



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY**  
**MEETING AND PUBLIC HEARING AGENDA**

September 29, 2014, 4:30 PM  
City Commission Chambers  
City Hall, Second Floor

- I. **CALL TO ORDER**  
4:30 PM
  
- II. **PUBLIC COMMENTS ON AGENDA ITEMS**
  
- III. **PRESENTATIONS**  
None
  
- IV. **CONSENT ITEMS**
  - 3.01 Approval of 2015 City of Tallahassee CRA Board Meeting Schedule – Sherri Baker, Senior Community Redevelopment Planner
  
- V. **POLICY FORMATION AND DIRECTION**
  - 4.01 Approval of Commercial Façade Improvement Grant Application for 603 West Gaines Street (GFS District) – Rick McCraw, CRA Program Director
  - 4.02 Approval of Commercial Façade Improvement Grant Application for 101 South Adams Street (DT District) – Rick McCraw
  - 4.03 Program and Project Updates – Roxanne Manning, CRA Executive Director
  
- VI. **BREAK**
  
- VII. **5:30 PM PUBLIC HEARING**
  - 5.01 Adoption of the FY 2015 City of Tallahassee Community Redevelopment Agency Operating and Capital Budget – Roxanne Manning
  
- VIII. **UNAGENDAED PUBLIC COMMENTS**
  
- IX. **UNAGENDAED ITEMS/COMMISSIONER DISCUSSION**



### **Agenda Item Details**

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|                    |  |
|--------------------|--|
| Meeting            | Sep 29, 2014 - CRA Board Meeting   |
| Category           | 3. Consent Items   |
| Subject            | 3.01 Approval of 2015 City of Tallahassee Community Redevelopment Agency Board Meeting Schedule -- Roxanne Manning, Tallahassee Community Redevelopment Agency |
| Access             | Public   |
| Type               | Action (Consent)   |
| Fiscal Impact      | No   |
| Recommended Action | Option 1 - Approve the proposed 2015 CRA Board meeting schedule.   |

### **Public Content**

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For more information, please contact: Stacey Peter, Tallahassee CRA, (850) 891-8356

#### ***Statement of Issue***

In coordination with City, County, CRTPA and Blueprint 2000 staffs, staff has prepared a proposed monthly meeting schedule of the City of Tallahassee Community Redevelopment Agency (CRA) Board for calendar year 2015. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week as County and/or City Commission meetings, and not on the same day as CRTPA or Blueprint 2000 IA meetings. For calendar year 2015, eight (8) of the CRA Board meetings will be held on a Thursday, from 9:30 to 11:30 am in the City Commission Chambers. The remaining three (3) meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts, or to accommodate the evening public hearing in September for adoption of the CRA FY 2016 Budget. The full CRA 2015 meeting schedule is contained in the main body of this agenda item.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2015. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

#### ***Recommended Action***

Option 1 - Approve the proposed 2015 CRA Board meeting schedule.

#### ***Fiscal Impact***

None

### **Supplemental Material/Issue Analysis**

#### ***History/Facts & Issues***

In coordination with City, County, CRTPA and Blueprint 2000 staffs, CRA staff has prepared a proposed monthly meeting schedule of the Community Redevelopment Agency (CRA) Board for calendar year 2015. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week as County and City Commission meetings, and not on

the same day as CRTPA or Blueprint 2000 IA meetings. For calendar year 2015, eight (8) of the CRA Board meetings will be held on a Thursday, from 9:30 to 11:30 am in the City Commission Chambers. The remaining three (3) meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts, or to accommodate the evening public hearing in September for adoption of the CRA FY 2016 Budget.

The complete, proposed 2015 meeting schedule is provided below, along with a brief explanation of proposed dates that are scheduled to accommodate meeting conflicts.

- Thursday, January 29th at 9:30 am.
- Thursday, February 26th at 9:30 am.
- Tuesday, March 24th at 9:30 am. This is the fourth Tuesday of March; the fourth Thursday is FAC Legislative Day. There is no County Commission meeting this week, but the City Commission meeting is tentatively scheduled for this week.
- Tuesday, April 21st at 9:30 am. This is the fourth Tuesday of April; the fourth Thursday is the FAC Advanced County Commission Workshop in Gainesville. There is no County Commission meeting this week, but the City Commission meeting is tentatively scheduled for this week.
- Thursday, May 28th at 9:30 am.
- Thursday, June 25th at 9:30 am.
- Thursday, July 9th at 9:30 am. This is the second Thursday of July, and the last Thursday of the month before the City Commission goes on summer break. Both County and City Commission meetings are tentatively scheduled for this week.
- August. No CRA Board meeting is proposed for August due to County and City Commission's summer breaks.
- Thursday, September 24th at 4:00 pm. The meeting date remains the fourth Thursday of the month, but the CRA Board meeting time will start at 4:00 PM with a public hearing to adopt the CRA budget at 6:00 pm.
- Thursday, October 29th at 9:30 am.
- Thursday, November 19th at 9:30 am. This is the third Thursday of November; the fourth Thursday is Thanksgiving. The county commission meeting is tentatively scheduled for this week
- Thursday, December 10th at 9:30 am. This is the second Thursday of December; both County and City Commissions are tentatively scheduled to meet this week. Because of the upcoming holidays, no County or City Commission meetings are scheduled after this week.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2015. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

### ***Options***

1. Approve the proposed 2015 CRA Board meeting schedule.
2. Do not approve the proposed 2015 CRA Board meeting schedule; provide staff with alternate direction.

### ***Attachments/References***

None

**Administrative Content**

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### **Agenda Item Details**

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|                    |  |
|--------------------|--|
| Meeting            | Sep 29, 2014 - CRA Board Meeting   |
| Category           | 4. Policy Formation & Direction  |
| Subject            | 4.01 Approval of the Commercial Façade Improvement Grant Application for 603 W. Gaines Street -- Roxanne Manning, Tallahassee Community Redevelopment Agency   |
| Access             | Public   |
| Type               | Action, Discussion   |
| Fiscal Impact      | Yes  |
| Dollar Amount      | 50,000.00  |
| Budgeted           | Yes  |
| Budget Source      | The project account balance for the FY 2014 Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Program (# 1400263) is \$77,373. Funding this request will leave a balance of \$27,373.  |
| Recommended Action | Option 1 - Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 603 W. Gaines St. Authorize CRA staff to enter into a commercial façade agreement with the applicant/property owner. |

### **Public Content**

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For more information, please contact: Charles Hubbard, Tallahassee CRA, (850) 891-8355

### ***Statement of Issue***

On June 28, 2006, the Community Redevelopment Agency (CRA) Board approved the guidelines for the Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Grant Improvement Program, providing one-to-one matching grants of up to \$50,000 for façade improvements on commercial structures. This program was extended to the Downtown Community Redevelopment Area as part of a pilot program in 2008, expanded to include all of the Downtown redevelopment area on October 19, 2009.

On August 8, 2014, CRA staff received a commercial facade application from Dean Minardi, owner/applicant of 603 West Gaines Partnership, for exterior renovations of a former shipping warehouse located at 603 W. Gaines St. The building has a square footage of nearly 14,000 square feet and will be completely renovated to house up to six retail or restaurant establishments. Grasslands Brewery, a local company is the proposed anchor tenant. The low bid for qualified work items is \$229,150, for which the applicant is seeking a commercial façade improvement grant of \$50,000. The total cost of exterior and interior improvements, as well as furnishings, fixtures and equipment (FF&E) is estimated at \$1,200,000.

### ***Recommended Action***

Option 1 - Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 603 W. Gaines St. Authorize CRA staff to enter into a commercial façade agreement with the applicant/property owner.

### ***Fiscal Impact***

The project account balance for the FY 2014 Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Program (# 1400263) is \$77,373. Funding this request will leave a balance of \$27,373. The Office of Budget and Policy has reviewed this agenda item and concurs that it meets budget guidelines.

### **Supplemental Material/Issue Analysis**

#### ***History/Facts & Issues***

The CRA Board approved the Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Improvement Program on June 28, 2006. In 2009, this program was extended to include the Downtown Community Redevelopment Area. The façade program is designed to assist property owners and tenants in restoring or renovating the exterior of their buildings, thereby reducing blighting influences and improving the area's physical characteristics, which will lead to increased occupancy and property values within the redevelopment area. To date, 30 commercial façade projects have been approved and 27 of these projects have been completed, providing \$1,125,319 in grant funds for redevelopment projects that have had total estimated costs of \$6.2 million.

The program provides eligible commercial property owners or tenants with up to \$50,000 in grant funds for commercial façade improvements. The grant funds are provided in the form of a forgivable loan, with a requirement that the property owner or tenant provide a minimum match of 100 percent. The grant/loan is forgiven over a five-year prorated period, at a zero percent interest rate, provided the property is maintained as commercial. Other major components of the program include:

- a. The CRA Executive Director approves grant requests of \$10,000 or less.
- b. The CRA Board approves grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated deferred loan must be repaid to the CRA.
- d. Multi-year applications for the same property are possible, but total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors; funding awarded an applicant will be based on the lowest bid.
- g. Technical assistance in preparing applications is available to all applicants.

Mr. Dean Minardi, owner/applicant of 603 West Gaines Partnership, submitted a grant application on August 8, 2014, requesting assistance in the exterior renovations to the building at 603 W. Gaines St. The building is a former shipping warehouse and has been vacant for some time. The applicant/owner has plans for a complete renovation of the building. The façade improvements include demolition, framing and drywall installation, window and door openings, steel railings, concrete stoop and awnings, concrete installation for sidewalk at Gaines St., metal pan awnings and deck railings, wood deck and exterior slat wall, new roll-up doors, storefront installation, new exterior lighting, and the complete exterior painting of the building, as well as extensive interior renovations and updates (Attachment 1). The low bid for the qualified exterior work items totaled \$229,150, for which the applicant is seeking a commercial façade improvement grant of \$50,000. The total cost of exterior and interior improvements, as well as FF&E is estimated at \$1,200,000.

As part of the application, the owner has agreed to sign the Restrictive Covenants, as well as the other legal documents related to the commercial façade improvement grant and application

If the CRA Board approves the application, the owner will enter an agreement with the CRA and will be required to maintain the property as a commercial structure for five years. The grant will be treated as a five-year, zero interest deferred loan, and will be subject to an agreement and restrictive covenants, including a provision that will require the property to continue as a taxable entity during the duration of the agreement. The amount of the deferred loan will be amortized in monthly installments over a 60-month (five year) period, beginning one month after certification of completion by the City Building Inspector, or as agreed to with the CRA Executive Director, and with CRA staff verification that the work was completed as

proposed in a satisfactory and professional manner.

