



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
MEETING AGENDA

February 25, 2016, 9:30 AM
City Commission Chambers
City Hall, Second Floor

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

- II. **PUBLIC COMMENTS ON AGENDA ITEMS**

- III. **INFORMATION ITEMS**
3.01 – Project Updates (no agenda materials) – Roxanne Manning, CRA Executive Director

- IV. **CONSENT ITEMS**
4.01 - Approval of Summary Meeting Minutes from the October 29, 2015 CRA Board Meeting – Rick McCraw, CRA Program Director

4.02 – Approval of Summary Meeting Minutes from the November 19, 2015 CRA Board Meeting – Rick McCraw

- V. **FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION**
5.01 – Approval of proposed sale of 715 W. Gaines Street to North American Properties for \$788,000 – Roxanne Manning

- VI. **DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION**
6.01 – Approval to Use CRA TIF Funds to Underground Overhead Electric Lines in a Segment of North Bicycle Boulevard – Rick McCraw

- VII. **BOTH DISTRICTS POLICY FORMATION AND DIRECTION**
7.01 – Approval of Proposed Bi-Monthly Community Redevelopment Agency Board Meeting Schedule for 2016 – Roxanne Manning

- VIII. **PUBLIC COMMENTS**

- IX. **UNAGENDAED ITEMS/DISCUSSIONS (CRA BOARD)**



Agenda Item Details

Meeting	Feb 25, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.01 Approval of Summary Meeting Minutes from the October 29, 2015 CRA Board Meeting -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve the summary minutes from the October 29, 2015 CRA Board meeting.

Public Content

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

Statement of Issue

Attached for review and approval by the CRA Board are the draft summary minutes from the October 29, 2015 CRA Board meeting.

Recommended Action

Option 1: Approve the summary minutes from the October 29, 2015 CRA Board meeting.

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 October 29, 2015 CRA Board meeting.

Options

1. Approve the summary minutes from the October 29, 2015 CRA Board meeting.
2. Do not approve the summary minutes from the October 29, 2015 CRA Board meeting; provide staff with alternate direction.

Attachments/References

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, October 29, 2015

[Attachment 1.pdf \(329 KB\)](#)

DRAFT MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida
October 29, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on October 29, 2015, in the Commission Chambers in City Hall with Mayor Gillum (Vice-Chair), City Commissioners S. Maddox, Miller, and Richardson and County Commissioners Lindley (CRA Chair), Dozier, 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 N. Maddox was present by phone.

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

Commissioner Ziffer arrived at 9:40 am.

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Ann Kozeliski, 114 Reese Park Lane, Executive Director of Lemoyne Center for the Visual Arts (Lemoyne), addressed the Board on agenda **Item 4.02 and 4.03**. She stated Lemoyne envisioned being a permanent fixture at Cascades Park and working with community partners to develop and share the vision of an art district to enhance Cascades Park and promote the City of Tallahassee.

Ms. Kaye Kendrick, 1606 North Meridian Road, Lemoyne Board Chair, addressed the Board on agenda **Item 4.02 and 4.03**, providing an overview of Lemoyne's second 50-year's in Tallahassee. She stated Lemoyne wants to create a presence of arts and culture near Cascades Park and to work with the City, County and CRA to elevate the area as more eventful and attractive.

Mr. Curtis Taylor, 2214 High Road, President of the Urban League, addressed the Board on agenda **Item 4.02**, to request the Board's support in saving the Firestone Building (the Old County Jail). He stated the history needs to be preserved for future generations and could be repurposed as a museum for African American history; a plaque, marker or sidewalk will not replace what exists today.

Mr. Delaitre Hollinger, 501 Alpha Avenue, addressed the Board on agenda **item 4.02** to support preserving the old jail and preventing its demolition. Mr. Hollinger briefly discussed the history and role of the Old Jail in the local and national civil rights movement. He noted possible private interest in repurposing the building and recommended this be done to recognize the Old Jail's historic value in the civil rights movement

CONSENT ITEM

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

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

NAY: None

ABSENT: None

Item 1 – Approved \$42,499.30 Commercial Façade Improvement Grant for 204 South Monroe Street

POLICY FORMATION AND DIRECTION

Approval of FY 2016 Greater Frenchtown/Southside Capital Project Line Items

Item 4.01 Introduced by Rick McCraw, CRA Program Director was a request to approve funding for several capital projects in the Greater Frenchtown/Southside Investment Plan.

Mr. McCraw gave an overview of the programs and projects included in the Greater Frenchtown/Southside Investment Plan. He noted the Affordable Housing and Promotional/Special Events were already included in FY 2016 Budget and reviewed the programs and project recommended to be added to the FY2016 Capital Budget and the funding amounts: Neighborhood Enhancement and Public Safety Program - \$150,000, Business Facility Improvement Grant Program - \$200,000 and the Frenchtown Entry Feature Project - \$350,000.

Commissioner Dozier made a motion to approve **Option 1 – approve funding for the FY 2016 Greater Frenchtown/Southside Community Redevelopment Area (GFS) capital projects as identified in the agenda item,** upon second by Mayor Gillum, further discussion ensued.

Commissioner Dozier questioned the flow of the Affordable Housing funding requesting more flexibility in the program for supporting inclusionary housing and smaller projects. Commissioner Dozier noted a need for partnership between the City and County, and developing a holistic approach to include incorporating a comprehensive plan.

In response to Commissioner Dozier's question, Ms. Manning stated the program's intent is to leverage funding with the City's Economic and Community Development department's resources to target a specific area. She noted staff will bring back a report in January updating the Board on affordable housing funding uses.

Several commissioners stated working with other community resources, such as the Urban League and Habitat for Humanity, would also provide additional financial leveraging when using CRA funding.

Commissioner Richardson requested a list of the organizations that were awarded funding from the FY16 GFS Promotional/Special Events grant (PSE). He indicated two applicants submitted applications and did not receive funding and he questioned the lack of feedback from staff.

In response to Commissioner Richardson's question, Ms. Manning noted the PSE review and scoring. She advised that staff will make contact with the two applicants to discuss their scoring and applications.

Following Board comments, the vote was made on the motion by Commissioner Dozier and seconded by Mayor Gillum to approve **Option 1 – approve funding for the FY 2016 Greater Frenchtown/Southside Community Redevelopment Area (GFS) capital projects as identified in the agenda item. The vote was as follows:**

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

NAY: None

ABSENT: None

Discussion and Direction Regarding Process for the Sale of Firestone, Bloxham Annex and 715 W Gaines Street Properties

Item 4.02 introduced by Roxanne Manning was a discussion and direction regarding the sale of Firestone, Bloxham Annex and 715 W Gaines Street properties.

Ms. Manning noted staff received a letter of intent (LOI) from North American Properties (NAP) to purchase the Firestone, Bloxham Annex and 715 W. Gaines Street properties. The LOI offered \$4.08 million for the Firestone and Bloxham Annex properties and \$770,000 for 715 W. Gaines Street property. NAP would work with the City, County and CRA to include preserving the trees, a portion of the jail, a black box theater and support for the amphitheater at the Firestone and Bloxham Annex properties. Ms. Manning reviewed the two processes for the proposed purchase of the Firestone and Bloxham Annex properties.

Process 1

The Board directs staff to negotiate with NAP to further develop the concept for the site and develop a Purchase and Sale Agreement. After the final development concept has been reviewed by the CRA Board and the terms of the Purchase and Sale Agreement identified, CRA staff would issue a Notice of Intent to Sell, and advertise the property for 60 days with the intent of soliciting bids from additional developers. Following the 60 day advertisement period, a committee would evaluate all of the offers and return to the CRA Board with a ranking and recommendation for sale.

Process 2

The Board directs staff to develop and issue a request for proposal (RFP) detailing the Agency's requirements for the purchase and development of the properties, and providing up to 90 days for the submittal of bids. Following the 90 day period, a committee would evaluate the proposals

and return to the CRA Board with a ranking and recommendation for sale. If the Board selects this option, staff will develop the terms of the RFP and bring back those details at the December 10, 2015 CRA Board meeting for review and action. The RFP would likely be issued in January 2016.

Commissioner Proctor questioned the haste in the action and need for staff to create a process for the redevelopment of the Firestone and Bloxham Annex properties. He noted Mayor Gillum's role in negotiating the sale of the O'Connell property and asked if the staff recommendation was a change in earlier negotiations.

Mayor Gillum explained his role was in O'Connell land sale only and to ensure the resale from the subsequent property exchange returns the \$4.1 million to the Greater Frenchtown/Southside district. He advised that the development process for those properties following the exchange will be up for Board discussion when a proposal is provided.

Commissioner Scott Maddox agreed that an RFP was the proper way to market the sale and redevelopment of the Firestone and Bloxham Annex properties. He also expressed a desire for the Board to identify key features to be included in the RFP, such as residential rental units as opposed to for-sale units.

The Board discussed the need for consistency in large development proposals by creating an RFP process versus accepting the LOI, ensuring the final product at the Firestone and Bloxham Annex properties is a mixed-use, commercial and residential development that enhances the arts, culture and heritage and returns \$4.1 million from the land sales to the Greater Frenchtown/Southside district trust fund.

Following the discussion, Commissioner Dozier made a motion **to (1) authorize staff to develop the terms of the RFP process with components determined from Board discussion below and (2) authorize staff to negotiate a Purchase and Sales Agreement with NAP for 715 W. Gaines Street and advertise the proposed sale of property for at least 30 days**, upon second by Mayor Gillum, further discussion ensued.

Commissioner Dozier briefly discussed the need to initially identify components of the RFP but to also have the ability to adjust those components when presented to the CRA Board at a follow-on meeting. She also requested the redevelopment components be broken down into Tier 1 (must have) and Tier 2 (would like to have) components.

The Board discussed the need for flexibility and further refinement in the RFP process. The proposal will need to address the topography of the site, public parking, rental versus owner occupied multi-family housing, public access, the possible incorporation of the Waterworks building and adjoining properties into the development as a secondary option, creation of a civil rights component using a historic preservation committee, ensure the \$500,000 in bed tax funds be used for the enhancement of the Meridian Point building and green room support for the amphitheater and the use of the remaining \$5 million bed tax dollars for the arts, culture and heritage components of the RFP.

Commissioner Proctor requested staff look at encompassing state-owned properties near Cascades Park and Apalachee Parkway for redevelopment.

Commissioner Proctor left at 10:23 am.

In response to a comment from Commissioner Richardson regarding the evaluation of any civil rights proposal at the Firestone Building, Roxanne Manning briefly described the process to develop the Footsteps to Freedom civil rights memorial and suggested a similar process would be used at the Firestone site.

