



**Thursday, September 29, 2016
CRA Board Meeting**

**CRA Board Meeting
September 29, 2016
4:00 P.M.
City Hall, 2nd Floor
City Commission Chambers**

1. Call To Order

This is the portion of the agenda where the Call to Order takes Place. There is no written material.

2. Public Comments on Agenda Items

This is the portion of the agenda reserved for public comments on agenda items on today's agenda.

3. Information Items

3.01 Project Updates -- Roxanne Manning, CRA Executive Director

3.02 Verbal Update on Large Event Funding -- Roxanne Manning

3.03 Small Events Economic Impact Study of the Greater Frenchtown/Southside Promotional/Special Events Program -- Sherri Curtis, Principal Planner

4. Consent Items

4.01 Approval of 2017 Community Redevelopment Agency Board Meeting Schedule -- Sherri Curtis

4.02 Approval of Summary Meeting Minutes from the June 23 and July 14, 2016 CRA Board Meetings -- Rick McCraw, CRA Program Director

5. Frenchtown Southside District Policy Formation and Direction

5.01 Approval of a \$12,400.00 Business Facility Improvement Program (BFIP) Grant for 1015 Commercial Drive -- Sheila Williams, Program Planner

6. Downtown District Policy Formation and Direction

7. Both Districts Policy Formation and Direction

8. Public Comments

This is the portion of the agenda reserved for citizen input on agenda items. There is no written material.

9. Break

This is the portion of the meeting where a Break takes place prior to the Public Hearing. There is no written content.

10. 6:00 P.M. Public Hearing

10.01 Adoption of the FY 2017 City of Tallahassee Community Redevelopment Agency Budget -- Rick McCraw

11. Unagendaed Items/Discussion



Agenda Item Details

Meeting Sep 29, 2016 - CRA Board Meeting
Category 3. Information Items
Subject 3.01 Project Updates
Access Public
Type

Public Content

**Agenda Item Details**

Meeting Sep 29, 2016 - CRA Board Meeting
Category 3. Information Items
Subject 3.02 Verbal Update on Large Event Funding
Access Public
Type

Public Content



Agenda Item Details

Meeting	Sep 29, 2016 - CRA Board Meeting
Category	3. Information Items
Subject	3.03 Small Events Economic Impact Study of the Greater Frenchtown/Southside Promotional/Special Events Program -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Discussion

Public Content

For more information, please contact: Sherri Curtis at 850-891-8354.

Statement of Issue

On June 23, 2016, the CRA Board asked staff to examine the economic impact of small events funded through the Promotional/Special Events (PSE) Grant Program. For the purposes of this review, staff has defined small events as events with an overall budget of \$30,000 or less. In addition, in order to help ensure the evaluations considered events that used similar criteria to award grants and prepare end of event reports, staff limited the review period to fiscal years (FY) 2014 through 2016, where the applications were awarded through a competitive process.

This analysis reviews the potential economic impact of Greater Frenchtown/Southside (GFS) District events, using the application and post-event report as the primary analysis tool. CRA staff is currently working with the Tallahassee Downtown Improvement Authority (TDIA), the Leon County Tourist Development Council (TDC), the Council on Culture and Arts (COCA) and the City to review event funding in the Downtown. The economic impact of small events in the Downtown District will be included in that work project.

A total of 19 GFS District promotional/special events were held during the three year review period. Of these events, fourteen were one-time events and five occurred twice or more during the review period (Attachment 1). Using the post-event reports submitted by the non-profit organizations hosting the events, staff identified five components to assist in the economic analysis:

- Ticket/Admission Sales
- Merchandise and Food Sales
- Number of Lodging/Room Nights
- Number of Vendors and Vendor Fees
- Estimated Attendance

As described in the main body of this agenda item, a quantifiable economic impact of these small events cannot be determined. The small events supported by the GFS PSE grant program are primarily hosted by small non-profit organizations looking to bring the community together to support a charitable cause, educate the community or celebrate the area where the event is taking place. Based on the analysis it does not appear that host organizations are utilizing admission fees or merchandise sales to generate revenue to support their event and increase in economic activity in the community. These small events generally provide more of a community benefit than an economic benefit.

Recommended Action

There is no recommended action. This agenda item is for informational purposes only.

Fiscal Impact

There is no fiscal impact associated with this agenda item.

Supplemental Material/Issue Analysis

History/Facts & Issues

The PSE grant program began in FY 2010 with an approved budget of \$40,000 (\$20,000 for each district). In FY 2014 the Board increased the funding to \$70,000 (\$35,000 for each district). Also starting in FY 2014 the grant funds were awarded on a competitive basis, and the TDIA assumed responsibility for administering the DT PSE grants.

The purpose of the program is support events that support the goals and objectives of the respective district's redevelopment plan. Funds are available to non-profit organizations who will host promotional or special events that are open to the public within the two redevelopment areas. The maximum grant award through the program for the GFS District is \$5,000 per event; grants in the DT District can be as large as \$10,000. Organizations are only awarded one grant per event per fiscal year.

At the June 23, 2016 CRA Board meeting, the Board asked staff to examine the economic impacts of small events funded through the PSE Grant Program. For the purposes of this review, staff has defined small events to be events with an overall budget of \$30,000 or less. In addition, in order to help ensure the evaluations considered events that used similar criteria to award grants and prepare end of event reports, staff limited the review period to the FY 2014 through 2016, when the applications were awarded through a competitive process. As part of the PSE grant program guidelines, each organization is required to submit a post-event report 30 days after the event takes place. The report provides staff with the actual budget for the event, including actual income and expenses, and whether or not a profit was derived from the event. The report also provides detailed information on event schedule of activities, how the success of the event was measured, how many vendors participated, and were there any attendees requiring lodging for overnight stays. Vendor revenue is not required as part of the post-event report submittal but will likely be requested in reports starting with the FY 2017 PSE program.

There were a total of twenty-four (24) small events funded between FY 2014 and FY 2016 in the GFS district. However, only nineteen events were examined for this analysis because the deadline for submitting three post-event reports is after the September CRA Board meeting, another organization did not submit their report in time to be considered as part of this agenda item and one organization did not submit a report (and, as a result, is not eligible for future grant funding).

Methodology

For this study, CRA staff examined the post-event reports and the actual budgets of all 19 small events that occurred in the GFS district. Five different components, which are described below, were studied over the three year period between FY 2014 and FY 2016.

1. Ticket/Admission Sales. The number of events with ticket or admission sales and the amount of those sales.

Based on the final budget from the post event reports, all but five of the events are merely breaking even at best. Only one event, the 1st Annual Frenchtown Food & Cultural Arts Celebration (Tallahassee Food Network) in 2014, sold tickets or charged an admission fee, generating \$298 in revenue for the event.

2. Merchandise or Food Sales. The number of events that sold merchandise or food during the event and the dollar amount of merchandise or food sold. This captures merchandise and/or food sold by the event organizers, not the vendors.

Merchandise sales are typically souvenirs such as t-shirts, hats or posters. Some of these sales may also be concession food items. Of the 19 events evaluated, 4 reported a total of \$2,680 in merchandise sales, ranging from \$80 to \$1,500 per event.

3. Number of Lodging/Room Nights. The number of nights visitors who attended the event stayed overnight at a local hotel.

Only three events generated overnight stays. Two events (My Home, My Community, My Responsibility -Big Bend Crime Stoppers, 2015; and Providence Neighborhood Fun Day – Providence Neighborhood Association) reported their guest of honor or performer stayed overnight for one evening. The 1st Annual Frenchtown Food & Cultural Arts Celebration hosted by the Tallahassee Food Network in 2014 reported five visitors who stayed overnight for two evenings.

4. Number of Vendors and Vendor Fees. The number of events which had vendors selling goods and services, and the

total number of vendors at the various events.

For many of the events, organizers use vendors to attract visitors. A total of 105 vendors participated in 11 of the 19 events, generating a total of \$6,250 in vendor fees over the three year period. The number of vendors ranged from as few as 2 to as many as 25 (for the Frenchtown Heritage Festival 2015). The fees charged to the vendors provided a source of revenue to the organizers but the revenue varied significantly from one event to another and it is not clear if the vendor fees charged for an event are related to the overall event expenses, or anticipated future event expenses. For example, the Frenchtown Heritage Festival 2015 had 25 vendors whose fees totaled \$840. On the other hand the Jazz on Gaines Street event had 15 vendors with total fees of \$3,140. This may be an area where staff can request additional information (i.e., fees per vendor, revenues per vendor, increases over time, etc.) to help determine an economic impact at least at the event level.

5. Estimated Attendance. The estimated attendance at recurring events to determine if attendance increases from one year to the next.

Of the five events that recurred during the review period (All Saints Festival, Season of Emancipation – Walk Through Living History, AtriGras, and the Sci-Fi and War on Film Series), three had attendance that increased from one year to the next. Attendance at The John G. Riley Center Museum’s Season of Emancipation – Walk Through Living History increased from 300 in 2014 to 1,200 in 2016. The Tallahassee Film Society saw an increase from 800 attendees for the Sci-Fi Film Series in 2014 to 1,214 attendees for the War on Film Series in 2015. Finally, estimated attendance at Unity Song’s Gaines Street Fest increased from 400 attendees in 2014 to 4,500 in 2016. If we can find a method to better track event attendees than simply using estimates from the event host, the growth or decline in event attendance over a review period may be another area where staff may be able to use hard numbers to determine the economic impact of the events. However, with the exception of the Tallahassee Film Society, which uses actual attendance counts, we presently have to rely solely on event host estimates.

One measure not used by staff because of limited data to compare, was whether or not there was a decrease in the amount of PSE grant funding for recurring events. With only five recurring events during the review period, and only one of those events occurring each year of the review period, it is difficult to draw any solid conclusions from this analysis. However, holding the CRA funds constant at the \$5,000 maximum award, three of the five events (All Saint District Festival, Season of Emancipation – Walk Through Living History and the Tallahassee Film Society’s Sci-Fi and War on Film Series) increased their total event budget which resulted in a decrease in the percentage of CRA funds used to support the event. With more events and a longer review period to assess this possible trend, this could indicate some events may eventually reach a point where CRA assistance is a minor part of their budget profile.

Staff Conclusion

A quantifiable economic impact of these small events cannot be determined. The small events supported by the GFS PSE grant program are primarily hosted by small non-profit organizations looking to bring the community together to support a charitable cause, educate the community or celebrate the area where the event is taking place. Based on the results from this analysis the host organizations are not utilizing admission fees or merchandise sales to generate revenue to support their event and increase in economic activity in the community. These small events provide more of a community benefit than an economic benefit. However, the positive impact of a community benefit can also help create self-improvement opportunities that address a variety of blighting conditions.

Options

There is no recommended action. This agenda item is for informational purposes only.

Attachments/References

1. Summary of GFS District Promotional/Special Events, FY 2014 - 2016

[Attachment 1.pdf \(648 KB\)](#)

		EVALUATION CRITERIA										
Organization	Event	CRA District	Estimated Event Budget	CRA Grant Award	Actual Event Budget	% CRA Funded	Ticket/ Admission Sales	Merchandise Sales	Number of Room Nights	Number of Vendors	Vendor Fees	Estimated Attendance
2014												
All Saints District Community Association	All Saints District Festival	GFS	\$10,500	\$5,000	\$5,516	90.6%	\$0	\$0	0	0	\$0	1,000
John G. Riley Center/Museum	Season of Emancipation - Walk Through Living History	GFS	\$10,600	\$5,000	\$8,616	58.0%	\$0	\$80	0	15	\$250	300
Shops and Studios of Railroad Square	ArtiGras	GFS	\$10,000	\$5,000	\$22,736	22.0%	\$0	\$0	0	10	\$486	2,000
Southside Arts Complex	Tallahassee Community Healing Days	GFS	\$12,400	\$5,000	\$11,477	43.6%	\$0	\$0	0	3	\$75	300
Tallahassee Food Network	1st Annual Frenchtown Food & Cultural Arts Celebration	GFS	\$7,500	\$5,000	\$21,713	23.0%	\$298	\$415	10	2	\$100	700
The Sharing Tree	3rd Annual Green Arts Fest	GFS	\$10,000	\$5,000	\$4,913	101.8%	\$0	\$0	0	0	\$0	2,500
The Tallahassee Film Society	Sci-Fi Film Series	GFS	\$12,000	\$5,000	\$11,849	42.2%	\$0	\$0	0	0	\$0	804
All Saints District Community Association	All Saints District Festival	GFS	\$8,000	\$5,000	\$5,837	85.7%	\$0	\$0	0	0	\$0	1,000
Big Bend Crime Stoppers	My Home, My Community, My Responsibility	GFS	\$17,440	\$5,000	\$20,411	24.5%	\$0	\$0	1	3	\$163	300
John G. Riley Center/Museum	Season of Emancipation - Walk Through Living History	GFS	\$10,600	\$5,000	\$15,595	32.1%	\$0	\$0	0	12	\$480	800
RB Ministries, Inc.	Jazz on Gaines Street	GFS	\$20,659	\$5,000	\$20,624	24.2%	\$0	\$685	0	15	\$3,140	1,000
The Tallahassee Film Society	War on Film Series	GFS	\$13,880	\$5,000	\$12,875	38.8%	\$0	\$1,500	0	0	\$0	1,214
Unity Song, Inc.	Gaines Street Fest	GFS	\$4,875	\$2,275	\$2,275	100.0%	\$0	\$0	0	0	\$0	400
Citizens for Sustainable Future	4th Annual Community Healing Days	GFS	\$16,500	\$1,000	\$7,600	13.2%	\$0	\$0	0	0	\$0	350
Frenchtown Neighborhood Improvement Assoc	Frenchtown Heritage Fest 2015	GFS	\$15,375	\$5,000	\$10,253	48.8%	\$0	\$0	0	25	\$840	500
John G Riley Center/Museum	Season of Emancipation Walk thru Living History	GFS	\$17,000	\$5,000	\$18,932	26.4%	\$0	\$0	0	15	\$380	1,200
Providence Neighborhood Improvement Assoc	Providence Neighborhood Fun Day	GFS	\$3,200	\$1,500	\$2,193	68.4%	\$0	\$0	1	2	\$0	330
Shops & Studios of Railroad Square	ArtiGras	GFS	\$20,115	\$5,000	\$21,316	23.5%	\$0	\$0	0	3	\$336	3,000
Unity Song	Gaines Street Fest 2015	GFS	\$7,850	\$2,500	\$2,631	95.0%	\$0	\$0	0	0	\$0	4,500
Totals			\$228,494	\$82,275	\$227,362	36.2%	\$298	\$2,680	12	105	\$6,250	1,168
19 Events Total												
5 Recurring Events												



Agenda Item Details

Meeting	Sep 29, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.01 Approval of 2017 Community Redevelopment Agency Board Meeting Schedule -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve the proposed 2017 CRA Board meeting schedule.

Public Content

For more information, please contact: Sherri Curtis at 850-891-8354.

Statement of Issue

In coordination with City, Leon County, Capital Region Transportation Agency (CRTPA) and Blueprint staff, CRA staff has prepared the proposed meeting schedule of the City of Tallahassee Community Redevelopment Agency (CRA) Board for calendar year 2017. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week (but not the same day) as County and City Commission, CRTPA or Blueprint IA meetings. For calendar year 2017, CRA Board meetings will continue to be held bi-monthly on Thursday, from 9:30 to 11:30 a.m. in the City Commission Chambers. There will be an evening meeting and public hearing in September for adoption of the CRA FY 2018 Budget. The full CRA 2017 meeting schedule is contained in the main body of this agenda item.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2017. The meeting schedule will also be posted on the CRA's webpage, with separate meeting notices provided by the City's Communications Department and noted on the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

Recommended Action

Option 1: Approve the proposed 2017 CRA Board meeting schedule.

