



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

September 24, 2015, 3:00 PM  
City Commission Chambers  
City Hall, Second Floor

- I. **CALL TO ORDER**  
3:00 PM
  
- II. **CITIZEN INPUT ON AGENDA ITEMS**
  
- III. **CONSENT ITEMS**
  - 3.01 Approval of Summary Meeting Minutes from the March 24 and July 9, 2015 CRA Board Meetings – Sherri Curtis, Principal Planner
  - 3.02 Approval of the 2016 CRA Board Meeting Schedule – Sherri Curtis
  
- IV. **POLICY FORMATION AND DIRECTION**
  - 4.01 Approval of the Big Bend Cares Medical Facility Funding Assistance Request - Roxanne Manning, CRA Executive Director
  - 4.02 Discussion and Approval of the Greater Frenchtown/Southside Investment Plan Programs and Projects - Roxanne Manning
  
- V. **BREAK**
  
- VI. **5:00 PM PUBLIC HEARING**
  - 7.01 Adoption of the FY 2016 City of Tallahassee Community Redevelopment Agency Operating and Capital Budget – Rick McCraw, CRA Program Director
  
- VII. **UNAGENDAED PUBLIC COMMENTS**
  
- VIII. **UNAGENDAED ITEMS/COMMISSIONER DISCUSSION**



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**Agenda Item Details**

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Meeting	Sep 24, 2015 - CRA Board Meeting and Public Hearing
Category	3. Consent Items
Subject	3.01 Approval of Summary Meeting Minutes from the March 24 and July 9, 2015 CRA Board Meetings -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1. Approve the summary minutes from the March 24 and July 9, 2015 CRA Board Meetings.

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**Public Content**

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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 March 24 and July 9, 2015 CRA Board Meetings.

***Recommended Action***

Option 1 - Approve the summary minutes from the March 24 and July 9, 2015 CRA Board Meetings.

***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 March 24 and July 9, 2015 CRA Board meetings.

***Options***

1. Approve the summary minutes from the March 24 and July 9, 2015 CRA Board Meetings.
2. Do not approve the draft summary minutes from the March 24 and July 9, 2015 CRA Board meetings; provide staff with alternate direction.

***Attachments/References***

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, March 24, 2015.
2. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, July 9, 2015.

[Attachment 1.pdf \(123 KB\)](#)

[Attachment 2.pdf \(88 KB\)](#)



Draft MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida  
March 24, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on March 24, 2015, in the Commission Chambers in City Hall with Mayor Gillum (Vice-Chair), City Commissioners S. Maddox 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 9:35 am.

City Commissioner Miller arrived at 9:36 am.

PUBLIC COMMENTS ON AGENDA ITEMS

Mr. Robert Kenon, 630 West Brevard Street, owner of Cornucopia Wealth Management, addressed the Board concerning agenda **Items 4.01, 4.02 and 4.03**, expressed concerned about the agenda items not appearing to the community and the GFS citizens' advisory committee for their input.

Mr. Curtis Taylor, 2214 High Road, addressed the Board concerning agenda **Item 4.02**, to request the Board's support for saving the Firestone Building (old jail). He stated the history needs to be preserved for future generations and could be repurposed as a museum for African American history.

CONSENT ITEM

Commissioner Proctor requested items 3.02 and 3.03 to be pulled from consent for discussion.

Mayor Gillum 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, and Richardson

**NAY:** Proctor

**ABSENT:** Ziffer

**Item 1** – Approved the Summary Meeting Minutes February 26, 2015 CRA Board Meeting

## **PULLED CONSENT ITEMS**

Commissioner Proctor requested items 3.02 and 3.03 to be pulled for discussion requesting the performance measure be discussed before consenting to the items. He wanted guiding standards in place to determine approval for funding commercial façade requests. He questioned the difference between projects receiving loan and grant funding and requested the FY14 CRA Annual Report needs to be clearer and more concise in item 3.03.

Following Commissioner Proctor's comments, Commissioner Dozier moved to **approve staff's recommendations presented in Items 3.02 and 3.03 of the Pulled Consent items.** 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

**Item 2** – Approved the Commercial Façade Improvement Grant Application – 1818 South Monroe Street

**Item 3** – Approved the Presentation of the City of Tallahassee CRA's FY2014 Annual Report

## **POLICY FORMATION AND DIRECTION**

### **Review and Provide Direction on 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 Investment Plan.

Roxanne Manning gave an introduction outlining the benefits of the investment plan in reshaping the decision-making process for the CRA. Currently developers come to the CRA for assistance and if they meet the guidelines then approval is granted to fund the project. Now with access to additional income, the CRA has the ability to focus on specific areas and projects, complete the tasks and then move to the next area. She recommended the Board review the programs and projects to reduce to five programs and eight projects to take to the community and the GFS Citizens Advisory Committee for feedback and comment. Once the community has provided comments, staff will bring back to the Board for further discussion and to determine funding options in-line with the budget.

The Board recommended providing feedback after a brief overview of each program and project.

1. Neighborhood Enhancement Program (\$50,000/year): Grant funding encouraging neighborhoods to create associations with the help of CONA and be established for a

year in order to request CRA funding for a project.

Commissioners supported the program indicating it empowers, provides expertise, organization and education with assistance from CONA to the neighborhoods to enhance their community.

Commissioner Lindley noted that Promotional/Special Event funding should not be eligible for the program.

Commissioner Dozier requested staff provide an information sheet to neighborhoods with steps to become an association, with guidance from CONA, and request funding.

Commissioner Miller supported the limitation of funding to every four years to limit the same neighborhoods from requesting funding and suggested a walk-thru by the CRA to document the projects' success.

Commissioner Lindley requested outreach from staff and CONA to provide neighborhoods interested in the program with guidance.

2. Business Magnet Program (\$75,000/year): Grant funding to attract new businesses to the GFS District with a goal to increase employment, economic diversity and vitality. Recommending a \$25,000 maximum per building for site and property improvements.

Commissioner N. Maddox recommended combining Business Magnet Program (2) and Business Growth Incentive (3) into one program with a maximum budget of \$150,000 or a minimum of \$120,000.

Ms. Manning noted the business must be in operation for at least a year to request participation in the program and the program is not for businesses serving alcohol, automotive or drive-through fast food business industries.

Commissioner Dozier supports combining the programs stating the ultimate goal of the CRA is filling a void in the district. Supporting programs like the Commercial Painting and Commercial Façade programs create a faster return on investment in helping revitalize the community.

Commissioner Lindley recommended creating a balance between the two programs.

3. Business Growth Incentive (\$75,000/year): Grant funding for existing businesses expansion or to attract new businesses. Recommending a \$25,000 maximum per building for site and property improvements. Business must be established for a least a year.

Commissioner Richardson recommended business be established for at least three years instead of just one year.

Ms. Manning stated funding is used as assistance to provide continued growth of the new business for sustainability between the first and fifth years of operation.

Commissioner Dozier supported funding during the "Valley of Death" to boost the growth phase

in order to reach sustainability.

Ms. Manning noted the program would not cover salaries but would be limited to the “bricks and sticks” component.

4. Local Employment Incentive (\$50,000/year): Financial support for employment of GFS residents for at least a year by GFS-located businesses. A maximum of \$2,000 per business with an additional \$500 for healthcare.

Commissioner Proctor was concerned the program would set a precedent and deferred to the City Attorney’s office for verification.

Commissioner Dozier stated she would not support the program because unemployment is a county-wide problem not limited to the district.

5. Retail Business Support/Loan Guarantee (up to \$50,000/year): Loan guarantee program managed by a local bank or banks.
6. Housing Rehab/Affordable Housing (\$100,000/year): An existing program working with the Economic Community Development department to fund affordable housing construction, rehabilitation and/or minor repairs within the district.

Commissioner Richardson shared his support for the program noting as the housing stock is aging; the program improves housing developments within the community.

Commissioner Proctor questioned the reduction in the program from \$200,000 to \$100,000.

In response to Commissioner Proctor’s question, Ms. Manning stated the reduction was to ensure the budget balanced.

7. Promotional/Special Event Grants (\$35,000/year): An existing program providing funding for promotional and special events.

Commissioner Richardson supports the program but is concerned organizations should be seeking private funding instead of continued use of CRA funds.

8. Commercial Painting Grant (\$30,000/year): An existing program providing funding for exterior painting of commercial properties.
9. Commercial Façade Grants (\$200,000/year): An existing program providing matching grant funds for the improvement of commercial building facades.

Commissioner S. Maddox noted the CRA formed to be transformative in areas with redevelopment troubles focusing on infrastructure and being a catalyst for development. He indicated he does not support programs Business Magnet Program (2), Business Growth Incentive (3), Local Employment Incentive (4) and Retail Business Support/Loan Guarantee (5) indicating the CRA is ill-suited to monitor these programs. He suggested using the funding from those programs for housing improvements.

Commissioner Proctor suggested eliminating Business Magnet Program (2), Business Growth Incentive (3), and Local Employment Incentive (4) programs using the funding to strengthen neighborhood health or summer youth programs.

Following the discussion, Commissioner S. Maddox made a motion **to approve the Neighborhood Enhancement Program (1) for inclusion into the Investment Plan**. Upon second by Commissioner N. Maddox, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** Ziffer

Commissioner S. Maddox made a motion **to not approve the Business Magnet Program into the Investment Plan**, upon second from Commissioner Proctor, further discussion ensued.

Commissioner Dozier recommended eliminating Local Employment Incentive (4), Retail Business Support/Loan Guarantee (5), and the Promotional/Special Events Grant (7) program and suggested the focus remain on enhancing the area. She indicated a variety of businesses and projects are used as catalysts for the improvement of the district stating the importance of having smaller programs like the Commercial Painting and Commercial Façade Improvement programs.

Following her comments, Commissioner Dozier made a substitute motion **to approve the Business Magnet Program (2) and Business Growth Incentive Program (3) for inclusion into the Investment Plan**, upon second by Mayor Gillum, further discussion ensued.

Mayor Gillum commented support from small and larger organizations is important to redevelopment. He stated CRA's role in Gaines Street initially was aggregated land but through many resources working together it became a major redevelopment area with a positive continuous product. He noted different neighborhoods and dynamics require different solutions to spur redevelopment. He recommended increasing funds for large scale redevelopment projects and include a job creation or employment component in the Investment Plan targeting the 16-24 year old age group.

Commissioner Richardson supports the substitute motion stating it spurs economic development to improve indigenous and new growth within the community.

Further discussion ensued, with Board concerns about the CRA's ability to monitor the Business Magnet Program, Business Growth Incentive, Local Employment Incentive and Retail Business Support/Loan Guarantee programs, ensure the return on investment of these programs and the limitation of incorporating a certain age group for job creation into the Investment Plan.

Following the discussion, a vote was made on the substitute motion by Commissioner Dozier **to approve the Business Magnet Program (2) and Business Growth Incentive Program (3) for inclusion into the Investment Plan**, upon second by Commissioner Gillum **was as follows:**

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

**NAY:** Lindley, S. Maddox and Proctor

**ABSENT:** Ziffer

The substitute motion passes.

Commissioner Richardson made a motion **to not approve the Local Employment Incentive program for inclusion into the Investment Plan.** Upon second by Commissioner Miller, **the vote was as follows:**

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

**NAY:** N. Maddox

**ABSENT:** Ziffer

Commissioner Proctor suggested using the money from the Local Employment Incentive to support youth programs in the community and the need for a grocery store to address the food desert in the district.

Commissioner S. Maddox made a motion **to not approve the Retail Business Support/Loan Guarantee program for inclusion into the Investment Plan.** Upon second by Commissioner Proctor, **the vote was as follows:**

**AYE:** Dozier, Lindley, S. Maddox, Miller, and Proctor

**NAY:** Gillum, N. Maddox and Richardson

**ABSENT:** Ziffer

Commissioner S. Maddox made a motion **to approve the Housing Rehab/Affordable Housing Program for inclusion into the Investment Plan.** 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 Richardson is concerned with the funding amount of the Promotional/Special Events program and requested further discussion at a later time.

Following Commissioner Richardson's comment, Commissioner S. Maddox made a motion **to approve the Promotional/Special Event Grants Program for inclusion into the Investment Plan.** Upon second by Commissioner Miller, **the vote was as follows:**

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

**NAY:** Dozier and Richardson

**ABSENT:** Ziffer

Commissioner Richardson is concerned with the funding amount of the Promotional/Special Events program and requested further discussion at a later time.

Commissioner Miller commented the purpose of the Promotional/Special Event Grants is to provide a funding source for startup events in the community.

Following Commissioner Miller's comment, Commissioner S. Maddox made a motion **to approve the Commercial Painting Grants Program for inclusion into the Investment Plan.** Upon second by Commissioner Miller, **the vote was as follows:**

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

**NAY:** N. Maddox

**ABSENT:** Ziffer

Commissioner S. Maddox made a motion **to approve the Commercial Façade Grants Program for inclusion into the Investment Plan.** Upon second by Commissioner Richardson, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** Ziffer

Commissioner Proctor noted \$100,000 remains from eliminating the Local Employment Incentive (4), and Retail Business Support/Loan Guarantee (5) programs in the Investment Plan discussion. He made a motion **to use funding from the eliminated Local Employment Incentive and Retail Business Support/Loan Guarantee programs to partnership with businesses to create a high school youth work program,** upon second by Mayor Gillum, further discussion ensued.

Mayor Gillum suggested tabling Commissioner Proctor's motion for discussion under new projects item 5 – Public Safety to be included in the Investment Plan.

Based on Mayor Gillum's suggestion, Commissioner Proctor **withdrew his motion.**

Commissioner S. Maddox suggested conferring with the City Attorney's office to ensure the Public Safety project aligns with statute.

Ms. Manning explained establishing a youth job program would be difficult as staff has limited resources to provide expertise in organizing and overseeing such a program. She also explained CRA statute prevents the payment of salaries with the exception for policing services.

Commissioner S. Maddox left at 10:58 am.

Ms. Manning gave a brief overview of the projects associated with the Investment Plan listed below:

1. S. Monroe/Adams Center (\$1,000,000): Focus area with funds set aside for street and/or streetscape improvements.
2. Brevard/Macomb Center (\$1,000,000): Focus area with funds identified to enhance existing development, support redevelopment and create an entrance to Frenchtown.
3. Digital Canopy (\$TBD): Provide WiFi access in limited areas of the GFS District.
4. Southside Farmers Market (\$500,000): Proposed after a responsible entity and location are identified.
5. Public Safety (\$500,000): Potential funds for community or gang-related policing initiatives.
6. Bus Shelters (\$100,000/year): Installation of bus shelters similar in style to those on Gaines Street.
7. South Monroe/South Adams Art District - (\$60,000/year): Funding for mural painting; based on the Wynwood Walls concept in Miami.
8. Large Project Funding (\$500,000/year): Funds available to invest in large scale redevelopment projects.
9. Wayfinding Signs (\$50,000/year): One year of funding to implement the Planning Department's wayfinding proposal for the GFS District.
10. Redevelop the Shelter Site (up to \$1,000,000): Additional funding to support redevelopment of the properties based on market/site analysis. Please note that the CRA has already made a \$1.9 million investment in this project.
11. South Town Shopping Center (\$200,000): Approved funding for parking lot and landscape improvements.
12. Frenchtown Heritage Market (up to \$500,000): Approved funding for the purchase and renovation of property/improvements for the market. Closing on the property/improvements should be completed by mid-May.

Following the overview, Commissioner N. Maddox request to approve the **S. Monroe/Adams Center (1), Brevard/Macomb Center (2), Southside Farmers Market (4), Bus Shelters (6), South Monroe/South Adams Art District (7), Large Project Funding (8), Wayfinding Signs (9), Redevelop the Shelter Site (10), South Town Shopping Center (11), and Frenchtown Heritage Market (12) projects for inclusion into the Investment Plan**, upon second by Commissioner Proctor, further discussion ensued.

Commissioner Dozier supported including all of the projects Commissioner N. Maddox stated with the exception of Wayfinding Signs project. She stated she would not support the project because the walkability component within the district is a future discussion and the limited CRA funds could be used to address current concerns, such as including the eastside of South Monroe Street into the district.

Following Commissioner Dozier's comments, Commissioner N. Maddox amended his motion to approve the **S. Monroe/Adams Center (1), Brevard/Macomb Center (2), Southside Farmers Market (4), Bus Shelters (6), South Monroe/South Adams Art District (7), Large Project Funding (8), Redevelop the Shelter Site (10), South Town Shopping Center (11), and Frenchtown Heritage Market (12) projects for inclusion into the Investment Plan**, upon second by Commissioner Proctor, further discussion ensued.

Mayor Gillum questioned why the railroad overpass to Magnolia Drive was not included in the parameters of the S. Monroe/Adams Center project noting the project is from Magnolia Drive to Orange Avenue.

In response to Mayor Gillum's question, Ms. Manning noted the project includes the railroad to Magnolia Drive on Adams Street but because the eastside of S. Monroe Street is not included into the district it could not be included yet. She noted the projects parameters are designed to overlap several areas geographically to define the center of the Southside area between Magnolia Drive and Orange Avenue.

Mayor Gillum requested an amendment to the S. Monroe/Adams Center (1) project's **geographic area to include south of the railroad overpass to Orange Avenue, which was accepted by Commissioner N. Maddox for inclusion into the motion.**

Commissioner Proctor suggested using the funding for the South Town Shopping Center (11) improvements to recruit a grocer for the old Harvey's location.

Following the discussion, the Board voted on Commissioner N. Maddox amended motion **to approve the S. Monroe/Adams Center (1) with the geographic area from south of the railroad overpass to Orange Avenue, Brevard/Macomb Center (2), Southside Farmers Market (4), Bus Shelters (6), South Monroe/South Adams Art District (7), Large Project Funding (8), Redevelop the Shelter Site (10), South Town Shopping Center (11), and Frenchtown Heritage Market (12) projects for inclusion into the Investment Plan.** Upon second by Commissioner Proctor, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** S. Maddox and Ziffer

Mayor Gillum was out of chambers

Commissioner Dozier made a motion **to not approve the Digital Canopy project for inclusion into the Investment Plan**, upon second by Commissioner N. Maddox, the vote was as follows:

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

**NAY:** None

**ABSENT:** S. Maddox and Ziffer

Commissioner Miller made a motion **to not approve the Wayfinding Signs project for inclusion into the Investment Plan**, upon second by Commissioner Dozier, the vote was as follows:

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

**NAY:** None

**ABSENT:** S. Maddox and Ziffer

Mayor Gillum made a motion **to approve funding a modified Public Safety project with an expansive look supporting local law enforcements' policing efforts and incorporating a youth program component, within statue**, upon second by Commissioner Proctor, further discussion ensued.

Commissioner Miller noted, based on feedback from the City Attorney's office, a defined legal change must occur to include community policing to the Redevelopment Plan. She stated meetings are occurring with the Gun Violence Council and further discussions are needed including with the Police Chief to determine the needs for the community.

Ms. Manning requested additional time to meet with the Police Chief and the Gun Violence Council before working to include community policing in the redevelopment plan.

Commissioner N. Maddox requested job creation for youth ages 16- 24.

Mayor Gillum requested staff come back with a holistic approach to the Public Safety project that encompasses a youth, substation and community policing discussion to determine what is need from the CRA.

Commissioner Dozier suggested using the current systems and programs established by the City and County to address issues within the district. She noted gun violence issues are a much broader concern for Tallahassee exceeding the limitations of the CRA and she requested more information before making a decision on the Public Safety project.

Commissioner Dozier made a substitute motion **to table the discussion on public safety and youth job creation for staff to bring back additional information for discussion**, upon second by Commissioner Miller, further discussion ensued.

Further discussion ensued, to determine the essential correlation of public safety with job creation and a youth program, how to incorporate human capital and social services needs into the public safety conversation and how these public safety components align within the CRA's vision.