### ***Outstanding Grant Application Issues and Staff Recommendation***

At the time this agenda item was prepared, staff was waiting on proof of property insurance from the applicant. If the application is approved by the CRA Board, the proof of insurance will have to be submitted and accepted before the CRA enters into an agreement with the applicant.

### ***Options***

1. Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 603 W. Gaines St. Authorize CRA staff to enter into a commercial façade agreement with the applicant/property owner.
2. Do not approve the application; provide staff with other guidance.

### ***Attachments/References***

1. Application Summary for 603 W. Gaines St.

[Attach 1.pdf \(308 KB\)](#)

### ***Administrative Content***

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# STAFF REVIEW/APPLICATION SUMMARY

## CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

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### I. APPLICANT AND BUSINESS INFORMATION

Date of Application: August 8, 2014

Name of Applicant: R. Dean Minardi, General Partner, 603 West Gaines Partnership

Name of Business: 603 West Gaines Partnership

Business Address: 603 W. Gaines St.

Telephone Number: (850) 294-1255 Fax Number: None

E-mail Address: [deanminardi@hotmail.com](mailto:deanminardi@hotmail.com)

Type of Business: multi-tenant/local retail Parcel ID Number: 21-36-90-087-9303

This property is located in the: Greater Frenchtown/Southside Community  
Redevelopment Area

Zoning Designation (this section must be reviewed by the Land Use and Environmental  
Division of the City's Growth Management Department, 850-891-7100):

Use is allowable: X Use is not allowable:     

Growth Management Planner/Reviewer and Date: Cindy Smith 09/03/14

Are there any liens or existing code violations on the property? Yes      No X

Economic and Community Development Reviewer and Date: Sherrie Ashline, 09/03/14

### II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Owner: Same as applicant

### III. PROJECT FINANCING INFORMATION

Total Project Cost: \$229,150          Amount of Grant Funds Requested: \$50,000

The vacant warehouse is located at 603 W. Gaines Street. Mr. Dean Minardi, owner/applicant of 603 West Gaines Partnership, submitted a grant application requesting assistance in the exterior renovation of the building. Façade improvements include demolition, framing and drywall installation, window and door openings, steel railings, concrete stoop and awnings, concrete installation for a sidewalk at Gaines St., metal pan awnings and deck railings, wood deck and exterior slat wall, installation of new roll-up doors, storefront installation, installation of new exterior lights, complete painting of the exterior, as well as extensive interior renovations and updates to house Grasslands Brewery and three additional retail tenants.

The low bid for qualified work items is \$229,150, for which the applicant is seeking a commercial façade improvement grant of \$50,000. The total cost of exterior and interior improvements, as well as furnishings, fixtures and equipment is estimated at \$1,200,000.

IV. ADDITIONAL SUBMISSIONS (required)

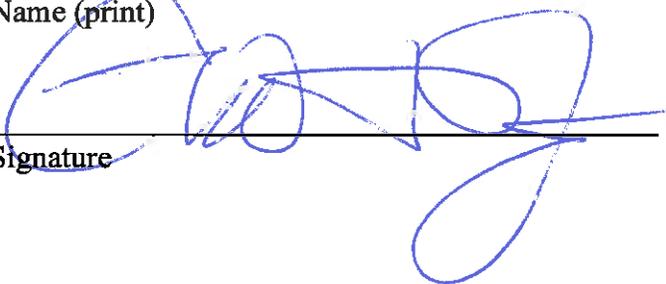
- Color photographs of the existing building exterior. Need to show all sides of the building, with emphasis on the area to be improved.
- Sketches or conceptual drawings of the project when completed.
- Three (3) bids from licensed contractors for all qualifying work items
- A legal description of the property.
- Proof of property ownership or, if a tenant, a copy of the lease;
- Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage;
- Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency;
- Documentation demonstrating that all property tax payments are current;
- Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate.
- Proof of property insurance

CRA Staff review was completed on: 9 Sept 14

Recommend:  Approval  Denial  Other (explain below)

Charles Hubbard

Name (print)

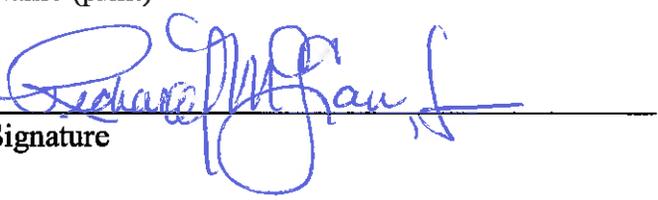
  
Signature

CRA Program Director review was completed on: 8 Sep 14

Recommend:  Approval  Denial  Other (explain below)

Richard McCraw

Name (print)

  
Signature

CRA Executive Director review was completed on: 8-9-14

Recommend:  Approval  Denial  Other (explain below)

Roxanne M. Manning

Name (print)

  
Signature

# “Before” Photos

Existing East View



## “Before” Photos

Existing Front View



## “Before” Photos

Existing West View



# “After” Renditions

East View



Front View



West View



# “After” Renditions



**Listing of Bids for Qualified Work Items  
603 West Gaines Street**

| <b>Work Item</b>               | <b>Subcontractor</b>                                   |   |   |
|--------------------------------|--|---|---|
| General Conditions             | <b>Oliver Renovation</b><br><b>\$18,132.00</b>         | <b>Oliver Renovation</b><br><b>\$18,132.00</b>    | <b>Oliver Renovation</b><br><b>\$18,132.00</b>    |
| Architectural                  | <b>Lewis &amp; Whitlock</b><br><b>\$12,562.00</b>      | <b>Lewis &amp; Whitlock</b><br><b>\$12,562.00</b> | <b>Lewis &amp; Whitlock</b><br><b>\$12,562.00</b> |
| Demolition                     | <b>Great Southern Demolition</b><br><b>\$26,700.00</b> | Absolute Demo, Inc<br>\$27,900.00                 | Cason<br>\$37,400.00                              |
| Concrete Installation          | <b>Capital City Contracting</b><br><b>\$2,742.00</b>   | B&C Concrete<br>\$4,500.00                        | Yount 's Concrete<br>\$4,600.00                   |
| Steel & Awnings                | <b>Tallahassee Welding</b><br><b>\$29,832.00</b>       | Jackson Cook<br>\$31,600.00                       | Bettinger Welding<br>No Bid                       |
| Carpentry                      | <b>OliverSperry Renovation</b><br><b>\$19,089.00</b>   | Phillip Sheats<br>\$20,350.00                     | Gerard Merkle<br>\$20,825.00                      |
| Doors & Installation           | <b>Door Products</b><br><b>\$1,887.00</b>              | CMS<br>\$2,290.00                                 | Timothy Christie Construction<br>\$2,435.00       |
| Roll-up Doors                  | <b>Door Products</b><br><b>\$14,093.00</b>             | Timothy Christie Construction<br>\$15,601.00      | Overhead Door Company<br>\$15,995.00              |
| Storefront                     | <b>Point Glass</b><br><b>\$36,463.00</b>               | American Glass<br>\$38,936.00                     | Miller Glass<br>\$40,359.00                       |
| Light Gauge Framing            | <b>Anderson</b><br><b>\$8,256.00</b>                   | Fat Boy Drywall<br>\$9,000.00                     | Tony Williams<br>\$9,400.00                       |
| Exterior Painting              | <b>Universal Coatings</b><br><b>\$12,745.00</b>        | John the Painter<br>\$16,850.00                   | CL Richards Painting<br>\$25,900.00               |
| Electrical                     | <b>Metro Electrical Services</b><br><b>\$32,900.00</b> | Walsh<br>\$33,039.00                              | RT Electric<br>\$35,640.00                        |
| Subtotal                       | <b>\$215,401.00</b>                                    | <b>\$230,760.00</b>                               | <b>\$223,248.00</b>                               |
| Contractor's OH&P<br>6% margin | <b>\$13,749.00</b>                                     | <b>\$14,729.36</b>                                | <b>\$14,249.87</b>                                |
| Total                          | <b>\$229,150.00</b>                                    | <b>\$245,489.36</b>                               | <b>\$237,497.87</b>                               |



### **Agenda Item Details**

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|                    |   |
|--------------------|---|
| Meeting            | Sep 29, 2014 - CRA Board Meeting  |
| Category           | 4. Policy Formation & Direction   |
| Subject            | 4.02 Approval of the Commercial Façade Improvement Grant Application for 101 S. Adams Street -- Roxanne Manning, Tallahassee Community Redevelopment  |
| Access             | Public  |
| Type               | Action, Discussion  |
| Fiscal Impact      | Yes   |
| Dollar Amount      | 50,000.00   |
| Budgeted           | Yes   |
| Budget Source      | The project account balance for the Downtown District Commercial Façade Program (# 1400405) is \$100,000.00. Funding this request will leave a balance of \$50,000.00.  |
| Recommended Action | Option 1 - Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 101 S. Adams St. Authorize CRA staff to enter into a commercial façade agreement with the applicant/property owner. |

### **Public Content**

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For more information, please contact: Charles Hubbard, Tallahassee CRA, (850) 891-8355

### ***Statement of Issue***

On June 28, 2006, the Community Redevelopment Agency (CRA) Board approved the guidelines for the Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Improvement Grant Program, providing one-to-one matching grants of up to \$50,000 for façade improvements on commercial structures. This program was extended to the Downtown Community Redevelopment Area as part of a pilot program in 2008, expanded to include all of the Downtown redevelopment area on October 19, 2009.

On August 8, 2014, CRA staff received a commercial facade application from IB Tallahassee, LLC (d/b/a Double Tree by Hilton Hotel Tallahassee) for the exterior renovation of the hotel located at 101 S. Adams Street, on the southeast corner of the intersection of Park Ave. and Adams Street. The overall scope of exterior renovations is extensive. The renovations covered by this grant will be a major focal element of the exterior by recladding the majority of the lower portion of the building exterior in Carrera marble. The marble will be traditional Carrera – white with grey veining, and will be installed in 12 x 24 inch tiles. The owner and architect believe that by incorporating this natural stone material, the building will be instantly updated and given a classic, timeless feel appropriate for this critical intersection in our city. The low bid for the qualified work items is \$258,500, for which the applicant is seeking a commercial façade improvement grant of \$50,000. The cost of both internal and external improvements on this project is estimated to be approximately \$1,500,000.