Fiscal Impact

None

Supplemental Material/Issue Analysis

History/Facts & Issues

In coordination with City, County, CRTPA and Blueprint staff, CRA staff has prepared a proposed monthly meeting schedule for the CRA Board for calendar year 2017. In preparing the meeting schedule, staff attempted to schedule CRA Board meetings during the same week (but not the same day) as County and City Commission meetings, and not on the same day as CRTPA or Blueprint IA meetings. For calendar year 2017, three of the six bi-monthly CRA Board meetings will be held on the fourth Thursday of each month, from 9:30 to 11:30 a.m. in the City Commission Chambers. The remaining three meeting dates have been adjusted to reflect City and/or County Commission meeting conflicts and the evening meeting and public hearing in September for adoption of the CRA FY 2018 Budget. Depending on direction from the CRA Board at the July 13, 2017 meeting, a special meeting may be required in early September to discuss budget updates prior to adoption of the budget on September 28, 2017.

The complete, proposed 2017 meeting schedule is provided below, along with a brief explanation of proposed dates that are not scheduled for the fourth Thursday of the month at 9:30 am.

- Thursday, January 26, 2017 at 9:30 a.m.
- Thursday, March 23, 2017 at 9:30 a.m.
- Thursday, May 25, 2017 at 9:30 a.m.
- Thursday, July 13, 2017 at 9:30 am. This is the second Thursday of July. The County commission meeting is tentatively scheduled for this week.
- No CRA Board meeting is proposed for August due to County and City Commission's summer breaks.
- Thursday, September 28, 2017 at 4:00 p.m. The meeting date is the fifth Thursday of the month, and the CRA Board meeting time will start at 4:00 p.m. with a public hearing to adopt the CRA budget at 6:00 p.m.
- Thursday, November 9, 2017 at 9:30 a.m. This is the second Thursday of November; the fourth Thursday is Thanksgiving. The City Commission meeting is tentatively scheduled for this week.

If adopted, the proposed schedule will be noticed in the Tallahassee Democrat prior to the start of 2017. A meeting notice will be posted on the CRA's webpage within the City's website prior to each meeting. If there are no actions for the Board to consider at a scheduled meeting, staff will recommend the meeting be canceled. Changes to the dates may be required to accommodate needs of the Board members.

Options

1. Approve the proposed 2017 CRA Board meeting schedule.
2. Do not approve the proposed 2017 CRA Board meeting schedule; provide staff with alternate direction.

Attachments/References

None



Agenda Item Details

Meeting	Sep 29, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.02 Approval of Summary Meeting Minutes from the June 23 and July 14, 2016 CRA Board Meetings -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action (Consent)
Recommended Action	Option 1: Approve the summary minutes from the June 23 and July 14, 2016 CRA Board meetings.

Public Content

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

Statement of Issue

Attached for review and approval by the CRA Board are the draft summary minutes from the June 23 and July 14, 2016 CRA Board meetings.

Recommended Action

Option 1: Approve the summary minutes from the June 23 and July 14, 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 June 23 and July 14, 2016 CRA Board meetings.

Options

1. Approve the summary minutes from the June 23 and July 14, 2016 CRA Board meetings.
2. Do not approve the summary minutes from the June 23 and July 14, 2016 CRA Board meetings; provide staff with alternate direction.

Attachments/References

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, June 23, 2016
2. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, July 14, 2016

[Attachment 1.pdf \(133 KB\)](#)[Attachment 2.pdf \(104 KB\)](#)

DRAFT MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida
June 23, 2016

The Tallahassee Community Redevelopment Agency (CRA) Board met on June 23, 2016, in the Commission Chambers in City Hall with County Commissioners Proctor (Vice-Chair), City Commissioners S. Maddox, Miller, Richardson and Ziffer and, County Commissioners Dozier, Lindley and N. Maddox present at the start of the meeting. Also present were Assistant City Manager Wayne Tedder, CRA Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams. Mayor Gillum was absent.

Commissioner Lindley called the meeting to order at 9:40 a.m.

Commissioner Proctor, CRA Vice-Chair, arrived at 9:41 a.m.

PUBLIC COMMENTS ON AGENDA ITEMS

Mr. Scotty Barnhart, 3630 Ox Hill Court, Tallahassee, FL, addressed the Board on agenda **Item 6.01**, in support for Mr. Jon Brown and the Florida Jazz and Blues Festival. He noted Tallahassee does not have festival like this. He has traveled all over the world and participated in many festivals stating his familiarity with the draw that brings people to these events and makes them successful. He reached out to several jazz and blues artist who agreed to perform at the September 23rd through September 25th event. He highlighted the cultural advancement this event would bring to Tallahassee. He also noted that Sam Beler, President of the Unity Music Foundation will provide \$15,000 to \$20,000 event sponsored scholarship funds for a student at FSU, FAMU, TCC and local high schools seniors who are majoring or interested in majoring in the arts.

Mr. Jon Brown, 2623 Centennial Blvd, Suite 204, Tallahassee, FL, addressed the Board on agenda **Item 6.01** in support of the Florida Jazz and Blues Festival scheduled for September 22nd – 25th. He encouraged support to provide diverse events options to Tallahassee. He explained working with Mr. Barnhart enables him to bring some of the best jazz and blues musicians to Tallahassee. He noted the request for \$75,000 is similar to the Word of South request, and anticipates a successful event.

Several commissioners had questions regarding confirmed artists, the establishment of their website, ticket sales, the overall budget, fundraising and self-sustainability, ticketed versus free events, food vendors and the opportunities to engage the youth community at the event.

In response to the Commissioners' questions, Mr. Brown noted all artists have either emailed or provided a verbal confirmation of their attendance. The website is not up yet but will be soon and ticket sales will soon follow. He stated there will be a combination of ticketed and free events with ticketed concerts on Friday and Saturday evening, and free events on Saturday and Sunday afternoon. He also noted the budget is approximately \$340,000 which consists mostly of entertainment and anticipates the event to be self-sustaining in the near future. He is working

with several hoteliers to address lodging and food options, as well as accessibility to activities after the concerts. A youth jazz clinic is being planned, as well as youth scholarships of \$2,500 to \$5,000 for some of the participants. He stated he recognized the need for high-quality production in order to have a successful event.

INFORMATION ITEMS

Project Updates

Roxanne Manning introduced our summer intern Mayzie Martinez who is working with the Youth Leadership Tallahassee Program.

Ms. Manning introduced Mr. Keith Bowers and Mr. Bradley Blake to provide an update on the Frenchtown Financial Opportunity and Credit Union.

Mr. Bowers, Director of Community and Economic Development Outreach for the Bethel Empowerment Foundation, which is a division of the Bethel Baptist Church, explained their plan to bring a financial institution to Frenchtown in 2005 to serve the community and low income families. In 2007, the CRA provided \$150,000 to retrofit the building at 425 North Martin Luther King Jr Blvd. During that year the Foundation was working to secure a charter through the National Credit Union Association. However, due to the financial meltdown in 2008, the group was unable to secure the charter because they were not issuing them for financial institutions or credit unions. During the downtime, discussions continued with Florida State University Credit Union (FSUCU) partnering with Envision Credit Union (Envision) to determine the necessary outreach, financial literacy and opportunities needed to provide services and access to capital that complied with the needs of low income and underserved communities. On June 10th, Bethel Empowerment Foundation, partnering with FSUCU and Envision opened the Frenchtown Financial Opportunity Center which will provide the opportunity to address financial literacy in a part of the community that has been historically underserved by conventional financial institutions or overserved by predatory lenders.

Mr. Blake, CEO and President, FSUCU, provided a brief overview on the establishment of the Frenchtown Financial Opportunity Center and Credit Union. Partnering with Envision, FSUCU created a credit union service organization (CUSO), combining the resources of two credit unions resources, and working with Bethel Empowerment Foundation, to establish the Frenchtown Financial Opportunity Center. He highlighted the location of the financial center and the opening date of June 10th. He noted there are no traditional banking facilities options in Frenchtown; however, there are several less traditional banking facilities such as payday lending and title loan companies. The objective of the financial center is to educate and equip the community with the tools and resources necessary to maximize their financial well-being and improve the management of their finances. He stated the center will educate members about credit, saving and making smart financial decisions that give back to the community and serve those of modest means. He discussed payday lending statistics, financial charges and the predatory nature of those types of institutions.

Commissioner Dozier thanked the presenters for the update. She indicated the County recently implemented a program that provides options for employees to use other methods than payday loan and predatory companies. She suggested additional collaboration and partnerships

between agencies that promote the resources available for financial well-being. She asked if there were any outstanding financial commitments the CRA had financially supported in the past that were waiting to meet their project requirements.

In response to Commissioner Dozier's question, Ms. Manning explained that, due to the unique financial circumstances, the opening of the credit union was delayed but the project was completed within the three-year limit on the use of tax increment funds.

Commissioner Proctor inquired about the time span that FSUCU and Envision would support the Frenchtown Financial Opportunity Center, and if it was intended solely to provide services for Frenchtown citizens. He noted the center was developed in partnership with the Bethel Baptist Church.

In response to Commissioner Proctor's questions, Mr. Blake indicated both FSUCU and Envision created the CUSO as a commitment to Frenchtown, and there was no time limit on that support.

Commissioner N. Maddox requested an update on the former Shelter and Frenchtown Renaissance Community Center (FRCC) properties and inquired about the status of plans for the properties.

Mr. Rick McCraw provided an update on the status of demolition on the former Shelter and FRCC properties. He noted the asbestos and contaminated materials have been removed from the buildings. In the process of preparing the Invitation to Bid for the demolition, staff was made aware of a retaining wall on an adjacent privately-owned property. Staff hired an engineer to provide an opinion letter to determine best practices to address the impact of demolition on the retaining wall and the next steps for completion of demolition. Following demolition, a market feasibility study will be completed.

In response to Commissioner N. Maddox's question about a plan for the properties, Ms. Manning noted there was an item on the meeting agenda to authorize staff to execute an agreement that will include a market study of the GFS area and a feasibility analysis of the former Shelter and FRCC properties. The information will be made available to developers interested in both the larger area study and the former Shelter and FRCC properties.

Commissioner N. Maddox expressed concern on the timeline of progress at the former Shelter and FRCC properties. He requested the next update include study and project timelines.

Commissioner Proctor suggested Bethel Baptist Church have the opportunity of first right of refusal on the development of these properties; however, not limiting the number of proposals received by developers.

A brief discussion occurred to determine if the agenda needed to be adopted and approved to include the verbal update. It was determined because no new material was provided an adoption of the agenda was not necessary.

CONSENT ITEM

Commissioner S. Maddox moved **to approve staff's recommendations presented in Item 4.01 of the Consent Agenda.** Upon second by Commissioner N. Maddox, **the vote was as follows:**

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

NAY: None

ABSENT: Gillum

Item 4.01 – Approved April 28, 2016 CRA Board Meeting Summary Minutes

FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION

Accept the Finding of Necessity for the South Monroe Street Study Area and Approve the Expansion of the Greater Frenchtown/Southside Community Redevelopment Area

Item 5.01 Introduced by Sherri Curtis, CRA Principal Planner was a request to accept and approve the Finding of Necessity for the South Monroe Street Study Area and expansion of the GFS Community Redevelopment Area.

Ms. Curtis gave an overview of the examination of expanding the boundaries of the Greater Frenchtown/Southside Community Redevelopment Area to include the 26 commercial parcels that front the east side of South Monroe Street between Van Buren and Perkins Streets. Staff found four conditions of blight within the parcels. Staff has been informed of some Board members desire to include additional properties; however, they are requesting the acceptance of the Finding of Necessity of the 26 parcels with the understanding staff review the additional properties later.

Commissioner Ziffer made a motion to approve **Option 1 – accept the Finding of Necessity for the South Monroe Street Study Area, approve the expansion of the GFS District to include the study area parcels and authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S., and the Interlocal Agreement,** upon second by Commissioner Miller, further discussion occurred.

Commissioner Dozier noted the issues with further enlarging the study area and requested the Board consider directing staff to look at the entire block of the study area, to Gadsden Street. In response to a comment from Commissioner Ziffer, she agreed this would be a separate motion from that presented in the agenda item.

Following the discussion, a vote was taken on Commissioner Ziffer's motion to approve **Option 1 – accept the Finding of Necessity for the South Monroe Street Study Area, approve the expansion of the GFS District to include the study area parcels and authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S.,**

and the Interlocal Agreement, upon second by Commissioner Miller, **the vote was as follows:**

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

NAY: None

ABSENT: Gillum

Commissioner Dozier made a motion **to use the approved Finding of Necessity to consider including the remaining properties between Van Buren and Perkins Streets within the block of South Monroe Street to Gadsden Street to determine if the additional properties can be included within the boundary of the GFS District**, upon second by Commissioner Ziffer, **the vote was as follows:**

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

NAY: None

ABSENT: Gillum

Commissioner Miller was out of chamber.

Commissioner Richardson requested consideration for further discussion about expanding the CRA to South City. With the CRA's role leading revitalization in the community, he suggested the need for expanding or creating a new district. He noted there are issues with crime, infant mortality, deplorable housing conditions in South City and is concerned these issues are not being adequately addressed. Commissioner Richardson discussed the role of CRAs in revitalizing areas of Tampa and Pinellas County.

Commissioner Richardson made a motion to **direct staff review and bring back an agenda item for discussion on expansion of the current GFS district to include South City or the creation of a new redevelopment district for South City**, upon second by Commissioner Ziffer, further discussion ensued.

Commissioner N. Maddox noted his agreement with the need to address existing conditions in the South City/South Monroe area, but he was not in support of expanding the current district to include South City. He would rather discuss creating a new district for the South City area. He noted expanding the existing GFS District would hinder redevelopment activities by putting a burden on already limited funding for the district. He suggested waiting until after the October housing workshop to determine the next course of action for the creation of a new district, and/or a long-term financial commitment from the County and City.

In response, Commissioner Richardson amended his motion to **direct staff to explore the creation of a stand-alone redevelopment district for the South City Area**. Commissioner Ziffer agreed that his earlier second to the first motion for discussion purposes remained.

Commissioner S. Maddox noted blight can be found all over the community, citing examples on West Tennessee and North Monroe Streets. He stated the concept of the CRA is to capture tax increment of the area and use it to revitalize and redevelop the area. However, the creation of redevelopment districts can also limit revenue available for the City and County authorities to invest for redevelopment projects. He suggested an alternative to a South City redevelopment area would be for the City and County commissions to fund projects in South City similar to those provided in the CRA, such as business improvement grants. He also noted that South City is also eligible for federal and state programs, such as the Promise Zone initiative.

Commissioner Dozier questioned the effectiveness of creating a South City redevelopment district. She noted the area is predominantly residential with very little commercial development. Because of this mix a redevelopment district in this area may not generate enough income to support redevelopment efforts. Commissioner Dozier also asked if the direction to consider the creation of a new district needed to come from the respective commissions instead of the CRA Board.

Ms. Manning agreed the CRA Board could direct staff to research the creation of a new district but any actions to create a new district will come from the respective commissions.

Commissioner Proctor, noting similarities between Frenchtown and South City demographics and the establishment of two separate, federally funded health service providers (Frenchtown Community Health Center and Bond Community Health Center), wondered if this supported the need to examine creating a new redevelopment district.

Recognizing the needs of the South City area but that these needs and possible approaches need to be part of a broader conversations, Commissioner Ziffer **rescinded his second to the motion**: however, Commissioner N. Maddox seconded the motion **with the caveat that if the Board is not prepared to direct staff to consider the creation of a new redevelopment district at this meeting, that the Board sends a letter to the City and County requesting they discuss the creation of a new redevelopment district at their joint affordable housing workshop in October**. Further discussion ensued.

Commissioner Richardson noted the urgency in addressing the many poor conditions of South City. He suggested this will not have any impact on the general fund until there is a decision by the Commissions to create a new district. He asked that a vote be taken on his motion.