Ms. Manning requested time for staff to bring back a discussion item on public safety and job creation.

Following the discussion, Commissioner Lindley requested a vote on Commissioner Dozier's motion **to table the discussion on public safety and youth job creation for staff to bring back additional information for discussion**. Upon second by Commissioner Miller, **the vote was as follows:**

**AYE:** Dozier and Miller

**NAY:** Gillum, Lindley, N. Maddox, Proctor and Richardson

**ABSENT:** S. Maddox and Ziffer

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

Following the substitute motion, a vote was taken on the original motion **to approve funding a modified Public Safety project with an expansive look supporting local law enforcements' policing efforts and incorporating a youth program component, within statute**, upon second by Commissioner Proctor, **the vote was as follows:**

**AYE:** Gillum, Lindley, N. Maddox, Proctor and Richardson

**NAY:** Dozier and Miller

**ABSENT:** S. Maddox and Ziffer

**Direction to Create and Execute a Redevelopment Strategy for the Firestone and Bloxham Annex Properties**

**Item 4.02** presented by Roxanne Manning, CRA Executive Director, was a request for direction from the Board on creating and executing a redevelopment strategy for the Firestone and Bloxham Annex properties.

Roxanne Manning gave an overview of the property exchange between the CRA and Florida State University and creating a strategy for the general project area near Cascades Park. The area encompasses the Firestone and Bloxham Annex sites, the Meridian Building and the City-owned Waterworks building. She stated the Board must be aware of the fiscal responsibility to return funds to the GFS district from the exchange. Staff requested the Board discuss establishing parameters to determine the usage of the properties including the sale and redevelopment of the Firestone and Bloxham Annex sites. She gave an overview of the possible site strategies that incorporate residential, small commercial, hotel and entertainment near Cascades Park. The concept is to live, play and work near Cascades Park. She also discussed several ideas supporting the amphitheater developing dressing rooms, a green room and a black box theatre. She requested feedback, comments and ideas from the Board on a comprehensive plan for the area using the \$5 million in bed tax funds. She also noted there is a title deficit on a 3 foot piece located on the Bloxham Annex property which FSU is working to remedy.

Commissioner N. Maddox suggested preserving the entrance to the old jail for historical value and use to establish a state-wide African American history museum.

Commissioner Dozier agreed preserving a portion of the jail site would prevent the prohibitive cost of saving the entire building. She stated the CRA is about reinvesting in the community with the actual development completed by a private developer. She suggested meeting with all arts and cultural groups, as requested by the Board in February, to determine CRA funding assistance in the area.

Commissioner Dozier made a motion to **request staff develop a RFQ working with the arts, cultural and heritage community in an overall plan to redevelop the area near**

**Cascades Park and the bring back to the Board for approval before proceeding with the RFP**, upon second by Commissioner Miller further discussion ensued.

The Board discussed including preserving a component of the old jail site for African American historical value and including a workforce housing component to the motion.

Following the discussion, Commissioner Dozier amended her motion to **request staff develop a RFQ working with the arts, cultural and heritage community, preserving a component of the old jail site for African American historical value and include a workforce housing component in the overall plan to redevelop the area near Cascades Park and bring back to the Board for approval before proceeding with the RFP**, upon second by Commissioner Miller, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** S. Maddox and Ziffer

#### **Approval of the City of Tallahassee Community Redevelopment Agency Performance Measures**

**Item 4.03** presented by Roxanne Manning, CRA Executive Director, was a request to approve the CRA performance measures.

Commissioner N. Maddox moved staff's recommendation **to approve the CRA performance measures as described in the agenda item**, upon second by Commissioner Richardson, further discussion ensued.

Commissioner Proctor requested a substitute motion to table the item but the motion died without a second.

Commissioner Dozier suggested the agenda item be discussed at a future meeting due to time constraints.

Following discussion, Commissioner N. Maddox modified his motion **to move the agenda item to a different meeting**, upon second by Commissioner Richardson, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** Gillum, S. Maddox, Miller and Ziffer

#### **UNAGENDAED PUBLIC COMMENT**

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning the CRA funds given to the Springtime Tallahassee for the music festival. He questioned the level of

participation from the CRA's funding support of \$25,000 for the music festival and questioned why the performance measures will continue to support requests similar to this festival. He also questioned if the CRA serves the greater good of the community.

### **UNAGENDAED ITEMS/COMMISSION DISCUSSION**

In the closing discussion, Commissioner Richardson inquired about the option of expanding the Frenchtown Southside CRA boundaries to include South City. He stated the topic of expanding the boundaries had been mentioned several times during the meeting and requested staff, at a future meeting, to examine the expansion of the CRA. He requested staff take the necessary time, be it six months to a year from now, to vet the possibility of incorporating several areas into the CRA.

Commissioner Proctor suggested the west side of Myers Park be included in the district.

Commissioner N. Maddox made a motion **to request staff to address at a future meeting expanding the boundaries of the CRA districts**, upon seconded by Commissioner Richardson, further discussion ensued.

Commissioner Dozier asked for the motion to be withdrawn due to the minimum quorum of five Commissioners being present and be brought back when more Board members were present. She stated this endeavor is a huge undertaking for staff and would prefer the full Board to be present before taking a vote.

Following Commissioner Dozier's comment, a vote was taken on the motion by Commissioner N. Maddox **to request staff to address at a future meeting expanding the boundaries of the CRA districts**, upon seconded by Commissioner Richardson, **the vote was as follows:**

**AYE:** N. Maddox, Proctor, and Richardson

**NAY:** Dozier and Lindley

**ABSENT:** Gillum, S. Maddox, Miller and Ziffer

Commissioner Richardson left at 11:57 am

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 11:59 a.m.

**Draft MINUTES**

**TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**

Tallahassee, Florida  
July 9, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on July 9, 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, 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. City Commissioner S. Maddox was absent.

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

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT ITEM**

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

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

**NAY:** None

**ABSENT:** S. Maddox

**POLICY FORMATION AND DIRECTION**

**Presentation of Big Bend Cares Redevelopment/Expansion Concept**

**Item 4.01** Introduced by Roxanne Manning, CRA Executive Director was a redevelopment/expansion concept for Big Bend Cares for information only. The concept plan is the construction of a two-story, 27,000+ square foot medical facility located on the Southside of Tallahassee. Ms. Manning stated a financial request from Big Bend Cares would come at a later date. Ms. Manning introduced Rob Renzi, Executive Director for Big Bend Cares and Bonnie Johnson, with BKJ Architects, Inc. who further presented the expansion concept to the Board.

Ms. Johnson presented information on the proposed new facility, including pictures of the existing uses on the site. She explained the new facility would allow for an umbrella of services

under one roof. The first floor would consist of lobby & waiting rooms, exam rooms, mental health clinic, radiology, laboratories, and dental suites. The second floor would consist mostly of administrative offices and case management, pharmacy and conference rooms.

Rob Renzi described the service delivery model of the new facility. He explained how the current social service model would be expanded to a patient centered medial home model. The facility would provide the following services: primary medical care, infectious disease specialty care, to include HIV, Hepatitis and STD, dental services, x-ray and mammography services, GYN services, mental health counseling and psychiatry services, laboratory and phlebotomy services and peer support and case management. Mr. Renzi commented the facility will be designed to elicit insured clients who are employed or reside in the area. He also stated that Big Bend Cares will not enlist the services of physicians directly; they will solicit partnerships with private practices, TMH Residency program, FSU College of Medicine, FAMU School of Pharmacy, Apalachee Center and TCC Dentistry program to assist in providing services. Mr. Renzi also mentioned four of the southernmost parcels on the site would be donated to the CRA for a possible farmer's market.

After the presentation, there were several questions by Commissioners.

Commissioner Lindley asked if there was any contamination on the Sheffield site. Ms. Johnson stated there was no contamination found on site.

Commissioner Lindley also asked if there were agreements in place with TMH, FAMU and FSU. Mr. Renzi indicated some agreements were in place and others were still being worked through.

Commissioner N. Maddox asked about the timeline for construction and the number of new hires. Mr. Renzi stated they anticipate a start date of January 2016 and completion by January 2017. They expect to start with 14 new hires on day one.

Mayor Gillum asked would there be an increase in the funding request from the Community Human Services Partnership (CHSP) for the new facility. Mr. Renzi answered there would not be an increase in the funding request for CHSP funds.

Commissioner Proctor inquired about the agreement with Bond Community Health Center. Mr. Renzi stated that Big Bend Cares and Bond Community Health Center (BCHC) have been partners for over ten years on Medicare Part B and Part C. He stated there is no formal agreement between the two. BCHC and Neighborhood Health Services would be able to use the new facility as an access point with their own physicians.

Mayor Gillum left Chambers at 10:16 a.m.

Commissioner Proctor also inquired about the proposed pharmacy on site. Mr. Renzi stated the pharmacy is not open to the public; it would be internal to patients of the facility only.

Commissioner Dozier commented on the project stating that although the property is not taxable is it redevelopment and a great project for the Southside. She also mentioned the farmer's market component on the project allowing for a holistic approach to health which includes nutrition.

Commissioner Richardson expressed his excitement about the project stating it could possibly create a health care oasis on the Southside. He stated the project would help with the deplorable conditions of properties on S. Adams and S. Monroe. He also commented on the approved walking trails along Magnolia from Apalachee Parkway to S. Monroe near the proposed facility.

Commissioner Ziffer suggested the City look at intersection improvements at S. Monroe and Magnolia and Magnolia and S. Adams to complement this project. He also suggested the architect consider as part of their concept the steps at the southern elevation of the project be designed to be used as seating or staging, which could benefit a future farmer's market.

Commissioner Proctor remarked the farmer's market component should be separated from the Big Bend Cares concept. Roxanne Manning commented the project could stand alone without the four parcels and remain a transformational project on the Southside.

There was no recommendation to vote on, the item was informational only. With no further comments or questions, the Chair called for the next item.

#### **Approval to Demolish the Former Shelter and Frenchtown Renaissance Community Center Properties**

**Item 4.02** introduced by Rick McCraw was a request for approval to increase the funding for the demolition of the Shelter and Frenchtown Renaissance Community Center properties.

Mr. McCraw explained the cost to demolish the properties is higher than first anticipated. He stated the demolition will now consist of removing the foundation slabs which initially was not included in the cost estimates. The projected cost would be \$100,000 higher making the new estimated cost \$204,978. Mr. McCraw mentioned the demolition would take place in July or August 2015.

Commissioner Dozier made a motion to **approve the increase in funding for the Shelter/Renaissance Properties Project. Authorize staff to issue the Invitation to Bid for the demolition of the former Shelter and Frenchtown Renaissance Community Center Properties. Authorize the CRA Executive Director to enter into an agreement for the demolition of the properties consistent with this agenda item and the CRA Board direction**, seconded by Commissioner Richardson. **The vote was as follows:**

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

**NAY:** None

**ABSENT:** S. Maddox

Mayor Gillum was out of Chambers.

Commissioner Proctor asked about the timeline for the completion of the demolition of the Shelter Properties. Mr. McCraw stated the anticipated date for completion is by the end of September.

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

**Item 4.03** presented by Rick McCraw, was a discussion and a request for comments from the Board on the proposed FY 2016 CRA budget. Mr. McCraw informed the Board of the budget numbers being adjusted on the PowerPoint presentation from the agenda item due to the City Commission's action to increase the millage rate and receiving the preliminary numbers from the Property Appraiser's office.

Commissioner Proctor inquired why the FY 2016 TIF revenue has increased so considerably from last year and between districts. Mr. McCraw stated that based on the preliminary numbers from the Property Appraiser's office, the Greater Frenchtown Southside (GFS) District has seen more activity on Gaines Street which has led to an increase in value and the GFS district is larger than the Downtown (DT) District in acreage.

Mr. McCraw continued to present the projected revenues and expenses for FY 2016, explaining the increases in the various expenses. He noted the operational expenses have increased mostly due to the CRA having to cover its own insurance similar to Blueprint 2000 and Capital Regional Transportation Planning Agency (CRTPA).

Commissioner Ziffer inquired about the number of full-time staff members. Mr. McCraw stated the CRA had four full-time staff in prior years, but currently has five full-time staff members.

Commissioner Dozier asked about the CRA insurance coverage. Mr. McCraw explained the CRA will have its own insurance coverage separate from the City. He noted discussions with Risk Management are still being conducted therefore actual expenses have not been determined.

Mr. McCraw described the capital commitments in both the GFS and DT districts. These commitments were established when the CRA Board awarded funds to developers to be paid after the project was completed and added to the tax rolls. These include such projects as College Town, the Catalyst, the Block and the Deck, and the Gateway project.

Commissioner Proctor inquired about the time frame on the commitments to the developers. Mr. McCraw stated the time frame on the commitments depends on how the agreement is structured.

Commissioner Proctor asked several questions related to uncommitted funds and the methodology for evaluating projects. He asked to see documents showing the methodology for evaluating projects. Roxanne Manning responded stating the uncommitted funds could be used for the proposed market study and the Investment Plan, once both items are presented to the Board for approval.

Rick McCraw continued to present the proposed budget outlining capital expenses for existing programs. Following this presentation several questions were posed regarding the Affordable Housing line item. Commissioner Proctor suggested an increase in affordable housing dollars and reducing the funding for the Commercial Façade Program.

Other Commissioners wanted to know how affordable housing dollars have been spent in the past, whether on rental rehabilitation or owner-occupied housing. Roxanne Manning commented the market study will tell what kind of affordable housing is needed and what the market can bear in terms of housing needs.

Commissioner Ziffer suggested CRA funds are leveraged with other affordable housing funds to create mixed-income housing and not just affordable housing.

Commissioner Miller suggested Michael Parker, Director of Economic & Community Development, be placed on the agenda for September to answer affordable housing questions.

Rick McCraw ended his presentation on the proposed budget. This item was for information only; no action was required from the Board.

**Approval to Expand a Market and Feasibility Analysis of the Shelter Area and Firestone/Bloxham Annex Properties**

**Item 4.04** presented by Roxanne Manning, CRA Executive Director, was a request for approval to expand the development market and feasibility analysis to include the Shelter Properties and the Firestone/Bloxham annex.

Commissioner N. Maddox made a motion to **authorize staff to prepare an expanded Request for Qualifications and a Request for Proposals for a comprehensive market and feasibility analysis of the former Shelter and adjacent properties, and the Firestone and Bloxham Annex properties. CRA staff will not enter into any agreement to prepare the market and feasibility analysis without the separate approval of the CRA Board.** The motion was seconded by Commissioner Richardson and further discussion ensued.

Commissioner Dozier suggested there be a policy to perform a market study every five years. Commissioner N. Maddox accepted this as a friendly amendment to his motion.

Commissioner Dozier also asked is the market and feasibility study for a broad area which also encompasses the Shelter Properties, and the Firestone and Bloxham Annex. She stated the language in the item seemed to limit the study geographically. Ms. Manning responded by stating the analysis will consist of a broader area which will include Frenchtown, Gaines Street and the former Tallahassee Mall, but the development would be for the CRA districts.

The amended motion would state, **authorize staff to prepare an expanded Request for Qualifications and a Request for Proposals for a comprehensive market and feasibility analysis, to include the former Shelter and adjacent properties, and the Firestone and Bloxham Annex properties. CRA staff will execute policy to perform a market study every five years or less. CRA staff will not enter into any agreement to prepare the market and feasibility analysis without the separate approval of the CRA Board.**

Commissioner Proctor asked if the Bethel Baptist Church was involved in the market study process. Roxanne Manning stated that CRA staff has had discussions with the Frenchtown Redevelopment Partners regarding the market study and they are aware of the process.

Commissioner Proctor stated he would like to include South City and the Bond Area to Orange Avenue in the CRA boundaries, so those areas could be included in the market study. Commissioner Lindley, as Chair, suggested the Board take up the motion on the floor first instead of discussing the boundary change.

Commissioner Ziffer called the question to vote on the amended motion on the floor, seconded by Commissioner Miller. **The vote was as follows:**

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

**NAY:** None

**ABSENT:** S. Maddox

Mayor Gillum was out of Chambers.

The amended motion, **authorize staff to prepare an expanded Request for Qualifications and a Request for Proposals for a comprehensive market and feasibility analysis, to include the former Shelter and adjacent properties, and the Firestone and Bloxham Annex properties. CRA staff will execute policy to perform a market study every five years or less. CRA staff will not enter into any agreement to prepare the market and feasibility analysis without the separate approval of the CRA Board.**

**The vote was as follows:**

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

**NAY:** None

**ABSENT:** S. Maddox

Mayor Gillum was out of Chambers.

### **Project Updates**

There were no projects updates provided.

### **UNAGENDAED PUBLIC COMMENT**

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning health issues in Leon County, specifically the HIV positive population. He is concern with the amount of funds going towards redevelopment such as Big Bend Cares and no increase in funding for issues such as infant mortality and HIV/AIDS.

### **CRA BOARD INFORMATION AND SHARING OF IDEAS**

Commissioner Proctor commented he would like to see South City included in the CRA boundaries as proposed by Commissioner Richardson. Commissioner Proctor also indicated he would like to see the Bond area down to Orange Avenue also included in the boundaries.

Roxanne Manning addressed the CRA boundary expansion comment by stating there may be unanticipated impacts that should be evaluated, such as impacts to the tax base and the use of funds generated by the existing district. She suggested that the CRA Board look comprehensively at the issue. She explained it would take some time before the new district would have enough funds to make improvements.

Commissioner Dozier expressed her concerns with creating a make new district and expanding the current district. She stated that the City and County are looking at making direct improvements in South City to garner quick results. She suggested a formal discussion take place to analyze the data to determine if it's feasible to expand or create a new district.

Commissioner Richardson stated a vote has been taken and passed to allow staff to look at the feasibility of expanding the district to include South City and bring the results back to the Board for consideration. This examination would take at least a year to 18 months.

There was further discussion regarding whether a vote was taking to allow staff to study the feasibility of expanding the district. It was suggested that staff review the minutes from the March 24<sup>th</sup> meeting.

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 11:25 a.m.



### **Agenda Item Details**

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Meeting	Sep 24, 2015 - CRA Board Meeting and Public Hearing
Category	3. Consent Items
Subject	3.02 Approval of 2016 Community Redevelopment Agency Board Meeting Schedule -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1 - Approve the proposed 2016 CRA Board meeting schedule.

### **Public Content**

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

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

In coordination with City, County, CRTPA and Blueprint 2000 staffs, CRA staff has prepared a proposed monthly meeting schedule of the Community Redevelopment Agency (CRA) Board for calendar year 2016. In preparing the 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. For calendar year 2016, most CRA Board meetings will be held on the fourth Thursday of each month, from 9:30 to 11:30 AM in the City Commission Chambers. The remaining meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts, the special CRA Board meeting in September to discuss the budget, or to accommodate the evening public hearing in September for adoption of the CRA FY 2017 Budget. The full CRA 2016 meeting schedule is contained in the main body of this agenda item.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2016. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

### ***Recommended Action***

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

### ***Fiscal Impact***

None

## **Supplemental Material/Issue Analysis**

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

In coordination with City, County, CRTPA and Blueprint 2000 staffs, CRA staff has prepared a proposed monthly meeting schedule of the Community Redevelopment Agency (CRA) Board for calendar year 2016. In preparing the 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. For calendar year 2016, seven of the CRA Board

meetings will be held on the fourth Thursday of each month, from 9:30 to 11:30 AM in the City Commission Chambers. The remaining meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts, the special CRA Board meeting in September to discuss the budget, or to accommodate the evening public hearing in September for adoption of the CRA FY 2017 Budget.

The complete, proposed 2016 meeting schedule is provided below, along with a brief explanation of proposed dates that are not scheduled for the fourth Thursday of the month at 9:30 am.

