

# **WORKSHOP**

**Consideration of Leon County Funding Participation  
in Support of the Comprehensive Emergency  
Services Center to Support the Homeless**

**Tuesday, December 10, 2013**

**12:00 – 1:30 p.m.**

**Leon County Board of County Commissioners' Chambers  
Leon County Courthouse, 5<sup>th</sup> Floor**

**Leon County  
Board of County Commissioners**

**Notes for Workshop**

# Leon County Board of County Commissioners

## Cover Sheet for Workshop

December 10, 2013

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator 

**Title:** Consideration of Leon County Funding Participation in Support of the Comprehensive Emergency Services Center to Support the Homeless

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	N/A
<b>Lead Staff/ Project Team:</b>	Alan Rosenzweig, Deputy County Administrator

**Fiscal Impact:**

This item may have a fiscal impact to the County pending Board direction.

**Staff Recommendation:**

Board direction.

## **Report and Discussion**

### **Background:**

At the November 19, 2013, the County Administrator sought Board direction in addressing a funding request for County participation in funding support for a proposed new Comprehensive Emergency Services Center to serve the homeless population. The Board directed a workshop be conducted to initially consider this request prior to the issue being placed on a regular Board agenda.

### **Analysis:**

The Tallahassee Leon Shelter Inc. was established in 1988 to provide emergency shelter for the homeless. In 1994, the Shelter acquired the property at 480 West Tennessee Street for their operations. Since that time, the Shelter has acquired several adjacent properties for their programs. In 2012, the Nueva Esperanza LLC facilitated the construction of the Renaissance Community Center (RCC) adjacent to the existing Shelter. The RCC provides counseling and support services that help homeless and low-income people move out of homelessness and into permanent housing; the RCC utilizes over 30 partnering agencies to provide these services.

In early 2013, there were reports of alleged abuse at the Shelter. These reports lead to the establishment of a working group to evaluate the Shelter operations. As part of the work group, the United Way commissioned a team from the University of Central Florida Institute for Social and Behavioral Sciences to evaluate the Shelter's operations and make recommendations. One of the recommendations generated from the review was that the Shelter should "identify an alternative site and begin planning for construction of a new facility for the Shelter."

Working with the City of Tallahassee, the Shelter and the RCC identified a City held parcel on West Pensacola Street as a potential relocation site. Several community meetings have been held to solicit input from homeless providers and adjacent property owners on the proposed location.

To facilitate the move, the existing properties owned by the RCC and the Shelter would need to be purchased. On September 16, 2013, the Community Redevelopment Agency (CRA) Board directed CRA staff to begin negotiations with the Shelter and the RCC on the acquisition of their properties. On November 25, 2013, the CRA Board approved the acquisition of the properties. As part of the transaction, the CRA will allow the Shelter and RCC to lease back (at a nominal annual amount of \$10) the properties while the new facility is being constructed (Attachment #1).

The Shelter and RCC staffs have developed preliminary plans for a new Comprehensive Emergency Services Center (Attachment #2) to the West Pensacola site. The plans call for the construction of an approximately 36,000 square foot facility, which will have separate dormitories to provide emergency shelter for single men and women. The new facility will be capable of serving up to 390 individuals at a time (24/7 365 days a year) with an estimated 40 organizations and agencies working together to assist people experiencing homelessness. The current Shelter facility accommodates about 240 people a night; however, the facilities are no longer adequate to meet the needs of the homeless population.

As reflected in Attachment #4, the Beatitude Foundation intends for the new facility to “be one of the most progressive and modern facility in the Southeast US.” One example of the partnership leveraging and progressive nature of the facility relates to healthcare. As explained in their letter, the Beatitude Foundation, Inc. is working with Tallahassee Memorial Hospital to provide daily on-site health, wellness, and medical services in addition to infirmary beds for homeless individuals in recovery from illness or medical procedures.

As part of the development of the new facility, the RCC and the Shelter worked closely with the HOPE Community (operated by the Big Bend Homeless Coalition), located adjacent to the new Comprehensive Emergency Services. As part of the overall efforts to eliminate redundancy and maximize the limited resources which support the continuum of care for the homeless population, HOPE community will be closing down their single men transitional housing program (Attachment #3). As part of the transition, HOPE community will become solely focused on providing emergency and transitional housing for families with children; and a transitional housing for single women. Included in Attachment #3, is a draft memorandum of understanding between the Big Bend Homeless Coalition, the Shelter, and the RCC. As reflected in the attachment, the Executive Director of the Big Bend Homeless Coalition, Inc. states “We are enthusiastic about the changes that are occurring and look forward to providing safe, decent, supportive housing for families with children.”

The Beatitude Foundation, Inc. has agreed to construct the new comprehensive center that will allow for the co-location of the Shelter and the RCC. The current estimated cost of the new facility is \$4.5 million. The Shelter and the RCC will ultimately enter into lease arrangements with the Beatitude Foundation. The terms of these leases are still being finalized.

The funding request is for \$500,000 each from the County, City and the United Way payable in equal installment over five years - \$100,000 per year per entity. (Note: The City is scheduled to discuss the issue at their December 11, 2013 meeting and the United Way has a Board of Director’s meeting scheduled for January to discuss.) As reflected in the Shelter, Beatitude Foundation, Inc., and RCC correspondences, the payments made from the County to the Shelter and the RCC will be dedicated to offset overhead expenses and rental “during these start-up years until more secure and permanent funding can be developed.” As reflected in Attachment #4, Rick Kearney, through the Beatitude Foundation, Inc., has stated, “Any shortfall between monies raised and actual expenses will be provided by the Beatitude Foundation, Inc., thus the risk of shutting down due to lack of funds is mitigated.”

The funding request is ineligible per the County’s Discretionary Funding Guidelines ordinance (Attachment #6). Section 2-604 (a) (1) states “Non-profits eligible for community human service partnership (CHSP) funding are not eligible for funding in any other county government funding category, except when requesting funding for an activity that is not CHSP eligible, such as capital improvements.” The request is to offset overhead expenses and rental payments, which are CHSP eligible expenditures.

If the Board wishes to consider the funding request further, then request the Beatitude Foundation, the Shelter, and the RCC to modify the funding request to come into compliance with the County ordinance.

As reflected in Attachment #7, the RCC, the Shelter, and the Beatitude Foundation are committed over the next five years to address the long term funding of the facility and their respective programs. There are a number of unknowns including the on-going state of the economy, the continued federal funding for homelessness programs and potential operational efficiencies through the new facility that could impact the overall cost and revenues. Hence, it is not known whether additional or on-going support will be requested from the County after the initial five-year commitment is completed.

**Options:**

1. Accept staff's report on the Comprehensive Emergency Services Center and take no further action.
2. Request the Beatitude Foundation, the Shelter, and the Renaissance Community Center to modify the funding request to come into compliance with the County's Discretionary Funding Guidelines Ordinance and agenda at a future Commission meeting.
3. Board direction.

**Recommendation:**

Board direction.

**Attachments:**

1. November 25, 2013 CRA Property Acquisition Agenda Item
2. Comprehensive Emergency Services Center preliminary plan
3. HOPE Community participation
4. RCC Funding Request
5. Shelter Memorandum
6. Discretionary Funding Guidelines
7. Additional information from Beatitude Foundation and the Shelter



### Agenda Item Details

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Meeting	Nov 25, 2013 - CRA Board Meeting
Category	4. Policy Formation & Direction
Subject	4.01 Approval of Purchase Agreement to Acquire The Tallahassee Leon Shelter Inc. and Nueva Esperanza, LLC Properties and Enter into One Year Lease Agreement -- Michael Parker, Economic and Community Development
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	1,950,000.00
Budget Source	The funds to purchase the properties will come from FY 2011, 2012 and 2013 Greater Frenchtown/Southside Land Acquisition, Development and Related (Projects Nos. 1100625, 1200625 and 1300603, respectively), which currently have a combined balance of \$2,084,947.
Recommended Action	Option 1 - Approve a Purchase Agreement with the Tallahassee Leon Shelter Inc. for the acquisition of 466-480 W. Tennessee St. and 431 W. Virginia St. for \$1,000,000 and Nueva Esperanza, LLC for the acquisition of 457, 465, and 447 W. Virginia St. for \$950,000 and for the payment of closing fees association with the acquisitions. Option 2 - Authorize staff to enter into a lease agreement with the Tallahassee Leon Shelter, Inc. and Nueva Esperanza, LLC. allowing the CRA to lease the properties back to both entities for one year at \$10 per year.

### Public Content

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For more information, please contact: Michael Parker, Economic and Community Development, 850-891-6457

### Statement of Issue

On September 16, 2013, the City of Tallahassee Community Redevelopment Agency (CRA) Board directed staff to begin negotiations with the Tallahassee Leon Shelter Inc. and Nueva Esperanza, LLC (the Renaissance Community Center) for the acquisition of their properties on the 400 Block of W. Virginia and W. Tennessee Street. The acquisition is part of an overall strategy to facilitate the relocation of the Shelter and Renaissance Community Center. The CRA commissioned an appraisal for the subject property. The Agency's appraisal set the value of the Tallahassee Leon Shelter Inc. holdings at \$820,000 and the Renaissance Community Center at \$583,000. The property owners also had appraisals prepared which set the value of the Tallahassee Leon Shelter Inc. holdings at \$1,350,000 and the Renaissance Community Center at \$1,061,000. Staff from the CRA and the City's Property Management Division met with representatives from the property owners and reviewed the appraisals and agreed upon a recommended acquisition amount of \$1,000,000 for the Tallahassee Leon Shelter Inc.'s holdings which represent three parcels (466-480 W. Tennessee St. and 431 W. Virginia St.) for a total of approximately 1.08 acres and \$950,000 for the Renaissance Community Center (owned by Nueva Esperanza, LLC) which represents three parcels (457, 465, and 447 W. Virginia St.) for a total of approximately .44 acres. The property owners plan to use a portion of the property sale proceeds to fund the construction of a new comprehensive facility. The proposed sale agreement will include a provision to allow the Tallahassee Leon Shelter and the Renaissance Community Center to lease their current facilities back from the Redevelopment Agency at a nominal rate for one year to allow the homeless providers to continue services while the comprehensive facility is being constructed.

***Recommended Action***

Option 1 - Approve a Purchase Agreement with the Tallahassee Leon Shelter Inc. for the acquisition of 466-480 W. Tennessee St. and 431 W. Virginia St. for \$1,000,000 and Nueva Esperanza, LLC for the acquisition of 457, 465, and 447 W. Virginia St. for \$950,000 and for the payment of closing fees associated with the acquisitions. This approval is conditioned upon the Tallahassee Leon Shelter, Inc. and the Nueva Esperanza, LLC entering into agreements with the City of Tallahassee, Leon County and the United Way of the Big Bend for the transfer/use of City-owned property and the balance of program funds needed to support the new facility, as outlined in this agenda item.

Option 2 - Authorize staff to enter into a lease agreement with the Tallahassee Leon Shelter, Inc. and Nueva Esperanza, LLC. allowing the CRA to lease the properties back to both entities for one year at \$10 per year.

***Fiscal Impact***

The funds to purchase the properties will come from FY 2011, 2012 and 2013 Greater Frenchtown/Southside Land Acquisition, Development and Related (Projects Nos. 1100625, 1200625 and 1300603, respectively), which currently have a combined balance of \$2,084,947.

**Supplemental Material/Issue Analysis*****History/Facts & Issues***

The Tallahassee Leon Shelter Inc. (Shelter) was established in 1988 to provide emergency shelter for the homeless. In 1994, with \$130,000 in financial assistance from the City, the Shelter acquired the property at 480 W. Tennessee St. for their operations. Since that time, the Shelter has acquired several adjacent properties for their programs. In 2012, the Nueva Esperanza, LLC facilitated the construction of the Renaissance Community Center. The Center provides counseling and support services for the homeless and low income persons.

In early 2013, there were reports of alleged abuse at the Shelter. These reports lead to the creation of a working group to evaluate the Shelter operations. The working group was composed of representatives from the Shelter, the Renaissance Community Center, the Big Bend Homeless Coalition, Leon County, the United Way of the Big Bend, and the City. The United Way commissioned a team from the University of Central Florida Institute for Social and Behavioral Science to evaluate the Shelter's operation and make recommendations. One of the recommendations, generated from that review, was that the Shelter should be relocated.