### ***Recommended Action***

Option 1 - Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 101 S. Adams St. Authorize CRA staff to enter into a commercial façade agreement with the applicant/property owner.

### ***Fiscal Impact***

The project account balance for the Downtown District Commercial Façade Program (# 1400405) is \$100,000.00. Funding this request will leave a balance of \$50,000.00. The Office of Budget and Policy has reviewed this agenda item and concurs that it meets budget guidelines.

## **Supplemental Material/Issue Analysis**

### ***History/Facts & Issues***

The CRA Board approved the Greater Frenchtown/Southside Community Redevelopment Area Commercial Façade Improvement Grant Program on June 28, 2006. In 2009, this program was extended to include the Downtown Community Redevelopment Area. The façade program is designed to assist property owners and tenants in restoring or renovating the exterior of their buildings, thereby reducing blighting influences and improving the area's physical characteristics, which will lead to increased occupancy and property values within the redevelopment area. To date, 30 commercial façade projects have been approved and 27 of these projects have been completed, providing \$1,125,319 in grant funds for redevelopment projects that have had total costs of approximately \$6.2 million.

The program provides eligible commercial property owners or tenants with up to \$50,000 in grant funds for commercial façade improvements. The grant funds are provided in the form of a forgivable loan, with a requirement that the property owner or tenant provide a minimum match of 100 percent. The grant/loan is forgiven over a five-year prorated period, at a zero percent interest rate, provided the property is maintained as commercial. Other major components of the program include:

- a. The CRA Executive Director approves grant requests of \$10,000 or less.
- b. The CRA Board approves grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated deferred loan must be repaid to the CRA.
- d. Multi-year applications for the same property are possible, but total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors; funding awarded an applicant will be based on the lowest bid.
- g. Technical assistance in preparing applications is available to all applicants.

Mr. J. T. Burnette, as owner of IB Tallahassee, LLC, submitted a grant application on August 8, 2014, requesting assistance in the renovation of the building located at 101 S. Adams St., on the southeast corner of the intersection of Park Ave. and Adams Street. A summary of the application is at Attachment 1. The owner/applicant plans a complete renovation of the building as well as extensive interior renovations and updates. The \$50,000 in funds requested through the commercial façade grant program will be used to cover the majority of the lower portion of the building exterior in Carrera marble. The marble will be the traditional Carrera – white with grey veining, and will be installed in 12 x 24 inch tiles. The applicant/owner and architect believes that by incorporating this natural stone material the building will be instantly updated and given a classic, timeless feel appropriate for this critical intersection in our City. The low bid for the qualified exterior work items totaled \$258,500, while the cost of all exterior and interior renovations is expected to be approximately \$1,500,000, with approximately \$1,000,000 invested in interior furnishings, fixtures and equipment for the hotel.

As part of the application, the owner has also agreed to sign the Restrictive Covenants, as well as the other legal documents related to the commercial façade improvement grant and application.

If the CRA Board approves the application, the owner will enter an agreement with the City and will be required to maintain the property as a commercial structure for five years. The grant will be treated as a five-year, zero interest deferred loan, and

will be subject to an agreement and restrictive covenants, including a provision that will require the property to continue as a taxable entity during the duration of the agreement. The amount of the deferred loan will be amortized in monthly installments over a 60-month (five year) period, beginning one month after certification of completion by the City Building Inspector, or as agreed to with the CRA Executive Director, and with CRA staff verification that the work was completed as proposed in a satisfactory and professional manner.

#### ***Outstanding Grant Application Issues and Staff Recommendation***

There are no outstanding grant application issues that need to be resolved.

#### ***Options***

1. Approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 101 S. Adams St. Authorize CRA staff to enter into a commercial façade agreement with the applicant and property owner.
2. Do not approve the application; provide staff with other guidance.

#### ***Attachments/References***

1. Application Summary for 101 S. Adams St.

[Attach 1.pdf \(188 KB\)](#)

#### **Administrative Content**

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# STAFF REVIEW/APPLICATION SUMMARY

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA  
COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

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## I. APPLICANT AND BUSINESS INFORMATION

Date of Application: August 8, 2014

Name of Applicants: IB Tallahassee, LLC (d/b/a Double Tree by Hilton Hotel Tallahassee)

Name of Business: Doubletree Hotel

Business Address: 101 S. Adams St.

Telephone Number: (850) 508-0261 Fax Number:

E-mail Address: kim@inkbridge.com

Type of Business: hotel Parcel ID Number: 2136251771615

This property is located in the: Downtown District Community Redevelopment Area

Zoning Designation (this section must be reviewed by the Land Use and Environmental Division of the City's Growth Management Department, 850-891-7100):

Use is allowable: X Use is not allowable:     

Growth Management Planner/Reviewer and Date: Cindy Smith 09/03/14

Are there any liens or existing code violations on the property? Yes      No X

Code Enforcement Reviewer and Date: Sherrie Ashline 09/03/14

## II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Owner: same as applicant

Telephone Number:           Email:

### III. PROJECT FINANCING INFORMATION

Total Project Cost: \$258,500      Amount of Grant Funds Requested: \$ 50,000

#### PROJECT SUMMARY

The proposed exterior renovations will be for the Doubletree Hotel at 101 S. Adams St. The overall scope of the exterior renovations is extensive and is depicted in the attached renderings. The renovations covered by this grant will be a major focal element of the exterior by recladding of the majority of the lower portion of the building exterior in Carrera marble. The marble will be traditional Carrera – white with grey veining, and will be installed in 12x24 inch tiles. The owner and architect believe that by incorporating this natural stone material the building will be instantly updated and given a classic, timeless feel appropriate for this critical intersection in our city. The low bid for the qualified exterior work items totaled \$258,500, while the cost of all exterior and interior renovations is expected to be approximately \$1,500,000, with approximately \$1,000,000 invested in interior furnishings, fixtures and equipment for the hotel.

This application applies only to the placement of the Carrera marble on the lower portion of the Double Tree Hotel; it does not include the pergola-like structure located on the sidewalk in “After” images.

IV. ADDITIONAL SUBMISSIONS (required)

- Color photographs of the existing building exterior. Need to show all sides of the building, with emphasis on the area to be improved.
- Sketches or conceptual drawings of the project when completed.
- Three (3) bids from licensed contractors for all qualifying work items
- A legal description of the property.
- Proof of property ownership or, if a tenant, a copy of the lease;
- Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage;
- Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency;
- Documentation demonstrating all property tax payments are current;
- Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate.
- Proof of property insurance

CRA Staff review was completed on: 9 Sept 14

Recommend:  Approval  Denial  Other (explain below)

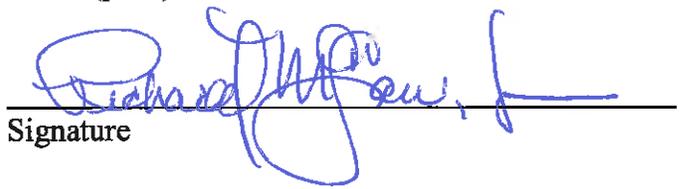
Charles Hubbard  
Name (print)

Signature 

CRA Program Director review was completed on: 8 Sep 14

Recommend:  Approval  Denial  Other (explain below)

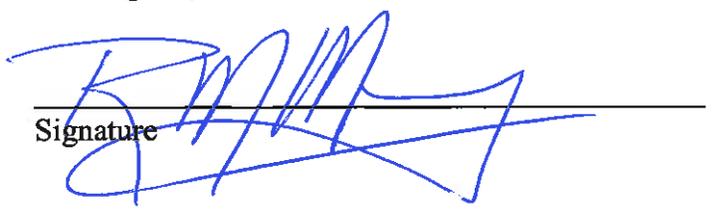
Richard McCraw  
Name (print)

Signature 

CRA Executive Director review was completed on: 9-9-14

Recommend:  Approval  Denial  Other (explain below)

Roxanne M. Manning  
Name (print)

Signature 

“Before” Photos



untitled-591



untitled-595



untitled-601



untitled-605

# “After” Renditions



| <b>LISTING OF BIDS FOR QUALIFIED WORK ITEMS</b> |                    |                            |                          |
|---|--------------------|----------------------------|--------------------------|
| <b>101 Adams St</b>                             |                    |                            |                          |
| <b>Work Item</b>                                | <b>Contractor</b>  | <b>Contractor</b>          | <b>Contractor</b>        |
|   | <b>Kaiser Kane</b> | <b>Whitley Contracting</b> | <b>Shelton Dean Inc.</b> |
| <b>Labor to install Carrera Marble</b>          | <b>\$101,000</b>   | <b>\$115,200</b>           | <b>\$109,800</b>         |
| <b>Materials</b>                                | <b>\$157,500</b>   | <b>\$157,500</b>           | <b>\$157,500</b>         |
|   |                    |                            |                          |
| <b>TOTAL</b>                                    | <b>\$258,500</b>   | <b>\$272,700</b>           | <b>\$267,300</b>         |

**Agenda Item Details**

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|          |   |
|----------|---|
| Meeting  | Sep 29, 2014 - CRA Board Meeting  |
| Category | 4. Policy Formation & Direction   |
| Subject  | 4.03 Program and Project Updates - Roxanne Manning, Tallahassee Community Redevelopment |
| Access   | Public  |
| Type     | Action, Discussion  |

**Public Content**

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Verbal Update.

**Administrative Content**

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### Agenda Item Details

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|                    |   |
|--------------------|---|
| Meeting            | Sep 29, 2014 - CRA Board Meeting  |
| Category           | 5. 5:30 P.M. PUBLIC HEARING   |
| Subject            | 5.01 Adoption of the FY 2015 City of Tallahassee Community Redevelopment Agency Budget -- Roxanne Manning, Tallahassee Community Redevelopment Agency   |
| Access             | Public  |
| Type               | Action, Discussion  |
| Fiscal Impact      | No  |
| Recommended Action | Adopt by resolution the proposed FY 2015 CRA Operating and Capital budget as described in this agenda item and authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines. |

### Public Content

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For more information, please contact: Roxanne Manning, CRA Executive Director, 891-8353

### Statement of Issue

The purpose of this agenda item is to present the proposed FY 2014 CRA Budget to the CRA Board for adoption by resolution.

This agenda item is generally the same as the September 4th budget review agenda item. The significant changes in this agenda item are listed below and are also described in the agenda item.

