



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY**  
**MEETING AGENDA**

April 28, 2016, 9:30 AM  
City Commission Chambers  
City Hall, Second Floor

- I. **CALL TO ORDER**  
9:30 AM
- II. **PUBLIC COMMENTS ON AGENDA ITEMS**
- III. **INFORMATION ITEMS**  
3.01 Project Updates (no agenda materials) - Roxanne Manning, CRA Executive Director
- IV. **CONSENT ITEMS**  
4.01 Approval of Summary Meeting Minutes from the December 10, 2015 and January 28, 2016 and February 25, 2016 CRA Board Meeting - Rick McCraw, CRA Program Director
- V. **FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION**  
5.01 Approval of \$16,000 Business Facility Improvement Grant Application for 1812 South Monroe Street - Sheila Williams, CRA Program Planner  
  
5.02 Approval of \$50,000 Business Facility Improvement Grant Application for 645 West Gaines Street - Sheila Williams  
  
5.03 Approval of \$50,000 Business Facility Improvement Grant Application for 1215 South Adams Street - Sheila Williams
- VI. **DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION**  
N/A
- VII. **BOTH DISTRICTS POLICY FORMATION AND DIRECTION**  
7.01 Review of City of Tallahassee Community Redevelopment Agency's FY 2015 Annual Report and Performance Measures - Rick McCraw  
  
7.02 Mid-Year Update and Direction for FY 2017 Funding of the Promotional/Special Events Program - Sherri Curtis, CRA Principal Planner
- VIII. **PUBLIC COMMENTS**
- IX. **UNAGENDAED ITEMS/DISCUSSIONS (CRA BOARD)**



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**Agenda Item Details**

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.01 Approval of Summary Meeting Minutes from the December 10, 2015 and January 28 and February 25, 2016 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 December 10, 2015 and January 28 and February 25, 2016 CRA Board meetings.

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**Public Content**

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

***Statement of Issue***

Attached for review and approval by the CRA Board are the draft summary minutes from the December 10, 2015, January 28 and February 25, 2016 CRA Board meetings.

***Recommended Action***

Option 1: Approve the summary minutes from the December 10, 2015 and January 28 and February 25, 2016 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 December 10, 2015 and January 28 and February 25, 2016 CRA Board meetings.

***Options***

1. Approve the summary minutes from the December 10, 2015 and January 28 and February 25, 2016 CRA Board meetings.
2. Do not approve the summary minutes from the December 10, 2015 and January 28 and February 25, 2016 CRA Board meetings; provide staff with alternate direction.

***Attachments/References***

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, December 10, 2015
2. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, January 28, 2016
3. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, February 25, 2016

[Attachment 1.pdf \(128 KB\)](#)

[Attachment 2.pdf \(117 KB\)](#)

[Attachment 3.pdf \(95 KB\)](#)



Draft MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida  
December 10, 2015

The Tallahassee Community Redevelopment Agency (CRA) Board met on December 10, 2015, in the Commission Chambers in City Hall with City Commissioners S. Maddox, Miller, and Richardson and County Commissioners Lindley (CRA Chair), Dozier, N. Maddox, and Proctor present at the start of the meeting. Also present were Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams. Mayor Gillum (Vice Chair) and City Commissioner Ziffer were absent.

Commissioner Lindley, CRA Chair called the meeting to order at 9:35 a.m.

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Ann Kozeliski, 114 Reese Park Lane, Executive Director of Lemoyne Center for the Visual Arts (Lemoyne), addressed the Board concerning agenda **Item 4.01 and 4.02** and the potential community cultural district at Cascades Park. She identified Lemoyne as a potential permanent fixture at Cascades Park. She gave a brief overview of Lemoyne's 52-year presence in the art community. She noted Lemoyne collaborates with numerous community partners and organizations, and shares in the vision of an art district to enhance Cascades Park and promote the City of Tallahassee.

Ms. Mary Jo Spector, 4118 Faulkner Lane, on behalf of Lemoyne, addressed the Board concerning agenda **Item 4.01 and 4.02**. She gave a brief overview of Lemoyne's collaboration with FAMU's Architecture studio to design several projects with the goal to enhance the art community. She identified Lemoyne as a potential permanent fixture on Cascades Park as one of those projects. She noted how the draw of the arts and Lemoyne would enhance Cascades Park.

Ms. Kelly Dozier, 2101 Randolph Circle, member of the Lemoyne Board, addressed the Board concerning agenda **Items 4.01 and 4.02**, providing an overview of Lemoyne's history and described the efforts undertaken by Lemoyne to survive the economic downturn without City or County funding. She stated the use of \$5 million exclusive for arts, culture and heritage projects is a rarity and the decision making process should focus on the greatest impact from those funds. She stated Lemoyne is the needed arts and culture presence on Cascades Park. She asked the Board to consider sustainability of existing arts organizations before moving forward on the next new idea.

Mr. Kevin Carr, 2740 West Tharpe Street, founder of the Canopy Road Productions Company, addressed the board concerning agenda **Item 4.01**, expressing his support for the black box theater. He stated the black box theater has been identified in the cultural plan and there is a need by many smaller theater companies to have a permanent location to use for

performances. He advised the black box theater will increase economic development, tourism and the opportunity for the performing arts community to grow.

Mr. Dave Lang, 6025 Roberts Road, president of the Tallahassee Historical Society, addressed the Board on agenda **Item 4.01**, to request the Board's support for a museum of Tallahassee history as a cultural component at Cascades Park. He recommended using the Waterworks building as a location for the museum, noting it is on the national registry of historical places. He also noted Tallahassee will celebrate its 200<sup>th</sup>-year anniversary as the capital in 2024.

Ms. Alva Striplin, 2229 Monaghan Drive, member of the Leon County School Board, addressed the Board on agenda **item 4.01** commending Tallahassee for embracing the arts community and highlighting it to inspire youth. She requested the Board continue to ensure the visibility of the arts is a priority to guarantee budding artistry from future generations.

Deborah Desilets, 1326 Circle Drive, addressed the Board on agenda **item 4.01**. She has a business at 1517 S Adams Street called Ink Dot that fronts Monroe Street at 1514 S Monroe. She noted she is a product of the arts community of Tallahassee. She highlighted her role in bringing the Anton Refregie Spanish explorer mosaics to Tallahassee and seeing them restored will be a part of her vision. She is currently renovating the 18,000 square foot building and suggested the building could be used as a multi-use space servicing and highlighting the art community. She stated there are several art projects ongoing at the building but assistance is needed and requested the Board shift some of the funding to help diversify and broaden the arts community's impact to the Southside.

### **CONSENT ITEM**

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

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

**NAY:** None

**ABSENT:** Gillum and Ziffer

**Item 1** – Approved the Summary Meeting Minutes the September 2 and September 24, 2015 CRA Board Meetings and Public Hearing

**POLICY FORMATION AND DIRECTION**

**Update on Proposed Arts, Culture and Heritage Initiative and Utilization of Remaining Performing Arts Center Funds**

**Item 4.01** Introduced by Roxanne Manning, CRA Executive Director was a request to review potential uses for the tourist development bed tax funds and provide staff with direction on Phase II of the initiative for further conceptual development.

Ms. Manning gave an overview of the October's discussion on potential uses of the bed tax funds and the focus of today's discussion to obtain direction from the CRA Board on Phase II for potential uses of the funds. She stated the Board will not be asked to pick uses today but the goal is to work with the Board to identify funding criteria. She highlighted that the criteria for the use of the bed tax funds must be consistent with Florida Statue, must support the cultural plan and must generate revenue in order to be self-sustaining. Roxanne stated that CRA staff had partnered with the Council on Culture & Arts (COCA) to hold several workshops with the arts community and develop a series of needs and ideas on how to use the \$5 million in bed tax funds to generate the greatest impact within the art and local communities.

Roxanne noted Phase I of this process involved reviewing possible uses of funds, potential art-related locations and gathering suggestions from the art community. Phase II, which will be the analysis phase, consists of determining specific projects costs, art-use locations, operational characteristics and public/art's community feedback regarding the Firestone and Bloxham Annex RFP discussion. While there is significant interest in art uses for the Firestone and Bloxham Annex properties, green room and amphitheater support facilities are required at the Meridian Point building. At the completion of Phase II, staff anticipates bringing back a comprehensive plan outlining several optional uses of the bed tax funds for initial consideration by the Board and final approval by the CRA Board, City and County.

As part of the Phase II analysis, Roxanne reviewed eight proposed criteria that will be used for determining uses for the bed tax funds.

1. Compliance with Cultural Plan goals;
2. Potential for revenue generation to pay ongoing operations and maintenance;
3. Number of arts/cultural/heritage entities supported by use;
4. Potential number of citizens/visitors served by use;
5. Identifiable need, as demonstrated by unfilled demand;
6. Impact of location on adjacent uses, both positive and negative (Roxanne noted the interest of some art organizations to have a presence on Cascade Park, but she reminded the Board of the need to sell the Firestone and Bloxham Annex properties in order to return to the Greater Frenchtown/Southside (GFS) District, the \$4.1 million in GFS District funds used to purchase the properties);
7. Cost to build - ensure the use can be both built and supported; and

8. Staffing needs.

Ms. Manning also noted that there may be other possible locations beyond Cascade Park for some of the art and culture uses identified during this phase of the analysis.

Following Roxanne's overview, Commissioner Lindley noted that no project or program decisions would be made today. Instead, the focus of the discussion will be on the process and where the CRA Board goes next. She reminded the audience that the CRA Board members would be having discussions with their respective boards and other groups on the use of the bed tax funds, and this discussion needs to be thorough and thoughtful.

Commissioner Miller requested the map of Cascade Park remain up during the follow-on discussions. Commissioner Miller also requested staff note the outline of the Old County Jail.

Roxanne noted that presentations from COCA and the Cultural Plan Committee would follow her overview.

Ms. Audra Pittman introduced the presentation on draft conceptual proposals received from the art and culture community during the COCA-sponsored workshops.

Ms. Chucha Barber, Chair of the Advisory Board for the Cultural Plan, gave an overview of the development process of the cultural plan. She noted prior to the establishment of the advisory board many of today's community needs were not in existence, which supports the need for constant dialogue within the arts and culture community. She highlighted the launch of the new cultural calendar in January 2016, which creates a centralized location to inform the public on art, cultural and heritage activities. She indicated at the last advisory board meeting, the board reviewed and were in favor of many of the projects and ideas for the use of bed tax funds identified at the workshops but indicated most concepts were not fully vetted and needed more details. She noted the Advisory Board is going to sunset soon but as they are a valuable tool to recognizing the benefits of the cultural community consideration to continue Advisory Board may be an option to consider.

Audra Pittman provided the list of attendees that attended the COCA public meetings and workshops. Based on feedback from the community, they would like to see Tallahassee as a cultural district. The connectivity of Tallahassee to outlying counties creates a draw to become a cultural destination. She noted the potential of Cascades Parks to be the heartbeat of the community with arteries to other locations such as Downtown, the Southside, FAMU, FSU and Railroad Square, establishing tangible results in creating an art, cultural and heritage epicenter. She stated there is an opportunity for connectivity between Lemoyne, Smokey Hollow, the John G. Riley House & Museum, and other arts, cultural and heritage entities. The concept is similar to the Ghirardelli Square in San Francisco; to establish a unique structure that considers the topography and views from Cascades Park to downtown, incorporating retail, mixed-use, residential housing, and connectivity to historical and cultural properties.

Ms. Pittman introduced her presentation on COCA's conceptual proposal for the Waterworks building. She indicated COCA's promotion of the Knight Creative Communities Institute (KCCI) survey, as a part of their 2016 Catalyst class that requests community response on ideas to reimagine the Waterworks building for use as a multi-use rental space with indoor-outdoor

facility. The current COCA location is being sold and is in escrow so they have reached out to the Leon County administration for possible locations for their organization. Visibility and connection to the community are the primary focus in determining their future location and she explained the benefits of being in the Waterworks building. She estimates the cost to restore the building to be approximately \$1.9 million. Potential plans for the building include space for arts organizations, general meeting space and a possible rental space venue.

Ms. Ann Kozeliski presented the rendering prepared by the FAMU Architecture Studio envisioning Lemoyne Center for the Visual Arts as a permanent facility on Cascades Park. They are requesting 15,000 square feet of covered space that is malleable into a variety of spaces, including mixed-use rental space, offices and classrooms, an art gallery, kiln shed, conference space, a catering kitchen, and storage. Lemoyne would include 15 exterior sculptures and work with other art entities to establish a black box theater and green room support for the amphitheater. She noted Lemoyne has several permanent collections that include a civil rights movement collection to share and collaborate with the community. She stated Lemoyne is sustainable and is willing to lease the property from the City similar to art centers in Gadsden, Thomasville and Monticello that operate in properties supported by a local government or donated by a private donor.

Ms. Pittman presented additional information on the proposal for a multi-use black box theater. With limitations on performing art spaces, there is a need for a black box theater and green room space to support the amphitheater and performing arts productions. The space would seat approximately 250 to 300 people to enhance and compliment activities at Cascade Park. The draft plans are from the black box originally proposed for the Art Exchange development. The estimated cost to construct the facility is approximately \$320 per square feet. Audra stated the black box theater could be a potential revenue-generating facility need under the Funding & Facilities guidelines in the Cultural Plan. She noted that collaboration with other art, culture and heritage entities can bring the multi-use space to fruition.

Mr. Delaitre Holinger and Mr. Curtis Taylor presented a consideration for the preservation and reuse of the old jail site at the Firestone building. Mr. Holinger suggested the location of the old jail site at Cascades Park would be an ideal location for a Tallahassee history museum. He requested the tower and winged walls be preserved and is seeking recommendations from the historical society for development of a project at the site. He stated the museum could be incorporated into the multi-use facilities proposed by the art, culture and heritage community. Mr. Taylor requested support for preservation of the old jail site and the significance the site represents in Tallahassee history.

In closing her presentation, Ms. Pittman noted the Community Canvas Initiative and refurbishing the mosaics as projects and concepts previously presented to the Board.

Commissioner Dozier inquired about the extent of the list of projects provided by COCA and the Advisory Board from the cultural plan.

In response to Commissioner Dozier's question, Ms. Pittman indicated the list provided in the presentation are projects recommended from the broader list provided to the Board

Commissioner Lindley reminded the Board of the eight staff suggested criteria for evaluating potential bed tax funded project. She suggested the Board discuss these criteria, identifying

those the Board supported, those that needed further clarification and those recommended for removal.

Commissioner Richardson inquired about the eight criteria being used to measure the projects and requested including art in public places and grant programs for arts and cultural training and opportunities for youth within the redevelopment districts, particularly the Greater Frenchtown/Southside to recognize heritage and culture opportunities within the community.

In response to Commissioner Richardson's comments, Roxanne Manning noted that Arts in Public Places is part of many of the projects and proposals discussed today and is also part of the Investment Plan. She also stated that arts culture and training is available through organizations such as Lemoyne.

Commissioner Richardson expressed concern with the arts and cultural training focus provided by only a few organizations and suggested establishing a grant program to allow organizations to submit proposals to provide short and/or long-term training and education opportunities.

Commissioner Dozier stated the Board has an incredible opportunity to use the \$5 million in a way that generates a great impact to the arts community. She does not support the use of bed tax funds for operational costs and wants the funds to be used as a catalyst for more projects. She questioned the hastiness in determining uses based on the timing of the proposed Phase II schedule. She supports the eight evaluation criteria but questioned how to reduce the project list and the number of new ideas that may still come to staff within the next few months in a way that does not strain the proposed review process. She also recommended not making a motion on Phase II due to the absence of several Board members and the need for additional information that needs to be reviewed by the Tourist Development Council (TDC) and the review committee before the Board makes a recommendation. Commissioner Dozier noted that at the recent Leon County Board of County Commissioners Retreat, the County indicated they will use the BP Oil Spill funds to waterproof the amphitheater, and is requesting for the remaining funds, approximately \$500,000, come from the CRA-dedicated bed tax funds. She was unsure about including the Waterworks building in the project discussions based on the recent KCCI survey and because of recent City Commission discussions about the use of the building. She requested a presentation by the Cultural Plan Advisory Board to update the CRA Board on the plan and new facility plans. She expressed concern about labeling Cascades Park the new cultural district when All Saints and Railroad Square are also considered an art district. She recommended extending the art district designation from All Saints/Railroad Square to Cascades Park and South Monroe, creating pedestrian connections between the locations.

Commissioner N. Maddox requested clarification that staff is seeking direction from the Board on the eight criteria not the projects list.

Commissioner Dozier observed that while a black box theater is needed and has great income generating potential, it may be best to include it as part of a mixed-use development on Cascade Park. She commented on the great work done by COCA but expressed concerns about COCA's funding and location selection. She indicated 90 percent of COCA's funds are coming from TDC dollars, with operating cost being paid jointly by the City/County. Based on these questions, she recommended not moving forward with Phase II.

In response to Commissioner Dozier's comments, Ms. Manning stated staff has been reviewing uses for the \$5 million bed tax funds since January but criteria is needed in order to determine the best use of the bed tax funds. She explained KCCI is looking at ideas for the Waterworks building to determine best uses but the response is still open-ended to allow the City to determine the outcome of the Waterworks building.

Commissioner Miller supported Commissioner Dozier's suggestion to extend the arts district along FAMU Way from the All Saints/Railroads Square to Cascades Park. She commended COCA for getting the word out requesting feedback on the arts, cultural and heritage initiative and establishing the public meetings and workshop for public comment. She stated the process to determine the uses of the \$5 million bed tax funds will require additional input over the next few months and recommended additional comments from the public on uses. At this point the focus should be on the RFP to determine what the private sector is able to provide in the redevelopment of the Firestone and Bloxham Annex properties to determine the CRA's role in the process.

Following her comments, Commissioner Miller made a motion **to approve (1) the eight Phase II project review criteria [Compliance with Cultural Plan goals; Potential for revenue generation to pay ongoing operations and maintenance; Number of arts/cultural/heritage entities supported by use; Potential number of citizens/visitors served by use; Identifiable need, as demonstrated by unfilled demand; Impact of location on adjacent uses, both positive and negative; Cost to build, ensure that use is buildable before commitment; and Staffing needs], and ensure the criteria are consistent with the use of Bed Tax Funds as described Florida Statue**, upon second by Commissioner S. Maddox, further discussion ensued.

Commissioner Richardson requested direction from the City Attorney's Office to verify the Board can approve the eight criteria listed in the presentation because the list was not included as part of the agenda item. He also requested the Board reconsider the use of the Old Coca-Cola building on South Monroe Street as an arts center now that the private developer no longer has a purchase option on the property.

Assistant City Attorney Lou Norvell confirmed the Board may adopt the criteria because the meetings are publicly noticed but the Board has discretion not to approve the criteria.

Commissioner S. Maddox stated Board action is not necessary and recommended directing staff to continue getting public input and comments on the details and ideas for the use of the funds and begin the review process with input from the TDC, City and County and come back to the Board for discussion when all nine CRA Board members are present.

Roxanne Manning requested the Board provide staff with direction on the acceptability and use of the proposed criteria, and then provide direction to have staff to continue with project evaluations, including an evaluation of Coca-Cola building for expansion of the art district.

Based on the discussion, Commissioner Miller withdrew her motion.

In the conversation that followed, Commissioner Richardson made a motion to **(1) approve the eight Phase II project review criteria [Compliance with Cultural Plan goals; Potential for revenue generation to pay ongoing operations and maintenance; Number of arts/cultural/heritage entities supported by use; Potential number of citizens/visitors served by use; Identifiable need, as demonstrated by unfilled demand; Impact of location on adjacent uses, both positive and negative; Cost to build, ensure that use is buildable before commitment; and Staffing needs] and (2) move forward with Phase II including consideration to use the Coca-Cola building for arts, cultural and heritage initiatives and continue discussions with the arts community on ideas and projects for the use of the bed tax funds**, upon second by Commissioner Miller, further discussion ensued.

As opposed to a motion, Commissioner Lindley requested direction from the Board to move forward with Phase II.

Following Commissioner Richardson's motion and subsequent discussions, Commissioner Dozier made a substitute motion to **approve (1) the eight Phase II project review criteria [Compliance with Cultural Plan goals; Potential for revenue generation to pay ongoing operations and maintenance; Number of arts/cultural/heritage entities supported by use; Potential number of citizens/visitors served by use; Identifiable need, as demonstrated by unfilled demand; Impact of location on adjacent uses, both positive and negative; Cost to build, ensure that use is buildable before commitment; and Staffing needs], (2) have staff prepare estimated costs for the civil rights memorial, multi-use event space and green room for presentation to the CRA Board and (3) have staff continue discussions with art, culture and heritage organizations throughout the community and allow them to submit an application based on the approved review criteria that includes estimated projected costs**, upon second by Commissioner Proctor, further discussion ensued.

Commissioner N. Maddox questioned the difference between the two motions on the floor, requesting confirmation that Commissioner Dozier's motion does not eliminate actions that would be undertaken by CRA staff as part of the general direction suggested earlier to move forward with Phase II.

Commissioner Dozier indicated her motion allows staff to limit their focus to preparing estimated costs for the three specific projects; however, the motion leaves the options of other entities to submit their ideas and proposals, to include the associated costs of their projects.

Commissioner S. Maddox requested the Board table the conversation until the full Board is present and move forward to discuss the RFP agenda item.

Commissioner Proctor stated his concerns about learning from the mistakes of previous art, culture and heritage initiatives that were not successful and requested the Board take the needed time to vet the projects to help ensure there is a consistent view of the arts, cultural and heritage initiatives.

Commissioner Richardson supported the substitute motion from Commissioner Dozier but requested assurances the Coca-Cola building will be considered as a possible location for art activities.

There was brief discussion to consider tabling the motion until the full Board is present.