City staff has been working with the Shelter and Renaissance Community Center staff and identified a City held parcel on West Pensacola Street as a potential relocation site. Several community meetings have been held to solicit input for homeless providers and adjacent property owners on the proposed location. The City Commission will consider a request to provide the property for the Shelter relocation on December 11, 2013.

On September 16, 2013, the CRA Board was briefed on the discussions of the working group and the plan for relocating the Shelter. At that time, the Board directed CRA staff to begin negotiations with the Shelter and the Renaissance Community Center on the acquisition of their properties. For the relocation strategy to be successful, it will be necessary for the Shelter and the Renaissance Community Center to sell their current holdings so that the sale proceeds can be utilized to construct a replacement facility.

The Shelter owns three parcels for a total of 1.07 acres which includes three structures. Nueva Esperanza, LLC owns three parcels which includes the Renaissance Community Center and two vacant parcels (Attachment 1). The CRA commissioned an appraisal by Cureton-Johnson & Associates that placed the value of the Shelter holdings at \$820,000 and the Nueva Esperanza holdings at \$583,000 (Attachments 2 and 3). The Shelter and the Renaissance Community Center had appraisals prepared by the Ketcham Appraisal Group that set the value of their properties at \$1,350,000 and \$1,061,000 respectfully (Attachments 4 and 5).

The recommended acquisition amount for the Shelter holdings is \$1,000,000. This amount is approximately 22% above the

CRA's appraisal and 26% below the Shelter's appraisal. The recommended purchase amount recognizes the purchase price with some relocation expenses associated with moving the Shelter operation to a new location. The recommended purchase amount for the Nueva Esperanza holdings is \$950,000 which is approximately 63% above the CRA's appraisal and 10% below the Esperanza's appraisal. The CRA's appraisal was based on a market value approach, while the property owner's appraisal was based on the documented costs to build the improvements. As the Renaissance Community Center was recently constructed (2012), the CRA negotiating team agreed to recognize the construction costs as part of the value calculations.

The Shelter and Renaissance Community Center staffs have developed preliminary plans for a new comprehensive human services center. Those plans call for the construction of a 30,000 square-foot facility which would include separate dormitories to provide emergency shelter for single men and women. The Hope Community will provide space for emergency shelter for families. The new facility will also include a cafeteria, medical clinic and outdoor recreation area.

The estimated cost for construction of the new facility is \$4,500,000. The Renaissance Community Center has pledged to provide \$3,000,000 to the project using the proceeds from the sale of their property and private donations. They are also seeking a total of \$1,500,000 from the City, County and United Way to provide the balance of funding needed for the new facility.

The Shelter and Renaissance Community Center hope to begin construction of the new facility in early 2014. They are requesting that the Agency approve purchase agreements for the recommended amounts so the sale proceeds can be utilized for the new construction. They are also requesting that the Agency agree to lease back the facilities to the Shelter and the Renaissance Center for a period of one year so that they can continue to provide services while the new center is being constructed. They are proposing to pay \$10 per year for the lease payment so that all of their resources can be directed to the new center.

Staff recommends approval of the purchase of the Shelter and Renaissance Community properties (Option 1) and entering into one year lease with both entities following the sale at \$10 per year to allow them to continue to offer homeless services while the new service facility is under construction (Option 2).

### ***Charitable Contributions***

Not Applicable

### ***Options***

1. Approve a Purchase Agreement with the Tallahassee Leon Shelter Inc. for the acquisition of 466-480 W. Tennessee St. and 431 W. Virginia St. for \$1,000,000 and Nueva Esperanza, LLC for the acquisition of 457, 465, and 447 W. Virginia St. for \$950,000 and for the payment of closing fees associated with the acquisitions. This approval is conditioned upon the Tallahassee Leon Shelter, Inc. and the Nueva Esperanza, LLC entering into agreements with the City of Tallahassee, Leon County and the United Way of the Big Bend for the transfer/use of City-owned property and the balance of program funds needed to support the new facility, as outlined in this agenda item.
2. Authorize staff to enter into a lease agreement with the Tallahassee Leon Shelter, Inc. and Nueva Esperanza, LLC allowing the CRA to lease back the properties back to both entities for one year at \$10 per year.

Pros:

- Will allow for the relocation of the Shelter and the Renaissance Community Center and help alleviate the over concentration of human service providers in the Frenchtown community.
- Will provide resources which can be utilized to build a new comprehensive human service facility which will provide a higher level of services.
- The acquisition will provide the Agency with commercial properties which can be used to foster new investment and commercial development.

Cons:

- The acquisition will use a large portion of the Frenchtown/Southside District's funds that are available for property acquisition and development.
  - The current homeless programs offered by the Shelter and the Renaissance Community Center will continue to be provided in the Frenchtown community for another year.
3. Do not approve the proposed property acquisitions or the proposed one-year lease agreement.

Pros:

- Will not deplete the funds available for property acquisition and development leaving those funds for other CRA activities.

Cons:

- The current homeless programs operated by the Shelter and the Renaissance Community Center would not be relocated.
- Without the resources from the property sale the new comprehensive human services facility may not be constructed.
- The CRA would not be able to use the acquired properties to leverage new investment and redevelopment.

***Attachments/References***

1. Aerial of Shelter and Nueva Esperanza Properties
2. Shelter Appraisal Summary, Cureton-Johnson & Associates, LLC
3. Renaissance Community Center Appraisal Summary, Cureton-Johnson & Associates, LLC
4. Shelter Appraisal Summary, Ketcham Appraisal Group
5. Renaissance Community Center Appraisal Summary, Ketcham Appraisal Group

[Attach 1 - Aerial - The Shelter and Nueva Esperanza.pdf \(471 KB\)](#)

[Attach 2 - Shelter Appraisal Summary, Cureton-Johnson.pdf \(64 KB\)](#)

[Attach 3 - Renaissance Community Center Appraisal Summary, Cureton-Johnson.pdf \(60 KB\)](#)

[Attach 4 - Shelter Appraisal Summary, Ketcham Appraisal Group.pdf \(134 KB\)](#)

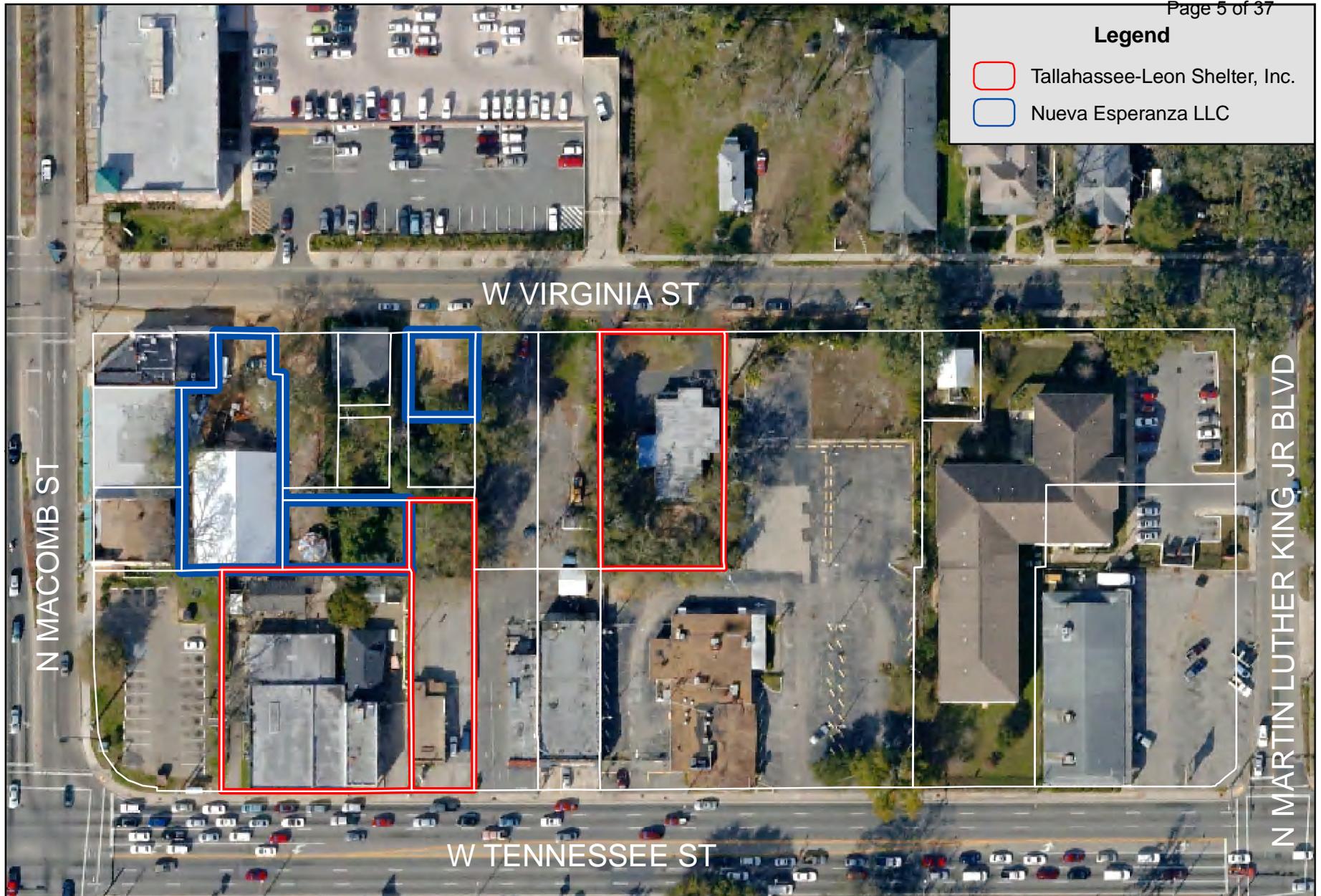
[Attach 5 - Renaissance Community Center Appraisal Summary, Ketcham Appraisal Group.pdf \(219 KB\)](#)

**Administrative Content**

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**Legend**

- Tallahassee-Leon Shelter, Inc.
- Nueva Esperanza LLC



The Shelter & Nueva  
Esperanza Properties



This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be constructed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Map Produced: November 20, 2013

**CURETON-JOHNSON &  
ASSOCIATES, LLC  
REAL ESTATE SERVICES**



***Residential and Commercial  
Real Estate Appraisal Services***

***Telephone: 850.386.3720***

***Fax: 850.385.7626***

**A Summary  
Appraisal Report**

**Of**

***A Mixed-Use Property  
(Tallahassee Leon Shelter Property)***

***Located At***

***466 & 468-480 W. Tennessee Street  
431 W. Virginia Street  
Tallahassee, Leon County, Florida***

**For**

***City of Tallahassee  
Property Management Division  
Attn: Mr. Robert Culverhouse  
300 South Adams Street  
Box A-15  
Tallahassee, FL 32301***

***Date of Value  
April 2, 2013***

***Date of Report  
April 5, 2013***

***Cureton-Johnson File #: 130160***

# CURETON- JOHNSON & ASSOCIATES, LLC

REAL ESTATE SERVICES

1358 Thomaswood Drive, Tallahassee, Florida 32308

Ph. 850-386-3720 Fax 850-385-7626

PAUL T. CURETON, CREA  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0001827

WAYNE R.(CHIP) JOHNSON, MAI  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002407

ANNE L. PATRONIS GRI  
STATE-CERTIFIED RES. APPRAISER  
NO. RZ0003157

MICHAEL K. (KEVIN) GAY  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002530

BEN ALLEN, SRPA, SRA  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002425

JASON HART  
REGISTERED TRAINEE APPRAISER  
NO. R10013273

BENJAMIN L. FAULK  
REGISTERED TRAINEE APPRAISER  
NO. R118603

CLINTON J. HARRIS  
REGISTERED TRAINEE APPRAISER  
NO. R118745

April 5, 2013

City of Tallahassee  
Property Management Division  
Attn: Mr. Robert Culverhouse, Representative  
300 South Adams Street, Box A-15  
Tallahassee, FL 32301

Re: A **Summary Appraisal Report** of a mixed-use property (used as homeless shelter facility), located at 466 & 468-470 West Tennessee Street and 431 West Virginia Street; Tallahassee, Leon County, Florida. This valuation represents the unencumbered fee simple estate for the property.

