

B. Branding
1. LPMS will conduct quarterly surveys with a minimum of 25 respondents (totaling 100 respondents annually), to assess brand recognition via in-person and online methods. LPMS will publish the results of its surveys. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>
2. will publish the Lincoln Park Showcase Newsletter digitally on a monthly basis beginning October 1 of the current fiscal year LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>
3. LPMS will complete updates to LPMS website and publish online by March 2025. LPMS will increase website and social media traffic related to District information by 10%, annually. LPMS will include its efforts and progress in quarterly reports including metrics related to website visits and social media activity. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>
C. Positive Image
1. LPMS will collect testimonials from 12 or more visitors and 6 or more residents. LPMS will include its efforts and progress in quarterly reports.
<u>Status:</u>

4. Organization: This point emphasizes building a strong foundation for a sustainable revitalization effort, including engaging stakeholders, forming partnerships, and fostering a collaborative environment.

A. Partnerships

1. Collaborate with partner organizations – LPMS will complete two joint projects with partner organizations.**LPMS will include its efforts and progress in quarterly reports.**

Status:

B. Volunteer Engagement

1. LPMS will recruit and/or retain 25 volunteers annually. **LPMS will include its efforts and progress in quarterly reports.**

Status:

2. LPMS will attain 500 volunteer hours annually. **LPMS will include its efforts and progress in quarterly reports.**

Status:

3. The LPMS Executive Director will maintain active participation on two volunteer committees.**LPMS will include its efforts and progress in quarterly reports.**

Status:

C. Resource Management

1. LPMS will spend no more than 40% of funds received from the City under this Agreement on salaries. LPMS will include its efforts and progress in quarterly reports. (see 5. Budget and Budget Report Form)**LPMS will include its efforts and progress in quarterly reports.**

Status:

2. LPMS will explore sustainable funding sources beyond the program period and report on explored funding sources outside of the City of Fort Pierce designated funds to ensure the organization's sustainability. LPMS will include its efforts and progress in quarterly reports. (see 5. Budget and Budget Report Form). **LPMS will include its efforts and progress in quarterly reports.**

Status:

5. Budget: LPMS will include the following information in its quarterly financial reports and quarterly presentations to the City Commission **Also complete attached Exhibit C Revenue and Expense Reporting Form and submit.**

1. Budget Summary: LPMS will provide an overview of the total program funds received including a breakdown of the budget into major categories (e.g., personnel, supplies, equipment).
2. Income Sources: LPMS will specify other sources of income (if any) contributing to the program and highlight any matching funds or in-kind contributions.
3. Detailed Expenses with Budget Justification: LPMS will itemize expenses with specific amounts for each category. Include both direct costs (directly related to the program) and indirect costs (overhead). LPMS will explain the rationale behind each expense.
4. Conclusion: LPMS will summarize the financial performance. Mention any adjustments made during implementation.

EXHIBIT C

Main Street Quarterly Revenue and Expense Reporting Form

Fiscal Year ending September 30, _____

Organization Name:

Quarter ended: _____

Revenue Section

Revenue Source	Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Year-to-Date Total
Grants					
Donations					
Fundraising Events					
Membership Fees					
Program Service Revenue					
Other Income (specify)					
Total Revenue					

Expense Section

Expense Category	Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Year-to-Date Total
Salaries and Wages					

Rent/Utilities					
Office Supplies					
Program Expenses					
Marketing/Outreach					
Training					
Travel					
Professional Services					
Other Expenses (specify)					
Total Expenses					

Summary

Expense Category	Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Year-to-Date Total
Total Revenue					
Total Expenses					
Net Surplus/Deficit					

Exhibit D

CITY OF FORT PIERCE

Affidavit Regarding the Use of Coercion for Labor or Services

Vendor Name: Lincoln Park Main Street, INC.

Authorized Representative's Name and Title: Pamela E. Carithers, Executive Director

Address: P.O. Box 3

City: Fort Pierce State: FL Zip Code: 34948

Phone Number: 407-257-1678 Email Address: lincolnparkmainstreet@lve.com

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. As the person authorized to sign on behalf of Vendor, I certify that the company identified does not:

1. Use or threaten to use physical force against any person;
2. Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
4. Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Cause or threaten to cause financial harm to any person;
6. Entice or lure any person by fraud or deceit; or
7. Provide a controlled substance as outlined in Schedule I or Schedule II of section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: [Signature] Authorized Signature Pamela E. Carithers Printed Name and Title 5/9/2025 Date

STATE OF FLORIDA
COUNTY OF St. Lucie

Sworn (or affirmed) and subscribed before me by means of physical presence or online notarization this 9th day of MAY, 2025 by Pamela E. Carithers, who is personally known or produced identification (ID produced: DL).

Notary Public Signature: [Signature] (Seal)

Print Name: Solomon Lee My Commission Expires