1. The available FY 2013 and 2014 funds (Tables 1 and 2) were reduced slightly (\$57,173 in the GFS District and \$65,446 in the DT District) to reflect fund balances as of September 9th, the expected approval of two \$50,000 commercial façade grant applications (one in each redevelopment district), and anticipated end of year operational funds.
2. The existing balance of Reserve Funds from loan revenues and parking revenues were included in the Prior Year Available Funds (Tables 1 and 2), adding \$71,408 to the GFS District and \$484,044 to the DT District. Including the FY 2013 and 2014 fund reductions described above and the addition of the Reserve Funds, increased the amount of Prior Year funds by \$14,235 in the GFS District and \$418,598 in the DT District.
3. The Gateway Retail Vacancy Grant Payment (Table 6) was reduced to \$94,877. The remainder of the projected vacancy payment (\$100,018) will be made from existing program funds. Staff recalculated the project payment at \$194,895 vs. the \$159,351 listed in the September 4th draft budget. The actual payment will be based on the amount of vacant space in mid-May 2015.
4. Per CRA Board direction at the September 4th meeting, \$200,000 was added to the GFS District Capital Expenses budget table (Table 7) in support of exterior and landscape improvements to the Towne South and South City strip malls, with an equal or greater match by the landlord. The development agreement, or similar document, detailing the improvements and use of the funds will be approved by the CRA Board.

Based on the 2014 Preliminary Tax Roll values issued by the Leon County Property Appraiser (LCPA) in July, the City of

Tallahassee Community Redevelopment Agency (CRA) will receive a projected \$2,749,300 in tax increment for FY 2015; \$1,498,180 for the Greater Frenchtown/Southside (GFS) District (a 5.97 percent increase over FY 2014) and \$1,251,120 for the Downtown (DT) District (an 84.17 percent increase over FY 2014). It is important to note that the values are based on preliminary values prepared by the LCPA, and are subject to change when the LCPA issues the Final Taxable Values in October.

In addition to the anticipated tax increment revenue, the CRA anticipates earning \$560,000 from the sale of the O'Connell property, an estimated \$68,000 in loan payments and \$161,000 in parking lease payments and short-term parking revenue. Finally, as of September 9th, the CRA has approximately \$2,000,000 in prior year funds including available capital funds from FY 2013 and 2014, unspent FY 2014 operational funds and reserve funds from loan and parking revenues. Including available prior year funds, the CRA will have approximately \$5,600,000 in funds for programs, projects and reserves in FY 2015.

Not including the proposed refund of \$59,858 in projected EMS MSTU related tax increment to Leon County, staff proposes to allocate \$713,437 of the estimated FY 2015 tax increment revenues for personnel and operating/administrative costs. This is approximately \$20,600 less than approved operating expenses for FY 2014 and includes the conversion of a part-time position into a full-time staff position.

The capital budget includes \$2,514,678 in support of existing CRA grant commitments, standing redevelopment programs and current year projects; leaving a balance of \$1,494,071 (\$1,063,126 for the GFS District and \$430,945 for DT District) for other FY 2015 projects and programs.

The anticipated \$229,230 in loan and parking payments, as well as any earned interest, will be committed as non-tax increment reserves for future programs and project needs.

Staff will appropriate all prior year funds against FY 2015 capital programs and projects before obligating any FY 2015 tax increment funds towards capital projects. This will help ensure the prior year funds are spent on projects that are completed within three (3) years from the date the funds were obligated. The anticipated revenues and expenses are discussed in greater detail in the body of this agenda item.

### ***Recommended Action***

Option 1- Adopt by resolution the proposed FY 2015 CRA Operating and Capital budget as described in this agenda item and authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.

### ***Fiscal Impact***

Once approved by the CRA Board, the FY 2015 CRA Operating and Capital Budget will commit Agency funds in support of specific programs and projects. However, the CRA Board has the authority to adjust the budget during the fiscal year, if needed, to accommodate changing Board priorities and needs.

## **Supplemental Material/Issue Analysis**

### ***History/Facts & Issues***

In June 2000, the City completed the process of establishing the Greater Frenchtown/Southside Community Redevelopment Area (GFS District). The CRA began receiving tax increment payments from the City and County in FY 2002. In June 2004, the City completed the process for establishing the Downtown District Community Redevelopment Area (DT District). The Agency began receiving tax increment payments from the DT District in FY 2005. In recent years, the CRA began earning parking revenues from the parking lot leased to the Aloft Hotel, and will earn parking revenues from the 172 public parking spaces in the Deck and Block developments on Gaines Street starting in August 2014. Finally, the CRA earns revenue from the repayment of loans made by the CRA in support of the Lofts on Gaines and Four Points Hotel developments and through the Retail Incentives Loan Program.

A spreadsheet outlining proposed FY 2015 CRA revenues and expenses is at Attachment 1. A breakdown of the proposed Operating Budget is at Attachment 2. The proposed FY 2015 budget for the GFS District is at Attachment 3, and the DT District budget is at Attachment 4. The proposed budgets are also available on the CRA website. The proposed budget resolution is at Attachment 5.

### FY 2015 Revenues

Based on the 2014 Preliminary Tax Roll values issued by the LCPA in July, and anticipated millage rates of 8.8144 for the County and 3.7 for the City, the CRA will receive approximately \$2,749,300 in tax increment for FY 2015. This is \$656,214 more than the final amount of tax increment the CRA received in FY 2014. The majority of the increase is due to new mixed-use and residential developments in the DT District, specifically within the Gaines Street area. The FY 2015 tax increment values are expected to change when the LCPA issues the 2014 Final Tax Roll values in October. The amount of tax increment funds the CRA receives each year is based on the Final Tax Roll values, which are issued by October 1st.

In addition to the anticipated tax increment revenue, the CRA will earn \$560,000 from the sale of the O'Connell property, an estimated \$67,917 in loan payments and \$161,313 in parking lease payments; for estimated FY 2015 income of \$3,538,530. As of September 9<sup>th</sup>, the CRA has approximately \$1,472,744 in available funds from FY 2013 and 2014, including unspent FY 2014 operational funds. However, the final amount of FY 2013 and 2014 funds available at the start of FY 2015 is expected to be less once all end-of-year expenses are recorded. Finally, the CRA has \$555,452 in non-tax increment reserve funds.

For FY 2015, the GFS District will receive approximately 6.0 percent more tax increment than it did in FY 2014. This is the result of a projected 2.5 percent increase in property values between 2013 and 2014 for the GFS District. The other revenue sources include loan revenues, the anticipated sale of the O'Connell property to FSU, long-term and short term parking lease payments from the CRA-owned public parking in the Block and Deck developments, and available FY 2013 and 2014 funds. The FY 2013, 2104 and 2015 revenues for the GFS District are outlined in Table 1, below.

Table 1: GFS District Revenues

|                                     | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|
| City of Tallahassee - Tax Increment | \$416,889                 | \$424,663                  | \$442,951                   |
| Leon County - Tax Increment         | \$993,143                 | \$1,011,661                | \$1,055,229                 |
| O'Connell Land Sale*                | NA                        | NA                         | \$560,000                   |
| Garage Parking Lease                | NA                        | NA                         | \$15,000                    |
| Short-Term Parking                  | NA                        | NA                         | \$45,333                    |
| Loan Revenue                        | \$25,806                  | \$48,780                   | \$59,886                    |
| Available FY 2013 and 2014 Funds    | NA                        | NA                         | \$897,948                   |
| Reserve Funds                       | NA                        | NA                         | 71,408                      |
| <b>TOTAL REVENUES</b>               | <b>\$1,435,838</b>        | <b>\$1,485,104</b>         | <b>\$3,147,756</b>          |

\*The full value of the O'Connell property will be realized following the private sale of the Firestone and Bloxham Annex properties.

For FY 2015, the DT District will receive approximately 84.2 percent more tax increment than it did in FY 2014. This is the result of a projected 22.6 percent increase in property values between 2013 and 2014 for the DT District. Most of this increase can be attributed to the completion of College Town, the Catalyst and 601 South Copeland in late 2013 and their addition to the tax rolls in 2014. Collectively, these properties have added approximately \$56.8 million in new taxable value to the DT District starting in 2014. The other revenue sources include loan revenues, the long-term lease of the CRA-owned public lot to the Aloft Hotel and available FY 2013 funds. The FY 2013, 2104 and 2015 revenues for the DT District are

outlined in Table 2, below.

Table 2: DT District Revenues

|                                    | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|------------------------------------|---------------------------|----------------------------|-----------------------------|
| City of Tallahassee -Tax Increment | \$327,230                 | \$308,364                  | \$564,907                   |
| Leon County - Tax Increment        | \$397,498                 | \$374,581                  | \$686,213                   |
| Parking Lease Revenue              | \$113,314                 | \$100,980                  | \$100,980                   |
| Loan Revenue                       | \$5,375                   | \$5,863                    | \$8,031                     |
| Available FY 2013 and 2014 Funds   | NA                        | NA                         | \$574,795                   |
| Reserve Funds                      | NA                        | NA                         | \$484,044                   |
| <b>Total</b>                       | <b>\$843,417</b>          | <b>\$789,788</b>           | <b>\$2,418,970</b>          |

For determining the amount of revenue available to fund FY 2015 programs and projects, staff recommends the anticipated \$229,230 in loan and parking lease revenues (\$120,219 for the GFS District and \$109,011 for the DT District) be committed as non-tax increment reserves with the other reserve funds for future programs and project needs within the respective redevelopment district. This will leave a balance of \$2,956,128 for FY 2015 expenses in the GFS District and \$1,825,915 in the DT District.

#### FY 2015 Personnel and Operating/Administrative Expenses

As part of the Operating Budget, staff recommends the projected \$59,858 in EMS MSTU related tax increment the Agency will receive in FY 2015 be returned to Leon County. These funds provide valuable emergency services to the entire community, including both redevelopment districts. The actual amount returned to the County will be based on the Final Tax Roll values. A detailed breakdown of the proposed FY 2015 personnel and operating budgets is at Attachment 2.

Not including the EMS MSTU refund to Leon County, staff proposes to allocate \$713,437 of the estimated FY 2015 tax increment revenues for personnel and operating/administrative costs (Tables 3 and 4). This is a decrease of \$20,595 from FY 2014. The proposed CRA FY 2015 operating budget is approximately 14.0 percent of the total revenue available to the CRA in FY 2015 and approximately 25.9 percent of the anticipated tax increment income. Given the differences in community redevelopment agencies throughout the state and the many revenue sources available to them, it is often difficult to accurately compare the operational expenses of one agency against another. However, as a general comparison, the Gainesville CRA, which has similarities to the Tallahassee CRA, projected their FY 2014 operating expenses to be 22.4 percent of that year's tax increment.