Dear Mr. Culverhouse:

At your request we have completed the appraisal of the aforementioned property located in Leon County, Florida. The property is more specifically described in the body of this report. The purpose of this appraisal is to estimate the market value of the fee simple interest in the subject property. Market value and fee simple interest are defined in the accompanying report.

It should be mentioned that this is a **Summary Appraisal Report**, which contains several specific assumptions that may impact the value reported. The assumptions made are set forth within the attached report along with the general assumptions and limiting conditions. By accepting our report, you agree to the assumptions and conditions as noted. We hope that you find the enclosed appraisal report clear, logical and adequately documented in the conclusions reached.

Based on the inspection of the subject property and the investigation and analysis undertaken, we have formed the opinion that, as of the date of value stated herein; and subject to the assumptions and limiting conditions set forth in this report, the subject property has a market value as follows:

MARKET VALUE CONCLUSION				
Appraisal Component	Interest Appraised	Marketing/ Exposure Period	Date of Value	Value Conclusion
466-480 W. Tennessee St.	Fee Simple	6-18 Months	April 2, 2013	\$620,000
431 W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$200,000

Should you have any questions, please contact us at your convenience. We appreciate having had the opportunity to be of service to you.

Respectfully submitted,

W.R. Chip Johnson, MAI  
State-Certified General Appraiser RZ2407

## PREFACE TO REPORT

**Preface:** We have been asked by our client, City of Tallahassee, to value the fee simple interest of mixed-use property (homeless shelter facility), 466 & 468-470 West Tennessee Street and 431 West Virginia Street; Tallahassee, Leon County, Florida. It should be noted, however, that this report is a Summary Appraisal as defined by the Uniform Standards of Professional Appraisal Practice.

This report represents an appraisal in a **Summary Appraisal Report** format which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Summary Appraisal Report. As such, it presents no discussion of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the clients and for the intended use stated below. The appraiser is not responsible for unauthorized use of this report.

Information contained in this report is felt to be accurate, however, the information extracted from public records is not guaranteed. All reasonable attempts to verify the information have been made.

*It should also be noted that due to the age of the improvements (over 50 years old) and due to the inherent subjectivity in estimating physical depreciation, we have elected to not use the Cost Approach to value. Disregard for this approach does not convey a misleading report, as this approach would typically be used in subordination to the other two applicable approaches to value (Direct Sales Comparison and Income Capitalization Approaches).*

*The Americans with Disabilities Act (ADA) became effective January 26, 1992. We have not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the act. If evidence relating to this issue is found, our final value conclusion may be impacted. Thus, we reserve the right to readdress our final value conclusion.*

*It should be noted that we were not provided a recent survey or title policy for the subject property and therefore assume that no adverse easements or encroachments exist. Moreover, we assume that the site size stated by the appraiser and stated per public records is correct. If found otherwise, this report may be subject to revision.*

**DATE OF VALUE:** April 2, 2013

**DATE OF OBSERVATION:** April 2, 2013

**DATE OF REPORT:** April 5, 2013

**PROPERTY TYPE:** Improved Mixed-Use Property (Currently Used as Homeless Shelter)

**PROPERTY LOCATION:** The subject property is comprised of two components. These properties are located: on the north side of West Tennessee Street, just east of the North Macomb Street intersection (west of MLK Boulevard) and on the south side of West Virginia Street, between North Macomb Street and MLK Boulevard. More generally, the property is located within the Frenchtown district of Tallahassee, approximately 3 blocks northwest of downtown Tallahassee (Capital of Florida).

**LEGAL DESCRIPTION:** East ½ of the East 1/3 of Lot 22 & the East 47 Feet of the South 50 Feet of Lot 21 Northwest Addition of Tallahassee; Leon County, FL.

Middle 1/3 of the West ½ of the East 1/3 of Lot 22 Northwest Addition of Tallahassee, Leon County, FL.

Center 1/3 of Lot 20 Northwest Addition of Tallahassee; Leon County, FL.

**APPRAISAL PURPOSE:** To estimate the market value of the fee simple interest of the subject property, as defined by the Office of the Controller of the Currency under 12 CFR, Part 34, Subpart C.

**INTENDED USE OF REPORT:** For the sole purposes of assisting the client for possible acquisition purposes.

**OWNER OF RECORD:** According to the Leon County Public Records, the subject property(s) is currently owned by:

*Tallahassee Leon Shelter, Inc.*  
*P.O. Box 4062*  
*Tallahassee, FL 32315*

**NEIGHBORHOOD:** The northern boundary for the subject neighborhood is Tharpe Street, the eastern boundary is Duval Street, the southern boundary is Tennessee Street, and the western boundary is High Road.

**TAX IDENTIFICATION NUMBER:** 21-36-50-020-5430 (15,606 SF, or 0.36 Acre +/-)  
 21-36-50-022-5505 ( 9,248 SF, or 0.21 Acre +/-)  
 21-36-50-022-5510 (22,263 SF, or 0.51 Acre +/-)

**LAND SIZE:**  
**West Tennessee Street Property:** 31,511 SF, or 0.72 Acre +/-  
**West Virginia Street Property:** 15,606 SF, or 0.36 Acre +/-

**LAND-USE CATEGORY:** *Central Core (Zoning & Future Land Use)*

**IMPROVEMENT DESCRIPTION:** Upon inspection, the subject property was found to be improved with a total of three buildings. One building is located on the West Virginia Street property and two buildings on the West Tennessee Street property. All of the building areas reported were found to be finished, and heated/cooled areas.

The main building is on the W. Tennessee Street property, and is represented as the actual rooming, dining and cooking areas for the homeless shelter. This building is actually three areas, adjoined and interconnected; and includes a small second floor area as well. The second building (at this site) is freestanding commercial/office building, located adjacent east. These buildings were built between 1958 and 1969 and are all in similar (average) condition.

The building on W. Virginia Street is represented as offices and storage areas for the shelter facility. This building was previously (up until 2010), used as a daycare facility. This building was totally renovated in 2009/2010 and is in above-average physical condition.

Ancillary site improvements include: extensive asphalt paving, chain-link fencing, wood decking and concrete patios, some signage, and some landscaping. In addition, the property includes various storage sheds (personal property) and a steel/metal pole-shed (open air) structure containing 800 SF +/-.

**BUILDING COMPONENTS:**

Building Area - Tenn St	Size (Sq. Ft.)	% Total Area
Main Shelter Facility-1st FL	9,229±	78.15%
Main Shelter Facility-2nd FL	1,188±	10.05%
Main Shelter Facility-Det Bldg	1,393±	11.80%
<b>Total Gross Building Area</b>	<b>11,810±</b>	<b>100.00%</b>
Pole Carport Structure	800±	N/A

Building Area - Virginia St	Size (Sq. Ft.)	% Total Area
Main Building Area	2,318±	100.00%
<b>Total Gross Building Area</b>	<b>2,318±</b>	<b>100.00%</b>
Canopy Area	375±	N/A

**HIGHEST & BEST USE:**

**As Though Vacant:** Neighborhood-Oriented Commercial Use  
**As Improved:** Neighborhood-Oriented Commercial Use

**INDICATED MARKET VALUE:**

**West Tennessee Street Property:** \$620,000  
**West Virginia Street Property:** \$200,000

We certify that, to the best of my knowledge and belief, . . .

- ▶ The statements of fact contained in this report are true and correct.
- ▶ The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, unbiased professional analyses, opinions and conclusions.
- ▶ We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
- ▶ Our compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report. Neither my engagement to make this appraisal (or any future appraisals for this client), nor any compensation therefore, are contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
- ▶ Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Uniform Standards of Professional Appraisal Practice.
- ▶ As of the date of this report, Wayne R. Johnson, MAI, has completed the requirements of the continuing education program required by the Florida Department of Business and Professional Regulation and for the Appraisal Institute.
- ▶ We have made a personal inspection of the property that is the subject of this report.
- ▶ The appraiser has provided a sketch in the appraisal report to show approximate dimensions of improvements and the sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
- ▶ No personal property, unless specifically indicated, has been included in our value conclusion. Only the real estate has been considered.
- ▶ No engineering survey was made or caused to be made by the appraisers, and any estimates of fill or other site work are based on visual observation. Therefore, accuracy is not guaranteed.
- ▶ No soil tests were made or caused to be made by the appraisers. Soil of the subject parcel appears to be firm and solid, typical of the area; and subsidence in the area is unknown or uncommon. The appraiser, however, cannot warrant against such condition or occurrence.
- ▶ The description and condition of physical improvements, if any, described in this valuation are based on visual observation. Since engineering tests were not conducted, no liability can be assumed for soundness of structural members.
- ▶ All value estimates are contingent on zoning regulations and land-use plans in effect as of the date of appraisal and based on information provided by governmental authorities and employees. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconforming use has been stated, defined and considered in the valuation.
- ▶ A concerted effort was made to verify each comparable sale noted in this report. Since many principals, however, reside out of the area, or entities for which no agent could be contacted within the allotted time for completion of this report, certain sales may not have been verified.

- ▶ No responsibility is assumed for legal matters concerning this report, nor is any opinion rendered concerning title, which is assumed to be good and merchantable. The property is assumed to be free and clear of all liens or encumbrances, unless specifically enumerated within this report.
- ▶ No one provided significant real property appraisal or appraisal consulting assistance to the person signing this certification.
- ▶ The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- ▶ No responsibility is assumed for the flood maps used in this report. These maps lack detail. Only licensed surveyor can determine the subject property's flood zone status with precise accuracy.
- ▶ It is assumed that the utilization of the land and improvements is within the boundaries of property lines of the property described and that there is no encroachment or trespass unless in the report.
- ▶ The value estimated in this report is base on the assumption that the property is not negatively affected by any hazardous substances or detrimental environmental conditions. The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection of, and inquiries about the subject property, did not develop any information that indicated any apparent, significant hazardous substances or detrimental environmental conditions which would affect the property negatively. It is possible that the test and inspections made by a qualified hazardous substance and environmental expert would reveal the existence of hazardous materials and environmental conditions on, or around, the property that would negatively affect its value.
- ▶ W.R. Chip Johnson, MAI, appraised the West Virginia Street component for The Shelter in April of 2010, but has not appraised the West Tennessee Street component within the past three yeas. Other than the aforementioned 2010 appraisal, Mr. Johnson has not appraised the subject property, or provided any real estate-affiliated consulting services within the past three years.

This is to certify that, upon the request for valuation by our client, we have personally inspected, collected and analyzed data concerning the subject property, and appraised the fee simple interest of the above captioned real property. In our opinion, the value of the subject property is as follows:

MARKET VALUE CONCLUSION				
Appraisal Component	Interest Appraised	Marketing/ Exposure Period	Date of Value	Value Conclusion
466-480 W. Tennessee St.	Fee Simple	6-18 Months	April 2, 2013	\$620,000
431 W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$200,000



\_\_\_\_\_  
 W.R. Chip Johnson, MAI  
 State-Certified General Appraiser RZ2407

**CURETON-JOHNSON &  
ASSOCIATES, LLC  
REAL ESTATE SERVICES**



***Residential and Commercial  
Real Estate Appraisal Services***

***Telephone: 850.386.3720***

***Fax: 850.385.7626***

**A Summary  
Appraisal Report**

**Of**

***An Office Property & Vacant Land  
(Nueva Esperanza Property)***

***Located At***

***457 West Virginia Street  
Tallahassee, Leon County, Florida***

**For**

***City of Tallahassee  
Property Management Division  
Attn: Mr. Robert Culverhouse  
300 South Adams Street  
Box A-15  
Tallahassee, FL 32301***

***Date of Value  
April 2, 2013***

***Date of Report  
April 5, 2013***

***Cureton-Johnson File #: 130160***

# CURETON- JOHNSON & ASSOCIATES, LLC

REAL ESTATE SERVICES

1358 Thomaswood Drive, Tallahassee, Florida 32308

Ph. 850-386-3720 Fax 850-385-7626

PAUL T. CURETON, CREA  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0001827

WAYNE R.(CHIP) JOHNSON, MAI  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002407

ANNE L. PATRONIS GRI  
STATE-CERTIFIED RES. APPRAISER  
NO. RZ0003151

MICHAEL K. (KEVIN) GAY  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002530

BEN ALLEN, SRPA, SRA  
STATE-CERTIFIED GENERAL APPRAISER  
NO. RZ0002425

JASON HART  
REGISTERED TRAINEE APPRAISER  
NO. R10013273

BENJAMIN L. FAULK  
REGISTERED TRAINEE APPRAISER  
NO. R118603

CLINTON J. HARRIS  
REGISTERED TRAINEE APPRAISER  
NO. R118745

April 5, 2013

City of Tallahassee  
Property Management Division  
Attn: Mr. Robert Culverhouse, Representative  
300 South Adams Street, Box A-15  
Tallahassee, FL 32301

Re: A **Summary Appraisal Report** of an office property (used as a community center facility), located at 457 West Virginia Street; Tallahassee, Leon County, Florida. This valuation represents the unencumbered fee simple estate for the property.