Commissioner S. Maddox made a substitute motion to the substitute **to table the item until the full Board is present**, upon second by N. Maddox, **the vote was as follows:**

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

**NAY:** Dozier, Lindley, Miller, and Richardson

**ABSENT:** Gillum and Ziffer

**The motion failed with Commissioner Dozier, Lindley, Miller and Richardson in dissent.**

Following the vote on the motion to the substitute motion, a vote was take on the substitute motion **to approve (1) the eight Phase II project review criteria [Compliance with Cultural Plan goals; Potential for revenue generation to pay ongoing operations and maintenance; Number of arts/cultural/heritage entities supported by use; Potential number of citizens/visitors served by use; Identifiable need, as demonstrated by unfilled demand; Impact of location on adjacent uses, both positive and negative; Cost to build, ensure that use is buildable before commitment; and Staffing needs], (2) have staff prepare estimated costs for the civil rights memorial, multi-use event space and green room for presentation to the CRA Board and (3) have staff continue discussions with art, culture and heritage organizations throughout the community and allow them to submit an application based on the approved review criteria that includes estimated projected costs**, seconded by Commissioner Proctor, **the vote was as follows:**

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

**NAY:** S. Maddox

**ABSENT:** Gillum and Ziffer

Commissioner Proctor requested staff to look at determining the CRA's role in discussions for the arts community and art district.

**Approval of Development Requirements and Options for Inclusion in the Firestone and Bloxham Properties Request for Proposal**

**Item 4.02** was a request to approve development requirements and options for the Firestone and Bloxham properties Request for Proposal (RFP).

At the October 29<sup>th</sup> CRA Board meeting staff was directed to prepare an agenda item discussing the proposed RFP for the sale and redevelopment of the Firestone and Bloxham Annex properties. The RFP scope in the agenda item included several Board directed required features/uses and features/uses desired but not required. These features/uses are listed below.

**Tier 1: Required Features/Uses**

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

Tier 2: Desired Features/Uses but Not Required

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

Prior to presentation of the agenda item by CRA staff, Commissioner S. Maddox made a **motion to approve the recommended Tier 1 and Tier 2 features/uses with the caveat to remove the emphasis on owner-occupied market rate housing as a Tier 1 required feature**, upon second by Commissioner Dozier, further discussion ensued.

Commissioner Dozier requested an **amendment to the motion to exclude the two Waterworks building considerations as Tier 2 desired features**. Commissioner S. Maddox adjusted his motion to include her request.

A brief discussion occurred on rental versus owner-occupied housing and their effects on the noise ordinance in the City.

Commissioner S. Maddox explained his motion to emphasize rental housing over owner-occupied housing was based on concerns he had that owner occupants may be more likely to complain about noise from events at Cascade Park than renter occupants. He cited recent noise concerns from some residents in neighborhoods surrounding Cascade Park.

Commissioner Miller stated she would not support the motion. She noted that tenants have also complained about noise during recent discussions on the City's proposed noise ordinance.

Commissioner N. Maddox called the question.

Following the discussion, a vote was made on the **motion to approve the recommended Tier 1 and Tier 2 option with the caveat to remove the emphasis on owner-occupied market rate housing as a Tier 1 required feature and the amendment to exclude the Waterworks building considerations from Tier 2, and the vote was as follows:**

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

**NAY:** Miller

**ABSENT:** Gillum and Ziffer

### Project Updates

There were no project updates.

### UNAGENDAED PUBLIC COMMENT

Ms. Alissa Lotane, 500 South Bronough Street, Bureau Chief for Historic Preservation with the Florida Department of State, addressed the Board to pledge their assistance and resources for the preservation and possible redevelopment of the Firestone and Bloxham Annex buildings on Cascades Park. She noted their partnerships with the CRA, City and County, assisting with funds for the Edison restaurant, the Waterworks building, the Grove and Desoto Park. Ms. Lotane advised that the Department of State believes the buildings can be preserved with assistance provided through tax credits and possible grants.

Commissioner Richardson asked Ms. Lotane if she had been approached by members of the Legislature who have expressed an interest in the development of a State historical museum at the Firestone building.

In response to Commissioner Richardson's question, Ms. Lotane responded that she had not been approached by any legislator on that issue.

Roxanne advised the Board that CRA staff had provided information on the Firestone building to Senator Joyner and that staff had also met with Mr. Bob Bender with the Florida Department of State.

**CRA BOARD INFORMATION AND SHARING OF IDEAS**

Commissioner Dozier requested staff provide the actual dollar amount of funding available in the TDC account to be used for the performing arts.

**ADJOURNMENT**

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

DRAFT MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida  
January 28, 2016

The Tallahassee Community Redevelopment Agency (CRA) Board met on January 28, 2016, in the Commission Chambers in City Hall with Mayor Gillum (CRA Chair), City Commissioners S. Maddox, Miller, Richardson and Ziffer and County Commissioners Proctor (Vice-Chair), Dozier, Lindley, and N. Maddox present at the start of the meeting. Also present were Assistant City Manager Wayne Tedder, Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams.

Commissioner Lindley, CRA Chair called the meeting to order at 9:28 a.m. and requested a motion to formally change the CRA chair position.

Consistent with Item 3.01 of the Consent Agenda, Commissioner Richardson moved to **designate City of Tallahassee Mayor Andrew Gillum as CRA Chair for 2016 and**, as amended by Commissioner N. Maddox to include **Leon County Commissioner Chair Bill Proctor as Vice-Chair for calendar year 2016**, upon second by Commissioner Ziffer, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Cynthia Schwartz, 3980 Bobbin Brook Circle, addressed the Board on agenda **Item 4.02**, to support the Piggly Wiggly Grocery Store that replaced the closed Harvey Grocery Store. She shared her concern regarding the selling of cigarettes and tobacco products to the community. She requested an agreement or measure between the CRA and Piggly Wiggly Grocery Store to prevent those products from being sold or creating a smoking cessation program to assist with stopping.

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning agenda **Item 4.02**. He expressed concern funding the Piggly Wiggly Grocery Store which will also sell tobacco products to the community.

Ms. Cheryl Collier-Brown, 217 West Brevard Street, addressed the Board concerning agenda **Item 4.02** to support the Piggly Wiggly Grocery Store in the Southside district. She stated her support of the grocer providing options to those who live and work in the Southside community. She understood the concerns of tobacco products being sold at the grocer but stated it is a

choice to purchase those products. She stated that choice should not prevent the option of adding the Piggly Wiggly Grocery Store to the Southside.

Mr. Ed Fraver, 115 Byrd Road, Quincy, FL, expressed his concern about agenda **Item 4.02** and the tobacco products that will be sold. He stated the tobacco industry is a very important issue within the poor community however he recognized the need for a supermarket to provide healthy nutritional food options. He suggested an incentive option for grocers and supermarkets that do not sell tobacco products to help create a healthy community and environment.

Mr. Robert Kenon, 630 West Brevard Street, expressed his concern about agenda items under Policy Formation and Direction. He questioned the role of the CRA in developing business opportunities and economic development in the Frenchtown/Southside community. He stated the agenda items clearly point to projects that benefit developers as being a priority to the CRA. He questioned how developers became stakeholders and how these developments are addressing the community needs. He suggested a return to supporting efforts as outlined in the Greater Frenchtown/Southside Community Redevelopment Plan. He provided commissioners with an article on Population Growth by Census Tract from the Tallahassee Statistical Digest and suggested the Board consider using the old plan created by the community. He stated a comprehensive health care facility that addresses AIDS, sickle cell and many other health concerns would be an asset to the community and enhance medical collaborations between agencies and organizations. The facility will bring more jobs and businesses to the district.

**CONSENT ITEM**

Commissioner Ziffer moved **to approve staff's recommendation presented in Item 3.02 of the Consent Agenda.** Upon second by Commissioner Dozier, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

**Item 3.02** – Approved Modifications to Commercial Façade Improvement Grant for 101 S. Adams Street

Commissioner Ziffer requested in the essence of time to move **item 4.02** to the beginning of the discussion on Policy Formation and Direction.

**POLICY FORMATION AND DIRECTION****Approval of Grant Funding for the Piggly Wiggly Supermarket on South Monroe Street**

**Item 4.02** introduced by Rick McCraw, CRA Program Director, was a request to approve grant funding for the Piggly Wiggly supermarket on South Monroe Street.

Since the closing of the Harvey's supermarket in the Southside Shopping Center in March 2014, there has been strong interest in finding a replacement full-service grocery store for this part of the Southside community. Following a series of negotiations between the Southside Shopping Center owner, Talcot NAI, the BI-LO supermarket chain (which operates Harvey's supermarkets, among others) and Cogen, Inc., Cogen, Inc. was able to enter into an agreement with the Southside Shopping Center landlord to locate a 20,500 square-foot Piggly Wiggly in the shopping center. The interior renovations are currently underway with an opening planned for late February or early March.

CRA staff is seeking approval by the CRA Board to approve the request to provide grant funds in the amount of \$205,000 to Cogen, Inc. for assistance in renovating the former Harvey's Grocery Store in the Southside Shopping Center at 2526 South Monroe Street into a Piggly Wiggly supermarket.

Commissioner Richardson made a motion to **authorize CRA staff to negotiate an agreement with Cogen, Inc. for \$205,000 in grant funding for interior improvements to the Piggly Wiggly supermarket at the Southside Shopping Center consistent with this agenda item and direction provided by the CRA Board**, upon second by Commissioner Dozier, further discussion ensued.

Commissioner Dozier stated her support for the motion using CRA funds as a catalyst to provide healthy food options to the Southside community. While noting the concerns of the community in the selling of tobacco products, she indicated the limited role the local government has in regulation and the greater benefit of having healthy food choices in an area that is considered a food desert. She stated this development will help secure more businesses to the area bringing the needed redevelopment to the community. She recommended working with community organizations to identify smoking cessation plans that would be made available to all grocery stores and other stores that sell tobacco products, but the selling of tobacco products should not prevent the approval of the funding request.

Commissioner Richardson supported staff's recommendation to fund the Piggly Wiggly supermarket. He stated the importance of having a grocer closer to FAMU, South City and other Southside neighborhoods. He noted the store is community driven, offering community service and in-kind and financial donations to community projects. He noted the increased prices of the nearest store, Winn-Dixie supermarket, since the Harvey's supermarket closed and stated the option of the Piggly Wiggly will provide other options for healthy food. While he does not support the selling of tobacco products and the affects those products have on the Black community, Commissioner Richardson understands the products may be a part of the business model the store uses to run their operations and the CRA cannot require them not to sell tobacco products. He requested staff correspond and send a letter to the Piggly Wiggly owners addressing the Board's concerns and requesting not to sell tobacco products. However, he would continue to support the funding request if tobacco products were sold in the store.

Commissioner Dozier agreed to the change in the original motion to include a letter requesting tobacco products not be sold in the store.

Following these comments, Mr. McCraw noted Tallahassee Memorial Hospital and Cody McDaniel, president of Cogen, Inc. are in discussions about a partnership offering smoking cessation and healthy food selection classes in the Piggly Wiggly store.

Commissioner Lindley noted the company has been receptive to many requests by the community in providing locally grown produce, the hiring of ex-offenders, training programs and green construction and maintenance.

Commissioner Ziffer noted the State of Florida has a preemption clause that does not allow local government the option preventing stores from selling tobacco products; however he stated he would not support the motion because the CRA has the option to not assist with funding businesses that sell tobacco products. He recommended preparation of a policy for future discussion that includes language that prevents the use of CRA dollars to developments that sell tobacco products.

Commissioner S. Maddox stated he would not support the motion because the funding will be used for interior renovations and he does not consider it an infrastructure project. He stated the project strays from the original purpose of the CRA to provide assistance with infrastructure lighting, stormwater, facades and exterior projects that would spur development in the community. He is concerned Piggly Wiggly type projects create a situation where public funds from the CRA are used to pick winners and losers in the market place.

Following the comments, a vote was taken on the motion by Commissioner Richardson, **to authorize CRA staff to negotiate an agreement with Cogen, Inc. for \$205,000 in grant funding for interior improvements to the Piggly Wiggly supermarket at the Southside Shopping Center consistent with this agenda item and direction provided by the CRA Board and requested staff to provide a letter to Cogen, Inc. negotiating options associated with the selling of tobacco products, upon second by Commissioner Dozier, the vote was as follows:**

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

**NAY:** S. Maddox and Ziffer

**ABSENT:** None

Commissioner S. Maddox requested an additional item be added to the agenda for discussion by the full Board.

Mayor Gillum stated he will try to include the discussion once the remaining items are discussed.

**Fiscal Year 2015 City of Tallahassee CRA Budget Close-Out**

**Item 5.01** Introduced by Sherri Curtis, CRA Program Planner was a request to accept the FY 2015 CRA Operating and Capital Budget Close-Out report.

Ms. Curtis gave an overview of the FY 2015 CRA Operating and Capital Budget Close-Out report. The actual tax increment revenue received by both districts for FY 2015, based on the Final Taxable Values issued by the LCPA in October 2014, was \$2,713,729. In addition to the actual tax increment revenues received, other revenues received by both districts included loan revenues of \$73,103; parking revenues were \$125,859; reserves of \$619,570; Coal Chute Pond Capacity revenue of \$503; year-end interest of \$88,089; and actual available funds from FY 2013 and FY 2014 of \$1,110,047. The CRA's total actual revenues for FY 2015, including interest, were \$4,730,900. The actual FY 2015 CRA personnel and operating/administrative expenses for both districts totaled \$571,902, not including the reimbursement of \$59,372 in Emergency Medical Services Municipal Services Taxing Unit (EMS MSTU) related tax increment to Leon County. The adopted capital budget was \$2,514,678, with \$1,452,500 in projected expenditures for the Greater Frenchtown/Southside (GFS) District and \$1,062,178 for the Downtown (DT) District. The actual capital budget expenditures for both districts were \$2,294,249.

The FY 2015 year ended with a combined surplus of \$429,089 from both redevelopment districts. The surplus funds were transferred to the appropriate Reserve accounts within each redevelopment district, consistent with the approved FY 2015 budget. These funds are reserved for future use in support of programs and projects approved by the CRA Board.

Commissioner N. Maddox made a motion to approve **Option 1 – accept the FY 2015 CRA Operating and Capital Budget Close-Out report as presented and authorize any year-end adjustments as outlined in the agenda item**, upon second by Commissioner Richardson, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

**Unscheduled Agenda Item** Commissioner S. Maddox noted on February 19<sup>th</sup>, Amtrak is going to send a test passenger train from New Orleans, LA to Jacksonville, FL with stops, including Tallahassee, in-between. Commissioner S. Maddox made a motion **to request the CRA in conjunction with Leon County assist with funding, up to \$25,000, for the painting of the Amtrak train station**, upon second by Commissioner Dozier, further discussion ensued.

Commissioner Dozier requested revisiting the discussion from the County about assistance with the renovation of the Amtrak station to be repurposed for the train station, the Domi Station incubator, All Saints Cinema and other office use for more activity in the space.

Commissioner Richardson requested to work in conjunction with Leon County and Tallahassee Investors Network and Home Depot to see if donations are available for the services to paint the station.

Commissioner Ziffer supported the discussion on the renovations to the Amtrak Station and requested the community, FAMU, and FSU get involved and have a large presence at the Amtrak event.

Commissioner Miller noted the time constraints on this project and wanted to ensure it gets done before the day of the event.

Following Board comments, a vote was taken on the motion by Commissioner S. Maddox **to request the CRA in conjunction with Leon County assist with funding, up to \$25,000, for the painting of the Amtrak train station, upon second by Commissioner Dozier, the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

**Review of Returns to CRA Major Redevelopment Projects and Commercial Façade Improvement Grants**

**Item 7.01** introduced by Roxanne Manning, CRA Executive Director was a review of the CRA major redevelopment projects and commercial façade improvement grants.

Ms. Manning gave a brief presentation of the overall values of the two CRA districts from 2000 (using the 1999 and 2004 taxable values) through 2015.

The overall impact of all CRA redevelopment activities in the GFS District follows:

- Total GFS District value for all properties in 1999 (Baseline Value): \$167,640,940.
- Total GFS District value for all properties in 2015: \$340,271,858.
- This yields \$172,630,918 or a 102.9% increase since 1999.

Site specific pre-development property value for CRA large scale redevelopment and commercial façade projects: \$11,484,812.

Site specific post-development property value for CRA large scale redevelopment and commercial façade projects: \$68,834,084.

This yields a site based property value increase of \$57,349,272, which is a 499% increase over pre-development values.

The overall impact of all CRA redevelopment activities in the DT District follows:

- Total DT District value for all properties in 2004 (Baseline Value): \$238,244,226.
- Total DT District value for all properties in 2015: \$408,741,995.
- This yields a \$170,497,769 or a 71.5% increase since 2004.

Total pre-development property value for CRA large scale redevelopment and commercial façade projects: \$25,284,560.

Total post-development property value for CRA large scale redevelopment and commercial façade projects: \$138,911,471.

This is a site based property value increase of \$113,626,911 or a 449% increase over pre-development values.

These figures highlighted the value of redeveloped properties increases at a dramatically higher rate than the rest of the district.

For both CRA districts the total increase in property values is \$343,128,687.

The 13 large-scale development projects funded over the life of the CRA have or are projected to add approximately \$162 million in new taxable value to the redevelopment districts. The private investment generated by these projects is approximately \$257.9 million.

Commissioner Dozier commended staff on the breakdown of the impacts of CRA funding within the two districts. She stated with the Investment Plan and continued future developments the increase in the tax increment revenue is encouraging.

Commissioner Proctor noted the increased property values overall for both redevelopment districts and not only CRA funded projects.

Commissioner Miller thanked staff for providing the analysis that showcase with the assistance of private sector partners, the City of Tallahassee, and Leon County efforts to invest in the areas and make change happen. With these investments it allows the returns to be invested back into the community.

Ms. Manning briefed the Board on the reorganization of the CRA, the creation and implementation of the Investment Plan and the process of updating the Redevelopment Plan. She highlighted several special projects CRA staff is working on and requested the Board give staff a few years to complete these projects before adding additional specialized projects.

Commissioner Proctor requested staff integrate the current GFS Community Redevelopment Plan into the projects and programs of the Investment Plan and use it to focus on the Frenchtown area.

Ms. Manning noted the work completed by the CRA uses guidelines coming from the current Redevelopment Plan; however the plan is broad and needs to be updated to determine what the appropriate focus is that best serves the community.

Commissioner Lindley made a motion **to request staff focus on CRA's core mission and regular workload, continue working on the specialized projects, and extend policy direction to include utilization of the \$5 million tourist development tax dollars, focus on the amphitheater support facilities**, upon second by Commissioner S. Maddox, further discussion ensued.

Commissioner Lindley advised that Leon County has identified approximately \$586,000 for weatherization of the Cascade Park amphitheater, and noted that the County Commission has requested the CRA fund any shortfall on these improvements from the tourist development/bed tax funds.

Commissioner Dozier noted she had some confusion over the planned development of the amphitheater support facilities. She expressed concerns having to review and provide direction to staff a number of times on select projects, such as direction for the arts funding the Board has been trying to address since last spring. She commented that this results in the inefficient use of staff resources. As a possible amendment to the motion, Commissioner Dozier requested Wayne Tedder, Assistant City Manager, and CRA staff analyze how agendas are processed and what has happened during the past year. The goal of this effort would be making the CRA more efficient. Commissioner Dozier requested staff bring back an agenda item for discussion on the assistance by the CRA in the weatherization of the amphitheater.

Commissioners Ziffer, Miller and Lindley supported the motion and the need for green rooms, restrooms, backstage support and weatherization at the amphitheater but needed further clarification on the multi-use event space. Commissioner Miller expressed the need for further information on how to incorporate the GFS Community Redevelopment Plan into this request.

Mayor Gillum expressed concerns at how staff receives direction from the Board when there is continued confusion at Board meetings when several motions are put on the table and then requesting staff to determine which direction the Board approved. He would like to see direction from Board members to have the support of two commissioners before staff is asked to take action on an issue/action.

Commissioner Ziffer called the question, seconded by Commissioner N. Maddox.

Following the discussion, a vote was taken on the motion by Commissioner Lindley **to request staff focus on CRA's core mission and regular workload, continue working on the specialized projects, and extend policy direction to include utilization of the \$5 million tourist development tax dollars, focus on the amphitheater support facilities**, upon second by Commissioner S. Maddox, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

Commissioner Dozier made a motion **to request staff bring back an agenda for discussion on the weatherization of the amphitheater**, upon second by Commissioner Richardson, further discussion ensued.

The Board discussed the separation of this request from the more holistic approach to the discussion on associated costs and expenses for the amphitheater support facilities and the request for Leon County to use half of the BP Spill settlement funds to weatherize the amphitheater with additional funds coming from the CRA.

Wayne Tedder noted an agenda item will be brought to the Board at the February 29<sup>th</sup> Blueprint IA meeting regarding the weatherization of the amphitheater. He indicated Blueprint staff is taking the lead on this effort, including addressing the funding needed depending on the option selected to enhance the amphitheater cover.

Mayor Gillum requested an agenda item from Mr. Tedder and City Manager Fernandez for the City Commission prior to the February 29<sup>th</sup> Blueprint IA meeting to update the Commission on the process and steps to changing the amphitheater in order provide the weatherization.

Following the discussion, Commissioner Dozier **withdrew her motion**.

Commissioner Proctor inquired about moving from monthly to quarterly CRA meetings to allow staff the opportunity to complete projects and provide the necessary feedback to the Board.

In response to Commissioner Proctor's question, Ms. Manning responded quarterly meetings may be too far apart to allow staff to get the Board's direction and approval on smaller developments and projects funding requests. She suggested bi-monthly meeting as an option to give staff enough time to research and provide feedback to the Board for direction.

Commissioner Proctor made a motion **to approve changing the CRA Board meeting schedule to a bi-monthly schedule**, upon second by Commissioner N. Maddox, further discussion ensued.

Commissioner N. Maddox stated his support for the motion. He commended staff for providing feedback with the limited time options currently setting the schedule. He indicated going to bi-monthly meetings will give staff more time to provide the specific feedback necessary for Board direction.

Following a brief discussion on what schedule might best serve the Board, Commissioner Dozier made a **substitute motion to keep the current CRA Board schedule and let staff determine the better meeting schedule option, and bring the option back for discussion**. The motion died due to lack of second.

Commissioner Richardson inquired about the time frame of the meetings should the Board go to bi-monthly meetings.

In response to Commissioner Richardson's question, Ms. Manning noted having two or three items on the agenda tends to make the conversation expand to fill the space, whereas having a

larger agenda tends to be an incentive to make a meeting move quickly and efficiently in order to get through the agenda.

Commissioner Miller suggested a bi-monthly schedule that keeps currently meetings but with short meetings between the bi-monthly meetings if needed for items that cannot wait two months between meetings.

