



CITIZENS ADVISORY COMMITTEE MEETING

August 22, 2019 4:30 pm LeRoy Collins Public Library

Chair: J.R. Harding

Agenda

I. AGENDA MODIFICATIONS

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II. INFORMATIONAL ITEMS/PRESENTATIONS

III. CONSENT

- 1. Approval of the June 13, 2019 Blueprint Citizens Advisory Committee Meeting Minutes
- 2. Reappointment to the Blueprint Intergovernmental Agency Citizens Advisory Committee
- 3. Acceptance of the Status Report on Blueprint Infrastructure Projects
- 4. Acceptance of the Status Report on the Tallahassee-Leon County Office of Economic Vitality
- 5. Acceptance of the Fiscal Year 2017 2018 Draft Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency
- 6. Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development

IV. GENERAL BUSINESS/PRESENTATIONS

7. Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Authorization to Pursue a United States Department of Commerce Economic Development Administration Revolving Loan Grant for the Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council, and

- Authorization to Contract with Buxton Company to Support Local **Business Growth Outreach**
- 8. Status Report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Projects
- 9. Acceptance of the Capital Cascades Trail Segment 3 Status Report on Public Engagement, Acquisition Processes, and 3D-B Regional **Stormwater Facility**
- 10. Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain **Incentive Offer Program and Affordable Housing**

IV. **PUBLIC HEARING 5:30 PM**

First Public Hearing on the Fiscal Year 2020 Operating Budget and 11. Fiscal Year 2020 – 2024 Capital Improvement Program Budget

٧. CITIZENS TO BE HEARD

Citizens desiring to speak must fill out a Speaker Request Form. The Chair reserves the right to limit the number of speakers or time allotted to each

Thursday, December 5, 2019 at 4:30 PM **NEXT CAC MEETING:**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to attend this meeting should contact Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.

Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #1

August 22, 2019

Title: Approval of the June 13, 2019 Blueprint Intergovernmental Agency Citizen

Advisory Committee Summary Meeting Minutes

Category: Consent

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff / Benjamin H. Pingree, Director, Department of PLACE

Project Team: Autumn Calder, Director, Blueprint

Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

Item summary this agenda item presents the summary meeting minutes of the June 13, 2019 Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) meeting and requests the CAC review and approval of the minutes as presented.

FISCAL IMPACT

This item does not have a fiscal impact.

CAC OPTIONS:

Option 1: Approve the June 13, 2019 Blueprint Intergovernmental Agency Citizens Advisory

Committee meeting minutes.

Option 2: Do not approve the June 13, 2019 Blueprint Intergovernmental Agency Citizens

Advisory Committee meeting minutes.

CAC RECOMMENDED ACTION:

Option 1: Approve the June 13, 2019 Blueprint Intergovernmental Agency Citizens Advisory

Committee meeting minutes.

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Item Title: Approval of the June 13, 2019 CAC Meeting Minutes Page 2 of 2

Attachment:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting on June 13, 2019

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

Date: August 22, 2019

To: Citizens Advisory Committee

From: Benjamin H. Pingree, PLACE Director

Subject: Summary Minutes for June 13, 2019 CAC Meeting

Committee Members present:

JR Harding	Alan Stucks
Bill Berlow	Daniel Petronio
Sean McGlynn	Peter Okonkwo
Elva Peppers	Kathy Bell

Committee Members absent:

Neil Fleckenstein	Claudette Cromartie
Keith Dantin	Hugh Tomlinson
Linda Vaughn	Jim McShane

I. AGENDA MODIFICATIONS

There were no agenda modifications.

II. INFORMATIONAL ITEMS/PRESENTATIONS

- Blueprint Project Updates
 - Autumn Calder introduced the item and provided a brief overview that included:
 - Northeast Gateway
 - Blueprint was requesting that the Board authorize procurement for Construction Engineering Inspection services by the City of Tallahassee.
 - Construction of Welaunee Boulevard within the Canopy Development District with anticipated completion of the project by mid-2020.
 - An update on the PD&E study by Ryan Wetherell, Project Manager with Kimley Horn & Associates, that included:
 - Public Outreach Primary public concerns from the more than 140 public comments received such as: traffic and safety concerns in Killearn Estates, the timing and location of a planned interchange with I-10, the need to extend Shamrock Street to the new Welaunee Boulevard, property values, as well as a history of the project.
 - The traffic analysis study was underway with the draft completed in fall 2019.
 - Autumn Calder shared that Blueprint received a grant from the Florida Department of Transportation for \$1.5 million to put toward the design of Welaunee Boulevard.