Dear Mr. Culverhouse:

At your request we have completed the appraisal of the aforementioned property located in Leon County, Florida. The property is more specifically described in the body of this report. The purpose of this appraisal is to estimate the market value of the fee simple interest in the subject property. Market value and fee simple interest are defined in the accompanying report.

It should be mentioned that this is a **Summary Appraisal Report**, which contains several specific assumptions that may impact the value reported. The assumptions made are set forth within the attached report along with the general assumptions and limiting conditions. By accepting our report, you agree to the assumptions and conditions as noted. We hope that you find the enclosed appraisal report clear, logical and adequately documented in the conclusions reached.

Based on the inspection of the subject property and the investigation and analysis undertaken, we have formed the opinion that, as of the date of value stated herein; and subject to the assumptions and limiting conditions set forth in this report, the subject property has a market value as follows:

MARKET VALUE CONCLUSION				
Appraisal Component	Interest Appraised	Marketing/ Exposure Period	Date of Value	Value Conclusion
457 W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$540,000
Surplus Land W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$43,000

Should you have any questions, please contact us at your convenience. We appreciate having had the opportunity to be of service to you.

Respectfully submitted,

W.R. Chip Johnson, MAI  
State-Certified General Appraiser RZ2407

## PREFACE TO REPORT

**Preface:** We have been asked by our client, City of Tallahassee, to value the fee simple interest of an office property and vacant surplus land (2 lots), located at 457 West Virginia Street; Tallahassee, Leon County, Florida. It should be noted, however, that this report is a Summary Appraisal as defined by the Uniform Standards of Professional Appraisal Practice.

This report represents an appraisal in a **Summary Appraisal Report** format which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Summary Appraisal Report. As such, it presents no discussion of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the clients and for the intended use stated below. The appraiser is not responsible for unauthorized use of this report.

Information contained in this report is felt to be accurate, however, the information extracted from public records is not guaranteed. All reasonable attempts to verify the information have been made.

*The Americans with Disabilities Act (ADA) became effective January 26, 1992. We have not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the act. If evidence relating to this issue is found, our final value conclusion may be impacted. Thus, we reserve the right to readdress our final value conclusion.*

*It should be noted that we were not provided a recent survey or title policy for the subject property and therefore assume that no adverse easements or encroachments exist. Moreover, we assume that the site size stated by the appraiser and stated per public records is correct. If found otherwise, this report may be subject to revision.*

**DATE OF VALUE:** April 2, 2013

**DATE OF OBSERVATION:** April 2, 2013

**DATE OF REPORT:** April 5, 2013

**PROPERTY TYPE:** Office Property & Surplus Land (2 Lots)

**PROPERTY LOCATION:** The subject property is comprised of two components. These properties are located both on and (just off of) West Virginia Street, just east of the North Macomb Street intersection (west of MLK Boulevard) and on the south side of West Virginia Street, between North Macomb Street and MLK Boulevard. More generally, the property is located within the Frenchtown district of Tallahassee, approximately 3 blocks northwest of downtown Tallahassee (Capital of Florida).

**LEGAL DESCRIPTION:** South 50 Feet of the West 90 Feet of the East ½ of Lot 21 of Northwest Addition of Tallahassee; Leon County, FL.

Part of Lot 21, Beginning at the Northeast Corner of Lot 21, Run 49 Feet, South 60 Feet, East 49 Feet and North 60 Feet of Lot 21 of Northwest Addition of Tallahassee, Leon County, FL.

South 130.3 Feet of the East ½ of the West ½ of Lot 21 (also West 68.75 Feet of the East ½ of the West ½ of the North 39.7 Feet of Lot 21); Northwest Addition of Tallahassee; Leon County, FL.

**APPRAISAL PURPOSE:** To estimate the market value of the fee simple interest of the subject property, as defined by the Office of the Controller of the Currency under 12 CFR, Part 34, Subpart C.

**INTENDED USE OF REPORT:** For the sole purposes of assisting the client for possible acquisition purposes.

**OWNER OF RECORD:** According to the Leon County Public Records, the subject property(s) is currently owned by:

*Nueva Esperanza LLC  
 2073 Summit Lake Drive, Suite 155  
 Tallahassee, FL 32317*

**NEIGHBORHOOD:** The northern boundary for the subject neighborhood is Tharpe Street, the eastern boundary is Duval Street, the southern boundary is Tennessee Street, and the western boundary is High Road.

**TAX IDENTIFICATION NUMBER:** 21-36-50-021-5440 ( 4,500 SF, or 0.10 Acre +/-)  
 21-36-50-021-5485 ( 2,940 SF, or 0.07 Acre +/-)  
 21-36-50-021-5490 (11,326 SF, or 0.26 Acre +/-)

**LAND SIZE:**  
 Improved Office Property: 11,326 SF, or 0.26 Acre +/-  
 Vacant Property (Lots): 4,500 SF, or 0.10 Acre +/-  
 2,940 SF, or 0.07 Acre +/-



We certify that, to the best of my knowledge and belief, . . .

- ▶ The statements of fact contained in this report are true and correct.
- ▶ The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, unbiased professional analyses, opinions and conclusions.
- ▶ We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
- ▶ Our compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report. Neither my engagement to make this appraisal (or any future appraisals for this client), nor any compensation therefore, are contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
- ▶ Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Uniform Standards of Professional Appraisal Practice.
- ▶ As of the date of this report, Wayne R. Johnson, MAI, has completed the requirements of the continuing education program required by the Florida Department of Business and Professional Regulation and for the Appraisal Institute.
- ▶ We have made a personal inspection of the property that is the subject of this report.
- ▶ The appraiser has provided a sketch in the appraisal report to show approximate dimensions of improvements and the sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
- ▶ No personal property, unless specifically indicated, has been included in our value conclusion. Only the real estate has been considered.
- ▶ No engineering survey was made or caused to be made by the appraisers, and any estimates of fill or other site work are based on visual observation. Therefore, accuracy is not guaranteed.
- ▶ No soil tests were made or caused to be made by the appraisers. Soil of the subject parcel appears to be firm and solid, typical of the area; and subsidence in the area is unknown or uncommon. The appraiser, however, cannot warrant against such condition or occurrence.
- ▶ The description and condition of physical improvements, if any, described in this valuation are based on visual observation. Since engineering tests were not conducted, no liability can be assumed for soundness of structural members.
- ▶ All value estimates are contingent on zoning regulations and land-use plans in effect as of the date of appraisal and based on information provided by governmental authorities and employees. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconforming use has been stated, defined and considered in the valuation.
- ▶ A concerted effort was made to verify each comparable sale noted in this report. Since many principals, however, reside out of the area, or entities for which no agent could be contacted within the allotted time for completion of this report, certain sales may not have been verified.

- ▶ No responsibility is assumed for legal matters concerning this report, nor is any opinion rendered concerning title, which is assumed to be good and merchantable. The property is assumed to be free and clear of all liens or encumbrances, unless specifically enumerated within this report. No one provided significant real property appraisal or appraisal consulting assistance to the person signing this certification.
- ▶ The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- ▶ No responsibility is assumed for the flood maps used in this report. These maps lack detail. Only licensed surveyor can determine the subject property's flood zone status with precise accuracy.
- ▶ It is assumed that the utilization of the land and improvements is within the boundaries of property lines of the property described and that there is no encroachment or trespass unless in the report.
- ▶ The value estimated in this report is base on the assumption that the property is not negatively affected by any hazardous substances or detrimental environmental conditions. The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection of, and inquiries about the subject property, did not develop any information that indicated any apparent, significant hazardous substances or detrimental environmental conditions which would affect the property negatively. It is possible that the test and inspections made by a qualified hazardous substance and environmental expert would reveal the existence of hazardous materials and environmental conditions on, or around, the property that would negatively affect its value.
- ▶ W.R. Chip Johnson, MAI, has not appraised the subject property, or provided any real estate-affiliated consulting services within the past three years.

This is to certify that, upon the request for valuation by our client, we have personally inspected, collected and analyzed data concerning the subject property, and appraised the fee simple interest of the above captioned real property. In our opinion, the value of the subject property is as follows:

MARKET VALUE CONCLUSION				
Appraisal Component	Interest Appraised	Marketing/ Exposure Period	Date of Value	Value Conclusion
457 W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$540,000
Surplus Land (Lots) W. Virginia St.	Fee Simple	6-18 Months	April 2, 2013	\$43,000



W.R. Chip Johnson, MAI  
 State-Certified General Appraiser RZ2407



**APPRAISAL  
OF  
THE TALLAHASSEE SHELTER  
LOCATED AT  
466, 480 WEST TENNESSEE STREET  
& 431 WEST VIRGINIA STREET  
TALLAHASSEE, FLORIDA**



**FOR  
MR. JACOB REITER  
ACTING EXECUTIVE DIRECTOR  
TALLAHASSEE LEON COUNTY SHELTER  
PO BOX 4049  
TALLAHASSEE, FL 32315-4049**

**KETCHAM APPRAISAL GROUP, INC.  
1203 THOMASVILLE ROAD  
TALLAHASSEE, FL 32303  
(850) 681-9400  
FAX (850) 222-0564**

**APPRAISAL**  
**[KAG FILE #CI213088]**

**OF**  
**THE TALLAHASSEE SHELTER**  
**LOCATED AT**  
**466, 480 WEST TENNESSEE STREET**  
**& 431 WEST VIRGINIA STREET**  
**TALLAHASSEE, FLORIDA**

**FOR**  
**MR. JACOB REITER**  
**ACTING EXECUTIVE DIRECTOR**  
**TALLAHASSEE LEON COUNTY SHELTER**  
**PO BOX 4049**  
**TALLAHASSEE, FL 32315-4049**

**BY**  
  
**CLAY B. KETCHAM, MAI, SRA**  
**FLORIDA, STATE-CERTIFIED**  
**GENERAL REAL ESTATE APPRAISER**  
**CERTIFICATE NUMBER RZ 226**  
  
**KETCHAM APPRAISAL GROUP, INC.**  
**1203 THOMASVILLE ROAD**  
**TALLAHASSEE, FLORIDA 32303**  
**PHONE: 850/681-9400**  
**CELL: 850/544-2275**  
**E-MAIL [cketcham@ketchamgroup.com](mailto:cketcham@ketchamgroup.com)**

**AS OF**  
**JULY 30, 2013**

**DATE OF REPORT**  
**AUGUST 21, 2013**



Clay B. Ketcham, MAI, SRA, CCIM  
State-Certified  
General Real Estate Appraiser  
RZ226  
(Florida)  
State Certified  
General Real Property  
Appraiser CG004509  
(Georgia)

**August 21, 2013**

**Mr. Jacob Reiter  
Acting Executive Director  
Tallahassee Leon Shelter, Inc.  
PO Box 4049  
Tallahassee, FL 32315-4049**

Eminent Domain

Expert Witness

Litigation Support

Damage Studies

Cure Analysis

Easements

Road Widening Projects

Inverse Condemnation

Bankruptcy

Estates

Divorce

Residential

Commercial

Office

Multi Family

Retail

**Re: Appraisal of 466, 480 W. Tennessee Street  
& 431 W. Virginia Street; Tallahassee FL  
(KAG #CI213088)**

**Dear Mr. Reiter:**

**It has been our pleasure to serve you through this appraisal assignment and we appreciate you considering us for this work. As per our agreement, we have prepared an appraisal of the above referenced property reported in a restricted use format, as set out by the Uniform Standards of Professional Appraisal Practice (USPAP). Attached to this letter is our report containing the results of our work.**

**Our analysis and report are contingent on specific and general assumptions and limiting conditions. Please refer to these sections of the report, to understand the conditions in which the analysis was made.**

**We believe you will find our report clear and logically documented in the conclusions reached. If you should have any questions, please let us know.**

**Respectfully submitted,**

*Ketcham Appraisal Group, Inc.*

**A Professional Real Estate Services Company**

**PROPERTY  
IDENTIFICATION**

The property is identified by utilizing Leon County Plat Maps, property appraiser's records, and other public sources. The property is identified by street address of 466, 480 W. Tennessee Street and 431 W. Virginia Street; Tallahassee, Florida.