Commissioner S. Maddox suggested having the CRA, CRTPA and other related meetings fall within the same day during the monthly schedule.

Mayor Gillum reiterated the Board's approval in the previous agenda item to streamline the work that is assigned to staff and focus on executing the current project list; this will allow staff to determine the necessary meetings to hold with the Board.

Commissioner Lindley called the question, seconded by Commissioner Proctor.

Following the discussion, a vote was made on the motion by Commissioner Proctor **to approve changing the CRA Board meeting schedule to a bi-monthly schedule**, upon second by Commissioner N. Maddox, **the vote was as follows:**

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

**NAY:** Dozier

**ABSENT:** Ziffer

### Project Updates

Ms. Manning gave a brief overview of the continued discussion on ideas for the Cascade Park event space. She noted it is in the conceptual phase and staff will continue to update the Board on an incremental basis.

### UNAGENDAED PUBLIC COMMENT

Ms. Marsha Orr, 2060 West Forest Drive, addressed the Board regarding the Firestone and Bloxham Annex properties. She stated the need for a gateway entrance at Cascades Park and advised is an opportunity for the Board to provide that gateway with the existing buildings.

Mr. Richard Menasco, 1006 Hiawatha Drive, addressed the Board regarding improvements to his buildings and his appreciation of the changes the CRA has brought to the community.

Deborah Desilets, 1514 South Monroe Street, addressed the Board concerning the Anton Refregie murals that were brought into the City of Tallahassee in 2011. She asked when they were going to be displayed and suggested the use of the \$5 million in tourist development funds to repurpose the murals for Cascades Park. She also questioned when funding for the commercial façade improvement grant will be made available to properties on the eastside of

South Monroe Street. She expressed frustration in accessing funds for building improvements in other parts of the redevelopment area as well.

Dr. Geraldine Seay, 648 W Brevard St, addressed the Board inquiring about the use of CRA funding to address the blight in the Frenchtown/Southside District that doesn't seem to be improving in the areas where assistance is most needed. She indicated the Board needs to include the community that lives, works and owns property in the district not the surrounding areas.

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning the improvements to the Frenchtown/Southside district. He questioned the role of the CRA in supporting neighborhoods when funds are given to several large developments within the two districts, with the funds moving from the south to the north. He expressed disappointment with the stagnation of real wages in the CRA and the lack of benefits to those living in the redevelopment district.

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

Commissioner Proctor shared concerns with discussion from one-on-one briefing with staff. He inquired about direction on information being shared at the public meetings.

Mayor Gillum requested staff ensure information in briefings to City and County Commissioners be universal and available to all commissioners to ensure accuracy during meetings. He observed part of his recommendation to have commissioner direction to staff be double flagged before being presented to staff for further analysis.

Commissioner Dozier supported the suggestion by Mayor Gillum to ensure all commissioners are privy to information shared in briefings. She expressed concern that sometimes individual directions are provided by commissioners during pre-briefing discussions and these directions are not necessarily available to the other commissioners.

Commissioner N. Maddox shared concerns about the banter between commissioners. He stated the information shared is sound and valid but sometimes gets off topic and is an issue that needs to be addressed to ensure meetings are held in a timely fashion.

Mayor Gillum invited the public community to the 30<sup>th</sup> Anniversary of the Challenger Shuttle Explosion event at the Challenger Learning Center that started at 11:15 am.

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 11:13 a.m.

**DRAFT MINUTES**

**TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**

Tallahassee, Florida  
February 25, 2016

The Tallahassee Community Redevelopment Agency (CRA) Board met on February 25, 2015, in the Commission Chambers in City Hall with Mayor Gillum (CRA Chair), City Commissioners Miller, Richardson and Ziffer and County Commissioners Proctor (Vice-Chair), Dozier, and Lindley present at the start of the meeting. Also present were Assistant City Manager Wayne Tedder, Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams.

Mayor Gillum, CRA Chair called the meeting to order at 9:33 a.m.

Commissioner N. Maddox and S. Maddox arrived at 9:34 a.m. and 9:36 a.m. respectively.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There was no public comment on agenda items.

**INFORMATION ITEMS**

**Project Updates**

Roxanne Manning introduced the new meeting structure which includes Public Comments on Agenda Items, Project Updates, Consent Items, Frenchtown/Southside District Policy Formation and Direction items, Downtown District Policy Formation and Direction items, Both Districts Policy Formation and Direction items, Public Comment and Unagendaed Items/Discussions by CRA Board.

Ms. Manning provided the Board with several project and program updates. She noted the Frenchtown Farmer's Market will begin operations at the Martin Luther King, Jr. property on March 5<sup>th</sup>. Operations will be limited to the outside space while the interior improvements are made to the building. She noted the Request for Qualifications (RFQ) for the Greater Frenchtown/Southside (GFS) and Downtown (DT) Market and Feasibility Analysis was issued and four proposals were received. Final scoring will occur at the end of March and a recommendation will be brought to the Board in April. The Request for Proposals (RFP) for the Sale and Redevelopment of the Firestone and Bloxham Properties has been issued and responses are due by April 28<sup>th</sup>. Staff is working on the membership to the selection committee, which will include City and County staff, community leaders and citizens. She stated the South Monroe Expansion Finding of Necessity will be brought to the City Commission in April for approval with the expansion completed by July. The update to the GFS Redevelopment Plan is expected to be completed in September.

**CONSENT ITEM**

Commissioner Ziffer moved **to approve staff's recommendations presented in Items 4.01 and 4.02 of the Consent Agenda.** Upon second by Commissioner Richardson, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

**Item 1** – Approved October 29, 2015 CRA Board Meeting Summary Minutes

**Item 2** – Approved November 19, 2015 CRA Board Meeting Summary Minutes

Commissioner Lindley inquired about the January CRA Board Meeting minutes.

In response to Commissioner Lindley's question, Ms. Manning stated the December and January CRA Board Meeting minutes will be provided at the April 28<sup>th</sup> CRA Board Meeting.

**FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION**

**Approval of Proposed Sale of 715 W. Gaines Street to North American Properties for \$788,000**

**Item 5.01** Introduced by Wayne Tedder, Assistant City Manager was a request to approve the proposed sale of 715 West Gaines Street to North American Properties.

Mr. Tedder provided an overview of the sale process. On October 2, 2015, the CRA received an unsolicited Letter of Interest (LOI) from North American Properties (NAP) for the purchase of 715 W. Gaines Street. In response to the LOI, the CRA Board directed staff to notice the proposed sale of the property consistent with the notice and review requirements of Section 163.380, Florida Statutes, which requires at least a 30-day notice period of any intent to sell, lease or transfer agency-owned property. The CRA noticed the proposed sale of the property in the Tallahassee Democrat on December 16 and 30, 2015. Only one proposal was received in response to the notices. On January 15, 2016, a revised LOI from NAP was received to purchase 715 W. Gaines Street for \$788,000, an increase of \$18,000 over the original LOI. The proposal was reviewed by the City of Tallahassee Real Estate Committee and the committee voted unanimously to recommend approval of the sale of 715 W. Gaines Street to NAP subject to the development of an acceptable Purchase and Sale Agreement and approval of the CRA Board.

Commissioner Ziffer made a motion to approve **Option 1 – authorize staff to enter into a Purchase and Sale Agreement for \$788,000 with North American Properties for the sale**

of **715 W. Gaines Street**, upon second by Commissioner Richardson, further discussion ensued.

Commissioner S. Maddox praised staff on the competitive process as the method to complete the sale of 715 W. Gaines Street.

Mr. Tedder noted the overall site plan proposed by NAP, which would include 715 W. Gaines and adjacent properties. Any development on the properties would have to be consistent with Gaines Street Design Guidelines.

Commissioner Dozier stated the process was well received and appreciated the investment on Gaines Street in connection with the FSU property exchange. She inquired about the next step in the process, particularly the conditions related to committing the property sales proceeds under agreements with Florida State University as part of a larger property sale and exchange.

In response to Commissioner Dozier's question, Ms. Manning explained more direction will follow once the property exchange is completed. She also noted the developer will not be requesting CRA funding for this development.

Following the discussion, a vote was taken on the motion by Commissioner Ziffer and seconded by Commissioner Richardson to approve **Option 1 – authorize staff to enter into a Purchase and Sale Agreement for \$788,000 with North American Properties for the sale of 715 W. Gaines Street. The vote was as follows:**

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

**NAY:** None

**ABSENT:** None

### **DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION**

#### **Approval to use CRA TIF Funds to Underground Overhead Electric Lines in a Segment of North Bicycle Boulevard**

**Item 6.01** introduced by Wayne Tedder was a request to cover the cost to underground the overhead electric lines along a segment of North Bicycle Boulevard from Lorene Street east towards Gay Street.

Mr. Tedder gave an overview of the request, which is to use an estimated \$161,000 in CRA tax increment funds to underground the overhead electric lines along a segment of North Bicycle Boulevard from Lorene Street east towards the City's Gay Street parking lot, approximately 700 feet. Originally, the CRA Board approved the reimbursement of funds for the developer of the Railyard Lofts to place the electric lines underground as part of the North Bicycle Boulevard project, a planned alley that extends from Woodward Avenue to the City's Gay Street parking lot. The developer has completed the underground electric and storm drain work in the segment

west of Lorene Street to Woodward Avenue. Due to changes in the scope and schedule of the original project, the developer elected not to underground the overhead electric in the segment east of Lorene Street. Wayne noted that this was being proposed as a CRA project and not an Electric Utilities project because the electric power could be provided to the site from the existing overhead lines. Placing the lines underground is both aesthetic action and one that will also improve redevelopment of adjoining properties.

Commissioner Lindley asked if the cost would be greater if the underground installation was not done by City Electric Utilities.

Mr. Tedder advised the cost would be \$161,000 regardless of who paid for the installation and related fees. He also noted that the enhanced development opportunities of adjacent properties that will result from placing the electric lines underground are a typical CRA project.

Mayor Gillum noted it is not typical for the City to place overhead electric lines underground.

Ms. Manning noted this was originally included in the developer's proposal and was approved by the CRA Board in July 2014. It was part of the \$600,000 CRA - approved funding for the Railyard Lofts development. The developer opted not to take the portion of funding used to underground the section of electric lines as changes were made to the proposed development.

Commissioner Dozier inquired about the need to get an update on the status of the developer's project and the associated CRA incentives. She requested staff provide incentive breakdowns and status updates when developers alter their projects after Board approval.

In response to Commissioner Dozier's request, Ms. Manning gave a brief update noting the developer buried the electric lines from Woodward Avenue to Gay Street. She indicated staff will bring back an update on the development.

Commissioner Proctor questioned how undergrounding of utilities addresses blight and falls within statute and stated he will not support the motion. He is concerned this will set precedence for future developers to seek funding for burying utilities, creating a pecking order process and stated this should be the City's responsibility to underground the lines. He also questioned if the CRA would provide this type of needed infrastructure for aesthetic reasons in other areas, such as MLK and Osceola Streets.

Mr. Tedder noted undergrounding utilities is a characteristic of an urbanized area and is necessary to increase the amount of developmental value of the property. He stated the CRA has participated in several projects that addressed infrastructure needs and the request falls within the CRA's guidelines.

In response to Commissioner Proctor's question, Ms. Manning explained the location on Bicycle Boulevard is unique because power lines typically fall within the right-of-way however in this case the lines cross through the property. Because of OSHA requirements, a structure must be 20 feet from the electric lines which prevents the maximum potential use of the properties for future redevelopment.

Commissioner N. Maddox inquired about the financing of the undergrounding of the electric lines on Gaines Street.

In response to Commissioner N. Maddox's question, Ms. Manning stated funding for Gaines Street was a collaboration of Blueprint 2000, using money set aside by the City and County for Gaines Street improvements, and the City of Tallahassee's Electric and Underground Utilities departments. Commissioner N. Maddox stated he supports the motion but requested staff create policy guidelines to determine the areas and the amount of CRA funding that best benefits undergrounding electric lines in the future due to the limitations of CRA funding and to prevent a piece-meal approach toward other infrastructure funding requests.

Commissioner Miller stated the cost of utilities is shared by City and County constituents. She noted undergrounding power lines after development is usually costly and requires the additional purchase of property. She also stated the decision to underground utilities is usually indicative of a need or new development by the City of Tallahassee's citizens. She indicated the intent to leverage CRA funds rather than increase utility rates for all citizens to pay for the enhancement of undergrounding electric lines at this site is a sound decision.

Commissioner Richardson questioned the role, focus and existence of the CRA, the lack of bylaws and how it aligns with the Florida Statue intent to address slum and blight, innovative policing and housing. He noted a recent article in the My View section of the Tallahassee Democrat that questioned the purpose of CRAs and the recent indictments coming from the CRAs in Miami because of mismanaged funds. He requested a workshop to discuss these items to ensure the CRA is acting in its legal capacity as a redevelopment agency.

Commissioner Dozier stated progress is occurring on the CRA's role of being proactive as opposed to reactive, pointing to the Investment Plan approved in September. She agreed additional discussion is needed on bylaws. She stated the statue is so broad that it allows the CRA to create options within the capacity of the statue to determine their role and general direction. She stated support for undergrounding utilities if it directly encourages and enables future redevelopment. She also inquired about the joint City/County housing workshop requested in November in order to determine the CRA's role on affordable housing.

Following Commissioner Richardson's and Dozier's comments on the need for several workshops to discuss the CRA's role and affordable housing, Mayor Gillum requested the Board address these issues during the CRA Board Discussion and Sharing Ideas section of the meeting.

Following the request, Mayor Gillum requested a vote moved by Commissioner Ziffer to approve **Option 1 – approve the use of CRA TIF funds to underground the overhead electric lines in North Bicycle Boulevard from Lorene Street to the City's Gay Street parking lot**, upon second by Commissioner Miller. **The vote was as follows:**

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

**NAY:** Proctor

**ABSENT:** None

**BOTH DISTRICTS POLICY FORMATION AND DIRECTION**

**Approval of Proposed Bi-Monthly Community Redevelopment Agency Board Meeting Schedule for 2016**

**Item 7.01** introduced by Roxanne Manning was a request to approve the proposed bi-monthly CRA Board meeting schedule for 2016.

Ms. Manning gave a brief overview of the proposed CRA Board meeting schedule for the remainder of 2016. The new schedule would keep the April, June, July, two meetings in September and November 2016 meetings. The remaining meetings (March, May, October and December 2016) would remain on the CRA Board calendars in the event a special meeting is necessary.

Following Ms. Manning's overview, Commissioner N. Maddox commented that he thought direction to staff was to remove the non-meeting dates (March, May, October and December) from the revised calendar. He indicated they were not needed as placeholders.

Ms. Manning requested the meetings remain on Commissioner's calendars in the event a special meeting is needed during this transition period

Commissioner N. Maddox made a motion to approve **Option 1 – approve the proposed 2016 CRA Board bi-monthly meeting schedule**, upon second by Commissioner Richardson, **the vote was as follows:**

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

**NAY:** None

**ABSENT:** None

**UNAGENDAED PUBLIC COMMENT**

Dr. Edward Holifield, 4032 Longleaf Court, addressed the Board concerning the CRA funds given to several developments within the two districts. He expressed concern on the reallocation of resources from the south to the north, and with how the Piggly Wiggly Grocery Store will impact the community by the sale of tobacco products.

Dr. Geraldine Seay, 648 W Brevard St, addressed the Board inquiring about the lack of a Frenchtown plan. Commenting on a recent grand jury review of redevelopment agency operations in Miami-Dade, she indicated the Board needs to include the community that lives, works and owns property in the district. She stated additional lighting and better sidewalks are needed on Brevard Street and throughout the community and not the surrounding areas.

In response to Dr. Seay's question, Ms. Manning noted last year, CRA staff had several community workshops requesting public feedback for programs and projects to incorporate into the Frenchtown/Southside Investment Plan that was approved by the Board.

Deborah Desilets, 1326 Circle Drive, addressed the Board concerning allowable uses for CRA funding. She stated funding for innovative policing, undergrounding of electric lines and addressing blight are needed near Florida A&M University.

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

Commissioner Richardson requested a workshop to discuss guidelines determining the role and decision-making of the CRA within statute. He also suggested the Cure Violence program as a tool to include innovative policing procedures.

Ms. Manning noted several discussions and workshops that occurred to provide feedback to the Board to produce the projects and programs added to the Frenchtown/Southside Investment Plan including affordable housing and improvements on South Monroe. She stated staff is in the process of updating the Greater Frenchtown/Southside Community Redevelopment Plan, and a Board workshop will be forthcoming to gather ideas to determine input into the plan. She noted the current redevelopment plan does not include innovative policing procedures but may be addressed for possible inclusion during future discussions. She also noted the My View article in the Tallahassee Democrat discussed the Urban Renewal Act which is federally funded and has no impact on the management of CRAs. The CRA is governed by the Florida statute and existing redevelopment plan.

Mayor Gillum requested staff develop a CRA workshop, possibly using one of the alternative meeting dates in the new CRA meeting schedule, to discuss CRA activities and the Frenchtown/Southside Redevelopment Plan.

Commissioner Dozier stated crime issues are important but with the limitations in funding, the CRA may not be able to address the needs to cover a program such as Cure Violence. She noted there is frustration within the Frenchtown/Southside communities because there is not a lot of visual progress on the ground as policy is being established to determine the CRA's role in the community. She used the Shelter properties as an example, noting that donating the properties as part of the redevelopment process, as opposed to selling them, would impact the availability of funding to support other redevelopment efforts in the community. She stated the CRA needs to have a high level policy and organizational structure established to connect the specifics of the Investment Plan, large development projects and other projects and ideas that need to be accomplished by the CRA. She requested follow up about a joint meeting between the City and County regarding affordable housing within the first quarter of the year. She inquired about additional details regarding the letter the County received via the County Administrator from the City Manager stating the need to invest and research the City's component of affordable housing prior to a joint City/County meeting.

A brief discussion followed regarding the direction given to staff about a joint City/County affordable housing workshop, which was approved by the CRA Board approved at the November meeting. The intent of the workshop is to address affordable housing concerns by bringing all elements and organizations to the table with a commitment in working together and provide leadership to the discussion.

Commissioner Miller agreed a joint City/County meeting to discuss affordable housing is needed. She gave a brief overview of the City's plan for further research on housing. She

explained Commissioner Richardson suggested at the City retreat to do a housing study. Subsequently, an affordable housing workshop was set for March. Following feedback from the workshop, a joint meeting would be established by the City Manager and County Administrator to discuss the options available.

Commissioner Richardson agreed with the need for a joint City/County discussion on affordable housing, but also noted the need for non-profit and for-profit affordable housing providers and supporters to have that discussion as well.

Commissioner N. Maddox indicated his plan to attend the City's affordable housing workshop to gain a better understanding of the City's plan on affordable housing. He is concerned with the conditions of the Orange Avenue and Joe Louis apartments, and agreed the housing conversation is needed.

Commissioner Lindley cautioned the Board that although a joint meeting is needed, many of the housing apartments are state and federal funded and she wanted to ensure the community is aware that the City's and County's roles are minor in comparison to state and federal funding.

Commissioner Dozier noted a need for partnership between the City, County, and non-profit organizations in order to develop a holistic approach and create a comprehensive affordable housing plan that will be a catalyst for change. She stated this approach would show solidarity as a community, creating a stronger application and a better opportunity to receive state and federal funding.

### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 10:45 a.m.



### Agenda Item Details

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.01 Approval of \$16,000 Business Facility Improvement Program Grant Application for 1812 South Monroe Street -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	16,000.00
Budgeted	Yes
Budget Source	FY 2016 Tallahassee CRA Greater Frenchtown/Southside Business Facility Improvement Program (Project# 1600496)
Recommended Action	Option 1: Approve the application for \$16,000 in Business Facility Improvement Program (BFIP) grant funds for the resurfacing of the parking lot and exterior painting of the commercial building at 1812 South Monroe Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.

### Public Content

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For more information, please contact: Sheila Williams at 850-891-8355.

#### *Statement of Issue*

On September 24, 2015, the Community Redevelopment Agency (CRA) Board approved the CRA Investment Plan for the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) which included the new Business Facility Improvement Program (BFIP). The BFIP combines the former GFS Commercial Façade Improvement Grant and GFS Commercial Painting Grant programs into an expanded single business enhancement program that allows applicants to use the grant funds for additional improvements, such as landscaping, improvements to parking lots and stand-alone signage.

The FY 2016 budget includes \$200,000 for the BFIP. Under the BFIP, eligible applicants may receive up to \$50,000 for façade and other exterior improvements to their commercial structures and properties located within the boundaries of the GFS District. The first \$10,000 in grant funds does not require a match by the applicant for qualified work items. Any grant funds requested above \$10,000 (up to a maximum of \$40,000) requires a dollar-for-dollar match.

On February 16, 2016, CRA staff received a \$16,000 BFIP grant application from Mahan Investment, Inc., owner of 1812 South Monroe Street, for resurfacing and restriping of the existing vehicular use area (approximately 15,723 square feet) and for exterior painting of the building. The building is leased to a restaurant tenant who will continue to operate there. The lowest bid for the qualified items is \$22,000 for which the applicant is requesting a \$10,000 non-matching grant and a \$6,000 matching grant, with the owner/applicant providing a \$6,000 match. A summary of the application is at Attachment 1.

#### *Recommended Action*

Option 1: Approve the application for \$16,000 in Business Facility Improvement Program (BFIP) grant funds for the resurfacing of the parking lot and exterior painting of the commercial building at 1812 South Monroe Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.

#### *Fiscal Impact*

The FY 2016 GFS District BFIP project has a balance of \$193,671. Funding this request will leave a balance of \$177,671 for other BFIP requests. Financial Management has reviewed this agenda item and concurs that it meets budget guidelines.

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

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

The BFIP is an enhancement of the former GFS Commercial Façade Improvement Grant Program and the GFS Commercial Painting Grant Program, which were approved by the CRA Board in FY 2006 and FY 2008, respectively. Similar to the earlier programs, the BFIP grants are designed to assist commercial property owners and/or business operators in enhancing the exterior of their buildings. The BFIP expands the use of the grant funds to select property improvements, such as parking lot installation/repair, stand-alone signage landscaping. The goal of the program remains to reduce blighting influences and improve the area's physical characteristics, which will lead to increased commercial activity and improved property values within the GFS District. To date, 40 improvement grants have been approved (39 commercial façade grants and 1 BFIP), providing nearly \$1.5 million dollars in grant funds for redevelopment projects that have a total estimated project costs of approximately \$9.9 million dollars.