The proposed operating budget includes converting the one part-time position into a full time position and the 2.5 percent salary enhancement proposed for general city employees. If the salary enhancements are not approved by the City Commission, the operating budget will be reduced by an estimated \$9,300 to approximately \$704,137. The salary/benefit expenses and most operating expenditures will be shared proportionally based on the amount of tax increment each redevelopment district generates for the year, with the GFS District covering a projected 54 percent of the expenses and the DT District covering a projected 46 percent of the expenses. These percentages may change when the Final Tax Roll values are issued by the LCPA in October.

Table 3: GFS District Personnel and Operating Expenses (Fund 855)

|                          | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|--------------------------|---------------------------|----------------------------|-----------------------------|
| Personnel                | \$202,192                 | \$370,585                  | \$304,800                   |
| Operating/Administrative | \$68,642                  | \$102,755                  | \$75,844                    |

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| EMS MSTU Refund to Leon County | \$56,336         | \$57,387         | \$59,858         |
| <b>Total</b>                   | <b>\$327,170</b> | <b>\$530,727</b> | <b>\$440,502</b> |

Table 4: DT District Personnel and Operating Expenses (Fund 859)

|                          | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|--------------------------|---------------------------|----------------------------|-----------------------------|
| Personnel                | \$128,094                 | \$188,217                  | \$262,015                   |
| Operating/Administrative | \$41,063                  | \$72,476                   | \$70,778                    |
| <b>Total</b>             | <b>\$169,157</b>          | <b>\$260,693</b>           | <b>\$332,793</b>            |

### *Personnel*

With the establishment of the CRA as a stand-alone department starting in FY 2014, the CRA had four full-time positions, a part-time position and an intern position. The part-time position is primarily focused on assisting staff in administering the CRA's standing incentive programs, such as the commercial façade improvement grant and commercial painting grant. The intern assists staff on a variety of projects and short-term research efforts. Both positions were funded at approximately 1,300 hours for the year.

Included in the proposed FY 2015 budget is the conversion of the part-time program assistant position into a full-time position. Because of the increased interest in CRA programs, as well as the number of approved projects, the demands on staff have increased to the point where creating a new full-time position will help the CRA more efficiently manage existing contracts and programs, and better meet customer needs. The proposed FY 2015 budget includes limited funding for the part-time position until the full-time position is filled. Based on CRA Board direction, the intern position remains funded at 1,300 hours for the fiscal year.

If the part-time position is converted into a full-time position is approved, the CRA staff will consists of five full-time staff members as shown below.

1. Executive Director – Roxanne Manning (Existing)
2. Program Director – Rick McCraw (Existing)
3. Senior Community Redevelopment Planner – Sherri Baker (Existing)
4. Administrative Specialist II – Stacey Peter (Existing)
5. Contract Management Specialist – Vacant (Proposed Working Title)

In FY 2014, the CRA also partially funded (25 percent) the City's Economic and Community Development (ECD) Director position as part of the transition of the CRA from a division within ECD to a stand-alone department. Starting in FY 2015, with the transition complete, the partial funding of the ECD Director position is no longer included in the CRA's budget.

### *Operating/Administrative Expenses*

Changes to proposed FY 2105 administrative expenses include a \$27,750 decrease in Unclassified Professional Fees, a \$1,959 decrease in Indirect Costs and a \$1,500 increase in Travel and Training funds. The administrative budget includes funds for various consultant services, including studies, project evaluations, pro forma review, environmental assessments, legal services, and real estate services. These funds will also be used in support of the Request for Qualifications (RFQ) and Request for Proposals (RFP) that CRA staff anticipates issuing during the fiscal year for redevelopment of the Firestone/Bloxham Annex and Shelter/Renaissance Community Center properties.

The proposed FY 2015 personal and operational/administrative expenses will leave a balance of \$2,515,626 for FY 2015 capital expenses in the GFS District and \$1,493,122 in the DT District. Any operating funds remaining at the end of the fiscal year will be allocated to specific capital projects that are expected to be completed within the next two fiscal years.

## Capital Budget Review

This section reviews staff recommendations regarding FY 2015 capital expenses. The GFS District operational and capital expenses listed in this agenda item were presented to and approved by the Greater Frenchtown/Southside Community Redevelopment Area Citizens' Advisory Committee (CAC) on August 11<sup>th</sup>, and reviewed again on September 8<sup>th</sup>.

Similarly, the DT District operating capital expenses were been presented to the Downtown District Community Redevelopment Area Downtown Redevelopment Commission (DRC) for review at their August 5<sup>th</sup> meeting. The DRC approved the DT District budget during their September 2<sup>nd</sup> meeting.

### *Capital Expenses – Commitments*

The CRA has awarded a number of grant awards to developers, with payments that are due once the project is completed and added to the tax rolls. For FY 2015, this includes grant payments to the developers and/or owners of the Four Points Hotel, College Town, the Catalyst, 601 South Copeland and the Gateway. As the owner of 172 public parking spaces (total) in the Block and Deck developments, the CRA will incur a variety of expenses related to the operation and maintenance of the garages, including the short-term rental of public parking pay stations, the purchase of public pay stations following the City's selection of a new parking meter vendor in late 2014 or early 2015 and related maintenance expenses. Finally, the CRA Board has previously committed to FY 2015 funding for the Word of South Literature Fest and the Promotional and Special Events Grant program. These commitments are outlined in Tables 5 and 6, below.

Table 5: GFS District Capital Expenses - Commitments (Fund 856)

|                                       | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|---------------------------------------|---------------------------|----------------------------|-----------------------------|
| Block and Deck Public Garage Expenses | NA                        | NA                         | \$53,000                    |
| Four Points Hotel Grant Payment       | NA                        | NA                         | \$25,000                    |
| FY 2015 Promo/Special Events Grant    | \$33,090                  | \$35,000                   | \$35,000                    |
| <b>Total</b>                          | <b>\$33,090</b>           | <b>\$35,000</b>            | <b>\$113,000</b>            |

Table 6: DT District Capital Expenses - Commitments (Fund 860)

|                                      | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|--------------------------------------|---------------------------|----------------------------|-----------------------------|
| College Town Grant Payment           | NA                        | NA                         | \$366,409                   |
| Catalyst Grant Payment               | NA                        | NA                         | \$194,892                   |
| 601 South Copeland Grant Payment     | NA                        | NA                         | \$50,000                    |
| Gateway Retail Vacancy Grant Payment | NA                        | NA                         | \$94,877                    |
| Word of South Lit Fest Grant Payment | NA                        | NA                         | \$37,500                    |
| Promo/Special Events Grant           | \$33,987                  | \$35,000                   | \$35,000                    |
| <b>Total</b>                         | <b>\$33,987</b>           | <b>\$35,000</b>            | <b>\$778,678</b>            |

The only change in these tables from the agenda item for the September 4<sup>th</sup> CRA Special meeting is the reduction in the proposed Gateway Retail Vacancy Grant payment. The original staff payment estimate was \$159,315. However, in preparing this agenda staff noticed they had incorrectly calculated the estimated payment, which should have been \$194,895. At the same time staff noticed that the Gateway (NE corner of Tennessee and Monroe Streets) development had a CRA project balance of \$100,018, that can be used for the vacancy grant payment. This reduced the amount of FY 2015 funds needed to

\$94,877. It is important to note that this is only an estimate based on available leased and vacant space in the Gateway building at the time of this agenda item. If additional space is leased by mid-May 2015, the payment amount will be further reduced.

Encumbering the above funds for these development and project expenses will leave a projected balance of \$2,402,626 for other FY 2015 capital expenses in the GFS District and \$714,445 in the DT District.

#### *Capital Expenses – Proposed*

Beginning in June 2006, the CRA began implementing a series of standing programs designed to provide incentives to property owners and/or tenants within both redevelopment areas in an effort to promote property redevelopment/renovation, assist in business development/expansion and help support special events. This has included programs in support of affordable housing, commercial façade renovations, commercial building painting, and promotional activities/special events. Staff proposes to commit \$1,623,000 to continue these programs, and has added several others that reflect expenses related to recent property purchases by the CRA, as well as community identified projects. These are reviewed in the Tables 7 and 8, below, followed by a brief description of each project.

As part of the budget review process, the CAC has suggested using the Investment Plan to concentrate CRA capital program funds, such as the Affordable Housing and the Commercial Façade Improvement Grant funds, to specific sections or neighborhoods within the GFS District each year to create a larger visual return on the investment. CRA staff is supportive of this recommendation, and, with Board approval, will explore opportunities to implement this approach as part of the investment plan process and future CRA budgets.

Table 7: GFS District Capital Expenses - Proposed (Fund 856)

|  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|--|---------------------------|----------------------------|-----------------------------|
| Shelter and RCC Site Work                              | NA                        | NA                         | \$105,000                   |
| Property Management                                    | NA                        | NA                         | \$4,500                     |
| Commercial Façade Imp. Grant Program                   | \$9,001                   | \$200,000                  | \$200,000                   |
| Commercial Painting Grant Program                      | \$31,130                  | \$30,000                   | \$30,000                    |
| Retail Incentives Loan Program                         | \$40,000                  | \$150,000                  | \$0                         |
| Loan Guarantee Program                                 | NA                        | \$50,000                   | \$0                         |
| Frenchtown Investment Plan Impl.                       | NA                        | NA                         | \$50,000                    |
| Southside Investment Plan Impl.                        | NA                        | NA                         | \$50,000                    |
| Affordable Housing                                     | NA                        | \$200,000                  | \$200,000                   |
| Frenchtown Heritage Farmer's Market                    | NA                        | NA                         | \$500,000                   |
| South Towne/South City Mall Renovations                | NA                        | NA                         | \$200,000                   |
| GFS Land Acquisition, Development and Related Expenses | NA                        | \$240,957                  | \$0                         |
| <b>Total</b>   | <b>\$80,131</b>           | <b>\$870,597</b>           | <b>\$1,339,500</b>          |

