



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
MEETING AND PUBLIC HEARING AGENDA

December 10, 2015, 9:30 AM
City Commission Chambers
City Hall, Second Floor

- I. **CALL TO ORDER**
9:30 AM

- II. **CITIZEN INPUT ON AGENDA ITEMS**

- III. **CONSENT ITEMS**
3.01 - Approval of Summary Meeting Minutes from the September 2 and 24, 2015 CRA Board Meetings – Sherri Curtis, Principal Planner

- IV. **POLICY FORMATION AND DIRECTION**
4.01 - Update on Proposed Arts, Culture and Heritage Initiative and Utilization of Remaining Performing Arts Center Funds - Roxanne Manning, CRA Executive Director

4.02 - Approval of Development Requirements and Options for Inclusion in the Firestone and Bloxham Properties Request for Proposal – Roxanne Manning

4.03 - Project Updates (no agenda materials) – Roxanne Manning

- V. **UNAGENDAED BUSINESS/SPEAKERS**

- VI. **CRA BOARD INFORMATION AND SHARING OF IDEAS**



Agenda Item Details

Meeting	Dec 10, 2015 - CRA Board Meeting
Category	3. Consent Items
Subject	3.01 Approval of Summary Meeting Minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1 - Approval of summary meeting minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing

Public Content

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

Statement of Issue

Attached for review and approval by the CRA Board are the draft summary minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing.

Recommended Action

Option 1 - Approve the summary meeting minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing.

Fiscal Impact

None

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

Attached for review and approval by the CRA Board are the draft summary minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing.

Options

1. Approve the summary meeting minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing.
2. Do not approve the summary meeting minutes from the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing; provide staff with alternate direction.

Attachments/References

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, September 2, 2015.

2. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting and Public Hearing Minutes, September 24, 2015.

[Attachment 1.pdf \(99 KB\)](#)

[Attachment 2.pdf \(110 KB\)](#)

DRAFT

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD SPECIAL MEETING

Tallahassee, Florida
September 2, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on September 2, 2015, in the Commission Chambers in City Hall with City Commissioners S. Maddox, Miller and Richardson and County Commissioners Lindley (CRA Chair), Dozier, N. Maddox and Proctor present at the start of the meeting. Also present were Executive Director Roxanne Manning, CRA Program Director Rick McCraw and CRA Principal Planner Sherri Curtis. Commissioner Ziffer was absent.

Commissioner Lindley, CRA Chair called the meeting to order at 9:34 am.

Mayor Gillum (Vice-Chair) arrived at 9:37 am.

PUBLIC COMMENTS ON AGENDA ITEMS

Mr. William Lowman, 3742 Dorset Way, addressed the Board concerning agenda **Item 4.02**, to express concerns about the Board giving \$1.5 million in funds to the Big Bend Cares project this year. He stated many in the community are unable to request such a large amount to fund business endeavors and expressed the need to provide assistance to those less fortunate.

Commissioner N. Maddox noted the funding request is not proposed for acceptance in the FY 2016 Budget.

CONSENT ITEM

Commissioner Richardson moved **to approve staff's recommendations presented in Item 3.01 of the Consent Agenda**. Upon second by Commissioner S. Maddox, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, Proctor and Richardson

NAY: None

ABSENT: Ziffer

Item 1 – Approved the Amendment of Parking Space Lease and Partial Release of Restrictive Covenants with College Town

POLICY FORMATION AND DIRECTION

Review of the Proposed Greater Frenchtown/Southside Investment Plan

Item 4.01 introduced by Roxanne Manning, CRA Executive Director, requested Board review and direction on the proposed Greater Frenchtown/Southside (GFS) Investment Plan.

Roxanne Manning gave an introduction outlining the benefits of the investment plan in reshaping the decision-making process for the CRA. The Investment Plan will provide more targeted and effective programs and projects allowing the CRA the ability to focus on specific areas and projects. The last two of the four community workshops offered by the CRA occurred in July and, based on the community feedback from the meetings, revisions were made to the Investment Plan. She suggested the Board review and comment on the programs and projects today and allow staff to take those comments back to the GFS Citizens Advisory Committee on September 14th for a final recommendation. The Board would make a final determination on September 24th with an annual review process. Several program implementation options were listed to provide the best use of funding in the agenda item and listed below.

Program Implementation List Option 1

Neighborhood Enhancement Program	\$50,000/year
Business Facility Improvement Grant	\$200,000/year, max \$50,000 per business
Housing Rehab	\$300,000
Total	\$550,000

Program Implementation List Option 2

Neighborhood Enhancement Program	\$50,000/year
Business Facility Improvement Grant	\$200,000/year, max \$50,000 per business
Housing Rehab	\$150,000/year
Public Safety	\$115,000/year
Events	\$35,000/year
Total	\$550,000

The Board elected to provide feedback after the complete overview of the programs and projects.

Programs

1. Neighborhood Enhancement Program (\$50,000/year): Grant funding encouraging neighborhoods to apply for public improvements through their neighborhood associations. Up to \$25,000 per application.
2. Housing Rehab (\$200,000 to 300,000/year): This continues an existing program with the City's Economic and Community Development Department to fund affordable housing construction, rehabilitation and/or minor repairs within the district, with a priority

on owner-occupied housing.

3. Events Grants (\$35,000/year): An existing program providing funding for promotional and special events.
4. Public Safety (\$150,000): Potential funds to provide support for community or gang-related violence prevention programs at the neighborhood level. This money could be used for equipment and space.
5. Business Facility Improvement Grant (\$200,000/year): Annual program to help small businesses improve the interior and/or exterior of existing buildings and/or site. Up to \$50,000 per applicant and the first \$10,000 does not require a funding match.
6. Business Expansion Grant (\$200,000/year): Annual program to help small businesses expand existing buildings to meet space needs. For both new and established businesses. Up to \$50,000 per applicant and the first \$10,000 does not require a funding match.

Projects

1. S. Monroe/Adams Business Corridor (\$800,000): To create enhanced physical improvements on S. Monroe/Adams business corridor leveraging funds with other departments.

Commissioner Proctor expressed a need to provide assistance to the Economy Drug Store. He also requested to expedite the Bethel proposal to assist with the needs of Economy Drug Store.

Commissioner Proctor left at 9:54 am.

Ms. Manning indicated the comprehensive market and feasibility study would possibly include Economy Drug Store. She further explained the current process to provide CRA funding is based on incoming proposals or applications requesting assistance. At present, CRA staff has not received a proposal for Economy Drug Store.

Commissioner N. Maddox indicated he would like to make a motion on the programs to include in the GFS Investment plan.

Commissioner Lindley requested he defer his motion until each program could be discussed. Commissioner N. Maddox agreed.

Commissioner Richardson stated the Bethel development proposal included preservation of the Economy Drug Store and anticipated ongoing discussions with Economy Drug Store as the study determines the needs of the Frenchtown community.

Several commissioners praised staff for the first \$10,000 no match concept for the Business Facility Improvement Grant and Business Expansion Grant programs.

2. Frenchtown Entry Feature at Macomb and Tennessee (\$350,000): To create a

prominent entry that portrays the character of Frenchtown at corner of Macomb and Tennessee Street.

Ms. Manning indicated that staff would work with the Planning Department's Design Works, the Frenchtown Delegates and the CAC to create the entry with final approval from the CRA Board.

Commissioner Richardson suggested speaking with the Dean of the FAMU School of Architecture to assist with the design.

3. FAMU Way to Magnolia Art District - (\$80,000): Invest in art in the community to create a unique identity, based on visual arts that will attract visitors and businesses, and enhance the quality of life.

Commissioner Richardson expressed concern on the type of art applicable for funding to ensure the artwork compliments the community.

4. Large Project Funding (\$1,000,000/year): To attract large projects which improve property values, attract businesses; create private investment and jobs through construction spending.
5. Southside Farmers Market (\$300,000): To provide a neighborhood center and increase access to fresh foods.
6. Bus Shelters (\$50,000/year): A multi-year program to provide enhanced bus shelters that have a unique design for Frenchtown and Southside.

Commissioner Miller questioned the inclusion of a community meeting space in the Frenchtown Farmer's Market and in the future site of the Southside Farmer's Marketplace.

Ms. Manning indicated the plans include a community meeting space in the Frenchtown Farmer's Market. She also stated community meeting space would be provided in the proposed Southside Farmers' Market if the market is approved by the Board.

Commissioner N. Maddox inquired about the limit of the program funding to \$550,000.

In response to Commissioner N. Maddox, Ms. Manning stated the funding amount is discretionary to Board direction within the limits of the CRA Budget.

Commissioner N. Maddox recommended the Board **approve the Option 2 Program Implementation List by combining the Business Facility Improvement Grant and Business Expansion Grant programs and increase the Housing Rehab program funding by \$50,000 and increase the Public Safety program by \$10,000 with total funding of \$610,000**, upon seconded by Mayor Gillum for further discussion.

Commissioner S. Maddox proposed approving each program separately.

Commissioner Dozier indicated she would not support the current motion on the table and requested approving each program separately.

Commissioner Lindley recommended having discussion on each program.

Based on Board feedback, Commissioner N. Maddox **rescinded his motion**.

Commissioner S. Maddox recommended the Board **approve the Neighborhood Enhancement program into the Investment Plan**. Upon second by Commissioner Miller, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, and Richardson

NAY: None

ABSENT: Proctor and Ziffer

Following the vote on the Neighborhood Enhancement program, Commissioner S. Maddox recommended the Board **approve the Housing Rehab program into the Investment Plan**, upon second by Commissioner N. Maddox, further discussion ensued.

Commissioner Dozier questioned the funding status of the current Affordable Housing program to determine if money has been expended. She wondered how we can collaborate with other housing organizations to get the biggest bang for our buck.

In response to Commissioner Dozier's question, Mr. McCraw responded the current funding of \$350,000 has been committed to Wallis Street for land acquisition, housing construction and rehabilitation efforts in South City.

Board members addressed concerns with housing efforts, prioritizing owner-occupied and renter-occupied family housing for rehabilitation, encouraging absentee owners to participate and amending the motion to include \$200,000 for Housing Rehabilitation.

Following the discussion, a vote was made on the motion by Commissioner S. Maddox to **approve the Housing Rehab program and amend the total funding amount to \$200,000**, upon second by Commissioner Miller, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, and Richardson

NAY: None

ABSENT: Proctor and Ziffer

Commissioner S. Maddox recommended the Board **approve the Events Grant program into the Investment Plan**. Upon second by Commissioner N. Maddox, further discussion ensued.

Commissioner Dozier stated while she does not like the events grant program, she would support the motion requesting an amendment to cap all special events funding to the \$35,000. Commissioner S. Maddox accepted the amendment to the motion.

Commissioner Lindley suggested more discussion on the Events Grant program to determine if the Board supports the program.

Based on Commissioner Lindley's suggestion, Commissioner S. Maddox **rescinded his motion** and Commissioner Dozier made a **motion to delete the Events Grant program from the Investment Plan**, upon second by Commissioner S. Maddox, further discussion ensued.

Mayor Gillum stated he supports the Events Grant program but he would also support a weaning process to eliminate the program. He stated larger development projects take a longer time for impact whereas the special events are most visible in the districts.

Commissioner Dozier stated the program is more visible within the Greater Frenchtown/ Southside communities and suggested as other programs become more noticeable in the neighborhood, weaning this program and directing and educating the community to the grant opportunities available through the Tourist Development Council (TDC) and the Council On Culture and Arts (COCA).

Commissioner Miller shared her support for the Events Grant program stating it provides a funding resource for new organizations that do not have other funding options. However, she agreed if education and opportunity can be provided elsewhere, the program can eventually be cancelled.

Commissioner N. Maddox requested direction from the CAC before making a decision to eliminate the program. He suggested creating a weaning schedule when eliminating the program such as full funding the first year, \$15,000 the next year and then ending the program.

Commissioner Richardson made a **substitute motion to approve the Event Grant program with the caveat to (1) wean funding for the program over the next few years that would eventually eliminate the program and (2) create policy language which would not allow funding of special events beyond the \$35,000 approved by the Board and direct organizations to other grant programs through COCA and TDC**, upon second by Commissioner N. Maddox, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, and Richardson

NAY: None

ABSENT: Proctor and Ziffer

Commissioner S. Maddox made a **motion to delete the Public Safety program from the Investment Plan**, upon second by Commissioner Dozier, further discussion ensued.

Several Board members questioned the feasibility of funding public safety programs indicating it is a bigger issue for discussion by the City and County and the requirement to modify the CRA redevelopment plan to include the public safety component. They questioned the validity of supporting the Cure Violence program since the program has not yet been established or specified within the city. Several members indicated support for safety components like street lights but questioned the funding amount and suggested making a funding decision when

proposals are presented to the Board. Several members discussed incorporating the Public Safety program into the Neighborhood Enhancement program to make it a priority on a neighborhood level to determine the safety needs of the community. They also suggested the public safety projects should not require a neighborhood association.

Following the discussion, Commissioner Richardson made a **substitute motion to approve incorporating the public safety component of \$100,000 into the Neighborhood Enhancement program**, upon second by Commissioner Dozier, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, and Richardson

NAY: Miller

ABSENT: Proctor and Ziffer

Commissioner S. Maddox made a motion to delete the **Business Expansion Grant program and amend the Business Facility Improvement Grant program**. Motion dies due to lack of second.

Commissioner Dozier made a **motion to approve funding, under the Business Facility Improvement program, exterior façade grants at \$200,000 and interior renovations grant at \$100,000 to include policy language targeting specific areas and smaller businesses**, upon second by Commissioner N. Maddox, further discussion ensued.

Commissioner S. Maddox stated he will not support the motion because it includes interior renovations that may not benefit a public need.

Several commissioners expressed the need for continued discussions on the Business Facility Improvement program to focus on creating policy language supporting the needs of smaller businesses and target specific areas. Commissioners indicated providing larger development projects on Gaines Street with funding assistance is no longer needed but smaller businesses may still need help.