Joshua Logan, Project Manager with Blueprint Intergovernmental Agency, provided an update on the following projects:

- Orange/Meridian Placemaking Project construction was underway at the future StarMetro Super Stop that would include a gravel parking area, sod, seating, enhanced lighting, temporary restrooms, and sidewalk improvements. Procurement was also underway design services of the east ditch enclosure and park-like amenities and trails around the storm water facility.
- Northeast Connector Corridor (Bannerman Road) PD&E Study Blueprint was requesting that the Board authorize procurement for PD&E re-evaluation including a feasibility study for the widening between Tekesta Drive and Bull Headley Road, as well as design services.
- Magnolia Drive Multiuse Trail the project design was 90% complete and utility coordination was underway. The cost to underground the utility lines would be a 75/25 percentage split with the City of Tallahassee. Staff anticipated the advertisement for construction of Phase 1 to be on the street in fall 2019.
- Amphitheater Weatherization To mitigate flooding at the back of the stage installation of a French drain would occur through the summer along with modifications to the electrical cabinet as well. Construction of the awning extension would occur in the winter/spring of 2020.
- Cascades Park Trellis Extension substantially completed and added more than 100% additional shaded seating at Imagination Fountain.
- Capital Cascades Trail Segment 3 The project was awarded to Alan's Excavating and permitting was underway for Pond 3D-B. Additions to the project included the gabion extension in the Central Drainage Ditch and utility relocations in Pond 3D-B. Blueprint received a grant from the Florida Department of Transportation for \$500,000 for 3D-B Pond. The project was recognized for the Best Management Practices that would reduce pollutants in the pond and downstream system.
 - Van Buren Street Blueprint was requesting that the Board authorize procurement for construction and Construction Engineering Inspection services to include roadway reconstruction from Adams to Duval, underground utilities, additional parking, and an art incubator space. Estimated cost of the project and CEI was \$1.1 million. Construction anticipated in fall 2019.
 - Coal Chute Pond Autumn Calder shared that a community survey with 371 replies helped identify the amenities for the park which included the Red Hills Rhythm musical feature (in partnership with Knight Creative Communities Initiative), a Hammock Garden, small performance space, smart benches, asphalt trail around the pond, landscaping, lighting, and fountain.
 - Bill Berlow inquired to lighting and security. Autumn Calder stated that the park would be lit at night, similar to Cascades Park. Blue-light Security posts were installed along FAMU Way but people using the park was the best deterrent.
- Capital Cascades Trail Segment 4 Blueprint was requesting that the Board authorize procurement for design and permitting services to include a preliminary stormwater modeling study, a stormwater master plan for the whole Capital Cascades Trail project, and updates to the 2005 project concept. Estimated cost of the design services was \$1 million. Procurement anticipated in fall 2019.

- Southwood Trail Blueprint was requesting that the Board authorize a cost sharing agreement with the City of Tallahassee for the construction of a portion of the trail. This project advanced the implementation of the Greenways Master Plan and linked the City's Southeast Park and Leon County's Tram Road Community Sidewalk Enhancement Project. Cost estimate of Blueprint's portion was \$172.000.
- Airport Gateway Blueprint was requesting that the Board authorize procurement for preliminary engineering, planning and design services for Phase 1 (Segments G, C, D, & B1) to include traffic, stormwater, and environmental studies as well as public engagement. Right of Way acquisition would begin in fall 2021 with construction on Springhill, Stuckey, and Segment C (the new roadway) scheduled for 2023.
 - Autumn Calder stated that the purpose of phasing was to providing a continuous route from downtown to the Airport and minimize construction delays, leveraging the economic investment around Innovation Park and FSU's Southwest Campus, as well as the implementation of neighborhood ideas and plans. Additionally, the Stuckey Avenue phase was prioritized because of the need for right-of-way acquisition which would require additional time but also care and consideration. Blueprint worked with property owners, as well as tenets, and had a pattern of willing sellers and complementary incentives. Moving assistance was also included in the relocation of tenets.
- Upcoming procurement schedule based on Option C of the Implementation Plan, approved by the Intergovernmental Agency Board of Directors at the June 2018 Blueprint IA Workshop.
- Presentation is on file at Blueprint Intergovernmental Agency

Bill Berlow inquired to the validity of the original project cost estimates. Autumn Calder stated that initial project budgets were based on the 2014 concept estimates. The farther out from that date the more challenging it was to sustain. Estimates were refined as projects moved into the design phase while also working within the available budget. The construction cost put out to bid was based on the engineering estimate that was developed through the design.

- Office of Economic Vitality Status Updates
 Cristina Paredes provided a quarterly update on the Office of Economic Vitality that included:
 - Tallahassee was ranked #9 as the 2019 Best Cities in the South by Southern Living Magazine, #8 as the Best Cities for Career Opportunities in 2019 by SmartAsset.com, and #54 on Livability.com 2019 Annual List of the 100 Best Places to Live.
 - The introduction of Drew Dietrich to the economic development team who provided an update on economic data including:
 - Local job growth conditions, economic indicators, and a steady growth in taxable sales at approximately 3.5% annually since 2011.
 - The development of a monthly jobs report featuring statistics oriented toward government, large business, and startups. As well as data spotlight on a community partner.