**PURPOSE OF  
APPRAISAL**

The purpose of this appraisal is to estimate market value in fee simple ownership of a current date of value in the as is condition.

**TYPE OF VALUE**

The value stated in this report is market value as defined by The Dictionary of Real Estate Appraisal, 5<sup>th</sup> edition.

**REPORT OPTION**

This is a Restricted Use Report and may not be understood without additional information in the work file. (As per scope of work letter of agreement)

**PROPERTY RIGHTS  
APPRAISED**

The property rights appraised are in fee simple interest as defined by The Dictionary of Real Estate Appraisal, 5<sup>th</sup> edition.

**CLIENT**

Mr. Jacob Reiter  
PO Box 4049  
Tallahassee, FL 32315-4049

**INTENDED USE**

The intended use of this appraisal will be as one of the tools available for internal use as the board evaluates a decision regarding this real estate.

**INTENDED USERS**

The Tallahassee Leon Shelter, Inc. is the only intended user of this appraisal (see scope of work agreement, letter of engagement).

Due to various reporting requirements of other third party users of appraisal products and services, no other use of this report is authorized.

**A Restricted Use Report contains a significant use restriction that limits use of the report to you only, (see scope of work letter). This report may not be fully understood without access to our work file.**

**CURRENT USE  
OF REAL ESTATE**

**Shelter, for short term overnight sleep accommodations, counseling and administrative offices.**

**USE REFLECTED  
IN REPORT**

**The as is use stated above.**

**EFFECTIVE DATE  
OF APPRAISAL**

**July 30, 2013**

**DATE OF REPORT**

**August 21, 2013**

**SCOPE OF WORK**

**Scope of work is defined by the USPAP 2012-2013 Edition. As “The type and extent of research and analyses in an assignment.”<sup>1</sup>**

**For each appraisal, appraisal review, and appraisal consulting assignment, an appraiser must:**

- 1. Identify the problem to be solved;**
- 2. Determine and perform the scope of work necessary to develop credible assignment results; and**
- 3. Disclose the scope of work in the report.<sup>2</sup>**

**The problem to be solved was to estimate the market value of the property, as of a current date of value, for the real estate only, in its as is condition.**

**The property was viewed (interior/exterior) on the date of value. No survey, legal description, title policy, environmental assessment reports, or a**

<sup>1</sup>The 2012-2013 Edition of USPAP Standards, U-4. U-13 & 14..

<sup>2</sup>The 2012-2013 Edition of USPAP Standards, U-13

building systems report was available for the purpose of this appraisal. I assumed the property has no unseen defects and is in average condition.

The most applicable appraisal method is the direct sales comparison approach.

The income approach is not applicable because this type of real estate is an owner user property, not bought based on capitalized net operating income as a leased property.

The improvements are over 55 years old, based on public records. Normally a cost approach has greater applicability in newer improvements and in markets with active land sales activity. With a property like the subject, this approach would not add credibility to the value opinion and is not used because it would provide misleading results.

The required time frame for delivery may have resulted in limited confirmation of some data. Contact with parties to a transaction, buyers and sellers, broker, real estate managers, availability of confidential leases and financial data from the operation of real estate was attempted during the time period allocated. Because we have no control of the actions of others, the level of data confirmation may vary as a result of timing and other assignment conditions of the appraisal.

**Assignment conditions** that limit the scope of work, but still result in credible results within the context of intended use includes:

- **Extraordinary Assumption**  
I relied on public record information relating to size of the property and improvements. Should this information prove to be wrong, it may effect the value opinion.

No site or improvement conditions report was available and I did not readily observe any structural issues that would effect the

improvements. Without a condition report, survey or land use compliance certificate, I assume the 'as built' condition is a legally conforming use.

- **Hypothetical Conditions**  
**No Hypothetical Conditions**

The development of scope of work allows appraisers broad flexibility and responsibility to determine the appropriate level and detail of the work for an assignment based on the intended use and intended users.

I searched for sales data from January 2010 through 8/6/2013, the most recent cut off date. I analyzed over 10 sales for direct comparison to the subject on an overall basis. From this analysis, I applied the direct sales comparison approach.

This scope of work was created specifically for you, based on your intended use and the intended users needs related to the level of work needed.

#### **OWNERSHIP & THREE YEAR SALES HISTORY**

**Tallahassee Leon Shelter  
PO Box 4049  
Tallahassee, FL 32315-4049**

- The 431 W. Virginia Street property sold 4/2010 for \$200,000 or about \$86.96 per sq.ft. of gross building area. This was confirmed as an arm's-length transaction.**
- The Bill Hanson Property at 466 W. Tennessee Street was purchased in April 2012 for \$145,000 or \$109.85 per sq.ft. This was verified as a below market transaction, based on 50% value. After reviewing sales data, this transaction looks in line with other similar sales and looks like the price paid is in line with other sales.**

I believe that the transaction is arm's-length based on other sales data.

- The Shelter at 480 W. Tennessee Street has not sold within the last 3 years and is not currently listed for sale and no offers to purchase.

**HIGHEST AND BEST  
USE**

As improved with interim short term and long term redevelopment.

**FINAL CONCLUSION  
OF VALUE**

**466, 480 W. Tennessee Street "The Shelter":  
\$1,150,000**  
As Is Value  
Real Estate Only

**431 W. Virginia Street "Office":  
\$200,000**  
As Is Value  
Real Estate Only

See attached Assumptions and Limiting Conditions relating to this appraisal. The reader is cautioned that a Restricted Use appraisal cannot be fully understood without additional information retained in our work-file.

## CERTIFICATION

I certify that, to the best of our knowledge and belief.....

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- I have not performed services, as an appraiser, or in any other capacity regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- The reported analyses, opinions, and conclusions were developed, and this assignment was completed in conformity with the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute.
- My analyses, opinions, and conclusions were developed and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives (as in the matter of peer review or admissions).
- Clay Ketcham made an inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the persons signing this certification.
- As of the date of this report, Clay B. Ketcham, MAI has completed the continuing education program of the Appraisal Institute.

 \*

Clay B. Ketcham, MAI, SRA  
KETCHAM APPRAISAL GROUP, INC.  
State Certified General Real Estate Appraiser  
Certificate #RZ226

*\*Signed in Mr. Ketcham's absence to avoid delay in delivery by Heather Berg, who has electronically affixed his signature with his authority. Mr. Ketcham has been unable to review this final work product but will do so upon his return to the office and issue a certification signature at that time.*



**APPRAISAL REPORT  
OF  
RENAISSANCE CENTER  
LOCATED AT  
457, 465 & 447 W. VIRGINIA STREET  
TALLAHASSEE, FLORIDA**



**MR. CHUCK WHITE  
NUEVA ESPERANZA, LLC  
2073 SUMMIT LAKE DRIVE STE. 155  
TALLAHASSEE, FL 32317**

**KETCHAM APPRAISAL GROUP, INC.  
1203 THOMASVILLE ROAD  
TALLAHASSEE, FL 32303  
(850) 681-9400  
FAX (850) 222-0564**

**APPRAISAL REPORT**  
**[KAG FILE # CI213041]**

**OF**  
**A SPECIAL USE COMMUNITY CENTER**  
**LOCATED AT**  
**457, 465 & 447 W. VIRGINIA STREET**  
**TALLAHASSEE, FLORIDA**

**FOR**  
**MR. CHUCK WHITE**  
**NUEVA ESPERANZA, LLC**  
**2073 SUMMIT LAKE DRIVE STE. 155**  
**TALLAHASSEE, FL 32317**

**BY**

**CLAY B. KETCHAM, MAI, SRA, CCIM**  
**STATE-CERTIFIED GENERAL**  
**REAL ESTATE APPRAISER #RZ226**

**KETCHAM APPRAISAL GROUP, INC.**  
**REAL ESTATE APPRAISERS**  
**1203 THOMASVILLE ROAD**  
**TALLAHASSEE, FLORIDA 32303**  
**PHONE: 850/681-9400**  
**CELL: 850/544-2275**  
**E-MAIL [cketcham@ketchamgroup.com](mailto:cketcham@ketchamgroup.com)**

**AS OF**  
**MAY 3, 2013**

**DATE OF REPORT**  
**MAY 13, 2013**



Clay B. Ketcham, MAI, SRA, CCIM  
State-Certified  
General Real Estate Appraiser  
#RZ226  
(Florida)  
State Certified  
General Real Property  
Appraiser CG004509  
(Georgia)

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Eminent Domain

Expert Witness

Litigation Support

Damage Studies

Cure Analysis

Easements

Road Widening Projects

Inverse Condemnation

Bankruptcy

Estates

Divorce

Residential

Commercial

Office

Multi Family

Retail

**May 13, 2013**

**Mr. Chuck White  
Nueva Esperanza, LLC  
2073 Summit Lake Drive Ste. 155  
Tallahassee, FL 32317**

**Re: Summary Appraisal of a Special Use Community Center  
(Special Use Property)  
457, 465 & 447 W. Virginia Street;  
Tallahassee, Leon County, FL  
(KAG # CI213041)**

**Dear Mr. White:**

**It has been our pleasure to serve you through this appraisal assignment and we appreciate you considering us for this work.**

**As per our agreement, we have prepared an appraisal of the above referenced property reported in a Summary Format, as set out by the Uniform Standards of Professional Appraisal Practice (USPAP). Attached to this letter is our report containing the results of our work.**

**Our analysis and report are contingent on specific and general assumptions and limiting conditions. Please refer to these sections of the report, to understand the conditions in which the analysis was made.**

**We believe you will find our report clear and logically documented in the conclusions reached. If you should have any questions, please let us know.**

*Ketcham Appraisal Group, Inc.*  
**KETCHAM APPRAISAL GROUP, INC.  
A Professional Real Estate Services Company**

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## EXECUTIVE SUMMARY

**DATE OF VALUE:** May 3, 2013

**DATE OF REPORT:** May 13, 2013

**PROPERTY TYPE:** Special Use Community Center  
For homeless and those needing a coordination of special services including triage health services.

**LOCATION:** 457, 465 & 447 W. Virginia Street  
Tallahassee, Leon County, Florida

**PURPOSE OF APPRAISAL:** The purpose of this appraisal is to estimate market value in fee simple ownership of the special use property.

**REPORTING OPTION:** Summary Report Format

**CLIENT:** Mr. Chuck White  
Nueva Esperanza, LLC  
2073 Summit Lake Drive Ste. 155  
Tallahassee, FL 32317

**INTENDED USE OF APPRAISAL:** The intended use of this appraisal is for internal use of the Nueva Esperanza, LLC and management of the facility.

**INTENDED USERS OF APPRAISAL:** The intended users of this appraisal are the Nueva Esperanza, LLC and ownership/management of the facilities.

No other users were identified in our scope of work.