Similar to the former GFS Commercial Façade Improvement Grant, the BFIP provides eligible commercial property owners or tenants with up to \$50,000 in grant funds for commercial façade and exterior property improvements. The first \$10,000 of funds does not require a match; grant funds in excess of \$10,000 (up to a maximum \$40,000) requires a dollar-for-dollar match. The grant funds are provided in the form of a forgivable loan, with one sixtieth (1/60) of the loan forgiven over a five-year period at a zero percent interest rate, provided the property is maintained as commercial. Other major components of the BFIP include:

- a. The CRA Executive Director approves grant requests of \$10,000 or less.
- b. The CRA Board approves grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated, deferred loan must be repaid to the CRA.
- d. Only one application per project per fiscal year is allowed. The total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors, unless the approved work is painting or paving; funding awarded to an approved applicant is based on the lowest bid.
- g. Several grant restrictions exist, including that grant funds cannot be used for roof improvements, automotive and drive-through business are not eligible if the use is prohibited by current zoning code, and businesses whose primary sales are alcohol or tobacco (50 percent or more of sales) are not eligible for grant funds.
- h. Technical assistance in preparing applications is available to all applicants.

The applicant/property owner, Mahan Investments, Inc. submitted a grant application for \$16,000 on February 16, 2016 for resurfacing and restriping of the existing vehicular use area (approximately 15,723 square feet) and for exterior painting of the building. The building is leased to a restaurant tenant who will continue to operate there. The grant-eligible exterior renovations consist of:

- Site preparation work;
- Rebase the existing vehicular use area with crushed asphalt millings;
- Level and pave the vehicular use area with 1 ¼" type 9.5 hot mix asphalt;
- Restripe the asphalt;
- Pressure wash the commercial building; prime any rust;
- Apply one coat of primer to the exterior of the building; and
- Apply two coats of Sherwin Williams paint to the exterior of the building utilizing earth tone paint colors – grey on the sides and a light gold on the front.

The lowest bid for the qualified facade improvements is \$22,000 for which the applicant is requesting a \$16,000 grant. If approved, \$10,000 will be non-matching grant funds and the remaining \$6,000 be a dollar-for-dollar matching grant, with \$6,000 provided by the applicant. The estimated cost for all renovations is \$22,000. A summary of the exterior renovations is described in Attachment 1.

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

#### ***Outstanding Grant Application Issues***

Following approval of the application by the CRA Board, the property owner/applicant will be required to provide a Certificate of Insurance with the required limits and which lists the CRA and the City of Tallahassee as Certificate Holder and Additional Insured prior to execution of the agreement and mortgage and restrictive covenants.

#### ***Staff Recommendation***

Staff recommends approval of the \$16,000 BFIP grant application submitted by Mahan Investments, Inc. for exterior improvements to 1812 South Adams Street, consistent with this agenda item and additional direction provided by the CRA Board.

#### ***Options***

1. Approve the application for \$16,000 in Business Facility Improvement Program (BFIP) grant funds for the resurfacing of the parking lot and exterior painting of the commercial building at 1812 South Monroe Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.
2. Do not approve the application for grant funds in the amount of \$16,000 for exterior improvements and painting; provide staff with alternate direction.

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

1. Application Summary – 1812 South Monroe Street

[Attachment 1.pdf \(914 KB\)](#)

## STAFF REVIEW/APPLICATION SUMMARY

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY (CRA)  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
BUSINESS FACILITY IMPROVEMENT GRANT PROGRAM

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### I. APPLICANT AND BUSINESS INFORMATION

Date of Application: February 17, 2016

Name of Applicant: Mahan Investments, Inc.

Name of Business: Cassandra's Southern Café, LLC (C&S) (Tenant)

Business Address: 1812 South Adams Street

Telephone Number: (850) 264-4777 Fax Number: N/A

E-mail Address: beasher@comcast.net

Type of Business: Restaurant Parcel ID Number: 41-01-20-514-0000

This property is located in the: GREATER FRENCHTOWN/SOUTHSIDE DISTRICT  
COMMUNITY REDEVELOPMENT AREA

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

Use is allowable: X Use is not allowable: \_\_\_\_\_

Growth Management Planner/Reviewer and Date: Devan Leavins, 2/9/16

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

Code Enforcement / Reviewer and Date: Jim Longhurst, 2/9/16

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

Name of Owner: Same As Indicated Above

Telephone Number: Same As Indicated Above

### III. PROJECT FINANCING INFORMATION

Total Project Cost: \$22,000 (Attach at least three bids from contractors)  
Total Project Cost of Eligible Business Facility Improvement Program Work Items:  
\$ 22,000  
Amount of Grant Funds Requested: \$16,000  
Owner/Tenant Match Amount; \$6,000  
Estimated Cost of All Renovations: \$22,000

### PROJECT SUMMARY

The existing vacant one story commercial building is located at 1812 South Monroe Street.

The existing vehicular use area, approximately 15,723 (+/-) square feet (See Attachment #1 – Boundary Survey, dated 5/19/15) located on the property will be resurfaced and the allowable area will be restriped to accommodate parking spaces with curb stops. Also, the one story commercial building will be painted with earth tone colors (grey color paint on the side of the building and a light gold color on the front of the building). The low bid for the eligible work items is \$22,000 for which the applicant requested a **\$16,000** grant. Of the \$16,000 grant, the first \$10,000 will be in the form of a non-matching grant and the remaining \$6,000 grant will be a dollar-for-dollar match with the applicant contributing \$6,000 towards the \$22,000 improvement.

To date, this property has not been issued any CRA grant funds and is eligible for up to \$50,000 in grant funds. Grant funds issued cannot exceed the cost of the lowest bid received for the project, up to a maximum of \$50,000. In addition, the maximum amount of funds allowed as non-matching that can be issued to an applicant is \$10,000.

The authorized signer for Mahan Investments, Inc., (Mr. Ephraim Asher) signed the application agreeing to the proposed work and agrees to sign the Restrictive Covenants as well as the other legal documents accompanying the grant within 30 days of the CRA Board approval or the CRA Executive Director's approval or the application is null and void.

IV. ADDITIONAL SUBMISSIONS (required)

- Color photographs of the existing building exterior.
- Sketches or conceptual drawings of the project when completed.
- Three (3) bids from licensed contractors for all qualifying work items. Note:  
Paving/resurfacing, stripping and painting do not require licensed contractors.
- A legal description of the property.
- Proof of property ownership or, if a tenant, a copy of the lease;
- Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage;  
3/7/16 Not required – The property owner is the applicant - STW
- Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency;
- Documentation demonstrating all property tax payments are current;
- Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate; 3/7/16 Not required - STW
- Proof of property insurance. 3/7/16 Will be provided as necessary prior to execution of the agreement with appropriate limits listing the City of Tallahassee and the Tallahassee Community Redevelopment Agency, as Certification Holder and Additional Insured - STW

CRA Staff review was completed on: 3/25/16

Recommend:  Approval  Denial  Other (explain below)

Sheila Williams

Name (print)

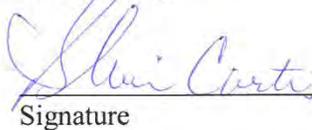
  
Signature

CRA Program Director or Principal Planner review was completed on: 4/5/2016

Recommend:  Approval  Denial  Other (explain below)

Rick McCraw/Sherri Curtis

Name (print)

  
Signature

CRA Executive Director review was completed on: 6 Apr 16

Recommend:  Approval  Denial  Other (explain below)

*for* Roxanne M. Manning

Name (print)

  
Signature



Photo 1 – 1812 South Monroe Street – Front of building



Photo 2 – 1812 South Monroe Street – Rear of building



Photo 3 – 1812 South Monroe Street – Southern side of building



Photo 4 – 1812 South Monroe Street – Northern side of building

Listing of Bids for Qualified Work Items  
1812 South Monroe Street

Work Item	Subcontractor		
	<i>North Florida Asphalt, Inc.</i>	<i>Dixie Paving &amp; Grading, Inc.</i>	<i>Florida Developers, Inc.</i>
Clean existing asphalt area – remove grass & sediments, apply tack coat/rebase with crushed asphalt millings, level and pave the vehicular use area with 1 ¼ “ type 9.5 hot mix asphalt & restripe parking spaces	\$17,500.00	\$19,150.00	\$29,900.00
	<i>Bergian Painting Contractors, Inc.</i>	<i>Richard C. Ellsworth Painting, Inc.</i>	<i>Tim Spath Painting Inc.</i>
Pressure wash building, prime any rust, apply one coat of primer and two coats of color paint	4,500.00	4,600.00	\$4,950.00
<b>TOTALS</b>	<b>\$ 22,000.00</b>	<b>\$ 23,750.00</b>	<b>\$ 34,850.00</b>

Attachment 1

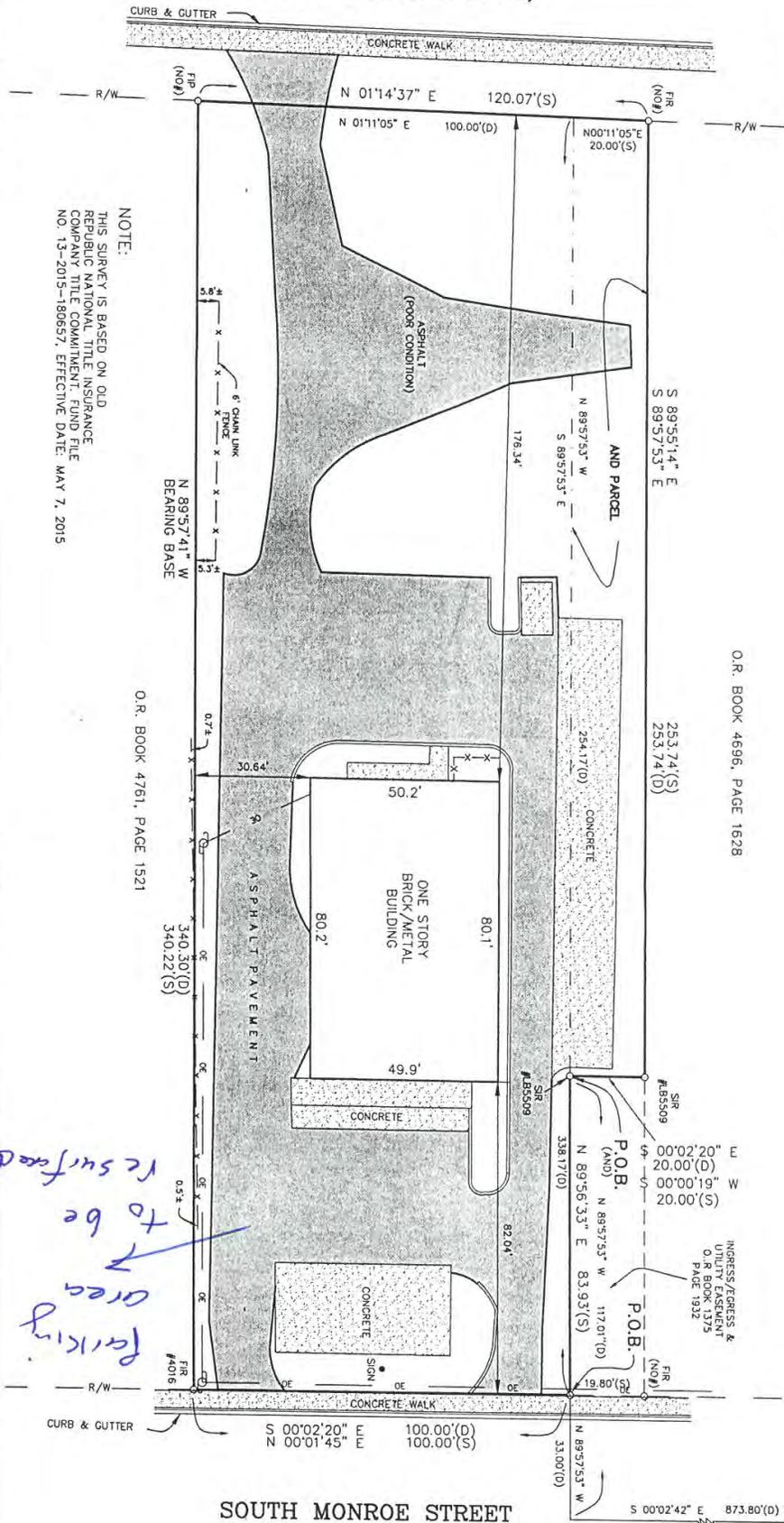
CERTIFIED TO:  
1) MAHAN INVESTMENTS, INC.  
2) GOODWINE & ROBERTS, P.A.  
3) ATTORNEYS TITLE INSURANCE FUND INC.

ADDRESS:  
1812 SOUTH MONROE STREET  
TALLAHASSEE, FLORIDA

O.R. BOOK 4696, PAGE 1628

P.O.C.  
THE INTERSECTION OF THE  
CENTRAL AVENUE  
WITH THE CENTERLINE OF  
STATE ROAD NO. 61 (SOUTH  
MONROE STREET), LEON  
COUNTY, FLORIDA

STATE ROAD NO. 363  
(SOUTH ADAMS STREET)



NOTE:  
THIS SURVEY IS BASED ON OLD  
REPUBLIC NATIONAL TITLE INSURANCE  
COMPANY TITLE COMMITMENT: FUND FILE  
NO. 13-2015-180657, EFFECTIVE DATE: MAY 7, 2015

NOTE: DESCRIPTION IS BY METERS  
AND BOUNDS, SEE ATTACHED  
PAGE 2 OF 2

This property lies in zone "X" as determined  
by the Flood Insurance Rate Maps for Leon  
County, Florida on Map Number 1201440291 F  
Dated: 8/18/09

NOTE: THE FLOOD ZONE DESIGNATION ON THIS SURVEY WAS  
DERIVED FROM THE FEDERAL INSURANCE RATE MAP AS INDICATED. THE  
LOCATION OF ANY ZONE LINES WERE GEOMETRICALLY SCALED FROM THE MAP  
AND ENGINEERING OR FLOOD PROOF AREA DETERMINATIONS BY THIS SURVEY.

NOTE: UNDERGROUND ENCROACHMENTS AND UTILITIES, IF ANY, NOT  
LOCATED. FENCE OWNERSHIP NOT DETERMINED BY THIS SURVEY.

LEGEND (GENERAL)	
FCM	FOUND CONCRETE MONUMENT
FLM	FOUND IRON MONUMENT
SLM	SET FROM ROAD WITH CAP #5509 (5/8" R.D.D)
STR	SET FROM ROAD WITH CAP #5509 (5/8" R.D.D)
SCM	SET FROM ROAD WITH CAP #5509 (5/8" R.D.D)
SD	SET DISTANCE AND/OR BEARING
CD	CHAINED DISTANCE AND/OR BEARING
CD	CHAINED DISTANCE AND/OR BEARING
LEGEND (CURVES)	
N	NORTH
S	SOUTH
E	EAST
W	WEST
Δ	DELTA ANGLE
R	RADIUS LENGTH
CL	CHORD LENGTH
CS	CHORD BEARING
Δ	RIGHT Δ
Δ	RIGHT Δ
LEGEND (DISTANCES)	
ALL DISTANCES ARE IN ACCORDANCE WITH THE UNITED STATES STATUTES	
FEET	

PAGE 1 OF 2  
Tallahassee, Florida 32311  
DESCRIPTION: BOUNDARY SURVEY

GARY G. ALLEN  
Registered Land Surveyor, Inc.  
4101 Apalachee Parkway

RECORDERED IN BOOK \_\_\_\_\_  
DATE OF SURVEY 5/19/2015 PAGE \_\_\_\_\_ IN LEON COUNTY, FLORIDA

FIELD BOOK 840 PAGE 67  
SCALE 1" = 30'

JOB No. 15-232  
FILE No. 15-232.DWG

DATE: 05-22-15

Mark F. Henderson, P.S.M.  
Professional Surveyor and Mapper  
Florida Registration No. 4354

SCALE 1" = 30'  
BASE NORTH

SOUTHERLY BOUNDARY OF  
PROPERTY DESCRIBED, AS PER  
LEGAL DESCRIPTION PROVIDED

Phone: (850)-877-0541  
Fax: (850)-877-0041



### Agenda Item Details

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.02 Approval of \$50,000 Business Facility Improvement Program Grant Application for 645 West Gaines Street -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	50,000.00
Budgeted	Yes
Budget Source	FY 2016 Tallahassee CRA Greater Frenchtown/Southside Business Facility Improvement Program (Project# 1600496)
Recommended Action	Option 1: Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds façade improvements to the building located at 645 West Gaines Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.

### Public Content

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For more information, please contact: Sheila Williams at 850-891-8355.

#### *Statement of Issue*

On September 24, 2015, the Community Redevelopment Agency (CRA) Board approved the CRA Investment Plan for the Greater Frenchtown/Southside Community Redevelopment Area (GFS District), which included the new Business Facility Improvement Program (BFIP). The BFIP combines the former GFS Commercial Façade Improvement Grant and GFS Commercial Painting Grant programs into an expanded single business enhancement program that allows applicants to use the grant funds for additional improvements, such as landscaping, improvements to parking lots and stand-alone signage.

The FY 2016 budget includes \$200,000 for the BFIP. Under the BFIP eligible applicants may receive up to \$50,000 in grant funds for façade improvements to their commercial structures and properties located within the boundaries of the GFS District. The first \$10,000 in grant funds does not require a match by the applicant/property owner for qualified work items. Any grant funds requested above \$10,000 (up to a maximum of \$40,000) requires a dollar-for-dollar match.

On February 25, 2016, the CRA received a \$50,000 BFIP grant application from Davenport Family Properties, LLC, the owner of 645 West Gaines Street, for renovations to the exterior of the building. Among the eligible exterior improvements are framing and masonry work, exterior doors and trim, repairs to the corrugated siding, exterior lighting, new awnings, and signage. The lowest bid for the qualified improvements is \$93,248 for which the applicant is requesting a \$10,000 no-match grant and a \$40,000 matching grant with the owner/applicant providing a \$43,248 match for grant eligible improvements. A summary of the application is at Attachment 1.

#### *Recommended Action*

Option 1: Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds façade improvements to the building located at 645 West Gaines Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.

#### *Fiscal Impact*

The FY 2016 GFS Business Facility Improvement Grant Program (Project# 1600496) has a balance of \$193,671. Funding this request will leave a balance of \$127,671 for other BFIP applications. Financial Management has reviewed this agenda item and concurs that it meets budget guidelines.

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

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

The BFIP is an enhancement of the former GFS Commercial Façade Improvement Grant Program and the GFS Commercial Painting Grant Program, which were approved by the CRA Board in FY 2006 and FY 2008, respectively. Similar to the earlier programs, the BFIP grants are designed to assist commercial property owners and/or tenants in enhancing the exterior of their buildings. The BFIP expands the use of the grant funds from building improvements only to a variety of property improvements, such as parking lot installation/repair, stand-alone signage and landscaping. The goal of the program remains to reduce blighting influences and improve the area's physical characteristics, which will lead to increased commercial activity and improved property values within the GFS District. To date, 40 improvement grants (39 commercial façade and 1 BFIP) have been approved, providing nearly \$1.5 million in grant funds for redevelopment projects that have total estimated project costs of approximately \$9.9 million.

Similar to the former GFS Commercial Façade Improvement Grant, the BFIP provides eligible commercial property owners or tenants with up to \$50,000 in grant funds for commercial facade and property improvements. The first \$10,000 of funds does not require a match; grant funds in excess of \$10,000 (up to a maximum \$40,000) requires a dollar-for-dollar match. The grant funds are provided in the form of a forgivable loan, with one sixtieth (1/60) of the loan forgiven over a five-year period at a zero percent interest rate, provided the property is maintained as commercial. Other major components of the BFIP include:

- a. The CRA Executive Director approves grant requests of \$10,000 or less.
- b. The CRA Board approves grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated, deferred loan must be repaid to the CRA.
- d. Only one application per project per fiscal year is allowed. The total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors, unless the approved work is painting or paving; funding awarded to an approved applicant is based on the lowest bid.
- g. Several grant restrictions exist, including that grant funds cannot be used for roof improvements, automotive and drive-through business are not eligible if the use is prohibited by current zoning code, and businesses whose primary sales are alcohol or tobacco (50 percent or more of sales) are not eligible for grant funds.
- h. Technical assistance in preparing applications is available to all applicants.

The applicant/property owner, Davenport Family Properties, LLC, submitted a BFIP grant application for \$50,000 on February 25, 2016 for exterior building renovations to the building at 645 West Gaines Street. The grant-eligible exterior renovations consist of:

- Site preparation work;
- Professional services and inspections;
- Wall framing including demolition;
- Masonry work;
- New doors and trim work,
- Siding – corrugated metal;
- Exterior lighting;
- Awnings and signage;
- Clean Up; and
- Overhead & Profit.

The lowest bid for the qualified facade improvements is \$93,248 for which the applicant is requesting a \$50,000 grant. If approved by the CRA Board, \$10,000 will be non-matching grant funds and the remaining \$40,000 will be a dollar-for-dollar match, with \$43,248 provided by the applicant for grant eligible expenses. A summary of the exterior renovations is described in

Attachment 1.

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

***Outstanding Grant Application Issues***

Following approval of the application by the CRA Board, the property owner/applicant will be required to provide a Certificate of Insurance with the required limits and which lists the CRA and the City of Tallahassee as Certificate Holder and Additional Insured prior to execution of the agreement and mortgage and restrictive covenants.

***Staff Recommendation***

Staff recommends approval of a \$50,000 BFIP grant application submitted by Davenport Family Properties, LLC, for exterior improvements to 645 West Gaines Street consistent with this agenda item and any additional direction provided by the CRA Board.

***Options***

1. Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds façade improvements to the building located at 645 West Gaines Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.
2. Do not approve the application for grant funds in the amount of \$50,000 for exterior improvements; provide staff with alternate direction.