Commissioners recognized the concerns of Commissioner Richardson and the needs of South City, and suggested accessing the resources the City and County have available to deal with the needs in South City. Commissioners suggested waiting until the October housing workshop and following the outcome determine the CRA's role in the discussion. Several commissioners addressed the role of the CRA typically for infrastructure, streetscape and hardscapes and façade.

Commissioner Proctor suggested retracting the motion at this time, and waiting until the October workshop for further discussion.

Commissioner Richardson **rescinded his motion**.

Commissioner N. Maddox made a motion **to request staff send a support letter asking to include the discussion on a South City CRA District or another funding mechanism for South City at the Joint City-County housing workshop in October**, upon second by Commissioner Miller, further discussion ensued.

Commissioners discussed using guidelines and funding options from the Tampa Housing Authority presentation, determining the roles of the City and County Commissions and the CRA to address the blight, slum, housing, lighting and infrastructure needs that are an issue in South City, the timeline of the needed changes and consideration of the short, medium and long term goals from the Urban Land Institute South City study to determine the strategic plan for the area.

Following the discussion, Commissioner N. Maddox **rescinded his motion**.

DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION

Approval of \$37,500 in Downtown District Grant Funding for the 2016 Florida Jazz and Blues Festival

Item 6.01 Introduced by Sherri Curtis was a request for approval of \$37,500 for the 2016 Florida Jazz and Blues Festival.

CRA staff received a proposal from the Florida Jazz and Blues Festival, Inc. requesting \$75,000 in special event grant funding for the 2016 Florida Jazz and Blues Festival scheduled September 23rd through September 25th. This will be the inaugural event attracting world-renowned jazz and blues performers and music lovers from the region and country to the Capital City. The festival will also provide local performers the unique opportunity to collaborate with jazz and blues performers rarely seen in the City. After review, staff recommended the CRA Board approve \$37,500 in grant funds (Option 1) for the festival to secure artists and other talents.

Commissioner Ziffer made a motion to approve **Option 3 – approve grant funding in the amount of \$75,000 (\$37,500 distributed in the current fiscal year and \$37,500 distributed in FY 2017) in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding**, upon second by Commissioner Richardson, further discussion ensued.

Commissioner S. Maddox supports the motion but noted he does not support CRA funding of special events.

Commissioner Miller supports the motion but expressed concern on the timeline, highlighting the Word of South Festival took three years to plan, and private funding contributions. She stated she would not support the event next year if the planning phase is similar to this year's event planning.

Commissioner Dozier stated she will not support the motion because it is not within the guidelines of the existing promotional/special event program. She suggested further discussion is needed to establish Board guidelines for large special event funding program.

Commissioners stated support for the event but agreed additional discussion is needed on large event funding direction. The Board expressed concern about CRA funding shifting to large event funding instead of the traditional infrastructure and the brick and sticks model; however, consideration should also include the character of the CRA district.

Following the discussion, a vote was taken on the motion to approve **Option 3 – approve grant funding in the amount of \$75,000 (\$37,500 distributed in the current fiscal year and \$37,500 distributed in FY 2017) in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding**, upon second by Commissioner Richardson, **the vote was as follows:**

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

NAY: Dozier

ABSENT: Gillum

Approval of \$12,500 in Downtown District Grant Funding for the 2016 Florida Tap Invitational

Item 6.02 Introduced by Sherri Curtis was a request for approval of \$12,500 in grant funds for the 2016 Florida Tap Invitational.

CRA staff received a proposal from the Tallahassee Brew District requesting \$12,500 in special event grant funding for the 2016 Florida Tap Invitational scheduled September 16th and September 17th. This event has been held since 2013 but has outgrown its previous location at Proof Brewery in Railroad Square and is being relocated to the College Town in the Downtown District. The event is hosting a Friday kick-off concert on Woodward and Madison Streets and hopes to attract visitors to the area and promote Tallahassee, the only city in the state with an event that celebrates Florida breweries. After review, staff recommended the CRA Board approve \$12,500 in grant funds for the Friday night concert.

Commissioner N. Maddox made a motion to approve **Option 1 – approve grant funding in the amount of \$12,500 in support of the 2016 Florida Tap Invitational; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding**, upon second by Commissioner Miller, **the vote was as follows:**

AYE: N. Maddox, Miller, and Proctor

NAY: Dozier, Lindley, S. Maddox, Richardson and Ziffer

ABSENT: Gillum

The motion failed.

Following the motion, Commissioner S. Maddox suggested an explanation of the request by staff and asked how the action differed from the approval of Item 6.01. Following his comments he changed his vote on the motion and **the vote is reflected below:**

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

NAY: Dozier, Lindley, Richardson and Ziffer

ABSENT: Gillum

Commissioner N. Maddox requested the record reflect that he agreed with Commissioner S. Maddox's comments that he did not understand how commissioners could be in favor of Item 6.01 but not support this item.

Commissioner Miller made a motion **asking staff not to bring another large event proposal to the Board until further discussion and policy is set for large events**, upon second by Commissioner Dozier, **the vote was as follows:**

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

NAY: None

ABSENT: Gillum

In response to a comment from Roxanne Manning, Commissioner Proctor noted Commissioner Miller's motion did include funding for the 2017 Word of South Festival, which has been grandfathered to receive funding.

Approval of \$250,000 in CRA Funds as a Match to an FY2017 – 2019 State Historic Preservation Special Category Grant Application for Phase II Renovations to the City's Old Waterworks Building

Item 6.03 Introduced by Rick McCraw, CRA Program Director was a request for approval of a \$250,000 FY2017 – 2019 State Historic Preservation Special Category Grant application for Phase II Renovations to the Waterworks building.

In September 2015, the Knight Creative Communities Institute (KCCI) began exploring options for creating a sense of place project at the City's Old Waterworks Building and property (Waterworks) at the northeast corner of East Gaines and South Gadsden Streets, within the Downtown District. In March 2016, KCCI provided a draft proposal for the phased renovation of the building to create a destination location that complements Cascades Park. The KCCI proposal contained four phases for the renovation of the Waterworks, which are listed below.

- Pre-Renovations – A general condition assessment of the building by a qualified architectural firm.
- Phase I Renovations – The repair/replacement of doors and windows, and enclosing the building envelope. These improvements would be funded by a \$50,000 FY 2017 – 2018 Small Matching Historic Preservation Grant (Small Matching Grant) from the Florida Department of State, which would require a \$50,000 match
- Phase II Renovations - White box improvements, including the addition of interior systems to ready the building for build-out by a possible tenant. These improvements would be funded by a \$500,000 FY 2017 – 2019 Special Category Historic Preservation

Grant (Special Category Grant) from the Florida Department of State, which would require a \$250,000 match.

- Phase III Renovations - Final improvements and build-out of the building for occupancy by a tenant. These improvements would be funded by a separate \$500,000 Special Category Grant, which would require a \$250,000 match.

Staff believes the renovation of the historic Waterworks into a build-out ready shell for a use that compliments Cascade Park will further help solidify the park as the premier Downtown destination location, and increase visitor and tourist traffic to the area. However, in order to use the CRA-managed Bed Tax Funds in support of the Waterworks renovations, the predominant use of the building will have to meet the cultural and/or tourism requirements of Chapter 125.0104, F.S., which governs the use of Bed Tax Funds.

Because the end use of the Waterworks is not known at this time, staff recommends the CRA Board approve providing the \$250,000 match to the FY 2017 - 2019 Special Category Grant application with capital funds from the 2017 and 2018 CRA budget (\$125,000 from each year). CRA staff has verified with staff from Florida Department of State, Division of Historical Resources, Historic Preservation Grants Program; that the matching funds may be provided over a two-year period.

Commissioner Richardson made a motion to approve **Option 1 – approve the use of \$250,000 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for Phase II renovations to the City’s Old Waterworks building**, upon second by Commissioner Ziffer, further discussion ensued:

Commissioner Proctor requested confirmation of the City’s commitment to the Waterworks project. He asked why the CRA is being asked to fund the renovation of a building that is owned and operated by the City.

Commissioner S. Maddox noted the City’s financial commitment of \$60,000 for initial stabilization of the building.

Commissioner Dozier noted KCCI and the City commitment to the renovation of the Waterworks building but had concerns with the matching grant commitment deadline on June 30th, direction determining the end use of the building, and using the CRA as the only funding resource for the \$250,000 matching grant. She suggested a commitment to fund the grant application with a decision of where the funding would come from (CRA, City, other) at a later date.

Commissioner Proctor requested the City Attorney’s office confirm CRA funds can be used as matching grant funds.

Mr. Lou Norvell confirmed CRA funds may be used for renovation of the City’s Waterworks building.

Ms. Alissa Lotane, Bureau Chief and Deputy SHPO, Florida Department of State, Historical Resources Division and KCCI group member, spoke to explain the process needed to apply for the FY 2017 – FY 2019 Special Category Grant. She noted the requirement of a letter confirming the funding match funds are available and approved.

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

A vote was taken on Commissioner Richardson's motion to approve **Option 1 – approve the use of \$250,000 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for Phase II renovations to the City's Old Waterworks building**, upon second by Commissioner Ziffer, **the vote was as follows:**

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

NAY: Dozier and Proctor

ABSENT: Gillum

Authorization for CRA to Release a Revised Request for Proposal for the Sale and Redevelopment of the Firestone and Bloxham Properties

Item 6.04 Introduced by Rick McCraw was a request for authorization to release a revised request for proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties.

CRA staff released a Request for Proposals for the Sale and Redevelopment of the Firestone and Bloxham Annex Properties, RFP No. 0079-16-RWT-RC. Responses to the Firestone-Bloxham Annex RFP were due on April 28th, 60 days after the release of the RFP. Two mandatory pre-submittal meetings were held by CRA and City staff prior to the submission date to review the requirements of the RFP with interested parties. At least one developer attended the meetings and indicated an interest in purchasing and redeveloping the property. However, the CRA received no proposals in response to the RFQ by the April 28th submission date. Staff discussed the Firestone and Bloxham Annex RFP with area developers and others who have experience in urban redevelopment projects and/or expressed interest in submitting a proposal in response to the RFP. From those conversations, staff identified four broad issues listed below as to why responses to the RFP may not have been submitted:

- The 60-day response period was too short; the response period should be at least 90 days.
- The cost to prepare a proposal that met all the conditions of the RFP would be very expensive for a proposal that may not be selected.
- The requirements of the proposed development design were too detailed for an initial proposal given the complexity and challenges of the sites.
- The sharing of applicant financial information and project pro forma is more appropriate once the applicant has been selected and development negotiations with the CRA are underway.

Based on a review of the RFP issues and next-step options, CRA staff believes the most appropriate option is to (1) update the Firestone and Bloxham Annex RFP to reflect the concerns identified by staff and (2) release the updated RFP with at least a 90-day submission period and (3) if only one proposal is submitted in response to the updated Firestone and Bloxham Annex RFP, approve the City Manager authorizing staff to negotiate a development

agreement with that responder if the proposal is deemed to meet the overall requirements of the RFP. Any agreement developed by staff will have to be approved by the CRA Board.

Commissioner Richardson made a motion to approve **Option 1 – authorize CRA staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties consistent with this agenda item and additional direction provided by the CRA Board**, upon second by Commissioner Ziffer, further discussion ensued.

Commissioner Dozier expressed concerns about staff's response if only one proposal is received and made a substitute motion **to approve the revised RFP as changed and return the response to the CRA Board to discuss and review the RFP results before negotiating with the proposal presented if there is only one response.**

Commissioner Proctor also indicated concerned if only one response is received.

Mr. Wayne Tedder and Ms. Manning assured the Board proposals received would return to the Board for authorization, review and vetting before final decisions were made.

Commissioner Dozier withdrew her motion.

Commissioner S. Maddox called the question seconded by Commissioner Ziffer.

Following the discussion, a vote was taken on Commissioner Richardson's motion to approve **Option 1 – authorize CRA staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties consistent with this agenda item and additional direction provided by the CRA Board**, upon second by Commissioner Ziffer, **the vote was as follows:**

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

NAY: Proctor

ABSENT: Gillum

BOTH DISTRICTS POLICY FORMATION AND DIRECTION

Authorization to Execute Agreement with GAI Consultants, Inc.

Item 7.01 introduced by Rick McCraw was a request to authorize staff to execute an agreement with GAI Consultants, Inc. to prepare a market study and feasibility analysis in the GFS and DT district.

Mr. McCraw gave a brief overview requesting the Board's approval to execute an agreement with GAI Consultants to assist in preparing a market study focused on the GFS and DT district, prepare a feasibility analysis for the CRA-owned Shelter and Frenchtown Renaissance

Community Center and Firestone and Bloxham Annex properties, and assist in the development of a request for proposal (RFP) for the redevelopment of those properties.

Following the overview, Commissioner Richardson made a motion **to approve Option 1 – authorize staff to execute an agreement with GAI Consultants, Inc. for an amount not to exceed \$113,550 to; prepare a market study focused on the GFS and DT district, prepare a feasibility analysis for the CRA-owned former Shelter/FRCC and Firestone/Bloxham Annex properties, assist in the preparation of Request for Proposals (RFP) for redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties, and assist in the evaluation of responses to the RFP, upon second by Commissioner S. Maddox, the vote was as follows:**

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

NAY: None

ABSENT: Gillum

UNAGENDAED PUBLIC COMMENT

There were no unagendaed comments.

CRA BOARD INFORMATION AND SHARING OF IDEAS

Commissioner Ziffer requested staff bring back an agenda item to discuss using CRA funds in the amount of \$30,000 set aside for Art in Public Places to assist with creating an entryway to the Kleman Plaza parking garage. He recommended partnerships with Council on Culture & Arts (COCA) and the Challenger Learning Center.

Commissioner Ziffer made a motion **to request staff bring back an agenda item for discussion the allocation of \$30,000 for Arts in Public Places to create an entryway to Kleman Plaza parking garage**, upon second by Commissioner Miller, further discussion ensued.

Commissioner Dozier inquired about the options to determine if they are general or specific. She also suggested including STEM and STEAM based ideas for the entryway.

Commissioner Ziffer amended his motion **to include STEM and STEAM based ideas for the entryway**.

Commissioner S. Maddox left at 11:40 am.

Following the discussion, a vote was taken on Commissioner Ziffer's motion to **request staff bring back an agenda item for discussion on the allocation of \$30,000 for Arts in Public Places to create an entryway that includes STEM and STEAM based ideas for the Kleman Plaza parking garage**, upon second by Commissioner Miller, **the vote was as follows:**

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

NAY: None

ABSENT: Gillum, S. Maddox

Commissioner Richardson thanked the other commissioners for their comments on South City, noted his commitment to the area and advised he will continue to advocate revitalizing the area.

Commissioner N. Maddox requested staff and the Board remain diligent in maintaining organization and order during CRA meetings.

ADJOURNMENT

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

DRAFT MINUTES**TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**

Tallahassee, Florida
July 14, 2016

The Tallahassee Community Redevelopment Agency (CRA) Board met on July 14, 2016, in the Commission Chambers in City Hall with Mayor Gillum (Chair), County Commissioners Proctor (Vice-Chair), City Commissioners S. Maddox, Miller, Richardson and Ziffer and, County Commissioners Lindley and N. Maddox present at the start of the meeting. Also present were Assistant City Manager Wayne Tedder, CRA Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams.

Mayor Gillum called the meeting to order at 9:35 a.m.

Commissioner Dozier arrived at 9:43 a.m.

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Carol Dover, President and CEO of the Florida Restaurant and Lodging Association (FRLA), 203 South Adams Street, Tallahassee, FL, addressed the Board on agenda **Item 6.01**, to request support of their \$50,000 commercial façade improvement grant for 2013 South Adams Street. She gave a brief overview of the Florida hospitality site, noting they are also a commercial entity offering training on food and alcohol safety. The FRLA site is an older building with rust and water issues, and deteriorating windows. She highlighted their support for community and charitable events and tourism through Tourism Day, the Chef Sampler and Thomas Square. She stated they were approved by their staff to hire an architect and meet all criteria for the grant. She stated even though the grant criteria is changing she requested the Board support the grant request.