Based on the discussion points, the motion was amended by Commissioner Dozier and a vote was taken on the motion **to (1) authorize staff to develop the terms of the RFP process to include, but not limited to, Desired Components (tree preservation, re-use the Bloxham Annex art deco buildings, access options to the Old Waterworks building and an emphasis on residential rental units) and Required Components (a mixed-use development, a civil rights component, a Green Room, public parking, a design that takes advantage of the area's topography and provides public access to Cascade Park, and arts and culture use) and (2) authorize staff to negotiate a Purchase and Sales Agreement with NAP for 715 W. Gaines Street and advertise the proposed sale of property for at least 30 days**, upon second by Mayor Gillum, **the vote was as follows:**

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

NAY: None

ABSENT: Proctor

Update and Request for Direction Regarding Proposed Arts, Culture and Heritage Initiative and Utilization of Remaining Performing Arts Center Funds

Item 4.03 introduced by Roxanne Manning was an update and request for direction regarding the proposed arts, culture and heritage initiative and utilization of remaining performing arts center funds.

Ms. Manning gave an overview of several meetings that occurred with the Tallahassee art community, a review of other cities' initiatives and an overview of uses and restrictions for the \$5 million in tourist development tax dollars for arts, cultural and heritage initiatives and its correlation with the Firestone and Bloxham Annex discussion. She noted use of these funds must be approved by the CRA, City and County. Ms. Manning indicated three of the four essential goals from the Cultural Plan are relevant to the Arts, Culture and Heritage Initiative and are 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.”*

Ms. Manning recommended establishing a two-phased process to determine the use of the bed tax funds. She noted Phase I involved reviewing uses of funds, potential locations and getting suggestions from the art community. Through this agenda item, staff is requesting direction and input from the Board to move onto Phase II, which will consist of public and the arts community feedback, specific costs, size and construction, site location and operational characteristics. She gave an overview of the eight recommended uses for the funds listed below. She noted many of the options can be combined to promote best uses.

1. 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. (Cultural Plan Goals – Economic Development & Marketing, Education, Funding & Facilities and Revenue)
2. Arts Incubator: with leasable studios, classrooms and sales space. May also include artists housing. (Cultural Plan Goals – Economic Development & Marketing, Education, Funding & Facilities and Revenue)
3. Display & Sales Space: artists and galleries coordinate to stock and staff “Talleon Arts” stores located in one or more places. (Cultural Plan Goals – Economic Development & Marketing, Funding & Facilities and Revenue)
4. Black Box Theater: performance space, rehearsal space and event space, leasable to local organizations and traveling performers and shows. May share facilities with Amphitheater. (Cultural Plan Goals – Economic Development & Marketing, Education, Funding & Facilities and Revenue)
5. Art School: studio spaces & classrooms, modeled on the Folk School model. Revenues are generated by tuition, fees and lease of classrooms and studios. May house an artist in residence each year. (Cultural Plan Goals – Economic Development & Marketing, Education, Funding & Facilities and Revenue)
6. Public Art Projects: in visually prominent locations, such as the Cascades Park pond. (Cultural Plan Goals – Economic Development & Marketing)
7. Events Space: leasable space to host cultural, heritage and educational events. (Cultural Plan Goals – Economic Development & Marketing, Education, Funding & Facilities and Revenue)
8. Civil Rights Memorials: continuing the “Footsteps to Freedom” project. Locations include the old jail and the theater on N. Monroe. (Cultural Plan Goals – Economic Development & Marketing, and Education)

Following Roxanne's overview, Commissioner Lindley suggested the Board identify projects they would like to see deleted from the list as a way to narrow the number of projects and focus the Board's conversation. This led to a fairly lengthy discussion by the CRA Board about the staff's phasing recommendation and other art-related issues. The discussions are summarized below.

Commissioner Richardson suggested purchasing and transforming several buildings, such as the Old Coca-Cola building on South Monroe Street and the old dairy site on Oakland Avenue, and using them as an arts incubator, arts school or as a visual arts space in the Southside corridor. He noted there was a purchase option on the Old Coca Cola building but there may be some flexibility regarding the sale and re-use of the building. Commissioner Richardson requested the purchase of the Old Coca Cola building be included as an option for the use of the bed tax funds.

Commissioner Dozier stated the process needs to be refined. She also noted a private developer has an offer on the old Coca-Cola building for use as a potential hardware store and lumber yard without the use of CRA funding. She requested the focus remain on options surrounding Cascades Park and the Meridian Point building due to the limitations of funding. She supported activities that promote a black box multi-use lease space with retail options and features to display sales and public art and a civil rights memorial. While she noted her support for art-related retail operations, she did not support an art school. Noting the annual level of support already provided by the City and County to arts organizations, Commissioner Dozier recommended the focus be on supporting art activities that generate revenue (amphitheater support functions, leases with art groups, etc.) and not providing support for operational activities. She noted the need to identify the bed tax related features that need to be included within the Firestone-Bloxham Annex RFP.

Noting that the Public Arts Project did not seem to meet the criteria discussed in the presentation, Commissioner Lindley suggested eliminating it from the project list. She commented that stand-alone public art could be brought back at a later date as an element of a larger arts effort. As the broader Board discussion continued, she again suggested the Board look at the individual projects and make a recommendation as to which project should be deleted from the list as a means to narrowing the conversation.

Commissioner Miller supported the bed tax funding use for Public Art Projects. She noted the need for a public art display in the Boca Chuba Pond and the need to incorporate public art features in all funding requests. Noting the success of art districts in other communities, she also recommended first floor art display and sales space in the Meridian Point building. She also suggested these uses be included in the Firestone and Bloxham Annex RFP process. She stated more information is needed from Council on Culture & Arts (COCA) and Knight Creative Communities Institute (KCCI) before the Board recommends or prioritizes funding uses.

Mayor Gillum supported the Public Art Projects but did not support the Visitors Center. He recommended creating a process to vet ideas recommended to the Board and suggested going to the Tourist Development Council (TDC) and COCA to have an additional public workshop or web survey to determine community needs. The Mayor noted his desire to have a formal review and recommendation process that would reduce the opportunity for the "politicking" of projects. He envisioned a process that allows the art community professionals to provide input, guidance and encouragement while the Board set the parameters of what they would consider.

This type of a process would help reduce individual organization lobbying of the Board members. He also requested staff include the consideration, if appropriate, for affordable artist housing.

In response to Mayor Gillum's question, Ms. Manning indicated staff would work with both COCA and TDC to have a joint public workshop, perhaps a Village Square meeting, or possibly provide a public web survey once uses are determined by the Board to get community feedback on the narrowed options. She also suggested the possibility of combining artist housing with the art school and incubator to generate additional revenue.

Commissioner Ziffer requested collaboration between KCCI, Lemoyne, COCA, and the Leon County Visitors Center to create a project or program that would use the Waterworks building, the cistern and the state-owned Coleman building in a manner that has an impact to establish an arts district near Cascades Park.

Commissioner S. Maddox supported collaboration among TDC, KCCI and the art community to provide feedback to the Board on Public Art Projects, a black box theater and other recommended incorporating the uses into a comprehensive plan. He did not support artist housing and feels ranking the bed tax fund uses is premature.

Commissioner Richardson requested the process be inclusive of all art cultures and communities. He noted the emphasis on Cascades Park but recommended shifting some of the focus to the Southside and Frenchtown communities as there is an opportunity for art to be transformative to those communities as well. He noted his interest in exploring arts options for the Old Coca Cola building on South Monroe Street.

Commissioner Dozier made a motion **to hold a public meeting/workshop after 5 pm with all art entities that have a general or specific concept for the use of the bed tax funds in order for the Board to refine the scope of uses for the funds including for features to be included within the RFP.** The motion died due to lack of second.

Commissioner Miller noted the need to know the full range of programs and projects being suggested by the arts community. She also stated the Board also needs to understand what projects the private sector intends to fund and which project remains to be supported. She suggested this could be done through a presentation by the CRA to the COCA Board, the DIA, the TDC, Lemoyne, and KCCI to consider their input. In the lieu of this approach she would second Commissioner Dozier's motion.

Commissioner Nick Maddox agreed with several other commissioners that the CRA should be working with COCA as the central arts-coordinating organization in the selection of arts projects. He supported the Visitor Center Project and suggested it be operated by COCA. He also suggested combining the proposed non-revenue generating projects with those that will generate revenue. If there were to be stand-alone, non-revenue projects they would have to bring in additional tourists. Commissioner Maddox also stated his support of the civil rights memorial at the Firestone site and for including the black-box theater and related uses as part of the Firestone-Bloxham redevelopment.

Mayor Gillum made a motion **to narrow the list of proposed uses provided by staff, allow staff to develop an RFP that includes COCA's vetting process, and prepare a**

recommendation for final review by the CRA Board to determine funding recommendations, upon second from Commissioner S. Maddox, further discussion ensued.

The Board discussed the eight bed tax funding uses, ensuring the cultural plan's goals are included, ensuring the entire art community is involved in the discussion on the use of the \$5 million in bed tax funds, incorporating an option for further discussion on the old Coca-Cola building for the art community uses, and collaboration with COCA and TDC on the review process for the funds.

Following the discussion, Commissioner Dozier made a substitute motion **to (1) remove the Visitor Center and Arts School from the eight proposed uses (Visitor Center, Arts Incubator, Display & Sales Space, Black Box Theater, Art School, Public Art Projects, Events Space and Civil Rights Memorials) for the \$5 million performing arts center tourist development tax funds and (2) provide notification to the public requesting submission of general or specific concepts within the parameters of the proposed uses to present to the CRA Board at the December meeting to narrow the uses to be included in the development of the RFP**. Mayor Gillum rescinded his motion to second the substitute motion by Commissioner Dozier, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, Miller, Richardson and Ziffer

NAY: N. Maddox

ABSENT: Proctor

Commissioner S. Maddox was out of chambers.

Project Updates

There were no project updates.

UNAGENDAED PUBLIC COMMENT

Rosa Morgan, 2142 Sand Pebble Ct, planned to address affordable housing but will discuss at a later date. She addressed the additional parking needs surrounding Cascades Park indicated in **item 4.03**. As a member of Sustainable Tallahassee she would like to ensure creative methods that incorporate sustainable walkable practices are used when establishing parking standards.

Marion McGee, 419 E Jefferson St, addressed the Board on the impact of the Jim Crow era on the historical representation of the Frenchtown and Southside communities, noting that millions of dollars were stripped from the communities during this time. She would like to make certain the cultural and heritage components of the Frenchtown and Southside art communities are included in the public discussion on the use of the \$5 million bed tax funds.

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning the funding to the Big Bend Cares redevelopment project and patients' insurance concerns with the development.

He expressed concern with how Big Bend Cares will impact the Bond Community Health Center and Neighborhood Medical Service Center.

CRA BOARD INFORMATION AND SHARING OF IDEAS

Commissioner Richardson inquired about the status of combining the November and December meetings.

In response to Commissioner Richardson's question, Ms. Manning and Mr. McCraw noted the commissioners were polled on their availability and several indicated their intent of attending a legislative conference in November. Staff will use the direction and feedback from today's meeting to determine if one or both meetings may be needed. Staff will review the actions from today's meeting and notify the commissioners with a meeting recommendation later today.

Commissioner Miller and Commissioner Richardson left at 11:48 am and 11:50 am respectively.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:58 a.m.