- The Competitiveness Report and how OEV uses it as an assessment tool, marketing device, and to orient and gauge progress made toward the Strategic Plan. Drew also provided an analysis to the committee on how the comparison counties were selected for this report.
- The development of the OEV Scorecard to monitor growth and measure impact of collaboration, streamline Business to Business connections, and build resiliency for natural and manmade disasters.
- 27 active projects that came through partner referrals; the majority of the projects were in Applied Science and Manufacturing.
- The development of a Governmental-Technologies program, modeled on the Magnetic Task Force, which promotes and leverages a key economic competitive target industry and increases the marketability of Tallahassee-Leon County.
- The first regional Leon Works Expo was held in March and connected 130+ exhibitors with more than 450 students. The sold out Opportunity Zone Workshop connected 41% of the more than 100 attendees with a speaker following the event.
- The Magnetic Capital of the World campaign continued to perform well with targeted company outreach that resulted in 23 meetings, seven prospects, and three company visits to Tallahassee-Leon County.
- Darryl Jones spoke to the modifications to the Urban Vitality Job Creation Pilot Program. Modifications included new partnerships with workforce programs, expanded geographical boundaries, and a lower hourly wage threshold all while maintaining the program budget. The purpose behind the changes was to encourage job creation specifically in a market often overlooked for employment opportunities.
- Presentation is on file at Blueprint Intergovernmental Agency.
- Draft Fiscal Year 2020 Operating Budget and Fiscal Year 2020-2024 Capital Improvement Program Budget

Autumn Calder provided a brief presentation that included:

- An overview of the process and considerations for the development of the operating and capital budgets, as well as the implementation and strategic plans, for both Blueprint and OEV.
- o Fiscal Year 2020 included the final three months of sales tax collection from the 2000 program and the initial nine months collections of the 2020 program. As well as the new percentage distribution of sales tax revenues: 66% of revenues to Infrastructure and 12% to economic development. The remaining 20% was split equally between the City and County.
- Implementation Plan considerations were based on a projected total revenue of \$259,000 over the next five years. This included a \$100-million bond in fiscal year 2022 and reimbursements of the 2000 advanced funding allowing for the initiation of 18 infrastructure projects.

Cristina Paredes provided details from the OEV budget including:

The five-year plan was built on IA Board approved project prioritization and included a \$20-million allocation for the convention center; subject to IA Board approval. As well as a \$2.5-million pledge for the Leon County Research and Development Authority Incubator.

 Funding for shared programs and relocation costs. Three workforce development programs, three business incentive or grant programs, and four business engagement and recruitment programs.

JR Harding requested the PowerPoint presentations be shared via email or posted to the website following meetings. Autumn Calder concurred. Bill Berlow suggested hyperlinking the agenda to it if possible also. Ben Pingree also expressed his support of distribution of the presentation material following the meetings.

III. CONSENT

ACTION TAKEN: Alan Stucks moved the consent agenda as presented. Kathy Bell seconded it. <u>The motion passed 8-0.</u>

- Approval of the February 13, 2019 and April 22, 2019 CAC Meeting Minutes
 Option #1: Approve the February 13, 2019 and April 22, 2019 CAC meeting minutes.
- Acceptance of the Fiscal Year 2017 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency
 Option #1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual Financial Report for the Blueprint Intergovernmental Agency.
- 3. Acceptance of the Status Report on Blueprint Infrastructure Projects

 Option #1: Recommend the IA Board accept the June 2019 status report on Blueprint Infrastructure Agency infrastructure projects.
- 4. Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
 - Option #1: Recommend the IA Board accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.
- 5. Acceptance of the Status Report on the Activities for the Applied Science and Advanced Manufacturing Target Industries

 Option #1: Accept the status report on the activities for the applied science and advanced manufacturing target industries, specifically regarding magnetic technologies.
- 6. Approval of the Modifications and Extension of the Urban Vitality Job Creation Pilot Program
 - Option #1: Approve the modifications and extension of the Urban Vitality Job Creation Pilot Program for two years.

- 7. Authorization to Enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail
 - Option #1: Recommend the IA Board authorize Blueprint Intergovernmental Agency to enter into a Cost Sharing Agreement with the City of Tallahassee for the Construction of the Southwood Trail.
- 8. Authorization to Enter into an Agreement with Florida Department of Transportation for Reimbursement of Design Expenditures for the Northeast Gateway Project Option #1: Recommend the Intergovernmental Management Committee to approve execution of an Agreement with the Florida Department of Transportation to reimburse Northeast Gateway Project design expenditures with Fiscal Year 2023 Transportation Regional Incentive Program funding.
- 9. Authorization to Enter into a Grant Agreement with the Florida Department of environmental Protection for the Reimbursement of the Design, Permitting, and Construction Expenditures of the Capital Cascade Trail Segment 3D-B Project Option #1: Recommend the IA Board authorize the Intergovernmental Management Committee to execute a Grant Agreement with the Florida Department of Environmental Protection to reimburse design, permitting, and construction expenditures relating to the Capital Cascade Trail Segment 3D-B project with grant funds.
- 10. Request to Advertise, Negotiate, and Award a Contract for the Concept Update, Design, and Permitting of the Capital Cascades Trail Segment 4 Project Option #1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract to update the concept & design and permit the Capital Cascade Trail Segment 4 Project for award and execution with IMC approval.
- 11. Authorization to Advertise, Negotiate, and Award Contracts for Construction and Construction Engineering and Inspection Services for the Van Buren Street Improvements Project
 - Option #1: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for construction of the Van Buren Street Improvements Project for award and execution with IMC approval.
 - Option #2: Recommend the IA Board authorize Blueprint to advertise and negotiate a contract for Construction Engineering and Inspection services in support of the Van Buren Street Improvements Project construction for award and execution with IMC approval.
- 12. Authorization to Advertise, Negotiate, and Award Contracts for Marketing and Communication Services
 - Option #1: Recommend the IA Board authorize Blueprint to advertise and negotiate two contracts for Marketing and Communications services for award and execution with IMC approval.