Table 8: DT District Capital Expenses - Proposed (Fund 860)

|                                       | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Adopted</b> | <b>FY 2015<br/>Proposed</b> |
|---------------------------------------|---------------------------|----------------------------|-----------------------------|
|                                       |                           |                            |                             |
| Firestone and Bloxham Annex Site Work | NA                        | NA                         | \$106,000                   |
| Property Management                   | NA                        | NA                         | \$6,500                     |

|   |                  |                  |                  |
|---|------------------|------------------|------------------|
| Commercial Façade Imp. Grant Program                  | \$116,036        | \$150,000        | \$125,000        |
| Commercial Painting Grant Program                     | \$0              | \$15,000         | \$15,000         |
| Retail Incentives Loan Program                        | \$10,000         | \$125,000        | \$0              |
| Downtown Trolley (Weekends)                           | NA               | \$75,000         | \$0              |
| Downtown Juror Bus Ticket Reimb.                      | \$0              | \$1,000          | \$1,000          |
| Downtown Public Arts Program                          | NA               | NA               | \$30,000         |
| DT Land Acquisition, Development and Related Expenses | NA               | \$21,252         | \$0              |
| <b>Total</b>  | <b>\$126,036</b> | <b>\$387,252</b> | <b>\$283,500</b> |

- Shelter and RCC Site Work and Firestone and Bloxham Annex Site Work – The CRA purchased the Shelter and Renaissance Community Center properties in July of this year, and anticipates purchasing the Firestone and Bloxham Annex properties from the State in early FY 2015. The proposed site work funding for these properties includes funds for environmental assessments, site control measures and demolition, if approved by the CRA Board, in support of the sale and redevelopment of the properties.
- Property Management – The CRA recently purchased the Shelter and Frenchtown Renaissance Community Center properties, and anticipates purchasing the Firestone and Bloxham Annex properties in FY 2015. The funds will help the CRA cover general property management expenses (landscaping, waste removal, minor repairs, etc.) of these properties and other properties owned by the CRA in the GFS District.
- Commercial Façade Improvement Grant Program - The commercial façade improvement grant, which requires a dollar for dollar match, provides a maximum grant award of up to \$50,000 for exterior improvement to any one property. To date, 30 commercial façade projects have been approved and 27 of these projects have been completed, providing \$1,135,469 in grant funds for redevelopment projects that have had total costs of approximately \$6.2 million. Staff recommends continued funding for the Commercial Façade Improvement Grant Program, and has made some adjustments in the proposed funding level to reflect reduced use of some of these programs, especially in the DT District. As noted above, staff will work with the CAC to identify an area(s) in which to concentrate the use of the GFS District funds to help create a larger visual impact.
- Commercial Painting Grant Program – The commercial painting grant provides commercial property owners or approved tenants with up to \$5,000 in grant funds to paint the exterior portion of a commercial building that is viewable by the public. The grant funds can also be used murals. To date, 16 property owners or tenants have taken advantage of this program. Based on staff outreach, interest appears to be growing in the program, and some potential applicants are trying to layer incentives from this program with programs, such as the commercial façade improvement grant. Staff recommends continued funding for the Commercial Painting Grant Program, and has made some adjustments in the proposed funding level to reflect reduced use of some of these programs, especially in the DT District. As with the commercial façade improvement grant, staff will work with the CAC to identify an area(s) to concentrate the use of the GFS District funds to help create a larger visual impact.
- Investment Plan Implementation – Staff is preparing to host a series of public workshops designed to gather GFS District community input for updating the GFS Community Redevelopment Plan and for preparation of the GFS Investment Plan. The workshops should begin in late September or early October and should be completed by the end of November, with the investment plan completed by January or February. The \$100,000 in funding (\$50,000 each for Frenchtown and Southside) will be used for the immediate implementation of projects identified in the investment plan and from earlier community workshops/meetings.

Public Arts Program – Staff is working with FSU's Master Craftsman Studio to implement a public arts program where graduate students will design, fabricate and install public art as part of their Master's Capstone project. The funds will be provided over two semesters, resulting in two public art pieces that will be placed in two downtown parks.

Per CRA Board direction from the July 10<sup>th</sup> CRA Board meeting, staff is not proposing any FY 2015 funds for the Retail Incentives Loan Program at this time. The funding of loan-based programs will be one of the issues discussed at the CRA Policy Workshop planned for October/November.

Encumbering funds described above will leave an estimated balance of \$1,063,126 for other FY 2015 capital expenses in the GFS District and \$430,945 in the DT District.

As noted earlier in this agenda item, staff proposes to appropriate all prior year FY 13 and FY 14 funds, including any unspent FY 2104 funds at the end of the fiscal year, against FY 2015 capital programs and projects before obligating any FY 2015 tax increment funds towards capital projects. This will help ensure the prior year funds are spent on projects that are completed within three (3) years from the date the funds were obligated.

### *Capital Expenses – Pending Requests*

In addition to the programs and projects described above, there are several other funding requests that are expected to be presented to the CRA Board during FY 2015, including several identified by CRA Board members. This includes, but is not limited to the GFS District projects listed below. Within the DT District, there are no active projects/requests awaiting Board review at this time, but staff has been advised of several potential projects that may come before the Board in the next few months.

1. 823 Lake Bradford Road (Church's Chicken) Renovations
2. Additional Tennessee Street Acquisitions
3. South Monroe Street Acquisitions
4. Downtown supermarket/grocer

Separately, the GFS CAC has expressed a desire to complete the planned public/ community workshops before making recommendations on programs or projects other than those addressed in this agenda item. As already discussed, the workshops are expected to be held starting in late September or early October, and completed in November. Community input from these meetings may result in recommended changes to the FY 2015 budget following adoption on September 18<sup>th</sup>, which would require CRA Board approval.

### *Options*

1. Adopt by resolution the proposed FY 2015 CRA Operating and Capital budget as described in this agenda item and authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.
2. Direct staff to amend the proposed FY 2015 CRA Operating and Capital Budget, and schedule a new public hearing date by September 30th to adopt the budget by resolution.
3. Provide staff with other direction.

### *Attachments/References*

1. Spreadsheet - Proposed FY 2015 CRA Revenue and Expenses
2. Proposed FY 2015 Personnel and Operating Budget
3. Proposed City of Tallahassee Community Redevelopment Agency FY 2014 Budget for the Greater Frenchtown Community Redevelopment Area
4. Proposed City of Tallahassee Community Redevelopment Agency FY 2014 Budget for the Downtown District Community Redevelopment Area
5. Resolution No. 14-R-23, Adopting the CRA FY 2015 Budget

[Attach 1.pdf \(827 KB\)](#)

[Attach 2.pdf \(480 KB\)](#)

[Attach 3.pdf \(683 KB\)](#)

[Attach 4.pdf \(678 KB\)](#)

[Atch 5 - FY 2015 Budget Resolution\\_09-29-14.pdf \(680 KB\)](#)

**Administrative Content**

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Proposed CRA FY 2015 Budget - Revenues and Expense (September 9, 2014)

GFS District

DT District

**Estimated FY 2015 Revenues**

**Estimated FY 2015 Revenues**

Tax Increment<sup>1</sup> \$1,498,180  
 O'Connell Land Sale<sup>2</sup> \$560,000  
 Garage Parking Lease Payments<sup>3</sup> \$15,000  
 Short-Term Parking Revenue<sup>4</sup> \$45,333  
 Loan Payments \$59,886  
**Total** **\$2,178,399**

Tax Increment<sup>1</sup> \$1,251,120  
 Aloft Parking Lot Lease Payments<sup>2</sup> \$100,980  
 Loan Payments \$8,031  
**Total** **\$1,360,131**

**Prior Year Available Funds**

**Prior Year Available Funds**

FY 2013 Funds<sup>5</sup> \$467,948  
 FY 2014 Funds<sup>6</sup> \$430,000  
 Reserves \$71,408  
**Total** **\$969,356**

FY 2013 Funds<sup>3</sup> \$319,795  
 FY 2014 Funds<sup>4</sup> \$255,000  
 Reserves \$484,044  
**Total** **\$1,058,839**

**Total Estimated Revenues**

**Total Estimated Revenues**

**\$3,147,756**

**\$2,418,970**

**Reserve Funds**

**Reserve Funds**

FY 15 Garage Parking Lease \$15,000  
 FY 15 Short-Term Parking Revenue \$45,333  
 FY 15 Loan Payments \$59,886  
 Reserves \$71,408  
**Total** **\$191,627**

FY Aloft Parking Lot \$100,980  
 FY Loan Payments \$8,031  
 Reserves \$484,044  
**Total** **\$593,055**

**Funds Available for Expenses**

**Funds Available for Expenses**

**\$2,956,128**

**\$1,825,915**

**Expenses**

**Expenses**

Operational Expenses  
 Salaries/Benefits (\$304,800)  
 Operational (\$75,844)  
 EMS MSTU Refund to Leon County (\$59,858)  
**Total** **(\$440,502)**

Operational Expenses  
 Salaries/Benefits (\$262,015)  
 Operational (\$70,778)  
**Total** **(\$332,793)**

**Remaining Funds**

**Remaining Funds**

**\$2,515,626**

**\$1,493,122**

Capital Expenses - Commitments

Capital Expenses - Commitments

Block and Deck Public Garage Expenses  
 Maintenance and Utilities (\$53,000)  
 Short-Term Lease of Pay Stations  
 Purchase of Pay Stations  
 DIV Parking Management Expense  
 Garage Insurance  
 Four Points Hotel Grant Payment  
 FY 2015 Promotional/Special Events Grant  
**Total** **(\$35,000)**

College Town Grant Payment  
 Catalyst Grant Payment  
 601 South Copeland Grant  
 Gateway Vacancy Grant  
 Word of South Lit Fest Grant  
 FY 2015 Promotional/Special Events Grant  
**Total** **(\$778,678)**

**Remaining/Uncommitted Funds**

**Remaining/Uncommitted Funds**

**\$2,402,626**

**\$714,445**

|  |                      |                    |
|--|----------------------|--------------------|
| <u>Capital Expenses - Proposed</u>         |                      |                    |
| Shelter and RCC Site Work                  |                      |                    |
| Property Management                        | (\$105,000)          | (\$106,000)        |
| Commercial Façade Imp Grant                | (\$4,500)            | (\$6,500)          |
| Commercial Exterior Painting Grant         | (\$200,000)          | (\$125,000)        |
| Retail Incentives Loan Program             | \$0                  | \$0                |
| Frenchtown Investment Plan Imp.            | (\$50,000)           | (\$1,000)          |
| Southside Investment Plan Imp.             | (\$50,000)           | (\$30,000)         |
| Affordable Housing                         | (\$200,000)          |                    |
| Frenchtown Heritage Farmers Market         | (\$500,000)          |                    |
| South Towne/South City Mall Renovations    | (\$200,000)          |                    |
| <b>Total</b>                               | <b>(\$1,339,500)</b> | <b>(\$283,500)</b> |
| <b>Remaining/Uncommitted FY 2015 Funds</b> | <b>\$1,063,126</b>   | <b>\$430,945</b>   |

|   |            |            |
|---|------------|------------|
| <u>Anticipated Requests (Illustrative Only)</u> |            |            |
| 823 Lake Bradford Roan (frmr Churches Chicken)  | tbd        |            |
| Additional Tennessee St Acquisitions            | tbd        |            |
| South Monroe Street Acquisitions                | tbd        |            |
| <b>Total</b>                                    | <b>\$0</b> | <b>\$0</b> |

- Notes:
1. Based on LCPA Preliminary Tax Values, July 1, 2014.
  2. Funds from sale of O'Connell property (Nov/Dec 14).
  3. Long-term lease payments for 25 parking spaces in the Deck public garage.
  4. From public parking spaces in the Block and Deck garages.
  5. As of September 9, 2014.
  6. As of September 9, 2014.