Agenda Item Details

Meeting	Feb 25, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.02 Approval of Summary Meeting Minutes from the November 19, 2015 CRA Board Meeting -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve the summary minutes from the November 19, 2015 CRA Board meeting.

Public Content

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

Statement of Issue

Attached for review and approval by the CRA Board are the draft summary minutes from the November 19, 2015 CRA Board meeting.

Recommended Action

Option 1: Approve the summary minutes from the November 19, 2015 CRA Board meeting.

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 November 19, 2015 CRA Board meeting.

Options

1. Approve the summary minutes from the November 19, 2015 CRA Board meeting.
2. Do not approve the summary minutes from the November 19, 2015 CRA Board meeting; provide staff with alternate direction.

Attachments/References

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, November 19, 2015

[Attachment 1.pdf \(288 KB\)](#)

Draft MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida
November 19, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on November 19, 2015, in the Commission Chambers in City Hall with Mayor Gillum (Vice-Chair), City Commissioners Miller, Richardson and Ziffer and County Commissioners Lindley (CRA Chair), Dozier, 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. City Commissioner S. Maddox and County Commissioner N. Maddox were absent.

Commissioner Lindley, CRA Chair called the meeting to order at 9:33 a.m.

PUBLIC COMMENTS ON AGENDA ITEMS

Rosa Morgan, 2142 Sand Pebble Ct, spoke on agenda **item 4.03** commending the CRA, City and County on the ability to work together on the Affordable Housing discussion. She indicated additional work needs to be done and collaboration with other housing organizations is needed to have the largest impact. She also noted the housing efforts need to be energy efficient and aesthetically pleasing.

CONSENT ITEM

There were no consent items.

POLICY FORMATION AND DIRECTION

Approval of \$37,500 in Downtown District Grant Funding for the 2nd Annual Word of South Festival of Literature and Music

Item 4.01 Introduced by Roxanne Manning, CRA Executive Director was a request to approve \$37,500 in grant funds for the 2nd Annual Word of South Festival of Literature and Music.

Commissioner Richardson made a motion to approve **Option 1 – approve grant funding in the amount of \$37,500 in support of the 2nd Annual Word of South Festival of Literature and Music; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding**, upon second by Mayor Gillum, further discussion ensued.

Commissioner Dozier stated that although she supported the Word of South Festival, she would not support the motion because the CRA has a dedicated funding source for promotional/ special events and this funding request falls outside the parameters of the program. She stated the event funding should not be taken from the redevelopment funds. She suggested the Board consider appropriating a portion of the \$5 million in Bed Tax Funds to support signature events intended to attract tourism.

Commissioner Proctor stated the Tourist Development Council (TDC) would be the appropriate source for funding this event. He indicated that while the Word of South event has merit CRA funding is usually provided to events and activities indigenous to the neighborhoods and funding amounts are between \$5,000 and \$10,000 per event.

Mayor Gillum supported the motion to provide funding for the event and stated last year's festival was an amazing success. He noted his support of event funding within the CRA and the Promotional and Special Events Program in particular. He explained that events are a way in which the community finds value in the work done by the CRA

Ms. Manning noted the funding for this event comes from the Downtown District and does not affect the Greater Frenchtown/Southside District's funding. In response to a question from Commissioner Proctor, Roxanne advised that similar funding was provided to this event in 2015 as a downtown signature event.

Following clarification from Ms. Manning, Commissioner Proctor stated his support for the motion, noting the event is in line with Downtown District guidelines.

Commissioner Lindley voiced concerns about promotional/special event funding and the need to reduce event funding and focus on traditional redevelopment activities. She indicated her support of this request, not wanting to pull the plug on the event's second year and wanting to see the event continue to grow. Commissioner Lindley suggested a future conversation on event funding would be prudent for the Board.

Commissioner Ziffer stated signature events bring people downtown and can also attract new development for those who want to live downtown without significant investments in major redevelopment projects.

Following Board comments, the vote was made on the motion by Commissioner Richardson, to approve **Option 1 – approve grant funding in the amount of \$37,500 in support of the 2nd Annual Word of South Festival of Literature and Music; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding,** upon second by Mayor Gillum, **the vote was as follows:**

AYE: Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: Dozier

ABSENT: N. Maddox and S. Maddox

Presentation: The Community Canvas Initiative

Item 4.02 introduced by Roxanne Manning was an informational presentation by Frank Patterson, Dean of FSU's College of Motion Picture Arts on the Community Canvas Initiative.

Ms. Manning indicated several discussions with the arts community have occurred on the use of the \$5 million in Bed Tax funds set aside for arts, cultural and heritage initiatives. She stated

that while discussions are still taking place within the arts community, Dean Patterson requested an opportunity to brief the CRA Board on the Community Canvas Initiative, a local effort to create a unique digital art display on the side of a building in downtown Tallahassee.

Dean Patterson provided an overview of the Community Canvas Initiative, a digital media art installation effort to display art that identifies and displays the community's cultural and artistic assets on the side of a downtown building. The term Community Canvas Initiative was established by the Community Canvas Initiative Committee, which includes Dean Patterson, as well as professors/design professionals from FSU, FAMU and TCC, to describe the use of projection or visual mapping to turn objects like buildings into display surfaces. Although usually associated with special events and for a limited duration, the concept envisioned by Dean Patterson and the other members of the Community Canvas Initiative, would be a permanent feature with a variety of artistic presentations. Dean Patterson explained that the Committee is working with the owners of the Doubletree Hotel to use the west side of the building (facing S. Adams Street) as the canvas for the displays, and has agreed to provide \$200,000 towards the initiative. He provided a variety of digital presentations of the canvas displays from other communities and ways to use the Tallahassee canvas to explore local art and learn more about local artists. In closing he noted the presentation was an introduction to the initiative, and highlighted his commitment to working with the entire community and the Community Canvas Initiative Committee to create a comprehensive program with sustainable funding that will become a cultural asset for the City.

Several commissioners praised the idea and innovation of the initiative and the use of expertise from the three colleges. They were interested in additional discussions with the group as it pertains to the technical aspects of the program, ownership/direction of the program once it moves beyond the introduction/conceptual stage and sustainable operating costs.

This item was for information only; there was no CRA Board action.

Presentation by Leroy Moore and Brenda Williams: City of Tampa Public Housing Initiatives and Possible Opportunities for the Southside and CRA

Item 4.03 introduced by Roxanne Manning was a presentation by Brenda Williams, Executive Director for the Tallahassee Housing Authority (THA) and Leroy Moore, Vice President and Chief Operating Officer for the Tampa Housing Authority on the City of Tampa public housing initiatives and possible opportunities for the Southside and the CRA.

Ms. Manning gave an overview of Commissioner Richardson's request for additional information on expanding the Southside CRA, with Ms. Williams present to discuss plans for the Tallahassee Housing Authority and Mr. Leroy Moore present to discuss the innovative ideas from the Tampa Housing Authority's projects.

Ms. Williams introduced Mr. Walter Kelly, chairman of the Tallahassee Housing Authority Board of Directors and Oliver Hill, Executive Director of the Orange Avenue United Tenant Association. She presented an overview of the current conditions of the Orange Avenue Apartments, built in 1972 and 1973, highlighting kitchen, bedrooms, laundry, infrastructure, and maintenance facility issues. She noted that the current residential building designs and the general layout of the development are not conducive to quality living. She stated the

Tallahassee Housing Authority, with the assistance of the Michaels Development Company, is making the Orange Avenue Apartments and the neighboring Apalachee Ridge abandoned houses a priority for mixed-income housing and rehabilitation, designed to stimulating economic growth within the Southside community. In addition to working with the Michaels Development Company, the THA will work with FSU's Department of Urban and Regional Planning and FAMU's School of Architecture, on a redevelopment plan for the Orange Avenue Corridor, which will extend from S. Monroe Street to Blairstone Road. She indicated they submitted two tax credit applications to the Florida Housing Finance Corporation (FHFC). The first application would build a 90-unit facility for senior living and the second would build an 84-unit family development. A third application is pending for multi-family rental housing as part of a local revitalization initiative. For the past year, the THA has been submitting tax credit applications to the FHFC. They came close to being awarded a tax credits, but have not been awarded tax credits which are awarded through a lottery system.

In addition to improvements to the Orange Avenue Apartments, the THA would like to address housing needs in the Apalachee Ridge neighborhood, which is across the street from the Orange Avenue Apartments. They have counted approximately 43 vacant properties in Apalachee Ridge that they would like to acquire and either rehabilitate or demolish and construction new housing. There are other properties adjacent to the Orange Avenue Apartments that they would also like to acquire and rehabilitate or demolish and construct new housing.

Commissioner Dozier noted the properties looked almost similar to when they were built in the early 1970s. She asked how THA will ensure housing needs are maintained and updated, ensuring a sustainable future. She also inquired about the relationship between public and private housing and if some future units would be included on the tax rolls.

In response to Commissioner Dozier's questions, Ms. Williams indicated the projects will have energy efficient appliances and HUD requires the construction of energy efficient units that will embrace sustainable practices. She anticipates the projects will have a mixed ratio of public and private housing increasing the number of private housing on the future tax rolls.

Mayor Gillum questioned the future of affordable housing and assurances that new housing efforts would encompass various income levels.

Ms. Williams stated the future of housing over the last 20 years has been moving towards mixed-income and mixed-use communities. This change is part of the City of Tampa presentation.

Mr. Leroy Moore provided a global overview of the City of Tampa's Housing Authority initiatives over the past 16 years. He stated that because of declining federal funding, diversified streams of income are needed to enable housing agencies to create mixed-use and mixed-income housing. The focus has become to depend less on subsidies and more on local revenues generated by the housing project. He noted as the new housing era changes, housing authorities need to create entrepreneurial opportunities to reap financial benefits, create strategic partnerships with public/private and public/public organizations, determine the use of Rental Assistance Demonstration (RAD) Program funds and add attractive features like grocery stores, museums, hotels and parks to reduce the stigma associated with public housing and to increase revenue generating opportunities. The private operating entities generate income that

is provided to the Tampa Housing Authority; the Tampa Housing Authority does not provide any funds to support the operation of these entities. This insulates the Tampa Housing Authority during slow economic times.

Commissioner Proctor inquired about the income stream balance from these entrepreneurial efforts.

In response to Commissioner Proctor's question, Mr. Moore stated that in 1998 HUD's Public Housing Section 8 Program provided 98 percent of the Tampa Housing Authority's income. Today it accounts for 26 percent.

Mr. Moore noted that the Tampa Housing Authority has entered into various public and private partnerships to promote the development of affordable housing, including several partnerships with Michaels Development Company. He provided a general overview of revenue and financing streams available to public housing authorities that engage in the development of mixed-income housing development. He listed Hope VI programs, Capital Fund programs, Replacement Housing programs, Capital Fund Securitization program, Disposition at Fair Market Value, Section 8 program, Tax Exempt Bonds, Low Income Housing Tax Credits (LIHTC), New Market Tax Credits, Property Tax Exemption Status, Required and Voluntary Conversion programs and the RAD Program (which Tampa Housing Authority recently approved for all 3,400+ of its housing units).