**SCOPE OF WORK:** The subject is a community facility that offers a variety of services to the homeless seeking community services, in order to achieve independent living status as well as provide healthcare facilities. This created, adaptive, construction/renovation of the interior, has resulted in a highly specified use property for a very narrow group of users.

The scope of work included estimating market value by the most applicable approach to value, the cost approach (special use).

**SITE DESCRIPTION:** The subject site is an irregular shaped tract as per public records. The site is part of  
Tax ID # 21-36-50-021-5490 0.26ac  
Tax ID #21-36-50-021-5440 .011 ac  
Tax ID #21-36-50-021-5485 0.07ac  
0.44 ac Total

**IMPROVEMENT DESCRIPTION:** The improvement is a specialty community center. The improvement was originally built in 1942 but rebuilt in 2012 with an effective age of new construction. The size of the improvement is based on plans provided by Dod Stone.

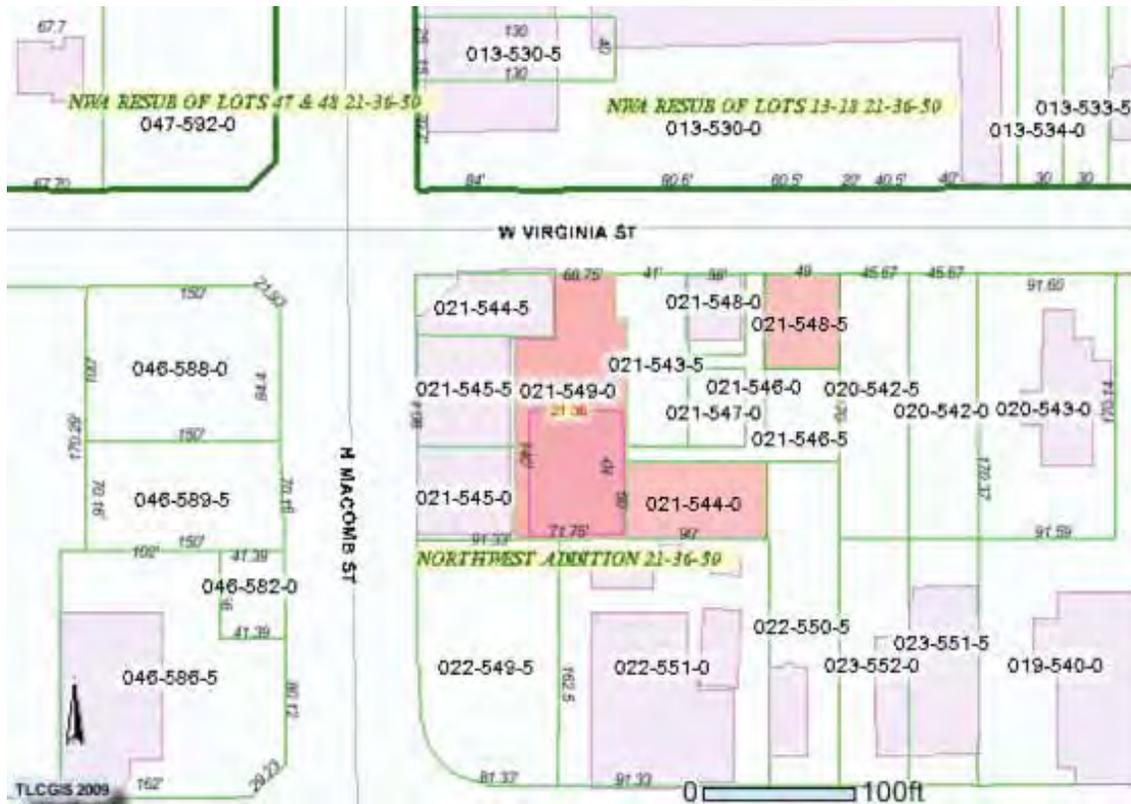
**LAND USE & ZONING:** Central Core, Downtown Overlay, Multi-Modal Transportation District

**HIGHEST & BEST USE:** As if Vacant: Speculative Holding Until Market Demand Returns  
As Improved: Special Use Community Center, As Developed

**OPINION OF MARKET VALUE:** \$1,061,000



LOCATION MAP

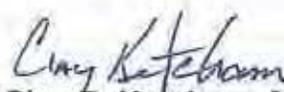


SITE MAP

## CERTIFICATION

I certify that, to the best of our knowledge and belief.....

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- I have not performed services, as an appraiser, or in any other capacity regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- The reported analyses, opinions, and conclusions were developed, and this assignment was completed in conformity with the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute.
- My analyses, opinions, and conclusions were developed and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives (as in the matter of peer review or admissions).
- Clay Ketcham made an inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the persons signing this certification.
- As of the date of this report, Clay B. Ketcham, MAI has completed the continuing education program of the Appraisal Institute.

  
Clay B. Ketcham, MAI, SRA  
KETCHAM APPRAISAL GROUP, INC.  
State Certified General Real Estate Appraiser  
Certificate #RZ226

The new Comprehensive Emergency Services Center, as envisioned by the private sector funding group, the Renaissance Community Center and the Shelter, will be the most modern, up-to-date facility, designed specifically for the population we expect to serve. The most current life safety designs and security systems, food service systems, medical integration into the overall design, and many other advanced features will be included in the completed facility. Non-duplication of services and facilities is an important characteristic of the design so as to create the best value for our community's investment.

The ability to serve a diverse population, many with special needs, with fluctuating census numbers requires flexibility in design. Based on the population counts over the past several years and an analysis of future needs, it has been estimated that the new facilities residential component, the Shelter, will serve approximately 180 men and 60 women during a typical evening, for a total of 240 average residents. In addition, there will be overflow capacity for an additional 100 men, 30 women, and 20 family members. The new facility will be capable of housing up to approximately 390 individuals.

The need to provide services, especially residential and food services, to a diverse population without requiring conditions other than behavior, has been the hallmark of the Shelter over the past twenty-five years. The ability to handle this mixed population requires great experience, respect and sensitivity to all visitors and their safety. The new Comprehensive Emergency Services Center design will allow for a secure, fire-wall type, separation of men and women within the overall facility.

Adjacent to the new Comprehensive Emergency Services Center is the Hope Community operated by the Big Bend Homeless Coalition. The Hope Community will work in conjunction with the Comprehensive Emergency Services Center to provide emergency residential services and case management to families and children on the Hope campus.

The operations contemplated to occur at the Renaissance Community Center's portions of the facility, the reception area, interview offices and medical clinic anticipate the mixing of men, women and children as currently happens at the existing RCC facility as well as elsewhere throughout our community. Special security protocol will address any children that enter the common facility while their families seek services. Consideration is being given to partnering with the Leon County Sheriff's Office to provide the equivalent of a School Resource Officer during business hours.

The property proposed for the new Comprehensive Emergency Services Center contains approximately 4 acres and is roughly square in shape. It is anticipated that the entire property will be fenced and, in some cases, cross-fenced, with limited access to all portions of the facility. This will allow for the development of separate recreational facilities for adult male and female residents. This site will be securely monitored with security provided by the Shelter and Renaissance Community Center.

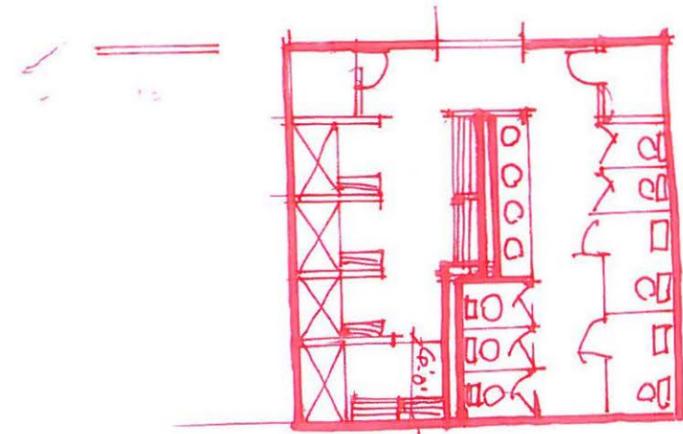
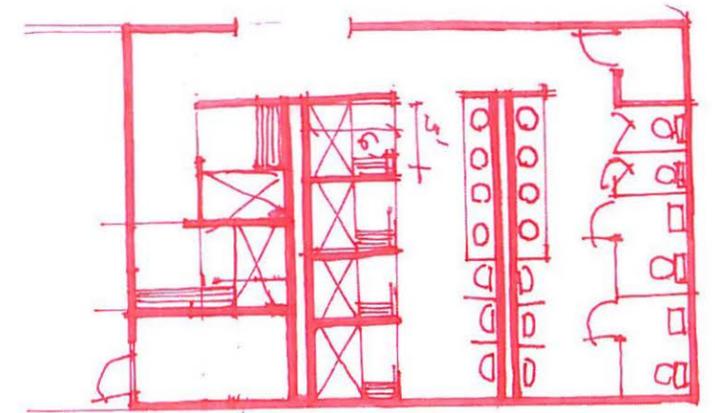
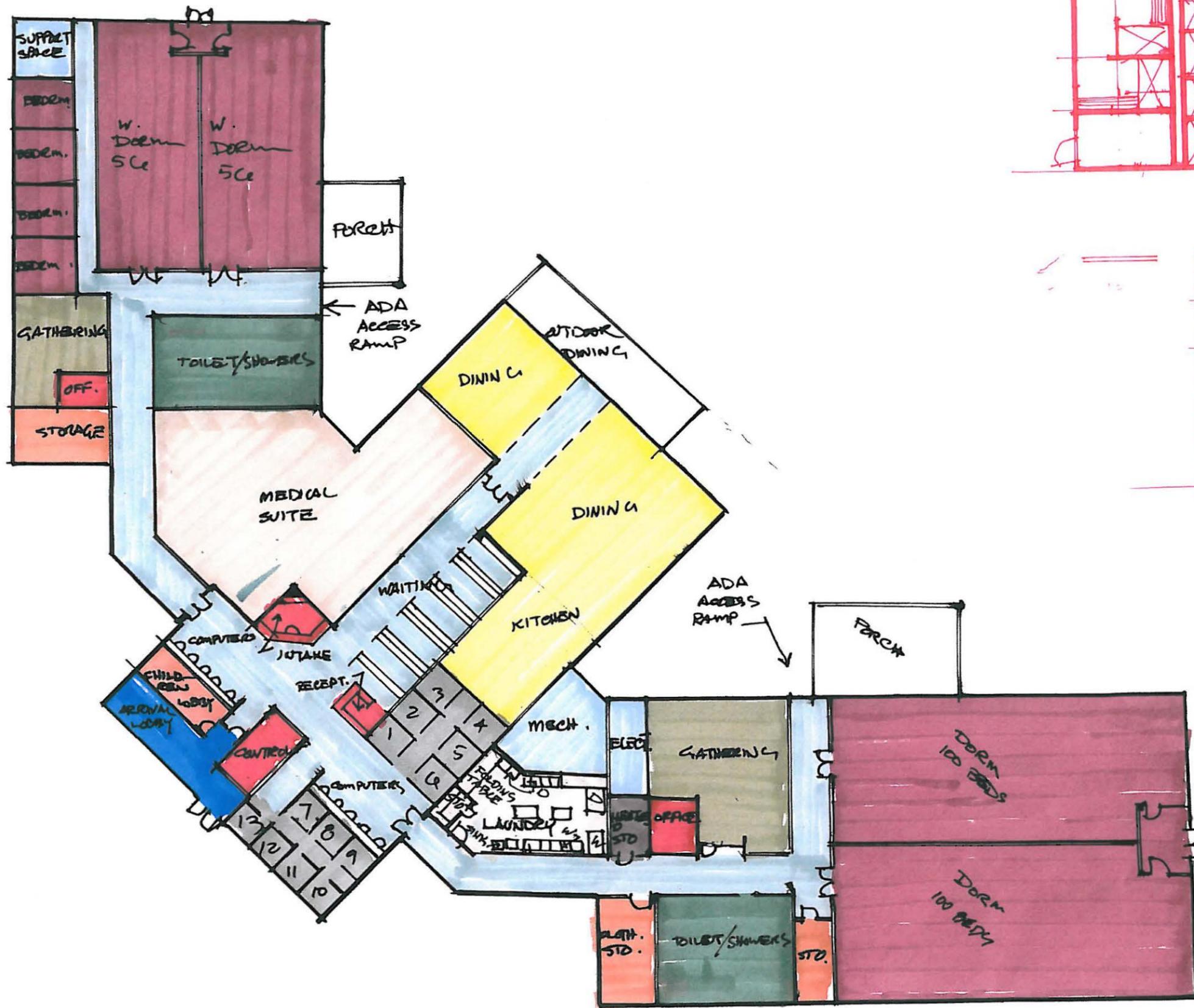
Interior designs contemplate the complete separation of men and women in separate wings of the single structure where residential services are provided. The full service cafeteria that the new Comprehensive Emergency Services Center anticipates can operate on a staggered schedule basis so as to allow the ability to completely separate populations during feeding times.