09 Sep 14

Proposed Community Redevelopment Agency FY 2015 Operating Budget

Salaries/Benefits<sup>1</sup>

| Account Name               | Frenchtown/Southside District (450101) | Downtown District (481010) | Total Cost       |
|----------------------------|--|----------------------------|------------------|
| 511000 Salaries            | \$200,746                              | \$171,006                  | \$371,751        |
| 511300 Salary Enhancements | \$5,019                                | \$4,275                    | \$9,294          |
| 511500 Temporary Wages*    | \$16,000                               | \$16,000                   | \$32,000         |
| 51200 Overtime             | \$2,160                                | \$1,840                    | \$4,000          |
| 512400 Other Salary Items  | \$5,641                                | \$4,805                    | \$10,446         |
| 515000 Pension             | \$31,256                               | \$26,625                   | \$57,881         |
| 515100 MAP                 | \$14,712                               | \$12,533                   | \$27,245         |
| 515600 Mandatory Medicare  | \$2,984                                | \$2,542                    | \$5,525          |
| 516000 Health Benefits     | \$20,970                               | \$17,863                   | \$38,834         |
| 516100 FLEX Bucks          | \$5,314                                | \$4,526                    | \$9,840          |
| <b>Sub-Total</b>           | <b>\$304,800</b>                       | <b>\$262,015</b>           | <b>\$566,815</b> |

FY 2014 Approved \$333,666  
 \$8,341  
 \$80,000  
 \$4,000  
 \$10,718  
 \$45,829  
 \$24,453  
 \$4,959  
 \$38,228  
 \$8,607  
**\$558,801**

Other

| Account Name                             | Frenchtown/Southside District (450101) | Downtown District (480101) | Total Cost       |
|--|--|----------------------------|------------------|
| 521010 Advertising                       | \$2,160                                | \$1,840                    | \$4,000          |
| 521030 Reproduction                      | \$2,160                                | \$1,840                    | \$4,000          |
| 521040 Unclassified Professional Fees    | \$30,000                               | \$30,000                   | \$60,000         |
| 521100 Equipment Repairs                 | \$405                                  | \$345                      | \$750            |
| 521160 Legal Services                    | \$24,300                               | \$20,700                   | \$45,000         |
| 521180 Unclassified Contractual Services | \$5,000                                | \$5,000                    | \$10,000         |
| 522080 Telephone                         | \$324                                  | \$276                      | \$600            |
| 523020 Food                              | \$2,450                                | \$1,050                    | \$3,500          |
| 523050 Postage                           | \$270                                  | \$230                      | \$500            |
| 523060 Office Supplies                   | \$1,620                                | \$1,380                    | \$3,000          |
| 523080 Unclassified Supplies             | \$1,350                                | \$1,150                    | \$2,500          |
| 524010 Travel and Training               | \$4,050                                | \$3,450                    | \$7,500          |
| 524020 Journals and Books                | \$270                                  | \$230                      | \$500            |
| 524030 Memberships                       | \$1,485                                | \$1,265                    | \$2,750          |
| 560010 ISS                               |  | \$2,022                    | \$2,022          |
| 560020 Human Resource Expense            |  |                            | \$0              |
| 560030 Accounting Expense                |  |                            | \$0              |
| 571070 Purchasing Expense                |  |                            | \$0              |
| 571070 Electric Utilities                |  |                            | \$0              |
| <b>Sub-Total</b>                         | <b>\$75,844</b>                        | <b>\$70,778</b>            | <b>\$146,622</b> |

FY 2014 Approved \$4,000  
 \$4,000  
 \$87,750  
 \$750  
 \$45,000  
 \$10,000  
 \$3,500  
 \$500  
 \$2,500  
 \$6,000  
 \$500  
 \$2,750  
 \$3,533  
 \$99  
 \$349  
 \$1,000  
**\$175,231**  
**\$734,032**

Total \$380,644 \$332,793 \$713,437

Notes:

- Covers six full-time positions: CRA Executive Director, CRA Program Director, CRA Principal Planner, CRA Project Manager, and CRA Administrative Assistant II, and two temporary part-time positions. Salary/benefit and most operational expenses are divided between the two redevelopment districts based on the amount of tax increment each district is estimated to receive in FY 2015, with the Greater Frenchtown/Southside covering 54 percent of the expenses and the Downtown District covering 46 percent of the expenses. The exceptions are noted in the table with an asterisk (\*).

**GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2015 COMMUNITY REDEVELOPMENT AGENCY BUDGET  
450101**

**REVENUES**

|                                  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|----------------------------------|---------------------------|--|--|
| Tax Increment                    | \$1,410,032               | \$1,436,324                            | \$1,498,180                            |
| O'Connell Land Sale              |                           |  | \$560,000                              |
| Parking Revenues                 |                           |  | \$60,333                               |
| Loan Payment Revenues            | \$25,806                  | \$48,780                               | \$59,886                               |
| FY 2013 and 2014 Available Funds |                           |  | \$897,948                              |
| Reserves                         |                           |  | \$71,408                               |
| <b>TOTAL REVENUES</b>            | <b>\$1,435,838</b>        | <b>\$1,485,104</b>                     | <b>\$3,147,756</b>                     |

**EXPENDITURES**

| <b>Fund</b> | <b>Operating Expenditures</b>                                 | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|---|---------------------------|--|--|
| 855         | Personnel   | \$202,192                 | \$370,585                              | \$304,800                              |
| 855         | Operating/Administrative                                      | \$68,642                  | \$102,755                              | \$75,844                               |
| 855         | EMS MSTU Refund to Leon County                                | \$56,336                  | \$57,387                               | \$59,858                               |
|             | <b>Total</b>  | <b>\$327,170</b>          | <b>\$530,727</b>                       | <b>\$440,502</b>                       |
| <b>Fund</b> | <b>Capital Expenditures</b>                                   | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
| 856         | Block and Deck Public Garage                                  |                           |  | \$53,000                               |
| 856         | Four Points Hotel Grant Payment                               |                           |  | \$25,000                               |
| 856         | Shelter and RCC Site Work                                     |                           |  | \$105,000                              |
| 856         | Property Management   |                           |  | \$4,500                                |
| 856         | Promotional/Special Events Grant                              | \$33,090                  | \$35,000                               | \$35,000                               |
| 856         | Commercial Façade Improvement Grant                           | \$9,001                   | \$200,000                              | \$200,000                              |
| 856         | Commercial Painting Grant                                     | \$31,130                  | \$30,000                               | \$30,000                               |
| 856         | Retail Incentives Loan Program                                | \$40,000                  | \$150,000                              | \$0                                    |
| 856         | Frenchtown Investment Plan Imp.                               |                           |  | \$50,000                               |
| 856         | Southside Investment Plan Imp.                                |                           |  | \$50,000                               |
| 856         | Loan Guarantee Program  |                           | \$50,000                               | \$0                                    |
| 856         | Affordable Housing  |                           | \$200,000                              | \$200,000                              |
| 856         | Frenchtown Heritage Farmers' Market                           |                           |  | \$500,000                              |
| 856         | South Towne/South City Mall Renovations                       |                           |  | \$200,000                              |
| 856         | GFS Land Development, Acquisition and Related Expenses        |                           | \$240,597                              | \$0                                    |
|             | <b>Total</b>  | <b>\$113,221</b>          | <b>\$905,597</b>                       | <b>\$1,452,500</b>                     |
| <b>Fund</b> |   | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
| 855         | Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400) | \$969,641                 | \$0                                    | \$1,063,126                            |
| 853         | Reserves  | \$25,806                  | \$48,780                               | \$191,627                              |
|             | <b>Total</b>  | <b>\$995,447</b>          | <b>\$48,780</b>                        | <b>\$1,254,753</b>                     |
|             | <b>Total Expenditures</b>                                     | <b>\$1,435,838</b>        | <b>\$1,485,104</b>                     | <b>\$3,147,756</b>                     |
|             | <b>Balance</b>  | <b>\$0</b>                | <b>\$0</b>                             | <b>\$0</b>                             |

**DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2015 COMMUNITY REDEVELOPMENT AGENCY BUDGET  
480101**

**REVENUES**

|                                  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|----------------------------------|---------------------------|--|--|
| Tax Increment                    | \$724,728                 | \$682,945                              | \$1,251,120                            |
| Parking Revenues                 | \$113,314                 | \$100,980                              | \$100,980                              |
| Loan Payment Revenues            | \$5,375                   | \$5,863                                | \$8,031                                |
| FY 2013 and 2014 Available Funds |                           |  | \$574,795                              |
| Reserves                         |                           |  | \$484,044                              |
| <b>Total</b>                     | <b>\$843,417</b>          | <b>\$789,788</b>                       | <b>\$2,418,970</b>                     |