Following the discussion, the motion by Commissioner Dozier **to approve funding, under the Business Facility Improvement program, exterior façade grants at \$200,000 and interior renovations grant at \$100,000 to include policy language targeting specific areas and smaller businesses**, upon second by Commissioner N. Maddox, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, Miller, and Richardson

NAY: S. Maddox

ABSENT: Proctor and Ziffer

Commissioner N. Maddox made a **motion to approve the S. Monroe/Adams Business Corridor, Frenchtown Entry Feature at Macomb and Tennessee Streets, FAMU Way to Magnolia Art District, Large Project Funding, Southside Farmers Market and Bus Shelters projects into the Investment Plan**, upon second by Commissioner Richardson, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, and Richardson

NAY: None

ABSENT: Proctor and Ziffer

Discussion on the Draft FY 2016 City of Tallahassee Community Redevelopment Agency Budget

Item 4.02 presented by Rick McCraw, CRA Program Director, was a brief discussion on the FY 2016 proposed CRA budget.

Rick McCraw provided an update on the FY2016 Proposed Budget based on the preliminary values received by the Leon County Property Appraiser's office. The tax increments are based on the City's current highest millage rate of 4.55 mills. The final millage rate determination will occur at the City Commission meeting on September 16th. The Affordable Housing line item increased by \$100,000. There are uncommitted funds in the Greater Frenchtown/Southside district that will be adopted for use on the Investment Plan's programs and projects.

Commissioner Lindley questioned the calculations of the County millage rate stating the County's millage rate is 8.3 mills not 8.8 mills.

In response to Commissioner Lindley's question, Mr. McCraw explained the calculations include the County's EMSTU rate of 0.5 mills that the CRA refunds back to the County.

Mr. McCraw indicated the CRA will receive approximately \$3.7 million in tax increment for FY2016, \$2.2 million in the GFS district and \$1.5 million in the DT district. The CRA will also receive \$200,000 for the sale of the O'Connell property. He also briefed the Board on the status of the property exchange explaining that due to the title defect on the Firestone property the \$560,000 has not been received and the entire financial components may shift a year if a resolution does not occur by year-end. The CRA will also receive a variety of income from parking and short term loan payments bringing the total proposed revenue balance to \$2.5 million in the GFS district and \$1.6 million in the DT district. Including prior year funds, the total revenue stream is approximately \$5.7 million dollars. He noted anticipated reserve dollars of \$282,000 in the GFS district and \$697,000 in the DT district. The operating and administrative expenses total \$881,000 which includes the anticipated two percent salary increase by the City, the insurance premium payment, an increase of \$34,000 for ISS, Purchasing, Human Resources and Accounting services and the County refund of approximately \$82,000 for the EMS MSTU. The budget also includes the proposed capital expenses and commitments for redevelopment projects leaving a remaining balance of \$1.1 million in the GFS district and \$95,000 in the DT district. He noted these values may change based on the outcome of the City's millage rate determination.

Commissioner Dozier questioned the increase in operating expenses and requested a breakdown of the FY2016 operating and administrative expenses at the next CRA Board meeting.

UNAGENDAED PUBLIC COMMENT

Mr. William Lowman, 3742 Dorset Way, addressed the Board concerning what was presented to the community at today's meeting. He is now more aware of what the CRA does but would like more focus on the items included in the Promise Zone grant proposal. He expressed concerns about the human service needs in the GFS district, the need to put money into the community and the need to educate the community.

Commissioner N. Maddox agreed with Mr. Lowman and stated a holistic conversation is needed to educate the mindset on improving the social nature of people in the community. He challenged and tasked Mr. Lowman with getting the community involved in these types of conversations.

Mr. Robert Kenon, 630 West Brevard Street, owner of Cornucopia Wealth Management, presented a book to the Board and expressed mistrust of the CRA Board and staff. He requested an independent audit of the CRA and their programs.

Ms. Sylvia Hubbard, 311 Gaile Avenue, addressed the Board concerning the needs of the Southside community. She indicated a Southside farmer's market was not needed and questioned who indicated the Southside community needed one. She stated she did not support funding the Big Bend Cares project.

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning the anticipated amount of funding being proposed for the Big Bend Cares redevelopment project and patients' insurance concern with the development. He emphasized the focus should be on infant mortality.

UNAGENDAED ITEMS/COMMISSION DISCUSSION

There were no unagendaed items for commission discussion.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:41 a.m.

Draft MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida
September 24, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on September 24, 2015, in the Commission Chambers in City Hall with City Commissioners Richardson and County Commissioners Lindley (CRA Chair), Dozier, N. Maddox and Proctor present at the start of the meeting. Also present were Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams. City Commissioner Ziffer was absent.

Commissioner Lindley, CRA Chair called the meeting to order at 3:06 pm.

Mayor Gillum (Vice-Chair) and City Commissioner Miller arrived at 3:10 pm and 3:11 pm respectively. City Commissioner S. Maddox arrived at 4:03 pm.

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Marie Bryant, 2605 Texas Street, addressed the Board concerning agenda **Item 4.01**, to express her support for the funding and provided Ms. Manning with an additional 30 signatures in a petition to support the Big Bend Cares project and a Southside farmer's market (she provided a petition of 91 signatures previously to the September CAC meeting). She noted her concerns about ensuring there is a vision for the Southside and community feedback is heard.

Ms. Cheryl Collier-Brown, 217 West Brevard Street, addressed the Board concerning agenda **Item 4.01**. She approves of the funding support for the Big Bend Cares facility however she prefers all agenda items get addressed within the timeframe of the meeting and not be focused exclusively on this item.

Mr. Clarence Jackson, 150 First Street, Gretna, FL, member of the Big Bend Cares Board of Directors, expressed his support for agenda **Item 4.01**. He stated the Big Bend Cares project will enhance and bring other business to the area.

Ms. Siterra Wallace, 1336 Vickers Road, Representative of the Sickle Cell Foundation, expressed her support for agenda **Item 4.01**. She stated a comprehensive health care facility that addresses AIDS, sickle cell and many other health concerns would be an asset to the community and enhance medical collaborations between agencies and organizations. The facility will bring more jobs and businesses to the district.

Mr. David Poole, 1825 Country Club Drive, expressed his support for agenda **Item 4.01**. He shared some of his work history and the legacy of Big Bend Cares and his current position with the AIDS Health Care Foundation. He stated the project will rally and promote diversity to bring the community together.

Ms. Ellen Piekalkewicz, 2477 Tim Gamble Place, Executive Director of United Partners for Human Services, expressed her support for agenda **Item 4.01**. She stated the project will provide a one-stop shop for health care services and will help decrease health care disparities to benefit the community.

Mr. Dale Landry, 1940 Nanticoke Circle, Executive Director of the NAACP, supports the cause of agenda **Item 4.01**; however, he does not support the use of taxpayers' money to build the facility if they do not provide services to all, insured and uninsured. He would like to ensure political and social equality and prevent racial discrimination against funding efforts by the CRA.

Mr. Jamil Diaz, 2424 West Tharpe Street Apt 1D, expressed his support for agenda **Item 4.01**. He shared his personal story about his trials finding support in the community to deal with HIV and his employment with Big Bend Cares. He applauded the work Big Bend Cares has done in the community by having a facility where there is not a stigma tied to the services provided.

Ms. Diane Williams-Cox, 2312 Mavis Circle, spoke to her concerns about agenda **Item 4.01**. She voiced her concerns about the use of taxpayers' dollars to fund the project. She also expressed concern on the effect of the project on the Bond Community Health Center and the Neighborhood Medical Service Center in the community. She stated other projects, such as building a new high school, housing and educational disparities, should be a priority to improve the Southside community, and directed the Board to get community feedback to know what the district needs.

Sixteen speakers waived their right to speak in support of agenda **Item 4.01**.

- Paulina Bamgbose, 2201 South Monroe Street
- Wallace Ward, 2201 South Monroe Street
- Laura Johnson, 508 Truett Drive
- Jamie Johnson, 1886 Sagebrook Drive
- Daniel Taylor, 4274 Little Osprey Drive
- Carla Cummings – Mortley, 3404 South Monroe Street
- Stanley Kahn, 7275 Nola Court
- John C. Padgett, 10672 Mahan Drive
- James G. Barnes, 10672 Mahan Drive
- Timecca Herring, 3125 Sawtooth Drive
- Denick Geffrard, 1873 Nena Hills Drive
- Jeanette Grice, 1865 Raymond Tucker Road
- Melissa Walton, 451 Richview Park Circle East
- Debra Nelsen, 5393 Sombra Del Lago Drive
- Kenneth Reshard, 3930 Caldwell Drive
- Jason Taylor, 1709 Hermitage Boulevard Ste. 200

CONSENT ITEMS

Commissioner Dozier requested item 3.02 be pulled from consent for discussion.

Commissioner Richardson moved to **approve staff's recommendations presented in Item 3.01 of the Consent Agenda**. Upon second by Commissioner Dozier, **the vote was as follows**:

AYE: Dozier, Lindley, N. Maddox, Proctor and Richardson

NAY: None

ABSENT: Gillum, Miller, S. Maddox and Ziffer

Item 1 – Approved the Summary Meeting Minutes the March 24 and July 9, 2015 CRA Board Meetings

PULLED CONSENT ITEMS

Commissioner Dozier requested item 3.02 be pulled for discussion. She requested CRA staff confer with the County and other governmental entities to ensure the CRA meeting schedule does not conflict with conferences and other important meetings commissioners must attend.

Following Commissioner Dozier's comments, she moved to **approve staff's recommendations presented in Item 3.02 of the Pulled Consent items**. Upon second by N. Maddox, **the vote was as follows**:

AYE: Dozier, Lindley, N. Maddox, Proctor and Richardson

NAY: None

ABSENT: Gillum, Miller, S. Maddox and Ziffer

Item 2 – Approved the 2016 CRA Board Meeting Schedule

POLICY FORMATION AND DIRECTION

Approval of the Big Bend Cares Medical Facility Funding Assistance Request

Item 4.01 presented by Roxanne Manning, Executive Director, was a request for approval to provide grant funds in the amount of \$1.5 million to assist with construction of a 27,000 SF medical facility located at the corner of S. Monroe Street and Magnolia Drive.

Ms. Manning gave a brief overview of the funding request by Big Bend Cares (BBC). She also noted the \$1.5 million will be reimbursed in equal payments over four years once construction is complete. BBC proposes to construct and operate a two-story, 27,700 square foot medical building designed to support a variety of medical services. In addition to continuing HIV/AIDS

services, the new facility will include a primary care clinic, basic laboratory testing services, dental services, case management services, peer adherence services, and a pharmacy.

The center will specialize in infectious disease management; and offer access points for the Bond Community Health Center, Apalachee Center and the Neighborhood Medical Service Center to provide services to the uninsured, if they desire to do so. An important benefit for existing BBC clients will be to maintain their current care services and continue to see their current physicians; however, they will now be accessible at the new facility rather than making multiple visits to different medical offices. For other patients, in-house medical services will be provided at the new facility through agreements with private practices, the TMH Residency Program and the FSU College of Medicine. Additionally, BBC also has offered space to Apalachee Center to provide psychiatric services; has contacted FAMU to enlist pharmacy students with internships; and is discussing opportunities with TCC to provide their dental hygiene, nursing and medical tech students with placement opportunities.

The new facility will be located immediately to the west of the existing BBC building on eight recently purchased parcels (approximately 3.8 acres) bordered by Magnolia Drive on the north, South Monroe Street on the east, Wallis Street on the South and South Adams Street on the West. The parcels consist of Sheffield's Auto & Truck Body Shop, several developed but vacant buildings and three undeveloped parcels. The total estimated project cost, including land, but excluding furnishings, fixtures and equipment, is \$10 million.

Ms. Manning noted BBC has offered to transfer four of the parcels they purchased in the 2200 block of South Monroe Street to the CRA. An August 1, 2015 appraisal of the property by Cureton-Johnson & Associates valued the four parcels at \$510,000. The CRA would be able to use the property, which contains a useable building, for a Southside Farmers Market or market the property for redevelopment, which could result in additional income to the CRA through the eventual sale of the property, as well as future tax increment from the property.

Commissioner Proctor suggested hearing from the GFS Citizens' Advisory Committee (GFS CAC) chair and follow their recommendation to table the agenda item until a Memorandum of Understanding (MOU) with Bond Community Health Center has been signed to ensure how the two health facilities can co-exist. He questioned the urgency of the funding request.

In response to Commissioner Proctor's question, Ms. Manning explained the CRA is a redevelopment agency and has no authority to instruct an entity how to run their business nor analyze or enforce a MOU. She noted BBC serves insured patients and Bond Community Health and Neighborhood Medical Service Center serves uninsured patients and the three organizations currently have an understanding of who serves whom. She stated there is no urgency but in order to ensure bank financing a guarantee of funding is needed to ensure funding sources for the project.

Several commissioners stated any GFS CAC member had the opportunity to speak during the Public Comments on Agenda Items.

Commissioner N. Maddox requested the GFS CAC chair speak to the recommendation made at the CAC meeting.

Ms. Rahni Wright, 1612 Levy Avenue, GFS CAC Chair, spoke to the Board about the recommendations made by the CAC on the BBC project. The BBC project was introduced to the CAC in June. A recommendation on the BBC project was requested at the August and September CAC meetings. In August, the CAC requested additional information which was provided and presented in September. The recommendation to create an MOU between BBC and the Bond Community Health Center was requested to determine which health service entity would provide services to the uninsured and/or insured.

Following Ms. Wright, Ms. Sylvia Hubbard, 311 Gaile Avenue, requested to speak on agenda **Item 4.01** under Public Comment on Agenda Items. Ms. Hubbard stated the Big Bend Cares facility will adversely affect Bond Community Health Care and does not support the item.

Following Ms. Hubbard's comments, Ms. Manning introduced BBC Board of Directors, BBC staff and Financial Representative from Centennial Bank.

Mr. Louis Dilbert, 1814 Shea Court, previous president of the BBC Board of Directors, member for six years, stated BBC is a community leader and supports diversity in the community. He requested full support for the funding request.

Ms. Lorena Maxwell, current chair of the BBC Board of Directors and member for five years, requested support for the funding request and stated BBC helps improves lives in the community.