The new Comprehensive Emergency Services Center will utilize the most advanced design and engineering methods available to construct a 21<sup>st</sup> Century facility capable of meeting the challenge of housing our community's emergency homeless for many decades into the future. The operational cost of this facility will be as low as possible given the new materials and designs available today. As well, facility design can actually serve to bring down the cost of operations by well thought out planning that lowers the number of personnel necessary to operate the facility and programs.

Our community has much to be thankful for in Rick Kearney, Mainline Information Systems and The Beatitude Foundation, Inc. for providing the majority of the funding required to construct the new Comprehensive Emergency Services Center. The opportunity for our community to build and operate a specifically designed center is a very valuable one that will help our community help those who are experiencing homelessness get the help they need rapidly and get back on their feet at the earliest possible date. The new Comprehensive Emergency Services Center is completely consistent with and a fundamental part of our community's continuum of care. We hope our community will strongly support this endeavor.

Chuck White  
Renaissance Community Center  
850-212-3446

Jacob Reiter  
The Shelter  
305-904-7845



## Alan Rosenzweig - RE: Info Request

---

**From:** "Susan Pourciau" <spourciau@bigbendhc.org>  
**To:** "Alan Rosenzweig" <RosenzweigA@leoncountyfl.gov>  
**Date:** 11/21/2013 8:37 AM  
**Subject:** RE: Info Request  
**CC:** "Heather Mitchell" <Heather@uwbb.org>  
**Attachments:** MOU re CESC HOPE.docx

---

Dear Alan,

Happy to help. Attached is the MOU that the Homeless Coalition, RCC, and Shelter have agreed upon. The effects on HOPE Community are as follows:

- We are closing down our Single Men Transitional Housing Program. The dorm on our HOPE campus that is currently used for single men will be renovated to be appropriate safe emergency housing for families with children.
- We are renovating a dorm (see above) to provide emergency housing for families with children. To our knowledge, we will be the only emergency housing program for families with children in Leon County. The Shelter will no longer be serving families with children – they will serve single adult men and women.
- We will continue our Transitional Housing Programs for families with children and single women.
- The occupancy/capacity of HOPE Community will be essentially unchanged. Currently we house about 55 men in the men's dorm. In the future, we will have capacity for about 52 in the emergency family dorm. Families with children are defined as any adult(s) accompanying a child or children under 18 years of age.
- We are also adding some security features to our campus – additional lighting, external cameras, etc. – to allay concerns about safety of the families and children.

We are enthusiastic about the changes that are occurring and look forward to providing safe, decent, supportive emergency housing for families with children. Let me know if you have questions or need additional information.

*Susan*

Susan Pourciau  
Executive Director  
Big Bend Homeless Coalition, Inc.  
2729 West Pensacola Street  
Tallahassee, FL 32304  
850-205-6005 (office)  
850-274-9764 (cell)  
www.bigbendhc.org

Our mission is to end homelessness in the Big Bend through leadership, education, advocacy, and the provision of quality services.

---

**From:** Alan Rosenzweig [mailto:RosenzweigA@leoncountyfl.gov]  
**Sent:** Thursday, November 21, 2013 8:00 AM  
**To:** spourciau@bigbendhc.org  
**Cc:** Heather Mitchell  
**Subject:** Info Request

Susan,

I'm putting together a workshop packet for the Board of County Commissioners regarding the proposed new Comprehensive Emergency Services Center. I realize a lot of information has been shared over the past several months, but I want to make sure I accurately reflect what is planned. Will you please provide for me how Hope Community will be changing their services in conjunction with the new center? I've asked Chuck White to provide for me what the proposed relationship is going to be, but I want to make sure I get correctly the evolution of your facility/program as part of this overall process.

I apologize in advance for the short notice, but I am on a tight deadline as the assignment was given Tuesday evening. If at all possible please provide the info today or tomorrow.

thanks  
Alan

## MEMORANDUM OF UNDERSTANDING

### **Parties:**

The three parties to this Memorandum of Understanding (MOU) are the Tallahassee-Leon Shelter (Shelter), the Big Bend Homeless Coalition (Coalition), and the Renaissance Community Center (RCC). The partners entering the MOU have agreed to form a collaboration and so agree to the following articles and clauses:

### **Purpose and Scope:**

The purpose of this MOU is to outline the basic responsibilities of each of the three parties with regard to emergency housing and services located at the Comprehensive Emergency Services Center (operated by the Shelter and the RCC) and HOPE Community (operated by the Coalition), both located on West Pensacola Street in Tallahassee, Florida.

### **Goals:**

The shared goals of the parties are to help people move out of homelessness and into stable permanent housing as quickly as possible, and to provide high-quality services and support to those individuals and families as they work their way out of homelessness.

### **Background:**

The stakeholders involved in addressing homelessness in the area are engaged in an effort to promote collaboration and coordination among service providers, achieve excellence in housing and support services, reduce the numbers of people who are homeless in our community, and reduce the length of time people are homeless. A Comprehensive Emergency Services Center is being created to provide emergency housing with case management (operated by the Shelter) co-located with other supportive services in one facility (operated by the RCC). HOPE Community (operated by the Coalition) also has the capacity to provide emergency housing with case management, as well as transitional housing. This MOU will outline how the three parties will implement a coordinated emergency housing program.

### **Roles and Responsibilities of each Party:**

#### The Shelter will:

1. Provide safe temporary housing (i.e., emergency shelter) to single adult men and single adult women. The Shelter will not provide temporary housing to families with minor children or to unaccompanied homeless minor children or youth.
2. Refer all families with minor children to the Coalition's HOPE Community for temporary housing.
3. Refer all unaccompanied homeless minor children and youth to Capital City Youth Services (CCYS).
4. Refer adult women to the Coalition's HOPE Community for transitional housing as appropriate.
5. Refer all individuals who are fleeing domestic violence to the Refuge House.
6. Refer all individuals who are registered sex offenders to an appropriate alternative housing placement.

7. Assign a Shelter case manager and provide case management to each person who stays at the Shelter for seven (7) consecutive days or who has four (4) stays in shelter in the course of a year.
8. Refer clients to the RCC for needed supportive services not provided by Shelter case managers.
9. Provide adequate training and support to staff and volunteers to implement a trauma-informed care approach to temporary housing and case management, as well as other standards of best practices in the field.
10. Request written confidentiality waivers from clients with respect to the RCC and the Coalition, to enable improved coordination of services.
11. Participate in the local Homeless Management Information System (HMIS).
12. Participate in the Continuum of Care (CoC) coordinated intake and assessment system once developed.

The Coalition will:

1. Provide safe temporary housing (i.e., emergency shelter) to families with minor children on the HOPE Community campus. The Coalition will not provide temporary housing to single adult men, single adult women, or unaccompanied homeless minor children or youth.
2. Refer all single adult men and single adult women to the Shelter for temporary housing.
3. Refer all unaccompanied homeless minor children and youth to CCYS.
4. Refer all families who are fleeing domestic violence to Refuge House.
5. Refer all individuals who are registered sex offenders to an appropriate alternative housing placement.
6. Assign a HOPE Community case manager and provide case management to each person who stays at HOPE for seven (7) consecutive days or who has four (4) stays in shelter in the course of a year.
7. Refer clients to the RCC for needed supportive services not provided by HOPE case managers.
8. Provide adequate training and support to staff and volunteers to implement a trauma-informed care approach to temporary housing and case management, as well as other standards of best practices in the field.
9. Request written confidentiality waivers from clients with respect to the RCC and the Shelter, to enable improved coordination of services.
10. Participate in HMIS.
11. Participate in the CoC coordinated intake and assessment system once developed.

The RCC will:

1. Refer all single adult men and single adult women to the Shelter for temporary housing.
2. Refer all unaccompanied homeless minor children and youth to CCYS.
3. Refer all families with minor children to the Coalition's HOPE Community for temporary housing.
4. Refer all individuals who are fleeing domestic violence to the Refuge House.
5. Refer all individuals who are registered sex offenders to an appropriate alternative housing placement.

6. Provide safe access to supportive services beyond case management offered by the other partners.
7. Provide adequate training and support to staff and volunteers to implement a trauma-informed care approach to services, as well as other standards of best practices in the field.
8. Request written confidentiality waivers from clients with respect to the Shelter and the Coalition, to enable improved coordination of services.
9. Participate in HMIS.
10. Participate in the CoC coordinated intake and assessment system once developed.

**Communication and Information Sharing:**

Lead staff from each of the parties to this MOU will meet at least monthly to ensure good coordination and communication. Lead staff will work together to develop shared key program policies governing emergency housing and support services and develop protocols for referrals, sharing of information, and service coordination.

Client information will be shared, with client consent, between the three parties through HMIS and personally as necessary, to ensure coordination of services. Agency information, including occupancy, demographics, services provided, and program outcomes (e.g., households moved into stable housing), will also be shared in a timely manner among the three parties.

**Term of Agreement:**

The term of this MOU is three (3) years, beginning January 1, 2014 and ending December 31, 2016. The MOU is renewable.

**Termination, Assignments, Amendments:**

The MOU may be terminated with cause by any of the three parties with thirty (30) days written notice to all parties and following interparty discussions and/or mediation to resolve differences. The MOU may be assigned to another entity replacing, and assuming all the responsibilities of, any party. The MOU may be amended with consent of all parties to the MOU.

**Authorization:**

The signatories will abide by the terms to reach the objectives stated in the MOU, by striving to do their best.

The Tallahassee-Leon Shelter:

Signature	_____	_____
Name	Jacob Reiter	Deborah Holt
Title	Executive Director	Board President
Date	_____	_____

The Coalition:

Signature	_____	_____
Name	Susan Pourciau	Nan O’Kelley

Title            Executive Director  
Date            \_\_\_\_\_

Board President  
\_\_\_\_\_

The Renaissance Community Center:

Signature        \_\_\_\_\_  
Name            \_\_\_\_\_  
Title            \_\_\_\_\_  
Date            \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Renaissance Community Center  
And  
The Beatitude Foundation, Inc.  
1700 Summit Lake Drive  
Tallahassee, Florida 32317**

November 26, 2013

Mr. Vince Long  
County Administrator  
Leon County  
301 South Monroe Street  
Tallahassee, Florida 32301

RE: Comprehensive Emergency Services Center

Dear Vince,

Thank you for taking the time to meet with us last week to discuss the new proposed Comprehensive Emergency Services Center (CESC). As we discussed, Rick, through The Beatitude Foundation, Inc., has agreed to construct and manage the new comprehensive center that would allow for the co-location of the Renaissance Community Center (RCC) and The Tallahassee-Leon Shelter, Inc. (The Shelter) into one facility. The current estimated construction cost of the new facility is \$4.5M. The CESC is proposed to be located on West Pensacola Street adjacent to the Hope Community campus on Dupree Street.

In this new facility The Shelter will offer residential services to approximately 240 adult men and women on a regular basis but be capable of expanding residential services to up to 390 individuals (the Hope Community campus will eventually convert to emergency housing specifically for families with children).

In the same facility, the RCC will work with many organizations and agencies, some governmental, some non-profit, both faith based and secular who, together, will provide an array of services to individuals and families that are experiencing homelessness. This collaborative approach to assisting those who are homeless has been utilized at RCC since it opened nearly two years ago with unprecedented results, actually reducing homelessness in general, as well as the amount of time an individual remains homeless.