He stated strong political support and partnerships with the City of Tampa and Hillsborough County were needed to help create CRA districts ahead of the redevelopment of large public housing properties in order to freeze the tax base and identify tax increment before dividing the superblock of public housing properties into other uses to add to future tax rolls.

In 1988, Tampa had three CRA districts and today they have nine. They have created CRA districts surrounding future redevelopment properties to maximize the availability of resources to impact the whole community in an era of declining federal funding support for public housing and domestic programs. Mr. Moore referenced a map of Tampa and gave examples of large public housing redevelopments in two of the CRA districts: East Tampa and Central Park. Belmont Heights Estates is the large housing redevelopment property located in East Tampa built in three phases. Previously called College Hill and Ponce De Leon Courts, it was a 1,300 unit, 77 acre superblock of public housing, with a 71 percent dependency on federal subsidies and a 75 percent occupancy rate. Today it is a mixed-income housing development with a 98/99 percent occupancy rate. The development includes public housing units, Section 8 units, low income housing tax credit units, market rate units and owner-occupied units. Encore is a large development in Central Park. It is located to the north of Tampa's Downtown Central Business district. It was previously a 483-unit of public housing project on 28 acres built 78 years ago with none of the development on the tax rolls. It is now Florida's leading green master planned community using various recyclable features and sustainable practices. It is a 12 lot mixed-use development with three completed mixed-income housing lots consisting of market rate, low income, and senior housing units. The three completed lots are 98 percent occupied, and a fourth building lot is 40 percent complete. A 380 unit hotel/condominium development and 300 unit condominium are under contract with market rate and 10 percent affordable/low-income (below 120% AMI) housing units on Lots 9 and 10. The potential development for the remaining lots include a new middle school (currently being used as a two-acre urban garden), retail uses, a museum and a grocer. He stated neither of these

developments received CRA funds but leveraged HOPE VI, federal grants, local tax credits, State Housing Initiative Partnership (SHIP), Community Development Block Grant (CDBG), and mixing building types in order to reduce the amount of public housing dollars invested in the developments. He stated in the last 12 years the Tampa Housing Authority has redeveloped nine of their most distressed public housing developments into mixed-income communities with market rate and affordable rentals. They have been the recipient of several local and national awards.

Following the presentation, the Board thanked Mr. Moore for his provide the presentation. The presentation led to a conversation among Board members on ways Tallahassee and Leon County can diversify their housing options.

Commissioner Richardson noted his sense of urgency in moving forward in the quality and mix of housing types and lease rates for South City, Apalachee Ridge, other nearby properties and even the VA medical clinic under construction in the area. He noted that the CRA will likely be a tool in the redevelopment effort, however the redevelopment occurs. He commented that he hoped the Board would direct staff to consider expanding the existing district or creating a new district.

Several commissioners commented that the housing issues are much larger than the CRA alone. Specific comments/suggestions included a need for an overall vision to educate and address the community on the housing concerns, the identification of public, abandoned and other available properties that could be assembled for redevelopment, determine the role of the Greater Frenchtown/Southside District as a tool for affordable housing, restrictions for redevelopment in a flood zone, the anticipated funding from the 2020 Sales Tax Extension to assist in infrastructure improvements in the area, and the need for a broader discussion between the City and County on affordable housing.

Commissioner Dozier noted her concerns with focusing on the possible expansion of the Greater Frenchtown/Southside District at this point of the affordable housing conversation. She suggested the first step should be a joint city and county meeting to discuss and understand the various affordable housing restrictions and opportunities facing the community.

Following her comments, Commissioner Dozier made a motion to **request a joint city/county meeting to holistically discuss city and county housing options, opportunities and direction**, upon second by Commissioner Miller, additional discussion ensued.

In response to a question from Commissioner Richardson, Ms. Williams advised that if the THA properties are not in a CRA, the THA will not have as many opportunities to apply for funding, particularly from the State.

Several commissioners commented that expanding or creating a new redevelopment district would not occur quickly and suggested a joint city/county discussion on the larger affordable housing vision would be the most appropriate place to start.

Commissioner Richardson expressed his willingness to support he motion provided the discussion moves forward in a timely manner. He commented that he did not want to still be having this conversation a year from now.

Following the commission discussion, the motion was amended to include that the joint/city county meeting would occur in the first quarter of 2016.

The vote was made on Commissioner Dozier's amended motion to **request a joint city/county meeting in the first quarter of 2016 to holistically discuss city and county housing options, opportunities and direction**, as seconded by Commissioner Miller, **the vote was as follows**

AYE: Dozier, Gillum, Lindley, Miller, Proctor, and Richardson

NAY: None

ABSENT: N. Maddox, S. Maddox and Ziffer

Project Updates

Roxanne Manning noted the City's Environmental Policy and Energy Resources Department is holding a Brownfield's meeting on December 10th from 5:30 pm to 7 pm at Career Source Capital Region on South Monroe Street to discuss creating a Brownfield district along South Monroe Street. She also noted that an update on the Frenchtown Heritage Farmer's Market would be provided in December or January. The CRA closed on the building in May and is working with the Frenchtown Neighborhood Improvement Association (FNIA) to upgrade the building from a residential to a commercial use. Finally, she stated the annual summary of CRA accomplishments from the prior year will be provided in January.

UNAGENDAED PUBLIC COMMENT

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board commending Mayor Gillum's stance on the Syrian refugee admittance into Florida. He commented on the housing presentation and the need to prevent housing segregation. He also noted his concerns with the amount of funding going towards the Big Bend Cares redevelopment and that patients need to have medical insurance in order to be treated at the facility.

CRA BOARD INFORMATION AND SHARING OF IDEAS

There was no sharing of information or ideas by CRA Board members.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:42 a.m.



Agenda Item Details

Meeting	Feb 25, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.01 Approval of proposed sale of 715 W. Gaines Street to North American Properties for \$788,000 -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	788,000.00
Recommended Action	Option 1: Authorize staff to enter into a Purchase and Sale Agreement for \$788,000 with North American Properties for the sale of 715 W. Gaines Street.

Public Content

For more information, please contact: Rick McCraw at 850-891-8352.

Statement of Issue

On October 2, 2015, the City of Tallahassee Community Redevelopment Agency (CRA) received an unsolicited Letter of Interest (LOI) from North American Properties (NAP) for the purchase of 715 W. Gaines Street. In response to the LOI, the CRA Board directed staff to notice the proposed sale of the property consistent with the notice and review requirements of Section 163.380, Florida Statutes (FS), which requires at least a 30-day notice period of any intent to sell, lease or transfer agency-owned property. The CRA noticed the proposed sale of the property in the Tallahassee Democrat on December 16 and 30, 2015. Proposals were due to the CRA no later than 4:00 p.m. on Friday, January 15, 2016.

Only one proposal was received by January 15, 2016 in response to the notices, a revised LOI from NAP to purchase 715 W. Gaines Street for \$788,000, an increase of \$18,000 over the original LOI received on October 2, 2015. The proposal was reviewed by the City of Tallahassee Real Estate Committee on January 26, 2016. The committee voted unanimously to recommend approval of the sale of 715 W. Gaines Street to NAP subject to the development of an acceptable Purchase and Sale Agreement and approval of the CRA Board.

Staff is requesting approval from the CRA Board to enter into a Purchase and Sale Agreement with NAP in the amount of \$788,000 for the sale of 715 W. Gaines Street, consistent with this agenda item and direction provided by the CRA Board.

Recommended Action

Option 1: Authorize staff to enter into a Purchase and Sale Agreement for \$788,000 with North American Properties for the sale of 715 W. Gaines Street.

Fiscal Impact

If the recommended option is approved, the CRA will receive \$788,000 from the sale of 715 W. Gaines Street.

Supplemental Material/Issue Analysis

History/Facts & Issues

On November 19, 2014, the CRA and the Trustees for the Internal Improvements Trust Fund (TIITF) for the State of Florida entered into an exchange agreement for the sale of the CRA-owned O'Connell property to FSU for \$960,000 in cash and the transfer of three State-owned properties to the CRA. Included as one of the State-owned properties to be transferred to the CRA

is 715 W. Gaines Street (parcel ID # 2135510001320), which had an appraised value of \$770,000 at the date of the exchange agreement.

The closing of the O'Connell property sale has been delayed because of a title defect on the Bloxham Annex property, which is another of the State-owned properties to be transferred to the CRA. CRA, State and FSU staff are working to address the title defect, which now appears will be addressed by a quiet title action that will be filed by the State. The resolution of the title defect could take an estimated six months to complete.

The CRA Board authorized staff to notice the sale of 715 W. Gaines Street consistent with the notice and review requirements of Section 163.380, FS. The statute requires a redevelopment agency that intends to sell, lease or transfer agency-owned property to notice the sale, lease or transfer for at least 30 days. The CRA noticed the proposed sale of the Property in the Tallahassee Democrat on December 16 and 30, 2015. Proposals were due to the CRA no later than 4:00 p.m. on Friday, January 15, 2016.

Only one proposal was received on January 15, 2016, which was a proposal from NAP to purchase the property for \$788,000, an increase of \$18,000 over the initial LOI received from NAP on October 2, 2015 (Attachment 1). Included as part of the January LOI were various terms and descriptions related to the proposed sale and anticipated redevelopment of 715 W. Gaines Street. NAP proposes to construct a mixed-use student housing and retail development on the property and several adjacent properties. The current concept envisions a 377,025 square-foot development with 123 residential units, 426 beds, 25,000 square feet of retail space and 992 parking spaces. The concept also involves the possible abandonment/realignment of Stone Valley Road to run behind the development and connect to Gaines Street at the intersection with Lorene Street. However, these are only preliminary plans at this time and further discussion with various City departments is still required to finalize actual development proposal. NAP has advised they will continue the discussions with the City and CRA once the Purchase and Sale Agreement has been executed.

It is important to note that the property along Gaines Street is governed by the University Urban Village zoning district and is also subject to the Gaines Street Design Guidelines. No matter who develops the property, these regulations will apply. These regulations are in place to ensure that all development along Gaines Street creates a compatible urban cross section.

The City of Tallahassee Real Estate Committee reviewed the offer on January 26, 2016 and voted unanimously to recommend approval of the sale of 715 W. Gaines Street to NAP subject to an acceptable purchase and sale agreement and approval of the CRA Board (Attachment 2, Item 3).

Staff recommends the CRA Board approve the sale of 715 W. Gaines Street for \$788,000, and authorize staff to enter into a Purchase and Sale Agreement with NAP.

Options

1. Authorize staff to enter into a Purchase and Sale Agreement for \$788,000 with North American Properties for the sale of 715 W. Gaines Street.
2. Do not authorize staff to enter into a Purchase and Sales Agreement with North American Properties for the sale of 715 W. Gaines Street; provide staff with alternate direction.