Mr. Rob Renzi, 2201 South Monroe Street, CEO of BBC, gave an update on the status of the project and on the relocation of the current businesses on the parcels. He indicated Sheffield's Auto & Truck Body Shop will not move until his building permit issues are resolved at his other location on Pensacola Street. Mr. Renzi stated there are several complex issues regarding the appliance store which is owned by Mr. Donaldson. The store is in bankruptcy and BCC purchased the note from an entity in California. There are significant code enforcement violations against the storage behind the store and Mr. Donaldson is working to resolve those issues. Rob Renzi also indicated there is minimal asbestos and lead contamination on the project site and an environmental clean-up will occur prior to the exchange of land.

Ms. Kimberly Smiley, 3475 Whitfield Road, Marketing President of Centennial Bank, confirmed the need to guarantee funding sources to structure the debt properly in the financing process. She also indicated the reimbursement payment could go directly to the bank as an approval option by the CRA Board.

Commissioner Richardson made a motion to **approve Option 1 - Approve the Big Bend Cares application for grant funds in the amount of \$1.5 million to assist with construction of a 27,000 SF medical facility located at the corner of S Monroe Street and Magnolia Drive provided in equal amounts over a four-year period once the development has received a Certificate of Occupancy from the City's Growth Management Department. Authorize the CRA staff to negotiate a development agreement consistent with the terms of the agenda item and direction received from the CRA Board**, upon second by Mayor Gillum, further discussion ensued.

Mayor Gillum expressed his support of the project with the \$1.5 million going towards the construction of the shared space. Several commissioners stated BBC has been a tremendous

benefit to the community and expressed support for the redevelopment. They commented on this being an opportunity for redevelopment which could create a medical corridor on the Southside with access for insured and uninsured in a comprehensive facility. They indicated this may be the catalyst the Southside needs to encourage economic growth and opportunities for partnerships and collaborations.

Commissioner Proctor stated without the MOU between BBC and the Bond Community Health Center he would not support the motion. He requested additional language be added to address their role in supporting the uninsured. He recommended giving the \$1.5 million to Bond Community Health Center to support operating costs.

Commissioner S. Maddox stated he would not support the motion because the CRA would not receive tax increment revenue for this project.

Following the discussion, a vote was made on the motion to **approve Option 1 - Approve the Big Bend Cares application for grant funds in the amount of \$1.5 million to assist with construction of a 27,000 SF medical facility located at the corner of S Monroe Street and Magnolia Drive provided in equal amounts over a four-year period once the development has received a Certificate of Occupancy from the City's Growth Management Department. Authorize the CRA staff to negotiate a development agreement consistent with the terms of the agenda item and direction received from the CRA Board, upon second by Mayor Gillum, the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, Miller and Richardson

NAY: S. Maddox and Proctor

ABSENT: Ziffer

Commissioner Miller requested distribution of the list of all non-profits that have been financed by the CRA.

Ms. Manning provided copies to the Board.

Commissioner N. Maddox requested Mr. Renzi work with the Bond Community Health Center, Neighborhood Health Services Center and Apalachee Center on handling the issue of uninsured patients.

Discussion and Approval of the Greater Frenchtown/Southside Investment Plan Programs and Projects

Item 4.02 presented by Roxanne Manning, CRA Executive Director, was a discussion and approval of the Investment Plan Programs and Projects.

Commissioner N. Maddox requested an overview of the CAC recommended changes to the GFS Investment Plan the Board reviewed at the September 2nd Special CRA meeting.

Ms. Manning gave an overview of the CAC's program recommendations as follows:

Neighborhood Enhancement and Public Safety Program: The CAC recommended that the CRA Board consider allowing not-for-profit organizations to apply for Neighborhood Enhancement Funds, in addition to neighborhood associations.

Housing Rehab: The CAC recommended that the CRA consider targeting specific areas when possible.

Event Grants: The CAC strongly recommended the CRA Board retain this program. They also recommended the funding be increased to \$50,000 per district. The Committee members stated the event grants are an example of local empowerment, participation in the application grant process improves the quality of the area non-profits, provides experience that helps to improve their grant writing skills and builds capacity within the organization.

Business Facility Improvement Grant: The CAC did not recommend any changes to this proposed program.

Commissioner N. Maddox made a motion to **approve the Investment Plan programs**. Upon second by Commissioner Richardson, further clarification on the motion was requested.

Commissioner N. Maddox requested the motion **include the CAC's recommendations to increase the Event Grants program funding to \$50,000 and approve the Investment Plan programs. Commissioner Richardson withdrew his second** because he does not support the increase in Event Grants funding but **Mayor Gillum seconded the motion** for further discussion.

Commissioner Dozier stated she would not support the current motion as she would like the Events Grant program phased out. She appreciated the comments from the CAC in the program helped non-profits grow and helped community development but as more opportunities become available in the Frenchtown/Southside district, the focus no longer needs to be on the Event Grants program. She would like to have the highest and best impact with the limited CRA dollars, and indicated the focus should shift to infrastructure and housing needs.

Commissioner Dozier made a substitute motion **to phase out the Event Grants program over three years but approve all other programs in the Investment Plan as stated**, upon second by Commissioner Richardson, further discussion ensued.

Commissioner Dozier provided a comment regarding large project funding before continuing the discussion on Event Grants. She reminded the Board of their decision not to fund anymore large projects on Gaines Street as a part of large project funding.

Mayor Gillum stated his support for the original motion noting the CAC's strong endorsement of the Event Grants program as the reason.

The CRA Board had a brief discussion on the advisory role of the CAC and the amount of respect they have for the committee and the role they play in decision-making on items presented for approval by the CRA Board.

Following the discussion, a vote was made on the substitute motion to **remove the Event Grants program but approve all other programs in the Investment Plan as stated**, upon second by Commissioner Richardson, **the vote was as follows:**

AYE: Dozier, S. Maddox and Richardson

NAY: Gillum, Lindley, N. Maddox, Miller and Proctor

ABSENT: Ziffer

The substitute motion fails with Mayor Gillum, Commissioner Lindley, N. Maddox, Miller and Proctor in dissent.

Following the substitute motion, a vote was taken on the original motion to **approve the Investment Plan programs with the CAC's recommendations**, upon second by Mayor Gillum, **the vote was as follows:**

AYE: Gillum, Lindley, N. Maddox, S. Maddox, Miller and Proctor

NAY: Dozier and Richardson

ABSENT: Ziffer

Commissioner Proctor requested a copy of the history of the CRA Boards vote with respect to the CAC's recommendation over the course of the CRA.

Ms. Manning presented the CAC's recommended GFS Investment Plan Project priorities:

1. Large Project Funding,
2. Frenchtown Entry Feature,
3. Southside Farmers Market,
4. Bus Shelters,
5. S. Monroe & Adams Streets Corridor Improvements,
6. FAMU Way to Magnolia Drive Art District.

Commissioner N. Maddox made a motion to **approve the project list for the Investment Plan with the CAC's priority order recommendation**, upon second by Commissioner Proctor, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, Proctor and Richardson

NAY: None

ABSENT: Ziffer

Commissioner Dozier made a **motion to provide the opportunity to alter the project priority order and hear from staff in the event a project goal can be expedited**, upon second by Mayor Gillum, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller and Richardson

NAY: Proctor

ABSENT: Ziffer

Commissioner Dozier requested Commissioner Proctor find an alternative method to his requesting staff compile a history of the CRA Boards vote with respect to the CAC's recommendation over the course of the CRA, due to limited staff and time.

Commissioner Proctor withdrew his request.

UNAGENDAED PUBLIC COMMENT

Ms. Tiffany Hill, 1280 Kissimmee Street, spoke to her concerns about the future Piggly Wiggly grocery store on the Southside. She stated she would prefer a more upscale grocer for the community but if Piggly Wiggly is the option she would like to ensure the grocer will maintain high standards for the community's needs.

Commissioner Richardson indicated he will pass on the information to the owners about maintaining the high standards for the community.

Ms. Susan Parks, 1513 Atapha Nene, spoke to her concerns about the future Piggly Wiggly grocery store. She stated her preference would be for a destination shopping center that would attract others to the area.

Mr. Delaitre Hollinger, 501 Alpha Avenue, spoke to his concerns about the demolition of the Old Jail/Firestone Building. Mr. Hollinger is requesting to preserve the old jail because of its historic value in the civil rights movement. He opined that it should be used to create a civil rights museum. He noted in 2016 the 60th anniversary of the bus boycotts movement will be celebrated and Tallahassee should consider an event honoring the history. He requested the Board consider the infrastructure needs of the "D" Streets in Frenchtown. He also indicated he did not support the Piggly Wiggly grocery store.

5:00 PM PUBLIC HEARING

Adoption of the FY 2016 City of Tallahassee Community Redevelopment Agency Operating and Capital Budget

Item 7.01 presented by Rick McCraw, CRA Program Director, was a request for adoption of the FY 2016 CRA Budget.

Mr. McCraw gave a brief overview of the significant changes to the budget from the previous discussion. They are outlined below.

The Reserve Fund balance of \$1,180,290 (\$482,560 for the GFS District and \$697,730 from the DT District) includes the current reserve balance, the projected FY 2016 loan payments and short and long-term parking revenues, and the \$200,000 FY 2016 payment to the GFS District from the sale of the O'Connell property. The FY 2016 \$200,000 payment from the sale of the O'Connell property has been moved to the Reserve Fund but still remains in the GFS Account. The payments from the sale of the O'Connell property are not tax increment, nor are the other Reserve Funds, and are not subject to the three-year spending restriction of tax increment funds. Placing these funds in Reserve allows the CRA Board greater flexibility in committing the funds for future loan, parking development and other redevelopment needs.

The FY 2016 operational expenses increased by \$82,611 over the FY 2015 operational expenses. The increase is the result of several factors, including additional Internal Service Fund expenses for human resource, accounting, purchasing and information system services support from the City of Tallahassee; the need to have stand-alone property, liability and worker's compensation insurance coverage for the CRA; a proposed 2.0 percent salary increase; increased health insurance expenses; and increases for Unclassified Professional Fees, Unclassified Contractual Services, Unclassified Supplies and Travel and Training. Rick McCraw noted any unused funds from these line items will be rolled into the next budget year if not utilized during the FY 2016 budget year.

The FY 2016 GFS Affordable Housing line item was increased by \$100,000; the new fund balance is \$300,000. This increase was approved by the CRA Board at the September 2nd CRA Special Board Meeting.

In closing his presentation, Rick McCraw noted that the GFS Investment Plan was not approved by the CRA Board prior to September 24th, which is the FY 2016 CRA Budget Public Hearing date. As a result, the approved Investment Plan programs and projects are not included in the FY 2016 budget. However, funding for the Investment Plan programs and select projects is available in the budget and will be approved by the CRA Board at subsequent Board meetings.

Commissioner S. Maddox moved to **adopt by resolution the proposed FY 2016 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.** Upon seconded by Commissioner Miller, the vote was as follows:

AYE: Dozier, Gillum, Lindley, N. Maddox, S. Maddox, Miller, Proctor and Richardson

NAY: None

ABSENT: Ziffer

UNAGENDAED ITEMS/COMMISSION DISCUSSION

Commissioner Dozier noted the explanations for future increases to the operating budget from Internal Service Fund expenses should be consistent between among the CRA, Blueprint 2000 and CRTPA agencies.

Commissioner Richardson requested a special meeting in November to bring Ms. Brenda Williams, Executive Director of the Tallahassee Housing Authority and Mr. Leroy Moore, Vice President and Chief Operating Officer of the Tampa Housing Authority to discuss housing revitalization in the Orange Avenue Housing Apartments and the Apalachee Ridge neighborhood. He stated community presentations were made in September and he would like Ms. Williams and Mr. Moore to provide a similar presentation to the CRA Board specifically to discuss the role CRAs can have on housing.

Commissioner Dozier requested the information from the original presentation on housing be provided to the Board before suggesting the representative from Tampa come to make a presentation to the Board.

The consensus of the Board was to support having Mr. Moore from the Tampa Housing Authority come to make a presentation as part of the November CRA Board meeting.

ADJOURNMENT

There being no further business to discuss the CRA Board Meeting adjourned at 5:00 pm, and the CRA Board Public Hearing convened at 5:01 pm. The CRA Board Public Hearing adjourned at 5:17 pm.



Agenda Item Details

Meeting	Dec 10, 2015 - CRA Board Meeting
Category	4. Policy Formation & Direction
Subject	4.01 Update on Proposed Arts, Culture and Heritage Initiative and Utilization of Remaining Performing Arts Center Funds -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Option 1. Review Potential Uses for Bed Tax Funds and Provide Staff with Direction on Phase 2 of the Initiative Including Preferred Use(s) for Further Conceptual Development and Public Input.

Public Content

For more information, please contact: Roxanne Manning, Tallahassee CRA, 850-891-8353.

Statement of Issue

On February 26, 2015, staff presented the preliminary process for the expenditure of the Bed Tax funds to the CRA Board. The Board authorized staff to meet with the different stakeholders and bring back an agenda item containing multiple proposals that incorporate the goals of the City's Cultural Plan into the surrounding Cascades Park and Frenchtown/ Southside areas. The majority of Board members voiced their support of the intent to enhance Cascades Park and the surrounding area with options supporting dance, music, a black box theater, and art using the goals of the Cultural Plan as a tool to determine the best use of the funding. Based on CRA Board discussion and direction, staff began work on an Arts, Culture and Heritage Initiative (the "Initiative").

In order to prepare for the discussions with the art community, staff reviewed the Cultural Plan; Chapter 125, Florida Statutes (FS); studies by Americans for the Arts; and researched programs in other cities. To learn more about the specific cultural needs and goals within the Tallahassee/Leon County community, CRA staff held multiple meetings with representatives from the Council on Culture and Arts (COCA) and others in the arts and theater communities to discuss their needs, ideas and opportunities. CRA staff found that a consistent message emerged from many of the discussions as the conversations centered on the need for studios, galleries, and rehearsal and performance space. Following the meetings and research it was apparent that while it may be possible to support a range of uses with the TDC funds, members of the arts community placed a clear emphasis on the need for physical space to support the visual and performing arts.