13. Authorization to Award a Contract for the Northeast Connector Corridor Project Development

Option #1: Recommend the IA Board authorize Blueprint to negotiate and award a contract for the Northeast Connector Corridor Project Development and Environment Study and Design Services with IMC approval.

14. Authorization to Advertise, Negotiate, and Award a Contract for Airport Gateway Preliminary Engineering and Design Study Services

Option #1: Recommend IA Board authorize Blueprint staff to advertise and negotiate a contract for the preliminary engineering and planning study for the entire Airport Gateway Project and authorize Blueprint staff to advertise and negotiate a contract for design services for Phase 1 of the Project as defined herein, for award and execution with IMC approval.

Regarding item #13, Bill Berlow inquired to the recourse available in the unlikely event that a development district defaulted on funding. Kirsten Mood stated that an interlocal agreement was in place for the specific project between the Canopy Development District, the City, and Blueprint with all financial responsibilities outlined therein. With the typical warranties and bonds applied to the construction contracts. Ben Pingree concurred and reiterated the satisfactory checks and balances were in place for the ultimate production of each facility.

IV. GENERAL BUSINESS

15. Approval of the Proposed Blueprint Intergovernmental Agency Public Engagement Plan

Susan Emmanuel provided a presentation to the CAC on the proposed Public Engagement Plan, which included the revised commitment to comprehensive activities and guidelines for all projects. The Public Engagement Plan for each project would identify stakeholders, the appropriate outreach activity, potential community concerns, and evaluation strategies that allowed Blueprint to construct projects that were reflective of the community's goals and visions for where they live. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Option #1: Recommend the IA Board approve the Blueprint Intergovernmental Agency Public Engagement Plan.

Alan Stucks moved approval of Option #1. It was seconded by Peter Okonkwo.

The motion passed 8-0.

16. Presentation of the Disparity Study

Cristiana Paredes introduced Darryl Jones, Deputy Director, Minority Women and Small Business Enterprise (MWSBE), for an update on MWSBE programs.

Darryl Jones provided a brief overview of MWSBE Business 2 Business connections, a program launched in response to antidotal feedback on the Disparity Study, which fostered relationships between the prime and subcontractors to increase utilization of certified MWSBEs across the market.

Peter Okonkwo inquired to why construction contractors were working out of market in the areas west of Tallahassee. Darryl Jones stated that it was due to recovery efforts following Hurricane Michael. Staff anticipated that to be an ongoing trend with the approval of the \$19.1 billion disaster aid bill by the federal government. Much of the information comes through bid respondents providing good faith effort reports that indicate there are not certified MWSBE firms available to work on the local jobs. Verification efforts confirmed that construction contractors were working out of market. Cristina Paredes reminded the committee that year over year construction growth for Tallahassee-Leon County was up 60%. While many companies were working west of our area, there was also a substantial amount of work locally as well.

Bill Berlow requested clarification on the market area. Darryl Jones confirmed that the MWSBE certification covered the four county area – Leon, Gadsden, Jefferson, and Wakulla.

Alan Stucks inquired to the ability to elevate subcontractors to primes. Darryl Jones stated that one way OEV encouraged building capacity was through the MWSBE Academies. As well as providing workforce opportunities through partnerships with CareerSource, JMI, etc.

Reggie Smith, with MGT America, provided a presentation on the Disparity Study including the criteria and methodology utilized, review findings, updated goals, commendations, and programmatic recommendations. In summary, the review found a significant underutilization of prime (37.99%) and subcontractors (52.75%) on procurement contracts.

Recommendations from the study included a tailored MWSBE program, subcontractor project goals, bidder rotation, smaller contracts where feasible, data management, prompt payment policy for subcontractors, MWSBE bid preferences, require credit card vendors to report MWSBE utilization, a desk audit to determine if additional resources were necessary, MWSBE graduation for firms that exceed the certification requirements, and a simplified bonding process that assisted MWSBE firms in obtaining bonding help.