Attachments/References

1. Revised Letter of Intent from North American Properties to Purchase 715 W. Gaines Street
2. Summary Minutes from January 26, 2016 Real Estate Committee Meeting

[Attachment 1.pdf \(1,205 KB\)](#)

[Attachment 2.pdf \(273 KB\)](#)

NORTH AMERICAN PROPERTIES



-SOUTHEAST, INC.
Licensed Real Estate Broker

Via Hand Delivery

JAN 15 16 3:42PM

January 15, 2016

Ms. Roxanne Manning
Executive Director
Community Redevelopment Agency
City Hall
300 S. Adams Street, 4th Floor
Tallahassee, Florida 32301

RE: LETTER OF INTENT

Dear Roxanne,

This Letter will outline the terms under which North American Properties - Southeast, Inc. or its assigns ("Buyer") has interest in purchasing from the CRA ("Seller") the Parcel located at 715 W. Gaines Street, Tallahassee, Florida, as generally described and depicted on the attached Exhibit "A" ("Property").

This Letter is presented to Seller by Buyer to facilitate the negotiation of a mutually acceptable Purchase and Sale Agreement ("PSA") on the following terms:

- Property:** 715 W. Gaines Street, Tallahassee, Florida.
- Buyer Name:** North American Properties – Southeast, Inc., or its assigns .
- Name of Authorized Officer:** Shawn R. McIntyre, Senior Vice President.
- Use of the West Gaines Property:** Class A Mixed Use Retail/Student Housing Project with potential for Public Parking. (See paragraph 9 below)
1. **OFFER PRICE:** Seven Hundred Eighty Eight Thousand Dollars. (\$788,000)
 2. **TERMS:** Buyer shall pay cash at Closing.
 3. **DEPOSIT:** Buyer shall remit to the Escrow Agent a Deposit of Twenty Five Thousand Dollars (\$25,000) within three (3) business days of receiving from the Seller a final and fully executed and approved PSA. The Deposit is fully refundable to Buyer if the PSA is terminated during the Due Diligence period.
 4. **DUE DILIGENCE PERIOD:** One hundred eighty (180) days from the final execution date of the PSA. Buyer may terminate the PSA on or before the last day of the Due Diligence Period.
 5. **CLOSING:** Closing shall occur within Thirty (30) days after the expiration of the Due Diligence Period. Closing Costs are to be paid as follows: Seller shall pay its proration of real estate taxes and assessments and Seller's own attorney's

Ms. Roxanne Manning
January 15, 2016
Page 2 of 4

fees; the Buyer shall pay all remaining costs to close this transaction, except as provided in paragraph 7 below.

6. **CLOSING EXTENSIONS:** Buyer shall be entitled to Two (2) Sixty (60) day closing extensions by giving the Seller Ten (10) days written notice and by posting an additional Twenty Five Thousand Dollars (\$25,000) with the Escrow Agent (Closing Extension Deposit). The Closing Extension Deposit(s) shall be non-refundable but shall be credited to the Buyer against the Purchase Price at the Closing.
7. **BROKER:** Buyer is a licensed Florida Real Estate Broker but will not be paid a Real Estate Commission on this transaction. This location was presented to Buyer by Strong Properties, Inc. ("Strong"), a licensed Real Estate Company. Buyer has worked exclusively on this location with Strong. Seller shall be responsible for paying Strong a three (3) percent real estate commission due upon Closing of this proposed transaction.
8. **ESCROW AGENT:** Broad and Cassel. The Deposit shall be held in an interest bearing account. Broad and Cassel shall act as Escrow Agent and as Counsel for the Buyer.
9. **PLAN OF DEVELOPMENT:**
 - Buyer is actively assembling surrounding land contiguous to the Property and intends to develop a mixed-use student housing and retail project with the potential for public parking. A preliminary plan of the proposed development is attached to this Letter of Intent.
 - Buyer is under contract to purchase the contiguous property to the west of the Property.
 - Buyer is actively negotiating a "Letter of Intent" with the property owner to the east. Numerous meetings with the property owner and their attorney have taken place and once the Purchase and Sale Agreement (PSA) for the Property is signed, Buyer will proceed with the property owner to the east.
 - Buyer has met with the City of Tallahassee to discuss the re-alignment of Stone Valley Road. Once the Purchase and Sale Agreement (PSA) for the Property is signed, Buyer will continue to further these discussions and design.
 - Buyer is a partner of The District Joint Venture II LLC which owns "Block C" currently under construction on West Gaines Street. The City of Tallahassee has entered into a Memorandum of Agreement with The District Joint Venture II LLC to construct Bicycle Boulevard.
 - Buyer was the developer of the Axis, Block and Deck. The Block and Deck were subject to a CRA agreement which provided public parking to contribute to the success of Gaines Street. The City of Tallahassee was the Seller of the original Deck property (aka Salie property).
10. **EXPIRATION:** This Letter of Intent will expire thirty (30) days after the Seller obtains fee simple title to the Property.

Ms. Roxanne Manning
January 15, 2016
Page 3 of 4

This Letter of Intent is not contractually binding on either party. This Letter of Intent is only an expression of the basic terms and provisions to be incorporated into a written PSA and the parties shall not be bound unless and until the PSA is executed by the parties in a form and content satisfactory to each party in its sole discretion. Buyer has previously provided Seller with a draft PSA for the purchase of the Property. Buyer is ready to proceed to final negotiations and execution of the PSA.

I look forward to discussing this with you at your earliest convenience. Thank you.

Sincerely,



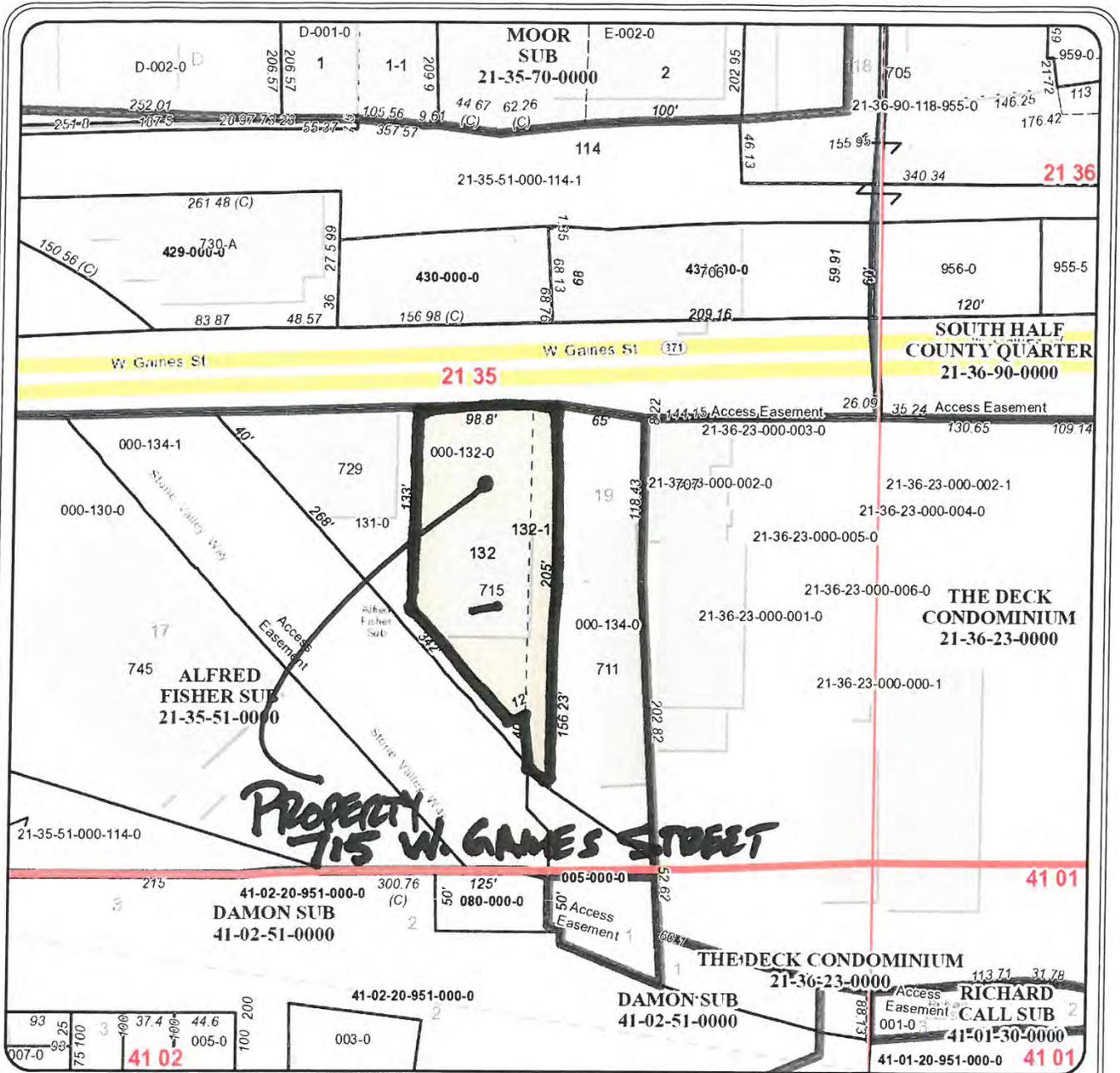
Shawn R. McIntyre
Senior Vice President
North American Properties – Southeast, Inc.

Ms. Roxanne Manning
January 15, 2016
Page 4 of 4

Agreed to this ____ day of _____, 2016

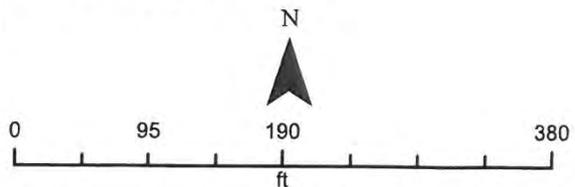
City of Tallahassee Community Redevelopment Agency

Roxanne Manning
Executive Director



Leon County Property Appraiser

Legend		
	Township	Lot
	Section	Access Easement
	Subdivision	River
	Tax Parcel	Waterbody
		Building
		Park
		City Limit
		Imagery 1/2015