Staff brought an initial list of potential uses to the CRA Board for review on October 29, 2015. The Board directed staff to go back out to the arts community and seek additional ideas. During November, COCA held two additional workshops with the arts community to seek additional ideas on the use of the Bed Tax funds. The results of those workshops (Attachment 1) have been added to the original list as items 8 through 13. All of the potential uses have been screened for adherence to Cultural Plan goals, Chapter 125 consistency, potential revenue generation, and related pros and cons. The information is presented in this agenda item as a precursor to the second half of the selection process as described below.

Proposed Two-Phase Process

To ensure thorough consideration of all opportunities and options, CRA staff is proposing a two phase process. This agenda item is intended to:

- Provide a summary of CRA and COCA staff's research,
- Facilitate the Board's awareness and consideration of different options, and,
- Obtain Board direction for Phase Two of the Initiative.

Following Board direction, staff will initiate Phase Two of the process. It is important to note that Phase Two of the Initiative will run concurrently with the RFP process for the Firestone/Bloxham Annex sale and redevelopment. This is important because a small part of the property on the Firestone site may be used for one or more of the potential arts uses. This will be discussed in more detail during the RFP agenda item.

The proposed time line for Phase Two includes:

DRAFT Phase Two Steps and Timelines			
	2016	Art, Culture & Heritage Initiative Steps	Firestone Bloxham RFP Steps
1	January	<ul style="list-style-type: none"> • Begin detailed study of potential locations and estimated construction costs of potential uses. 	<ul style="list-style-type: none"> • Issue RFP for property sale and redevelopment. • Advertise for 60 days.
2	February	<ul style="list-style-type: none"> • Continue detailed study of uses. • Meet with involved parties. 	<ul style="list-style-type: none"> • Oversee RFP process.
3	March	<ul style="list-style-type: none"> • Take proposed uses to FTSS Citizens Advisory Committee and Downtown Review Committee for review and comment. 	<ul style="list-style-type: none"> • Responses due in mid-March.
4	April	<ul style="list-style-type: none"> • Take proposed uses to TDC for review and comment. 	<ul style="list-style-type: none"> • Review and ranking of RFP proposals. • Approval of Development Team by CRA Board • Authorization by CRA Board to negotiate and execute a development agreement.
5	May	<ul style="list-style-type: none"> • Take potential uses to CRA Board for review and selection. 	<ul style="list-style-type: none"> • Execute a development agreement with Development Team
6	June	<ul style="list-style-type: none"> • Schedule for City and County Commission review and action. 	

Recommended Action

Option 1. Review Potential Uses for Bed Tax Funds and Provide Staff with Direction on Phase 2 of the Initiative Including Preferred Use(s) for Further Conceptual Development and Public Input.

Fiscal Impact

None at this time.

Supplemental Material/Issue Analysis

History/Facts & Issues

Research

The process began with a large meeting with representatives from the arts, culture and heritage communities on April 15th. The meeting was intended to facilitate conversation and the generation of ideas. The needs of the art, culture and heritage community were discussed along with potential opportunities for the use of the Bed Tax funds. An identifiable trend developed during the discussion. Multiple participants indicated that while there is available funding for events and programs, the greatest need is for built space for performances, rehearsals and events. After the large initial meeting, staff continued to meet with smaller groups and individuals to get more detailed information. This included meeting with:

- Le Moyne Galleries,
- Theater Tallahassee,
- Council on Culture and Arts,
- Florida State University - Mastercraftsman Studio,
- Tallahassee Symphony,
- Downtown Improvement Authority,
- John G. Riley Museum,
- KCCI,
- Tallahassee Community College,
- Leon County Tourist Development Council,
- Tallahassee Trust for Historic preservation,
- CPAC,
- 621 Gallery,
- 1020 Gallery,
- Dave Lang,
- Mary May,
- Delatrie Hollinger,
- and others.

Staff also began to develop a list of uses based on suggestions from the community; funding availability; location suitability; research from other communities and studies, such as those by Americans for the Arts, including their Study on Art and Economic prosperity.

Staff brought the initial list of potential uses to the CRA Board for review on October 29, 2015. The Board directed staff to go back out to the community and seek additional options. COCA held two large workshops in November to seek additional ideas. The results of those workshops (Attachment 1) have been added to the original potential use list as items 8 through 13. All of the potential uses have been screened for adherence to Cultural Plan goals, Chapter 125 consistency, potential revenue generation and related pros and cons.

Facilities and Artistic Identity

Physical space is a key element in the success of arts and cultural communities for several reasons. The presence of significant buildings and/or spaces dedicated to the arts is one of the clearest indicators of a thriving arts program within a community.

Dedicated art and cultural facilities identify cities have moved to beyond fulfilling the basic needs of their citizens, up to a level in which arts and culture are integral elements in the local social and economic structure. Moreover, based on evidence from cities around the country, we know an active, well-defined artistic community is a key driver of tourism. It is like a circle – the presence of significant arts and cultural facilities help attract tourists, and the tourists, in turn, help support the arts.

Buildings are, however, one of the most expensive components of an artistic environment. Because renting or building physical

space is fairly expensive, it is often beyond the reach of many artists or arts entities. In fact, lack of dedicated physical space can be considered a growth inhibitor to the creation of a genuinely successful art programs.

Defining an Arts District

Another valuable tool for defining a successful arts community is the creation of an established arts district. When arts and cultural facilities are grouped together, visitors can walk to visit multiple facilities. The visibility of each use, and hence its potential for success, is enhanced.

While there are already funds available from the City, County, CRA and State to support events, activities and organizations related to culture and arts, the \$5,000,000 + in available Bed Tax/Performing Arts Center (PAC) funds creates a rare opportunity to provide important physical spaces or facilities that can support a variety of cultural activities. Based on these findings, staff recommends that the Board consider identifying an area for informal designation as an arts/culture/heritage district and placing a priority on the creation of physical facilities that support arts, culture and heritage.

Available Resources

There are two separate funds that can be used to support the Art, Culture and Heritage Initiative:

1. \$508,425 + in Bed Tax fund expenses incurred during demolition of the John's Building and owed by the City is dedicated to supporting the Cascades Park Amphitheater. These funds may be used to build support space which may include dressing rooms, a green room, storage or other necessary facilities. These funds could be leveraged with the Bed Tax/PAC funds only if the required facilities are being provided.
2. \$5,000,000 + remaining from the Bed Tax/PAC effort. These funds are governed by the CRA amended interlocal agreement and Chapter 125, as discussed below.

The impact of the above funding sources may also be enhanced by a range of actions, including leveraging the aforementioned funds with new development on the Firestone and Bloxham properties, partnering with a local entity to create a facility, potential use of Waterworks or other City or County sites, and possible funding from other entities.

The Interlocal Agreement

Based on the amended CRA interlocal agreement, the Bed Tax/PAC funds may be expended to encompass projects, programs and expenses related to culture, visual arts, and heritage programs; performing arts space, or other performing arts projects. The projects must be located in the Downtown District Community Redevelopment Area or the Greater Frenchtown/Southside Community Redevelopment Area. All proposed uses of the funds must be recommended by the CRA Board, and approved by both the County and City.

Statutory Restrictions

In addition to the restrictions in the interlocal agreement, the funds may only be utilized for projects, programs and expenses authorized under Chapter 125.0104, specifically 125.0104(5) (Attachment 2). This includes publicly owned and operated uses such as convention centers, auditoriums, aquariums, museums and sports stadiums and arenas. However, there is some flexibility, as demonstrated by the letter, dated December 1, 1998, (Attachment 3) from then Florida Attorney General Butterworth, which provides that the governing body of the County has ability to determine appropriate use of funds based on promotion of tourism in subject county. In an abundance of caution, staff has attempted to select options that adhere as closely as possible to the statutory limitations. If there are questions concerning the appropriate use of the funds, staff may seek another interpretation from the Florida Attorney General.

The Capital Area Cultural Plan

The Cultural Plan, as updated in 2014, identifies goals and objectives to be implemented to support the arts in our community. The resources discussed above provide an opportunity to fulfill several Cultural Plan goals. The Plan provides four goals, three of which are relevant to the Arts, Culture and Heritage Initiative, as follows:

ECONOMIC DEVELOPMENT & MARKETING: Position and market the arts, culture and heritage as a strategic partner of Tallahassee/Leon County economic development efforts, through public and private funding for arts, arts organizations and cultural assets.

EDUCATION: Capitalize on the area's art, cultural and heritage attributes in order to strengthen art, culture and heritage opportunities in schools and the community.

FUNDING & FACILITIES: Provide sustainable public and private funding to preserve and improve arts, cultural and heritage organizations and experiences. This effort acknowledges the importance of growing new and emerging projects and facilities, but will give priority to existing organizations. The Plan states: *"The need for performance venues is a critical priority for performance arts organizations in our community. The community must go forward with the effort to create one or more new performance venues, but there must be a realistic plan, including the affordability for local groups to utilize the space."*

It must be noted that the Cultural Plan emphasizes the need for a facility seating 1,200, which is likely beyond the scope of this initiative, however, providing a smaller facility, or facilities that support multiple uses, is within the scope of funding and also increases accessibility to local groups.

Potential Uses

In identifying potential uses for the funds, staff worked to find uses that meet the goals of the Cultural Plan, fall within the scope of limitations imposed by the Chapter 125, and the interlocal agreement, while providing an opportunity to earn revenue to pay for operations and maintenance. The attached list provides a range of uses and projects that meet some or many of the aforementioned criteria. Please note that many of these uses can be recombined to create unique venues.

As previously stated, staff will endeavor to maximize the impact of the available funds by combining related uses, utilizing planned redevelopment projects to save on construction costs, looking for potential partnerships with existing arts and culture entities, as well as identifying uses that have the potential to generate revenue to pay for operations and maintenance.

Operations and Maintenance

While Chapter 125, requires that a facility constructed with Bed Tax funds be publically owned, it does allow for operations to be implemented through service contracts or leases. Thus the work of managing the facility may be accomplished without utilizing staff from the local governments and in a way may provide further support to local arts entities. The goal is to create uses that fulfill the Cultural Plan goals but do not place additional financial burdens on the City, County or CRA.

Options

1. Review Potential Uses for Bed Tax Funds and Provide Staff with Direction on Phase 2 of the Initiative Including Preferred Use(s) for Further Conceptual Development and Public Input.
2. Provide staff with alternate direction.

Attachments/References

1. Potential Use List
2. Section 125.0104 (5), Florida Statutes
3. Letter, Florida Attorney General Butterworth

[Attachment 1.pdf \(260 KB\)](#)

[Attachment 2.pdf \(113 KB\)](#)

[Attachment 3.pdf \(643 KB\)](#)

Potential Uses For Arts, Culture and Heritage Initiative Funds					
	Proposed Uses	Estimated Allocation	Opportunities	Areas for Consideration	Contacts:
1	Arts Incubator: with leasable studios, classrooms and sales space. May also include artists housing.	\$1,500,000 - \$2,000,000	<ul style="list-style-type: none"> Promotes all arts uses. One stop information about arts/culture/heritage uses in area. May stand alone or be combined with other uses on this list. Key part of Cultural District. Potential area for art sales space. Multiple entity benefit. 	<ul style="list-style-type: none"> If built as a stand-alone use, will need a way to generate revenue. May be best to combine with other uses such as sales space or gallery. 	<ul style="list-style-type: none"> Amanda Karioth-Thompson/Education and Exhibitions Director at COCA Audra Pittman, Executive Director/Council on Culture & Arts Roxanne Manning – Executive Director, CRA
2	Art Display & Sales Space: artists and galleries coordinate to stock and staff art stores located in one or more places.	\$200,000 - \$250,000	<ul style="list-style-type: none"> Sales for area galleries and artists. Key part of Cultural District. Small space requirement. May be combined with other uses. Potential revenue generation for store, galleries and artists. Multiple entity benefit. 	<ul style="list-style-type: none"> Staffing needs/ potential volunteer management. Potential ongoing lease costs. 	<ul style="list-style-type: none"> Amanda Karioth-Thompson/Education and Exhibitions Director at COCA Audra Pittman, Executive Director/Council on Culture & Arts Roxanne Manning – Executive Director, CRA
3	Events Space: leasable space to host cultural, heritage and educational events.	\$500,000 - \$1,500,000	<ul style="list-style-type: none"> High demand. May be combined with theater, gallery and/or rehearsal space. Good revenue generation potential. May provide shared dressing rooms and other facilities for Cascades Amphitheater. Key part of Cultural District. Multiple entity benefit. 	<ul style="list-style-type: none"> Parking. 	<ul style="list-style-type: none"> Ashley Edwards, Executive Director/COT PRNA Lee Daniel, Executive Director/Visit Tallahassee Roxanne Manning - Executive Director, CRA