The study supported the continuance of the program and the consolidation of the three policies into one for Blueprint, City, and County procurement. A copy of the presentation is on file at Blueprint Intergovernmental Agency.

Peter Okonkwo inquired about the shift from the last study contracted by the County. Reggie Smith stated that increased availability indicated that progress and economic refinement. However, the study found substantial underutilization of MWSBEs. The aspirational goals included in the study were a baseline with the anticipation that they could be exceeded.

Bill Berlow inquired about the School Board's participation in the policy development process. Cristina Paredes stated that in 2016, they were invited to participate at the beginning of the process. They declined the invitation stating that it was a different program. Rob McQueen, with the Business Program at the School Board, served on the MWSBE Citizen Advisory Committee however and would see the results of the study at their meeting on Monday, June 17, 2019.

Alan Stucks inquired to annual monitoring in addition to the five-year study. Darryl Jones stated that consolidation of the jurisdictions into one program made it easier to monitor through B2GNow, the contract compliance software used by the MWSBE office.

Elva Peppers inquired of the process and timeline for review of the full report. Cristina Paredes stated that the final report would be available over the next ten days and made available to the CAC. In addition, the EVLC and the MWSBE CAC will be given the same presentation by MGT of America on June 14 and June 17, respectively. With presentation to the IA Board, for acceptance and approval, on June 27, 2019. Staff would also seek IA Board guidance for the development of policies and procedures based on the results of the Disparity Study. Ben Pingree stated that the policies, as relevant to Blueprint, would be on a future CAC agenda.

Elva Peppers expressed her concern over the limited time available for review on a twoyear study. Cristina Paredes offered to meet with Ms. Peppers one-on-one to discuss any questions or concerns she might have on the study and development of new policies.

V. <u>CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS</u>

Stanley Sims, 1320 Avondale Way, spoke on the Orange Avenue / Meridian Road Placemaking project, requested that Blueprint be sensitive to the community's needs.

Will Messer spoke on the Northeast Connector Corridor project, requested Blueprint consider undergrounding the transmission lines near the proposed I-10 interchange.

VI. ITEMS FROM MEMBERS OF THE COMMITTEE

There were no speakers to be heard.

VII. ADJOURN

The meeting adjourned by consensus at 7:17 pm.



Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #2

August 22, 2019

Title: Reappointment to the Blueprint Intergovernmental Agency Citizens

Advisory Committee

Category: Consent

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE

Contact: Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation to the Blueprint Intergovernmental Agency Board of Directors (IA Board) to reappoint Hugh Tomlinson, representing the Network of Entrepreneurs (NEBA) and Business Advocates (NEBA), to the Blueprint Citizens Advisory Committee (CAC) for a second term.

FISCAL IMPACT

This item does not have a fiscal impact.

CAC OPTIONS:

Option 1: Recommend the IA Board reappoint Hugh Tomlinson to serve a second three-year

term on the Blueprint Intergovernmental Agency Citizens Advisory Committee.

Option 2: CAC direction.

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board reappoint Hugh Tomlinson to serve a second three-year

term on the Blueprint Intergovernmental Agency Citizens Advisory Committee.



Blueprint Intergovernmental Agency Board of Directors Agenda Item #6

September 5, 2019

Title: Reappointment to the Blueprint Intergovernmental Agency Citizens

Advisory Committee

Category: Consent

Department: Blueprint Intergovernmental Agency, Infrastructure Program

Benjamin H. Pingree, Director, Department of PLACE

Contact: Autumn Calder, Director, Blueprint

Megan Doherty, Planning Manager, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks approval by the Blueprint Intergovernmental Agency Board of Directors (IA Board) to reappoint Hugh Tomlinson, representing the Network of Entrepreneurs (NEBA) and Business Advocates (NEBA), to the Blueprint Citizens Advisory Committee (CAC) for a second term.

FISCAL IMPACT:

This item does not have a fiscal impact.

RECOMMENDED ACTION:

Option 1: Reappoint Hugh Tomlinson to serve a second three-year term on the Blueprint

Intergovernmental Agency Citizens Advisory Committee.

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SUPPLEMENTAL INFORMATION:

CAC membership positions and terms are established in the Blueprint Interlocal Agreement and further defined in the Citizens Advisory Committee Bylaws. CAC members may serve two, consecutive three-year terms. Appointments and reappointments to the CAC require action by the IA Board.

Reappointment to the CAC

Hugh Tomlinson, currently holding the seat specified for the Network of Entrepreneurs (NEBA) and Business Advocates in Tallahassee has requested to serve a second three-year term on the Blueprint Citizens Advisory Committee.

Action by the CAC and TCC: This item was presented to the CAC at their August 22, 2019 meeting. This item was not presented to the TCC.

OPTIONS:

Option 1: Reappoint Hugh Tomlinson to serve a second three-year term on the Blueprint

Intergovernmental Agency Citizens Advisory Committee.

Option 2: IA Board direction.