***Attachments/References***

1. Application Summary – 645 West Gaines Street

[Attachment 1.pdf \(1,083 KB\)](#)

## STAFF REVIEW/APPLICATION SUMMARY

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY (CRA)  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
BUSINESS FACILITY IMPROVEMENT GRANT PROGRAM

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### I. APPLICANT AND BUSINESS INFORMATION

Date of Application: February 23, 2016

Name of Applicant: James A. and Diana R. Davenport

Name of Business: Crossfit Blackbox (Tenant)

Business Address: 645 West Gaines Street

Telephone Number: (850) 656-1997 Fax Number: (850) 656-1936

E-mail Address: dianad@drdobgyn.com

Type of Business: Fitness Gym/Personal Services

Parcel ID Number: 21-36-90-103-9425

This property is located in the: GREATER FRENCHTOWN/SOUTHSIDE DISTRICT  
COMMUNITY REDEVELOPMENT AREA

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

Use is allowable: X Use is not allowable: \_\_\_\_\_

Growth Management Planner/Reviewer and Date: Cindy Smith, 2/23/16

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

Code Enforcement / Reviewer and Date: Jim Longhurst, 2/23/16

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

Name of Owner: Same As Indicated Above

Telephone Number: Same As Indicated Above

III. PROJECT FINANCING INFORMATION

Total Project Cost: \$93,247.50 (Attach at least three bids from contractors)

Total Project Cost of Eligible Business Facility Improvement Program Work Items:  
\$ 93,247.50

Amount of Grant Funds Requested: \$50,000

Owner/Tenant Match Amount; \$43,247.50

Estimated Cost of All Renovations: \$93,247.50

PROJECT SUMMARY

The existing commercial building is currently occupied with a fitness gym and located at 645 West Gaines Street.

The property owners intend to renovate the exterior façade of the existing commercial structure. The work items include but are not limited to demolition of wood framing, masonry work, site work, new doors, metal corrugated siding, replacing both exterior side walls, lighting and signage and awnings (Attachment 1). The low bid for the eligible work items is \$93,247.50 for which the applicant requested a **\$50,000** grant. Of the \$50,000 grant, the first \$10,000 will be in the form of a non-matching grant, then, up to an additional \$40,000.00 grant will be a dollar-for-dollar match with the property owner contributing \$43,247.50 towards the improvement.

The property currently has not been approved for any CRA grant programs. Grant funds issued cannot exceed the cost of the lowest bid received for the project, up to a maximum of \$50,000. In addition, the maximum amount of *non-matching grant funds allowed is* \$10,000.

The property owners, James A. and Diana R. Davenport have signed the application agreeing to the proposed work. They have also agreed to sign the Restrictive Covenants and other legal documents accompanying the grant within 30 days of the CRA Board approval or the CRA Executive Director's approval or the application is null and void.

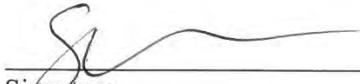
IV. ADDITIONAL SUBMISSIONS (required)

- Color photographs of the existing building exterior.
- Sketches or conceptual drawings of the project when completed.
- Three (3) bids from licensed contractors for all qualifying work items.
- A legal description of the property.
- Proof of property ownership or, if a tenant, a copy of the lease;
- Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage; *3/22/16 Not required – The property owner is the applicant - STW*
- N/A Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency; *3/22/16 Not required – There is no mortgage on the property – See signed letter from Mrs. Diana Davenport, property owner*
- Documentation demonstrating all property tax payments are current;
- N/A Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate; *3/22/16 Not required - STW*
- Proof of property insurance. *3/22/16 Will be provided by the property owners prior to execution of the agreement with appropriate limits listing the City of Tallahassee and the Tallahassee Community Redevelopment Agency, as Certification Holder and Additional Insured - STW*

CRA Staff review was completed on: 4/5/16

Recommend:  Approval  Denial  Other (explain below)

Sheila Williams  
Name (print)

  
Signature

CRA Program Director or Principal Planner review was completed on: 4/6/2016

Recommend:  Approval  Denial  Other (explain below)

Rick McCraw/Sherri Curtis  
Name (print)

  
Signature

CRA Executive Director review was completed on: 6 Apr 16

Recommend:  Approval  Denial  Other (explain below)

*for* Roxanne M. Manning  
Name (print)

  
Signature



Photo 1 – 645 West Gaines Street – Front view



Photo 2 – 645 West Gaines Street – Rear view



Photo 3 – 645 West Gaines Street – Western side

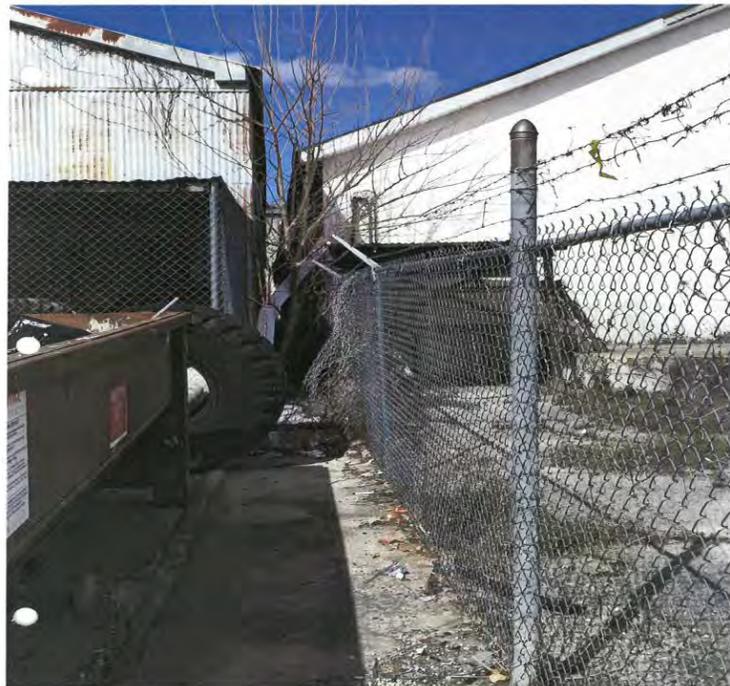


Photo 4 – 645 West Gaines Street – Eastern Side

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

Work Item	Boykin	Concept	Bella
1. Plans (DEC/Roberts)	\$767.50	\$767.50	\$767.50
2. Survey	\$650.00	\$650.00	\$650.00
3. Professional Services – Inspections (DEC)	\$4,081.00	\$4,081.00	\$4,081.00
4. Wall Framing including demolition	\$8,700.00	\$18,592.79	\$9,950.00
5. Masonry	\$3,920.00	\$ 3,775.81	\$3,750.00
6. Millwork/Trim	\$1,690.00	\$1,875.64	\$ 600.00
7. Site Work	\$1,500.00	\$1,650.00	\$5,700.00
8. Doors/Trim	\$10,900.00	\$8,080.00	\$ 8,250.00
9. Siding	\$7,300.00	\$8,800.00	\$18,500.00
10. Side Building Siding Bids	\$23,750.00*	\$31,465.00**	\$59,734.00***
11. E & Lighting	\$4,120.00	\$3,246.21	\$4,500.00
12. Awnings & Signage	\$6,850.00	\$4,000.00	\$7,500.00
13. Overhead & Profit	\$17,294.00	\$13,017.98	\$20,450.00
14. Clean Up	\$1,725.00	\$2,465.87	\$1,000.00
<b>Total</b>	<b>\$93,247.50</b>	<b>\$ 102,467.80</b>	<b>\$145,432.50</b>

*\* Subcontractor – Garrison, \*\* Subcontractor – Metal Building Services and \*\*\* Subcontractor – Tallahassee Roofing*

This document and digital file are the sole property of DEC Engineering, Inc. and may not be altered in any manner without prior written consent.

**GENERAL NOTES**

1. All construction shall conform to the applicable codes in the event of a conflict between plans and codes, the contract shall verify all dimensions of the site prior to beginning construction.
2. For bidding purposes, these plans shall be considered preliminary until all necessary permits and approvals have been obtained.
3. Setback of any structure for all pre-engineered building units shall be furnished to the Engineer of Record. Roof members shall be designed for 20 PSF live load.
4. The contractor shall be responsible for obtaining all applicable permits. No work shall begin until all necessary permits have been obtained. All applicable codes shall be verified by the contractor and shall not constitute extra work, unless approved by the engineer.
5. The contractor shall verify all dimensions of the site prior to beginning construction. The contractor shall verify all dimensions of the site prior to beginning construction.
6. The contractor shall verify all dimensions of the site prior to beginning construction. The contractor shall verify all dimensions of the site prior to beginning construction.
7. Locations, quantities and dimensions of existing utilities, structures and other features are based on the best information available at the time of design. Contractor shall be responsible for verifying this information immediately be brought to the attention of the engineer and shall not constitute extra work, unless approved by the engineer.
8. The contractor shall verify all dimensions of the site prior to beginning construction. The contractor shall verify all dimensions of the site prior to beginning construction.
9. The contractor shall verify all dimensions of the site prior to beginning construction. The contractor shall verify all dimensions of the site prior to beginning construction.
10. All steel connections, anchors and fasteners to be in direct contact with pressure-treated woods are to be as a minimum:
  - Standard galvanized coating, 0.80 oz. of zinc per square foot of surface area (per ASTM A653)
  - Hot-dip galvanized after fabrication at 2.0 oz per square foot of surface area (per ASTM A123)
  - Stainless steel (Type 316L) or equal.
11. All new ball structures to include moisture barrier w/ep per Standard Building Code.
12. The contractor shall verify all dimensions of the site prior to beginning construction. The contractor shall verify all dimensions of the site prior to beginning construction.
13. When a call out is used on our plans this means "or equal" and can be substituted by the contractor.

**APPLICABLE CODES:**  
 Florida Building Code, Building (FBC-B) 2014, 5th Edition  
 Florida Accessibility Code (FAC) 2014, 5th Edition  
 Florida Building Code, Existing Building (FBC-EB) 2014, 5th Edition  
 Florida Fire Prevention Code (FFPC) 2012/5th Edition  
 National Electrical Code (NEC) 2011 Edition



**SITE LOCATION**

Digitally signed by William Douglas  
 DN: cn=William Douglas, o=DEC Engineering, Inc., ou=DEC Engineering, Inc., email=william.douglas@dec-engineering.com, c=US

DATE: 2015.10.19 15:07:01 -0500

MAILED 10/20/15  
 10:58 AM  
 10/20/15

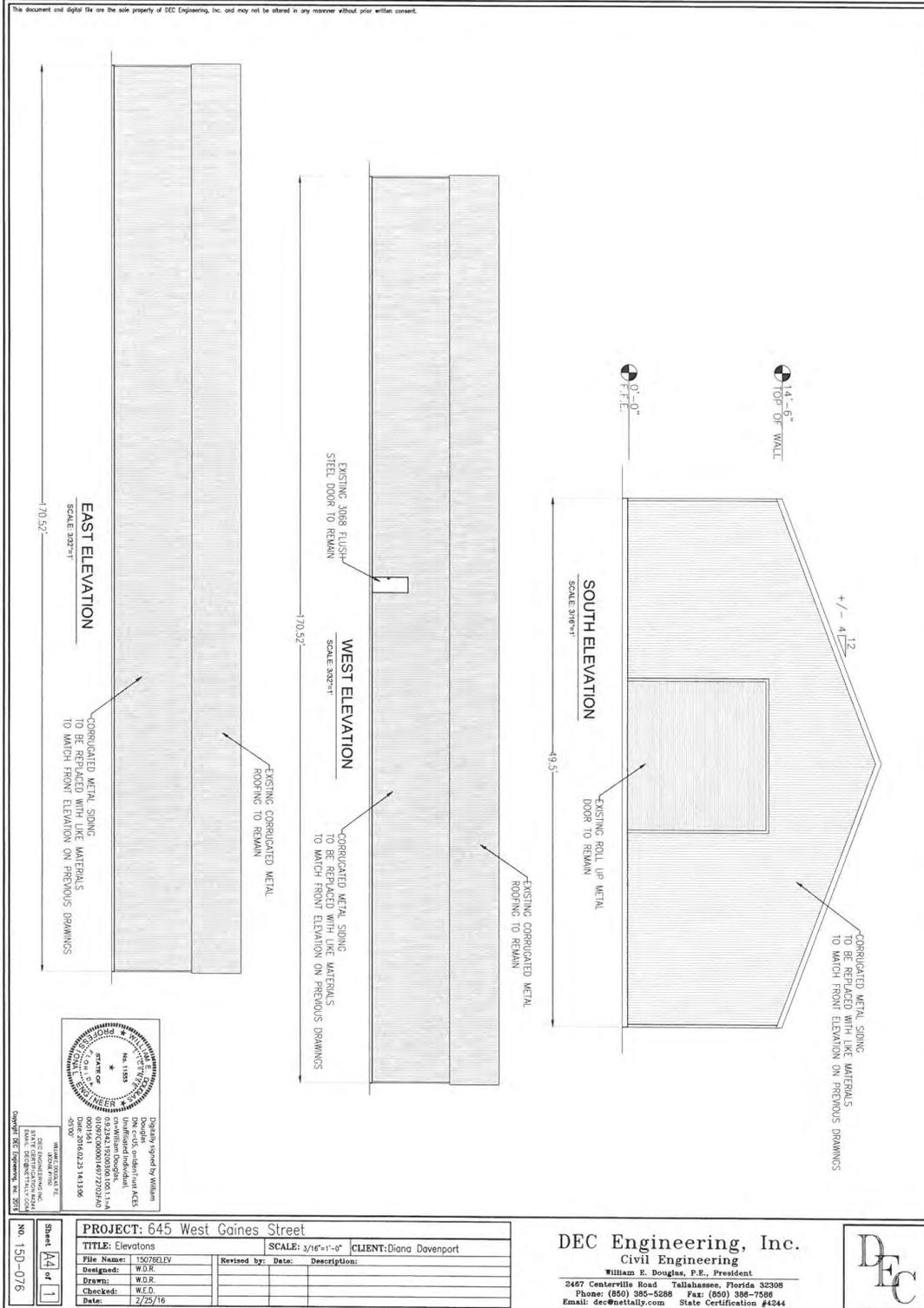
<b>PROJECT: 645 West Gaines Street</b>		
TITLE: Cover Sheet	SCALE: NTS	CLIENT: Diana Davenport
File Name: 1507601L	Revised by:	Date:
Designed: DAW		
Drawn: DAW		
Checked: WFE		
Date: 10-19-15		

**DEC Engineering, Inc.**  
 Civil Engineering  
 William E. Douglas, P.E., President  
 2467 Centerville Road Tallahassee, Florida 32308  
 Phone: (850) 385-5288 Fax: (850) 386-7586  
 Email: dec@decally.com State Certification #4244



Sheet **A1** of **3**  
 No. **150-076**







### Agenda Item Details

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.03 Approval of \$50,000 Business Facility Improvement Program Grant Application for 1215 South Adams Street -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	50,000.00
Budgeted	Yes
Budget Source	FY 2016 Tallahassee CRA Greater Frenchtown/Southside Business Facility Improvement Program (Project# 1600496)
Recommended Action	Option 1: Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds for exterior building, landscaping and painting improvements to the commercial building at 1215 South Adams Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.

### Public Content

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For more information, please contact: Sheila Williams at 850-891-8355.

#### *Statement of Issue*

On September 24, 2015, the Community Redevelopment Agency (CRA) Board approved the CRA Investment Plan for the Greater Frenchtown/Southside Community Redevelopment Area (GFS) which included the new Business Facility Improvement Program (BFIP). The BFIP combines the former GFS Commercial Façade Improvement Grant and GFS Commercial Painting Grant programs into an expanded single business enhancement program that allows applicants to use the grant funds for additional improvements, such as landscaping, improvements to parking lots and stand-alone signage.

The FY 2016 budget includes \$200,000 for the BFIP. Under the BFIP eligible applicants to receive up to \$50,000 for façade and other exterior improvements to their commercial structures and properties located within the boundaries of the GFS District. The first \$10,000 of a grant does not require a match by the applicant for qualified work items. Any grant funds requested above \$10,000 (up to a maximum of \$40,000) requires a dollar-for-dollar match.

On March 31, 2016, CRA staff received a business facility improvement program grant application from 1215 South Adams Street, LLC, owner of 1215 South Adams Street, exterior building, landscaping and painting improvements to the building and property (Attachment 1). When the improvements are completed, the building will be operated as a business incubator space for retail food and beverage. The lowest bid for the qualified items is \$120,162 for which the applicant is requesting a \$10,000 non-matching grant and a \$40,000 matching grant, with the owner/applicant providing a \$70,162 match towards the eligible improvements.

Assuming the earlier 645 West Gaines Street and the 1812 South Monroe Street BFIP applications are approved by the CRA Board, there will be \$127,671 in BFIP grant funds remaining, which is sufficient to fund the request. It should be noted that the GFS Citizens' Advisory Committee requested that \$100,000 of the grant funds be targeted to the area along South Monroe and Adams Streets from Perkins Street south to Orange Avenue until the end of June. The subject property is not located within this targeted area and the request would drop the remaining balance of

BFIP funds below \$100,000. CRA staff is working with property owners in the targeted area to make them aware of the remaining available funds.

### ***Recommended Action***

Option 1: Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds for exterior building, landscaping and painting improvements to the commercial building at 1215 South Adams Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner

### ***Fiscal Impact***

The FY 2016 GFS District BFIP project has a balance of \$127,671. This will leave a balance of \$77,761 in BFIP funds. Financial Management has reviewed this agenda item and concurs that it meets budget guidelines.

## **Supplemental Material/Issue Analysis**

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

The BFIP is an enhancement of the former GFS Commercial Façade Improvement Grant Program and the GFS Commercial Painting Grant Program, which were approved by the CRA Board in FY 2006 and FY 2008, respectively. Similar to the earlier programs, the BFIP grants are designed to assist commercial property owners and/or business operators in enhancing the exterior of their buildings. The BFIP expands the use of the grant funds to select property improvements, such as parking lot installation/repair, stand-alone signage landscaping. The goal of the program remains to reduce blighting influences and improve the area's physical characteristics, which will lead to increased commercial activity and improved property values within the GFS District. To date, there has been 40 improvement grants (39 commercial façade and 1 BFIP) have been approved, providing nearly \$1.5 million in grant funds for redevelopment projects that have a total estimated cost of approximately \$9.9 million.

Similar to the former GFS Commercial Façade Improvement Grant, the BFIP provides eligible commercial property owners or tenants with up to \$50,000 in grant funds for commercial façade and exterior property improvements. The first \$10,000 of funds does not require a match; grant funds in excess of \$10,000 (up to a maximum \$40,000) requires a dollar-for-dollar match. The grant funds are provided in the form of a forgivable loan, with one sixtieth (1/60) of the loan forgiven over a five-year period at a zero percent interest rate, provided the property is maintained as commercial. Other major program components include:

- a. The CRA Executive Director approves grant requests of \$10,000 or less.
- b. The CRA Board approves grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated, deferred loan must be repaid to the CRA.
- d. Only one application per project per fiscal year is allowed. The total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors, unless the approved work is painting or paving; funding awarded to an approved applicant is based on the lowest bid.
- g. Several grant restrictions exist, including that grant funds cannot be used for roof improvements, automotive and drive-through business are not eligible if the use is prohibited by current zoning code, and businesses whose primary sales are alcohol or tobacco (50 percent or more of sales) are not eligible for grant funds.
- h. Technical assistance in preparing applications available to all applicants.

The applicant/property owner, 1215 South Adams Street, LLC, submitted a grant application on March 31, 2016 for exterior building, landscaping and painting improvements to the building and property at 1215 South Adams Street. Once the improvements are completed, the building will be operated as a business incubator space for retail food and beverage. The grant-eligible improvements consist of:

- New storefront doors;
- An insulated garage door with insulated windows;
- A retractable awning;
- Outdoor green space with an outdoor dining deck and wood slat walls;
- Various landscape improvements;

- Exterior painting; and
- Professional services and related contractor expenses.

The lowest bid for the qualified exterior improvements is \$120,162 for which the applicant is requesting a \$50,000 grant. If approved, \$10,000 will be non-matching grant funds and the remaining \$40,000 be a dollar-for-dollar matching grant, with \$70,162 in matching funds provided by the applicant for eligible improvements. The estimated cost for all improvements, including interior improvements, is \$200,000. A summary of the exterior renovations is described in Attachment 1.

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

#### ***Outstanding Grant Application Issues***

Following approval of the application by the CRA Board, the property owner/applicant will be required to provide a Certificate of Insurance with the required limits and which lists the CRA and the City of Tallahassee as Certificate Holder and Additional Insured prior to execution of the agreement and mortgage and restrictive covenants.

#### ***Staff Recommendation***

Staff recommends approval of the \$50,000 BFIP grant application submitted by 1215 South Adams, LLC for exterior improvements to 1215 South Adams Street, consistent with this agenda item and additional direction provided by the CRA Board.

#### ***Options***

1. Approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds for exterior building, landscaping and painting improvements to the commercial building at 1215 South Adams Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner.
2. Do not approve the application for grant funds in the amount of \$50,000 for exterior improvements and painting; provide staff with alternate direction.

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

1. Application Summary – 1215 South Adams Street

[Attachment 1.pdf \(798 KB\)](#)

## STAFF REVIEW/APPLICATION SUMMARY

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY (CRA)  
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA  
BUSINESS FACILITY IMPROVEMENT GRANT PROGRAM

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### I. APPLICANT AND BUSINESS INFORMATION

Date of Application: March 31, 2016

Name of Applicant: 1215 South Adams Street, LLC

Name of Business: Happy Motoring!

Business Address: 1215 South Adams Street

Telephone Number: (850) 688-0707 Fax Number: N/A

E-mail Address: micah@domistation.com and lucas@domistation.com

Type of Business: Commercial/Retail

Parcel ID Number: 41-01-20-021-0000

This property is located in the: GREATER FRENCHTOWN/SOUTHSIDE DISTRICT  
COMMUNITY REDEVELOPMENT AREA

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

Use is allowable: X Use is not allowable: \_\_\_

Growth Management Planner/Reviewer and Date: Devan Leavins, 3/31/16

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

Code Enforcement / Reviewer and Date: Joanne McInerney, 3/31/16

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

Name of Owner: Same As Indicated Above

Telephone Number: Same As Indicated Above

### III. PROJECT FINANCING INFORMATION

Total BFIP-Related Project Cost: \$120,162

Amount of Grant Funds Requested: \$50,000

Owner/Tenant Match Amount (BFIP Eligible Items); \$70,162

Estimated Cost of All Renovations (exterior and interior): \$200,000

### PROJECT SUMMARY

The existing commercial building is currently unoccupied and is located at 1215 South Adams Street.