**EXPENDITURES**

| <b>Fund</b> | <b>Operating Expenditures</b> | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|-------------------------------|---------------------------|--|--|
| 859         | Personnel                     | \$128,094                 | \$188,217                              | \$262,015                              |
| 859         | Operating/Administrative      | \$41,063                  | \$72,476                               | \$70,778                               |
|             | <b>Total</b>                  | <b>\$169,157</b>          | <b>\$260,693</b>                       | <b>\$332,793</b>                       |

| <b>Fund</b> | <b>Capital Expenditures</b>                                    | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|--|---------------------------|--|--|
| 860         | CollegeTown Grant Payment                                      |                           |  | \$366,409                              |
| 860         | Catalyst Grant Payment   |                           |  | \$194,892                              |
| 860         | 601 South Copeland Grant Payment                               |                           |  | \$50,000                               |
| 860         | Gateway Vacancy Grant Payment                                  |                           |  | \$94,877                               |
| 860         | Word of South Lit Fest Payment                                 |                           |  | \$37,500                               |
| 860         | Firestone and Bloxham Annex Site Work                          |                           |  | \$106,000                              |
| 860         | Property Management  |                           |  | \$6,500                                |
| 860         | Promotional/Special Events Grant                               | \$33,987                  | \$35,000                               | \$35,000                               |
| 860         | Commercial Façade Improvement Grant                            | \$116,036                 | \$150,000                              | \$125,000                              |
| 860         | Commercial Painting Grant                                      | \$0                       | \$15,000                               | \$15,000                               |
| 860         | Retail Incentives Loan Program                                 | \$10,000                  | \$125,000                              | \$0                                    |
| 860         | Downtown Public Arts Program                                   |                           |  | \$30,000                               |
| 860         | Downtown Trolley   |                           | \$75,000                               | \$0                                    |
| 860         | Downtown Juror Bus Ticket Reimbursement                        | \$0                       | \$1,000                                | \$1,000                                |
| 860         | Downtown Land Development, Acquisition and<br>Related Expenses |                           | \$21,252                               | \$0                                    |
|             | <b>Total</b>   | <b>\$160,023</b>          | <b>\$422,252</b>                       | <b>\$1,062,178</b>                     |

| <b>Fund</b> |  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|--|---------------------------|--|--|
| 860         | Balance of FY Inter-Fund Transfer: Uncommitted<br>Funds (612400) | \$395,548                 | \$0                                    | \$430,945                              |
| 858         | Reserves   | \$118,689                 | \$106,843                              | \$593,055                              |
|             | <b>Total</b>   | <b>\$514,237</b>          | <b>\$106,843</b>                       | <b>\$1,024,000</b>                     |

|                    |                  |                  |                    |
|--------------------|------------------|------------------|--------------------|
| Total Expenditures | <b>\$843,417</b> | <b>\$789,788</b> | <b>\$2,418,970</b> |
| <b>Balance</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>         |

**RESOLUTION NO. 14-R-23**

**A RESOLUTION OF THE CITY OF TALLAHASSEE  
COMMUNITY REDEVELOPMENT AGENCY; ADOPTING  
A BUDGET FOR FISCAL YEAR 2015, BEGINNING  
OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015;  
PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY OF TALLAHASSEE COMMUNITY  
REDEVELOPMENT AGENCY:**

**SECTION 1. Adoption of Budget.** The Tallahassee Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2015, attached hereto as Exhibit A.

**SECTION 2. Effective Date.** This Resolution shall become effective immediately upon passage and adoption. The budget adopted and approved by this Resolution shall be effective October 1, 2014.

**PASSED AND ADOPTED** this 29<sup>th</sup> day of September, 2014.

**ATTEST:**

**CITY OF TALLAHASSEE  
COMMUNITY REDEVELOPMENT AGENCY**

\_\_\_\_\_  
James O. Cooke, IV  
City Treasurer-Clerk

\_\_\_\_\_  
John R. Marks, III  
Chair

Approved as to form:

By: \_\_\_\_\_  
Assistant City Attorney

**GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2015 COMMUNITY REDEVELOPMENT AGENCY BUDGET  
450101**

**REVENUES**

|                                  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|----------------------------------|---------------------------|--|--|
| Tax Increment                    | \$1,410,032               | \$1,436,324                            | \$1,498,180                            |
| O'Connell Land Sale              |                           |  | \$560,000                              |
| Parking Revenues                 |                           |  | \$60,333                               |
| Loan Payment Revenues            | \$25,806                  | \$48,780                               | \$59,886                               |
| FY 2013 and 2014 Available Funds |                           |  | \$897,948                              |
| Reserves                         |                           |  | \$71,408                               |
| <b>TOTAL REVENUES</b>            | <b>\$1,435,838</b>        | <b>\$1,485,104</b>                     | <b>\$3,147,756</b>                     |

**EXPENDITURES**

| <b>Fund</b> | <b>Operating Expenditures</b>  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|--------------------------------|---------------------------|--|--|
| 855         | Personnel                      | \$202,192                 | \$370,585                              | \$304,800                              |
| 855         | Operating/Administrative       | \$68,642                  | \$102,755                              | \$75,844                               |
| 855         | EMS MSTU Refund to Leon County | \$56,336                  | \$57,387                               | \$59,858                               |
|             | <b>Total</b>                   | <b>\$327,170</b>          | <b>\$530,727</b>                       | <b>\$440,502</b>                       |

| <b>Fund</b> | <b>Capital Expenditures</b>                            | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|--|---------------------------|--|--|
| 856         | Block and Deck Public Garage                           |                           |  | \$53,000                               |
| 856         | Four Points Hotel Grant Payment                        |                           |  | \$25,000                               |
| 856         | Shelter and RCC Site Work                              |                           |  | \$105,000                              |
| 856         | Property Management                                    |                           |  | \$4,500                                |
| 856         | Promotional/Special Events Grant                       | \$33,090                  | \$35,000                               | \$35,000                               |
| 856         | Commercial Façade Improvement Grant                    | \$9,001                   | \$200,000                              | \$200,000                              |
| 856         | Commercial Painting Grant                              | \$31,130                  | \$30,000                               | \$30,000                               |
| 856         | Retail Incentives Loan Program                         | \$40,000                  | \$150,000                              | \$0                                    |
| 856         | Frenchtown Investment Plan Imp.                        |                           |  | \$50,000                               |
| 856         | Southside Investment Plan Imp.                         |                           |  | \$50,000                               |
| 856         | Loan Guarantee Program                                 |                           | \$50,000                               | \$0                                    |
| 856         | Affordable Housing                                     |                           | \$200,000                              | \$200,000                              |
| 856         | Frenchtown Heritage Farmers' Market                    |                           |  | \$500,000                              |
| 856         | South Towne/South City Mall Renovations                |                           |  | \$200,000                              |
| 856         | GFS Land Development, Acquisition and Related Expenses |                           | \$240,597                              | \$0                                    |
|             | <b>Total</b>   | <b>\$113,221</b>          | <b>\$905,597</b>                       | <b>\$1,452,500</b>                     |

| <b>Fund</b> |   | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|---|---------------------------|--|--|
| 855         | Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400) | \$969,641                 | \$0                                    | \$1,063,126                            |
| 853         | Reserves  | \$25,806                  | \$48,780                               | \$191,627                              |
|             | <b>Total</b>  | <b>\$995,447</b>          | <b>\$48,780</b>                        | <b>\$1,254,753</b>                     |

|                           |  |                    |                    |                    |
|---------------------------|--|--------------------|--------------------|--------------------|
| <b>Total Expenditures</b> |  | <b>\$1,435,838</b> | <b>\$1,485,104</b> | <b>\$3,147,756</b> |
| <b>Balance</b>            |  | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |

**DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2015 COMMUNITY REDEVELOPMENT AGENCY BUDGET  
480101**

**REVENUES**

|                                  | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|----------------------------------|---------------------------|--|--|
| Tax Increment                    | \$724,728                 | \$682,945                              | \$1,251,120                            |
| Parking Revenues                 | \$113,314                 | \$100,980                              | \$100,980                              |
| Loan Payment Revenues            | \$5,375                   | \$5,863                                | \$8,031                                |
| FY 2013 and 2014 Available Funds |                           |  | \$574,795                              |
| Reserves                         |                           |  | \$484,044                              |
| <b>Total</b>                     | <b>\$843,417</b>          | <b>\$789,788</b>                       | <b>\$2,418,970</b>                     |

**EXPENDITURES**

| <b>Fund</b> | <b>Operating Expenditures</b> | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|-------------------------------|---------------------------|--|--|
| 859         | Personnel                     | \$128,094                 | \$188,217                              | \$262,015                              |
| 859         | Operating/Administrative      | \$41,063                  | \$72,476                               | \$70,778                               |
|             | <b>Total</b>                  | <b>\$169,157</b>          | <b>\$260,693</b>                       | <b>\$332,793</b>                       |

| <b>Fund</b> | <b>Capital Expenditures</b>                                 | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|---|---------------------------|--|--|
| 860         | CollegeTown Grant Payment                                   |                           |  | \$366,409                              |
| 860         | Catalyst Grant Payment                                      |                           |  | \$194,892                              |
| 860         | 601 South Copeland Grant Payment                            |                           |  | \$50,000                               |
| 860         | Gateway Vacancy Grant Payment                               |                           |  | \$94,877                               |
| 860         | Word of South Lit Fest Payment                              |                           |  | \$37,500                               |
| 860         | Firestone and Bloxham Annex Site Work                       |                           |  | \$106,000                              |
| 860         | Property Management   |                           |  | \$6,500                                |
| 860         | Promotional/Special Events Grant                            | \$33,987                  | \$35,000                               | \$35,000                               |
| 860         | Commercial Façade Improvement Grant                         | \$116,036                 | \$150,000                              | \$125,000                              |
| 860         | Commercial Painting Grant                                   | \$0                       | \$15,000                               | \$15,000                               |
| 860         | Retail Incentives Loan Program                              | \$10,000                  | \$125,000                              | \$0                                    |
| 860         | Downtown Public Arts Program                                |                           |  | \$30,000                               |
| 860         | Downtown Trolley  |                           | \$75,000                               | \$0                                    |
| 860         | Downtown Juror Bus Ticket Reimbursement                     | \$0                       | \$1,000                                | \$1,000                                |
| 860         | Downtown Land Development, Acquisition and Related Expenses |                           | \$21,252                               | \$0                                    |
|             | <b>Total</b>  | <b>\$160,023</b>          | <b>\$422,252</b>                       | <b>\$1,062,178</b>                     |

| <b>Fund</b> |   | <b>FY 2013<br/>Actual</b> | <b>FY 2014<br/>Approved<br/>Budget</b> | <b>FY 2015<br/>Proposed<br/>Budget</b> |
|-------------|---|---------------------------|--|--|
| 860         | Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400) | \$395,548                 | \$0                                    | \$430,945                              |
| 858         | Reserves  | \$118,689                 | \$106,843                              | \$593,055                              |
|             | <b>Total</b>  | <b>\$514,237</b>          | <b>\$106,843</b>                       | <b>\$1,024,000</b>                     |

|                           |                  |                  |                    |
|---------------------------|------------------|------------------|--------------------|
| <b>Total Expenditures</b> | <b>\$843,417</b> | <b>\$789,788</b> | <b>\$2,418,970</b> |
| <b>Balance</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>         |