- Thursday, January 28, 2016 at 9:30 am.
- Thursday, February 25, 2016 at 9:30 am.
- Thursday, March 24, 2016 at 9:30 am.
- Thursday, April 28, 2016 at 9:30 am.
- Thursday, May 26, 2016 at 9:30 am.
- Thursday, June 23, 2016 at 9:30 am.
- Thursday, July 14, 2016 at 9:30 am. This is the second Thursday of July, and the last Thursday of the month before the City Commission goes on summer break. Both County and City Commission meetings are tentatively scheduled for this week.
- August. No CRA Board meeting is proposed for August due to County and City Commission's summer breaks.
- Thursday, September 1, 2016 at 9:30 am. This is the first Thursday of September and is a special meeting to discuss the proposed FY 2017 CRA Budget.
- Thursday, September 29, 2016 at 4:00 pm. The meeting date is the fifth Thursday of the month, and the CRA Board meeting time will start at 4:00 PM with a public hearing to adopt the CRA budget at 6:00 pm.
- Thursday, October 27, 2016 at 9:30 am.
- Monday, November 21, 2016 at 9:30 am. This is the third Monday of November; the fourth Thursday is Thanksgiving. The county commission meeting is tentatively scheduled for this week.
- Thursday, December 8, 2016 at 9:30 am. This is the second Thursday of December; the City Commission is tentatively scheduled to meet this week and the County Commission is tentatively scheduled for the following week.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2016. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

### ***Options***

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

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

None



### Agenda Item Details

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Meeting	Sep 24, 2015 - CRA Board Meeting and Public Hearing
Category	4. Policy Formation & Direction
Subject	4.01 Approval of the Big Bend Cares Medical Facility Funding Assistance Request -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	1,500,000.00
Budgeted	No
Recommended Action	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.

### Public Content

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For more information, please contact: Rick McCraw, Tallahassee CRA, (850) 891-8352

#### *Statement of Issue*

Big Bend Cares has provided educational and comprehensive support to people infected with HIV/AIDS in Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla counties since 1987. Big Bend Cares is planning an expansion of their services through the construction and operation of a comprehensive medical facility on South Monroe Street, immediately to the west of their existing facility on the SE corner of South Monroe Street and Magnolia Drive.

The proposed facility will be a two story 27,700 SF facility dedicated to a variety of medical services. The first floor will include space for clinical, dental, laboratory, and mental health services. The second floor will include space for a pharmacy, administrative offices and future office expansion. The proposed facility is located within the Greater Frenchtown/Southside (GFS) redevelopment district.

CRA staff presented this concept to the Greater Frenchtown Southside Citizens Advisory Committee (CAC) on June 8th, August 10th and September 14th. The CRA Board previously reviewed the proposal on July 9th. At the September 14th CAC meeting, several residents of the Southside including Reverend Eddie Franklin, Marie Bryant, Darryl Jones, Jason Taylor, Velma Stephens and Ellen Piekalkiewicz spoke in support of the proposal. Ms. Bryant also provided a petition with 91 names of residents of the Southside (Attachment 1), in support of the related Southside Farmers Market. Sylvia Hubbard, Bob Kenon, Dale Landry and Bill Lowman spoke against the proposal. The CAC approved a motion by Keith Bowers (2 in favor, 1 opposed) to require Big Bend Cares to execute a Memorandum of Agreement with Bond Community Health Care outlining the provision of services to the client community. The CAC did not make a recommendation supporting or opposing the funding request.

#### *Recommended Action*

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, including space to provide medical services for uninsured residents, located at the corner of S

Monroe Street and Magnolia Drive. The funds will be 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.

### ***Fiscal Impact***

Big Bend Cares is requesting \$1.5 million in grant funds for construction assistance, with payments spread out equally over a four-year period estimated to begin in FY 2017. The CRA will receive four parcels, with an estimated value of \$500,000 to offset the non-taxable status of this project.

## **Supplemental Material/Issue Analysis**

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

Big Bend Cares has been providing HIV/AIDS educational and comprehensive support in the Big Bend since 1987. In an effort to expand the medical services they provide, Big Bend Cares proposes to construct and operate a two-story, 27,700 square foot medical building designed to support a variety of medical services. The new facility will allow Big Bend Cares to move from a Social-Services Model to a Primary-Care, Medical-Home Model, providing a wide range of medical services under one roof. 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 facility will be open Monday to Friday from 7:00 AM to 5:00 PM, with extended hours to 7:00 PM two nights per week and Saturday operations twice a month.

The center will specialize in infectious disease management; and will also offer access points for the Bond Community Health Center, Apalachee Center and the Neighborhood Medical Service Center to provide services to the uninsured. An important benefit is that existing BBC clients will maintain their current care services and will continue to see their current physicians; however, they will now be able to do that 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. (Attachment 2)

The new facility will be located immediately to the west of the existing Big Bend Cares 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. A conceptual overview of the proposed building and service areas is provided in Attachment 3.

Big Bend Cares anticipates a one-year construction schedule, with construction starting in January 2016 and being completed in January 2017. In addition to providing enhanced medical services and access, the new facility will improve the physical appearance of a critical Southside intersection. However, the facility will not be subject to ad valorem property taxes and, as a result, will not generate tax increment for the CRA.

### **Solution to non-taxable status:**

In recognition of the fact that the facility will not be on the tax rolls, and thus not generating tax increment for the CRA, Big Bend Cares 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. If the CRA Board chooses to sell the property for at least \$500,000, the amended investment in the BBC development would be \$1 million which is approximately 7 percent of the total estimated project cost. This level of CRA investment is in the middle of the range of recent CRA large-project investments.

### **Dedication of CRA funds for construction of space to provide medical care to non-insured individuals:**

Concern has been expressed regarding the fact that Big Bend Cares serves insured clients, while agencies such as Bond Community Healthcare serve uninsured clients. Big Bend cares has specifically offered office and related space to Bond

Community Health Care, Neighborhood Health Care and Apalachee Regional Health so that clients from those agencies may have more convenient access to health care. CRA staff recommends that the 1.5 million in CRA funds be dedicated specifically to the construction of the office/clinic space and related parking spaces for uninsured clients. The CRA has allocated funds to specific improvements on previous projects. If approved, the allocation will be formalized by execution of a development agreement between Big Bend Cares and the CRA.

### ***Community Benefit Statement***

Staff has completed an initial community benefit statement (Attachment 4) and identified multiple benefits that incur to the Frenchtown Southside district and the greater community as enumerated below, including;

- As a redevelopment project, this project provides clear beneficial improvements to the property including removal of existing structures followed by construction of a new building,
- Big Bend cares has offered office and related space to Bond Community Health, Neighborhood Health and Appalachee Regional so that their clients may have more convenient access to health care. CRA Staff recommends that the requested funds be utilized for space to provide service to uninsured clients.
- Project frontage on Monroe, Adams, and Wallis Streets and Magnolia Drive will facilitate improvements to infrastructure, sidewalks, exterior landscaping, exterior lighting and a bus shelter (if approved by Star Metro),
- Big Bend Cares has offered a property donation to offset non-taxable status of the Big Bend Cares facility, also provides potential location for a South Side Farmers Market and Community Resource Station.
- Improved availability of medical care to the community,
- Approximately \$9 - \$10 million dollars in local construction investment,
- More than 100 construction jobs which are filled primarily by local workers,
- At least 13 permanent jobs to be created and filled by appropriately skilled workers from the district, when possible:
  - Two (2) Registered Nurses (RN): \$42,000 average salary
  - Two (2) Licensed Practical Nurses (LPN): \$31,000 average salary
  - One (1) Practice Manager: \$41,000 average salary
  - One (1) Phlebotomist: \$32,500 average salary
  - Three (3) Case Managers: \$27,500 average salary
  - Two (2) Medical Records Techs/Receptionists: \$25,000 average salary
  - One (1) IT Specialist: \$48,000 average salary
  - One (1) Administrative Specialist: \$22,500 average salary

The benefits listed in the statement will be confirmed via building plans and a development agreement with the applicant.

### ***Staff Recommendation***

It is important to note the CRA is charged with facilitating physical redevelopment of blighted property. Thus, projects seeking CRA funding are reviewed for redevelopment quality and impact. The business model of Big Bend Cares, or any other business seeking CRA funding, is not typically a part of the Agency's consideration, unless there are clear legal or functional issues. From a redevelopment perspective, the Big Bend Cares project clearly fulfills multiple CRA goals.

CRA staff recommends approval of the \$1.5 million Big Bend Cares funding request for the following reasons:

- The new Big Bend Cares development will take nearly an entire, underutilized block on a major downtown roadway, and add a new development that will transform the SW corner of a critical downtown intersection.
- CRA funds will be utilized to build office and related space, plus parking if needed, to serve uninsured clients.
- The new development could serve to attract other redevelopment to the area.
- The land Big Bend Cares transfers to the CRA offsets the non-taxable nature of the project and can be redeveloped in support of community needs or it can be marketed for sale to a for-profit owner for redevelopment.
- The CRA funds will not be provided to Big Bend Cares until the redevelopment is completed, eliminating the risk to the CRA that funds would be invested in a project that is started but not completed.
- The Big Bend Cares proposal will increase access to medical services to Southside residents and other community members at a single facility that will offer comprehensive medical care.

***Options***

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.
2. Do not approve the application; provide staff with alternate direction.

***Attachments/References***

1. Petition in support of the Southside Farmer's Market
2. Big Bend Cares Request for Funding/Cover Letter, August 2, 2015
3. Big Bend Cares Presentation
4. Community Benefit Statement

[Attachment 1.pdf \(1,332 KB\)](#)

[Attachment 2.pdf \(336 KB\)](#)

[Attachment 3.pdf \(2,732 KB\)](#)

[Attachment 4.pdf \(114 KB\)](#)



*Working together to make a better,  
cleaner, greener community for  
generations to come.*

## Help Support Farmers' Markets & Community Resource Center

We are ready in our neighborhood for a South Side Farmers' Markets & Community Resource Center and we need your support and signature by signing this petition you are looking at the next generation to come:



### Farmers Markets:

#### We Can Help

- Cooking/Demo Classes
- Food Shopping Classes
- Food Preparations Classes
- Chef Cuisine
- Shopping Days
- Garden Preparations Classes
- Free Live Music
- Various Event

### Community Resource Center:

#### We Can Help

- \* Community Information
- \* Wellness Promotion
- \* Nutrition
- \* Weight Control
- \* Financial Planning
- \* Food
- \* Housing
- \* Various of Information

Petition for a South City Farmers' Markets/Community Resource Center on the South Side

Name	Address	Email or Phone
Shawanna Bryant	2525 Texas Street 9120	850-980-5218
Shenicka Powell	2525 Texas Street B107	850-702-7862
Deveria Murphy	2525 Texas St E119	850-980-0662
Stephanie Jones	2525 Texas St N-147	(850) 322-2770
Kenia German	2525 Texas St N-148	850-791-0797
Anaela Gilyard	2525 Texas St L140	850-405-3022
Michael Hale	2525 Texas St L440	850-339-3936
Anequidca Rutherford	2525 Texas St L140	850-445-5842
Lamont Fuller	2525 Texas St J-134	850-405-8792
Tjwanne Collins	2525 Texas St J-134	850-405-8792
Carlotta Hawkins	2525 Texas St S134	850-405-0057
Jarvis Williams	2525 Texas St S134	
Stephanie L Davis	2525 Texas St ARL F123	(850) 339-2920
Fallon D Perry	<del>2525</del> 2525 Texas St 123	850-688-3113
Javaris Jackson	2525 Texas St ARL F123	(850) 339-2920
Willie Hinson	2525 Texas St ARL F123	(850) 405-8783
Mericia Weston	2525 Texas St Apt M245	(850) 491-9957
Shelba Bunn	2525 Texas St Apt M246	(229) 289-5098
Armeria Jackson	2525 Texas St G128	Almente@aol.com
Anita Greene	2525 Texas St Apt G128	roynegraves462@yahoo.com
Jessica Bentley	2525 Texas St Apt 102	
Kylee Smith	2525 Texas St Apt 101	
Angela Wright	2525 Texas St #A103	
Keellie Moore	2525 Texas St A102	
Jacqy Mae	2525 Texas St A101	
Virginia Miller	2525 Texas St A101	radrop@gmail.com
Leslie Miller	800 Pricipia Ln #38	
711 Coble Dr	Maxine Moore	



Petition for a South City Farmers' Markets/Community Resource Center on the South Side

Name	Address	Email or Phone
John Dison	519 Ueane St	850-544-7215
Carlos Bullard	309 gear	850-765-9679
Shon Blake	2803 Southwood	850-727-1351
Willie McClary	1207 Ardmore	378-2847
Janey Jones	509 E Magnolia Dr	322-2760
Derrick Hughes	Shelter	
Tray Roub	1500 Lakeford Rd	598 0364
Kenneth Melvin	865 Ganson Co Quincy	688 2132
Antonia Wilson	138 Morningstar Road	856-8325
Jessica Goff	1005 Tucker Street	850 405 5395
Queen Ann	2405 poline	850 1405 2276
Bunny Kokua	270 R. alger RD	
Ashley Hayes	2925 Texas St Apt D13	850 405 4662
Raeputant	509 E Magnolia Dr	850 877 6420
Angie Jones	509 E Magnolia Dr 207	210-7930
Andrey Johnson	509 E. Magnolia Drive	850 877 6420
Zatonia Mickens	P.O. Box 28732 Tallahassee FL 32316	904 629 4544
Kimberly Green	305 Kux Ave.	850-727-1513
Blessing Noel	305 Kux Ave	850-727-1513
Dayla	509 Magnolia	509-1942
Lakisha Morris	509 E. Magnolia Drive	850-284-3354
Teshika Allen	509 E Magnolia Drive	850 300-3542
Earrest Goshen	509 E magnolia Drive	850 241-7214
Queen Wright	509 East Magnolia Drive #130I	850 590 1536
Janice Allen	509 E. Magnolia Dr #0247	850 661-8942
Willie Daniels	509 E Magnolia Dr #143	347512-1107
Maggie Moore	509 E magnolia 142	850-829-2987
Shasmine Kosier	509 E magnolia 209 C	904-600-6666



Petition for a South City Farmers' Markets/Community Resource Center on the South Side

Name	Address	Email or Phone
GRACE SUAW	2613 Texas	678 2782
Jermanica Williams	2523 Texas Street Tallahassee, FL	proboi2@gmail.com
Princess Smith	2525 Texas St. Tallahassee FL	Minsbarbie1082@gmail.com
Vivian Johnson	2525 Texas St. Tallahassee FL	beezye1112@gmail.com
James Harris	2525 Texas S.T.	Jamesharris79@gmail.com
Terry Harris	2525 Texas	
Kenneth Davis	2525 Texas St #123	
Lakea Franklin	2824 Holston St	AikeeMonee@gmail.com
Carmen Thomas	2525 Texas St	
A'mari Thomas	2525 Texas St	
Essence Thomas	2525 Texas St	
Sandy Wheeler	2525 Texas St	
Cy' shai Rodman	2525 Texas St	
Shaundra Thomas	2525 Texas St	
Jessica Brown	2525 Texas St	
Kimberly Davis	2525 Texas St	(850) 980-6141
Denn Baker	2525 Texas St	
Keiyera Cooper	2525 Texas St	KeiyeraCooper@gmail.com
Barbara Taylor	2521 Saxon St	
Earnest Taylor	2521 Saxon St	
Monica Mills	2525 Texas St.	(950) 322-6192
Kadejah Brum	2525 Texas St.	(850) 339-1711
Rose Taylor	824 Putnam Drive	RoseQuana.com
Sandra Wheeler	2525 Texas St B-106	850 289-8778
Shaundra Thomas	2525 Texas St. C-124	850-510-4231
Porchia Jones	2525 Texas St B 108	
Bernard Cooper	570 North Harbor Hill Rd	
Harold Forest	2521 Saxon St	







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August 2, 2015

Community Redevelopment Committee  
Roxanne Manning

Ms. Manning;

Please accept this as a formal request for funding for the Big Bend Cares redevelopment project on the corners of Monroe and Magnolia which is located in the Southside CRA District. Big Bend Cares is requesting \$375,000 per year, over a four year period, totaling \$1,500,000. The total cost of the project has reached \$13.74 million dollars, including all land purchases and soft costs. (See attached budget and incurred costs). Payments would commence with the opening of the facility, which has an expected completion date of January 2017. As presented previously Big Bend Cares is expanding its core services from a social service only model, to a patient centered medical home model. The 27,000+ square foot facility will provide the following services: Primary medical care, Infectious disease specialty care, to include HIV, Hepatitis and STD, Dental services, X-ray and Mammography services, GYN services, Mental health counselling and psychiatry services, via telemedicine, pharmacy on site, laboratory and phlebotomy services and well as Peer support and case management. In addition to become a one-stop-shop for the 1,000 clients currently enrolled in services with Big Bend Cares, this facility will be designed to elicit insured clients who are employed or reside in the area, and will be open with hours and conveniences to ensure their schedules and needs are considered. The facility will not be a FQHC or a FQHC look-alike. The agency is endeavoring to ensure access is available to the nearly 47,000 residents of Leon County that are uninsured. With Leon County's new uninsured billing reimbursement model beginning on October 1, 2016, it will become advantageous for Neighborhood Health and Bond to have access points to deliver services to the uninsured so those services can be billed to the county.





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Big Bend Cares was founded in 1985 and incorporated as a 501c3 in 1987. The agency has served HIV+ individual with complete holistic support since that time. Then agency also provides comprehensive educational services about HIV transmission, free HIV testing, and condoms, all free of charge, to anyone who requests them. In 2013 Big Bend Cares was awarded a Sapphire Award from Florida Blue for excellence and innovation in healthcare delivery. The agency is funded through; federal, state, United Way and local government contracts as well as through the CHSP process. The agency also received substantial funding from private foundation and donors such as; The Elton John AIDS Foundation, ViiV Healthcare, MAC Cosmetics AIDS Fund, Broadway CARES, and Janssen Pharmaceuticals.

Big Bend Cares reasons for expanding are two-fold; to stay competitive in the HIV care and prevention markets, and to ensure quality services and access to care for all its clients and their families, as well as the Southside Community. The HIV continuum of care continues to move towards a Patient Centered Medical Home model, where HIV care and prevention are co-located and a holistic model of care available to meet all the client's needs. To remain competitive in the grant making process, to be attractive to funders and to deliver the best quality of service, the agency has undertaken this expansion.

**Cooperative Partnerships**

Upon project completion Big Bend Cares will not immediately enlist the services of Physicians, but instead has completed agreements with private practices, TMH Residency Program and FSU College of Medicine to provide in house medical services. For the existing clients of the agency, the key feature is that they will be able to maintain the continuity of care critical to HIV care. They will continue to see their selected physician; they will simply transition to the new facility.





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Big Bend Cares has agreements with Apalachee Center to provide all forms of psychiatric services, including telemedicine. FAMU school of Pharmacy has been contacted to enlist their Pharmacy students with internships at the pharmacy. TCC has entered into communications to allow their dental hygiene students, nurses and medical tech students, placement opportunities.

**Projected Workforce**

The agency has a long history of working with both CareerSource Capital Region and TCC Workforce Development to attain its workforce. These agencies will be utilized to recruit and ensure proper training of the additional staff and development that will coincide with the building development.

At present the agency project hiring the following staffing on a fulltime basis upon completion of the facility. Big Bend Cares provides all fulltime employees a generous benefits package that includes full family healthcare coverage, dental, vision and life insurance packages.