INFORMATION ITEMS**Project Updates**

There were no project updates.

CONSENT ITEM

There were no consent items

FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION

Approval to Execute a Loan Extension with The Lofts on Gaines, LLC

Item 5.01 Introduced by Rick McCraw, CRA Program Director was a request to authorize a loan extension with The Lofts on Gaines, LLC.

Mr. McCraw gave an overview of the request for a five year extension of the CRA loan from with the Loft on Gaines, LLC. The Lofts on Gaines is a mixed-use residential development with grant and loan funds provided by the CRA. The original loan was a five year term at 2.06% annual interest with interest only payments with a balloon payment of \$405,806 due at the end of the five year term in December 2016. The developer refinanced the development with a new lender and is requesting the CRA extend the loan period for another five years but to also provide an immediate payment of \$150,000, increase monthly loan payments to \$2,000 month and provide a balloon payment of approximately \$157,200 at the end of the five-year extension.

Commissioner Lindley made a motion to approve **Option 1 – authorize a loan extension with The Lofts on Gaines, LLC, consistent with this agenda item and additional direction provided by the CRA Board**, upon second by Commissioner Ziffer, further discussion occurred.

Commissioner Lindley suggested bringing back a future discussion item on using a portion of the loan payment to create incentives to attract retail interest to the area.

Commissioner S. Maddox questioned the need to offer financial assistance in the improved Gaines Street corridor with the high occupancy rate of the developments within the corridor. He stated he would not support the motion.

Following the discussion a vote was taken on Commissioner Lindley's motion to approve **Option 1 – authorize a loan extension with The Lofts on Gaines, LLC, consistent with this agenda item and additional direction provided by the CRA Board and to bring back a discussion item on the use of loan payments for reinvestment to fulfill commercial retail obligations**, upon second by Commissioner Ziffer, **the vote was as follows:**

AYE: Gillum, Lindley, N. Maddox, Miller, and Ziffer

NAY: Dozier, S. Maddox, Proctor and Richardson

ABSENT: None

Approval of a Business Facility Improvement Grant of \$16,511 to \$21,511 for 1102 South Adams Street

Item 5.02 Introduced by Sheila Williams, CRA Program Planner was a request for approval of a business facility improvement grant for 1102 South Adams Street.

Ms. Williams gave an overview of the Business Facility Improvement Grant Program (BFIP) application for 1102 South Adams Street. CRA staff received a business facility improvement grant application from Jimmy Petrandis, property owner, for \$16,511 to cover the cost of resurfacing, exterior lighting, cleaning and servicing existing gutters and downspout system at 1102 South Adams Street. This includes a \$10,000 no-match grant and a \$5,000 dollar-for-dollar matching grant. In addition, the applicant will have the option of up to an additional \$5,000 matching grant for landscaping and signage improvements to ensure consistency with the new public improvements being added in the immediate area. If approved by the Board, the total grant award will be up to \$21,511.

Commissioner Richardson made a motion to approve **Option 1 – approve the application for grant funds in the amount of \$16,511 for the construction of façade and property and building located at 1102 South Adams Street. In addition, the applicant will have an option to use all or part of a separate amount, up to \$5,000, with a 1 to 1 applicant match of up to \$5,000, during the next 12 months specifically for landscaping and signage along Adams and/or Van Buren Streets to ensure consistency with the new public improvements in the immediate area. Authorize CRA staff to enter into a BFIP agreement with the applicant,** upon second by Commissioner Miller. A brief discussion followed.

In response to a comment from Commissioners Miller and N. Maddox that this type of project may be the start of investments on FAMU Way that are similar to those made on Gaines Street, Commissioner Dozier suggested this might be an appropriate time to consider a future discussion on establishing benchmarks to determine when large and/or small grant funding has maximized the economic benefits to particular areas of both redevelopment districts and no further CRA assistance may be required.

Following the discussion a vote was taken on Commissioner Richardson's motion to approve **Option 1 – approve the application for grant funds in the amount of \$16,511 for the construction of façade and property and building located at 1102 South Adams Street. In addition, the applicant will have an option to use all or part of a separate amount, up to \$5,000, with a 1 to 1 applicant match of up to \$5,000, during the next 12 months specifically for landscaping and signage along Adams and/or Van Buren Streets to ensure consistency with the new public improvements in the immediate area. Authorize CRA staff to enter into a BFIP agreement with the applicant,** upon second by Commissioner Miller, **the vote was as follows:**

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

NAY: None

ABSENT: None

Approval of \$12,002.50 Business Facility Improvement Program (BFIP) Grant for 2010 South Monroe Street

Item 5.03 Introduced by Sheila Williams was a request for approval of a business facility improvement grant for 2010 South Monroe Street.

Ms. Williams gave an overview of the BFIP application for 2010 South Monroe Street. CRA staff received a BFIP grant application from Malinda Griffith-Hines, property owner, for \$12,002.50 to cover pressure washing, exterior painting, exterior lighting, updates to ADA ramp, and exterior renovations to the commercial building at 20101 South Monroe Street.

Commissioner Proctor made a motion to approve **Option 1 – approve the application for grant funds in the amount of \$12,002.50 for the construction of façade and signage improvements to the property located at 2010 South Monroe Street. Authorize CRA staff to enter into a BFIP agreement with the property owner/applicant**, upon second by Commissioner Miller, further discussion ensued.

Commissioner Lindley inquired about the future use for the building.

In response to Commissioner Lindley's question, Ms. Williams stated the building is vacant at this time but with renovations to the building the property owner anticipates getting a tenant in the near future.

Commissioner Richardson noted the grant program highlights the true mission of the CRA, to address blight. He stated with the repair and renovation of the building it becomes attractive to future tenants spurring economic development in the area.

Mayor Gillum commended staff and the Board for creating the \$10,000 non-matching portion of the program. It provides an opportunity for the small businesses that were previously unable to afford repairs and renovations to their buildings.

Ms. Manning noted the non-matching portion was created through discussion at several public workshops. She also advised the property owner is also eligible to use the remaining grant funds, up to the \$50,000, for each parcel.

Following the discussion a vote was taken on Commissioner Proctor's motion to approve **Option 1 – approve the application for grant funds in the amount of \$12,002.50 for the construction of façade and signage improvements to the property located at 2010 South Monroe Street. Authorize CRA staff to enter into a BFIP agreement with the property owner/applicant**, upon second by Commissioner Miller, **the vote was as follows:**

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

NAY: None

ABSENT: None

DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION

Denial of a \$50,000 Downtown (DT) Commercial Façade Program Grant for 230 South Adams Street

Item 6.01 Introduced by Wayne Tedder to request the Board deny the request for a \$50,000 commercial façade grant at 230 South Adams Street.

Mr. Tedder clarified the decision to deny the request for \$50,000 in commercial façade grant funding to 203 South Adams Street. Mr. Tedder indicated the Florida Restaurant and Lodging Association meets eligible criteria for the commercial façade program; however, he wanted feedback from the Board to determine if the program and project are in line with Board's direction for the DT District. Based on previous discussions by the Board and his personal review of building conditions downtown, Mr. Tedder is trying to determine the focus for the DT district in areas of both infrastructure and properties that clearly needed assistance. Based on that direction, Mr. Tedder recognized the need to have the discussion to determine if the commercial façade program is in line with the funding efforts of the Board.

Commissioner Ziffer appreciated the need for the discussion however changing direction in the middle of an eligible project is unfair to the applicant.

Commissioner Ziffer made a motion to **approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 230 South Adams Street and authorize CRA staff to enter into a commercial façade agreement with the applicant**, upon second by Commissioner Richardson, further discussion ensued.

Commissioner Miller appreciated the need for the discussion and moving the conversation towards public purpose type projects. She noted the Downtown Improvement Authority (DIA) is responsible for the cleaning of sidewalks Downtown and discussed the possibility of leveraging CRA and DIA funds for infrastructure improvements.

Commissioner S. Maddox supported the motion, noting the Board should not change directions during a funding request. He stated the applicant should be allowed to go forward with their project and requested further discussion on policy changes to the program to help ensure some standards for how projects are selected.

Commissioner Proctor stated the visual blight of this project may not be easily seen; however, it is recognized by the applicant who has ongoing issues with the site. He questioned how to determine the role the CRA when improving the commercial market is not necessarily need-based although it may be a factor in the building enhancement.

Commissioner Dozier noted the Board has previously changed direction mid-stream, making decisions in the moment. She referenced the denial of a funding request for a car rental agency. She stated the importance of the projects fitting the goals of the district rather than focusing on meeting criteria. She would like to see the focus shift to infrastructure needs and leverage CRA funding with other funding sources. She supports the renovation of the site but will not support the motion. Commissioner Dozier requested an update from the DIA and

Tallahassee Downtown Business Association, and their interactions with the CRA at a future meeting.

Commissioner Miller inquired about additional applicants on hold due to Board direction and feedback.

In response to Commissioner Miller's question, Ms. Manning noted there are no outstanding requests.

Commissioner N. Maddox applauded Mr. Tedder's forward thinking process in recognizing the need to get Board direction on the focus of the districts. He noted the investments and needs in both districts are distinctly different therefore will require continued feedback from the Board. He also recognized the need to establish a DT investment plan with a similar structure as the GFS investment plan.

The Board stated the need for continued discussion on recognizing the different needs of the two districts, determining strategic policy for future development in the DT, determining the CRA's role in assisting with first floor retail retention, and ensuring the importance of a higher value return on the investment. The Board also applauded the FRLA for providing the community and charitable benefits associated with their trainings and events.

Following the discussion, a vote was taken on Commissioner Ziffer's motion to **approve the application for grant funds in the amount of \$50,000 for the construction of façade improvements to the building located at 230 South Adams Street and authorize CRA staff to enter into a commercial façade agreement with the applicant**, upon second by Commissioner Richardson, **the vote was as follows:**

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

NAY: Dozier

ABSENT: None

Commissioner Proctor left at 10:00 am.

Commissioner Dozier inquired about the necessary steps to create a holistic review of policies and address the current programs established. She encouraged following process to establish policy but questioned how to discourage certain projects from coming to the Board.

In response to Commissioner Dozier's question, Mr. Tedder explained the discussion today provided staff with enough information to be able to address concerns at the front end of the grant request and provide the necessary direction when projects and applications do not align with the Board's direction.

Commissioner Lindley noted the similarities to Board direction on DT large event funding.

Commissioner N. Maddox requested the direction and focus for the Downtown District should primarily support public infrastructure improvements designed to ensure ease of travel and

walkability. He also suggested commercial façade grant applicants should focus on vacant or historical building in need of renovations.

Mayor Gillum stated he anticipates future discussion on the direction and focus of Downtown district.

BOTH DISTRICTS POLICY FORMATION AND DIRECTION

Initial Discussion and Direction – Draft FY 2017 City of Tallahassee Community Redevelopment Agency Budget

Item 7.01 introduced by Rick McCraw was a discussion and request for direction on the draft FY 2017 City of Tallahassee Community Redevelopment Agency budget.

Mr. McCraw provided a review of the proposed FY 2017 GFS and DT district budgets consisting of revenues and reserves, personnel and operating expenses and capital expenses.

In the GFS district, projected revenues and reserves are approximately \$4.2 million which included GFS tax increment, the sale of the O’Connell Property (an initial payment of \$560,000 with the remaining balance paid over six years) and 715 West Gaines Street (\$788,000). He noted the approved millage rate change from 4.2 to 4.1 will reduce the City tax increment by approximately \$17,300. Personnel and operating expenses are projected to be \$518,978 in the GFS district, with a total for both districts of \$792,309 which is a reduction from last year. He noted the GFS and DT District personnel and operating expenses will be split 55 and 45 percent respectively based on the percentage of tax increment each district will receive. He also noted the anticipated refund of \$86,275 in Emergency Medical Services Municipal Services Taxing Unit related tax increment to the County. Mr. McCraw identified several contractual capital expenses in the GFS District including the Block and Deck grant payment (\$565,305, which is anticipated to end in FY 2019), \$125,000 (with an additional \$125,000 in FY 2018) as matching funds to an anticipated grant from the State for the renovations to the Old City Waterworks Building, additional expenses for the Shelter and Frenchtown Renaissance Community Center (FRCC) site work (\$100,000), and an increase in the Business Facility Improvement Program (BFIP) line item (from \$200,000 to \$300,000). These expenses will leave an estimated balance of \$812,830 in uncommitted funds that can be committed to programs and projects during the fiscal year. He noted funding for Affordable Housing is not listed and staff will wait until further direction is received once the joint City/County housing workshop takes place in October.

In the DT District, projected revenues and reserves are approximately \$2.8 million which included DT tax increment and reserves. Personnel and operating expenses are projected to be \$359,606 in the DT District. Mr. McCraw identified several contractual capital expenses totaling nearly \$1.0 million in the DT District including College Town, Catalyst and Copeland grant payments. He also noted staff included \$100,000 for Large Event program funding; of this amount, \$37,500 would be used for the second payment to the 2016 Florida Jazz and Blues Festival and \$37,500 for the FY 2017 Word of South request, leaving \$25,000 for other event funding. Rick noted that these funds would not be awarded until the CRA Board approves program guidelines to be provided by staff. Based on the projected revenues and expenses,

the DT District budget for FY 2017 includes a balance of \$134,709 in uncommitted funds that can be committed to programs and projects during the fiscal year.

Commissioner S. Maddox left at 10:30 am.

Commissioner N. Maddox did not support increasing the Large Event Grant Program to \$100,000. If the original proposed \$75,000 is already committed in support of the two projects, then no additional funds for large events are available. He also applauded the addition of the Onyx project to the tax rolls and highlighting the benefit to the DT community.

Mayor Gillum inquired about the CRA's role in the strategic redevelopment and acquisition plans for the FAMU Way corridor.

In response to Mayor Gillum's question, Mr. Tedder indicated most of the property acquired near FAMU Way was for roadway development; however, some acquisitions may be suitable for smaller redevelopment projects.

Commissioner Dozier questioned the inventory of the properties acquired to address FAMU Way and the consideration for purchasing parcels that were not used in the alignment.

In response to Commissioner Dozier's question, Mr. Tedder indicated as Phase II design plans move forward, redevelopment possibilities will be addressed from Railroad Avenue to Lake Bradford Road. A final survey of City-owned parcels between Martin Luther King Boulevard and Railroad Avenue may be done to identify properties available for redevelopment.

Several commissioners suggested the CRA be proactive in sourcing small infrastructure projects and redevelopment options within the FAMU Way corridor and adjacent neighborhoods. They also suggested using the success of the Gaines Street corridor as a model and establish collaboration and partnerships between government entities in support of the FAMU Way corridor redevelopment.

Commissioner Ziffer reminded the Board not to forget about addressing the needs of South Monroe Street corridor. He stated the corridor needs road and infrastructure improvements.

Commissioner Richardson also requested support for affordable housing and housing rehabilitation in the area surrounding FAMU Way. This would need to be a comprehensive effort involving the City as well as the CRA to make sure property owners are fully aware of the programs available to them.

Commissioner Dozier stated the CRA has the opportunity to reinvest CRA funding into small business grants and projects using South Monroe Street as a catalyst. She suggested creating a subset policy for lighting, sidewalks and other small infrastructure projects to leverage CRA funds for use in subsequent years.

Commissioner Dozier also inquired about the percentage split for administrative expenses to determine whether the TIF allocation split is based on policy or another method. She suggested reviewing administrative costs to determine if it should be based on the workload of the districts.

In response to Commissioner Dozier's question, Mr. McCraw stated it has been a historical approach to the two districts to use the split for administrative expenses. Ms. Manning noted the process is simplified when using the tax increment allocation because it is easier to quantify and explain whereas the workload is constantly changing for both districts making it more difficult to provide a breakdown.