Bert Hartsfield, CFA
Leon County Property Appraiser

315 S. Calhoun St, Third Floor
Tallahassee, Fl. 32301

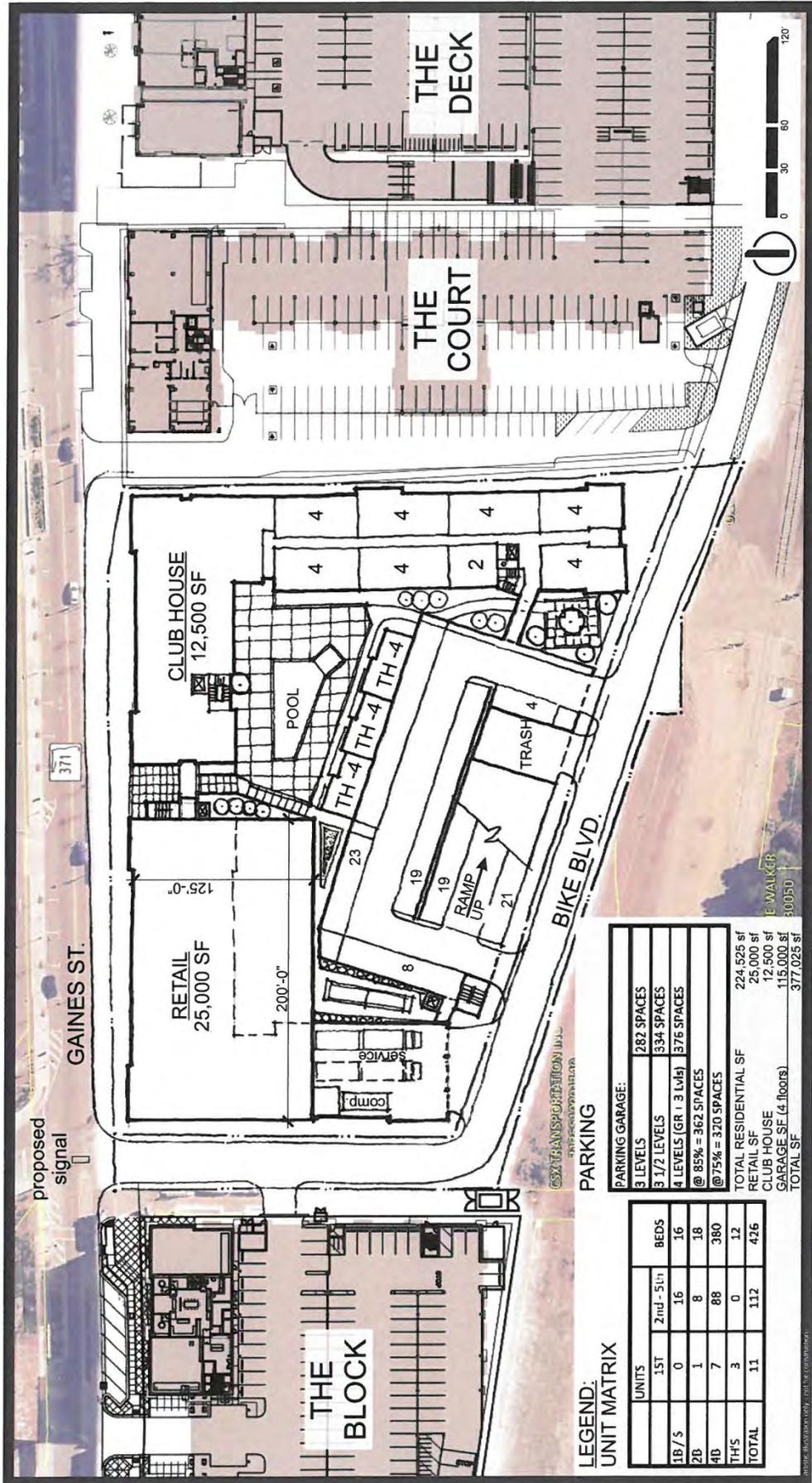
Phone: (850) 606-6200
Fax: (850) 606-6201

Email: admin@leonpa.org
Website: leonpa.org

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

Date Drawn: Jan 14, 2016

EXHIBIT "A"



**LEGEND:
UNIT MATRIX**

UNITS	1ST	2nd-5th	BEDS
1B/S	0	16	16
2B	1	8	16
4B	7	88	380
TH'S	3	0	12
TOTAL	11	112	426

PARKING

PARKING GARAGE:	282 SPACES
3 LEVELS	334 SPACES
3 1/2 LEVELS	376 SPACES
4 LEVELS (GR + 3 LVS)	376 SPACES
@ 85% = 362 SPACES	
@ 75% = 320 SPACES	
TOTAL RESIDENTIAL SF	224,525 SF
RETAIL SF	25,000 SF
CLUB HOUSE	12,500 SF
GARAGE SF (4 floors)	115,000 SF
TOTAL SF	377,025 SF



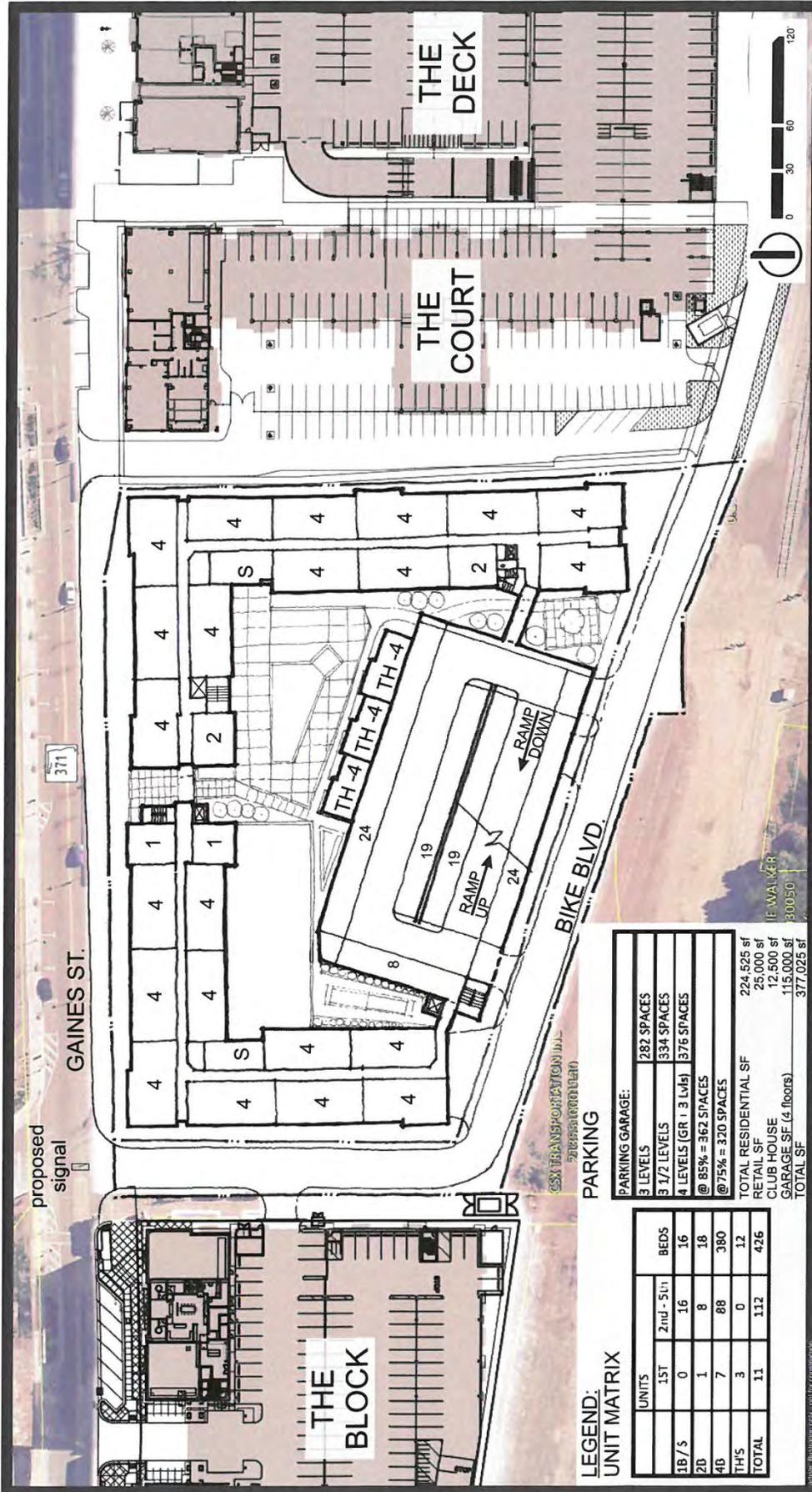
ma architects

NORTH AMERICAN PROPERTIES
SOUTHEAST, INC.
LIMITED REAL ESTATE BROKER

GAINES ASSEMBLAGE
gaines street tallahassee, florida



ground floor plan
12.20.2015
page 2
© 2015 M+A Architects



**LEGEND:
UNIT MATRIX**

UNITS	1ST	2nd - 5th	BEDS
1B / S	0	16	16
2D	1	8	18
4D	7	88	380
TH'S	3	0	12
TOTAL	11	112	426

PARKING

PARKING GARAGE:	
3 LEVELS	282 SPACES
3 1/2 LEVELS	334 SPACES
4 LEVELS (GR + 3 LVLS)	376 SPACES
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GARAGE SF (4 floors)	115,000 SF
TOTAL SF	377,025 SF



ma architects

ma-architects.com



GAINES ASSEMBLAGE
tallahassee, florida
gaines street



typical floor plan
12.20.2015
page 2
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REAL ESTATE COMMITTEE MEETING SUMMARY
January 26, 2016 @ 2:00 pm
CITY HALL CONFERENCE ROOM 4F

Voting Members Present:

Jim Cooke, City Treasurer-Clerk
Reese Goad, Deputy City Manager
Wayne Tedder, Assistant City Manager

Staff:

Judy Donahoe, Real Estate Manager
Kristen Coons, Assistant City Attorney
Robert Culverhouse, Right-of-Way Agent

CRA Staff:

Roxanne Manning, CRA Director
Rick McCraw

Item #1 - Proposed Sale of 2.64 +/- acres to ZAC, LLC (“V” Parcel)

This item was previously discussed at the 12/18/2015 Real Estate Committee meeting. ZAC, LLC (Zimmer) has numerous parcels in the immediate area of Stearns Street and Mosley Street under contract for purchase including Cemex. Last summer, Zimmer approached Real Estate staff with an offer to purchase this “V” shaped parcel as part of their overall plan to redevelop the area. Zimmer has agreed to purchase the property subject to any recreational trail, stormwater drainage and utility easements the City may reserve. Zimmer has agreed to pay \$5,000 more than appraised value to offset the cost of additional DEP testing, which is a condition of closure triggered by the bifurcation of the parcel.

Per the REC’s request, Landon Zimmer was invited to present and discuss his overall development plan to City staff. Mr. Zimmer, accompanied by Tim Lassiter, Eddie Bass, Pete Gonzalez and Nancy Linnan, met with City staff immediately prior to the REC meeting (2:00pm to 2:55pm).

Recommendation: Real Estate seeks feedback and direction from the Committee on the potential sale of this parcel.