- 2 registered Nurses (RN) \$42,000 average salary
- 2 Licensed Practical Nurses (LPN) \$31,000 average salaries
- 1 Practice Manager 41,000 average salary
- 1 Phlebotomist \$32,500 average salary
- 3 case managers \$27,500 average salary
- 2 medical records techs / receptionists \$25,000 average salary
- 1 IT specialist \$48,000 average salary
- 1 Administrative Assistant \$22,500 average salary

On a contractual basis upon opening the facility will require:

- Maintenance and janitorial contracted services
- Security services
- Housekeeping and laundry services
- Law and ground keeping services
- Physician coverage
- ARNP services
- Pharmacy services





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Property Exchange

Big Bend Cares is a 501c3 organization, and as such, does not pay taxes on property or sales tax. In consideration of the CRA not receiving funds back into their budget from increased property tax revenue, the agency is willing to deed back to the CRA four parcels, as described in the survey. One parcel is a corner lot on Monroe and Wallis and has a structure that has been partially remodeled. All environmental testing required has been completed at Big Bend Cares expense, and those reports made available to CRA staff. Big Bend Cares is also willing, to clear the lots if desired, including the demolition of the building if it is not wanted, as long as that coincides with the demolition of the remainder of the project. There are some lead paint issues and some asbestos contamination of the building on the corner lot, those too would be cleared by Big Bend Cares at no cost to the CRA, as long as that process coincides with the cleanup on Big Bend Cares sites. The appraisal of those four lots is attached for your review and consideration.

Sincerely;

Lourena Maxwell  
Board President  
Big Bend Cares

Rob Renzi  
CEO  
Big Bend Cares



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# BIG BEND CARES

## NEW PRIMARY CARE CLINIC

Schematic Design | Presentation



## **Who is Big Bend Cares:**

Big Bend Cares is a non-profit organization that provides education and comprehensive support to people infected with or affected by HIV/AIDS.

## **Purpose of the New Facility**

Big Bend Cares is looking to expand their services to the community. Their new building would provide a wider range of services all under one roof. These services would include a primary care clinic, basic laboratory testing services, dental services, mental health services, case management services, peer adherence services and a pharmacy.

## **Why:**

The project will provide an umbrella of services under one roof that are needed in the local community, improve pedestrian and vehicular accessibility to the facility, foster growth and reinvestment in the community, provide an improved environment for pedestrian circulation along Monroe and Magnolia and improve the overall aesthetics on the Monroe St. corridor.

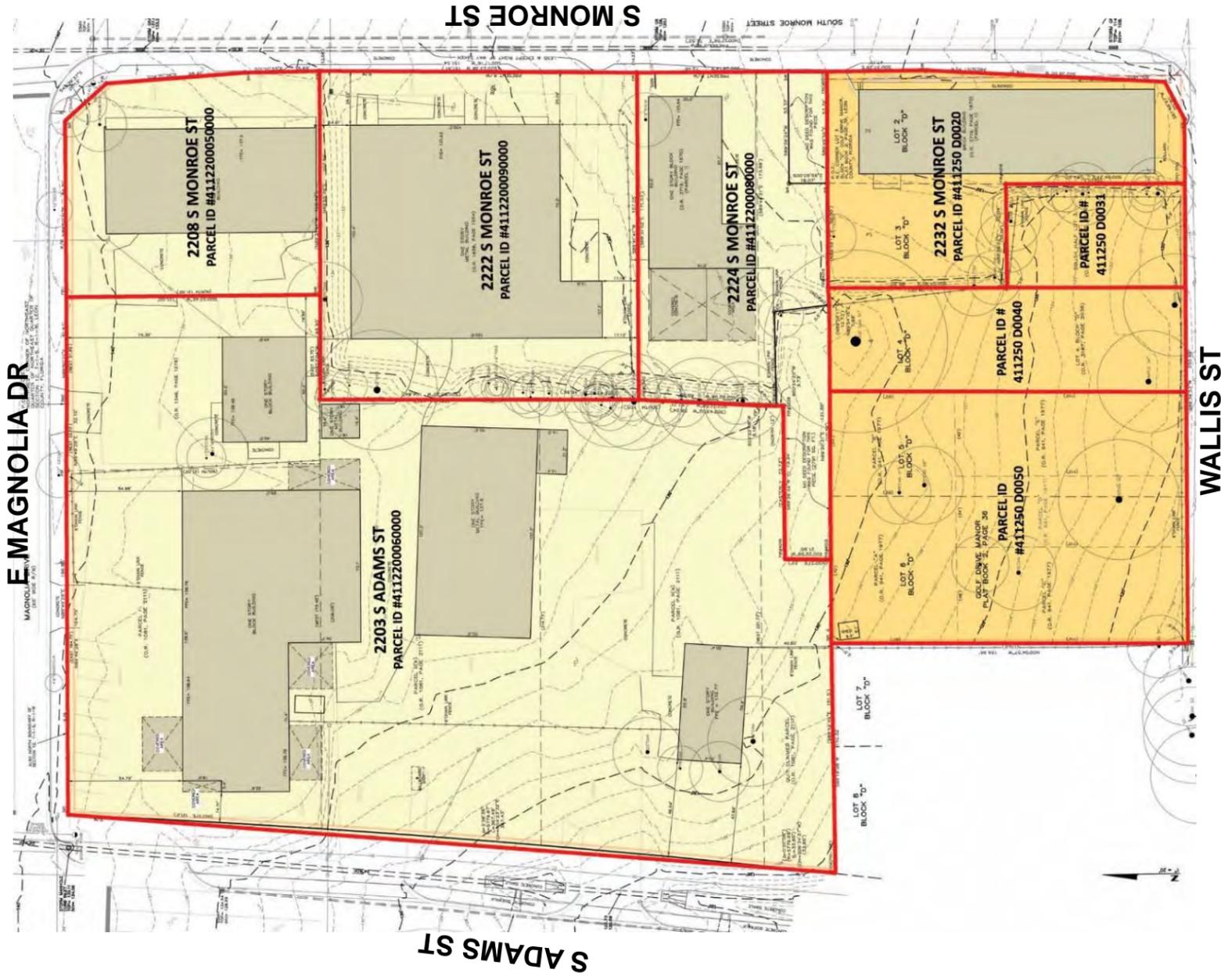
## **When:**

Estimated Construction Start Date: January 2016

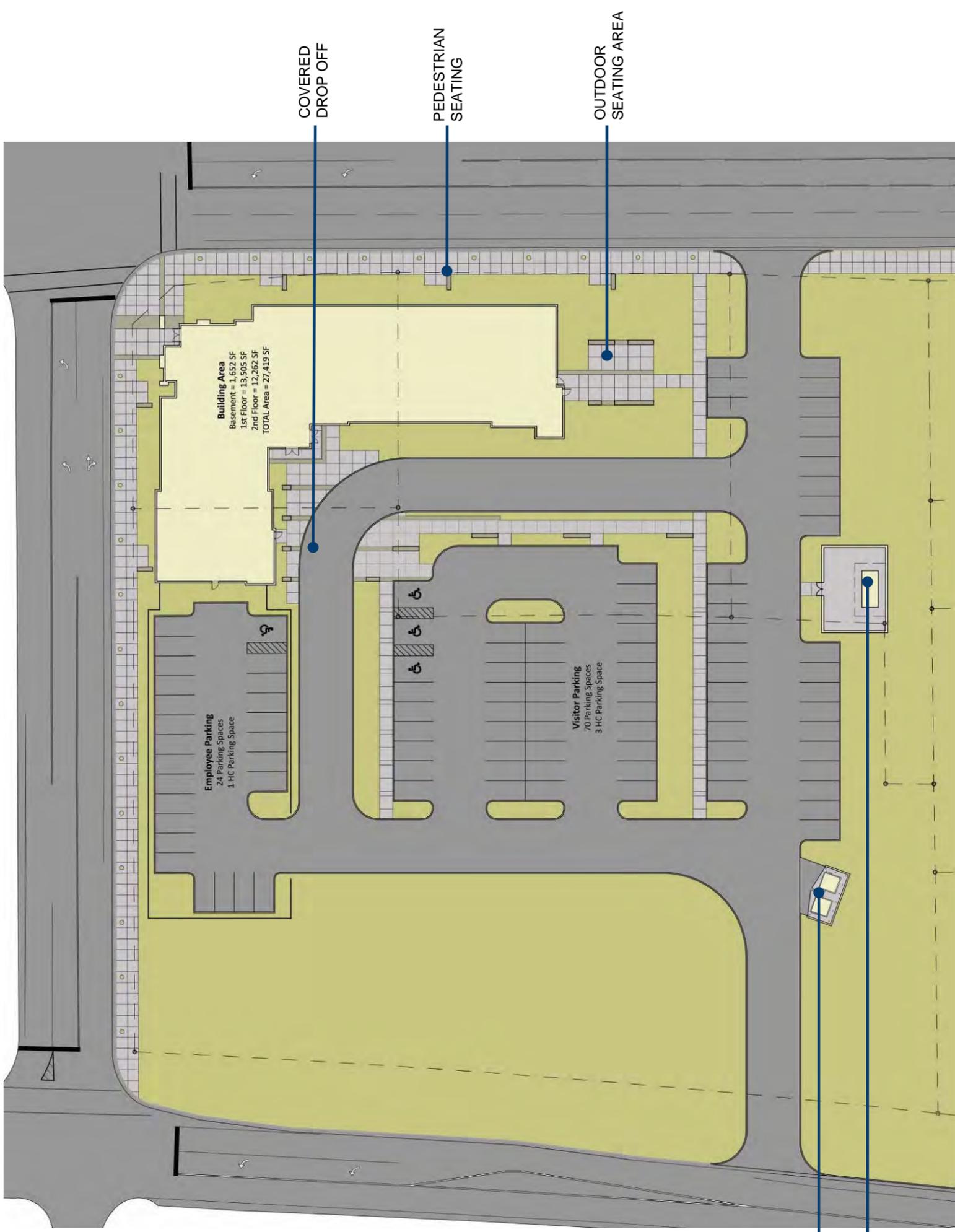
Estimated Construction Completion Date: January 2017

# Existing Site

## Property Boundaries



SITE PLAN



# Site Plan

SITE DATA TABLE			
<b>PROJECT NAME:</b> BIG BEND CARES			
<b>ADDRESS:</b> 2208 SOUTH MONROE STREET			
<b>PARCEL NUMBERS:</b> 41122000600000; 41122000500000; 41122000900000;			
41122000800000; 4112200050; 411250 D0040; 411250 D0031			
<b>Total Site Area:</b>	3.8 AC.	166,689 SF	100.00 %
<b>Existing Impervious Areas (SF):</b>			
Building(s) Footprint:	86,033 SF	51.61 %	
Vehicle Use Area:	37,565 SF	22.54 %	
Misc Concrete:	81,896 SF	49.13 %	
	10,884 SF	6.53 %	
<b>Existing Open Space</b>	80,656 SF	48.39 %	
<b>Proposed Impervious Area (SF):</b>			
Building(s) Footprint:	75,326 SF	45.19 %	
Vehicle Use Area:	15,266 SF	9.16 %	
Misc Concrete:	51,741 SF	31.04 %	
	8,319 SF	4.99 %	
<b>Proposed Open Space</b>	91,364 SF	54.81 %	
<b>Proposed Building GSF:</b>	28,132 SF		
<b>Landscape Island Requirements</b>			
Required: (Redevelopment: 1 per 8000 sf VUA)	7 Islands		
Provided:	X Islands		
<b>Parking</b>			
Required Parking (3.0 / 1000 sf, per LDC 10-285; Table 8A):	85 Spaces		
Total Parking Spaces Provided:	93 Spaces		
Total Required Accessible Parking Spaces:	4 Spaces		
Total Accessible Parking Spaces Provided:	4 Spaces		

TRASH/  
RECYCLING

CHILLER

FLOOR PLAN - 1<sup>ST</sup> LEVEL

5



# Floor Plan

1<sup>st</sup> Level

FLOOR PLAN - 2<sup>ND</sup> LEVEL

6



# Floor Plan

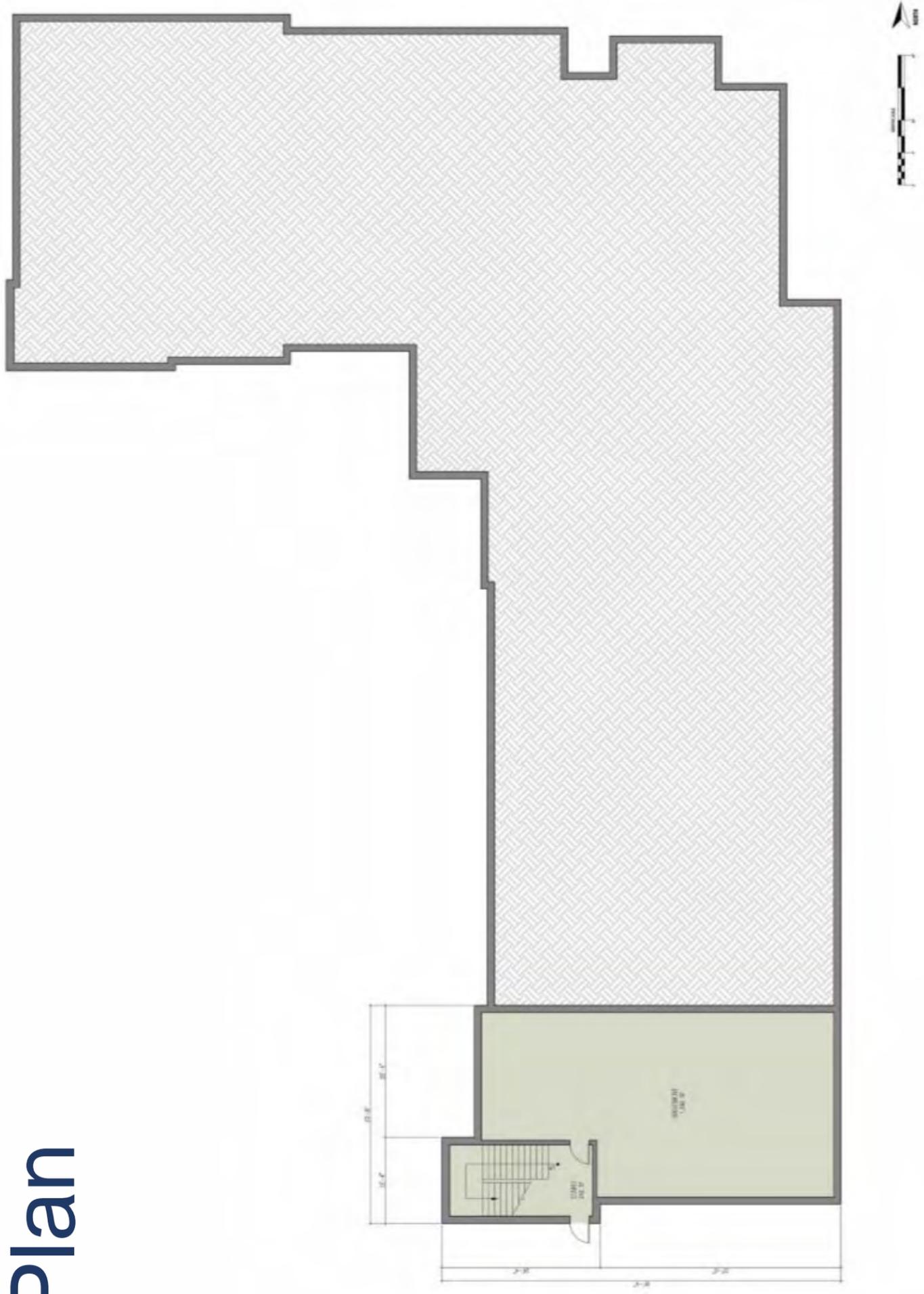
2<sup>nd</sup> Level

# Floor Plan

Basement

## FLOOR PLAN - BASEMENT

2



# Elevations

## North & South



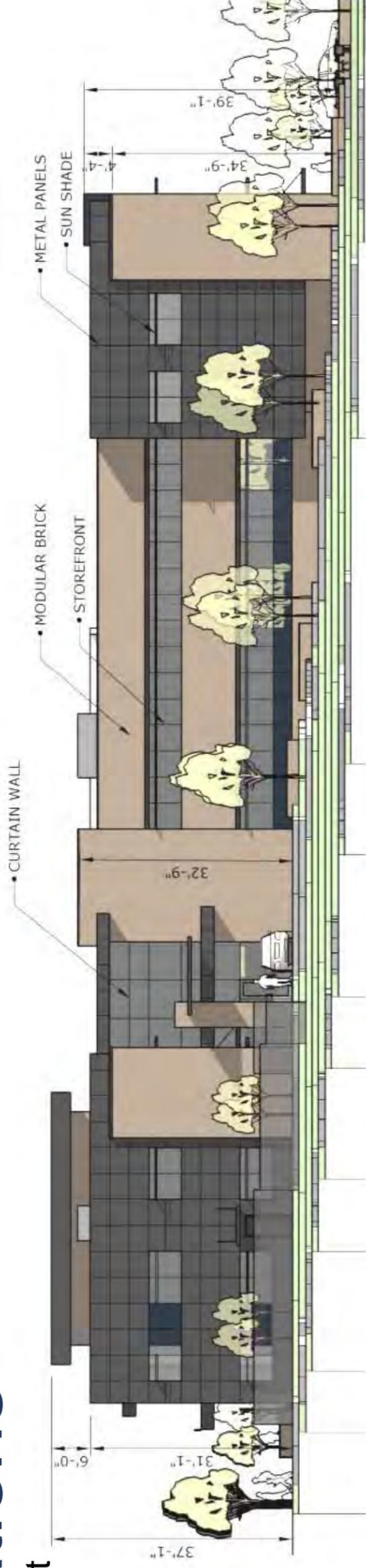
South Elevation  
Scale: 1/16" = 1'-0"



North Elevation  
Scale: 1/16" = 1'-0"

# Elevations

## East & West



West Elevation  
Scale: 1/16"=1'-0"



East Elevation  
Scale: 1/16"=1'-0"