The Board suggested further discussion is needed to establish policy and standard criteria for the Large Event Grant program before determining the amount to include in FY 2017. They suggested partnering with DIA and DBA to determine the necessary criteria for large event funding.

Commissioner Dozier inquired about funding for the Kleman Plaza Arts program and the need for a line item given an established Arts project was listed in previous years. She also suggested the project for Kleman Plaza should not be limited to one feature and suggested working with COCA to ensure there are a range of opportunities.

Commissioner Nick Maddox asked if there was any objection from the Board members to limit the FY 2017 Large Event grant funding to \$75,000. He did agree with the need for discussion by the Board to establish grant criteria for future year funding even if no additional funding beyond the earlier approved \$75,000 was available for FY 2017. The consensus of the Board was to leave the additional funding in place until the Board has an opportunity to discuss grant criteria and guidelines.

In response to Commissioner Dozier's question, Ms. Manning noted the original project was established for Art in Public Place in the Downtown district in FY 2015. Because those dollars needed to be utilized within a given time period, they were redirected to another project. A line item for the FY 2017 budget was necessary to establish a focus on a Kleman Plaza art installation. Roxanne advised staff is working with COCA to establish guidelines for the project.

UNAGENDAED PUBLIC COMMENT

Ms. Malinda Griffith-Hines, 2010 South Monroe Street, thanked the Board for supporting her improvement project at 2010 South Monroe Street. Ms. Griffith-Hines highlighted the outreach she received from CRA staff through community flyers and a workshop notifying her of the program and her eligibility to apply for grant funds. She appreciated the attentiveness staff took to assist her with the application process in order to receive the funding.

CRA BOARD INFORMATION AND SHARING OF IDEAS

Commissioner Dozier inquired about the GFS Citizens Advisory Committee's inquiry on job creation. She recommended establishing a data set that will provide information outside of property values and partnering with the Office of Economic Vitality. She suggested doing a comparison from the last five years to the present.

In response to Commissioner Dozier's question, Ms. Manning noted staff is shifting direction to establish ways to track job creation through the community benefit statement on large redevelopment project and feedback from property owners on smaller projects and programs.

Mr. Tedder suggested canceling the September 2, 2016 Special Board meeting because no changes occurred to the budget and is scheduled to be approved on September 29, 2016. The Board agreed.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:02 a.m.



Agenda Item Details

Meeting	Sep 29, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.01 Approval of a \$12,400.00 Business Facility Improvement Program (BFIP) Grant for 1015 Commercial Drive -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	12,400.00
Budgeted	Yes
Budget Source	FY 2016 COT CRA Business Facility Improvement Program Grant Funds Project #1600496
Recommended Action	Option 1: Approve the application for grant funds in the amount of \$12,400.00 for the construction of façade and other improvements to the property located at 1015 Commercial Drive. Authorize CRA staff to enter into a business facility improvement program grant agreement with the property owner.

Public Content

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

Statement of Issue

The Business Facility Improvement Program (BFIP) grant allows eligible applicants to receive up to \$50,000 for façade improvements to their commercial structures and properties located within the boundaries of the Greater Frenchtown Southside Redevelopment Area. The first \$10,000 of a grant does not require a match by the applicant/property owner for qualified work items. Any grant request over \$10,000 (up to a maximum of \$40,000) requires a dollar-for-dollar match.

On June 30, 2016, CRA staff received a GFS District BFIP grant application from Rachel E. Menasco, Director of Stereo Sales, Inc. (property owner), for exterior renovations to the building and loading dock landing for the property located at 1015 Commercial Drive. The work includes removing two existing doors, door replacement and construction of handrails, guardrails and new stairs along the existing loading dock landing.

The lowest bid for the qualified facade items is \$14,800.00, for which the applicant is requesting a \$12,400.00 grant. Of the \$14,800.00 in improvements, \$10,000 will be in the form of a non-matching grant and the remaining \$4,800.00 grant will be a dollar-for-dollar match with the applicant contributing at least \$2,400.00 towards the \$14,800.00 improvement.

Recommended Action

Option 1: Approve the application for grant funds in the amount of \$12,400.00 for the construction of façade and other improvements to the property located at 1015 Commercial Drive. Authorize CRA staff to enter into a business facility improvement program grant agreement with the property owner.

Fiscal Impact

The FY 2016 GFS District Business Facility Improvement Grant Program (Project #1600496) has a balance of \$37,407.50. Funding this request will leave a remaining balance of \$25,007.50 for additional FY 2016 GFS BFIP grant requests. The Financial Management Department 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 and the GFS Commercial Painting Grant Programs, which were approved by the CRA Board in FY 2006 and FY 2008, respectively. Similar to the earlier programs, 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, 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, there have been 47 improvement grant applications approved (40 commercial façade and 7 BFIP), providing more than \$1.6 million in grant funds for redevelopment projects that have a total estimated cost of approximately \$10.5 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 grant 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 of the loan forgiven each month 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 may approve grant requests of \$10,000 or less.
- b. The CRA Board may approve grant requests in excess of \$10,000.
- c. Properties must be maintained as commercial for five years following completion of construction. If they are not maintained as commercial, any outstanding balance of the prorated deferred loan must be repaid to the CRA.
- d. Multi-year applications for the same property are possible, but total grant funds for any one property cannot exceed \$50,000.
- e. A grant in excess of \$10,000 is secured by a mortgage and subject to restrictive covenants; a grant of less than \$10,000 is subject to restrictive covenants.
- f. Applicants are required to submit three bids from licensed contractors; grant funding awarded to an applicant will be based on the lowest bid.
- g. Technical assistance in preparing applications is available to all applicants.

Rachel E. Menasco, Director of Stereo Sales, Inc (property owner), submitted a grant application on June 30, 2016, for exterior renovations to the building and property.

The eligible grant work items consist of;

- Demolition of two existing on-site doors;
- Installation of two new on-site doors;
- Construction of handrails, guardrails and new stairs.

The lowest bid for the qualified facade improvements is \$14,800.00 for which the applicant is requesting a \$12,400.00 grant. Of the \$14,800.00 in improvements, \$10,000.00 will be in the form of a non-matching grant and the remaining \$4,800.00 grant will be a dollar-for-dollar match with the applicant contributing, at least, \$2,400.00 towards the \$14,800.00 improvement.

The estimated cost for all renovations is \$14,800.00. A summary of the exterior renovations to the building and signage is described in Attachment 1.

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

Outstanding Grant Application Issues and Staff Recommendation

There are no outstanding grant application issues; the owner/applicant has provided all required application materials.

Staff Recommendation

Staff recommends approval of a \$12,400 FY 2016 Business Facility Improvement Program (BFIP) Grant.

Options

1. Approve the application for grant funds in the amount of \$12,400.00 for the construction of façade and other improvements to the property located at 1015 Commercial Drive. Authorize CRA staff to enter into a business facility improvement program grant agreement with the property owner.
2. Do not approve the application in the amount of \$12,400.00 for the construction of facade and parcel improvements to the property located at 1015 Commercial Drive.
3. Provide staff with alternate direction.

Attachments/References

1. Application Summary – 1015 Commercial Drive

[Attachment 1.pdf \(899 KB\)](#)

STAFF REVIEW/APPLICATION SUMMARY

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

I. APPLICANT AND BUSINESS INFORMATION

Date of Application: June 30, 2016

Name of Applicant: Rachel E. Menasco

Name of Business: Stereo Sales, Inc.

Business Address: 1015 Commercial Drive

Telephone Number: (850) 528-1568 Fax Number: N/A

E-mail Address: richardmenasco@gmail.com

Type of Business: Commercial – Retail Parcel ID Number: 41-01-40- C-0010

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: John Reddick, 6/23/16

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

Code Enforcement / Reviewer and Date: Sherrie Ashline, 6/30/16

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: \$14,800.00 (Attach at least three bids from contractors)

Total Project Cost of Eligible Business Facility Improvement Program Work Items:

\$14,800.00

Amount of Grant Funds Requested: \$12,400.00

Owner/Tenant Match Amount: \$ 2,400.00

Estimated Cost of All Renovations: \$14,800.00

PROJECT SUMMARY

The commercial building is located at 1015 Commercial Drive.

The proposed eligible work items include:

- Demolition/Removal of one set of existing doors;
- Install two new mill/clear metal doors with low-E insulated tempered glass;
- Fabricate and install 42” high picket guardrail at sidewalk and dock;
- Assemble stair and landing with handrails and guardrails.

The low bid for the eligible work items is \$14,800.00 for which the applicant requested a **\$12,400.00** grant. Of the \$14,800.00 in improvements, \$10,000 will be in the form of a non-matching grant and the remaining \$4,800.00 grant will be a dollar-for-dollar match with the applicant contributing \$2,400.00 towards the \$14,800.00 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 property owner, Rachel E. Menasco has 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.

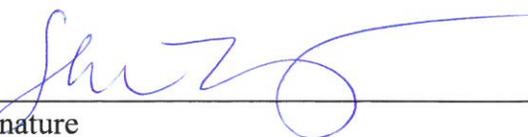
IV. ADDITIONAL SUBMISSIONS (required)

- 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; 8/15/16 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;
- N/A Certificate of Appropriateness issued by the Tallahassee-Leon County Architectural Review Board is attached, if appropriate; 8/15/16 Not required - STW
- Proof of property insurance. 8/15/16 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: 9/7/16

Recommend: Approval Denial Other (explain below)

Sheila Williams, Program Planner
Name (print)


Signature

CRA Program Director or Principal Planner review was completed on: 9-7-2016

Recommend: Approval Denial Other (explain below)

Rick McCraw/Sherri Curtis
Name (print)


Signature

CRA Executive Director review was completed on: 9/7/16

Recommend: Approval Denial Other (explain below)

Roxanne M. Manning
Name (print)

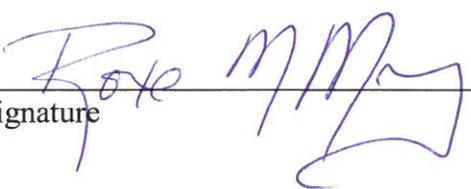

Signature



Photo 1 – Existing Front of building – 1015 Commercial Drive



Photo 2 – Proposed Front of building – 1015 Commercial Drive

Listing of Bids for Qualified Work Items
1015 Commercial Drive

<u>Work Item</u>	<u>Subcontractor</u>		
	<i>Lee and Cates Glass</i>	<i>Glass Services Center</i>	<i>Whiddon Glass Co, Inc.</i>
New Door for 1009 Commercial Drive	\$ 2,500.00	\$ 3,673.00	\$ 4,200.00
New Door for 1007 Commercial Drive	\$ 2,500.00	\$ 3,123.00	\$ 4,150.00
	<i>Bettinger Welding</i>	<i>Metal Fab</i>	<i>Tallahassee Welding</i>
Construct Handrail, guardrails and new stairs along existing	\$ 9,800.00	\$13,540.00	\$ 14,170.00
TOTALS	\$ 14,800.00	\$ 20,336.00	\$ 22,520.00



Agenda Item Details

Meeting	Sep 29, 2016 - CRA Board Meeting
Category	10. 6:00 P.M. Public Hearing
Subject	10.01 Adoption of the FY 2017 City of Tallahassee Community Redevelopment Agency Budget -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Access	Public
Type	Action, Public Hearing
Recommended Action	Option 1: (a) Adopt by resolution the proposed FY 2017 CRA Operating and Capital budget as described in this agenda item and (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.

Public Content

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

Statement of Issue

This agenda item is to presents the proposed FY 2017 City of Tallahassee Community Redevelopment Agency (CRA) Budget to the CRA Board for adoption by resolution. This agenda item is generally the same as the FY 2017 budget review agenda item presented to the CRA Board on July 14, 2016, with the exception of the minor items briefly described below.

1. Reduction in City's Millage Rate. The City of Tallahassee's maximum millage rate was reduced from 4.2 mills to 4.1 mills. This reduces the amount of tax increment contribution by the City for the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) from \$724,709 to \$707,454, a reduction of \$17,255. The City's tax increment contribution for the Downtown District Community Redevelopment Area (DT District) is reduced from \$898,440 to \$877,049, a \$21,391 reduction. There was no change in the County's millage rate.
2. Increase in Prior Year Master Project Funds. As the end of FY 2016 nears, staff has been closing projects that have been completed or are only funded for the current fiscal year, such as FY 2016 Operational Funds, the Business Facility Improvement Program and the Promotional/Special Events Grant program, and transferring the remaining balances to the appropriate prior year Master Project Fund. As a result, an additional \$80,027 has been added to the GFS District Master Project Funds, increasing the available funds from \$180,283 to \$260,310. An additional \$165,624 has been added to the DT Master Project Fund, increasing the available funds from \$48,828 to \$214,454. The final amount of prior-year Master Project Funds for both districts will increase beyond what is listed in the budget when the remaining FY 2016 operational line items are closed and added to the appropriate FY 2016 Master Project Funds.
3. \$5,800 Interest Payment for Big Bend Cares. In September 2015, the CRA Board approved a \$1.5 million grant to assist Big Bend Cares (BBC) in the construction of their new medical care facility. The grant funds will be awarded to BBC over a four-year period (\$375,000 per year) once the facility has received a Certificate of Completion (CC) from Growth Management. Staff anticipated the development would be complete in FY 2018, and programmed the \$375,000 annual payments to start that year. BBC staff now expects the development to be completed by September 2017, although grant payments will not start until FY 2018. BBC has requested the CRA pay half the cost of the \$11,600 interest payment due in the fourth quarter of FY 2017 for the \$1.5 million construction loan they have in place until the CRA grant payments start. CRA staff believes this is a reasonable request and recommends Board approval. If the facility receives a CC in July, a payment of \$5,800 would be made to BBC. If the facility receives a CC in August or September, the interest payment would be reduced proportionally. No interest payment will be due if the facility receives a CC after September 30, 2017.
4. DT District Large Event Grant Funding. The FY 2017 budget contains \$100,000 for DT District Large Event Grants. Of this amount \$37,500 has already been committed by the CRA Board for the 2017 Word of South Literary Festival and \$37,500 will be provided as the second payment to the 2016 Florida Jazz and Blues Festival, leaving a balance of

\$25,000 for other large events in the DT District. Staff will not accept any applications nor present any funding requests to the CRA Board for these funds until program criteria and guidelines have been approved by the Board. At this time the CRA is meeting with the DIA, TDC, City and COCA to create a coordinated and comprehensive funding approach.

5. DT Commercial Façade and Painting Grant Funding. The FY 2017 DT District budget includes \$150,000 in funding for the DT Commercial Façade Improvement Grant Program and \$15,000 for the DT Commercial Painting Grant Program. However, staff will not accept applications for either program until new program criteria and guidelines consistent with direction provided by the CRA Board at the July 14, 2016 CRA Board meeting are approved by the CRA Board. An agenda item for this program is planned for the November 21, 2016 CRA Board meeting.

The CRA is projected to receive \$5,556,808 in revenue during FY 2017: \$3,617,281 for the GFS District and \$1,939,527 for the DT District. This includes \$4,066,867 in tax increment (\$2,228,375 for the GFS District; a 4.4 percent increase over FY 2016; and \$1,838,492 for the DT District; a 30.6 percent increase over FY 2016) based on the 2016 Preliminary Taxable Values provided by the Leon County Property Appraiser (LCPA) and FY 2017 proposed and approved millage rates for the City and County. It is important to note these are preliminary values, and are subject to change when the LCPA issues the Final Taxable Values in October. Other sources of income include \$1,388,906 for the GFS District from land sales, a long-term parking lease in the Deck development, short-term parking in the Deck and Block developments and interest from project loans. Additional income for the DT District consists of \$100,980 from a long-term parking lease with the Aloft Hotel and \$55 interest from project loans.