Item #1 Minutes:

The meeting was called to order by Jim Cooke at 2:55 pm. Judy Donahoe introduced agenda item #1 and reiterated the topic details including parcel location, contracted sale price (\$45,000) and appraised value (\$40,000). Reese Goad and Wayne Tedder asked for a clarification of the appraiser methods. Mrs. Donahoe indicated that the appraiser utilized an “across the fence” valuation and considered both the irregular shape of the parcel and the extent of the easement rights to be retained by the City if the parcel is sold. Mr. Goad asked how the value of the City’s 0.98-acre Stearns Street parcel would be impacted by the sale of this “V” parcel. Mrs. Donahoe indicated that the Stearns parcel was recently appraised for \$240,000 and provided a brief history of the acquisition of the Stearns parcel through eminent domain for \$535,000. Mrs. Donahoe indicated that there was no physical or economic connection between the “V” parcel and Stearns parcel at this time. General discussion of property value trends in the area ensued. Mr. Tedder indicated that the City’s vision for development in the area was not for the typical looking apartment complex. The Committee noted a desire for more details, drawings and renderings regarding the architecture and style of the proposed development. Mr. Cooke asked when the closing was scheduled if the sale was approved. Mrs. Donahoe indicated that the closing would take place at the end of March unless the PSA was extended by buyer and seller. The

Committee advised staff to continue discussions with Zimmer and request additional details, drawings and renderings of the proposed development prior to moving forward with a formal approval of the sale.

Item #2 - Proposed Purchase of 650 W. Gaines Street

The Madison-Gaines project requires drainage and temporary construction easements from the 650 W. Gaines Street parcel. The easements and associated damages have an appraised value of \$277,000. In addition, a temporary construction easement over the entirety was discussed as being beneficial for project construction and staging. This additional easement would increase the estimated compensation to \$529,096. The property owner has indicated that eminent domain would be required in order for the City to acquire the easements. Acquiring the easements through eminent domain could raise the cost of the acquisition to approximately \$1.0 million. However, the property owner offered to sell the entire 1.039-acre parcel to the City at the recent appraised value of the entirety for \$1,403,029. A PSA, which was reviewed and approved by Legal, was executed on 1/20/2016.

Recommendation: Approve the purchase of 650 W. Gaines Street in the amount of \$1,403,029.

Item #2 Minutes:

Mrs. Donahoe introduced agenda item #2 and summarized the details that lead to the PSA for \$1,403,029, which was executed on 1/20/2016. Mrs. Donahoe recommended approval of the purchase and indicated that the sale would be subject to final approval by the City Commission. Mr. Tedder asked what future use the City might consider for this parcel. Mrs. Donahoe indicated that parking and future resale for redevelopment had been discussed among staff. Mr. Tedder suggested that a dog run or pocket park might also be considered.

Mr. Goad moved to approve the purchase of 650 W. Gaines Street in the amount of \$1,403,029. The motion was seconded by Mr. Tedder, and the motion passed unanimously.

Item #3 - Proposed Sale of 715 W. Gaines Street to North American Properties – Southeast, Inc.

This item was presented by the City of Tallahassee Community Redevelopment Agency (CRA). The CRA will soon take ownership of 715 W. Gaines Street as part of a multi-parcel land swap with the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (TIITF). A letter of intent to purchase 715 W. Gaines Street from the CRA was received from North American Properties – Southeast, Inc.

Per Policy Chapter 163.380, the CRA provided a 30-day notice of its intent to sell, lease or donate CRA-owned real property. The CRA placed two ads in the Tallahassee Democrat (December 16th and December 30th) noticing the intent of the CRA to sell the real property and improvements at 715 W. Gaines Street after the property is acquired by the CRA, and invited proposals consistent with the Greater Frenchtown/Southside Community Redevelopment Plan. Proposals were due to the CRA no later than 4:00 pm on Friday, January 15th.

The CRA received one proposal, the offer from NAP to purchase the property for \$788,000 with other terms and conditions outlined in the LOI. The CRA is seeking a recommendation from the Real Estate Committee to sell the property to NAP for \$788,000 and other conditions to be negotiated with NAP by the CRA in a separate Purchase and Sale Agreement.

Recommendation: Approve the sale of 715 W. Gaines Street to North American Properties – Southeast, Inc. in the amount of \$788,000 subject to an acceptable purchase and sale agreement and approval of the CRA Board.

Item #3 Minutes:

Mrs. Donahoe introduced agenda item #3 and invited Rick McCraw to summarize the details of the transaction. Mr. McCraw reiterated the topic details per the agenda. Mr. McCraw indicated that the CRA Board had directed CRA staff to notice the public of the CRA's intent to sell the real property and improvements located at 715 W. Gaines Street and invited proposals consistent with the Greater Frenchtown/Southside Community Redevelopment Plan. Mr. McCraw further indicated that the CRA received one proposal, which was the offer from NAP to purchase the property for \$788,000. Mr. Goad asked what the sale price equated to per square foot. RE staff answered that the purchase price was calculated to be \$41.11 per square foot. Mr. Tedder asked if the sale of this parcel would have any impact on the multi-parcel exchange between TIITF (FSU) and the CRA. Mr. McCraw answered "no" and indicated that the sale to NAP would not occur until after the exchange was completed. Mr. Tedder inquired if this parcel was part of the realignment of Stone Valley Way, which had been discussed by NAP and Public Works. General discussion of the location of Stone Valley Way ensued, and Mrs. Donahoe provided a map showing the current location of Stone Valley Way in relation to 715 W. Gaines Street. Mr. McCraw indicated that he was aware of the discussions to potentially realign Stone Valley Way, but the sale of this individual parcel did not involve any discussion of road realignment. Mr. Cooke asked for verification that the property was to be owned/sold by the CRA and not the City of Tallahassee. Mr. McCraw indicated that the property would be owned/sold by the CRA, subject to CRA Board approval, and the recommendation from the REC was being sought per the City's real estate policy.

Mr. Tedder moved to approve the sale of 715 W. Gaines Street to North American Properties – Southeast, Inc. in the amount of \$788,000 subject to an acceptable purchase and sale agreement and approval of the CRA Board. The motion was seconded by Mr. Goad, and the motion passed unanimously.

*****The meeting adjourned at 3:37 pm.**



Agenda Item Details

Meeting	Feb 25, 2016 - CRA Board Meeting
Category	6. Downtown District Policy Formation and Direction
Subject	6.01 Approval to use CRA TIF Funds to underground overhead electric lines in a segment of North Bicycle Boulevard -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	161,000.00
Budgeted	No
Budget Source	FY 2016 DT Master Project No. 1600410
Recommended Action	Option 1: Approve the use of CRA TIF funds to underground the overhead electric lines in North Bicycle Boulevard from Lorene Street to the City's Gay Street parking lot.

Public Content

For more information, please contact: Rick McCraw at 850-891-8352.

Statement of Issue

Community Redevelopment Agency (CRA) staff is seeking approval by the CRA Board to cover the cost to underground the overhead electric lines along a segment of North Bicycle Boulevard from Lorene Street east towards the City's Gay Street parking lot, approximately 700 feet (Attachment 1, highlighted). This is the only section of the alley with remaining overhead electric lines. The installation will be done by the City's Electric Utilities using Electric Utilities staff and contracted vendors. The estimated cost to underground the electric lines in this area is \$161,000.

Originally, the developer of the Railyard Lofts was going to place the electric lines underground as part of the North Bicycle Boulevard project, a planned alley that extends from Woodward Avenue to the City's Gay Street parking lot. The developer has completed the underground electric and storm drain work in the segment west of Lorene Street to Woodward Avenue. Due to changes in the scope and schedule of the original project, the developer elected not to underground the overhead electric in the segment east of Lorene Street. The relocation of the overhead electric lines east of Lorene Street will significantly enhance the safety, functionality and appearance of this segment of the North Bicycle Boulevard project.

Undergrounding the electric lines ahead of the North Bicycle Boulevard work will allow the project to proceed and will increase the redevelopment potential of adjacent properties by eliminating Occupational Safety & Health Administration (OSHA) restrictions on construction within 20 feet of overhead electric lines. In addition, placing the electric lines underground will improve the visual appearance of the alley.

As discussed in the body of the agenda item, staff recommends the CRA Board approve the use of CRA funds to underground the overhead electric lines in the segment of North Bicycle Boulevard east of Lorene Street. The funds for the reimbursement will come from the FY 2016 Downtown Master Project, which has an uncommitted balance of \$243,882. Funding this request will leave a balance of \$82,882 in uncommitted FY 2016 Downtown funds (Attachment 2).

Recommended Action

Option 1: Approve the use of CRA TIF funds to underground the overhead electric lines in North Bicycle Boulevard from

Lorene Street to the City's Gay Street parking lot.

Fiscal Impact

The funds for the reimbursement will come from the FY 2016 Downtown Master Project, which has an uncommitted balance of \$243,882. Funding this request will leave a balance of \$82,882 in uncommitted FY 2016 Downtown funds.

Supplemental Material/Issue Analysis

History/Facts & Issues

On July 10, 2014, the CRA Board approved \$600,000 in funding for the Railyard Lofts on Gaines project, a seven-story mixed-use residential condominium at the intersection of Gaines Street and Woodward within the Downtown District Community Redevelopment Area (DT District). The CRA funds were to be used to cover the cost: (1) to underground the electric utilities in North Bicycle Boulevard between Lorene Street west to Woodard Avenue, (2) to underground the electric utilities in North Bicycle Boulevard from Lorene Street east to the City's Gay Street parking lot, (3) for the installation of streetscape and landscape improvements in the City right-of-way or areas open to the public, and (4) for the purchase of approximately 11,080 square feet of City right-of-way that is part of a former CSX spur. The estimated cost to underground the overhead electric lines in North Bicycle Boulevard from Lorene east to the Gay Street parking lot was \$132,000.

The original CRA approval was later amended on October 23, 2014 and April 21, 2015 to limit the CRA participation to the cost to underground the overhead electric lines east of Lorene Street, which had a revised estimate from Electric Utilities of \$161,000. Subsequently, due to changes in the original project scope and schedule, the developer elected not to move forward with undergrounding the electric lines in the segment east of Lorene Street. However, the developer is still planning to construct the North Bicycle Boulevard project and other improvements as agreed to in Memorandum of Agreement # 997844 with the City, which was executed in September 2014. The North Bicycle Boulevard project includes storm drain work from Woodward Avenue to the City's Gay Street parking lot. This storm drain work is one segment of a larger City Stormwater infrastructure project that will provide additional stormwater conveyance capacity to help facilitate redevelopment in the downtown area.

In discussions among CRA, City Underground Utilities and Electric Utilities staffs, it has been determined that this is the right time to place the overhead electric lines in the alley underground – before North Bicycle Boulevard is constructed. Placing the electric lines underground will improve the redevelopment potential of the adjacent parcels by eliminating Occupational Safety & Health Administration requirement that structures be built back at least 20 feet from overhead electric lines. The alley follows a former CSX spur, which bisects the Madison Street properties to the north and the Gaines Street properties to the south. Most of these properties are not very deep to begin with and requiring a 20-foot setback from overhead electric lines will reduce their redevelopment footprint and redevelopment potential. Within the approximately 700-foot alley are six electric poles that cross back and forth over the alley several times. Placing the electric lines underground not only improves the redevelopment potential of the adjacent properties, but it also improves the visual appearance of the alley.

CRA staff recommends the CRA Board approve the use of CRA funds to reimburse Electric Utilities the cost to underground the overhead electric lines in North Bicycle Boulevard from Lorene Street to the City's Gay Street parking lot. The funds for the reimbursement will come from the FY 2016 Downtown Master Project, which has an uncommitted balance of \$243,882. Funding this request will leave a balance of \$82,882 in uncommitted FY 2016 Downtown funds.