The CESC will operate on a 24/7/365 basis and will be one of the most progressive and modern facility in the Southeast US. Nearly 40 organizations and agencies will work together at the new CESC to help residents and visitors at the new CESC get rapidly rehoused or retain their existing housing.

We are currently working with Tallahassee Memorial Hospital (TMH) executives to add TMH as a key partner in the CESC, providing daily on-site health, wellness and medical service in addition to infirmary beds for homeless individuals in recovery from illness or medical procedures.

We need the County's help to make this new CESC a reality. We request that Leon County fund \$500K over a five year period (\$100,000. per year). This funding would be utilized by RCC and The Shelter to collectively offset overhead expenses, including rent, during these start up years until more secure and permanent funding can be developed. Any shortfall between monies raised and actual expenses will be provided by The Beatitude Foundation, Inc., thus the risk of shutting down due to lack of funds is mitigated.

We have asked the City of Tallahassee (COT) and United Way of the Big Bend (UWBB) to each make the same \$500,000 commitment over five years. This proposed dedicated funding would be in addition to the CHSP process.

The current schedule, if all goes well, is to break ground in January, 2014 with completion scheduled somewhere around December, 2014. Our community, and the homeless citizens we serve, needs this new Comprehensive Emergency Services Center as soon as possible. Thank you for your willingness to consider supporting this project.

Sincerely,

Rick Kearney  
The Beatitude Foundation, Inc.

Chuck White  
Renaissance Community Center

**Tallahassee-Leon Shelter  
480 West Tennessee St  
Tallahassee, Florida 32301**

Mr. Vince Long  
County Administrator  
Leon County  
301 South Monroe Street  
Tallahassee, Florida 32301

RE: Comprehensive Emergency Services Center

Dear Vince,

Our organization has been meeting with the United Way, Renaissance Community Center, The Beatitude Foundation Inc., City and County representatives as well as many other agencies and partners in the community extensively over the past several months to plan and organize the development of a Comprehensive Emergency Service Center.

The Shelter continues to provide emergency housing for record numbers — about 240 people per night, but our facility on Tennessee Street is no longer adequate to meet the needs of the homeless population. Our neighboring Renaissance Community Center (RCC) houses more than 30 partnering agencies to assist people during the day by providing services that help people move out of homelessness and into permanent housing. Upon completion of the new center, both The Shelter and the RCC will move our operations and work collaboratively in the new facility to address homelessness and get people rapidly rehoused. The facility will operate 24-hours a day, 365 days a year and will be capable of serving up to 390 individuals at a time. We expect that over 40 organizations and agencies will work together at the new Comprehensive Emergency Service Center to assist people experiencing homelessness in getting rapidly rehoused or retain their existing housing.

The Beatitude Foundation, Inc., has graciously agreed to construct the new comprehensive center that would allow for the co-location of The Shelter and Renaissance Community Center. The current estimate cost of the new facility is \$4.5M. This facility is proposed to be located on West Pensacola Street adjacent to the Hope Community campus on Dupree Street.

Our community needs the County's help to make this new Comprehensive Emergency Service Center a reality. The City of Tallahassee is working toward an agreement that would allow for them to provide funding in the amount of \$500K over a period of 5 years. We are also in discussions with the United Way of Big Bend to fund a similar \$500 K over five years. Our hope is that the County can commit funding an additional \$500K over a period of five years. This combined funding would be split equally between The Shelter and the RCC. This proposed dedicated funding would be in addition to the regular Community Human Services Partnership process we apply to annually.

If the City, County and UWBB agree with this proposal, the new CESC will become a reality.. The payments made by the County to both The Shelter and RCC will be dedicated to rental payments to The Beatitude Foundation, Inc. Our current schedule proposes that we break ground in January 2014 with completion of the project by December 2014. The new Comprehensive Emergency Service Center will fundamentally

change and improve the services necessary for helping and permanently housing the thousands of people who experience homelessness in our community each year.

Thank you for considering supporting this important project.

Sincerely,

Jacob Reiter  
Executive Director  
The Shelter  
850.224.9055

## ARTICLE XI. - DISCRETIONARY FUNDING GUIDELINES

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[Sec. 2-600. - Application of article.](#)

[Sec. 2-601. - Annual appropriation.](#)

[Sec. 2-602. - Definitions.](#)

[Sec. 2-603. - Application process.](#)

[Sec. 2-604. - Funding category guidelines.](#)

[Secs. 2-605—2-699. - Reserved.](#)

### Sec. 2-600. - Application of article.

This article shall govern the allocation of discretionary funds and provide the board a maximum amount of annual funding available in each of the following fund categories:

- (a) Community human services partnership fund;
- (b) Community human services partnership—Emergency fund;
- (c) Commissioner district budget fund;
- (d) Midyear fund;
- (e) Non-departmental fund; and
- (f) Youth sports teams fund.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-601. - Annual appropriation.

Funding for the purposes set forth in this article shall be subject to an annual appropriation by the board in accordance with this article.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-602. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Community human services partnership fund* shall mean funds eligible for allocation to social service programs.

*Community human services partnership—Emergency fund* shall mean funds eligible for allocation for one time funding to meet an emergency situation.

*Commissioner district budget fund* shall mean funds eligible for allocation to each commissioner for activities relating to his or her district or the county at large.

*Emergency situation* shall mean those exigent circumstances that would prohibit or severely impact the ability of a currently funded community human services partnership (CHSP) agency to provide services.

*Midyear fund* shall mean funds eligible for allocation for requests that occur outside of the regular budget process.

*Non-departmental fund* shall mean funds eligible for allocation for non-profit entities that are included, by direction of the board, as part of the regular adopted budget.

*Non-profit* shall mean an entity that has been designated as a 501(c)(3) eligible by the U.S. Internal Revenue Services and/or registered as a non-profit entity with the Florida Department of State.

*Youth sports teams fund* shall mean funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing their accomplishments.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-603. - Application process.

- (a) The county administrator or his designee is authorized to develop forms and procedures to be used by a non-profit, group or

individual when submitting a request for funding consistent with the provisions herein.

- (b) The county administrator or his designee shall establish a process for evaluating requests for funding made pursuant to this article.

(Ord. No. 06-34, § 1, 11-14-06)

### Sec. 2-604. - Funding category guidelines.

- (a) *Community human services partnership program fund.*
- (1) Non-profits eligible for community human service partnership (CHSP) funding are not eligible for funding in any other county government funding category, except when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
  - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services program.
- (b) *Community human services partnership program—Emergency fund.*
- (1) Non-profits that are funded through the CHSP process are eligible to apply for emergency, one time funding through the community human services partnership program—Emergency fund.
  - (2) Annually, as part of the budget process, the board shall confirm the allocation of funding set aside for the community human services partnership program—Emergency fund.
  - (3) These funds are available to any agency that is currently funded through the CHSP process.
  - (4) The request for emergency funding shall be made at a regular meeting of the board. If deemed appropriate, the request for emergency funding shall then go before a CHSP sub-committee consisting of members from the CHSP review boards of each of the partners (Leon County, the City of Tallahassee, and the United Way of the Big Bend). The sub-committee shall determine if the situation would qualify as an emergency situation and what amount of financial support would be appropriate. The CHSP shall then make a recommendation to the county administrator, who is authorized to approve the recommendation for funding.
  - (5) In the event the board does not meet in a timely manner, as it relates to an agency's request, the county administrator shall have the authority to appropriate expenditures from this account.
- (c) *Commissioner district budget fund.*
- (1) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the commissioner district budget fund.
  - (2) Expenditures shall only be authorized from this account for approved travel, and office expenses.
- (d) *Midyear fund.*
- (1) Non-profits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this article are eligible to apply for midyear funding.
  - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the midyear fund.
  - (3) In the event the board does not meet in a timely manner, as it relates to a funding request, the county administrator shall have the authority to appropriate expenditures from this account. Such action is thereafter required to be ratified by the board.
- (e) *Non-departmental fund.*
- (1) Non-profits eligible for non-departmental funding are not eligible for funding in any other category. Eligible funding activities in this category are festivals and events and outside service agencies.
  - (2) Annually, as part of the budget process, the board shall determine the allocation of funding set aside for the non-departmental fund.
  - (3) Non-profits eligible for funding through the cultural resources commission (CRC) Leon County Grant Program (funded through the non-departmental process) are not eligible for funding in any other category.
- (f) *Youth sports teams fund.*
- (1) Non-profits or athletic teams of the Leon County School System that are eligible for the county's youth athletic scholarship program are not eligible for funding pursuant to this article.
  - (2) Annually, as part of the budget process, the board shall determine the amount of funding pursuant to this article.
  - (3) The award for youth sports teams shall not exceed \$500.00 per team.
  - (4) Youth sports teams requesting funding from the Board shall first submit their requests in writing to the county administrator or his or her designee for review and evaluation. The request must include certified documentation establishing the legitimacy of the organization.
  - (5) Funding will be allocated on a first-come, first-served basis. In the event that more than one request is received concurrently when the fund's balance is reduced to \$500.00, the remaining \$500.00 will be divided equally among the applicants meeting the evaluation criteria.
  - (6) Applicants must have participated in a city, county, or school athletic program during the year in which funding is sought.
  - (7) Team participants must be 19 years of age or younger.
  - (8) The requested funding shall support post-season activity, e.g., tournaments, playoffs, or awards banquets associated with extraordinary performance.
  - (9) In the event the board does not meet in a timely manner, as it relates to a youth sports teams' request, the county

administrator shall have the authority to appropriate expenditures from this account. Such action is hereafter required to be ratified by the board.

- (g) *Appropriation process.* Annually, prior to March 31, the board shall:
- (1) Determine the amount of funding set aside for each funding category identified in this article;
  - (2) Determine the list of permanent line item funded entities that can submit applications for funding during the current budget cycle; and
  - (3) Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.

(Ord. No. 06-34, § 1, 11-14-06; Ord. No. 11-04, § 1, 2-8-11; Ord. No. 11-08, § 1, 5-24-11)

**Secs. 2-605—2-699. - Reserved.**

**Tallahassee-Leon Shelter  
And  
Renaissance Community Center**

December 3, 2013

Mr. Vince Long  
County Administrator  
Leon County  
301 South Monroe Street  
Tallahassee, Florida 32301  
RE: Comprehensive Emergency Services Center

Dear Mr. Long,

Thank you for your willingness to consider assisting with the funding of the new Comprehensive Emergency Services Center (CESC). With the participation of Leon County, The City of Tallahassee, United Way Big Bend and The Beatitude Foundation, Inc., this new Center can be constructed and placed into service sooner rather than later.

Homelessness is a serious issue that our community faces with more than 1,000 people experiencing homelessness on any given night. The development of the CESC and the co-location of both The Shelter and the Renaissance Community Center within this new facility will vastly improve our collective ability to provide a full range of targeted services that help our homeless neighbors move toward permanent housing and self-sufficiency.

Our goal is to reduce the intensity and duration of homelessness for every person experiencing it by effectively and efficiently providing comprehensive 24-hour services based on best practice models of care and working collaboratively and cooperatively with our partners in the Continuum of Care. This new paradigm shift in homeless services in our community will significantly improve the level of care for those most in need but will effectively cost our community more financially to sustain.

With the assistance of the City, County, UWBB and The Beatitude Foundation, Inc., our community can operate the best possible facility dedicated to a high level of care with a focus on rapid rehousing. We can do this for five years under this proposal with your collective support.

Our organizations are committed to addressing homelessness long term at the new Comprehensive Emergency Service Center, but we don't know what challenges our community may face in the future that could impact the rates and costs associated with homelessness.

Changes in the general economy, employment rates, available low cost housing opportunities, as well as changes in federal, state and local laws and regulations affecting program benefits, while unknown, will directly determine future operating costs. In addition, the increased quality of care to be provided at the new center will cost more than our current operations. It will be incumbent on our community to work together to identify dedicated sources of funding for operations beyond five years.

Thank you for considering supporting this important project.

Sincerely,

Jacob Reiter  
Tallahassee-Leon Shelter, Inc.

Chuck White  
Renaissance Community Center