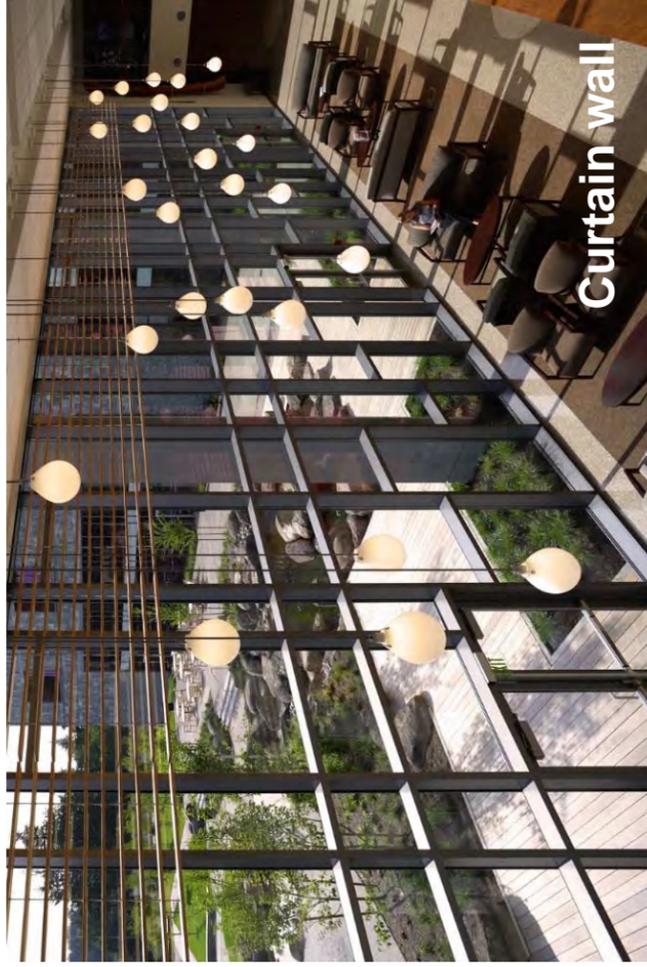
# Exterior Materials



Ipe wood



Masonry veneer



Curtain wall



Sun shade



Metal panels

# 3D Model

Northeast Entrance



Northeast entrance | Monroe & Magnolia

# 3D Model

Northeast Entrance



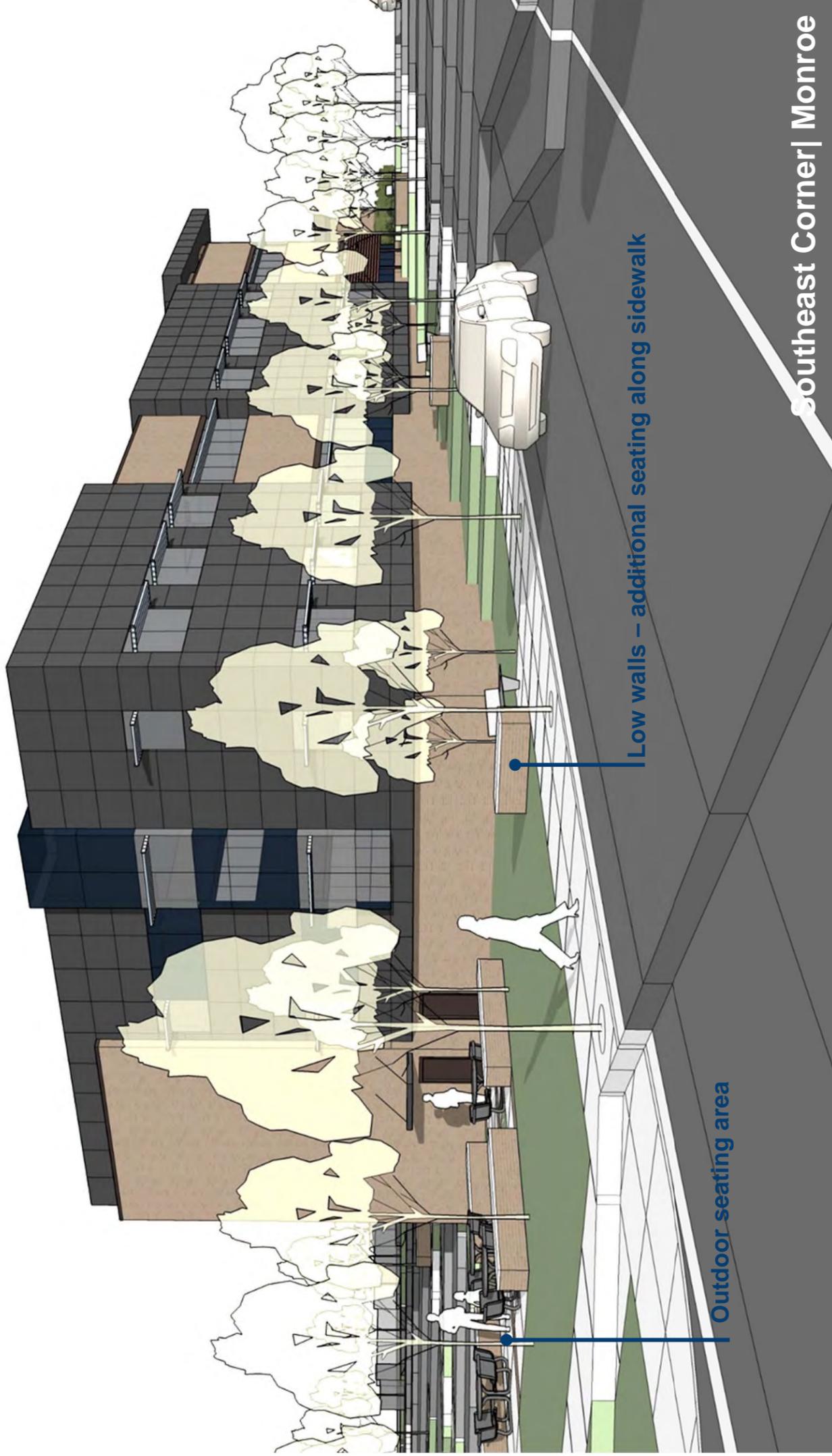
Pedestrian seating along Monroe & Magnolia

Geometry to break up building mass

Northeast entrance | Monroe & Magnolia

# 3D Model

Southeast Corner

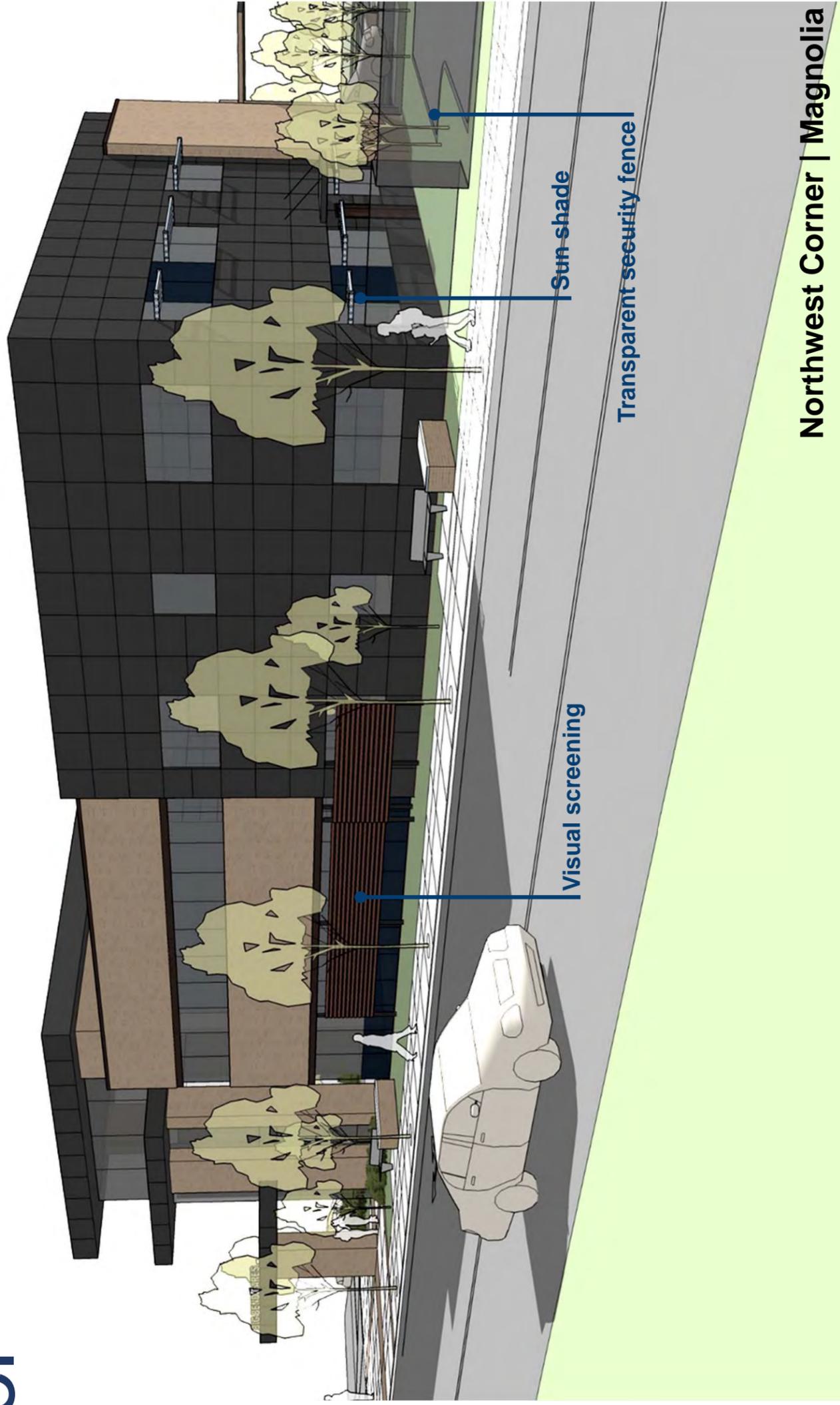


3D MODEL

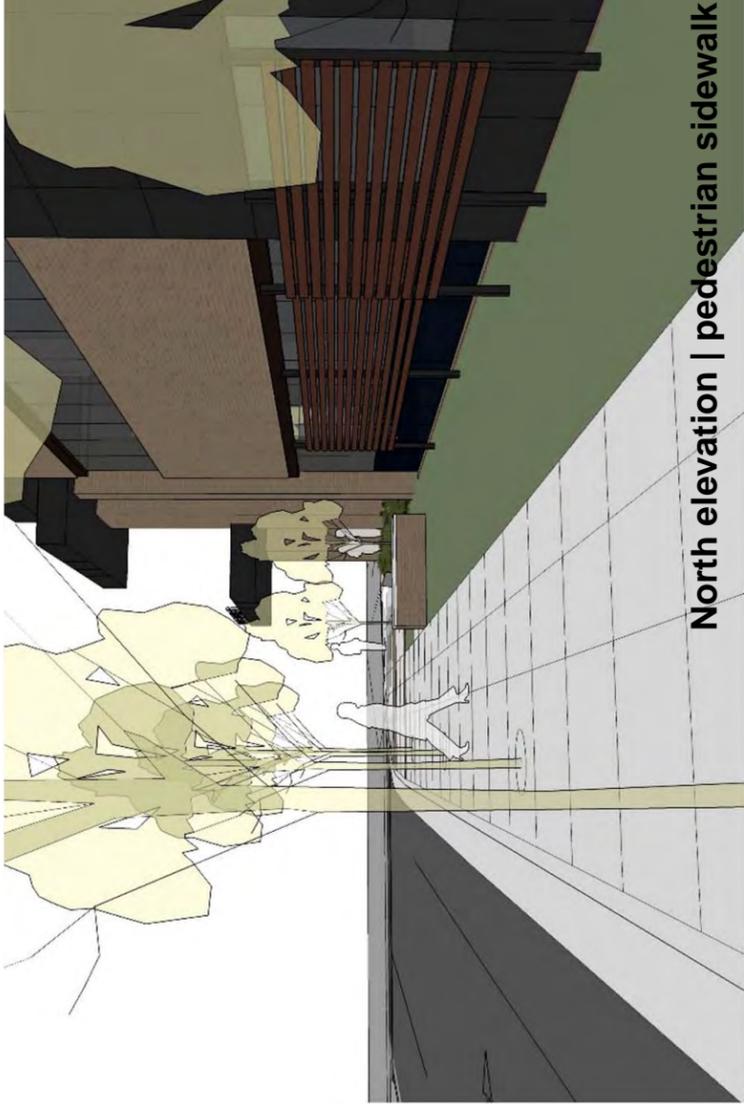
Southeast Corner | Monroe

# 3D Model

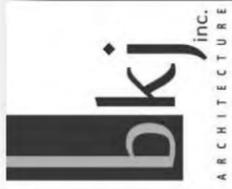
Northwest Corner



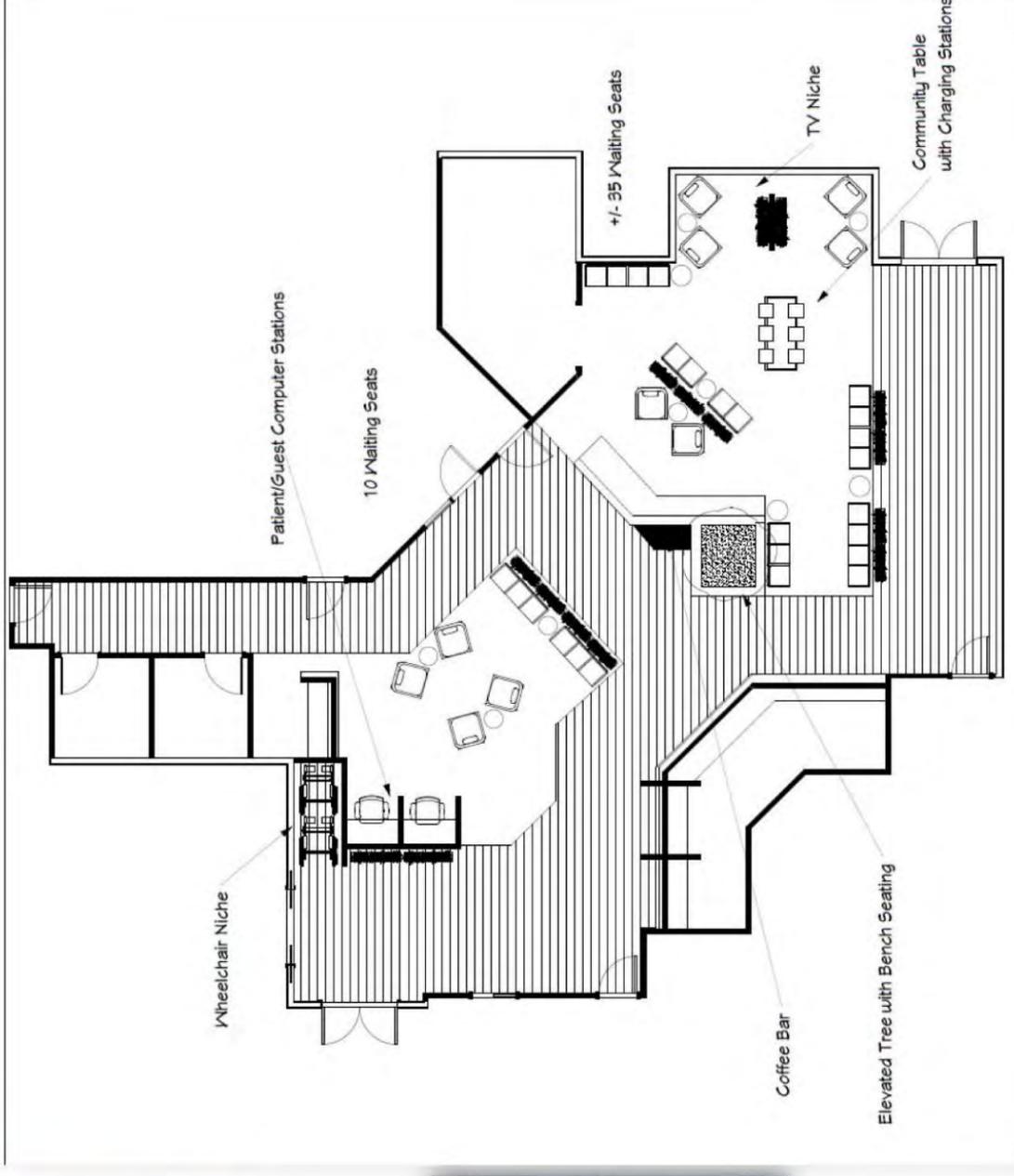
# 3D Model



# Interiors



Conceptual Furniture Layouts





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**BKJ**  
ARCHITECTURE



## Tallahassee CRA Community Benefit Statement

<b>Project Name:</b> Big Bend Cares Clinic		<b>Project Location:</b> 2208 South Monroe St.	
<b>Project Description:</b> 27,000 SF Health Clinic			
<b>CRA Application Date:</b> June 2015		<b>Project Owner/Applicant:</b> Big Bend Cares	
<b>Financial Information</b>			
<b>Requested amount and type of funding:</b>	\$1.5 million over 4 years, @ \$375,000/year		
<b>Requested funding as a % of total project cost:</b>	Approximately 7%, based on donation of real property.		
<b>Type of financial return to CRA.</b>	<b>TIF</b> N/A	<b>Interest</b> N/A	<b>Other:</b> 4 contiguous parcels of property on Monroe and Wallis Streets.
<b>Estimated value of property prior to redevelopment.</b>	Approximately \$2.8 million real estate acquisition costs.		
<b>Estimated value of property/project at completion.</b>	TDB, non-taxable		
<b>Loan payback time frame and terms, if applicable.</b>	Not a loan.		
<b>Applicant's investment.</b>	Approximately \$11.5 million		
<b>Applicant Information</b>			
<b>Business plan provided</b>	Yes	No	<b>Note:</b> BBC is a non-profit clinic
<b>Pro-Forma details</b>	Describe required contents, projections & verifications.		
<b>Developer experience level, number of similar completed projects. Similar project involvement.</b>	0 projects	1- 5 projects	More than 5
<b>Previous CRA funding?</b>	<b>No X</b>		Yes, amt;
<b>Disqualifying Factors</b>			

<b>Existing loan in default with City, CRA or County.</b>	No
<b>Failure to complete previous CRA funded project.</b>	No
<b>Public Benefit Criteria</b>	
Below: describe the specific public improvements to be provided, for example: sidewalks, enhanced landscaping, public parking, infrastructure improvements, retail uses, public green space, etc.	
<b>Does project improve or eliminate blighted parcels or buildings?</b>	Yes. There are currently 9 parcels on the site. There are 8 buildings. All of the buildings on the property can meet the definition of blighted property. There are existing code violations which will be removed when the site is redeveloped. 7 of the 8 buildings are slated for removal. The remaining building will be considered for renovation and transformation into a Southside Farmers Market.
<b>Will the redevelopment create a potential increase in property value?</b>	The final project will not be taxable, however, BBC is providing real estate to compensate for the non-taxable status. The project will have an overall beneficial impact on the surrounding area because it will remove multiple blighted properties from Monroe, Adams, Magnolia and Wallis Streets.
<b>Estimated number of temporary jobs created.</b>	Construction jobs = to be determined by contractor, however, construction jobs for this type of project will typically exceed 100 positions and are primarily filled by local workers.
<b>Estimated number and type of permanent jobs created.</b>	<ul style="list-style-type: none"> <li>• Two (2) Registered Nurses (RN): \$42,000 average salary</li> <li>• Two (2) Licensed Practical Nurses (LPN): \$31,000 average salary</li> <li>• One (1) Practice Manager: \$41,000 average salary</li> <li>• One (1) Phlebotomist: \$32,500 average salary</li> <li>• Three (3) Case Managers: \$27,500 average salary</li> <li>• Two (2) Medical Records Techs/Receptionists: \$25,000 average salary</li> <li>• One (1) IT Specialist: \$48,000 average salary</li> <li>• One (1) Administrative Specialist: \$22,500 average salary</li> </ul> <p>The applicant has committed to prioritize hiring residents from the Frenchtown Southside CRA district provided they meet job requirements.</p>
<b>Estimated value of local investment from construction.</b>	Approximately \$9 - 13 million
<b>Will the project or use be open to the general public?</b>	Yes, if they are clients of BBC, Neighborhood Health or other doctors.

<b>Infrastructure improvements.</b>	New sidewalks, parking, landscaping and stormwater facilities.
<b>Public space improvements.</b>	Landscaping, exterior lighting, public seating, new sidewalks and small plaza.
<b>Building design improvements.</b>	New construction, improved parking and exterior space.
<b>Use improvements.</b>	<ul style="list-style-type: none"> <li>• Non-automobile related use.</li> <li>• New construction,</li> <li>• High visibility on S. Monroe.</li> <li>• Easy access from transit lines.</li> <li>• Supporting improved health care in the southside district and surrounding area.</li> </ul>
<b>Other community benefits.</b>	Property provided to offset non-taxable status of project may be used for a South Side Farmers Market. If that is not supported by the community, then the property may be marketed and sold for redevelopment. The funds generated by the sale will exceed the projected Tax Increment the CRA would receive.

**Staff recommendation:** Staff recommends **approval** of the requested funding based on:

- Physical improvements to the property including removal of existing structures and code violations, followed by construction of a new building,
- Project frontage on four streets, provides improvements to storm water infrastructure, new sidewalks, exterior landscaping, new exterior lighting and a bus shelter (if approved by Star Metro),
- Improved availability of medical care to the community,
- Approximately \$9 million dollars in local construction investment,
- > 100 construction jobs which are filled primarily by local workers,
- At least 13 permanent jobs to be created and filled by appropriately skilled workers from the district, when possible.
- Property donation with a potential location for South Side Farmers Market.