The property owners intend to renovate the exterior façade of the existing commercial structure. The eligible work items include, but are not limited to:

- New storefront doors;
- An insulated garage door with insulated windows;
- A retractable awning;
- Exterior green space area with dining plaza deck and wood slat walls;
- Landscaping improvements; and
- Painting the block and metal wall panels.

The low bid for the eligible work items is \$120,162, for which the applicant requested a **\$50,000** grant: \$10,000 in non-matching grant funds and \$40,000 in matching grant funds. The property owner/applicant will contribute \$70,162 towards the grant eligible improvements.

The property has not previously been approved for any CRA grant programs. Grant funds issued cannot exceed the cost of the lowest bid received for the project, up to a maximum of \$50,000. In addition, the maximum amount of *non-matching grant funds allowed* is \$10,000.

The partners of 1215 South Adams Street, LLC have signed the application agreeing, among other things, to the proposed work and also agreeing to sign the mortgage, Restrictive Covenants and other legal documents accompanying the grant within 30 days of the CRA Board's approval or the CRA Executive Director's approval, or the application is null and void.

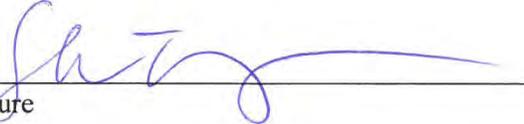
IV. ADDITIONAL SUBMISSIONS (required)

- Color photographs of the existing building exterior.
- Sketches or conceptual drawings of the project when completed.
- Three (3) bids from licensed contractors for all qualifying work items.
- A legal description of the property.
- Proof of property ownership or, if a tenant, a copy of the lease;
- Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage;  
*4/7/16 Not required – The property owner is the applicant - STW*
- Documentation from all lending institutions verifying all mortgage payments on the property is current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency;
- Documentation demonstrating all property tax payments are current;
- N/A* Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate; *4/7/16 Not required - STW*
- Proof of property insurance. *4/7/16 Will be provided by the property owners prior to execution of the agreement with appropriate limits listing the City of Tallahassee and the Tallahassee Community Redevelopment Agency, as Certification Holder and Additional Insured - STW*

CRA Staff review was completed on: 4/12/16

Recommend:  Approval  Denial  Other (explain below)

Sheila Williams  
Name (print)

  
Signature

CRA Program Director or Principal Planner review was completed on: 12 April 29/16

Recommend:  Approval  Denial  Other (explain below)

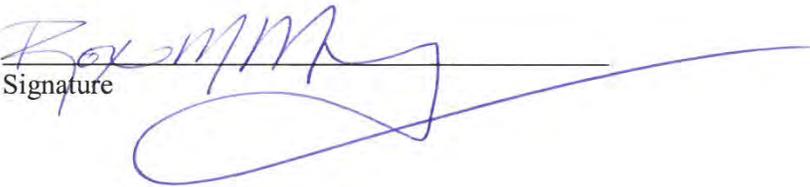
Rick McCraw/Sherri Curtis  
Name (print)

  
Signature

CRA Executive Director review was completed on: Apr 13, 2016

Recommend:  Approval  Denial  Other (explain below)

Roxanne M. Manning  
Name (print)

  
Signature

Existing Conditions



Photo 1 – 1215 South Adams Street – South View



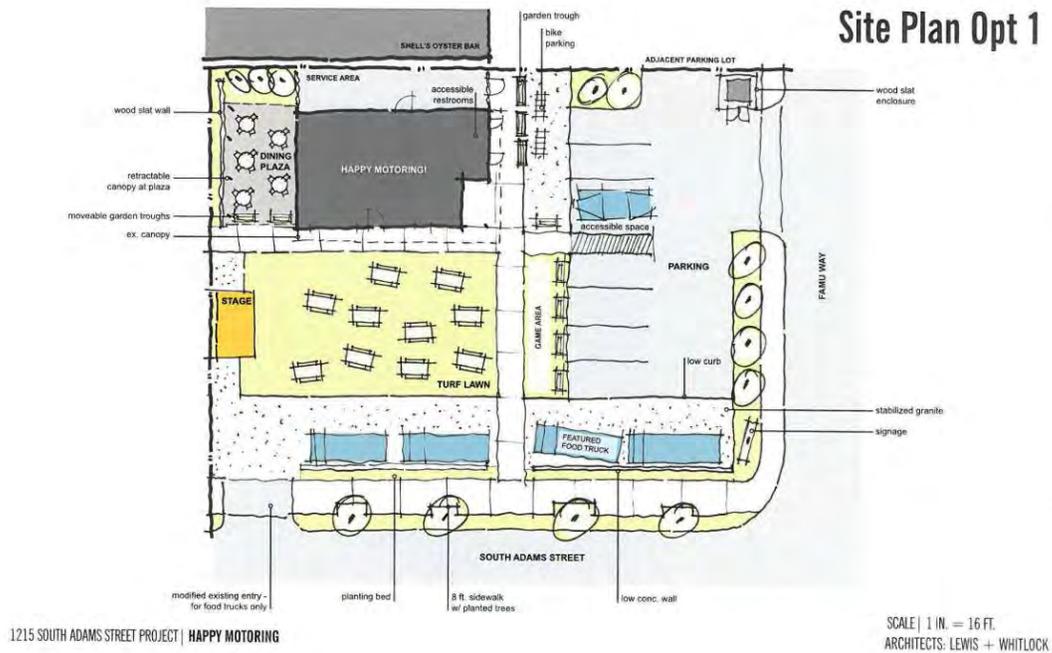
Photo 2 – 1215 South Adams Street – Front/East View



Photo 3 – 1215 South Adams Street – North View



Rendering 1 – Proposed Exterior Concept



Rendering 2 – Proposed Site Plan

Listing of Bids for Grant Qualified Work Items  
1215 South Adams Street

	PSBI	Tharpe Construction & Remodeling, LLC	SAPP Contractors, LLC
Work Item			
1. Professional Services (Engineering, Supervision & General Conditions)	\$20,600.00	25,050.00	\$17,600.00
2. Overhead & Profit	\$10,923.80	\$27,329.25	\$20,225.46
3. Storefront – 345 Square feet of clear anodized aluminum including two doors	\$17,025.00	(See below total for Work Items 3 – 8)*	(See below total for Work Items 3 – 8)*
4. Insulated garage door – clear anodized aluminum with insulated windows	\$5,760.00	---	---
5. Exterior Dining plaza deck, stage deck and wood slat walls	\$19,460.00	---	---
6. Retractable canopy over dining plaza	\$12,400.00	---	---
7. Padded turf, granite stone and curbs	\$30,418.00	---	---
8. Paint block and metal wall panels	\$3,575.00	\$155,295.00*	\$149,295.47*
Totals	<b>\$120,161.80</b>	\$207,674.25	\$187,120.93



### Agenda Item Details

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	7. Both Districts Policy Formation and Direction
Subject	7.01 Review of City of Tallahassee Community Redevelopment Agency's FY 2015 Annual Report and Performance Measures -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Budget Source	None.
Recommended Action	There is no recommended action for this agenda item, for information only.

### Public Content

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

#### *Statement of Issue*

On March 23, 2016, the City of Tallahassee Community Redevelopment Agency (CRA) submitted its FY 2015 Annual Report to the City of Tallahassee as required by Section 163.356(3)(c), Florida Statutes (FS). The annual report contains a complete financial statement listing the CRA's assets, liabilities, income and operating expenses as of the end of the FY 2015, a review of major programs and projects funded in FY 2015 and a summary description of major accomplishments during the fiscal year.

The report also includes an evaluation of the performance measures adopted by the CRA Board at their April 21, 2015 meeting. This was the first reporting on the evaluation of the performance measures and the first time the results were included in the annual report. The CRA Board approved five general categories of performance measures containing 15 specific measures. Of the 15 measures, nine have been fully met, two have been partially met and four could not be evaluated at the end of FY 2015 because a full year or 18 months of project information did not exist or because there were no FY 2015 programs or projects within a performance measure category. A brief description of the performance measures and results is contained in the main body of the agenda item, with a more detailed review in Attachment 1.

This agenda item is for information only and is intended to help answer any questions Board members may have on the measure results or the measures themselves.

#### *Recommended Action*

There is no recommended action for this agenda item, for information only.

#### *Fiscal Impact*

None.

### Supplemental Material/Issue Analysis

#### *History/Facts & Issues*

On March 23, 2016, the CRA submitted its FY 2015 Annual Report to the City of Tallahassee, as required by Section 163.356(3)(c), FS. As required by statute, the report contains a complete financial statement listing the CRA's assets, liabilities, income and operating expenses as of the end of the FY 2015, a review of major programs and projects funded in FY 2015 and a

summary description of major accomplishments during the fiscal year. A brief summary of financial and program/project information from the report is provided below.

The City Auditor conducted an internal audit of the CRA in FY 2014 (City Auditor Report # 1425). One of the recommendations from the audit was that "...CRA management should develop and use specific performance measures/indicators to better assess and report the success of CRA activities and programs." The audit also recommended including the performance measures in the CRA's annual report. On April 21, 2015, the CRA Board approved five general categories of performance measures containing 15 specific measures. The evaluation of the performance measures was included in the FY 2015 CRA Annual Report, which was the first annual report prepared following the approval of the performance measures.

Based on an end-of-fiscal year evaluation of the 15 performance measures, nine have been fully met, two have been partially met and four could not be evaluated because a full year or 18 months of project information did not exist or because there were no programs or projects within that performance measure category. A brief review of the performance measures is provided below, following the annual report summary, with more detail included in Attachment 1. The performance measure evaluation is also posted on the CRA website at [www.talgov.com/Uploads/Public/Documents/cra/pdf/cra\\_performance\\_measures.pdf](http://www.talgov.com/Uploads/Public/Documents/cra/pdf/cra_performance_measures.pdf)

#### CRA FY 2015 Annual Report Summary

As of September 30, 2015, the CRA had total assets of \$4,910,000: \$4,302,000 in the form of cash and cash equivalents/investments and \$608,000 in receivables. The CRA had \$455,000 in liabilities, and no long-term debt. At the end of the fiscal year, the total fund balance was \$4,455,000.

In FY 2015, the CRA received \$2,883,000 in income: \$2,655,000 in tax increment and \$228,000 in other fund income and adjustments (parking revenues, interest, fair value of investments, etc.). This includes \$1,514,000 in tax increment income for the Greater Frenchtown/Southside (GFS) District and \$1,369,000 for the Downtown (DT) District. During the fiscal year, the Agency approved, spent and/or committed approximately \$6.4 million in prior, current and future fiscal year funds in support of various programs and projects, including operational expenses. The report also includes a summary of major programs and projects that received funding or were approved for funding in FY 2015. Among the accomplishments addressed in the annual report are:

- Completion of the Onyx student development at 444 College Avenue, which is projected to add approximately \$26 million in new taxable value to the DT District in 2016.
- Purchase of the former Billy Owens construction office at 524 N Martin Luther King, Jr Blvd for use as a farmer's market starting in March 2016.
- Began asbestos and lead testing of the Shelter and Frenchtown Renaissance Community Center properties in preparation for anticipated asbestos/lead removal and demolition of the buildings in 2016.
- Four commercial façade improvement grant projects were completed committing \$181,000 in CRA funds towards renovation projects with total project costs of approximately \$1.8 million.

#### CRA FY 2015 Performance Measure Summary

Provided below is a brief summary of the 15 performance measures approved by the CRA Board and as reported in the CRA's FY 2015 Annual Report based on activities completed as of September 30, 2015.

1. Leveraging CRA assistance with private investments in support of major redevelopment projects (more than \$500,000 in CRA assistance).
  - a. Level of CRA assistance as a percentage of total project cost/private investment. CRA assistance to major redevelopment projects does not exceed, on average, 10 percent of development costs.

Performance Evaluation: This performance measure was met. The CRA provided development assistance to three major redevelopment projects (601 South Copeland, the Catalyst and College Town) during FY 2015 with an average level of assistance of 5.86 percent of development costs.

- b. CRA investment in major redevelopment projects increases post-development taxable value by at least 20 percent, on average.

Performance Evaluation: This performance measure was met. The three redevelopment projects all resulted in post-development taxable values greater than 3,000 percent over pre-development taxable values, greatly exceeding the 20 percent increase measure.

This level of increase reflects both the relatively low taxable value of the properties prior to redevelopment and the significant investment made in the redevelopment of the properties. This level of return should not be expected on most in-fill projects.

- c. At least one major redevelopment project approved, started and/or completed within the targeted areas bi-annually.

Performance Evaluation: This performance measure was met by the three major redevelopment projects listed below.

- Funding for Big Bend Cares was **approved** in September.
- The purchase and renovations of 524 North Martin Luther King, Jr. Blvd for the Frenchtown Farmer's Market **started** in April.
- The residential component of the Onyx mixed-use student residential development was **completed** in August.

2. Success of CRA small business grants programs:

- a. Commit at least 75 percent of budgeted small business grant funds each year.

Performance Evaluation: This performance measure was partially met. The CRA committed 84 percent of the GFS District Commercial Painting Grant funds and 100 percent of the DT District Commercial Façade Improvement Grant funds during FY 2015. However, only 44.9 percent of the GFS Commercial Façade Improvement Grant funds and 63.3 percent of the DT Commercial Painting Grant funds were committed during the current fiscal year.

Staff anticipates the new Business Facility Improvement Program, which includes up to \$10,000 in non-matching grant funds, will increase the amount of building improvement funds committed within the GFS District during FY 2016. The DT Commercial Painting Grant Program has seldom been of major interest in the DT District. Staff will continue to evaluate this program and use the results to make FY 2017 funding recommendations.

- b. Percentage of Commercial Façade Improvement grant recipients that exceed the minimum dollar-for-dollar match requirement, with a goal of averaging \$1.50 in private investment for each CRA dollar invested. The total project cost is taken from the application for the grant.

Performance Evaluation: This measure was met. A total of seven commercial façade grant applications were approved in FY 2015: four in the GFS District and three in the DT District. The average private investment for GFS projects was \$2.65 for each \$1.00 invested by the CRA. The average private investment for DT projects was \$30.15 for each \$1.00 invested by the CRA.

The high level of private investment for DT projects is the result of the higher cost of most downtown improvements. Generally, the DT Commercial Façade Improvement Grant funds are a small portion of a much larger redevelopment effort. This is not necessarily the case in the GFS District, where a façade improvement might result only in the required dollar-for-dollar match or minimal private investment beyond the required match.

- c. Percentage of grant recipients in business three and five years after completion of improvements.

Performance Evaluation: This measure was met. In FY 2013 four commercial façade grant improvements were completed, two in each redevelopment district. All grant recipients were still in business at the end of FY 2015. In FY 2011 two commercial façade grant improvements were completed, one in each redevelopment district. Both recipients were still in business at the end of FY 2015.

### 3. Infrastructure

CRA assistance as a percentage of the total project cost, with a goal of limiting CRA assistance to a maximum of 20 percent of total project cost.

Performance Evaluation: The measure could not be evaluated because the CRA had no active infrastructure projects in FY 2015.

### 4. Quality of Life

#### a. Number of CRA-supported promotional/special events supported annually.

Performance Evaluation: This measure was met. The CRA supported 15 promotional/special events in FY 2015 – eight in the GFS District and seven in the DT District. The CRA provided \$70,000 in grant funding (\$35,000 for each district). The Tallahassee Downtown Improvement Authority contributed an additional \$30,000 in grant funds that supported an additional nine events.

#### b. Commit at least 90 percent of budgeted promotional/special event funds each year.

Performance Evaluation: This measure was met. The full \$70,000 in grant funds approved by the CRA Board was committed during the fiscal year in support of 15 events.

#### c. Minimum of 25 percent increase in previously approved applicant's financial contributions towards promotional/special events after two years of CRA assistance.

Performance Evaluation: This measure was met. Four of the 15 applications approved in FY 2015 had previously approved applications. These applicants increased their contribution from previous years by at least 25 percent. The remaining 11 applicants had not received two consecutive years of prior CRA promotional/special grant assistance.

#### d. Decrease in funding needs of prior approved applicants after three years of CRA support.

Performance Evaluation: This measure could not be evaluated at the end of the fiscal year because none of the applicants approved in FY 2015 had received promotional/special event grant assistance for three consecutive years.

### 5. Elimination of blighted conditions.

#### a. Commit at least 85 percent of CRA small business grant funds dedicated to targeted areas annually.

Performance Evaluation: This performance measure was partially met. All of the DT Commercial Façade Grant funds were committed to projects in the DT District, where there is no specified target area. In the GFS District, 84 percent of the commercial painting grant funds were committed in support of projects within the targeted area along South Monroe and Adams Streets between the CSX Railroad tracks south to Orange Avenue. Also within the GFS District targeted area, 44.9 percent of the commercial façade grant funds were committed against projects. In the DT District, 63.3 percent of the commercial painting grant funds were committed against projects during the fiscal year.

As noted earlier in the evaluation of Performance Measure #2, staff anticipates the new Business Facility Improvement Program and the improved access to non-matching grant funds will increase the amount of grant funds committed to projects within the GFS District and within the GFS District BFIP target area.

#### b. Commit at least 85 percent of affordable housing funds dedicated to targeted areas annually.

Performance Evaluation: This measure was met. The \$200,000 in FY 2015 affordable housing funds has been committed in the South City area of the GFS district.

- c. 100 percent of small business projects to be completed within one year of agreement approval.

Performance Evaluation: This measure could not be fully evaluated at the end of the fiscal year because a full year had not passed from the date all FY 2015 small business project development agreements were executed. There were 15 small business projects approved for both districts in FY 2015. Of these 15 projects, eight were completed within one year of the agreement approval. For the remaining seven grant recipients, a full year has not passed since the approval of the agreement.

- d. 100 percent of affordable housing projects completed within 18 months of agreement approval, unless the agreement specifies otherwise.

Performance Evaluation: As of the end of FY 2015 there have not been 18 months of affordable housing activity to evaluate this performance measure.

The first-year evaluation results of the performance measures support the overall success of the various programs and projects established by the CRA to address the conditions of blight that impact both the GFS District and DT District. As with all performance measures, both the measures and results are not static and can be expected to change over the years or even from one year to the next. Staff will continue to monitor the various CRA activities using the performance measures and, when appropriate, make recommendations to the CRA Board regarding where and when changes to CRA programs and projects or the evaluation tools might be needed.

### *Options*

There is no recommended action for this agenda item, for information only.

### *Attachments/References*

1. Summary of FY 2015 Evaluation of CRA Performance Measures

[Atch 1 - FY 2015 Performance Measures\\_04-28-2016.pdf \(446 KB\)](#)



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
FY 2015 EVALUATION OF PERFORMANCE MEASURES**

In April 2015, the CRA Board adopted a series of performance measures to help measure the success of CRA programs and projects in addressing conditions of blight within the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) and the Downtown District Community Redevelopment Area (DT District). Unless otherwise noted, the evaluation period covers the fiscal year (FY) 2015 period, which extends from October 1, 2014 through September 30, 2015. This is the first year of the performance measures and staff anticipates recommending both performance measure and program adjustments to the CRA Board as we progress through FY 2016.

1. Leveraging CRA assistance with private investments in support of major redevelopment projects (more than \$500,000 in CRA assistance).

The three major redevelopment projects listed below, all in the DT District, were added to the tax rolls in 2014 and generated tax increment revenue for the CRA in FY 2015. Each project's performance is listed in the individual performance measures and is outlined in Table 1:

- College Town
  - 601 South Copeland
  - The Catalyst
- a. Level of CRA assistance as a percentage of total project cost/private investment. CRA assistance to major redevelopment projects does not exceed, on average, 10 percent of development costs.

***Performance Evaluation: This measure has been met.***

The average level of CRA assistance provided to the three redevelopment projects was 5.86%.

- College Town - 12.28%
  - 601 South Copeland – 1.84%
  - The Catalyst – 3.45%
- b. CRA investment in major redevelopment projects increases post-development taxable value by at least 20%, on average.

***Performance Evaluation: This measure has been met.***

As shown in Table 1, below, the post-development taxable value for all three projects greatly exceeded the 20% on average measure, with a minimum value increase of nearly 3,000%. While this value seems unusually high, it is important to note that the pre-development taxable value of the 601 Copeland property was zero (\$0) due to the property being owned by the City prior to redevelopment. The other properties on the list also had low property values prior to redevelopment. This occurs when property is significantly underdeveloped. As the CRA District continues to develop, property values should improve and the delta between pre and post development property value should decrease.

Table 1

Grant Recipient	CRA Assistance	Total Project Cost	% of CRA Assistance	Pre-Development Value	Post Development Value	Increase in Value	Taxable Value Increased at least 20%
601 S Copeland	\$395,000	\$21,500,000	1.84%	\$0	\$17,877,896	\$17,877,896	YES
Catalyst	\$911,800	\$26,400,000	3.45%	\$881,328	\$26,132,164	\$25,250,836	YES
College Town	\$2,382,045	\$19,391,160	12.28%	\$1,207,059	\$14,878,211	\$13,671,152	YES
Average Percent			5.86%				3000% minimum

- c. At least one major redevelopment project approved, started and/or completed within the targeted areas bi-annually.

***Performance Evaluation: This measure has been met.***

Three major CRA-funded redevelopment projects met this performance measure during the fiscal year. These projects are discussed in greater detail in the FY 2015 CRA Annual Report.

- Funding for Big Bend Cares was **approved** in September
- The purchase and renovations of 524 N. Martin Luther King, Jr. Blvd for the Frenchtown Farmer’s Market **started** in April.
- The residential component of the Onyx mixed-use student residential development was **completed** in August.

2. Success of CRA small business grants programs:

- a. Commit at least 75 percent of budgeted small business grant funds each year.