In addition to FY 2017 revenue, the CRA will also have access to master project funds and reserve funds: \$633,398 for the GFS District and \$1,020,643 for the DT District. This increases CRA funding to \$7,210,849: \$4,250,679 for the GFS District and \$2,960,170 for the DT District. A breakdown of the GFS and DT District funding sources are listed in Tables 1 and 2 of this agenda item and on Attachment 1.

Staff recommends the projected \$1,489,941 from the sale of the O'Connell and 715 W. Gaines Street properties in the GFS District; and the parking lease revenues, loan principal and interest payments, as well as the still to be determined end-of-year interest from both redevelopment districts be added to the current reserve balance in the appropriate redevelopment district for future project and development needs. These funds are not subject to the three-year limit of tax increment revenues, and keeping them in CRA accounts separate from the tax increment funds provides the Board with greater flexibility in determining when to use the funds. A full listing of the recommended Reserve funds is included in Attachment 1. The transfer of these will leave a balance of \$2,488,685 for support of GFS District operational expenses and capital programs and projects and \$2,052,946 for DT District expenses.

The budget includes \$792,309 of FY 2017 tax increment revenues for personnel and operating expenses. The expenses are split between the two districts with the GFS responsible for 55 percent of expenses and the DT District responsible for 45 percent. Listed as a separate line item in this section of the proposed budget, but not a personnel or operating expense, is the refund of \$86,275 in Emergency Medical Services Municipal Services Taxing Unit (EMS MSTU) tax increment to Leon County. Details regarding the expenses by redevelopment district are at Tables 3 and 4 of this agenda item and Attachment 1.

The FY 2017 budget includes \$2,547,509 for various capital expenses, including contractual payments, such as grant payments for the Block and Deck, Collegetown, the Catalyst and the Onyx; and for ongoing programs such as the Business Facility Improvement Program, property management and DT commercial façade and painting programs. The capital expenses for the GFS District total \$1,104,600 and the capital expenses for the DT District total \$1,442,909. Funding these capital expenses will leave an uncommitted balance of \$865,107 for the GFS District and \$250,432 for the DT District that can be committed by the Board in support of other programs and projects during FY 2017. Details on the capital expenses are at Tables 5, 6, 7 and 8 of this agenda item, and Attachment 1.

As with prior years, staff recommends any unspent operating or capital funds remaining in the various programs at the end of FY 2016, as well as interest earned from the funds during the fiscal year, be reallocated to each redevelopment district's FY 2014, FY 2015 and FY 2016 Master Project, as appropriate. Using the First-In, First-Out (FIFO) accounting approach, these will be the first funds used to cover FY 2017 capital expenses.

Recommended Action

- Option 1: (a) Adopt by resolution the proposed FY 2017 CRA Operating and Capital budget as described in this agenda item and
- (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures

consistent with the budget as proposed in the agenda item and with established program guidelines.

Fiscal Impact

Once approved by the CRA Board, the FY 2017 CRA Operating and Capital Budget will commit Agency funds in support of specific programs and projects consistent with this agenda item and direction provided by the CRA Board. However, the CRA Board has the authority to adjust the budget during the fiscal year as needed to accommodate changing Board priorities and needs.

Supplemental Material/Issue Analysis

History/Facts & Issues

In June 2000, the City completed the process of establishing the GFS District and began receiving tax increment payments from the City and County in FY 2002. In June 2004, the City established the DT District and began receiving tax increment payments from the Downtown District in FY 2005. In addition to tax increment revenue the CRA also earns non-tax increment revenue, including long and short-term, interest from loans and, most recently, property sales. Fiscal Year 2017 revenues are expected to include more than \$1.3 million from the sale of the CRA-owned O'Connell property and 715 W. Gaines Street property, both in the GFS District.

A spreadsheet outlining FY 2017 CRA revenue and expenses for both redevelopment districts is at Attachment 1. Spreadsheets outlining actual and anticipated revenue and expenses from FY 2016 to FY 2021 for the GFS District and the DT District are at Attachments 2 and 3, respectively.

FY 2017 Revenues

The GFS District is projected to receive \$3,617,281 in revenue for FY 2017. In addition, the district will also have an estimated \$260,310 in uncommitted prior year GFS Master Project funds and \$373,088 in non-tax increment reserve funds, for a total of \$4,250,679 in available program and project funds (Table 1). The DT District is projected to receive \$1,939,527 in revenue for FY 2017, with an additional \$214,454 in uncommitted prior year Master Project funds and \$806,189 in non-tax increment reserve funds, for a total of \$2,960,170 in available program and project funds (Table 2).

The projected \$4,250,679 in FY 2017 revenue and other available funds for the GFS District represents an increase of 40.1 percent from FY 2016 projections. However, \$1,348,000 of the increase will come from the sale of the O'Connell and 715 W. Gaines Street properties. These revenues are tied to the sale of the O'Connell property to the State for \$960,000 in cash over six years and the transfer of three properties from the State to the CRA – the Firestone property, the Bloxham Annex property and the 715 W. Gaines Street property. Based on the Preliminary Tax Values from the LCPA, property values in the GFS district increased approximately 2.65 percent from last year, increasing the amount of tax increment the CRA will receive for FY 2017 by 5.21 percent. There is currently a balance of \$260,310 in Prior Year Master Project funds, but that amount is expected to increase at the end of FY 2016 as remaining operational funds and single-year projects and programs are closed out and the funds are placed in the GFS Master Project where they will be used to support FY 2017 projects and programs.

Table 1: GFS District Revenues and Reserves

	FY 2015 Final	FY 2016 Actual/Projected¹	FY 2017 Proposed
City of Tallahassee - Tax Increment	\$439,355	\$688,797	\$707,454
Leon County - Tax Increment	\$1,046,663	\$1,445,556	\$1,520,922
O'Connell Property Sale			\$560,000
715 W. Gaines Street Property Sale			\$788,000
Coal Chute SW Pond Capacity Sale	\$503		
Parking Revenues	\$24,879	\$33,000	\$33,000
Loan Interest		\$12,218	\$7,906
Loan Payment Revenue	\$62,630		
Prior Year Master Project Funds		\$727,981	\$260,310

FY 2013/2014 Available Funds	\$678,007		
Reserves ²	\$99,268	\$264,810	\$373,088
End-of-Year Interest ³	\$47,925	\$tbd	\$tbd
Total Revenues	\$2,399,230	\$3,172,362	\$4,250,679

1. As of September 9, 2016.
2. Includes principal payments from existing loans.
3. Will be added to the Reserve account at the end of the fiscal year.

For FY 2017, the DT District is projected to receive approximately 32.7 percent more tax increment than it did in FY 2015. This is the result of a projected 13.38 percent increase in property values between 2015 and 2016 in the DT District, much of which can be attributed to the addition of the Onyx mixed-use student development on College Avenue, which added approximately \$48 million in new tax value to the district and generated more than \$385,000 in tax increment for the DT District. Similar to the GFS District, the \$214,454 in Prior Year Master Project funds is expected to increase as remaining operational funds and single-year projects and programs are closed out and the funds are placed in the DT Master Project where they will be used to support FY 2017 projects and programs.

Table 2: DT District Revenues

	FY 2015 Final	FY 2016 Actual/Projected ¹	FY 2017 Proposed
City of Tallahassee -Tax Increment	\$554,337	\$680,286	\$877,049
Leon County - Tax Increment	\$673,374	\$727,991	\$961,444
Parking Lease Revenue	\$100,980	\$100,980	\$100,980
Loan Interest		\$760	\$55
Loan Payment Revenue	\$10,473		
Prior Year Master Project Funds		\$524,578	\$214,454
FY 2013/2014 Available Funds	\$432,040		
Reserve Funds ²	\$520,302	\$702,334	\$806,189
End-of-Year Interest ³	\$40,164	\$tbd	\$tbd
Total Revenues	\$2,331,670	\$2,736,929	\$2,960,170

1. As of September 9, 2016.
2. Includes principal payments from existing loans.
3. Will be added to the Reserve account at the end of the fiscal year.

As listed in Attachment 1 under Reserves, staff recommends the projected \$1,489,941 from the O'Connell and 715 W. Gaines Street land sales, the parking lease revenues, loan principal and interest payments, and to be determined end-of-year interest be added to the current reserve balance for future project and development needs. These funds are not subject to the three-year limit of tax increment revenues, and keeping them in CRA accounts separate from the tax increment funds provides the Board with greater flexibility in determining when to use the funds. The transfer of these funds to Reserves will leave a balance of \$2,488,685 for FY 2017 GFS District expenses and \$2,052,946 for the DT District.

FY 2017 Personnel and Operating Expenses

The proposed budget allocates \$792,309 of FY 2017 tax increment for personnel and operating expenses (Tables 3 and 4). The personnel and operating expenses are split between the two districts based on the proportion of tax increment each district provides the CRA. Although not a personnel or operational expense, the GFS District line item also includes the refund of \$86,275 in EMS MSTU related tax increment to Leon County. The proposed personnel and operating budget, less the EMS MSTU refund, is approximately 19.5 percent of FY 2017 tax increment revenues. A further description of projected FY 2017 personnel and operating expenses by redevelopment district is at Attachment 4.

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

	FY 2015 Final¹	FY 2016 Actual/ Projected¹	FY 2017 Proposed²
Personnel	\$333,921	\$342,452	\$323,232
Operating/Administrative ³	\$31,543	\$120,513	\$109,471
EMS MSTU Refund ⁴	\$59,372	\$82,000	\$86,275
Total Expenses	\$424,836	\$544,965	\$518,978

1. Based on a 60/40 cost split between the GFS District and the DT District.
2. Based on a 55/45 cost split between the GFS District and the DT District.
3. Includes insurance coverage (liability, property and Workers' Compensation) starting in FY 2016.
4. The EMS MSTU refund is not included as part of the overall personnel/operating budget.

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

	FY 2015 Final¹	FY 2016 Actual/ Projected¹	FY 2017 Proposed²
Personnel	\$196,418	\$235,261	\$267,644
Operating/Administrative ³	\$10,020	\$98,169	\$91,962
Total Expenses	\$206,438	\$333,430	\$359,606

1. Based on a 60/40 cost split between the GFS District and the DT District.
2. Based on a 55/45 cost split between the GFS District and the DT District.
3. Includes insurance coverage (liability, property and Workers' Compensation) starting in FY 2016.

The proposed FY 2017 personnel and operating/administrative budget includes a 2.0 percent salary enhancement for the five (5) full-time/permanent CRA staff members, the same amount proposed for general city employees. The salary/benefit expenses and most operating expenditures will be shared proportionally based on the amount of tax increment each redevelopment district generates for the year. Based on the Preliminary Tax Values, the GFS District will cover 55 percent of the personnel and operating expenses and the DT District will cover 45 percent of the expenses.

Also included in the operating budget is \$34,082 in Internal Services Fees for Human Resources, Accounting, Purchasing and Technology and Information services provided to the CRA by the City of Tallahassee. This is the same expense incurred by the CRA for these services in FY 2016.

The proposed expenses will leave a balance of \$1,969,707 for FY 2017 capital expenses in the GFS District and \$1,693,340 in the DT District. As with previous year personnel and operating expenses, any funds remaining at the end of the fiscal year will be allocated to the appropriate FY 2017 Master Project and used to fund capital projects that are expected to be completed within the next two fiscal years.

Capital Budget Review

Capital Expenses – Existing Commitments

The CRA has a number of contractual commitments funded in any given fiscal year, and some during multiple fiscal years. Current examples include tax increment reimbursements for College Town Phase 1, the Block and the Deck, the Catalyst and the Onyx. The Board has also already approved several program and projects for funding within the FY 2017 budget, such as the Promotional/Special Events Program, the Word of South Lit Festival and the second payment for the 2016 Florida Jazz and Blues Festival. Finally, the CRA has several on-going capital expenses related to the public parking spaces in the Block and Deck developments. These commitments are outlined in Tables 5 and 6, below.

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

	FY 2015 Final	FY 2016 Actual/ Actual	FY 2017 Proposed

		Projected	
Block and Deck Grant		\$495,283	\$561,000
Block and Deck Garage Expenses	\$10,000	\$37,800	\$72,800
Four Points Hotel Grant	\$25,000		
Big Bend Cares Grant			\$5,800
Piggly Wiggly Grant		\$205,000	
Bardhi 505 W. Georgia Street Imp Grant	\$21,818		
Promo/Special Events Grant Program	\$35,000	\$35,000	\$50,000
Total Expenses	\$91,818	\$773,083	\$689,600

The grant payment to District Joint Venture, the owner/developer of the Block and Deck, will be the second year of five years of anticipated tax increment refunds, with the final grant payment is expected to occur in FY 2020. The Block and Deck garage expenses will continue as long as the CRA owns the 172 public parking spaces, although the annual expense should drop as the City develops a comprehensive parking plan and the CRA is able to participate in that plan. Finally, at the April 28, 2016 CRA meeting, the Board increased GFS Promotional/Special Events grant funding from \$35,000 to \$50,000.

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

	FY 2015 Final	FY 2016 Actual/ Projected	FY 2017 Draft
College Town Grant	\$366,409	\$363,409	\$366,409
Catalyst Grant	\$190,847	\$217,535	\$216,000
601 S. Copeland Grant	\$50,000	\$50,000	\$50,000
Gateway Retail Vacancy Grant	\$91,331	\$137,015	
Gateway Construction Grant		\$57,718	\$58,000
Onyx/444 College Ave. Grant			\$290,000
Waterworks Hist. Preservation Grant Match			\$125,000
Large Event Grant Program			\$100,000
Word of South Lit Festival Grant	\$37,500	\$37,500	
Springtime Tallahassee Music Festival	\$25,000		
Experience Tallahassee Festival	\$5,000		
2016 Florida Jazz and Blues Festival Grant		\$37,500	
Promo/Special Events Grant	\$35,000	\$35,000	\$35,000
Downtown Juror Bus Ticket Reimbursement		\$1,000	\$1,000
Total Expenses	\$801,087	\$936,677	\$1,241,409

Post-development grant payments in the form of tax increment reimbursement will continue in FY 2017 for College Town Phase I, the Catalyst, 601 South Copeland and the Gateway. The College Town grant payments will end in FY 20219, and the Catalyst and 601 South Copeland grant payments will end in FY 2018. The retail vacancy grant payments for the Gateway development ended in FY 2016; based on current ad valorem values, the construction grant reimbursement is projected to be completed in FY 2026. The Onyx grant payments, based on the return of 75 percent of the tax increment generated by the development, begin in FY 2017 and are projected to be completed in FY 2022. At the June 23, 2016 CRA meeting, the Board approved a \$250,000 match to a Historic Preservation Special Category Grant Application by the City of Tallahassee to the Florida Department of State for renovations to the Old City Waterworks building. If the grant application is approved, the CRA matching funds will be provided in FY 2017 and FY 2018.

The FY 2017 budget includes \$100,000 for Large Event grants. Included in this amount is the \$37,500 approved by the CRA Board on June 23, 2016 as the second grant payment for the 2016 Jazz and Blues Festival and \$37,500 for the 2017 Word of South Lit Fest. This leaves \$25,000 for one or more other large events. Based on Board direction at the June and July meetings, no other large event grants would be recommended to the Board until grant funding criteria and procedures are approved by the CRA Board. At this time the CRA is meeting with the DIA, TDC, City and COCA to create a coordinated and comprehensive funding approach.

Encumbering funds for these capital expenses will leave a balance of \$1,280,107 for other FY 2017 capital expenses in the GFS District and \$451,931 in the DT District.

Capital Expenses – Other

The FY 2017 other capital expenses listed in tables 7 and 8 below include a wide range of programs and projects, some that have been offered for several years and others that were started in FY 2016. While they are on-going and single-year programs and projects that staff believes benefits the CRA, they are not contractually required. Included are funds for site work at the former Shelter and Frenchtown Renaissance Community Center properties, other property management and maintenance, the GFS Business Facility Improvement Program, and the DT Commercial Façade and Painting Grant.