These benefits will be confirmed/required in the approved site plan and subsequent CRA development agreement with the applicant.



### Agenda Item Details

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Meeting	Sep 24, 2015 - CRA Board Meeting and Public Hearing
Category	4. Policy Formation & Direction
Subject	4.02 Discussion and Approval of the Greater Frenchtown/South Side Investment Plan Programs and Projects -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Option 1 - Discuss and approve the Investment Plan Programs and rank Investment Plan Projects by priority. Authorize staff to implement approved programs and projects consistent with the direction received from the CRA Board.

### Public Content

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

#### *Statement of Issue*

In order to create a set of more targeted and effective programs and projects for the Greater Frenchtown/Southside Community Redevelopment Area (GFS District), staff has developed a list of proposed programs and projects for review and implementation by the City of Tallahassee Community Redevelopment Agency (CRA) Board. This list is based on CRA Board direction, input from the public at four community workshops and other meetings, the Redevelopment Plan, independent staff research, as well as review and input from the GFS District Citizen's Advisory Committee (CAC) and the Frenchtown Delegates.

The proposed Investment Plan list is designed to address a variety of redevelopment-related goals and issues within the GFS District. Successful implementation of these proposals is designed to support and encourage small and large business creation and expansion within the GFS District, strengthen neighborhood identity and improve neighborhood appearance while enhancing property values and ad valorem revenues.

Staff requests the CRA Board review the list of proposed programs and projects and provide direction to staff regarding the final structure of proposed programs for implementation and the priority of projects for the first round of implementation.

After the CRA Board has identified priority programs and projects, staff will begin implementation. The CRA Board and the CAC will be provided with updates and evaluations of the programs and projects on an annual basis, or more frequently if appropriate. As projects are completed and programs are evaluated, the CRA Board may choose additional projects or programs for implementation.

#### *Recommended Action*

Option 1 - Discuss and approve the Investment Plan Programs and rank Investment Plan Projects by priority. Authorize staff to implement approved programs and projects consistent with the direction received from the CRA Board.

#### *Fiscal Impact*

None at this time

### Supplemental Material/Issue Analysis

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

In order to create a set of more targeted and effective programs and projects for the GFS District, staff with the assistance of GFS residents and business owners has developed a final list of proposed programs and projects for review and potential implementation by the CRA Board. This list of projects and programs are based on independent staff research and conversations, community meetings and public workshops, which included the GFS District CAC, the Frenchtown Delegates, and other entities.

Following CRA Board, CAC and public review, staff has developed a final set of four programs and six projects for CAC review and CRA Board consideration and selection. These proposals are designed to work together to address a variety of redevelopment-related issues within target areas of the GFS District. Successful implementation of these proposals will support and encourage small and large business development within the GFS District, strengthen neighborhood identity, improve neighborhood appearance, and enhance property values and ad valorem revenues.

The CRA reviewed the proposed plan most recently on March 24<sup>th</sup> and September 2, 2015. The proposed plan was reviewed by the CAC at the April 13<sup>th</sup>, August 10<sup>th</sup> and September 14, 2015 meetings. Four public workshops were held. The first two occurred in November 2015 with two more in July 2015. At the September 14<sup>th</sup> meeting the CAC reviewed the final proposed programs and projects, including the CRA Board's most recent direction, and provided the following recommendations:

### Programs

The CAC provided the following comments and recommendation for the programs:

1. 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,
2. Housing Rehab: The CAC recommended that the CRA consider targeting specific areas when possible,
3. 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 process for the grants improves the quality of the area non-profits, provides experience that helps to improve their grant writing skill set and builds capacity with the organization,
4. Business Facility Improvement Grant: The CAC did not recommend any changes to this program proposal.

### Projects

The CAC recommended the following priority order for the proposed projects:

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.

Staff requests the CRA Board review the list of programs and projects and provide direction for implementation. The programs are intended to be ongoing; however, they will be reviewed annually for performance and continuation.

Please note the larger projects may take three to four years to complete. At this point in the process, the project costs are estimates or not to exceed only; however, the CRA Board may choose to limit project cost to the initial estimate or choose to increase or decrease the amount allocated to each project. After the CRA Board has provided direction on the list of programs and projects, staff will begin implementation and provide regular updates as appropriate.

When a project is selected by the CRA Board for priority implementation, staff will begin the conceptual design and cost process. When the concept and estimates are ready, the project will return to the CAC and CRA Board for final review.

**Investment Plan Components** - Please see Attachment A for more detail regarding parameters and requirements for each proposal.

### Programs

1. Neighborhood Enhancement and Public Safety Program (\$150,000/year): Annual program to encourage neighborhoods to apply for public improvements through their Neighborhood Association.
2. Housing Rehab (\$200,000 - \$300,000/year): Annual program to assist with creation of high quality affordable housing.
3. Event Grants (\$35,000 - \$50,000/year): Annual program to facilitate events which bring people to the CRA Districts to support businesses and increase awareness of the area.
4. Business Facility Improvement Grant (\$200,000/ year, Max \$50,000 per business): Annual program to help small businesses improve the exterior of existing buildings and/or site.

### Projects

1. 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.
2. Frenchtown Entry Feature at Macomb and Tennessee (\$350,000): To create a prominent entry to Frenchtown at Macomb and Tennessee Streets.
3. Southside Farmers Market (\$300,000): To provide a neighborhood center and increase access to fresh foods.
4. Bus Shelters (\$50,000/year): A multi-year program to provide enhanced bus shelters that have a unique design for Frenchtown and Southside.
5. S. Monroe/Adams Corridor (\$800,000): To create improvements on S. Monroe/Adams Streets Business corridor.
6. FAMU Way to Magnolia Drive Art District (\$80,000): To create a unique identity, based on visual arts that will attract visitors and businesses.

### **Funding**

The estimated cost per year, if all four programs are implemented, is \$585,000 - \$700,000 per year depending on the level of funding selected. If the Board selects all four programs to implement, staff recommends that Housing Rehab be funded at \$200,000 to keep the total cost under \$600,000.

### **Project Selection**

The estimated total cost for all projects is \$2,580,000, spread over three to four years.

It is anticipated, in addition to the TIF revenue, the CRA Board will be able to utilize the funds provided by the sale of the Firestone and Bloxham parcels to fund some of the proposed projects. Because a final value on the sale of those parcels is not available, we request the board identify the projects based on priority.

As with the programs, the CRA Board may choose to revise the suggested amounts for each project and place the funds into another project or back into the uncommitted funds.

### **Options**

1. Discuss and approve the Investment Plan Programs and rank Investment Plan Projects by priority. Authorize staff to implement approved programs and projects consistent with the direction received from the CRA Board.
2. Do not approve Investment Plan Programs and Projects; Provide alternate direction.

***Attachments/References***

1. Proposed Investment Plan, Final Draft

[Attachment 1.pdf \(225 KB\)](#)

	Programs	Proposed Programs	Estimated Cost
1.	<b>Neighborhood Enhancement and Public Safety Program</b>	<p><b>Annual program to encourage neighborhoods to apply for public improvements through their Neighborhood Association.</b></p> <ul style="list-style-type: none"> <li>Encourages neighborhoods to create associations to represent them.</li> <li>Neighborhood Associations may apply for up to \$30,000 for a specific neighborhood improvement such as an entry feature or street signs or a public safety project such as safety lighting.</li> <li>Events are not eligible.</li> <li>Newly formed Associations will be encouraged to join CONA.</li> <li>Neighborhoods may apply once every four years. Disqualified if previous awards were not properly expended.</li> <li>Applications will be accepted once a year with awards granted in July.</li> <li>Improvements that enhance public safety will receive priority and may be granted without a Neighborhood Association if appropriate conditions are met.</li> </ul>	\$150,000/yr
2.	<b>Housing Rehab</b>	<p><b>Annual program to assist with creation of high quality affordable housing.</b></p> <ul style="list-style-type: none"> <li>Identify and budget funds to be used for affordable housing rehabilitation and construction.</li> <li>Prioritize owner occupied housing and family housing, when possible.</li> <li>Funds will be managed by ECD staff as part of the affordable housing program.</li> </ul>	\$200,000 - \$300,000 /yr
3.	<b>Event Grants</b>	<p><b>Annual program to facilitate events which bring people to CRA Districts to support businesses and increase awareness of area.</b></p> <ul style="list-style-type: none"> <li>Continue existing program for 2016/17 budget year. Reduce to \$15K for 2017/18 budget year, \$0 for following year.</li> <li>No funding for major events or events outside program process.</li> <li>Redirect applicants to COCA and TDC next year, when possible. Contact COCA/TDC to coordinate.</li> </ul>	\$35,000 - \$50,000/yr
4.	<b>Business Facility Improvement Grant</b>	<p><b>Annual program to help small businesses improve the exterior of existing buildings and/or site.</b></p> <ul style="list-style-type: none"> <li>For structures with an estimated value at completion of less than \$2 million.</li> <li>Grants up to \$50,000.</li> <li>Building owner must be applicant or co-applicant.</li> <li>Combines existing Painting and Façade grants, adds ability to do renovations and/or site improvements such as paving and landscaping.</li> <li>First \$10,000 does not require a match, then building owner must match funds one for one. Example: CRA grants \$1, business owner provides \$1.</li> <li>Businesses may apply only once. New businesses (based on business license) may apply. Previous grantees may apply again after 5 years.</li> <li>Business must be taxable.</li> <li>Available throughout the year until funds are expended.</li> <li>Removable fixtures, fittings and equipment (FFE) are not eligible.</li> </ul>	\$200,000/yr Up to \$50,000 per business

	<ul style="list-style-type: none"><li>• Automotive and drive through businesses not eligible if prohibited by zoning code. Alcohol primary sales not eligible.</li><li>• Painting cost limited to \$5000.</li><li>• Funding priority is outside Gaines Street/College Town corridor unless there is a clear community benefit beyond that provided by a commercial/retail use.</li><li>• Gaines Street area no longer eligible for funding. Define area on map.</li></ul>	
<b>Total Cost</b>		<b>\$585,000 - \$700,000</b>

	Projects	Proposed Project Priority	Estimated Cost
1.	Large Project Funding	<p><b>Goal: To attract large projects which improve property values, attract businesses; create private investment and jobs through construction spending.</b></p> <ul style="list-style-type: none"> <li>For projects with estimated value at completion of greater than \$2 million.</li> <li>Must meet standards of Redevelopment Plan, Land Development Regulations and CRA priorities and performance standards if applicable.</li> <li>Gaines Street area no longer eligible for funding. Define area on map.</li> </ul>	Approx. \$1,000,000/yr
2.	Frenchtown Entry Feature at Macomb and Tennessee.	<p><b>Goal: To create a prominent entry to Frenchtown at Macomb and Tennessee St.</b></p> <ul style="list-style-type: none"> <li>Entry feature to be selected by FTCAC, Frenchtown delegates from concepts provided by Design Works.</li> <li>Replace existing street lights with new ones where needed.</li> <li>Provide enhanced bus shelters on Macomb and Brevard intersection.</li> <li>Add landscaping and signage, etc.</li> </ul>	Up to \$350,000
3.	Southside Farmers Market	<p><b>Goal: To provide a neighborhood center and increase access to fresh foods.</b></p> <ul style="list-style-type: none"> <li>Make specific improvements as needed.</li> <li>Pending identification of location and responsible management entity.</li> </ul>	Up to \$300,000
4.	Bus Shelters	<p><b>Goal: A multi-year program to provide enhanced bus shelters that have a unique design for Frenchtown and Southside</b></p> <ul style="list-style-type: none"> <li>Work with StarMetro to provide high quality bus shelters with neighborhood related artwork, with a design tailored to each area.</li> </ul>	\$50,000 Phase 1
5.	S. Monroe & Adams Corridor	<p><b>Goal: To create improvements on S. Monroe/Adams Business corridor:</b></p> <ul style="list-style-type: none"> <li>Work with Public Works, Star Metro and Planning to design and install improvements to South Monroe between Magnolia and Orange Ave.</li> <li>Include street furniture, enhanced street lights, etc.</li> </ul>	Estimated \$800,000 Phase 1
6.	FAMU Way to Magnolia Art District	<p><b>Goal: To create a unique identity, based on visual arts, that will attract visitors and businesses.</b></p> <ul style="list-style-type: none"> <li>Funding for professional murals on S. Monroe buildings</li> <li>Provide lighting with each mural to provide nighttime security.</li> <li>Maximum amount per art work is \$8000.</li> <li>Building owner must be co-applicant.</li> <li>Approval of mural content through COCA.</li> <li>Year 1 funding for 10 murals.</li> </ul>	\$80,000 Phase 1



### Agenda Item Details

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Meeting	Sep 24, 2015 - CRA Board Meeting and Public Hearing
Category	7. Public Hearing 5:00 p.m.
Subject	7.01 Adoption of the FY 2016 City of Tallahassee Community Redevelopment Agency Budget -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion, Public Hearing
Fiscal Impact	Yes
Recommended Action	Option 1 - (a) Adopt by resolution the proposed FY 2016 CRA Operating and Capital budget as described in this agenda item and (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.

### Public Content

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For more information, please contact: Rick McCraw, Tallahassee CRA, (850)891-8352.

### Statement of Issue

The purpose of this agenda item is to present the proposed FY 2016 CRA Budget to the CRA Board for adoption by resolution. This agenda item is generally the same as the July 9th and September 2nd budget review agenda items. The significant changes in this agenda item are listed below and are also described in the body of the agenda item.

1. 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 future flexibility in committing the funds for future loan, parking development and other redevelopment needs.
2. 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 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. Please note that unused funds from these line items will be rolled to next budget year if not utilized during this budget year. The increases are described in greater detail in the body of the agenda item.
3. 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 2<sup>nd</sup> CRA Special Board Meeting.
4. Final detailed funding decisions for other standing GFS projects, such as the commercial façade and painting grant programs, will be made after adoption of the FY 2016 CRA Budget, when final changes and funding levels for the GFS Investment Plan are approved by the CRA Board.

Based on the 2015 Preliminary Tax Roll values issued by the Leon County Property Appraiser (LCPA) in July, the City of

Tallahassee Community Redevelopment Agency (CRA) will receive approximately \$3,576,072 in tax increment for FY 2016; \$2,141,793 for the Greater Frenchtown/Southside (GFS) District (a 44.13 percent increase over FY 2015) and \$1,434,279 for the Downtown (DT) District (a 16.83 percent increase over FY 2015). It is important to note that the values are based on preliminary taxable values prepared by the LCPA, and are subject to change when the LCPA issues the Final Taxable Values in October. The tax increment calculations are also based on a City millage rate of 4.2 mils and a County rate of 8.8144. The CRA will receive a second payment of \$200,000 from the sale of the O'Connell property, an estimated \$133,980 in parking lease payments and \$63,796 in loan payments. As of September 16th, the CRA has a projected \$825,450 (GFS balance equals \$543,727 and DT balance equals \$281,723) in available remaining FY 2015 operating funds and uncommitted funds that will be returned to the respective district's FY 2015 Master Project account. The final amount may change slightly as final end-of-year operating expenses are made. Finally, the CRA has approximately \$782,514 in prior years Reserve Funds.

Based on the above resources, the CRA has a total estimated gross income in FY 2016 of \$5,581,812. Staff recommends the projected FY 2016 non-TIF revenue which is comprised of loan and parking lease revenues (approximately \$197,776) as well as the \$200,000 O'Connell property sale payment be held in reserve for future loan, parking development and other redevelopment needs. Combined with existing reserve funds, this will leave a combined balance of \$4,401,522 (\$2,685,520 – GFS District and \$1,716,002 – DT District) for FY 2016 expenses.

FY 2016 expenses include funding commitments in support of projects approved by the CRA Board in previous years, as shown in Tables 5 and 6 of this report. Staff also proposes to commit funds for several standing and on-going projects (Tables 7 and 8). As part of the FY 2016 capital budget, staff proposes to budget \$2,603,709 (\$1,269,800 for the GFS District and \$1,333,909 for the DT District) to CRA grant commitments, standing redevelopment programs and anticipated projects; leaving an uncommitted balance of approximately \$868,202 for the future FY 2016 programs and/or projects in the GFS District and \$48,277 in the DT District.

Staff proposes to allocate \$799,049 of the estimated FY 2016 tax increment revenues for operating/administrative/personnel costs (\$465,233 for the GFS District and \$333,816 for the DT District). In addition, \$82,285 from the GFS tax increment will be refunded to Leon County as Emergency Medical Services Municipal Services Taxing Unit (EMS MSTU) tax increment.

As with prior years, staff recommends any unspent operating or capital funds remaining in the various programs at the end of FY 2015, as well as interest earned from the funds during the fiscal year, be reallocated to each redevelopment district's FY 2015 Master Project. Using the First-In, First-Out (FIFO) accounting approach, these will be the first funds used to cover FY 2016 capital expenses.

### ***Recommended Action***

Option 1 - (a) Adopt by resolution the proposed FY 2016 CRA Operating and Capital budget as described in this agenda item and (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.

### ***Fiscal Impact***

Once approved by the CRA Board, the FY 2016 CRA Operating and Capital Budget will commit Agency funds in support of specific programs and projects. However, the CRA Board has the authority to adjust the budget during the fiscal year, if needed, to accommodate changing Board priorities and needs.

## **Supplemental Material/Issue Analysis**

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

In June 2000, the City completed the process of establishing the GFS District, and began receiving tax increment payments from the City and County in FY 2002. In June 2004, the City completed the process for establishing the DT District. The Agency began receiving tax increment payments from the DT District in FY 2005. In recent years, the CRA began earning parking revenues from the parking lot leased to the Aloft Hotel, and earned parking revenues from the public parking in the Deck and Block developments on Gaines Street starting in August 2014. Finally, the CRA earns revenue from the repayment of CRA construction assistance loans made to the Lofts on Gaines and Four Points Hotel developments and from the remaining Retail Incentives Loan Program recipients.

A spreadsheet outlining draft FY 2016 CRA revenue and expenses for each redevelopment district is at Attachment 1. Spreadsheets outlining anticipated revenue and expenses from FY 2015 to FY 2020 for the GFS District and the DT District are at Attachments 2 and 3, respectively.

### FY 2016 Revenues

Based on the 2016 Estimated Tax Roll values issued by the LCPA in July, and anticipated millage rates of 8.8144 for the County and 4.2 for the City, the CRA will receive an estimated \$3,576,072 in tax increment for FY 2016; \$2,141,793 for the GFS District and \$1,434,279 for the DT District. This is \$862,343 more than the final amount of tax increment the CRA received in FY 2015, with the increase due to a combination of factors, including the addition of the Block and Deck to the tax rolls, an overall improvement in property values and the projected increase of the City's millage rate from 3.7 to 4.2 mils. Revised FY 2016 tax increment values are expected when the LCPA issues the 2015 Final Tax Roll values in October.

In addition to the tax increment, the CRA will receive a second payment of up to \$200,000 from the sale of the O'Connell property (if the City and State close on the sale of the property prior to the end of FY 2015), an estimated \$133,980 in parking lease payments and \$63,796 in loan payments; for total estimated income in FY 2016 of \$3,973,848. As of September 16<sup>th</sup>, the CRA has approximately \$825,450 in available FY 2015 funds; however, the value of these funds will change by the end of the fiscal year as funds are spent or committed against projects and unspent capital project and operating expenses are returned to the FY 2015 master project account. Finally, the CRA has approximately \$782,514 in actual and projected reserves. Based on the above resources, the CRA has a total estimated income in FY 2016 of \$5,581,812.