***Performance Evaluation: This performance measure was partially met.***

- ***This measure was met for the GFS Commercial Painting Grant Program, with 84% of the funds committed, and the DT Commercial Façade Grant Program, with 100% of the funds committed.***
  - ***The measure was not met for the GFS Commercial Façade Grant Program, with 44.9% of the funds committed, and DT Commercial Painting Grant Program, 63.3% of the funds committed.***
- (1) FY 2015 GFS Commercial Painting Grant Funds: 84.3%. \$25,303 of the \$30,000 in budgeted grant funds was committed against five projects. Similar to the Commercial Façade Grant program, this was the first year grant funds were targeted to a specific area within the GFS District, which limited potential applicants. The Painting Grant Program will also be incorporated into the GFS Business Facility Improvement Grant Program for FY 2016.
  - (2) FY 2015 DT Commercial Façade Grant Funds: 100%. All budgeted DT Commercial Façade Grant funds were committed against three projects during FY 2015.
  - (3) FY 2015 GFS Commercial Façade Grant Funds: 44.9%. \$88,819 of the \$200,000 in budgeted grant funds was committed against four projects. This was the first year grant funds were targeted to a specific area within the GFS District, which limited potential applicants despite a staff door-to-door visit of eligible businesses in the target area.

The program is being modified to increase the number of potential applicants by lowering the cost of entry. Starting in FY 2016, the GFS Commercial Façade Grant Program has been incorporated into the GFS Business Facility Improvement Grant Program, which includes a \$10,000 no-match grant, making it easier for small businesses to participate in the program. Additionally, the program now allows greater flexibility in how the funds may be used. Staff is working to make businesses in the targeted area aware of the changes and anticipates a higher participation rate in FY 2016.

- (4) FY 2015 DT Commercial Painting Grant Funds: 63.3%. \$9,500 of the \$15,000 in budgeted grant funds was committed against two painting projects. The DT Commercial Painting Grant program has seldom generated the same level of interest that the GFS Commercial Painting Grant program has. As a result, the amount of funds budgeted against this project has been reduced from \$30,000 to \$15,000 in recent years. There were no applicants for FY 2014. Staff may recommend the program be discontinued if the results do not improve in FY 2016.

- b. Percentage of Commercial Façade Improvement grant recipients that exceed the minimum dollar-for-dollar match requirement, with a goal of averaging \$1.50 in private investment for each CRA dollar invested. The total project cost is taken from the application for the grant.

***Performance Evaluation: This measure has been met.***

- (1) FY 2015 GFS Commercial Façade Grant Funds. Four GFS Commercial Façade Grant applications were received and approved in FY 2015. Two of the projects alone exceeded the \$1.50 private investment match for each CRA dollar invested when considering total projects costs, which includes renovations not covered by the grant. An average of all four projects yielded a ratio of \$1 in CRA investment resulting in \$2.65 in private investment. The details the CRA and private investments in each project are describe in Table 2, below.

Table 2

<b>Grant Recipient</b>	<b>Total Project Costs &amp; Grant Eligible Expenses</b>	<b>CRA Grant</b>	<b>Ratio of CRA Investment to Private Investment</b>
831 Old Bainbridge Rd	\$64,965 \$44,965	\$22,483	\$1 to \$1.89
1818 S. Monroe St	\$119,694 \$107,292	\$50,000	\$1 to 1.39
567 Industrial Dr	\$18,138 \$18,138	\$9,069	\$1 to \$1.00
2531 S. Adams St	\$53,357 \$14,537	\$7,268	\$1 to \$6.34

- (2) FY 2015 DT Commercial Façade Grant Funds: 100 percent. Three DT Commercial Façade Grant applications were received and approved in FY 2015. Two of the projects exceeded the \$1.50 private investment match for each CRA dollar invested based on the basic grant match alone. All three projects exceeded the private investment match goal. CRA and private investments in each project are detailed in Table 3 below.

Table 3

Grant Recipient	Total Project Cost and Grant Eligible Expenses	CRA Grant	Ratio of CRA Investment to Private Investment
222/224 E. College Ave	\$748,730 \$248,730	\$50,000	\$1 to \$13.97
227 N. Bronough St	\$3.5 Million \$735,100	\$50,000	\$1 to \$68.98
402 W. College Ave	\$425,000 \$100,625	\$50,000	\$1 to \$7.50

- c. Percentage of grant recipients in business three and five years after completion of improvements.

***Performance Evaluation: This measure has been met.***

The Commercial Façade Grant Program provides grant funds for exterior building improvements; applicants can be the property owner or a tenant. Many property owners use the grant funds to improve the exterior of their building in order to attract one or more tenants. In the case of façade improvements that were made to the exterior of leased properties we consider the grant recipient to be in business if the property has tenants or the owner is actively seeking tenants. Table 4 notes the properties that are leased or are actively seeking tenants.

Five Years after Completion – 100%. Two (2) grant recipients completed their projects in 2011 and both were still in business at the end of fiscal year 2015.

Three Years After Completion – 100%. Four (4) grant recipients completed their projects in 2013 and all were still in business at the end of fiscal year 2015.

Table 4

	Project Name	Type of Business	Street Address	Grant Amount	Project Completed	District	In Business	Comments	
5 Years	Lewis & Whitlock	Architectural Firm	206 W. Virginia	\$50,000	1/4/2011	DT	Yes		
	KF4Holdings LLC	Multiple Retail Facilities	1216 N. Monroe	\$50,000	12/16/2011	GFS	Yes	Leased	
	3 Years	Franklin J. Worth Trust	Commercial	729 W. Gaines	\$24,779	4/3/2013	GFS	Yes	Leased
		ASA Office Space, LLC	Office Building	205 S. Adams	\$50,000	3/21/2013	DT	Yes	
		630 West Brevard St.	Office Building	630 W. Brevard	\$8,950	7/1/2013	GFS	Yes	Leased
		Ron Sachs Communications	Office Building	114 S. Duval	\$6,036	9/5/2013	DT	Yes	

3. Infrastructure

- a. CRA assistance as a percentage of the total project cost, with a goal of limiting CRA assistance to a maximum of 20 percent of total project cost.

**Performance Evaluation: The CRA had no active infrastructure projects in FY 2015.**

4. Quality of Life

- a. Number of CRA-supported promotional/special events supported annually.

**Performance Evaluation: This measure has been met.**

The CRA provided \$70,000 in CRA Promotional and Special Event Grant funds (\$35,000 for each district) supporting 8 events in the GFS District and 7 events in the DT District. An additional \$30,000 in matching funds from the Downtown Improvement Authority added 9 more events to the DT District for a total of 16 events.

- b. Commit at least 90 percent of budgeted promotional/special event funds each year.

**Performance Evaluation: This measure has been met.**

In fiscal year 2015, \$70,000 was budgeted for the Promotional and Special Event Grant Program. The full \$70,000 (100%) was committed to fifteen (15) events.

- c. Minimum of 25 percent increase in previously approved applicant’s financial contributions towards promotional/special events after two years of CRA assistance.

**Performance Evaluation: This measure has been met. Four of the 15 approved applicants had one or more approved previous applications. These 4 applicants (Table 5, below) increased their contribution from previous years by at least 25%. The remaining 11 applicants have not received two consecutive years of prior CRA promotional/special grant assistance.**

Table 5

	Organization	Event	Years Funded	Applicant’s Contribution Increased by at least 25%
1	John G. Riley Center/ Museum	Season of Emancipation - Walk Through Living History	2013, 2014 & 2015	Yes
2	Tallahassee Film Society	Film Series	2013, 2014 & 2015	Yes
3	Martin Luther King Dare to Dream Association	MKL Dare to Dream Festival	2013, 2014 & 2015	Yes
4	Tallahassee Bach Parley	Tallahassee Bach Parley Concert Series	2013, 2014 & 2015	Yes

- d. Decrease in funding needs of prior approved applicants after three years of CRA support.

**Performance Evaluation: This measure cannot be evaluated at this time. There were no applicants who received CRA assistance for three consecutive years.**

5. Elimination of blighted conditions

- a. Commit at least 85 percent of CRA small business grant funds dedicated to targeted areas annually.

**Performance Evaluation: This performance measure was partially met.**

- **This measure was met for the GFS Commercial Painting Grant Program, with 84% of the funds committed, and the DT Commercial Façade Grant Program, with 100% of the funds committed.**
- **The measure was not met for the GFS Commercial Façade Grant Program, with 44.9% of the funds committed, and DT Commercial Painting Grant Program, 63.3% of the funds committed.**

- ***Please see Performance Measure #2, above, for a full review and evaluation.***

- b. Commit at least 85 percent of affordable housing funds dedicated to targeted areas annually.

***Performance Evaluation: This measure has been met with 100% of the \$200,000 in FY 2015 affordable housing funds being committed in the South City area of the GFS district.***

- c. 100 percent of small business projects to be completed within one year of agreement approval.

***Performance Evaluation: This measure could not be fully evaluated at the end of the fiscal year because a full year had not passed from the date all FY 2015 small business project development agreements were executed.***

There were 15 small business projects (Commercial Façade Improvement Grants and Commercial Painting Grants) approved for both districts in FY 2015. Of these 15 projects, 8 were completed within one year of the agreement approval. For the remaining seven, a full year has not passed since the approval of the agreement. Staff will provide updates on this measure during project updates to the CRA Board.

- d. 100 percent of affordable housing projects completed within eighteen months of agreement approval, unless the agreement specifies otherwise.

***Performance Evaluation: As of the end of FY 2015 we did not have 18 months of affordable housing activity to evaluate this performance measure.***

However, we expect the purchase of two residential properties (one on Wallis Street and one on S. Meridian), lead paint and asbestos inspections and, if appropriate, removal and demolition to be completed by the end of March 2016, which will meet the 18-month performance measure goal. Staff will provide updates on this measure during project updates to the CRA Board.



### Agenda Item Details

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Meeting	Apr 28, 2016 - CRA Board Meeting
Category	7. Both Districts Policy Formation and Direction
Subject	7.02 Fiscal Year 2016 CRA Promotional/Special Events Grant Program Mid-Year Review and Direction for FY 2017 Funding -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Budgeted	No
Budget Source	The budget source will be PSE line item from the FY 2017 CRA Budget once approved by the CRA Board in Spetember 2016.
Recommended Action	Option 1: Reduce the FY 2017 PSE Grant Program to the FY 2012 funding level of \$40,000 (\$20,000 for each redevelopment district). This is based based on the motion made at the September 2, 2015 CRA Board meeting to reduce the funding amount gradually over the next few years, eventually eliminating the program. Option 2: Authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events.

### Public Content

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

#### *Statement of Issue*

For fiscal year (FY) 2016, the City of Tallahassee Community Redevelopment Agency (CRA) approved \$70,000 in grant funds to help fund the Promotional/Special Events (PSE) Grant Program within the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) and the Downtown District Community Redevelopment Area (DT District), with \$35,000 committed to each redevelopment area. In addition to the program funding approval, the CRA Board approved and authorized the CRA Executive Director to enter into an agreement with the Tallahassee Downtown Improvement Authority (TDIA) to administer the DT District PSE Grant Program.

The purpose of the program is to provide support to special events that promote the goals and objectives of the respective districts' redevelopment plan and attract visitors to the districts. Funds are available for not-for-profit organizations who will host promotional or special events that are open to the public within the two redevelopment areas. In the past, staff has requested funding direction and/or approval for the upcoming FY PSE program in May or June of each year in order to have sufficient time to notice the program, receive and evaluate applications, and coordinate with grant recipients prior to the start of the upcoming FY since some PSE events occur in October. In accordance with the PSE program guidelines, CRA staff provide mid-year and end-of-year program updates to the CRA Board.

During FY 2016, 18 not-for-profit organizations were awarded funds: nine in the GFS District and nine in the DT District. A brief description of each of these events is provided in the main body of this agenda item. All FY 2016 PSE funds approved for the GFS District have been awarded. The DT District has \$2,500 in uncommitted funds at this time. TDIA staff will award the funds to the highest scored applicant or applicants whose events have not taken place.

At the September 2, 2015 CRA Board meeting, the Board approved the proposed GFS Investment Plan. As part of the Investment Plan review, the Board discussed whether or not to include the PSE Grant program as part of the plan. The Board decided to include the PSE Grant program in the Investment Plan with the caveat to (1) wean funding from the program over the next few years that would eventually eliminate the program and (2) create policy language which would not allow funding of special events beyond the \$35,000 approved by the Board and direct organizations to other grant programs available through the Council on Culture and the Arts (COCA) and the Tourist Development Council (TDC).

On September 14, 2015, CRA staff provided the GFS District Citizens' Advisory Committee (CAC) with an update on the September 2<sup>nd</sup> CRA Board meeting and the Investment Plan discussion. The GFS District CAC expressed their support of the PSE Grant program and recommended increasing the funds for the GFS district to \$50,000.

This agenda item provides the CRA Board with an update on the FY 2016 PSE program, and recommends approval of FY 2017 program funding consistent with Board direction from the September 2, 2015 CRA meeting, which included weaning funding for the program over the next few years, eventually eliminating the program.

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

Option 1: Reduce the FY 2017 PSE Grant Program to the FY 2012 funding level of \$40,000 (\$20,000 for each redevelopment district). This is based based on the motion made at the September 2, 2015 CRA Board meeting to reduce the funding amount gradually over the next few years, eventually eliminating the program.

Option 2: Authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events.

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

The exact fiscal impact is not known at this time. The impact will be based on the final amount approved by the CRA Board and approval of the FY 2017 CRA budget in September. Program funds will come from the respective district's FY 2017 tax increment funding.

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

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

For FY 2016, the CRA approved \$70,000 in grant funds to help fund promotional and special events within the GFS District and the DT District (\$35,000 for each redevelopment area). In addition to the program funding approval, the CRA Board approved and authorized the CRA Executive Director to enter an agreement with the TDIA to administer the DT District PSE Grant Program. In past few years, TDIA funds of \$30,000 would be added to CRA funds to support additional DT District events, but in FY 2016 the TDIA funds were used to support the Downtown Get Downs instead.

The purpose of the program is to provide support to special events that promote the goals and objectives of the respective district's redevelopment plan. Funds are available for not-for-profit organizations who will host promotional or special events that are open to the public within the two redevelopment areas. The approved FY 2016 PSE guidelines/application and scoring sheet are included as Attachments 1 and 2, respectively.

During FY 2016, 18 not-for-profit organizations were awarded PSE funds: nine in the GFS District and nine in the DT District. A brief description of each of each event is provided below.

#### **Review of FY 2016 PSE Events**

For the FY 2016 PSE cycle, CRA staff administered the GFS events, while the TDIA administered the DT events. The CRA formed a three-person committee to evaluate the 17 applications it received. The evaluation committee consisted of two staff persons and a GFS Citizen's Advisory Committee member. Nine of the 17 applications were approved for funding. Of the eight applications not approved, one was not scored because it failed to provide signature authority on the application and there was not enough funding available for the remaining seven applications. The nine funded organizations and their events are summarized below.

The TDIA classified the downtown events into two categories: Tier I and Tier II. The Tier I events were those events which had been sanctioned by the City in the past, such as the St. Patrick's Day Festival, Springtime Tallahassee and the Le Moyne Chain of

Parks Art Festival. Tier I events are eligible for grant funds ranging from \$2,500 to \$10,000 per event. All other events are classified as Tier II events, and are eligible for maximum funding of \$2,500 per event. The TDIA received a total of 12 applications: four Tier I and eight Tier II events. They also formed a three-person committee to evaluate the grant applications. The committee consisted of two TDIA staff persons and a TDIA Board member, who evaluated the applications using the same criteria used by CRA staff. The TDIA approved funding for nine of the applications. Three applications did not receive funding because they did not meet the definition of a promotional event as outlined in the guidelines, they failed to submit a post-event report from an event funded in the previous year, and an event was relocated outside the CRA boundaries. The nine funded organizations and their events are summarized below.

#### Events Approved for the GFS District

- **ArtiGras: \$5,000** – The Shops and Studios of Railroad Square was awarded \$5,000 to host the 7<sup>th</sup> annual ArtiGras which took place on February 21, 2016 at Railroad Square. The event brings the history and traditions of the original New Orleans Mardi-Gras to the Tallahassee community. ArtiGras featured a Mardi-Gras atmosphere with food from local food trucks, art work, three stages for musical entertainment and a large parade. An estimated 3,500 people attended the event.
- **The Season of Emancipation: A Walk through Living History: \$5,000** – The John G. Riley Museum was awarded \$5,000 for hosting a living history celebration featuring a reenactment of a Civil War battle, living history demonstrations, and a parade. The event will be held on May 21, 2016 at the Speed Spencer Stevens Park.
- **Community Healing Days: \$5,000** – The Citizens for Sustainable Future was awarded \$5,000 to host a three-day event featuring art, music, health education workshops, and health screenings. The event was held October 23 – 25, 2015 at the HiFi Jazz Café. An estimated 350 people took part in the events.
- **All Saints First Saturday Cultural Series: \$5,000** – The All Saints Community Association was awarded \$5,000 to host a series of monthly events that will showcase the culture of the Big Bend region. The events will be held on the first Saturday of every month from December 2015 to May 2016. The events will feature live music, food, and promotional activities from local businesses.
- **Southern Gothic Film Series: \$5,000** – The Tallahassee Film Society was approved for \$5,000 to showcase a southern gothic film series, with two gothic films shown once a month. All showings take place at the All Saints Cinema (Amtrak Station) from October 2015 through September 2016.
- **Jazz on Gaines Street: \$5,000** – RB Ministries was awarded \$5,000 to hold two Jazz on Gaines Street events, one was held on March 19, 2016 and the other will be held on September 18, 2016. The events showcase jazz musicians with several food vendors and activities for the kids. The March event had an estimated 700 in attendance.
- **Providence Neighborhood Fun Day: \$1,500** – The Providence Neighborhood Improvement Association was awarded \$1,500 for their annual fun day which will take place on June 4, 2016. The event will feature live music, children activities, arts and crafts, and educational information for residents. The Fun Day will be held at the Delta Kappa Omega Providence Community Service Center.
- **Gaines Street Fest 2015: \$2,500** – Unity Song was awarded \$2,500 for the 2015 Gaines Street Fest. The festival was held on November 7, 2015 and comprised of seven musical stages and food trucks within a four square block area bordered by W Gaines Street, Railroad Avenue, All Saints Street, and St. Michael Street. There were an estimated 4,000 people in attendance.
- **Frenchtown Heritage Fest 2015: \$5,000** – Frenchtown Neighborhood Improvement Association was awarded \$5,000 to host the 2015 Frenchtown Heritage Festival which was held on October 3, 2015. The festival is full of kids' activities, food vendors, live music and dance with arts and craft vendors. There were an estimated 500 people in attendance.

#### Events Approved for the DT District

- **Chain of Parks Art Festival: \$7,500** (Tier I event) – The LeMoyne Center for the Visual Arts was awarded \$7,500 for the annual Chain of Parks Arts Festival. The event is an outdoor festival of original artwork and entertainment. The

Chain of Parks Art Festival event will be held April 16-17, 2016 in the chain of parks on Park Avenue.

- **Springtime Tallahassee Festival: \$7,500** (Tier I event) – Springtime Tallahassee was awarded \$7,500 for the 2016 Springtime Tallahassee Festival. The festival includes the Grand Parade, Jubilee in the Park, Children’s Park and entertainment stages. There are a variety of items offered by the arts, crafts, and food vendors. The festival was held April 1– 3, 2016 in downtown Tallahassee.
- **The Friday Night Block Party: \$10,000** (Tier I event) – Seminole Boosters, Inc. was awarded \$10,000 for hosting the Friday Night Block Party. At the September 2, 2015 CRA Board meeting, the Board reviewed the proposed GFS Investment Plan. The plan outlined six programs and six projects, including the PSE program, for consideration of approval by the CRA Board. During the GFS Investment Plan presentation, the Board discussed whether or not to continue the PSE program and to include it as part of the Investment Plan. Following the discussion, the CRA Board decided to include the PSE Grant program as part of the GFS Investment Plan with two caveats: (1) to wean funding for the program over the next few years that would eventually eliminate the program and (2) create policy language which would not allow funding of special events beyond the \$35,000 approved by the Board and direct organizations to other grant programs through COCA and TDC.

On September 14, 2015, CRA staff provided the GFS CAC with an update on the September 2, 2015 CRA Board meeting and the Investment Plan. The GFS CAC expressed their strong support for the PSE program, and recommended increasing the GFS program funds from \$25,000 to \$50,000, which would support 10 events if each applicant requested the maximum \$5,000 funding level.

In the past, staff has requested funding direction and/or approval for the upcoming FY PSE program in May or June in order to have sufficient time to notice the program, receive and evaluate applications, and coordinate with grant recipients prior to the start of the new FY since some PSE events occur in October. However, because there will not be a May CRA Board meeting, staff is presenting the agenda item now in the event they need to respond to additional Board direction at the June 23rd CRA Board meeting.

Staff recommends approval of \$40,000 in FY 2017 PSE grant funds (\$20,000 for each redevelopment district) consistent with CRA Board direction from the September 2, 2015 CRA Board meeting. Staff also recommends the Board authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events.

If required, staff will incorporate any additional Board direction into a revised PSE agenda item for the June 23, 2016 CRA meeting.

### *Options*

1. Reduce the FY 2017 PSE Grant Program to the FY 2012 funding level of \$40,000 (\$20,000 for each district). This is based on the motion made at the September 2, 2015 CRA Board meeting to reduce the funding amount gradually over the next few years, eventually eliminating the program.
2. Authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events
3. Fund the FY 2017 Promotional and Special Event (PSE) Grant program at the same level as FY 2016 (\$70,000; \$35,000 for each district).
4. Increase the FY 2017 PSE Grant program to \$85,000 with \$50,000 going towards the GFS district and \$35,000 for the DT district. This would follow the CAC recommendation to increase the GFS PSE funding to \$50,000.
5. Provide CRA staff with other direction for update and presentation at the June 23, 2016 CRA Board meeting.

***Attachments/References***

1. FY 2016 Promotional/Special Events Program Guidelines
2. FY 2016 Promotional/Special Events Program Grant Score Sheet

[Atch 1\\_FY16 PSE Grant Guidelines Instructions\\_v4.pdf \(624 KB\)](#)

[Atch 2\\_FY 2016 Promotional and Special Event Grant Scoring Sheet.pdf \(663 KB\)](#)



# Promotional/Special Event (PSE) Grant Guidelines & Instructions

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## FY2016 PSE Grant Program Calendar

**Applications Available:**

**June 22, 2015**

Available online at: [http://www.talgov.com/ecd/ecd-economic-special\\_event\\_grant.aspx](http://www.talgov.com/ecd/ecd-economic-special_event_grant.aspx) or at CRA and TDIA offices.