Options

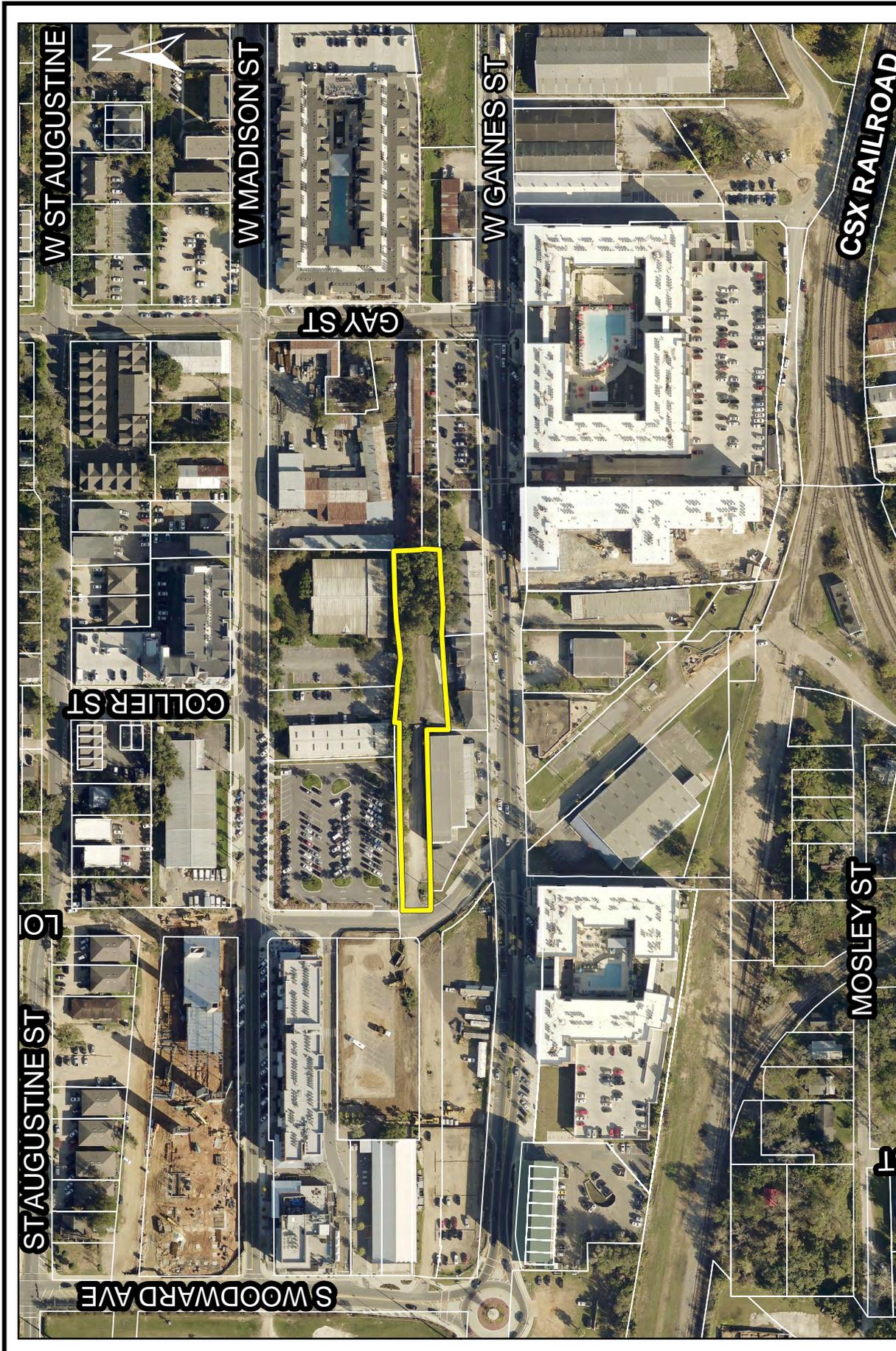
1. Approve the use of CRA TIF funds to underground the overhead electric lines in North Bicycle Boulevard from Lorene Street to the City's Gay Street parking lot.
2. Do not approve the use of CRA TIF funds to underground the overhead electric lines in North Bicycle Boulevard from Lorene Street to the City's Gay Street parking lot; provide staff with other direction.

Attachments/References

1. Map of Eastside Alley
2. Summary of FY 2016 CRA Project Expenses

[Attachment 1.pdf \(941 KB\)](#)

[Attachment 2.pdf \(98 KB\)](#)



This product has been compiled from the most current available data. However, this product is for reference purposes only and is not to be construed as a legal document. The City of Tallahassee assumes no responsibility for any inaccuracies or omissions contained herein or any loss resulting therefrom.



Map Created: February 15, 2016
Aerial Imagery: Fall 2015



Gaines Street Pedestrian Bike Alley
Segment 2 - Underground Utilities

CRA Project Openings/Balance Downtown District

	Adopted	Actual
<i>Final TIF Amount</i>	\$1,434,279	\$1,408,277
<i>FY 2015 Master Project</i>	<u>\$281,723</u>	<u>\$524,578</u>
FY 2016 Funding	\$1,716,002	\$1,932,855
Operating Budget	<u>\$333,816</u>	<u>\$333,816</u>
Total	\$333,816	\$333,816
Capital Budget Funds	\$1,382,186	\$1,599,039
<i>Projects</i>		
Catalyst Grant Payment ¹	\$219,000	\$217,535
College Town Grant Payment ²	\$366,409	\$363,904
601 S. Copeland	\$50,000	\$50,000
Gateway Development Grant and Vacancy Grant Payments	\$216,000	\$203,718
Firestone-Bloxham Annex Site Work	\$275,000	\$275,000
DT Property Management	\$6,500	\$6,500
Promotional/Special Events ³	\$35,000	\$35,000
Commercial Façade Improvement Grant	\$150,000	\$150,000
Commercial Painting Grant	\$15,000	\$15,000
Downtown Juror Bus	\$1,000	\$1,000
Word of South 2016 ⁴	\$0	\$37,500
Gaines St Ped/Bikeway - UG Overhead Electric ⁵	<u>\$0</u>	<u>\$161,000</u>
Total	\$1,333,909	\$1,516,157
Balance	\$48,277	\$82,882

Notes:

1. Funded from FY 2015 Master Project, leaving a balance of \$272,043.
2. Funded with balance from FY 2015 Master Project and \$91,862 from FY 2016 TIF/Master Project.
3. Funded with FY 2015 funds prior to approval of FY 2016 CRA budget.
4. Approved by CRA Board in November.
5. Pending CRA Board approval - February 25th.



Agenda Item Details

Meeting	Feb 25, 2016 - CRA Board Meeting
Category	7. Both Districts Policy Formation and Direction
Subject	7.01 Approval of proposed bi-monthly Community Redevelopment Agency Board Meeting schedule for 2016 -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Option 1: Approve the proposed 2016 CRA Board bi-monthly meeting schedule.

Public Content

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

Statement of Issue

On September 24, 2015, the Tallahassee Community Redevelopment Agency (CRA) Board approved the 2016 Board meeting schedule with a meeting each month, except for August and September. The 2016 schedule does not include a meeting for August because of City and County Commission summer breaks and includes two meetings in September for the adoption of the FY 2017 CRA budget. At the January 28, 2016 CRA Board meeting, Board members directed staff to examine the option of moving to a bi-monthly meeting schedule.

For the remainder of 2016, staff proposes a bi-monthly meeting schedule based on the existing, approved meeting days and times, starting with the February 25, 2016 CRA Board meeting, with the remaining CRA Board meetings in April, June, July, September (two meetings) and November. The current March, May, October and December meeting dates and times would remain on Commissioner's schedules in the event a special CRA Board meeting is needed in between the bi-monthly meetings. The proposed meeting dates were sent to CRA Board members aides to identify any conflicts. As of the date this agenda item was prepared, none were identified.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat. The updated schedule will also be posted on the CRA's webpage.

Recommended Action

Option 1: Approve the proposed 2016 CRA Board bi-monthly meeting schedule.

Fiscal Impact

None

Supplemental Material/Issue Analysis

History/Facts & Issues

At the January 2016 CRA Board meeting, CRA Board members discussed the option of moving to a bi-monthly meeting schedule. The Board opted to begin bi-monthly meetings following adoption of a new meeting schedule. Staff has prepared a proposed bi-monthly CRA Board meeting schedule for the remainder of calendar year 2016. The new schedule utilizes the previously approved 2016 meeting schedule adopted by the CRA Board on September 24, 2015, scheduling meetings every other month starting after the February 25, 2016 meeting. Staff recommends there be no change to the July and two September meetings which are important meeting dates for adoption of the FY 2017 CRA budget. If there are no actions for the Board to

consider at a scheduled meeting, staff will recommend the meeting be canceled.

The proposed bi-monthly 2016 meeting schedule is provided below. The existing March, May, October and December meeting dates and times would remain as optional on Commissioner's schedules in the event a special CRA Board meeting is needed in between the bi-monthly meetings. If desired staff can remove those dates from the schedules and work with Commissioner's aides to schedule special meeting dates as needed.

- Thursday, February 25, 2016 at 9:30 am – Regular meeting.

Thursday, March 24, 2016 at 9:30 am – Optional meeting if needed.

- Thursday, April 28, 2016 at 9:30 am – Regular meeting.

Thursday, May 26, 2016 at 9:30 am – Optional meeting if needed.

- Thursday, June 23, 2016 at 9:30 am – Regular meeting.

- Thursday, July 14, 2016 at 9:30 am – Regular meeting.

August. No CRA Board meeting is proposed for August due to County and City Commission's summer breaks.

- Thursday, September 1, 2016 at 9:30 am – Regular meeting. This is a special meeting to discuss the proposed FY 2017 CRA Budget.
- Thursday, September 29, 2016 at 4:00 pm – Regular meeting. The CRA Board meeting time will start at 4:00 PM with a public hearing to adopt the FY 2017 CRA budget at 6:00 pm.

Thursday, October 27, 2016 at 9:30 am – Optional meeting if needed.

- Monday, November 21, 2016 at 9:30 am – Regular meeting.

Thursday, December 8, 2016 at 9:30 am – Optional meeting if needed.

If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

In preparing the new meeting schedule, staff attempted to schedule CRA Board meetings during the same week (but not the same day) as County and City Commission meetings, and not on the same day as CRTPA or Blueprint 2000 IA meetings. If the Board so directs staff, for the 2017 schedule, we will try to schedule the CRA Board meetings on the same day as other meetings such as CRTPA and Blueprint 2000 IA. However, for this year, it was not advisable to attempt to reschedule so many established meetings.

Options

1. Approve the proposed 2016 CRA Board bi-monthly meeting schedule.
2. Do not approve the proposed 2016 CRA Board bi-monthly meeting schedule; provide staff with alternate direction.

Attachments/References

None