The FY 2104, 2015 and 2016 revenues for each redevelopment district are outlined in Tables 1 and 2, below.

For FY 2016, and based on Preliminary Tax Values and millage of 4.2 for the City, the GFS District will receive approximately 44.13 percent more tax increment than it did in FY 2015. This is the result of a projected 16.48 percent increase in property values between 2013 and 2014 within the district. The other revenue sources include loan revenues, the release by FSU of \$200,000 held back from the sale of the O'Connell property for environmental clean-up, long- and short-term parking lease payments from the CRA-owned public parking in the Deck and Block developments, and uncommitted FY 2015 funds.

Table 1: GFS District Revenues

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
City of Tallahassee - Tax Increment	\$417,991	\$442,951	\$691,198
Leon County - Tax Increment	\$995,767	\$1,055,229	\$1,450,594
Loan Revenue	\$46,008	\$59,886	\$57,933
O'Connell Land Sale		\$560,000	\$200,000
Parking Revenues		\$60,333	\$33,000
FY 2015 and 2016 Master Project Funds		\$897,948	\$543,727
Reserves		\$71,408	\$191,627
End of Year Interest	\$34,615		
<b>TOTAL REVENUES</b>	<b>\$1,494,381</b>	<b>\$3,147,756</b>	<b>\$3,168,079</b>

For FY 2016, the DT District will receive approximately 16.83 percent more tax increment than it did in FY 2015. This is the result of a projected 4.03 percent increase in property values between 2013 and 2014 in the district. Other revenue sources include loan revenues, the long-term lease of a CRA-owned public lot to the Aloft Hotel and available FY 2015 funds.

Table 2: DT District Revenues

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>

City of Tallahassee -Tax Increment	\$306,371	\$564,907	\$692,846
Leon County - Tax Increment	\$372,597	\$686,213	\$741,432
Loan Revenue	\$7,122	\$8,031	\$5,863
Parking Lease Revenue	\$100,980	\$100,980	\$100,980
FY 2015 and 2016 Master Project Funds		\$574,795	\$281,723
Reserve Funds		\$484,044	\$590,887
End of Year Interest	\$18,368		
<b>Total</b>	<b>\$805,798</b>	<b>\$2,418,790</b>	<b>\$2,413,733</b>

For determining the amount of revenue available to fund FY 2016 programs and projects, staff recommends the projected FY 2016 loan and parking lease revenues (approximately \$197,776) as well as the \$200,000 O'Connell property sale payment be held in reserve for future loan, parking development and other redevelopment needs. This will leave a balance of \$2,685,520 for FY 2016 expenses in the GFS District and \$1,716,002 in the DT District.

#### FY 2016 Personnel and Operating/Administrative Expenses

Staff proposes to allocate \$881,334 of the estimated FY 2016 tax increment for operating/administrative/personnel costs (Tables 3 and 4). This includes the proposed refund of an estimated \$82,285 in EMS MSTU tax increment to Leon County. The proposed operating/administrative/personnel budget, less the EMS MSTU refund, is approximately 15.79 percent of all revenue sources.

For FY 2016, the proposed personnel and operating/administrative budget includes a 2.0 percent salary enhancement currently proposed for general city employees. Any salary enhancement for CRA staff will mirror that approved for City staff. The salary/benefit expenses and most operating expenditures will be shared proportionally based on the amount of tax increment each redevelopment district generates for the year, with the GFS District covering 60 percent of the expenses and the DT District covering 40 percent of the expenses.

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
Personnel	\$347,682	\$304,800	\$344,720
Operating/Administrative	\$18,894	\$75,844	\$120,513
EMS MSTU Refund	\$56,485	\$59,858	\$82,285
<b>Total</b>	<b>\$423,061</b>	<b>\$440,502</b>	<b>\$547,518</b>

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
Personnel	\$129,955	\$262,015	\$235,647
Operating/Administrative	\$14,753	\$70,778	\$98,169
<b>Total</b>	<b>\$144,708</b>	<b>\$332,793</b>	<b>\$333,816</b>

#### *Personnel*

The agency has five full-time, permanent positions which are listed below. The Program Planner position was filled earlier this year. In addition to the permanent positions, the proposed budget includes funding for up to two temporary part-time positions (including a graduate intern position). The part-time positions assist staff in coordinating development tasks such as property

inspection; the CRA's standing programs, such as the commercial façade and painting grant programs; as well as helping with programs updates and general research. Both temporary positions are funded for approximately 1,200 hours a year.

#### CRA Full-Time, Permanent Positions:

1. Executive Director – Roxanne Manning
2. Program Director – Rick McCraw
3. Principal Planner – Sherri Curtis
4. Program Planner – Sheila Williams
5. Administrative Specialist II – Stacey Peter

#### *Operating/Administrative Expenses*

At the September 2<sup>nd</sup> Special CRA Board meeting, staff was asked to include more detail on the \$82,611 increase in FY 2016 operational expenses over FY 2015 expenses. A summary of the increases is provided below and is also included in the overview of FY 2016 operating expenses at Attachment 4.

- \$32,060 increase in Internal Service Fund (ISF) expenses. The additional funds will cover the cost of human resources staff, accounting, purchasing and information system services support from the City of Tallahassee to the CRA. In recent years the ISF expenses charged to the CRA have been minimal (for example in FY 2015 our ISF expenses were \$2,022). Starting in FY 2016, the Department of Budget and Policy has decided these expenses will be regularly charged to all City-supported agencies, such as the CRTPA and CDA.
- \$20,000 for Insurance. The funds will purchase liability, worker's compensation, property and vehicle insurance policies for the CRA. This will be the first year the CRA has acquired its own insurance, and is in response to recent discussions with the City Attorney's Office and Risk Management regarding the extent to which the City insurance policies would cover the CRA.
- \$10,551 increase in Salary expenses. The increase is due to a projected 2.0 percent raise for all CRA employees (the same as proposed for all general City employees) and an increase in health benefit costs.
- \$10,000 increase in Unclassified Professional Fees. The increase in funding will cover anticipated expenses for assistance with district studies; assistance with public workshops/meetings; surveys, appraisals and related market studies for projects the CRA may be asked to participate in; and other activities as directed by the CRA Board.
- \$10,000 increase in Unclassified Contractual Fees. The proposed increase will provide each redevelopment district with up to \$10,000 for Unclassified Contractual Fees. These funds will be used to cover physical improvements or property management expenses that are not part of approved capital projects, such as the former Shelter/FRCC and Firestone/Bloxham Annex properties.
- \$500 increase in Office Supplies. The additional funding is needed for office supplies for the new position and for growing project requirements.
- \$4,500 increase in Travel and Training. The increase will cover the travel and training expenses for the Program Planner and allow one or two advisory committee members to attend the annual Florida Redevelopment Association conference. The increase will also cover travel expenses for the Executive Director that were partially covered by the City's Department of Economic and Community Development when the executive director was also the department director, such as attendance at the Annual Greater Tallahassee Chamber of Commerce Retreat.
- \$5,000 decrease in Legal Service expenses. In prior years, the funds designated for legal expenses have been based on the need for up to 100 hours of outside legal services at \$250/hour. At the start of the CRA, we relied more heavily on outside legal services. However, we now rely almost exclusively on the City Attorney's Office for legal assistance. To ensure we have adequate funds for outside legal assistance CRA staff recommends \$20,000 be set aside for each redevelopment district. This will provide each district with up to 80 hours of outside legal assistance. All outside legal assistance is managed through the City Attorney's Office.

The GFS District will have balance of \$2,138,002 for FY 2016 capital expenses and the DT District will have \$1,382,816. As with previous years, any operating/administrative funds remaining at the end of the fiscal year will be allocated to the appropriated FY 2016 Master Project and used to fund capital projects that are expected to be completed within the next two

fiscal years.

### Capital Budget Review

#### *Capital Expenses – Existing Commitments*

In past years, the CRA Board awarded funds to developers to be paid when the project was completed and added to the tax rolls. For FY 2016, this includes grant payments to the Block and the Deck in the GFS District; and College Town, the Catalyst, 601 South Copeland, and the Gateway in the DT District. The CRA also has several capital expense commitments for public parking spaces in the Block and Deck developments, including maintenance and utilities, parking pay station maintenance, parking management agreement expenses, and parking garage property and liability insurance. Finally, the Board has approved \$35,000 in FY 2016 promotional and special event grants for both redevelopment districts. These commitments are outlined in Tables 5 and 6, below.

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
Four Points Hotel Grant		\$25,000	
Block and Deck Grant			\$582,000
Block and Deck Garage Exp.		\$53,000	\$37,800
Promo/Special Events Grant	\$34,418	\$35,000	\$35,000
Retail Incentives Loan	\$25,000		
Uncommitted End-of-Year Funds	\$23,000		
<b>Total</b>	<b>\$82,418</b>	<b>\$113,000</b>	<b>\$654,800</b>

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
College Town Grant Payment		\$366,409	\$366,409
Catalyst Grant Payment		\$194,892	\$219,000
601 South Copeland Grant Payment		\$50,000	\$50,000
Gateway Retail Vacancy Grant		\$94,877	\$146,000
Gateway Construction Grant			\$70,000
Word of South Lit Fest Grant Payment		\$37,500	
Promo/Special Events Grant	\$35,000	\$35,000	\$35,000
Downtown Juror Bus Ticket Reimbursement	\$0	\$1,000	\$1,000
Downtown Public Arts Program		\$30,000	
Downtown Trolley	\$75,000		
Uncommitted End-of-Year Funds	\$10,174		
<b>Total</b>	<b>\$120,174</b>	<b>\$809,678</b>	<b>\$887,409</b>

Encumbering funds for these capital expenses will leave a balance of \$1,483,202 for other FY 2016 capital expenses in the GFS District and \$494,777 in the DT District.

#### Capital Expenses – Proposed

The final workshops on the GFS District Investment Plan were held on July 28<sup>th</sup> and 30<sup>th</sup>. At the September 2<sup>nd</sup> CRA Special

Board Meeting, the Board reviewed the draft plan and provided further direction, including seeking final input from the GFS Citizens' Advisory Committee (CAC). Staff received comments and recommendations from the CAC at their September 14<sup>th</sup> meeting. A revised draft Investment Plan that incorporates CAC recommendations and CRA Board direction will be provided at the September 24<sup>th</sup> CRA Board meeting.

While work on the Investment Plan continues, staff is recommending FY 2016 capital project funding for Shelter and FRCC Site Work (which includes funding for an independent market and feasibility analysis), Property Management and Affordable Housing, as listed in Table 7 below. Additional programs and projects will be recommended for FY 2016 funding once the GFS Investment Plan is completed and approved by the CRA Board. FY 2016 recommended capital project funding for the DT District consists of Firestone and Bloxham Annex Site Work, Property Management, Commercial Façade Improvement Grant, and Commercial Painting Grant (Table 8, below).

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
Shelter and FRCC Site Work		\$105,000	\$300,000
Property Management		\$4,500	\$15,000
Comm. Façade Imp Grant	\$172,627	\$200,000	
Comm. Painting Grant	\$28,655	\$30,000	
Affordable Housing Grant	\$150,000	\$200,000	\$300,000
Frenchtown Investment Plan		\$50,000	
Southside Investment Plan		\$50,000	
Loan Guarantee Program			
Frenchtown Heritage Farmer's Market		\$500,000	
Towne South and South City Mall Hardscape Renovations		\$200,000	
<b>Total</b>	<b>\$351,282</b>	<b>\$1,339,500</b>	<b>\$615,000</b>

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

	<b>FY 2014 Final</b>	<b>FY 2015 Adopted</b>	<b>FY 2016 Draft</b>
Firestone and Bloxham Annex Site Work		\$106,000	\$275,000
Property Management		\$6,500	\$6,500
Commercial Façade Imp. Grant Program	\$100,000	\$125,000	\$150,000
Commercial Painting Grant Program	\$0	\$15,000	\$15,000
<b>Total</b>	<b>\$100,000</b>	<b>\$252,500</b>	<b>\$446,500</b>

During the July 9<sup>th</sup> budget presentation to the CRA Board, several commissioners requested staff examine the possibility of increasing the GFS Affordable Housing funding to accommodate more housing programs. Following the July meeting, CRA and the City's ECD staff met to discuss FY 2016 affordable programs and are recommending the affordable housing funding line item be increased from \$200,000 to \$300,000. This will accommodate the construction of two new affordable homes or the major renovation of three or more existing homes. In addition to the increased funding, CRA and ECD staff will evaluate longer-term affordable housing needs within in the GFS District and provide recommendations for possible larger-scale programs for FY 2017. During the September 2<sup>nd</sup> CRA Board Special Meeting, the Board agreed with the proposed \$300,000 in affordable housing for FY 2016.

Also during the July 9<sup>th</sup> CRA Board meeting, there was a request for staff to provide information on the GFS Commercial Façade Improvement Grant Program: how often it is being used and the impact it has within the district. During the September 2<sup>nd</sup> CRA Board Special Meeting, staff briefly reviewed the impact of the commercial façade program. Staff also noted that the program would be enhanced in the GFS District as part of the approved GFS Investment Plan. It was the consensus of the CRA Board the commercial façade program would continue as part of a larger Investment Grant program.

Encumbering funds listed in Tables 7 and 8, above, will leave a balance of \$868,202 for other FY 2016 capital expenses in the GFS District as the Investment Plan is refined, and \$48,277 in the DT District.

#### CRA FY 2016 Budget Review Activities

Staff presented drafts of the FY 2016 GFS Budget to the CAC on June 8<sup>th</sup> and July 13<sup>th</sup>. The CAC supported the budget with the understanding that additional programs and projects would be added in the future, once the GFS Investment Plan is completed and accepted by the CRA Board. The CAC reviewed the GFS Investment Plan again on September 14<sup>th</sup>. Their comments and recommendations are included in a separate agenda item. Because of the overlap in the adoption of the FY 2016 CRA Operating and Capital Budget and the final review of the GFS Investment Plan, the funding of GFS Investment Plan programs and projects will not be part of the adopted FY 2016 CRA budget, but will be part of the amendments to the adopted budget, probably beginning in October.

The FY 2016 DT Budget was presented to the Downtown Redevelopment Commission (DRC) June 2<sup>nd</sup> and July 7<sup>th</sup>. The DRC recommended approval of the budget at their July meeting.

Staff recommends adoption of the FY 2016 CRA Operating and Capital budget as outlined in the agenda item.

#### ***Options***

1. (a) Adopt by resolution the proposed FY 2016 CRA Operating and Capital budget as described in this agenda item and (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.
2. Provide further guidance and direction on the budget to staff and schedule a public hearing prior to September 30th to adopt a revised FY 2016 budget.

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

1. FY 2016 CRA Revenue and Expenses – Both Districts
2. FY 2016 – 2020 Revenue and Expenses for GFS District
3. FY 2016 – 2020 Revenue and Expenses for DT District
4. FY 2016 Operating Expenses
5. Community Redevelopment Agency 2016 Budget Resolution

[Attachment 1.pdf \(124 KB\)](#)

[Attachment 2.pdf \(17 KB\)](#)

[Attachment 3.pdf \(14 KB\)](#)

[Attachment 4.pdf \(14 KB\)](#)

[Attachment 5.pdf \(101 KB\)](#)

Proposed CRA FY 2016 Budget - Revenues and Expense (September 17, 2015)

GFS District

DT District

<b>Estimated FY 2016 Revenues</b>		<b>Estimated FY 2016 Revenues</b>	
Tax Increment <sup>1</sup>	\$2,141,793	Tax Increment <sup>1</sup>	\$1,434,279
O'Connell Land Sale <sup>2</sup>	\$200,000	Loft Parking Lot Lease Payments <sup>2</sup>	\$100,980
Deck Garage Parking Lease Payments <sup>3</sup>	\$15,000	Loan Payments	\$5,863
Short-Term Parking Revenue <sup>4</sup>	\$18,000		
Loan Payments	\$57,933		
<b>Total</b>	<b>\$2,432,726</b>	<b>Total</b>	<b>\$1,541,122</b>
<b>Prior Year Available Funds</b>		<b>Prior Year Available Funds</b>	
FY 2014 Master Project Funds <sup>5</sup>	\$0	FY 2014 Master Project Funds <sup>3</sup>	\$0
FY 2015 Master Project Funds <sup>5</sup>	\$543,727	FY 2015 Master Project Funds <sup>3</sup>	\$281,723
Reserves	\$191,627	Reserves	\$590,887
<b>Total</b>	<b>\$735,354</b>	<b>Total</b>	<b>\$872,610</b>
<b>Total Estimated Revenues</b>	<b>\$3,168,079</b>	<b>Total Estimated Revenues</b>	<b>\$2,413,733</b>

<b>Reserve Funds</b>		<b>Reserve Funds</b>	
\$200,000 O'Connell Land Sale	\$200,000	FY 16 Aloft Parking Lot	\$100,980
FY 16 Garage Parking Lease	\$15,000	FY 16 Loan Payments	\$5,863
FY 16 Short-Term Parking Revenue	\$18,000	Prior Year Reserves	\$590,887
FY 16 Loan Payments	\$57,933		
Prior Year Reserves	\$191,627		
<b>Total</b>	<b>\$482,560</b>	<b>Total</b>	<b>\$697,730</b>

**Funds Available for Expenses** **\$2,685,520** **Funds Available for Expenses** **\$1,716,002**

<b>Expenses</b>		<b>Expenses</b>	
<u>Operational Expenses</u>		<u>Operational Expenses</u>	
Salaries/Benefits	(\$344,720)	Salaries/Benefits	(\$235,647)
Operational	(\$120,513)	Operational	(\$98,169)
EMS MSTU Refund to Leon County	(\$82,285)		
<b>Total</b>	<b>(\$547,518)</b>	<b>Total</b>	<b>(\$333,816)</b>

**Remaining Funds** **\$2,138,002** **Remaining Funds** **\$1,382,186**

<u>Capital Expenses - Commitments</u>		<u>Capital Expenses - Commitments</u>	
Block and Deck Grant Payment	(\$582,000)	College Town Grant Payment	(\$366,409)
Block and Deck Public Garage Expenses	(\$37,800)	Catalyst Grant Payment	(\$219,000)
Maintenance and Utilities		601 South Copeland Grant	(\$50,000)
Pay Station Maintenance and Related		Gateway Vacancy Grant Payment	(\$146,000)
DIV Parking Management Expense		Gateway Grant Payment	(\$70,000)
Garage Insurance (Property and Liability)		Downtown Juror Bus Ticket Reimbursement	(\$1,000)
FY 2016 Promotional/Special Events Grant	(\$35,000)	FY 2016 Promotional/Special Events Grant	(\$35,000)
<b>Total</b>	<b>(\$654,800)</b>	<b>Total</b>	<b>(\$887,409)</b>

**Remaining/Uncommitted Funds** **\$1,483,202** **Remaining/Uncommitted Funds** **\$494,777**

<b>Remaining/Uncommitted Funds</b>	<b>\$1,483,202</b>	<b>Remaining/Uncommitted Funds</b>	<b>\$494,777</b>
<i>Capital Expenses - Proposed</i>			
Shelter and RCC Site Work	(\$300,000)	Firestone & Bloxham Annex Site Work	(\$275,000)
Property Management	(\$15,000)	Property Management	(\$6,500)
Affordable Housing	(\$300,000)	Commercial Façade Imp Grant	(\$150,000)
		Commercial Exterior Painting Grant	(\$15,000)
<b>Total</b>	<b>(\$615,000)</b>	<b>Total</b>	<b>(\$446,500)</b>
<b>Remaining/Uncommitted FY 2015 Funds</b>	<b>\$868,202</b>	<b>Remaining/Uncommitted FY 2015 Funds</b>	<b>\$48,277</b>

Potential Projects from Investment Plan  
TBD - Based on results from Investment Plan

Anticipated Requests (Illustrative Only)  
TBD

Notes:

1. Based on LCPA Preliminary Tax Values on July 1, 2015.
2. Second-year payment Funds from sale of O'Connell property.
3. Long-term lease payments for 25 parking spaces in the Deck public garage.
4. Estimated income from public parking spaces in the Block and Deck garages.
5. Projection as of September 16, 2015.