<p>Historic Waterworks Cultural Center: A centrally located hub for art, heritage and culture. This adaptive reuse will serve as a gathering space, flexible meeting, and venue to serve Tallahassee and Leon County. This historic venue will anchor the Cultural District and provide a snapshot of the cultural community.</p> <p>The upstairs facility can serve as an “Art-prenuer in Residence” program that can be facilitated through COCA and FSU’s Jim Moran Institute. Preserving the historic qualities of the building would also present an opportunity to showcase some of the history of Tallahassee in anticipation of its 200th anniversary in 2024.</p> <p>This would be a lateral move for COCA since it currently operates a 4,000 leased facility and does much of the space rental and programming already. It’s an opportunity to create more visibility for the arts community while encouraging business development in other areas.</p>	<p>Up to \$2 million</p>	<ul style="list-style-type: none"> • Provides venue space for small organizations, start-ups and alternative venue sites for festivals in the park. • Indoor/Outdoor space • Capacity building workshops offered in Marketing, Education, Grant Writing. • Workshop partnerships between FSU OLLI and local artists • One stop information about arts/culture/heritage uses in area. • Anchor to Cultural District. • Arts Incubator that includes a partnership with FSU’s Jim Moran Institute and Art-prenuer programming. • Art-prenuer in Residence • Comparable to City managed Dorothy B. Owen Park and Meridian Point buildings. • Multiple entity benefit. 	<ul style="list-style-type: none"> • Research findings from the 2015-16 KCCI Catalyst class. 	<ul style="list-style-type: none"> • Audra Pittman, Executive Director/Council on Culture & Arts • Rosanne Wood, Chair of the COCA Board • Betsy Couch, Executive Director/KCCI • Judy Donohoe, Coty of Tallahassee
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5	<p>Black Box Theater: performance space, rehearsal space and event space, leaseable to local organizations and traveling performers and shows. May share facilities with Amphitheater.</p>	<p>Up to \$3.5 million</p>	<ul style="list-style-type: none"> • Potential revenue generation. • May be combined with event and rehearsal space. • May provide shared dressing rooms and other facilities for Cascades Amphitheater. • Key part of Cultural District • Alternative performance venue for festivals and other events • Funding from City of Tallahassee upgrades to Cascades \$500,000 • Opportunity for private donor naming rights up to \$1 million • Multiple entity benefit. 	<ul style="list-style-type: none"> • Specific Costs related to value of land and space required • Operations (could be modeled after current City run property at Meridian or contracted through existing agency like Theatre Tallahassee). • Depending on location – impact on planned redevelopment 	<ul style="list-style-type: none"> • Ashley Edwards, Executive Director/COT PRNA • Lee Daniel, Executive Director/Visit Tallahassee • Cameron Jackson/Executive Director – MFA Theatre Management at FSU. • Theresa Davis – Theater Tallahassee • Roxanne Manning – Executive Director, CRA
6	<p>LeMoyné Center for The Visual Arts: 15,000 SF new construction on the Meridian Point site, plus 10,000 SF outdoor sculpture garden, 500 SF outdoor kiln space, optional 2,000 SF 100 seat black box theater, dressing rooms, green room.</p>	<p>Up to \$1 million Final building cost TBD</p>	<ul style="list-style-type: none"> • Key part of Cultural District. • Multi-use, school, gallery, sales • Sculpture garden which could outfit entire footprint of the future development within the “Ghiradelli Concept” of the Firestone/Bloxham Annex. 	<ul style="list-style-type: none"> • Cost of land imprint • Operational costs • Construction costs • Depending on location – impact on planned redevelopment • Single entity benefit. 	<ul style="list-style-type: none"> • Ann Kozeliski/Executive Director of LeMoyné Center for the Visual Arts • Kaye Kendrick/Board Chair of LeMoyné Center for the Visual Arts • Mary Jo Spector/Board Member and FAMU Adjunct Architecture Professor • Roxanne Manning – Executive Director, CRA

7	<p>Artist Summer Intensives: a unique program to Tallahassee that encourages visitors and residents to stay for weeklong artist retreats that offer unique programming in the arts. (Glassblowing, blacksmithing, master class lessons, etc.). Revenues are generated by tuition, fees and lease of classrooms and studios. May house an artist in residence each year. Increases visibility of Tallahassee as an arts destination.</p>	<p>Up to \$500,000</p>	<ul style="list-style-type: none"> • Opportunity to capitalize off of existing programs like: Making Awesome: A Technology and Arts Makerspace and Millstone Institute for Preservation: Folk Arts • Opportunity for higher end summer intensives and Master Class weeklong camps • Potential partnerships with nature tours, trails, etc. • Create unique opportunities to invite local and international artists to visit and stay in Tallahassee • Increased visibility for arts scene in Tallahassee • Opportunity to cross-promote other camps in the summer season • Multiple entity benefit. 	<ul style="list-style-type: none"> • Programming will take a number of years to build visibility. 	<ul style="list-style-type: none"> • David Brightbill/Making Awesome (NEED A MILLSTONE CONNECTION)
8	<p>Old Jail Preservation: If the non-historic 1980s additions were removed, and the building was “unwrapped” and restored to show its original 1937 configuration, it may be eligible for listing on the National Register as part of a cultural district.</p>	<p>Up to \$500,000</p>	<ul style="list-style-type: none"> • Key part of Cultural District • Historic • May be used for multiple uses. • Opportunity to become a State Civil Rights Museum. 	<ul style="list-style-type: none"> • Operational costs associated with a museum • Accreditation factors associated with becoming a museum • Costs of unwrapping the jail to create an historic property • Cost of land that is not developed 	<ul style="list-style-type: none"> • Althemese • Barnes/Former Director Riley Center • Marion McGee/ Executive Director Riley Center • Delaitre Hollinger/Urban League • Curtis Taylor/Urban League • Roxanne Manning – Executive Director, CRA
9	<p>Civil Rights Memorial: This is an option to preserve the significance of the events held at the jail and a way to honor key figures involved. It would serve as a memorial to a place much like Smokey Hollow. Another attraction to a Cultural District.</p>	<p>Up to \$250,000</p>	<ul style="list-style-type: none"> • Lower cost than preserving the jail • Chance to connect to the Footsteps to Freedom Project downtown. • Could work with local artists and design firms to create a memorial similar to Smokey Hollow. 	<ul style="list-style-type: none"> • Concerns with losing an historic site 	

<p>10</p>	<p>Public Art/Community Canvas Initiative: Unique and contemporary digital media art installation that will be permanently located in downtown Tallahassee at Doubletree hotel</p>	<p>\$200,000</p>	<ul style="list-style-type: none"> • Key extension of the Cultural District. • Unique attraction and use that is currently not available in Tallahassee. • Promotes local art/culture. • Low initial cost for large impact. • Attracts millennials and digital artists • Opportunity to promote the arts, heritage and cultural events • Matching funds up to \$200,000 • Feasibility study offered for costs and operations. • Multiple entity benefit. 	<ul style="list-style-type: none"> • Ownership and operations 	<ul style="list-style-type: none"> • Frank Patterson/Dean of FSU College of Motion Picture Arts • MK Haley/ Entrepreneur-in-Residence at FSU • Noble Sissle III/FAMU Arts and Animation Professor • Dr. Andrew Snyder/Asst. Dean of Motion Picture Arts • Kim Rivers/Doubletree Hotel
<p>11</p>	<p>Public Art/ Anton Refregier Mosaics:</p>	<p>\$100,000</p>	<ul style="list-style-type: none"> • Unique mosaics donated to the City of Tallahassee from VP of Development of St. Regis Bal Harbour Hotel. Formerly the Americana Hotel. 	<ul style="list-style-type: none"> • Does not relate to Tallahassee heritage • Could be auctioned off to contribute money back to local public call to artists 	<ul style="list-style-type: none"> • Amanda Karioth-Thompson/Education and Exhibitions Director at COCA • John Powell/Environmental Regulatory Compliance Administrator COT
<p>12</p>	<p>Visitors Center for the Arts: a central location containing extensive information on regional artists and galleries. May also include sales space, leasable event space, classrooms and studios. Deleted by Board in Oct.</p>	<p>\$50,000 -\$200,000</p>	<ul style="list-style-type: none"> • Promotes all arts uses. • One stop information about arts/culture/heritage uses in area. • May stand alone or be combined with other uses on this list. • Key part of Cultural District. • Potential area for art sales space. • Multiple entity benefit. 	<ul style="list-style-type: none"> • Removed by Board at October meeting • If built as a stand-alone use, will need a way to generate revenue. • May be best to combine with other uses. 	<ul style="list-style-type: none"> • Roxanne Manning – Executive Director, CRA • Audra Pittman - COCA

<p>13</p> <p>Art School: studio spaces & classrooms, a wide range of classes, revenue based on the Campbell School model. Revenues are generated by tuition, fees and lease of classrooms and studios. May house an artist in residence each year. Deleted by Board in Oct.</p>	<p>\$1,500,000 - \$4,000,000</p>	<ul style="list-style-type: none"> • Good potential revenue generation. • Promotes all local artists and galleries. • May promote Millstone classes. • To be operated in cooperation with area galleries. • Galleries do not need to build as many individual classrooms or studios. • May be combined with other uses. • Key part of Cultural District. • Multiple entity benefit. 	<ul style="list-style-type: none"> • Removed by Board at October meeting • Greater cost to build. • Larger size needs location outside Cascades Park. • Determine management structure. 	<ul style="list-style-type: none"> • Lee Daniel – TDC • Roxanne Manning – CRA • Audra Pittman - Executive Director/Council on Culture & Arts
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Chapter 125 Florida Statutes, Section 125.0104 (5)

(5) AUTHORIZED USES OF REVENUE.—

(a) All tax revenues received pursuant to this section by a county imposing the tourist development tax shall be used by that county for the following purposes only:

1. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more:
 - a. Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the county or subcounty special taxing district in which the tax is levied; or
 - b. Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied;
2. To promote zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public;
3. To promote and advertise tourism in this state and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists;
4. To fund convention bureaus, tourist bureaus, tourist information centers, and news bureaus as county agencies or by contract with the chambers of commerce or similar associations in the county, which may include any indirect administrative costs for services performed by the county on behalf of the promotion agency; or
5. To finance beach park facilities or beach improvement, maintenance, renourishment, restoration, and erosion control, including shoreline protection, enhancement, cleanup, or restoration of inland lakes and rivers to which there is public access as those uses relate to the physical preservation of the beach, shoreline, or inland lake or river. However, any funds identified by a county as the local matching source for beach renourishment, restoration, or erosion control projects included in the long-range budget plan of the state's Beach Management Plan, pursuant to s. 161.091, or funds contractually obligated by a county in the financial plan for a federally authorized shore protection project may not be used or loaned for any other purpose. In counties of fewer than 100,000 population, up to 10 percent of the revenues from the tourist development tax may be used for beach park facilities.

Subparagraphs 1. and 2. may be implemented through service contracts and leases with lessees that have sufficient expertise or financial capability to operate such facilities.

(b) Tax revenues received pursuant to this section by a county of less than 750,000 population imposing a tourist development tax may only be used by that county for the following purposes in addition to those purposes allowed pursuant to paragraph (a): to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more zoological parks, fishing piers or nature centers which are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public. All population figures relating to this subsection shall be based on the most recent population estimates prepared pursuant to the provisions of s. 186.901. These population estimates shall be those in effect on July 1 of each year.

(c) The revenues to be derived from the tourist development tax may be pledged to secure and liquidate revenue bonds issued by the county for the purposes set forth in subparagraphs (a)1., 2., and 5. or for the purpose of refunding bonds previously issued for such purposes, or both; however, no more than 50 percent of the revenues from the tourist development tax may be pledged to secure and liquidate revenue bonds or revenue refunding bonds issued for the purposes set forth in subparagraph (a)5. Such revenue bonds and revenue refunding bonds may be authorized and issued in such principal amounts, with such interest rates and maturity dates, and subject to such other terms, conditions, and covenants as the governing board of the county shall provide. The Legislature intends that this paragraph be full and complete authority for accomplishing such purposes, but such authority is supplemental and additional to, and not in derogation of, any powers now existing or later conferred under law.

(d) Any use of the local option tourist development tax revenues collected pursuant to this section for a purpose not expressly authorized by paragraph (3)(l) or paragraph (3)(n) or paragraph (a), paragraph (b), or paragraph (c) of this subsection is expressly prohibited.

Florida Attorney General Advisory Legal Opinion

Number: AGO 98-74

Date: December 1, 1998

Subject: Tourist Development Tax, construction of war memorial

The Honorable Martha O. Haynie
Orange County Comptroller
Post Office Box 38
Orlando, Florida 32802

RE: TOURIST DEVELOPMENT TAX--COUNTIES--CLERKS OF COURT--use of tax revenues to construct war memorial at county courthouse. s. 125.0104 (5), Fla. Stat.

Dear Ms. Haynie:

You ask substantially the following question:

May tourist development tax revenues be used to construct an "All Wars Memorial" at the Orange County Courthouse, when the memorial is to replace a "Vietnam Veterans Memorial" that was demolished at the Orange County Convention Center?

In sum:

Expenditure of tourist development tax revenues for the construction of a new "All Wars Memorial" at the Orange County Courthouse must be based on a determination by the governing body of the county that the memorial directly and primarily promotes tourism.

You have provided background information that a Vietnam Veterans Memorial was constructed in 1983 at the Orange County Convention Center using funds raised by the community and monies from federal revenue sharing. Due to expansion and subsequent renovations of the center, it was necessary to relocate the memorial. The memorial could not safely be moved, resulting in its demolition and the decision to construct a new memorial at the Orange County Courthouse.

The County Attorney has rendered an opinion stating that it would be appropriate to use tourist development taxes to pay for the new memorial as an operating or capital expense. You question the validity of such an expenditure since the original memorial was not

funded by the convention center, but was merely placed at the center as a community memorial.

Section 125.0104, Florida Statutes, known as the Local Option Tourist Development Act[1] (act), authorizes a county to impose a tax on short-term rentals of living quarters or accommodations within the county unless such activities are exempt pursuant to Chapter 212, Florida Statutes.[2] The purpose and intent of section 125.0104, Florida Statutes, is to "provide for the advancement, generation, growth and promotion of tourism, the enhancement of the tourist industry, and the attraction of conventioners and tourists from within and without the state to a particular area or county of the state." [3]

Thus, construction of publicly owned facilities financed by proceeds from the tourist development tax must be primarily related to the advancement and promotion of tourism. It is the governing body of the county that must make the factual determination of whether a particular facility or project is related to tourism and primarily promotes such a purpose. This determination must follow appropriate legislative findings and due consideration of the specific needs and conditions of the particular locality.[4]

Subsection (5) of the act sets forth various purposes for which revenues from the tax may be used. Relevant to the question you have posed, section 125.0104(5) (a)1., Florida Statutes, authorizes the expenditure of tax revenues for the following purpose:

"To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or promote one or more publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums, or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied. . . ."