Table 7: GFS District Capital Expenses – Other (Fund 856)

	FY 2015 Final	FY 2016 Actual/ Projected	FY 2017 Draft
Shelter and FRCC Site Work	\$128,320	\$300,000	\$100,000
Property Management		\$15,000	\$15,000
Business Facility Improvement Program (BFIP)		\$200,000	\$300,000
Commercial Façade Imp. Grant	\$200,000		
Commercial Painting Grant	\$30,000		
Affordable Housing Grant	\$7,488	\$300,000	
Neighborhood Enhancement and Public Safety		\$150,000	
Frenchtown Entry Feature		\$350,000	
Frenchtown Heritage Market	\$368,218		
South Towne/South City Park. Lot Renovations	\$200,000		
Declaration Public Art (Gaines St)	\$1,880		
Land Acquisition	\$185,059		
Misc. Projects ¹		\$45,267	
Total Expenses	\$1,120,965	\$1,360,267	\$415,000

1. Includes funding to paint the Amtrak Railroad Station (\$25,000), the GFS Plan Update/ Expansion (\$10,267), the Tactical Urbanism Demonstration Project (\$5,000) and the South Monroe Street Wall mural (\$5,000).

The contract to demolish the former Shelter and Frenchtown Renaissance Community Center (FRCC) properties will be presented at the November 21, 2016 CRA Board meeting. The funding included in the FY 2017 budget for site work at these properties will be used to cover any unanticipated demolition or post-demolition expenses. The property management funds will be used to maintain (mowing, clearing of illegally disposed of trash, fence repairs, etc.) the various CRA-owned properties in the GFS District. The consolidation of the GFS Commercial Façade Improvement Grant and the GFS Commercial Painting Grant into the Business Facility Improvement Program (BFIP) in FY 2016 has been very successful. The availability of the first \$10,000 in improvements as a no match grant has generated a lot of interest in the program. As a result of this success, funding has been increased to \$300,000, a \$100,000 increase over FY 2016. The budget does not contain any funding for affordable housing at this time. If appropriate, a funding recommendation will be made at a future CRA Board meeting following the Joint City/County Affordable Housing workshop scheduled for October 27, 2016.

Table 8: DT District Capital Expenses – Other (Fund 860)

	FY 2015 Final	FY 2016 Actual/ Projected	FY 2017 Draft
Firestone/Bloxham Annex Site Work	\$106,000	\$275,000	
Property Management	\$6,500	\$6,500	\$6,500
Railyard Lofts	\$161,000		
Gaines St Pedestrian-Bikeway UG of Overhead Electric		\$161,000	
Commercial Façade Imp. Grant Program	\$100,000	\$150,000	\$150,000
Commercial Painting Grant Program		\$15,000	\$15,000
DT Retail Incentives Loan Program	(\$125,000)		
Declaration Public Art (Gaines St)	\$1,880		
Downtown Public Arts Program	\$30,000		
Kleman Plaza Art Program			\$30,000
Total Expenses	\$280,380	\$607,500	\$201,500

Depending upon the results from the revised Request for Proposals (RFP) for the Sale and Redevelopment of the Firestone and Bloxham Annex properties, FY 2017 funding may be required to assist in redevelopment of the properties but that can be addressed by the Board once proposals to the RFP are evaluated and a recommendation is presented to the CRA Board in early 2017. The property management funds will be used to maintain the CRA-owned properties in the DT District.

Interest continues in the Commercial Façade Improvement Grant and Commercial Painting Grant programs, which have been used to help improve the façade of twelve downtown buildings in the past six years, and funding is included in the FY 2017 budget for both programs. However, based on recent Board direction, staff is evaluating possible changes to the programs that will better target where and how the funds will be used. No applications will be accepted under either program until the Board has approved the revised program guidelines and application. Finally, based on Board discussions at the June 23, 2016 CRA meeting, the budget includes \$30,000 for a Kleman Plaza Art Program. Staff is working with COCA to develop program criteria and guidelines to support art on Kleman Plaza; no art funding requests be accepted until the program criteria and guidelines are approved by the CRA Board.

Encumbering funds for these capital expenses will leave a balance of \$865,107 for other FY 2017 capital expenses in the GFS District and \$250,431 in the DT District.

Review of the Proposed Budget by the CRA Advisory Committees

Staff presented the proposed FY 2017 GFS Budget to the GFS Citizens' Advisory Committee (CAC) at their September 12, 2016 meeting. The Board recommended approval of the budget but three members were concerned with the \$5,800 interest payment being provided to Big Bend Cares (BBC), feeling it expanded the original CRA funding agreement. These members would have preferred to remove the \$5,800 interest payment from the budget until they had an opportunity to review the request and proposed agreement between the CRA and BBC at a future CAC meeting. Staff believes a maximum grant payment of \$5,800 is more suitable than moving the start date of the \$1.5 million grant payment forward from FY 2018 to FY 2017 and allocating a \$375,000 payment that may not be made during FY 2017 and would reduce funds available for other capital projects during the fiscal year.

The DT Downtown Redevelopment Commission reviewed the proposed DT Budget at their July 7, 2016 meeting and recommended approval.

Staff recommends adoption of the proposed FY 2017 CRA Budget consistent with this agenda item, the attached resolution and any additional direction provided by the CRA Board.

Options

1. (a) Adopt by resolution the proposed FY 2017 CRA Operating and Capital budget as described in this agenda item and (b) authorize the CRA Chair, Tallahassee City Manager and CRA Executive Director to commit funds and approve expenditures consistent with the budget as proposed in the agenda item and with established program guidelines.
2. Provide further guidance and direction to staff regarding budget changes and schedule a public hearing on September 30, 2016 to adopt a revised FY 2017 CRA budget.

Attachments/References

1. Spreadsheet – FY 2017 CRA Revenue and Expenses
2. Spreadsheet - FY 2016 – 2021 Revenue and Expenses for GFS District
3. Spreadsheet - FY 2016 – 2021 Revenue and Expenses for DT District
4. FY 2017 Operating Expenses
5. CRA FY 2017 Budget Adoption Resolution

[Attachment 1.pdf \(855 KB\)](#)

[Attachment 2.pdf \(485 KB\)](#)

[Attachment 3.pdf \(485 KB\)](#)

[Attachment 4.pdf \(484 KB\)](#)

[Attachment 5.pdf \(699 KB\)](#)

CRA FY 2017 Budget - Revenues and Expense (September 29, 2016)

GFS District

Projected FY 2017 Revenues

Tax Increment ¹	\$2,228,375
O'Connell Land Sale ²	\$560,000
715 W. Gaines Street Sale ³	\$788,000
Deck Garage Parking Lease Payments ⁴	\$15,000
Block/Deck Short-Term Parking Revenue ⁵	\$18,000
Loan Payments - Interest	<u>\$7,906</u>
Total	\$3,617,281

Prior Year Available Funds

FY 2014 Master Project Funds ⁶	\$12,357
FY 2015 Master Project Funds ⁶	\$3,232
FY 2016 Master Project Funds ⁶	\$244,721
Reserves ⁷	<u>\$373,088</u>
Total	\$633,398

Total Estimated Revenues (Table 1) \$4,250,679

Reserve Funds

O'Connell Land Sale	\$560,000
715 W. Gaines Street Sale	\$788,000
Deck Garage Parking Lease	\$15,000
Block/Deck Short-Term Parking Revenue	\$18,000
Loan Payments - Interest	\$7,906
Reserves	<u>\$373,088</u>
Total	\$1,761,994

Funds Available for Expenses \$2,488,685

Expenses

Operational Expenses

Salaries/Benefits	(\$323,232)
Operational	(\$109,471)
EMS MSTU Refund to Leon County	(\$86,275)
Total	(\$518,978)

Remaining Funds \$1,969,707

DT District

Projected FY 2017 Revenues

Tax Increment ¹	\$1,838,492
Aloft Parking Lot Lease Payments ²	\$100,980
Loan Payments - Interest	<u>\$55</u>
Total	\$1,939,527

Prior Year Available Funds

FY 2014 Master Project Funds ⁶	\$0
FY 2015 Master Project Funds ³	\$5,009
FY 2016 Master Project Funds ³	\$209,445
Reserves ⁴	<u>\$806,189</u>
Total	\$1,020,643

Total Estimated Revenues (Table 2) \$2,960,170

Reserve Funds

FY Aloft Parking Lot	\$100,980
Loan Payments - Interest	\$55
Reserves	<u>\$806,189</u>
Total	\$907,224

Funds Available for Expenses \$2,052,946

Expenses

Operational Expenses

Salaries/Benefits	(\$267,644)
Operational	(\$91,962)
Total	(\$359,606)

Remaining Funds \$1,693,340

Remaining Funds		Remaining Funds	
	\$1,969,707		\$1,693,340
<u>Capital Expenses - Commitments</u>		<u>Capital Expenses - Commitments</u>	
Block and Deck Grant Payment	(\$561,000)	College Town Grant Payment	(\$366,409)
Block and Deck Public Garage Expenses	(\$72,800)	Catalyst Grant Payment	(\$216,000)
Maintenance and Utilities	(\$12,000)	601 South Copeland Grant	(\$50,000)
Pay Station Lease, Maintenance and Related	(\$30,400)	Gateway Grant Payment	(\$58,000)
DJV Parking Management Expense	(\$14,400)	Onyx/444 College Ave Grant Payment	(\$290,000)
Garage Insurance (Property and Liability)	(\$16,000)	Waterworks Hist. Preservation Grant Match	(\$125,000)
Big Bend Cares	(\$5,800)	Large Event Grant Program ⁵	(\$100,000)
FY 2016 Promotional/Special Events Grant	(\$50,000)	FY 2016 Promotional/Special Events Grant	(\$35,000)
		Downtown Juror Bus Ticket Reimbursement	(\$1,000)
Total	(\$689,600)	Total	(\$1,241,409)
Remaining/Uncommitted Funds		Remaining/Uncommitted Funds	
	\$1,280,107		\$451,931
<u>Capital Expenses - Proposed</u>		<u>Capital Expenses - Proposed</u>	
Shelter and RCC Site Work	(\$100,000)	Firestone & Bloxham Annex Site Work	tbd
Property Management	(\$15,000)	Property Management	(\$6,500)
Business Facility Improvement Program	(\$300,000)	Commercial Façade Imp Grant	(\$150,000)
Affordable Housing	tbd	Commercial Exterior Painting Grant	(\$15,000)
		Kleman Plaza Art Project	(\$30,000)
Total	(\$415,000)	Total	(\$201,500)
Remaining/Uncommitted FY 2017 Funds		Remaining/Uncommitted FY 2017 Funds	
	\$865,107		\$250,431

Notes:

1. LCPA Preliminary Taxable Values on July 1st.
2. 1st of six payments totaling \$960,000.
3. Tied to sale of the O'Connell property and transfer of the Firestone, Bloxham Annex and 715 W. Gaines Street from the State of Florida.
4. Long-term lease payments for 25 parking spaces in the Deck public garage.
5. Estimated income from public parking spaces in the Block and Deck garages.
6. Projection as of September 12, 2016.
7. Reserves as of October 1, 2015.

Notes:

1. LCPA Preliminary Taxable Values on July 1st.
2. Aloft long-term lease payments for 102 parking spaces in CRA-owned lot.
3. Projection as of September 12, 2016.
4. Reserves as of October 1, 2015.
5. Includes \$37,500 for 2nd 2016 FL Jazz and Blues payment and \$37,500 for 2017 Word of South Lit Fest.

09/29/2016

Frenchtown/Southside Community Redevelopment Area
Approved FY 2016 Operating and Capital Projects Budget with Projected Outyear Income/Expenses
(September 29, 2016)

Income	FY 2016 Approved/Actual	FY 2017 Proposed	FY 2018 Projected	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected
Tax Increment	\$2,134,353	\$2,228,375	\$2,314,077	\$2,401,494	\$2,490,658	\$2,581,606
Other Income:						
O'Connell Land Sale		\$560,000	\$200,000	\$50,000	\$25,000	\$50,000
715 W. Gaines St Sale		\$788,000				
Loan Interest	\$12,218	\$7,906	\$5,538	\$4,514	\$3,958	\$3,539
Deck and Block Long Term Parking Lease Revenues	\$15,000	\$15,000	\$15,000	\$16,500	\$16,500	\$16,500
Deck and Block Daily Public Parking Revenues	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Year End Interest	tbd	tbd	tbd	tbd	tbd	tbd
Total	\$2,179,571	\$3,617,281	\$2,552,615	\$2,490,508	\$2,554,116	\$2,669,645
Available Project Funds/Cash on Hand						
Master Project Funds	\$727,981	\$260,310	tbd	tbd	tbd	tbd
Prior Reserves	<u>\$264,810</u>	<u>\$373,088</u>	<u>tbd</u>	<u>tbd</u>	<u>tbd</u>	<u>tbd</u>
Total	\$992,791	\$633,398	\$0	\$0	\$0	\$0
Total Estimated Revenue and Cash On Hand	\$3,172,362	\$4,250,679	\$2,552,615	\$2,490,508	\$2,554,116	\$2,669,645
Funds Committed to Reserves	\$310,028	\$1,761,994	\$238,538	\$89,014	\$63,458	\$88,039
Total Adjusted Income	\$2,862,334	\$2,488,685	\$2,314,077	\$2,401,494	\$2,490,658	\$2,581,606
Expenses						
Operating Expenses						
Salaries and Operating Expenses	(\$342,452)	(\$323,232)	(\$332,929)	(\$342,917)	(\$353,204)	(\$363,800)
Operating Expenses	(\$120,513)	(\$109,471)	(\$112,755)	(\$116,138)	(\$119,622)	(\$123,211)
EMS MSTU Refund to Leon County	(\$82,000)	(\$86,275)	(\$88,530)	(\$91,893)	(\$95,323)	(\$98,822)
Total	(\$544,965)	(\$518,978)	(\$534,214)	(\$550,948)	(\$568,149)	(\$585,833)
Available Capital Project Funds	\$2,317,369	\$1,969,707	\$1,779,863	\$1,850,546	\$1,922,509	\$1,995,773
Capital Expenses (Contractual)						
Deck and Block Tax Increment Grant Payments	(\$495,283)	(\$561,000)	(\$572,347)	(\$584,137)	(\$416,672)	\$0
Deck and Block Public Parking Garage Expenses	(\$37,800)	(\$72,800)	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
Big Bend Cares		(\$5,800)	(\$375,000)	(\$375,000)	(\$375,000)	(\$375,000)
Piggly Wiggly Renovation Grant	(\$205,000)					
Promotional and Special Events Grant	(\$35,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)
Total	(\$773,083)	(\$689,600)	(\$1,037,347)	(\$1,049,137)	(\$881,672)	(\$465,000)
Available Funds	\$1,544,286	\$1,280,107	\$742,516	\$801,409	\$1,040,837	\$1,530,773

Available Funds from Previous Page	\$1,544,286	\$1,280,107	\$742,516	\$801,409	\$1,040,837	\$1,530,773
Capital Expenses (Non-Contractual)						
Shelter and Renaissance Comm Center Properties Site Work	(\$300,000)	(\$100,000)				
Property Management	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)
Business Facility Improvement Program	(\$200,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)
Affordable Housing	(\$300,000)	<u>tbd</u>				
Neighborhood Enhancement and Public Safety	(\$150,000)					
Frenchtown Entry Feature	(\$350,000)					
Amtrak RR Station Painting Grant	(\$25,000)					
GFS Expansion and Plan Update	(\$10,267)					
Tactical Urbanism Project	(\$5,000)					
S. Monroe Street Mural (at Subway)	<u>(\$5,000)</u>					
Total	(\$1,360,267)	(\$415,000)	(\$315,000)	(\$315,000)	(\$315,000)	(\$315,000)
Uncommitted Funds	\$184,019	\$865,107	\$427,516	\$486,409	\$725,837	\$1,215,773