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Notes:

1. Based on LCPA Preliminary Tax Values on July 1, 2015.
2. Aloft long-term lease payments for 102 parking spaces in CRA-owned lot.
3. Projection as of September 16, 2015.



Available Funds from Previous Page	\$2,442,948	\$1,483,201	\$1,012,417	\$1,039,592	\$1,117,587	\$1,750,779
<b>Capital Expenses (Non-Contractual)</b>						
Shelter and Renaissance Comm Center Properties Site Work			\$0	\$0	\$0	\$0
Property Management	(\$187,850)	(\$300,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)
Affordable Housing	(\$4,500)	(\$15,000)	(\$200,000)	(\$200,000)	(\$200,000)	(\$200,000)
Frenchtown Market Pavillion	(\$200,000)	(\$300,000)	\$0	\$0	\$0	\$0
South Towne/South City Mall Renovations	(\$500,000)	\$0	\$0	\$0	\$0	\$0
Declaration Artscape at Madison	(\$200,000)	\$0	\$0	\$0	\$0	\$0
505 W Georgia Supplemental Funding	(\$1,880)	\$0	\$0	\$0	\$0	\$0
Commercial Façade Improvement Grant	(\$21,818)	tbid	tbid	tbid	tbid	tbid
Commercial Façade Improvement Grant	(\$200,000)	tbid	tbid	tbid	tbid	tbid
Frenchtown Exterior Painting Program	(\$30,000)	tbid	tbid	tbid	tbid	tbid
Frenchtown Neighborhood Incentive	(\$50,000)	tbid	tbid	tbid	tbid	tbid
Southside Neighborhood Incentive	(\$50,000)	tbid	tbid	tbid	tbid	tbid
Big Bend Cares Construction Grant (PENDING)	\$0	\$0	(\$375,000)	(\$375,000)	(\$375,000)	(\$375,000)
<b>Total</b>	<b>(\$1,446,048)</b>	<b>(\$615,000)</b>	<b>(\$590,000)</b>	<b>(\$590,000)</b>	<b>(\$590,000)</b>	<b>(\$590,000)</b>
<b>Uncommitted Funds</b>	<b>\$996,900</b>	<b>\$868,201</b>	<b>\$422,417</b>	<b>\$449,592</b>	<b>\$527,587</b>	<b>\$1,160,779</b>
	<b>\$436,900</b>					

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Downtown District Community Redevelopment Area  
Final FY 2016 Operating and Capital Budget with Projected Outyear Income/Expenses  
(as of September 17, 2015)

	FY 2015 Adopted/Amend	FY 2016 Draft	FY 2017 Projected	FY 2018 Projected	FY 2019 Projected	FY 2020 Projected
<b>Income</b>						
Tax Increment	\$1,227,711	\$1,434,279	\$1,708,838	\$1,782,372	\$1,857,376	\$1,933,881
Other Income:						
Aloft Hotel Parking Lot Lease Payments	\$100,980	\$100,980	\$100,980	\$107,712	\$111,078	\$111,078
Retail Incentive Loan Payments	\$8,031	\$5,863	\$5,863	\$5,863	\$5,863	\$5,863
<b>Total</b>	<b>\$1,336,722</b>	<b>\$1,541,122</b>	<b>\$1,815,681</b>	<b>\$1,895,947</b>	<b>\$1,974,317</b>	<b>\$2,050,822</b>
<b>Available Project Funds/Cash on Hand</b>						
FY 2013 Uncommitted Funds	\$320,041	\$0	\$0	\$0	\$0	\$0
FY 2014 Master Project	\$314,448	\$0	\$0	\$0	\$0	\$0
FY 2015 Master Project	\$0	\$281,723	\$0	\$0	\$0	\$0
Prior Year Reserves	\$484,044	\$590,887	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,118,534</b>	<b>\$872,610</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Revenues</b>	<b>\$2,455,255</b>	<b>\$2,413,732</b>	<b>\$1,815,681</b>	<b>\$1,895,947</b>	<b>\$1,974,317</b>	<b>\$2,050,822</b>
<b>Total Income Less Reserves (Other Income and Prior Year Reserves)</b>	<b>\$1,862,201</b>	<b>\$1,716,002</b>	<b>\$1,708,838</b>	<b>\$1,782,372</b>	<b>\$1,857,376</b>	<b>\$1,933,881</b>
<b>Expenses</b>						
<b>Operating Expenses</b>						
Salaries and Operating Expenses	(\$262,015)	(\$235,647)	(\$242,716)	(\$249,998)	(\$257,498)	(\$265,223)
Operating Expenses	(\$70,778)	(\$98,169)	(\$101,114)	(\$104,147)	(\$107,272)	(\$110,490)
<b>Total</b>	<b>(\$332,793)</b>	<b>(\$333,816)</b>	<b>(\$343,830)</b>	<b>(\$354,145)</b>	<b>(\$364,770)</b>	<b>(\$375,713)</b>
<b>Available Capital Project Funds</b>	<b>\$1,529,408</b>	<b>\$1,382,186</b>	<b>\$1,365,008</b>	<b>\$1,428,227</b>	<b>\$1,492,606</b>	<b>\$1,558,168</b>
<b>Capital Expenses (Contractual)</b>						
College Town Grant Payment	(\$366,409)	(\$366,409)	(\$366,409)	(\$366,409)	(\$366,409)	(\$366,409)
The Catalyst Grant Payment	(\$194,892)	(\$219,000)	(\$232,000)	(\$6,000)	(\$6,000)	(\$6,000)
601 South Copeland Payment	(\$50,000)	(\$50,000)	(\$50,000)	(\$30,000)	(\$30,000)	(\$30,000)
Gateway Retail Lease Assistance Payment	(\$94,877)	(\$146,000)	(\$146,000)	(\$72,000)	(\$72,000)	(\$72,000)
Gateway Grant Payment		(\$70,000)	(\$72,000)	(\$72,000)	(\$72,000)	(\$72,000)
444 College Avenue		(\$145,980)	(\$145,980)	(\$149,016)	(\$152,113)	(\$155,272)
Railyard Lofts on Gaines		(\$65,413)	(\$65,413)	(\$66,750)	(\$68,113)	(\$69,503)
South Adams Sidewalk Enhancements		(\$1,000)	(\$88,326)	(\$88,326)	(\$88,326)	(\$88,326)
Downtown Juror Bus		(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)
Word of South Lit Festival	(\$37,500)					
Promotional and Special Events Grants	(\$35,000)	(\$35,000)	(\$35,000)	(\$35,000)	(\$35,000)	(\$35,000)
<b>Total</b>	<b>(\$940,678)</b>	<b>(\$887,409)</b>	<b>(\$1,056,128)</b>	<b>(\$814,501)</b>	<b>(\$782,961)</b>	<b>(\$421,101)</b>
<b>Available Capital Project Funds</b>	<b>\$588,730</b>	<b>\$494,777</b>	<b>\$308,879</b>	<b>\$613,726</b>	<b>\$709,645</b>	<b>\$1,137,067</b>

Available Capital Project Funds from Previous Page	\$588,730	\$494,777	\$308,879	\$613,726	\$709,645	\$1,137,067
<b>Capital Projects (Non-Contractual)</b>						
Retail Incentives Loan (Lucy & Leo's)						
Downtown Trolley		(\$275,000)	\$0	\$0	\$0	\$0
Firestone & Bloxham Annex Site Work	(\$106,000)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)
Property Management	(\$6,500)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)
Downtown Commercial Façade Improvement Grant Program	(\$125,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)
Downtown Commercial Exterior Painting Grant Program	(\$15,000)	\$0	\$0	\$0	\$0	\$0
Downtown Public Arts Program	(\$30,000)	\$0	\$0	\$0	\$0	\$0
Springtime Tallahassee Festival Grant	(\$25,000)	\$0	\$0	\$0	\$0	\$0
Declaration Artscape - Madison	(\$1,880)	\$0	\$0	\$0	\$0	\$0
DT Wayfinding Signage	(\$14,768)	\$0	\$0	\$0	\$0	\$0
Add'l Comm Façade Grant Funds - 402 W. College	(\$25,000)	\$0	\$0	\$0	\$0	\$0
Experience Tallahassee Festival	(\$5,000)	(\$446,500)	(\$171,500)	(\$171,500)	(\$171,500)	(\$171,500)
<b>Total</b>	<b>(\$354,148)</b>	<b>(\$446,500)</b>	<b>(\$171,500)</b>	<b>(\$171,500)</b>	<b>(\$171,500)</b>	<b>(\$171,500)</b>
<b>Uncommitted Funds</b>	<b>\$234,581</b>	<b>\$48,277</b>	<b>\$137,379</b>	<b>\$442,226</b>	<b>\$538,145</b>	<b>\$965,567</b>

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Proposed Community Redevelopment Agency FY 2016 Operating Budget

Salaries/Benefits<sup>1</sup>

Account Name	Frenchtown/Southside District (450101)	Downtown District (481010)	Total Cost
511000 Salaries	\$228,687	\$152,458	\$381,145
511300 Salary Enhancements	\$4,574	\$3,049	\$7,623
511500 Temporary Wages*	\$17,500	\$17,500	\$35,000
51200 Overtime	\$2,400	\$1,600	\$4,000
512400 Other Salary Items	\$5,332	\$3,554	\$8,886
515000 Pension	\$30,487	\$20,325	\$50,812
515100 MAP	\$16,678	\$11,119	\$27,797
515600 Mandatory Medicare	\$3,382	\$2,295	\$5,677
516000 Health Benefits	\$29,776	\$19,851	\$49,627
516100 FLEX Bucks	\$5,904	\$3,936	\$9,840
<b>Sub-Total</b>	<b>\$344,720</b>	<b>\$235,647</b>	<b>\$580,367</b>

FY 2015 Approved	Change
\$371,751	\$9,394.00
\$9,294	(\$1,671.00)
\$35,000	\$0.00
\$4,000	\$0.00
\$10,446	(\$1,569.00)
\$57,881	(\$7,069.00)
\$27,245	\$552.00
\$5,525	\$112.00
\$38,834	\$10,793.00
\$9,840	\$0.00
<b>\$569,816</b>	<b>\$10,551.00</b>

Other

Account Name	Frenchtown/Southside District (450101)	Downtown District (480101)	Total Cost
521010 Advertising	\$2,400	\$1,600	\$4,000
521030 Reproduction	\$2,400	\$1,600	\$4,000
521040 Unclassified Professional Fees*	\$35,000	\$35,000	\$70,000
521100 Equipment Repairs	\$450	\$300	\$750
521160 Legal Services*	\$20,000	\$20,000	\$40,000
521180 Unclassified Contractual Services*	\$10,000	\$10,000	\$20,000
522080 Telephone	\$360	\$240	\$600
523020 Food*	\$2,450	\$1,050	\$3,500
523050 Postage	\$300	\$200	\$500
523060 Office Supplies	\$1,800	\$1,200	\$3,000
523080 Unclassified Supplies	\$1,800	\$1,200	\$3,000
524010 Travel and Training	\$7,200	\$4,800	\$12,000
524020 Journals and Books	\$300	\$200	\$500
524030 Memberships	\$1,650	\$1,100	\$2,750
541040 Insurance Premiums	\$12,000	\$8,000	\$20,000
560010 Human Resources*	\$4,642	\$1,688	\$6,330
560020 Accounting*	\$7,997	\$7,302	\$15,299
560030 Purchasing*	\$5,377	\$2,689	\$8,066
560040 Information System Svcs*	\$4,387	\$0	\$4,387
<b>Sub-Total</b>	<b>\$120,513</b>	<b>\$98,169</b>	<b>\$218,682</b>

FY 2015 Approved	Change
\$4,000	\$0.00
\$4,000	\$0.00
\$60,000	\$10,000.00
\$750	\$0.00
\$45,000	(\$5,000.00)
\$10,000	\$10,000.00
\$600	\$0.00
\$3,500	\$0.00
\$500	\$0.00
\$3,000	\$0.00
\$2,500	\$500.00
\$7,500	\$4,500.00
\$500	\$0.00
\$2,750	\$0.00
\$0	\$20,000.00
\$0	\$6,330.00
\$0	\$15,299.00
\$0	\$8,066.00
\$2,022	\$2,365.00
<b>\$146,622</b>	<b>\$72,060</b>
<b>\$716,438</b>	<b>\$82,611</b>

<b>Total</b>	<b>\$465,233</b>	<b>\$333,816</b>	<b>\$799,049</b>
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Notes:

- Covers five full-time positions: CRA Executive Director, CRA Program Director, CRA Principal Planner, CRA Program Manager, and CRA Administrative Assistant II; and one part-time intern position. Salary/benefit and most operational expenses are divided between the two redevelopment districts based on the amount of tax increment each district is estimated to receive in FY 2016, with the Greater Frenchtown/Southside covering 60 percent of the expenses and the Downtown District covering 40 percent of the expenses. The exceptions are noted in the table with an asterisk (\*).

**RESOLUTION NO. 15-R-43**

**A RESOLUTION OF THE CITY OF TALLAHASSEE  
COMMUNITY REDEVELOPMENT AGENCY; ADOPTING A  
BUDGET FOR FISCAL YEAR 2016, BEGINNING  
OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016;  
PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1. Adoption of Budget.** The Tallahassee Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2016, attached hereto as Exhibit A.

**SECTION 2. Effective Date.** This Resolution shall become effective immediately upon passage and adoption. The budget adopted and approved by this Resolution shall be effective October 1, 2015.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of September, 2015.

**ATTEST:**

**CITY OF TALLAHASSEE  
COMMUNITY REDEVELOPMENT AGENCY**

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

\_\_\_\_\_  
Mary Ann Lindley  
Chair

Approved as to form:

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

Attachment 5  
Page 2 of 3

**GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2016 COMMUNITY REDEVELOPMENT AGENCY BUDGET**

**450101  
EXHIBIT "A"**

**REVENUES**

	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
Tax Increment	\$1,413,758	\$1,498,180	\$2,141,793
O'Connell Land Sale		\$560,000	\$200,000
Parking Revenues		\$60,333	\$33,000
Loan Payment Revenues	\$46,008	\$59,886	\$57,933
FY 2013 and 2014 Available Funds		\$897,948	\$0
FY 2015 Master Project Funds			\$543,727
Reserves		\$71,408	\$191,627
<b>TOTAL REVENUES</b>	<b>\$1,459,766</b>	<b>\$3,147,756</b>	<b>\$3,168,079</b>

**EXPENDITURES**

<b>Fund</b>	<b>Operating Expenditures</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
855	Personnel	\$347,682	\$304,800	\$344,720
855	Operating/Administrative	\$18,894	\$75,844	\$120,513
855	EMS MSTU Refund to Leon County	\$56,485	\$59,858	\$82,285
	<b>Total</b>	<b>\$423,061</b>	<b>\$440,502</b>	<b>\$547,518</b>

<b>Fund</b>	<b>Capital Expenditures</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
856	DJV - Block and Deck Grant Payment		\$0	\$582,000
856	DJV - Block and Deck Public Garage Expenses		\$53,000	\$37,800
856	Property Management		\$4,500	\$15,000
856	Four Points Hotel Grant Payment		\$25,000	\$0
856	Shelter and RCC Site Work		\$105,000	\$300,000
856	Affordable Housing	\$50,000	\$200,000	\$300,000
856	Promotional/Special Events Grant	\$34,418	\$35,000	\$35,000
856	Commercial Façade Improvement Grant	\$172,627	\$200,000	\$0
856	Commercial Painting Grant	\$28,655	\$30,000	\$0
856	Retail Incentives Loan Program	\$25,000	\$0	\$0
856	Frenchtown Investment Plan Imp.		\$50,000	\$0
856	Southside Investment Plan Imp.		\$50,000	\$0
856	Loan Guarantee Program		\$0	\$0
856	Gaines Street Pies	\$993		
856	Frenchtown Heritage Farmers' Market		\$500,000	\$0
856	South Towne/South City Mall Renovations		\$200,000	\$0
856	GFS Land Development, Acquisition and Related Expenses	\$23,000	\$0	\$0
	<b>Total</b>	<b>\$334,693</b>	<b>\$1,452,500</b>	<b>\$1,269,800</b>

<b>Fund</b>		<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
855	Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400)	\$656,004	\$1,063,126	\$1,033,719
853	Reserves	\$46,008	\$191,627	\$282,560
	<b>Total</b>	<b>\$702,012</b>	<b>\$1,254,753</b>	<b>\$1,316,279</b>

<b>Total Expenditures</b>		<b>\$1,459,766</b>	<b>\$3,147,756</b>	<b>\$3,168,079</b>
<b>Balance</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA  
PROPOSED FY 2016 COMMUNITY REDEVELOPMENT AGENCY BUDGET**

**480101  
EXHIBIT "A"**

**REVENUES**

	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
Tax Increment	\$679,328	\$1,251,120	\$1,434,279
Parking Revenues	\$100,980	\$100,980	\$100,980
Loan Payment Revenues	\$7,122	\$8,031	\$5,863
FY 2013 and 2014 Available Funds		\$574,795	\$0
FY 2015 Master Project Funds			\$281,723
Reserves		\$484,044	\$590,887
<b>Total</b>	<b>\$787,430</b>	<b>\$2,418,970</b>	<b>\$2,413,732</b>

**EXPENDITURES**

<b>Fund</b>	<b>Operating Expenditures</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
859	Personnel	\$129,955	\$262,015	\$235,647
859	Operating/Administrative	\$14,753	\$70,778	\$98,169
	<b>Total</b>	<b>\$144,708</b>	<b>\$332,793</b>	<b>\$333,816</b>

<b>Fund</b>	<b>Capital Expenditures</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
860	CollegeTown Grant Payment		\$366,409	\$366,409
860	Catalyst Grant Payment		\$194,892	\$219,000
860	601 South Copeland Grant Payment		\$50,000	\$50,000
860	Gateway Vacancy Grant Payment		\$94,877	\$146,000
860	Gateway Grant Payment			\$70,000
860	Word of South LitFest Payment		\$37,500	
860	Firestone and Bloxham Annex Site Work		\$106,000	\$275,000
860	Property Management		\$6,500	\$6,500
860	Promotional/Special Events Grant	\$35,000	\$35,000	\$35,000
860	Commercial Façade Improvement Grant	\$100,000	\$125,000	\$150,000
860	Commercial Painting Grant	\$0	\$15,000	\$15,000
860	Retail Incentives Loan Program	\$0	\$0	\$0
860	Downtown Public Arts Program		\$30,000	
860	Downtown Trolley	\$75,000	\$0	\$0
860	Downtown Juror Bus Ticket Reimbursement	\$0	\$1,000	\$1,000
860	Downtown Land Development, Acquisition and Related Expenses	\$10,174	\$0	\$0
	<b>Total</b>	<b>\$220,174</b>	<b>\$1,062,178</b>	<b>\$1,333,909</b>

<b>Fund</b>		<b>FY 2014 Actual</b>	<b>FY 2015 Approved Budget</b>	<b>FY 2016 Proposed Budget</b>
860	Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400)	\$314,446	\$430,945	\$152,952
858	Reserves	\$108,102	\$593,055	\$593,055
	<b>Total</b>	<b>\$422,548</b>	<b>\$1,024,000</b>	<b>\$746,007</b>

<b>Total Expenditures</b>	<b>\$787,430</b>	<b>\$2,418,970</b>	<b>\$2,413,732</b>
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>