The plain language of the statute contemplates the expenditure of tax revenues to remodel, repair, improve, maintain and operate a convention center such as the one in Orange County. When a statute enumerates those things upon which it operates, it is ordinarily construed to exclude from its operation all things not expressly mentioned.[5] This office has consistently concluded that tourist development tax revenues may only be used for the purposes enumerated in section 125.0104, Florida Statutes.[6]

The remodeling and expansion of the convention center would appear to have necessarily required removal of the Vietnam Veteran's Memorial. Construction of a new memorial to replace the demolished one at a location off the convention center's premises, however, is not a logical consequence of such remodeling and expansion. Nor does

the construction of the memorial at the courthouse appear related to the operation of or capital improvements to the convention center.

While construction of the new war memorial at the Orange County Courthouse appears to be neither a proper capital improvement to the convention center nor related to the operation of the center, it remains for the governing body of the county, not this office, to determine whether such construction is related to tourism and furthers the purpose of promoting tourism in Orange County.[7] Any such determination, however, must show a distinct and direct relationship between expenditure of tourist development tax revenues and the promotion of tourism.

Accordingly, it is my opinion that the expenditure of tourist development tax funds for the construction of a new All Wars Memorial at the Orange County Courthouse depends on a determination, by the governing body of the county that such expenditure is directly related to the promotion of tourism in the county.

Sincerely,

Robert A. Butterworth
Attorney General

RAB/tls

[1] Section 125.0104(1), Fla. Stat.

[2] See s. 125.0104(3)(a), Fla. Stat., stating it is the intent of the Legislature that every person who rents, leases, lets living quarters or accommodations in "any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of 6 months or less is exercising a privilege which is subject to taxation under this section"

[3] See Ops. Att'y Gen. Fla. 95-71 (1995), 94-12 (1994), 87-16 (1987), and 83-18 (1983).

[4] See Op. Att'y Gen. Fla. 94-12 (1994) (governing body of the county must make determination that expenditure of tourist development tax revenues for the acquisition of a railway right-of-way and construction of a public recreational trail falls within the scope of expenditures authorized by s. 125.0104, Fla. Stat.).

[5] See *Thayer v. State*, 335 So. 2d 815, 817 (Fla. 1976). And see Op. Att'y Gen. Fla. 88-49 (1988) (expenditure of tourist development tax revenues is limited to those purposes set forth in the statute).

[6] See Ops. Att'y Gen. Fla. 86-68 (1986) (tourist development tax revenues may be used for beach cleaning and maintenance) and 87-16 (1987) (tourist development tax revenues may be used to improve, maintain, renourish or restore public shoreline or beaches of inland freshwater lake). Cf. Ops. Att'y Gen. Fla. 91-62 (1991) (construction of boat ramps and parking facilities in proximity to inland lakes and rivers not a proper use of tourist development tax revenues), 90-55 (1990) (tourist development tax revenues may not be used to construct beach parks, fund additional law enforcement patrols or lifeguards on the beach, or to build and maintain sanitary facilities on or near the beach), and 88-49 (1988) (no authority to use tourist development tax revenues to acquire real property for beach access).

[7] See s. 125.0104(5)(a)2., Fla. Stat. (1998 Supp.), allowing the use of tourist development tax revenues "[t]o promote and advertise tourism in the State of Florida . . . ; however, if tax revenues are expended for an activity, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists."



Agenda Item Details

Meeting	Dec 10, 2015 - CRA Board Meeting
Category	4. Policy Formation & Direction
Subject	4.02 Approval of Development Requirements and Options for Inclusion in the Firestone and Bloxham Properties Request for Proposal -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Option 1 – Approve the CRA Board recommended Tier 1 and 2 features/uses for inclusion in the Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties.

Public Content

For more information, please contact: Roxanne Manning, Tallahassee CRA, 850-891-8353

Statement of Issue

At the October 19th City of Tallahassee Community Redevelopment Agency (CRA) Board meeting, the Board authorized staff to prepare and issue a Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties at 409 and 309 E. Gaines St, respectively. The Board action was in response to a Letter of Interest (LOI) submitted by North American Properties to purchase the properties for \$4,080,000 and redevelop them as a Class A, mixed-use urban, non-student residential development.

During the discussion regarding the LOI and the issuing of an RFP, the CRA Board identified several features/uses they want to include as part of the RFP. This discussion covered features/uses that would be *required* and features/uses the Board would like to be *considered* when responding to the RFP. Additionally, in meetings with the local arts community, the CRA and the Council on Culture and the Arts (COCA) have identified several possible uses for a limited portion of the Firestone and Bloxham Annex properties. Some of the requested uses are quite extensive and may limit the redevelopment potential of one or both properties for more intense, large-scale mixed-use residential uses.

The CRA Board identified features/uses for the properties are discussed in the body of this agenda item and are included in the draft RFP at Attachment 1. CRA staff have identified a number of features/uses for inclusion in the RFP, however, additional direction from the Board may be required if the Board is interested in redevelopment proposals that are more oriented to public uses of the properties rather than primarily private sector uses (i.e., more intense residential development).

Recommended Action

Option 1- Approve the CRA Board recommended Tier 1 and 2 features/uses for inclusion in the Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties.

Fiscal Impact

Not at this time.

Supplemental Material/Issue Analysis

History/Facts & Issues

At the October 19th CRA Board meeting, the Board authorized staff to prepare and issue an RFP for the sale and redevelopment of the Firestone and Bloxham Annex properties at 409 and 309 E. Gaines St, respectively. During the discussion of the agenda item, the CRA Board identified several features/uses they wanted included as part of the RFP for interested developers to consider and address as part of their RFP response to the CRA. This included Board required features/uses and features/uses the Board would like to be considered when responding to the RFP, but were not required in the developer response to the RFP.

Examples of required features/uses include a mixed-use residential development and a civil rights memorial that recognizes the role the Old County Jail (part of the Firestone Building) in the civil rights movement of the 1960's.

Potential uses of the Firestone and Bloxham Annex properties have also been part of recent discussions regarding the use the approximately \$5.5 million in CRA-accessible Bed Tax funds for arts and culture related activities at or near Cascades Park. As part of a separate agenda item, the CRA Board directed staff to do additional coordination with the local arts community regarding the use of the \$5.5 million in Bed Tax funds. In multiple meetings with the local arts community, COCA and CRA staffs have identified several other possible uses for the Firestone and Bloxham Annex properties. Some of these uses are quite extensive, and may limit the redevelopment potential of one or both properties for larger-scale mixed-use residential uses. Due to the potential impact on the proposed RFP, CRA staff is processing the Arts, Culture and Heritage Initiative concurrently with the RFP.

Prior to the discussion on the required and desired features to be included in the RFP, CRA and Planning staff believe it would be beneficial for the CRA Board members to have a better understanding of the level of development allowed on the Properties. To that end, DesignWorks has prepared a massing study of the Firestone and Bloxham Annex properties that illustrates possible structure layouts based on existing zoning and land use requirements. The study also provides options for taking advantage of the topography and view sheds in the area. Dan Donovan with DesignWorks will provide a short presentation on the massing study at the start of the agenda discussion.

The CRA Board identified required and desired features/uses identified at the October CRA Board meeting are listed below and have been incorporated into Sections 1.2 and 3.3 (Tab 3) of the draft RFP at Attachment 1. Where deemed appropriate, the listed features/uses have purposely been left broad to allow RFP respondents the flexibility to prepare a unique redevelopment proposal. Further direction can be included if desired by the Board. There may also be an opportunity to include other arts and cultural uses based on the Board's discussion on the proposed use of Bed Tax funds, which precedes this agenda item.

Tier 1: Required Features/Uses

- Mixed-use development, options include:
 - Rental and/or owner-occupied market rate housing, including townhomes and/or flats;
 - Entertainment and commercial uses that compliment Cascades Park and create a new downtown destination; and
 - Possible boutique hotel or inn.
- Civil rights memorial on the Firestone property to recognize the local civil rights protests, arrests and jailing between February and May 1960. The memorial may be a plaza, a three dimensional sculpture, the tower from the Old County Jail or incorporate part of the Old County Jail façade. The RFP will identify the general location general size and estimated cost of the memorial. Final design of the Memorial will require community/committee input.
- Set aside approximately 5,000 to 15,000 square feet of space on the Meridian Point footprint or adjacent to the redevelopment on the Firestone property that can be used for arts, culture and heritage uses. This may include a 200 – 250 seat black-box theater, green room/dressing room, catering kitchen and event space for public use, plus support facilities for the Amphitheater. These uses will be identified through the Art, Culture & Heritage initiative.
- Provide public parking that, at a minimum, replaces the 110 existing public parking spaces on the Bloxham Annex property.
- Site plan must take full advantage of the topography of the site and maximizes views both onto and from the site.
- Provide public access and viewpoints across the properties to Cascades Park.

Tier 2: Desired Features/Uses but Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- Include the two Bloxham Annex art moderne buildings or façades in the redevelopment if feasible.
- Maintain access to the City's Waterworks property.
- May include redevelopment options for the City's Waterworks building but there is no specific/direct link with the redevelopment of the Firestone and Bloxham properties and the Waterwork's building.

The CRA/COCA arts, heritage and culture initiative identified several uses recommended for or near the Firestone and Bloxham Annex properties, which are expected to be discussed as part of the Bed Tax funds agenda item that precedes this agenda item. Without specifics on the amount and type of use required, it is difficult to define this as a required or desired use that can be incorporated into the Firestone and Bloxham Annex RFP. At this time staff is recommending that a limited area be identified for the location for an arts-based use. Additional information will be developed as the selection process progresses.

Other Considerations

Although this has been previously discussed, it is important to note that the Firestone and Bloxham Annex properties are being provided to the CRA as part of the O'Connell property land sale agreement between the CRA and the State. As part of the approved O'Connell Property Exchange Agreement with the State, FSU will provide the CRA with \$960,000 in cash and the Firestone and Bloxham Annex properties, as well as FSU's Multidisciplinary Testing Center at 715 West Gaines Street. The O'Connell and 715 West Gaines Street properties are both located within the Greater Frenchtown/Southside (GFS) Community Redevelopment Area, while the Firestone Building and Bloxham Annex properties are located within the Downtown District (DT) Community Redevelopment Area. Because the O'Connell property is in the GFS district, the proceeds (less closing costs and funds required for environmental cleanup) from the sale of the O'Connell, Firestone and Bloxham Annex properties will be deposited in the GFS Redevelopment Trust Fund for reinvestment within the GFS district. Any development restrictions on the Firestone and Bloxham Annex properties will likely impact the value of the property, reducing the sales price and funds available to the GFS district. Funds from the sale of the Firestone Building and Bloxham Annex properties will not be used within the Downtown District Community Redevelopment Area.

Options

1. Approve the CRA Board recommended Tier 1 and 2 features/uses for inclusion in the Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties.
2. Do not approve the redevelopment requirements and options for the proposed RFP, nor authorize staff to issue the RFP. Provide staff with other direction regarding the sale and development of the Firestone and Bloxham Annex properties.

Attachments/References

1. Draft Firestone & Bloxham Annex Properties RPF
2. Firestone and Bloxham Annex Massing Study by Design Works

[Atch 1 Draft RFP.pdf \(408 KB\)](#)

[Attachment 2.pdf \(717 KB\)](#)



REQUEST FOR PROPOSALS (RFP)

NO. RFP XXXX-16-RWT-RC

REDEVELOPMENT OF FIRESTONE AND BLOXHAM ANNEX PROPERTIES

January XX, 2016

The City of Tallahassee Community Redevelopment Agency (CRA), in Tallahassee, Florida, requests proposals for the acquisition and development of two CRA-owned properties along the eastern edge of Gaines Street.

SECTION 1.0 GENERAL INFORMATION

On behalf of the CRA, the City of Tallahassee Procurement Services Office is issuing this request for proposals for the purchase and redevelopment of the Firestone and Bloxham Annex properties located at 401/409 and 309/319 East Gaines Street, respectively, in the downtown area (the "Properties"). The location of the Properties adjacent to Cascades Park, a prominent downtown destination, and proximity to the Universities of Florida State (FSU) and Florida A&M (FAMU), the Capitol and the downtown, creates a particularly attractive development opportunity. It is the intent of the CRA to develop both properties as a single development proposal through this RFP.

1.1 Offering

The redevelopment of the Properties must be consistent with goals and objectives of the CRA's Downtown Community Redevelopment Plan (the "Downtown Plan") and the Gaines Street Revitalization Plan (the "Revitalization Plan). A main goal of the Downtown Plan is to leverage publicly owned real estate to support the redevelopment of the Downtown district, to increase the residential opportunities in the downtown and to provide a quality destination that enhances the economic and cultural quality of life for residents and visitors alike. The various land uses identified in the Revitalization Plan include hospitality, retail, restaurant, office and residential. Mixed use developments with strong pedestrian scale and urban design characteristics have been identified as preferred goals. Overriding goals in both plans include connectivity to the downtown area, an increase in pedestrian traffic and activity use throughout the day and evenings, and to create an "18 hour downtown".

1.2 Concept

Respondents are encouraged to exercise creativity in defining a redevelopment concept that satisfies the vision of an active urban corridor that incorporates a mix of uses that include residential, retail, restaurant and commercial uses; hospitality and entertainment opportunities; and arts and cultural-related uses. Although respondents are asked to exercise creativity in their proposals, there are some features/uses that are required and others that are desired but not required. These features/uses are listed below. Respondents are not limited to these features/uses only, but must address them in their response to the RFP.

Tier 1: Required Features/Uses

- Mixed-use residential development, options include:
 - Rental and/or owner-occupied market rate housing, including townhomes and/or flats;
 - Entertainment and commercial uses that compliment Cascades Park and create a new downtown destination; and
 - Possible boutique hotel or inn.
- Civil rights memorial on the Firestone property to recognize the local civil rights protests, arrests and jailing between February and May 1960. The memorial may be a plaza, a three dimensional sculpture, the tower from the Old County Jail or incorporate part of the Old County Jail façade The RFP will identify the general location general size and estimated cost of the memorial. Final design of the Memorial will require community/committee input.
- Set aside approximately 5,000 to 15,000 square feet of space within the Meridian Point footprint or adjacent to the redevelopment on the Firestone property that can be used for arts, culture and heritage uses. This may include a 200 – 250 seat black-box theater, green room/dressing room, catering kitchen and event space for public use, plus support facilities for the Amphitheater. These uses will be identified through the Art, Culture & Heritage initiative.
- Provide public parking that, at a minimum, replaces the 110 existing public parking spaces on the Bloxham Annex property.
- Create a site plan that takes full advantage of the topography of the site and maximizes views both onto and from the site.
- Provide public access and viewpoints across the properties to Cascades Park.