**Grant Workshop:**

**June 30, 2015**

**Renaissance Center (435 N. Macomb Street – 2<sup>nd</sup> Floor Conference Rm.)  
6 PM – 8 PM**

Organizations interested in applying for a grant are encouraged to attend this free overview session to learn more about the program criteria and the requirements of this specific grant program.

**Application Cycle Opens:**

**July 7, 2015 at 9:00 AM**

The CRA and TDIA will begin accepting applications for this program. Applications may be mailed, delivered by courier or dropped off in person. The mailing address is located on Page 3 of this application packet.

**Application Cycle Closes:**

**July 31, 2015 at 4:30 PM**

Late applications will not be accepted under any circumstances. If mailed, applications must be postmarked by Friday, July 31, 2015.

**Score and Rank Applications:**

**Week of August 17, 2015**

# About the CRA's PSE Grant Program

## Program Overview

The City of Tallahassee Community Redevelopment Agency (CRA) has set aside \$70,000 to help fund special events and/or promotional activities within the Greater Frenchtown/Southside Community Redevelopment Area and the Downtown District Community Redevelopment Area (\$35,000 for each redevelopment area). The purpose of the program is to provide support to special events that promote the goals and objectives of the Greater Frenchtown/Southside Community Redevelopment Plan or the Downtown District Community Redevelopment Plan.

Grant funds are available for not-for-profit organizations that will host promotional or special events within either of the two redevelopment areas. The events must occur within the fiscal year of 2016 (October 1, 2015 to September 30, 2016). Grant funds will be awarded on a competitive basis.

Applications for events occurring in the Greater Frenchtown/Southside District will be accepted, reviewed, approved and administered by the CRA. There are no tiers for events occurring in the Greater Frenchtown/Southside District, which have a maximum award of \$5,000 per event.

Applications for events occurring in the Downtown District will be accepted, reviewed, approved and administered by the Tallahassee Downtown Improvement Authority (TDIA). Downtown events will be classified into two categories: Tier I and Tier II. The Tier I are those events co-sponsored by the City in FY 2015. Tier II events are all other events held in the Downtown District. The funding range for Tier I events is from \$2,500 to \$10,000 per event. Tier II events have a maximum funding of \$2,500 per event. **Please note there may be some changes to the TDIA administration of the Downtown events.**

Not-for-profit organizations may only receive one grant award per fiscal year. Grant funds shall only be provided for events occurring after grant applications have been approved and the recipient has entered into a grant agreement with the CRA.

Organizations wishing to receive funding assistance for their event must submit the CRA Promotional/Special Event Grant Program application for review and ranking by CRA or TDIA staff. Application forms are available from the CRA and the TDIA offices listed below.

CRA Office  
City Hall  
300 S. Adams Street  
Mailbox A-17  
Tallahassee, FL 32301  
850-891-8357

TDIA Office  
106 E. Jefferson Street  
3rd Floor  
Tallahassee, FL 32301  
850-224-3252

Applications are also available online at:  
[http://www.tal.gov.com/ecd/ecd-economic-special\\_event\\_grant.aspx](http://www.tal.gov.com/ecd/ecd-economic-special_event_grant.aspx)

The procedures for submitting the application form are outlined below. The Executive Director of the CRA has the authority to approve all funding requests for events occurring in the Greater Frenchtown/Southside District. The Executive Director of the TDIA has the authority to approve all funding requests for events occurring in the Downtown District.

## **Application Criteria**

In order to be eligible for funding under this program applicants are required to meet all the criteria listed below:

1. Definition of Special Event and/or Promotional Activities is defined as a new or existing organized concert, exhibition, festival, carnival, athletic event, craft show, competition, parade, celebration, market or any event similar in nature which is open to the public. Special events do not include social parties, conferences, open houses, grand openings, ribbon cutting ceremonies or events that are not open to the public.
2. Special events must relate to at least one goal or objective of the respective Redevelopment Plan.
3. Applicant must be a not-for-profit organization registered with the Florida Department of State, Division of Corporations.
4. Special event must be open to the public.
5. Special event must take place between October 1, 2015 and September 30, 2016 (Grant Period).
6. Application must be signed by two officers of the organization currently listed with the Florida Department of State, Division of Corporations.
7. Special event must be held within the boundaries of the Greater Frenchtown-Southside Redevelopment Area or the Downtown District Redevelopment Area.
8. Applicant must be current and not in default on any City of Tallahassee, Leon County or CRA loans.
9. Promotional/special events hosted by a not-for-profit organization that has a for-profit business are not eligible for funding if the event is similar in nature to the for-profit business activity or operations.
10. The facility in which the event will occur must not have any City code violations.
11. An event budget must be submitted with the application.

## **What Program Funds Can Be Used For?**

1. Rentals such as equipment, tents, chairs, tables, facilities, portalets, etc;
2. Marketing and promotion including advertising, printing of flyers, banners;

3. Entertainment, performers;
4. Permits, film license;
5. Security, general liability insurance;
6. Food and drinks that will be consumed at the event.

## What Program Funds Cannot Be Used For?

1. Religious or political promotional/special events;\*
2. Promotional or special events that are inconsistent with the goals and objectives of the CRA, the City of Tallahassee, or Leon County;\*
3. Promotional or special events sponsored by the State of Florida, local governments or universities;
4. Events that are not open to the public, either for free or for a fee;
5. Operating expenses of the hosting organization, including salaries or other compensation;
6. Prize money, awards, plaques or certificates;
7. Purchase of tangible personal property;
8. Interest payments or reduction of deficits or loans;
9. Travel expenses;
10. Alcoholic beverages
11. Taxes, such as Florida State Sales Tax

\*The determination of whether or not a promotional/special event is religious or political, or is inconsistent with the goals and objectives of the CRA lies solely with the CRA Executive Director.

## Application Process

An **original signed** application **and three (3)** copies with supporting documentation must be submitted by the deadline date of July 31, 2015. Applications will be available on June 22, 2015.

Organizations may only submit one application per fiscal year. Applications must be fully completed and applicants must submit all items and supporting documentation listed on the Application Package Checklist on the last page of the application.

Applications will be accepted by delivery in person, via US Postal Service, or private courier service at the CRA or TDIA offices at the address listed above. Applications sent electronically will NOT be accepted.

## Notification of Funding Decision

Applicants will be advised on the status of their application during the week of August 24, 2015. A grant committee consisting of three committee members will score and rank the applications. The CRA and the TDIA will have a separate grant committee for each district. Each application will be scored based on the applicant responses and supporting materials. An application will be ranked based on its score out of a total of 100 points. Funding will be provided to the highest ranked applications until funds are depleted. Notification will be made initially via email, to be followed by a written notification.

## Grant Agreement and Insurance Requirement

Grant funds shall only be provided for events after grant applications have been approved and the recipient has entered into a grant agreement with the CRA and/or the TDIA. All applicants selected to receive grant funds under this program will be required to enter into a written agreement with the CRA and/or the TDIA outlining the various grant requirements. Thirty (30) days prior to the event, recipients will need to provide documentation of general liability insurance if the event is taking place on City or CRA owned property. Recipients are required to obtain and maintain commercial general liability insurance, naming the CRA and the City of Tallahassee as additional insured, with a liability limit of no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Insurance shall be placed with Florida admitted insurers rated B+ or better by A.M. Best's rating service.

## Funding Disbursements

Funds shall be made available to applicants on a competitive basis during the FY 2016 annual cycle; provided the CRA and/or TDIA staff review determines that all the application criteria are met. The CRA reserves the right to reject any application that is not substantially complete, or it does not find to be consistent with the goals and objectives of the applicable Redevelopment Plan.

Grant funds shall be delivered to the successful applicant after an agreement has been executed with the CRA or TDIA, prior to the event. A completed Post-Event Report is required to be submitted and approved 30 calendar days after the event. **If a Post-Event Report is not submitted during the designated time frame an organization may face suspension from the following year's grant cycle.**

Organizations who have received funding for more than four (4) years will have requested funding amount reduced by 25% in year 5 and by 50% in year 6 or more. Applies only to GFS events.

Although most grant awards will be based on the highest ranked applications until all funds are depleted, the CRA and TDIA reserve the right to make an award for less than the amount requested by an applicant.

## Criteria for Evaluating and Ranking of Applications

Grant funds will be awarded on a competitive basis. CRA and/or TDIA staff will review all grant applications received during the annual cycle to determine if they meet the grant objectives and requirements. A grant review committee consisting of three members will score and rank the applications. There will be a separate review committee for each district. Each application will be scored based on the applicant

responses. An application will be ranked based on its score out of a total of 100 possible points. Funding will be provided to the highest ranked applications until funds are depleted. As noted above, the CRA and DIA reserve the right to make an award for less than the amount requested by an applicant.

To be considered for funding, the location of the proposed event must be in either the Greater Frenchtown/Southside Community Redevelopment Area or the Downtown District Community Redevelopment Area. If a proposed event will occur in both districts the applicant must choose one district and submit an application for funds from that district program. If the location of the event is outside either of these redevelopment areas, the event is NOT eligible for grant funds under this program.

The applications will be scored using the criteria described below:

1. Support of event by business and community groups in the redevelopment area – preference will be given to events that have been coordinated with, and are supported by, business and community groups within the redevelopment area where the event will take place;
2. Total Anticipated Attendance – events with higher anticipated attendance will score higher;
3. A complete and correct budget – preference will be given to those events with a complete and correct budget.
4. Percentage of event budget funded by public agencies – preference will be given to those events with a lower percent of their budget funded by public agencies.
5. Promotion of the goals and objectives of the Greater Frenchtown/ Southside Community Redevelopment Plan or the Downtown District Redevelopment Plan. The event must be consistent with the redevelopment plan of the redevelopment area where the event will be held. A link to the two redevelopment plans is provided below

Greater Frenchtown/Southside Community Redevelopment Plan:

<http://www.talgov.com/Uploads/Public/Documents/ecd/economic/pdf/fs-redev-plan.pdf>

Downtown District Community Redevelopment Plan:

<http://www.talgov.com/Uploads/Public/Documents/ecd/economic/pdf/dcra-analysis.pdf>

Preference will be given to those events that support multiple goals and objectives of the redevelopment plans. If CRA staff determined the proposed event will not promote the goals and objectives of the Greater Frenchtown/Southside Community Redevelopment Plan or the Downtown District Community Redevelopment Plan, a recommendation of “No Funding” will be made to the CRA Executive Director.

## Post-Event Reporting

All grant recipients will also be required to submit a post-event report documenting the detailed expenditures of CRA and other funds and providing a self-assessment regarding the success of the event, including a comparison of the original grant application criteria with the final results of the event. This post-event report will be due to the CRA within 30 calendar days of the event’s conclusion. **If a Post-Event Report is not submitted during the designated time frame an organization may face suspension from the following year’s grant cycle.**

## Contact Information

Sherri Curtis, [sherri.curtis@talgov.com](mailto:sherri.curtis@talgov.com), 850-891-8354

Sheila Williams, [Sheila.williams@talgov.com](mailto:Sheila.williams@talgov.com), 850-891-8355

## FY2016 Promotional/Special Events Grant Application Instructions

### Definitions:

**Official Name of Organization:** Use the organization's legal name and address as it would appear on the Florida Department of State, Division of Corporations' registry or on the organizations IRS determination letter of tax exempt status.

**Contact Information:** Enter the name, title and contact information of the person with full authority and responsibility for providing information and documentation for all activities and expenditures associated with this grant request.

**Event Name:** Enter the full name of the event in which funds are being requested.

**Event Location:** Enter the exact location/address of where the event will take place. The event must take place within the Greater Frenchtown/Southside (GFS) District or the Downtown District (DD). The address must be a physical location.

**Event Date and Time:** Enter the date and time of the event. The event must be held within the fiscal year in which you are requesting funds.

**Threshold Questions and Items contained within this application must be answered correctly and completed in order for the application to be eligible for funding. The application will not be scored and ranked if threshold questions and items are not answered correctly or completed.**

**Threshold Question A:** Check appropriate response. Please verify with staff prior to submitting application as to whether the event is in the GFS District or DD. If the event is not taking place in either district, the event is not eligible for grant funding under this program.

**Threshold Question B:** Check the appropriate response. The event must be open to the public, either free or for a fee, in order to be eligible for funding under this program.

**Item C:** Enter the budget amount for the event and the amount of funds being requested from the CRA. The budget amount and the CRA requested amount should reflect the amount listed in the budget form attached to the application.

**Complete all of the following questions. Additional sheets may be attached if needed.**

1. **Maximum 20 points.** Please provide a comprehensive description of the event, including but not limited to all of the bulleted items listed. Each bulleted item is weighted 2 points for a total of 20 points for this entire item. The event description is particularly important in the evaluation of the application. The more detail provided the easier it will be for the CRA to make a positive decision.

**Goals and Objectives of Event –** Include in the description of the event the various goals and objectives being accomplished by having the event, including the purpose of the event.

**Targeted Market:** Who is your audience? Describe the specific audience/group being attracted for the event.

**Estimated Attendance:** Indicate the estimated number of people anticipated to attend the event. This number should be based on a realistic estimation from previous or past events.

**Attendance Fees:** Is there an admission fee for the event? Describe the amount of the fee and how the fee will be used. If the event is free to the public and no fee is being charged, please include this in the description.

**Participation of Vendors:** Describe the vendors who are participating in the event, especially those that are located within the redevelopment area in which the event will take place. If no vendors are participating please indicate such in the description.

**Promotion of the Event:** Describe how the event will be promoted and marketed to the public, radio and television ads, social media, postcards or fliers, etc.

**Promotional Materials:** What kind of promotional materials will be used? Provide a copy or description of the promotional materials used to promote the event.

**Event's Success:** Describe in detail how the success of the event will be measured, whether using attendance, revenue/profit earned by host organization or vendors.

**Supporters of the Event:** Describe the various sponsors/supporters of the event, especially those located within the redevelopment area in which the event will take place. If there are no sponsors, please state such in the description.

**Budget for the Event:** How much will it cost to host the event? Describe the budget for the event, including those items CRA funds are being requested.

**2. Maximum 5 points: 1 point for each support letter.** List the business and/or community groups that have been coordinated with to support this event. Please provide a support letter from each group which should include the group's contact information. Examples of these groups include, but are not limited to: the Capital City Chamber of Commerce, the Greater Frenchtown Front Porch, and the various neighborhood organizations. Each support letter must be dated and have an original signature. Generic or form letters will not be accepted. All letters must be submitted with the application.

**3. Both parts a and b are worth a Maximum of 5 points.**

3. a. Check the appropriate box for the anticipated number of attendees.

3. b. Please explain in detail how the number of anticipated attendees was determined.

**4. No Points Assigned.**

4. a. Enter the number of people expected to require overnight lodging in order to attend the event.

4. b. Enter the number of room nights people are expected to stay for the event.

4. c. From question 4.b., enter the number of room nights that are expected to occur at hotels/motels or bed and breakfasts located within the redevelopment area where the event will take place.

4. d. Check the appropriate response indicating whether or not rooms have been reserved rooms at any hotels/motels or bed and breakfasts located within the redevelopment area where the event will take place. If yes, please list the names of the hotels/motels or bed and breakfasts and the number of rooms reserved. Use a separate sheet if needed.

**5. No Points Assigned.** Enter the number of vendors from the redevelopment area where the event is taking place who are expected to participate in the event. Provide their names and address.

**6. No Points Assigned.** Check the appropriate response indicating whether any of the event activities will be free of charge. If yes, indicate what percentage of the activities will be free of charge. Describe the activities that will be free to the public. Use a separate sheet if needed.

**7. Maximum 15 Points (5 Points per Goal).** Refer to the goals and objectives from the appropriate redevelopment plan for which your event will take place. The goals and objectives in the GFS Plan are located on page 3 “Community Vision” under “Principle Goals of Community Residents”. The goals and objectives in the DD Plan are located on pages 38-57.

Please list the goals and objectives from the Plan that relate to the event, links to the Plans are provided below. Describe how the event will promote the goals and objectives listed. If additional space is needed, please use a separate sheet and attach to the application.

Greater Frenchtown/Southside Community Redevelopment Plan:

<http://www.talgov.com/Uploads/Public/Documents/ecd/economic/pdf/fs-redev-plan.pdf>

Downtown District Community Redevelopment Plan:

<http://www.talgov.com/Uploads/Public/Documents/ecd/economic/pdf/dcra-analysis.pdf>

Please note that if the CRA staff or the Scoring Committee determines the proposed event will not promote the goals and objectives of the GFS or DD Plan a recommendation of “No Funding” will be made to the CRA Executive Director.

**To answer the next three questions the Event’s Budget must be complete. You may use the sample budget form attached to the application. An Excel version may also be provided.**

**8. Maximum 15 points.** Enter the percentage of the event budget which is being requested from the CRA and other public organizations/agencies, including but not limited to the Leon County Tourist Development Council (TDC) or Council on Cultural and Arts (COCA). This also includes in-kind donations/services provided by public organizations. Documentation of in-kind donations/services, including volunteer services must be submitted with application, see instructions for Question #15.

**9. Maximum 15 points.** Enter the percentage of the event budget which is being funded by private sponsors/organizations, including the applicant funds, and in-kind donations and services. Documentation of in-kind donations/services, including volunteer services & private sponsors must be submitted with application, see instructions for Question #15.

**10. No Points Assigned.** Enter the percentage of the event budget which is being funded by the applicant.

**11. No Points Assigned.** Check the appropriate response as to whether the event has been held in the past. If yes, provide a brief description of its location and success, including number of attendees, participation by local vendors, economic impact. Provide a summary of post-event surveys, not reports, if available. If additional space is needed, please use a separate sheet and attach to the application.

**12. Maximum 5 Points.**

12. a. Check the appropriate response as to whether the organization received CRA funding in the past for this event.

12. b. If yes, enter the number of years the organization has received CRA funds for this event.

13. **No Points Assigned.** Check the appropriate response indicating whether CRA funds will be used for seed funding in support of hosting the same event in future years. If yes, please describe how these funds will be used to help the event become self-sustaining and how many years it is estimated to take. Use a separate sheet, if needed.

14. **Threshold Item.** The Certification and Compliance Statement must be signed by two officers that have been given the authority to sign on behalf of the organization. Provide documentation (bylaws or approved minutes from meetings) highlighting where the signing officers have been given signature authority. If documentation is not provided, the signatures will be considered invalid and the application will be ineligible for funding.

15. **10 Points or No Points.** A budget form must be completed correctly and submitted with the application. An incorrect budget will result in "No Points" being assigned. You may use the sample budget form attached to the application. The items listed in the attached budget form may be changed to fit your event. CRA staff can provide the form in Excel format. Complete the budget form with the estimated/anticipated budget expenses and estimated income, including income from other agencies and sponsors. Make sure to list anticipated expenses that are being paid with requested CRA funds under estimated expenses and CRA expenses. Any profit gained from the event should be explained in terms of its use; event sustainability, charity or otherwise.

In-kind donations and services, including volunteer services must be explained in detail, in terms of who is providing the service and the type of service being provided. In-kind donations and services must connect with expenses. Documentation, i.e. letter from service provider/donor, must be provided with the event budget. Calculation of how volunteer services were determined must be provided. If explanation, documentation and calculations are not provided with the budget, 'No Points' will be assigned.

If the application is awarded a grant, the grant award will be based on the estimated budget submitted with the application. Please be attentive to your estimated expenses and income.

The actual budget showing actual expenses and income will be completed once the event has ended and the post-event report is submitted 30 calendar days after the event.

16. **10 Maximum (2 Points per Item).** Make sure all of the information on the checklist is included in the application package. The application package includes the application, the budget, certification and compliance statement, non-profit status documentation, and all supporting documentation required. Make sure to submit one original and three copies of the application package. If all of the information as indicated on the checklist is not with the application package, 'No Points' will be assigned.

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY AND  
TALLAHASSEE DOWNTOWN IMPROVEMENT AUTHORITY  
FY 2016 PROMOTIONAL/SPECIAL EVENTS GRANT SCORE SHEET**

Name of Organization \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Amount Requested From CRA \_\_\_\_\_

<b>Notes:</b>
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Question	Category	Points Possible	Points Earned
#1	Does the application provide a comprehensive description of the event including, the goals and objectives of the event, the targeted market, estimated attendance, attendance fees, participation of vendors (especially those located in the respective redevelopment area), how the event will be promoted, promotional materials and how the success of the event will be measured.	20 points maximum	
# 2	Has this event been coordinated with, and have the support of, business and community groups located within the redevelopment area where it will be held?	1 point for each support letter up to 5 points maximum	
# 3	Expected Attendance	Less than 500 1 pt. 500 – 1,500 3 pts. More than 1,500 5 pts.	
# 7	Goals and objectives of the Redevelopment Plan related to event	5 points per goal up to 15 points maximum	
# 8	What percentage of the overall event budget is being requested from the CRA, and other public agencies/organizations, including but not limited to the Leon County Tourist Development Council (TDC) or Council on Cultural and Arts (COCA)?	More than 75% 0 pts. 51 to 75% 5 pts. 25% - 50% 10 pts. Less than 25% 15 pts.	
# 9	What percentage of the overall budget is being funded by private sponsors/organizations including but not limited to in-kind donations and services?	More than 75% 15 pts. 51 to 75% 10 pts. 25 to 50% 5 pts. Less than 25% 0 pts.	
# 12	How many years have this organization received funding for this event, from the CRA?	No past funding 5 pts. Funding for 1 yr. 4 pts. Funding for 2 yrs. 3 pts. Funding for 3 yrs. 2 pts. Funding for 4 + yrs. 1 pt.	
#15 Budget	Budget – is additional information or follow-up needed? Complete Budget (may need clarification, but no changes) – 10 pts. Incomplete Budget (additional information needed changes made to budget) – 0 pts.	No follow up = 10 pts Follow up needed = 0 pts	
#16 Checklist	All required documents from Checklist submitted correctly	2 points per item up to 10 points maximum	
	<b>Total Points</b>	<b>100</b>	

**Tie Breaker:** Percent of organization’s contribution to event or number of vendors from redevelopment area participating in event.