Attachment

1. Current CAC Membership Roster



Citizen Advisory Committee

Dall Katha	Out to a Tallah and a Observation of Osservation
Bell, Kathy	Greater Tallahassee Chamber of Commerce
Berlow, Bill	Position at Large
Cromartie, Claudette	Council of Neighborhood Associations
Fleckenstein, Neil	Planning Expert (nominated by EECC)
	Training Expert (Herrimated S) 1100)
Harding, JR	Better Transportation Coalition/Ability 1st (Disabled Community Rep)
Machana lim	Dia Band Minarity Chambar of Commorce
McShane, Jim	Big Bend Minority Chamber of Commerce
McGlynn, Sean	Big Bend Environmental Forum
Okonkwo, Peter	Capital City Chamber of Commerce
Peppers, Elva	Natural Scientist / Biologist (nominated by EECC)
r opporo, Erva	Natural Coloniat / Biologist (Norminated by EECC)
Petronio, Daniel	Financial Expert (nominated by EECC)
Ctualse Allen	NAACD (Civil Dischas Community Dam)
Stucks, Allen	NAACP (Civil Rights Community Rep)
Tomlinson, Hugh	Network of Entrepreneurs and Business Advocates
Vaughn, Linda	Tallahassee Senior Citizen Advisory Council
Volpe, Robert	Planning Commission
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Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #3

August 22, 2019

Title: Acceptance of the Status Report on Blueprint Infrastructure

Projects

Category: Consent

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE

Contact: Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of the status report on Blueprint Intergovernmental Agency infrastructure projects.

FISCAL IMPACT

This item does not have a fiscal impact.

CAC OPTIONS:

Option 1: Recommend the IA Board accept the September 2019 status report on Blueprint

Intergovernmental Agency infrastructure projects.

Option 2: Recommend the IA Board do not accept the September 2019 status report on

Blueprint Intergovernmental Agency infrastructure projects.

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board accept the September 2019 status report on Blueprint

Infrastructure Agency infrastructure projects.



Blueprint Intergovernmental Agency Board of Directors

Agenda Item #X

September 5, 2019

Title: Acceptance of the Status Report on Blueprint Infrastructure Projects

Category: Consent

Department: Blueprint Intergovernmental Agency

Intergovernmental

Management Committee Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff/Project

Team:

Benjamin H. Pingree, Director, Department of PLACE

Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board review and recommendation of acceptance of the status report on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. Attachment #1 includes a five-year project-phasing schedule that details active Blueprint 2000 and 2020 projects.

FISCAL IMPACT:

This item does not have fiscal impact.

RECOMMENDED ACTION:

Option 1: Recommend Acceptance of the September 2019 status report on Blueprint

Infrastructure Projects.

SUPPLEMENTAL INFORMATION:

PROJECTS UNDER CONSTRUCTION OR RECENTLY COMPLETED

Orange/Meridian Placemaking

The Orange/Meridian Placemaking project is a top priority project for the Blueprint 2020 program. At the December 13, 2018 meeting, the IA Board directed Blueprint to proceed with

temporary improvements to the future StarMetro Superstop site at intersection of Orange Avenue and Meridian Street and authorized \$300,000 to fund these improvements. These temporary improvements will provide a safe gathering place for the local until community the **Superstop** construction can be implemented.

The temporary improvements included lighting, parking, sidewalk installation and enhancements along Polk Street,



drinking water fountain, a little free library, a public restroom, and ADA parking spaces with accessible connection to the Orange Avenue sidewalk. Blueprint received construction bids for the temporary site improvements on May 17, and construction was substantially completed in mid-August with landscaping and hardscaping ongoing. The newly improved site will soon be returned to the use of the local community.



Subsequent to the to the temporary site improvements, the permanent portions of the Orange Avenue/Meridian Street Placemaking Project were advertised for design proposals on May 30, 2019. The project includes enclosing the East Ditch between Meridian Street, revisions to the existing Leon County Stormwater facility and creation of a public gathering space with trails and parking on the parcel at the southwest corner of Orange Avenue and Meridian Street. The selection committee identified Genesis-Halff, Inc. as the highest ranked respondent to the procurement solicitation. Staff is negotiating a contract for IMC

approval with the consultant per IA Board Direction at the June 27, 2019 meeting. Staff anticipates design of the project to begin in September.

Capital Cascades Trail - Segment 3

<u>Pond 3D-B Regional Stormwater Facility (RSF)</u> - The City has awarded a construction contract to Allen's Excavation for FAMU Way Phase 3, which includes the CCT Segment 3 Regional Stormwater Facility (RSF) near Lake Bradford Road and the St. Marks Trail Head. A preconstruction meeting was held on August 1 and a Notice to Proceed was issued on August 19 for the FAMU Way Phase 3 elements of the project with a delayed notice to proceed pending for the



RSF and trailhead components. A thorough update is presented in Agenda Item #5.