Tier 2: Desired Features/Uses but Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- Reuse the two Bloxham Annex art moderne buildings or their façades in the redevelopment proposal if feasible.
- Maintain access to the City's Waterworks property.
- Redevelopment options for the City's Waterworks building may be included but any redevelopment of the property will be subject to City of Tallahassee Commission approval only.

The RFP submission should provide examples of innovative, creative and successful redevelopments projects in which members of the respondent's development Team

have had a direct and meaningful role.

1.3 Property Ownership

The Properties consist of the Firestone and Bloxham Annex properties (collectively 5.3 acres (mol)) on East Gaines Street, adjacent to Cascades Park (Exhibit A and Table 2). The Firestone parcel consists of the Firestone Building (which includes the Old County Jail), the Chapman Building and the Meridian Point Building. The Bloxham Annex parcel consists of three vacant buildings, including two art modern buildings (one of which is the Old Leon County Health Building). The properties are located on the northwestern edge of Cascades Park. They are also located near the State of Florida Capitol complex, numerous State office buildings, FAMU and within walking distance of Tallahassee's central business district and various residential neighborhoods. The Properties are currently owned by the State of Florida, but will be owned or controlled by the CRA at the time a Development Agreement is executed.

Table 2

Map Number	Parcel ID	Owner	Site Address
1	2136250301170	State of Florida	391 E. Gaines St.
2	2136250311180	State of Florida	409 E. Gaines St.

1.4 Financial and Other Support

No financial assistance from the CRA will be offered toward the purchase of the properties. However, some assistance from the CRA may be available to (a) offset the costs of required redevelopment features/used identified in Subsections 1.2 (Concept) and 3.3, Tabs 3 (Project Design) and 5 (Preferred Uses and Design)), and (b) developments that demonstrate financial incentives are necessary to achieve these further objectives.

1.5 Zoning and Environmental Considerations

The Properties are currently zoned as Central Core, which allows for a variety of uses with very specific criteria. Based on the approved development program, the City may consider modifying the zoning to accommodate the new land uses if required, or the developer may be able to enter into a Planned Urban Development Agreement with the City. Both the CRA and City will be cooperative partners in pursuing any permits or approvals that may be required to expedite the selected development plan.

A Phase I Environmental Site Assessment (ESA) was completed on the Properties on June 18, 2014 by AMEC Environmental & Infrastructure, Inc. No evidence of current recognized environmental conditions were noted on the Properties. Additional environmental assessment of either property was not recommended. A copy of the Phase I ESA for both properties is available upon request.

SECTION 2.0 STATEMENT OF WORK/SPECIFICATIONS

2.1 General Process for Respondents:

The response to this RFP will have two elements. The first element will address design and program issues and the second will include a detailed financial bid. Both elements are to be submitted with the proposal. A form contract for the financial bid is included as Attachment "A", and must be completed as part of the RFP response. The form contract should be sealed in a separate envelope, which will be submitted in Binder 2, and will be opened only after the public presentations are completed.

The respondent is expected to prepare a plan for the project that includes, at a minimum, the following:

- A conceptual master plan, describing and discussing the uses planned for the Properties. Suitable rendering are also required. The conceptual plan must address the features/uses described in Subsections 1.2 (Concept) and 3.3, Tabs 3 (Project Design) and 5 (Preferred Uses and Design);
- The identification of any land use or zoning changes that may be required to support the conceptual master plan;
- A timetable for implementation of the project, including a phasing plan if appropriate;
- A description of development approach and structure;
- An outline of a financing plan for the project;
- A basic development budget with assumptions and justifications;
- Pro forma analysis with assumptions and justifications;
- A description of the respondent's team, including a list of partners to be assigned to the project and their respective roles and responsibilities;
- A description of assurances offered to the CRA and City of Tallahassee that the responding team can and will complete the project in a timely manner. A detailed listing of the items that should be included in the project proposal(s) is provided in Section 3 "Proposal Response Requirements".

2.2 Design Presentations

Following a review of the submissions, selected respondents may be asked to make a public presentation. The presentations should reflect examples of previous developments, types of mixed use and infill developments. The project should include quality architectural design and site development standards that enhance the corridor and adjacent neighborhoods. Submissions should be consistent with the City's Urban Design Guidelines, that are incorporated herein by reference, and that may be obtained from staff upon request.

2.3 Multiple Site Options

There is no multiple site option under this RFP. Although the Properties consist of two distinct parcels (Firestone Parcel, 401/409 East Gaines Street, and the Bloxham Annex Parcel, 309/319 East Gaines Street), it is the intent of the CRA to develop both

properties as a single development proposal through this RFP.

2.4 Review of Proposals

A selection committee will review and rank the submissions received by the deadline. No further information shall be accepted after the deadline except that which may be provided or requested by the City of Tallahassee Procurement Services Office, or required as part of a public presentation. There will be no communication with parties other than those specifically noted herein and such communication will be exclusively for clarification regarding procedures and objectives. The City's purchasing policies prohibit communication to or with any department, bureau or employee during the submission process other than as provided in section 8.0 below. In addition no communications may be initiated by a respondent to any CRA or City Official or persons involved in evaluating or considering the proposals prior to the time an award decision has been made. Communication with any parties for any purposes other than those expressly described here may cause an individual or firm to be disqualified immediately from participating in the development solicitation.

It will be necessary for responding parties to comply fully with the general terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read and understands all procedures is a part of the submission requirements.

2.5 Requests for Proposal Process

Responses to the RFP will require precise descriptions of the proposed concept as noted in Subsections 1.2 (Concept) and 3.3, Tabs 3 (Project Design) and 5 (Preferred Uses and Design), and assurances that the Development Team(s) will implement plans as proposed. Material changes or deviations from the information presented in the RFP response may, in the CRA's sole discretion, be a basis for disqualification during the selection process or constitute a default of the Development Agreement in the case of a Development Team that executed a Development Agreement.

The selected Development Team(s) will be granted exclusive development rights for a period of up to one year, from the date of the execution of the Development Agreement, subject to the terms of a Development Agreement which will document the developer's concept, timeframe and assurances that the developer's plan will be implemented as proposed. Within this one-year period, the selected Development Team(s) will be expected to complete all necessary due diligence required to close on the purchase of the subject property(s).

The granting of exclusive development rights will be done through the execution of a Development Agreement. At the time of the execution of the Development Agreement, the selected development team will pay to the CRA \$75,000 as "earnest money" in consideration for the exclusive development rights.

The purchase price of the property will be the price in the selected Development Team(s) proposal. The CRA, at its discretion, may offer the selected Development

Team(s) the option to obtain the property through a ninety-nine (99) year lease or through a purchase.

The value of the lease would be commensurate with the value of the purchase amount presented in the selected Development Team(s) proposal. A determination as to whether this lease arrangement will be offered by the CRA will be made at the time the Development Agreements are finalized with the selected Development Team(s). The evaluation and ranking of the individual proposals submitted in response to this RFP will be done using the proposed acquisition price as provided in Attachment A "Purchase and Sale Agreement"

The purchase and/or lease process will utilize a Development Agreement and separate real estate contract. Closing will be subject to the Development Team completing all requirements of the Development Agreement and real estate contract. It will be the responsibility of the Development Team to resolve any and all contingencies during the one-year period following execution of the Development Agreement.

A respondent's submission should clearly stipulate the form of assurance that will be put into place to guarantee implementation and adherence to the concept proposed. This performance guarantee will be one of the components used to rank the proposals.

RFP submissions must be accompanied by a deposit of \$25,000. The deposit should be a cashier's check payable to the City of Tallahassee Community Redevelopment Agency and should be enclosed in the envelope containing the Development Proposal (Binder 1). These funds will immediately be deposited into an interest-bearing escrow account. The deposit, with accrued interest, will be refunded to any respondent not chosen or to any chosen respondent with whom the CRA does not execute a Development Agreement.

When the Development Agreement is executed by the selected Development Team the \$25,000 RFP submittal deposit and the \$75,000 earnest money deposit will be irrevocably paid to the CRA as partial consideration for the CRA granting the selected Development Team(s) exclusive development rights for one year. Upon the closing on the purchase of the subject property these funds, including accrued interest, will be credited towards the purchase price. In the event the selected Development Team does not complete the requirements of its Development Agreement within the one-year term for which it is granted exclusive development rights, the exclusive development rights will expire, the aforementioned funds will be forfeited, and the CRA will then have the option to seek other alternatives for the property.

2.7 Development Agreement and Real Estate Contracts

A Development Agreement will be prepared by the CRA once a developer has been selected. The Agreement will address the conditions that must be satisfied by the CRA, City (if necessary) and respondent prior to closing. Because the developer's concept is an important part of the selection, the CRA wants assurances that the property will be developed as proposed. The developer's concept plan and the corresponding development timeframe for all parcels used in any plan will be incorporated by reference in the Development Agreement. The Development Agreement will also

document the developer's assurances that the project will be developed as proposed. These assurances will be proposed by the developer. These assurances could take different forms depending on the nature of the project. For example the assurances might be anchor tenant commitments for retail or restaurant component or other key elements, unqualified funding commitments, performance bonds, or some combination of these. The agreement will allow for only certain contingencies that will be specified by the CRA. The purchase price will be the price proposed by the short listed respondents.

2.8 Owner's Obligations

The CRA obligations are to perform in the manner as described elsewhere herein. It can be assumed that the CRA will actively cooperate in the permitting and approvals process, if require and as permitted, once the final development agreement is executed.

SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- 3.1 A prospective service provider's response to this RFP should include the following information at a minimum. Please note that the proposal should address the requirements in a clear and concise manner in the order stated herein.

Proposals must be tabbed as follows and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the CRA.

- 3.2 The CRA reserves the right to seek additional/supplemental representation on specific issues as needed.
- 3.3 Respondents shall construct their proposal in the following format and a tab must separate each section. **Do not submit BINDERS 1 and BINDERS 2 together. Place in separate sealed envelopes.**

BINDER 1 - DEVELOPMENT PROPOSAL

Do not include any pricing in any part of BINDER 1.

TRANSMITTAL LETTER

A transmittal letter must accompany the submittal signed by a principal of the proposed Development Team. The letter should provide a statement attesting that the respondent has read and understands all procedures and submission requirements.

TAB 1 - EXECUTIVE SUMMARY (0 points)

Present in brief, concise terms, a summary description of the contents of the proposal, your company/team and its capabilities. Give the names of the

person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone and fax number(s). The summary is limited to a maximum of two pages, and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

TAB 2 DEVELOPMENT TEAM EXPERIENCE (10 points)

Development Team Information

- Primary contact name and contact information for all correspondence and legal notifications, including email address of primary contact.
- Principal officers authorized to negotiate with the CRA and City.
- Resumes for the project manager, senior executives and other key personnel, listing of major projects under development and pending projects awaiting approval, and minimum of three references from governmental officials in communities with completed or ongoing projects.
- Information on proposed design firm(s) (architect, landscape architect, urban design professional etc) including resumes of key personnel, and examples of work both written and graphic.
- Information on proposed legal team members including resumes of key personnel and prospective role in project.
- Information on other prospective team members including proposed role in project and resumes of key personnel.
- Team organizational structure chart
- Description of proposed legal structure of the team (i.e. joint venture, partnership, etc.)

Developer Experience

- Firm development experience with comparable public/private downtown developments. Descriptions of former projects should include dates, nature of involvement both from a financial standpoint and from a management and implementation standpoint, implemented developments, size and uses, dates for completion, project cost, project architect, location and references.
- Financial information that will show the relative financial strength of the development entity, its connections to equity markets, ability to finance complicated mixed-use projects, and success in the implementation of public/private partnerships.

TAB 3 – PROJECT DESIGN (35 points)

Project Information

- A written description of the proposed development project, noting the overall concept, its relationship to CRA and City goals as stated in the Downtown Community Redevelopment Plan, the Gaines Street

- Revitalization Plan, related urban design principles.
- Identify proposed uses, square feet of each use and number of units of residential.
- For residential, specify for sale or rent, mix of different types (including bedrooms, and estimated rent or sales price targets.
- For retail or entertainment specify retail types and footprints for each type of use. Provide an example of another existing project or projects that is comparable to the quality and market target of the proposal.
- Identify any proposed parking facilities to be included in the project including number of parking spaces provided and if facilities can accommodate public parking.

Project Conceptual Plans

- Indicate the general development concept plan proposed for the Properties. This concept plan should be of sufficient detail to discern the mass, scale, quality of materials, mix of uses, signing, and overall architectural quality as well as the treatment/interface with the urban realm.
- The format for the Conceptual Plan can be photographic examples of projects previously developed by the proposing team, sketch illustrations or computer renderings. The intent is to provide the reviewers with a solid understanding of the proposer's commitment to the City's urban design principles as well as the ability to provide a quality infill development that establishes the standard for subsequent development and redevelopment projects.

TAB 4 – PROJECT SCHEDULE AND FINANCIAL TERMS (25 points)

Project Schedule and Financial Information

- Identify the form of assurances that will be put into place to guarantee implementation and adherence to the proposed development.
- Identify proposed financing method, debt-to-equity ratios, and types of debt to be utilized.
- Identify financial partners, equity partners, financial institutions with which developer will create a relationship in this project and provide statements by these parties indicating their interest to participate in the project.
- Copies of economic modeling such as financial projections, pro forma income/expense schedule. Include detailed assumptions utilized in creating pro forma.
- An estimate of the total project cost (hard and soft costs) including a breakdown of the sources and uses of funds for construction and an estimate of the taxable value of the completed project.
- If financial incentives are anticipated from the CRA or City of Tallahassee provide information to demonstrate why such incentives are necessary. Demonstration may be in the form of desired Internal Rate

of Return (IRR), or evidence of excessive development costs related to meeting City design or use objectives. The request for financial assistance must clearly demonstrate a gap between available funding sources and estimated project costs

- An estimated project schedule that specifies key development and financial milestones, construction commencement, completion and opening.