09/29/2016

Downtown District Community Redevelopment Area
Approved FY 2016 Budget with Projected Outyear Income/Expenses
(September 29, 2016)

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	Approved/Actual	Proposed	Projected	Projected	Projected	Projected
Income						
Tax Increment	\$1,408,277	\$1,838,492	\$1,914,166	\$1,991,354	\$2,070,086	\$2,150,392
Other Income:						
Loan Interest	\$760	\$55	\$3			
Aloft Hotel Parking Lot Lease Payments	\$100,980	\$100,980	\$107,712	\$111,078	\$111,078	\$111,078
Total	\$1,510,017	\$1,939,527	\$2,021,881	\$2,102,432	\$2,181,164	\$2,261,470
Available Project Funds/Cash on Hand						
Master Project Funds	\$524,578	\$214,454	tbd	tbd	tbd	tbd
Prior Year Reserves	\$702,334	\$806,189	tbd	tbd	tbd	tbd
Total	\$1,226,912	\$1,020,643	\$0	\$0	\$0	\$0
Total Estimated Revenue and Cash on Hand	\$2,736,929	\$2,960,170	\$2,021,881	\$2,102,432	\$2,181,164	\$2,261,470
Funds Committed to Reserves	\$804,074	\$907,224	\$107,715	\$111,078	\$111,078	\$111,078
Total Adjusted Income	\$1,932,855	\$2,052,946	\$1,914,166	\$1,991,354	\$2,070,086	\$2,150,392
Expenses						
Operating Expenses						
Salaries and Operating Expenses	(\$235,261)	(\$267,644)	(\$272,997)	(\$278,457)	(\$284,026)	(\$289,706)
Operating Expenses	(\$98,169)	(\$91,962)	(\$93,801)	(\$95,677)	(\$97,591)	(\$99,543)
Total	(\$333,430)	(\$359,606)	(\$366,798)	(\$374,134)	(\$381,617)	(\$389,249)
Available Capital Project Funds	\$1,599,425	\$1,693,340	\$1,547,368	\$1,617,220	\$1,688,469	\$1,761,143
Capital Expenses (Contractual)						
College Town Payment	(\$363,409)	(\$366,409)	(\$366,409)	(\$366,409)		
The Catalyst Payment	(\$217,535)	(\$216,000)	(\$38,553)			
601 South Copeland Payment	(\$50,000)	(\$50,000)	(\$30,000)			
Gateway Tallahassee Lease Assist Payment	(\$137,015)					
Gateway Construction Grant Payment	(\$57,718)	(\$58,000)	(\$56,292)	(\$55,664)	(\$55,009)	(\$54,326)
Onyx/444 College Avenue	\$0	(\$290,000)	(\$262,474)	(\$267,845)	(\$273,324)	(\$278,913)
South Adams Sidewalk Enhancements			(\$88,326)	(\$88,326)	(\$88,326)	(\$88,326)
Waterworks Historic Preservation Grant Match	\$0	(\$125,000)	(\$125,000)			
Downtown Juror Bus	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	
Promotional and Special Events Grants	(\$35,000)	(\$35,000)	(\$35,000)	(\$35,000)	(\$35,000)	
Total	(\$861,677)	(\$1,141,409)	(\$1,003,054)	(\$814,244)	(\$452,659)	(\$421,565)
Available Capital Project Funds	\$737,748	\$551,931	\$544,314	\$802,976	\$1,235,811	\$1,339,578

Available Capital Project Funds from Previous Page	\$737,748	\$551,931	\$544,314	\$802,976	\$1,235,811	\$1,339,578
Capital Projects (Non-Contractual)						
Firestone & Bloxham Annex Site Work	(\$275,000)					
Property Management	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)
Downtown Commercial Façade Improvement Grant Program	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)
Downtown Commercial Exterior Painting Grant Program	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)
Gaines St Pedestrian-Bikeway Underground of Overhead Electric	(\$161,000)					
Word of South Lit Fest	(\$37,500)					
2016 Florida Jazz and Blues Festival	(\$37,500)					
Large Event Grant Program	\$0	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
Kleman Plaza Art Project	\$0	(\$30,000)				
Total	(\$682,500)	(\$301,500)	(\$271,500)	(\$271,500)	(\$271,500)	(\$271,500)
Uncommitted Funds	\$55,248	\$250,431	\$272,814	\$531,476	\$964,311	\$1,068,078

09/29/2015

Proposed Community Redevelopment Agency FY 2017 Operating Budget

Salaries/Benefits¹

	Account Name	Frenchtown/Southside District (450101)	Downtown District (480101)	Total Cost	2016 GFS	2016 DT	FY 2016 Actual
511000	Salaries	\$214,639	\$175,614	\$390,253	\$228,688	\$152,457	\$381,145
511300	Salary Enhancements	\$4,293	\$3,512	\$7,805	\$4,573	\$3,049	\$7,622
511500	Temporary Wages*	\$17,500	\$17,500	\$35,000	\$17,500	\$17,500	\$35,000
51200	Overtime	\$2,200	\$1,800	\$4,000	\$2,400	\$1,600	\$4,000
512400	Other Salary Items	\$5,745	\$4,701	\$10,446	\$5,332	\$3,554	\$8,886
515000	Pension	\$33,256	\$27,209	\$60,465	\$30,487	\$20,326	\$50,813
515100	MAP	\$15,654	\$12,807	\$28,461	\$16,678	\$11,119	\$27,797
515600	Mandatory Medicare	\$3,175	\$2,597	\$5,772	\$3,882	\$2,256	\$6,138
516000	Health Benefits	\$21,359	\$17,475	\$38,834	\$27,007	\$18,003	\$45,010
516100	FLEX Bucks	\$5,412	\$4,428	\$9,840	\$5,905	\$3,935	\$9,840
Sub-Total		\$323,232	\$267,644	\$590,876	\$342,452	\$233,799	\$576,251

Other

	Account Name	Frenchtown/Southside District (450101)	Downtown District (480101)	Total Cost	FY 2016 Approved	Difference
521010	Advertising	\$2,200	\$1,800	\$4,000	\$4,000	\$0
521030	Reproduction	\$2,200	\$1,800	\$4,000	\$4,000	\$0
521040	Unclassified Professional Fees*	\$25,000	\$25,000	\$50,000	\$70,000	(\$20,000)
521100	Equipment Repairs	\$413	\$338	\$750	\$750	\$0
521160	Legal Services*	\$20,000	\$20,000	\$40,000	\$40,000	\$0
521180	Unclassified Contractual Services*	\$10,000	\$10,000	\$20,000	\$20,000	\$0
522080	Telephone	\$550	\$450	\$1,000	\$600	\$400
523020	Food*	\$2,450	\$1,050	\$3,500	\$3,500	\$0
523050	Postage	\$275	\$225	\$500	\$500	\$0
523060	Office Supplies	\$1,650	\$1,350	\$3,000	\$3,000	\$0
523080	Unclassified Supplies	\$1,650	\$1,350	\$3,000	\$3,000	\$0
524010	Travel and Training	\$7,700	\$6,300	\$14,000	\$12,000	\$2,000
524020	Journals and Books	\$330	\$270	\$600	\$500	\$100
524030	Memberships	\$1,650	\$1,350	\$3,000	\$2,750	\$250
541040	Insurance	\$11,000	\$9,000	\$20,000	\$20,000	\$0
560010	Human Resources*	\$4,642	\$1,688	\$6,330	\$6,330	\$0
560020	Accounting*	\$7,997	\$7,302	\$15,299	\$15,299	\$0
560030	Purchasing*	\$5,377	\$2,689	\$8,066	\$8,066	\$0
560040	Information System Svcs*	\$4,387	\$0	\$4,387	\$4,387	\$0
Sub-Total		\$109,471	\$91,962	\$201,432	\$218,682	(\$17,250)

Total **\$432,702** **\$359,606** **\$792,308**

Notes:

- Covers five full-time positions: CRA Executive Director, CRA Program Director, CRA Principal Planner, CRA Program Manager, and CRA Administrative Assistant II; and one part-time intern position. Salary/benefit and most operational expenses are divided between the two redevelopment districts based on the amount of tax increment each district is estimated to receive in FY 2017, with the Greater Frenchtown/Southside covering 55 percent of the expenses and the Downtown District covering 45 percent of the expenses. The exceptions are noted in the table with an asterisk (*).

RESOLUTION NO. 16-R-36

**A RESOLUTION OF THE CITY OF TALLAHASSEE
COMMUNITY REDEVELOPMENT AGENCY; ADOPTING
A BUDGET FOR FISCAL YEAR 2017, BEGINNING
OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017;
PROVIDING AN EFFECTIVE DATE.**

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

SECTION 1. Adoption of Budget. The Tallahassee Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2017, attached hereto as Exhibit A.

SECTION 2. Effective Date. This Resolution shall become effective immediately upon passage and adoption. The budget adopted and approved by this Resolution shall be effective October 1, 2016.

PASSED AND ADOPTED this 29th day of September, 2016.

ATTEST:

**CITY OF TALLAHASSEE
COMMUNITY REDEVELOPMENT AGENCY**

James O. Cooke, IV
City Treasurer-Clerk

Andrew D. Gillum
Chair

Approved as to form:

By: _____
Assistant City Attorney

EXHIBIT "A"

GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA
ADOPTED FY 2017 COMMUNITY REDEVELOPMENT AGENCY BUDGET

450101

(Page 1 of 2)

REVENUES

	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
Tax Increment	\$1,486,018	\$2,134,353	\$2,228,375
Year-End Interest	\$47,925		
FY 2013 and 2014 Available Funds	\$678,007		
Loan Payment Revenue	\$62,630		
Coal Shute Pond Capacity	\$503		
O'Connell Land Sale			\$560,000
715 W. Gaines Land Sale			\$788,000
Parking Revenues	\$24,879	\$33,000	\$33,000
Loan Payments - Interest		\$12,218	\$7,906
FY 2014/2015 Master Project Funds		\$727,981	\$15,589
FY 2016 Master Project Funds			\$244,721
Reserves	\$99,268	\$264,810	\$373,088
TOTAL REVENUES	\$2,399,230	\$3,172,362	\$4,250,679

EXPENDITURES

Fund	Operating Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
855	Personnel	\$333,921	\$342,452	\$323,232
855	Operating/Administrative	\$31,543	\$120,513	\$109,471
855	EMS MSTU Refund to Leon County	\$59,372	\$82,000	\$86,275
	Total	\$424,836	\$544,965	\$518,978

Fund	Capital Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
856	DJV - Block and Deck Grant Payment		\$495,283	\$561,000
856	Block and Deck Public Garage	\$10,000	\$37,800	\$72,800
856	Four Points Hotel Grant Payment	\$25,000		
856	Big Bend Cares Grant Payment			\$5,800
856	Piggly Wiggly Construction Grant Payment		\$205,000	
856	Shelter and RCC Site Work	\$128,320	\$300,000	\$100,000
856	Property Management		\$15,000	\$15,000
856	Promotional/Special Events Grant	\$35,000	\$35,000	\$50,000
856	Business Facility Improvement Grant		\$200,000	\$300,000
856	Commercial Façade Improvement Grant	\$200,000		
856	Commercial Painting Grant	\$30,000		
856	Affordable Housing	\$7,488	\$300,000	
856	Neighborhood Enhancement and Public Safety Grant		\$150,000	
856	Frenchtown Entry Feature		\$350,000	
856	Frenchtown Heritage Farmers' Market	\$368,218		
856	South Towne/South City Mall Renovations	\$200,000		
856	Bardhi 505 W Georgia St Improvement	\$21,818		

EXHIBIT "A"

GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA
ADOPTED FY 2017 COMMUNITY REDEVELOPMENT AGENCY BUDGET

450101

(Page 2 of 2)

EXPENDITURES (CONTINUED)

Fund	Capital Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
856	Land Acquisition	\$185,059		
856	Declaration Public Art	\$1,880		
856	Amtrak Railroad Station Painting		\$25,000	
856	GFS Redevelopment Plan Update		\$10,267	
856	Tactical Urbanism Project		\$5,000	
856	S. Monroe Street Mural		\$5,000	
	Total	\$1,212,783	\$2,133,350	\$1,104,600

Fund		FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
	Balance of FY Inter-Fund Transfer: Uncommitted			
855	Funds (612400), Master Project Funds	\$526,406	\$184,019	\$865,107
853	Reserves	\$235,205	\$310,028	\$1,761,994
	Total	\$761,611	\$494,047	\$2,627,101
	Total Expenditures	\$2,399,230	\$3,172,362	\$4,250,679
	Balance	\$0	\$0	\$0

EXHIBIT "A"

DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA
ADOPTED FY 2017 COMMUNITY REDEVELOPMENT AGENCY BUDGET
480101
(Page 1 of 2)

REVENUES

	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
Tax Increment	\$1,227,711	\$1,408,277	\$1,838,492
Year-End Interest	\$40,164		
FY 2013 and 2014 Available Funds	\$432,040		
Loan Payment Revenue	\$10,473		
Parking Revenues	\$100,980	\$100,980	\$100,980
Loan Payment - Interest		\$760	\$55
FY 2014/2015 Master Project Funds		\$524,578	\$5,009
FY 2016 Master Project Funds			\$209,445
Reserves	\$520,302	\$702,334	\$806,189
Total	\$2,331,670	\$2,736,929	\$2,960,170

EXPENDITURES

Fund	Operating Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
859	Personnel	\$196,418	\$235,261	\$267,644
859	Operating/Administrative	\$10,020	\$98,169	\$91,962
	Total	\$206,438	\$333,430	\$359,606

Fund	Capital Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
860	College Town Grant Payment	\$366,409	\$363,409	\$366,409
860	Catalyst Grant Payment	\$190,847	\$217,535	\$216,000
860	601 South Copeland Grant Payment	\$50,000	\$50,000	\$50,000
860	Gateway Vacancy and Construction Grant Payment	\$91,331	\$194,732	\$58,000
860	444 College/Onyx Grant Payment			\$290,000
860	Firestone and Bloxham Annex Site Work	\$106,000	\$275,000	
860	Waterworks Historic Preservation Grant Match			\$125,000
860	Property Management	\$6,500	\$6,500	\$6,500
860	Promotional/Special Events Grant	\$35,000	\$35,000	\$35,000
860	Large Event Grant Program			\$100,000
860	Commercial Façade Improvement Grant	\$100,000	\$150,000	\$150,000
860	Commercial Painting Grant		\$15,000	\$15,000
860	Downtown Public Arts Program	\$30,000		
860	Kleman Plaza Arts Project			\$30,000
860	Downtown Juror Bus Ticket Reimbursement		\$1,000	\$1,000
860	2016 Word of South Lit Festival	\$37,500	\$37,500	
860	Springtime Tallahassee Music Fest	\$25,000		
860	Railyard Lofts	\$161,000		
860	Experience Tallahassee Festival	\$5,000		
860	DT Retail Incentives Loan Program	(\$125,000)		
860	Declaration Public Art	\$1,880		
860	Electric Underground – Gaines St Ped/Bikeway		\$161,000	
860	2016 Florida Jazz & Blues Festival		\$37,500	
	Total	\$1,081,466	\$1,544,176	\$1,442,909

EXHIBIT "A"

DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT AREA
ADOPTED FY 2017 COMMUNITY REDEVELOPMENT AGENCY BUDGET
480101
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EXPENDITURES (Continued)

Fund	Capital Expenditures	FY 2015 Actual	FY 2016 Adopted/Actual Budget	FY 2017 Adopted Budget
860	Balance of FY Inter-Fund Transfer: Uncommitted Funds (612400), Master Project Funds	\$371,847	\$55,249	\$250,431
858	Reserves	\$671,919	\$804,074	\$907,224
	Total	\$1,043,766	\$859,323	\$1,157,655
	Total Expenditures	\$2,331,670	\$2,736,929	\$2,960,170
	Balance	\$0	\$0	\$0