Capital Circle Northwest/Southwest (Tennessee Street to Orange Avenue)

Construction is complete, and Blueprint has issued final completion of the project. Final turnover of ancillary improved properties (Gum Road Wetland, Swamp Fox Road, Broadmoor, etc.) to Leon County is complete. Final turnover of the project right-of-way and Gum Pond to FDOT has been completed with turnover of the Delta Pond site to FDOT pending. The contractual project maintenance period ended in March of 2019, and Blueprint conveyed maintenance of ancillary parcels to Leon County and FDOT in the summer of 2019.



Sale of Surplus Property

In 2018, the IMC declared two parcels as surplus property in accordance with the Blueprint Real Estate Policy. The City of Tallahassee advertised an Invitation for Bids on 4750 Capital Circle Southeast, appraised at \$282,000, which closed May 28, 2019. Blueprint is negotiating a contract for sale at a winning bid price of \$290,000. The City of Tallahassee advertised an Invitation for Bids on 1231 Stearns Street, appraised at \$275,796, which closed May 28, 2019. The high bidder has withdrawn its bid. Blueprint intends to negotiate a contract for sale with second highest bidder at a bid price of \$300,000. The IMC has authority under the Blueprint Real Estate Policy to complete both sales.

PROJECTS UNDER DESIGN & RIGHT-OF-WAY ACQUISITION

Greenway and Bike Routes

The Capital Region Transportation Planning Agency (CRTPA) Bicycle Pedestrian Master Plan is currently being finalized for presentation to the CRTPA Board at the October Retreat. The plan will include a prioritization of projects from the Greenways Master Plan. Blueprint staff will coordinate with the CRTPA on the draft project prioritization list this fall. In December, Blueprint staff will present an implementation plan for the Blueprint Greenways projects considering the Bicycle Pedestrian Master Plan, leveraging opportunities, and the approved Blueprint FY 2020-2024 Capital Improvement Plan.

To ensure the greenway and bike route projects would be ready for construction beginning in 2020, the IA Board directed staff to proceed in planning, design, and permitting the following projects:

- Integrated Tallahassee Leon County Bike Route and Greenways Implementation Plan
- Capital Circle Southwest Greenway & Debbie Lightsey Nature Park Design
- Lake Jackson & Lake Jackson South Greenways Design
- Thomasville Road Trail PD&E
- University Greenway PD&E

In addition to the advance funding, the Five Year Blueprint Capital Projects Program includes funding for greenway and bike route projects in an allocation of \$1,155,000 in Fiscal Year (FY) 2020 and \$1,540,000 each year from 2021 – 2039. Consistent with IA Board direction provided at the February 21, 2017 meeting, Blueprint has worked to advance the following Greenways & Bike Route Projects: Bike Route and Greenways Implementation Plan, Capital Circle Southwest Greenway, and the Lake Jackson and Lake Jackson South Greenways.

Capital Circle Southwest (CCSW) Greenway and Debbie Lightsey Nature Park

At the February 21, 2017 meeting, the IA Board directed Blueprint staff to move forward with planning, design, and permitting of the CCSW Greenway and Debbie Lightsey Nature Park, a project within the Greenways Master Plan projects, in accordance with Blueprint Procurement Policy. The project selection committee nominated a project consultant for the CCSW Greenway and Debbie Lightsey Nature Park, and staff have executed a contract with George and Associates, Inc. with IMC approval, for design, and permitting of the project. Staff anticipates that the consultant will complete the design of the project in the spring of 2020 and that construction will begin in the summer of 2020. See Attachment # 2 for a project map.

Lake Jackson and Lake Jackson South Greenways

At the February 28, 2019 IA Board Meeting, the IA Board directed Blueprint staff to move forward with planning, design and permitting of the Lake Jackson and Lake Jackson South Greenways Project, a project within the Greenways Master Plan projects, in accordance with Blueprint Procurement Policy. An RFQ for the project advertised on May 22, 2019, and a consultant will be selected after the project scoring meeting and IMC approval. Funding for the project is in place through the annual Greenways and Bike Route Network allocations discussed above. Staff anticipate that construction will begin in the fall of 2020.

Thomasville Road Trail

The Thomasville Road Trail will connect Midtown Tallahassee to the Thomasville/Interstate 10 area along the Thomasville Road corridor. This trail is identified as a priority project on the Capital Regional Transportation Plan (CRTPA) – 2040 Regional Mobility Plan Trails Plan. The Greenways Master Plan states no right-of-way is necessary for this project but that the final alignment will need to be determined via a PD&E study. Blueprint anticipates advancing the first phase of this project, the PD&E study, in FY 2021 in coordination with the CRTPA and FDOT.

University Greenway

The University Greenway will connect to the completed Capital Cascade Trail and provide a bicycle and pedestrian connection west of Lake Bradford Road to Tallahassee Community College and Innovation Park. Currently, there is an opportunity to align this project with the

design of the Airport Gateway project in the same area and implement both projects simultaneously. It is anticipated this project will move forward consistent with the Airport Gateway project beginning in FY 2020.