TAB 5 – PREFERRED USES AND DESIGN CRITERIA (35 points)

The CRA Board wishes to encourage certain features and uses on the Properties, including opportunities for arts, culture and heritage uses that will further promote the “18 hour downtown” objectives of the CRA and City of Tallahassee. These features and uses were first described in Section 1.2 (Concepts) and are provided below.

Tier 1: Required Features/Uses

- Mixed-use residential development, options include:
 - Rental and/or owner-occupied market rate housing, including townhomes and/or flats;
 - Entertainment and commercial uses that compliment Cascades Park and create a new downtown destination; and
 - Possible boutique hotel or inn.
- Civil rights memorial on the Firestone property to recognize the local civil rights protests, arrests and jailing between February and May 1960. The memorial may be a plaza, a three dimensional sculpture, the tower from the Old County Jail or incorporate part of the Old County Jail façade The RFP will identify the general location general size and estimated cost of the memorial. Final design of the Memorial will require community/committee input.
- Set aside approximately 5,000 to 12,000 square feet of space on the Meridian Point footprint or adjacent to the redevelopment on the Firestone property that can be used for arts, culture and heritage uses. This may include a 200 – 250 seat black-box theater, green room/dressing room, catering kitchen and event space for public use, plus support facilities for the Amphitheater. These uses will be identified through the Art, Culture & Heritage initiative.
- Provide public parking that, at a minimum, replaces the 110 existing public parking spaces on the Bloxham Annex property.
- Create a site plan that takes full advantage of the topography of the site and maximizes views both onto and from the site.
- Provide public access and viewpoints across the properties to Cascades Park.

Tier 2: Desired Features/Uses but Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.

- Reuse the two Bloxham Annex art moderne buildings or their façades in the redevelopment proposal if feasible.
- Maintain access to the City's Waterworks property.
- Redevelopment options for the City's Waterworks building may be included but any redevelopment of the property will be subject to City of Tallahassee Commission approval only.

Proposals that commit to these types of uses will be eligible to receive up to 35 points in the evaluation process. To be considered for these evaluation points the plans and project descriptions submitted as part of the proposal must provide sufficient detail to identify and describe the uses outlined above. A selected Development Team that qualifies for these evaluation points may be eligible to negotiate financial support from the CRA and/or City of Tallahassee to support these desired elements.

TAB 6– MBE PARTICIPATION PLAN & UTILIZATION (10 points)

As provided for in Section 13.0 of this document.

TAB 7 - CITY OF TALLAHASSEE DOCUMENTS

Complete and attach the forms contained in the attachments:

- Attachment D – MBE Utilization Form **or**
- Attachment E – Determination of Good Faith Effort

BINDER 2 – PROPOSED ACQUISITION PRICE (10 points)

In a **separate**, sealed envelope, provide an **ORIGINAL**, and **nine complete copies** of the completed **PURCHASE AND SALE AGREEMENT** (Attachment A) indicating the proposed acquisition price for the property which is being solicited in your proposal.

3.4 Proposals shall be Submitted as follows.

3.4.1 All proposals must be delivered to the CRA, c/o City of Tallahassee Procurement Services Division, at the address below no later than **4:30 P.M. ET on March 17, 2016**. Late proposals will be rejected. Failure to comply with this, or any other paragraph of the Request for Proposals, shall be sufficient reason for rejection of the proposal.

Please mark **ten** copies of the written proposal envelope(s) as follows:

(Name of Project)

Written Proposal

Do Not open Until 4:30 P.M. ET, December 6, 2005

Request for Proposal No. XXXX-16-RWT-RC

Please mark **ten** copies of the Proposed Acquisition Price envelope(s) as follows:

(Name of Project)
Cost Proposal
Do not open Until Qualified.
Request for Proposal No. XXXX-16-RWT-RC

Please address the mailing envelope(s) as follows:

City of Tallahassee Community Redevelopment Agency
c/o City of Tallahassee Procurement Services Division
City Hall, 300 South Adams Street
Tallahassee, FL 32301

3.4.2 The front of each proposal envelope/container shall contain the following information for proper identification:

- the name and address of the proposer
- the word "Proposal" and the RFP number
- the time/date specified for receipt of proposals
- the number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

3.4.3 ALL PROPOSALS MUST BE RECORDED (CLOCKED-IN) IN THE PURCHASING DIVISION ON OR BEFORE THE TIME AND DATE INDICATED ON THE RFP DOCUMENT. The responsibility for submitting the proposal to the Procurement Services Division on or before the above stated time and date is solely that of the proposer. Neither the CRA nor the City of Tallahassee will in any way be responsible for delays in mail delivery or delays caused by any other occurrence. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

3.4.4 All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal respondent.

3.4.5 Neither the CRA nor the City shall be liable for any costs incurred by a respondent prior to entering into a contract. Therefore, all respondent are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

SECTION 4.0 SCHEDULE

The proposed time schedule as related to this procurement is as follows:

Release of RFP.....	January 17, 2016
Deadline for requests for clarification, questions, etc. (Responded to by CRA/City as addendum if necessary)....	February 17, 2016
Deadline for submission of proposal	March 17, 2016
Anticipated Selection.....	April 2016
Anticipated Contract Award.....	May 2016

SECTION 5.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be performed consistent with the City's Procedures Manual using the following criteria and weighted values:

Criteria	Rating Points
Developer Team Experience	10
Project Design	35
Project Schedule and Financial Terms	25
Preferred Uses and Design Criteria	35
Minority Business Enterprise Participation Plan & Utilization	10
Proposed Acquisition Price	10
Maximum Points Allowed	125

As part of the evaluation process, shortlisted respondents may be required to make oral presentations.

SECTION 6.0 CONTRACT AWARD

6.1 The CRA reserves the right to incorporate the successful firm's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.

6.2 The selected firm will be required to assume responsibility for all services offered in the proposal. The CRA will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.

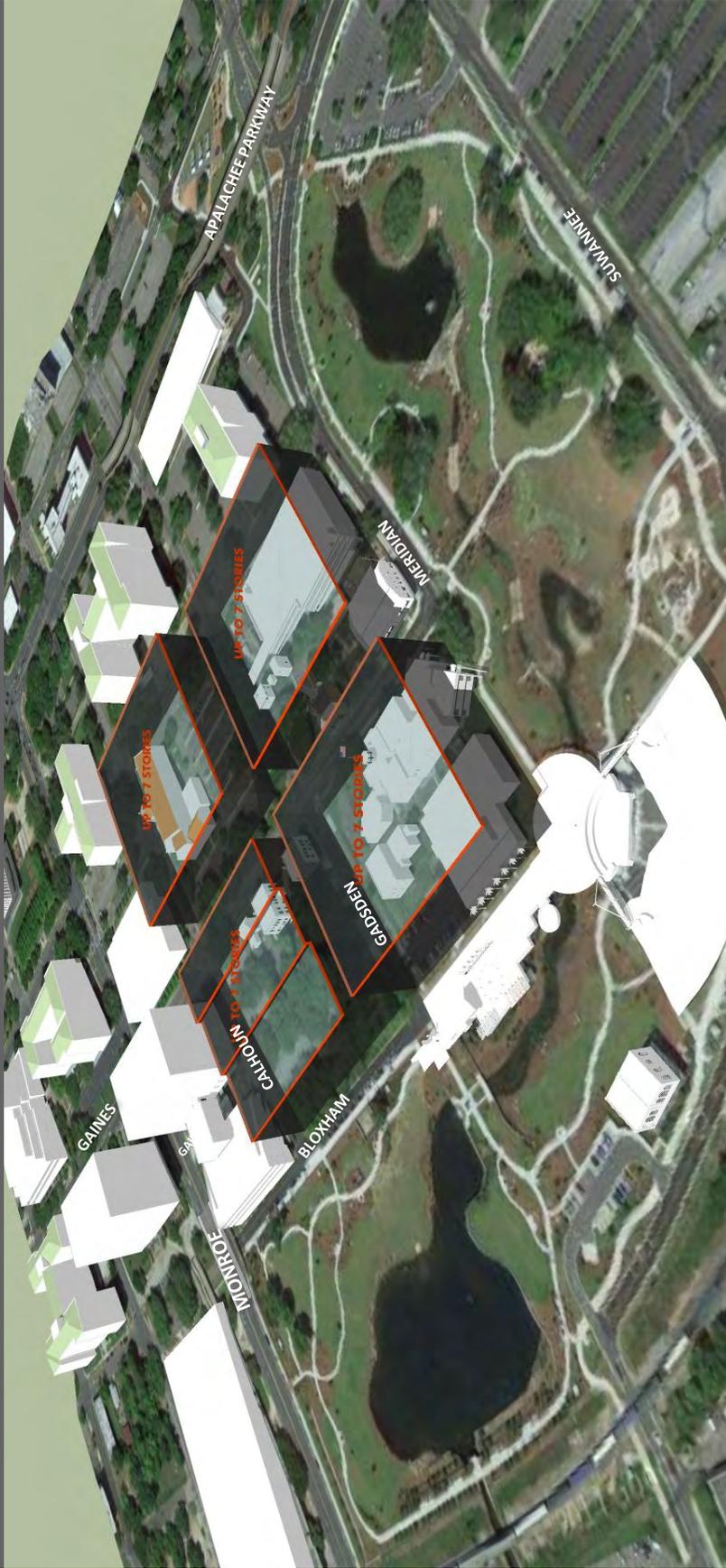
6.3 A copy of the recommended ranking and award will be available for review in the City of Tallahassee's Purchasing Division upon completion of the evaluation by the committee. Vendors may obtain a copy of the final ranking from the City's web site at <http://talgov.com/citytlh/service.html>. Select E-Services, Bid/RFP Information.

SECTION 7.0 RIGHT OF REJECTION:

The CRA and City of Tallahassee reserve the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the CRA, the City of Tallahassee and its citizens.

Presentation to the Community Redevelopment Agency

December 10, 2015



Aerial view to northwest, over Cascades Park

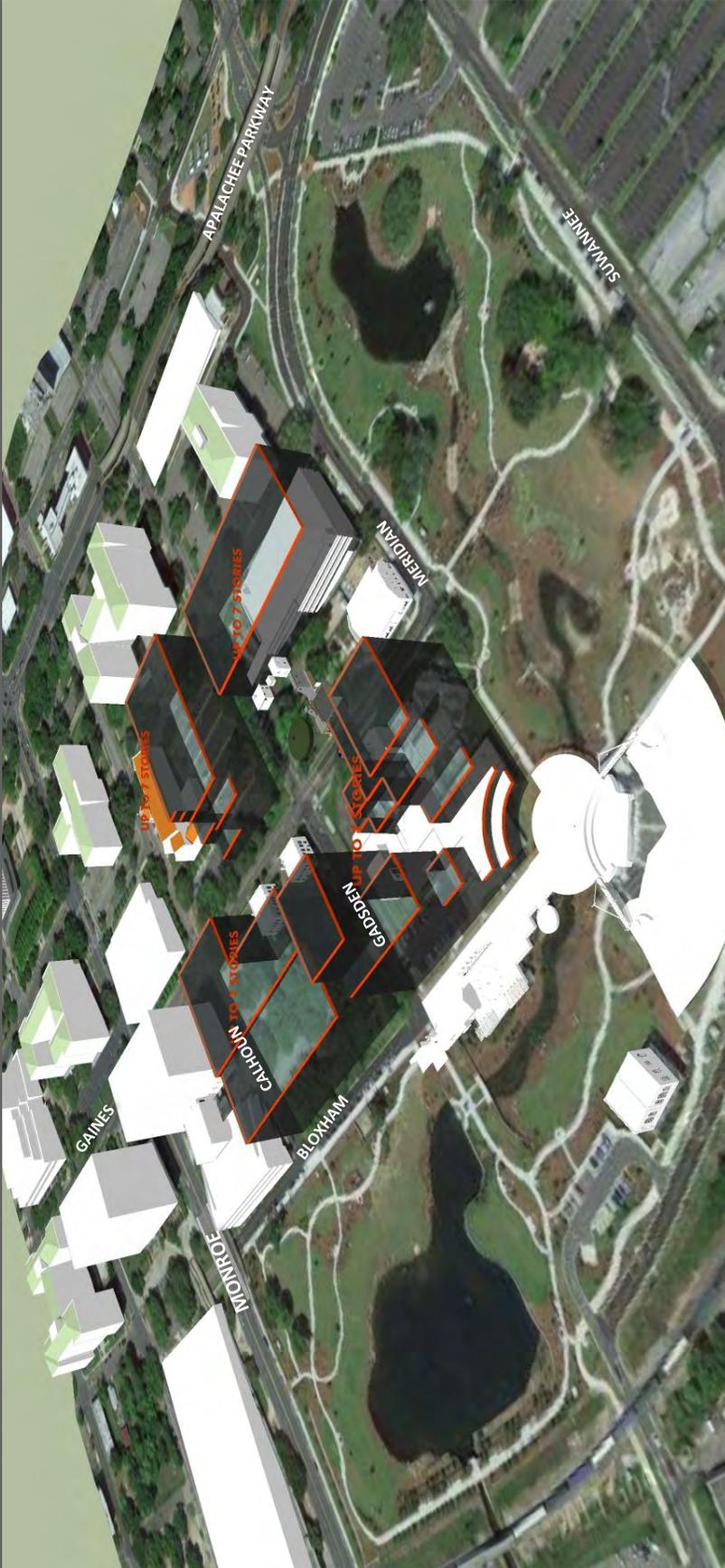
With allowable building heights and volumes in the Central Core (CC) zoning district
All buildings shown are existing

Arts and Culture District Massing Study



Presentation to the Community Redevelopment Agency

December 10, 2015



Aerial view to northwest, over Cascades Park

With massing and setback variations

All buildings shown are existing

Arts and Culture District Massing Study



DESIGNWORKS

PLACE - PLANNING - LAND MANAGEMENT - AND COMMUNITY ENHANCEMENT