Capital City Amphitheater Weatherization

At its February 13, 2018 meeting, the Leon County Board of County Commissioners approved a concept to reduce rainwater impacts on the Amphitheater stage. Both Leon County and the City of Tallahassee have approved the concept. Leon County Tourism is the fiscal agent for the overall project. Blueprint is assisting Leon County Tourism with managing the design, construction, and construction, engineering, and inspection (CEI) services for the Amphitheater canopy extension. The structural engineer verified that the existing structure has the capacity to support the proposed improvement in March 2019. Fabrication of the new component will begin upon finalization of the pending construction proposal. Staff anticipates production of structural elements to proceed in late summer/early fall and construction to proceed in the winter of 2019. Blueprint will coordinate the construction timeframe with the County and the City to avoid conflicts with scheduled performances at the Amphitheater.

Magnolia Drive Multiuse Trail

The project limits are between Adams Street and Apalachee Parkway with the segment between Adams Street and Monroe Street previously constructed. Design is currently at 90% for the remaining phases. Right-of-way acquisition and utility coordination for the project are underway, and Staff anticipates construction of segments 1 and 4, Monroe Street to Pontiac Drive, to begin in fall 2019. Per the funding agreement for the project, Leon County will provide for the procurement of construction of construction and CEI services for all phases.

Capital Cascades Trail Segment 4

The Capital Cascades Trail (CCT) Segment 4 is the final project in the Capital Cascades Trail sequence which currently extends from Franklin Boulevard at Tennessee Street south through Cascades Park and west along FAMU Way to the Central Drainage Ditch. Segment 4 will continue the trail and stormwater elements of the Capital Cascades Trail with goals being to provide significant stormwater treatment and flood control improvements south of Orange Avenue downstream of the Saint Augustine Branch and to provide greenway linkages to both light industrial and residential portions of the developed south Tallahassee urban area. The Segment 4 project area will extend the CCT and create new pedestrian and bicycling routes from the St. Mark's Trail at Lake Elberta to Munson Slough at Lake Henrietta. The project is intended to provide needed amenities and multimodal options for the southside urban areas of Tallahassee. CCT Segment 4 will utilize City and County property and lands acquired in 2006 through a Florida Community Trust grant. The CCT Segment 4 Project will include stormwater improvements to enhance water quality in Lake Henrietta and in Munson Slough, addressing specific issues of concern including sediment loads and trash accumulation at Lake Henrietta and flood stage elevations south of Orange Avenue.

In accordance with IA Board direction provided at the June 27th meeting, staff is currently developing a scope of preliminary planning and design services for procurement. The scope will include preliminary stormwater modeling and a master plan of the entire CCT to define the project concept. The scope will also include preliminary planning to extend the existing CCT south of Tallahassee Junction providing connectivity to contiguous neighborhoods surrounding

the trail to the project terminus south of Orange Avenue. Staff will procure design services for the project this fall with construction anticipated to begin in 2022.

Capital Circle Southwest (Crawfordville Road to Orange Avenue)

State Funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program and presented below. Note: Construction funding for the Crawfordville to Springhill Road segment has moved back to FY 2022 per the Draft FY 2020 – 2024 FDOT Work Program, updated as of January 2019.

Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2022 in the amount of \$55,741,000

Crawfordville Road to Springhill Road

- Right-of-Way: Funded from FY 2018 through FY 2020 in the amount of \$16,314,823
- Construction: Funded in FY 2024 in the amount of \$33,879,000

Woodville Highway (Southside Gateway)

Right-of-way acquisition is underway by FDOT and scheduled to continue through FY 2020. The current FDOT Five Year Work Program includes #1,089,000 for right of way acquisition in FY 2020 however, the Draft FY 2020 – 2024 FDOT Work Program does not identify funding for construction.

PROJECTS IN PLANNING OR PRELIMINARY DESIGN

Market District Planning and Park Programming

The Market District Placemaking Project is located between Maclay Road and Timberlane Road, north of I-10 near Thomasville Road. The project encompasses a holistic approach to transportation improvements, regional mobility, and connectivity in and around the Market District regional hub, which is home to numerous local businesses. This project includes creating a new urban park along Maclay Boulevard. The FY 19 budget allocated \$1,000,000 to start the project, and the project is anticipated to be fully funded by FY 2022. Staff anticipates public outreach to begin in the fall of 2019 to support the development of a concept plan for the park space. Further, plans will incorporate running trails and safe pedestrian walkways with attractive landscaping along Timberlane Road, Maclay Boulevard, and Market Street. Plans include traffic studies and intersection selection analyses to vet the use of roundabouts throughout the Market District area.

The City of Tallahassee Stormwater Engineering Division is currently working on a multi-use stormwater project in the Market District that includes repurposing the existing stormwater ponds, beautifying and improving transportation on Maclay Boulevard and Maclay Commerce Drive and relocating utilities thereby creating a better opportunity for the park. The City advertised, negotiated, and awarded a contract to DPB and Associates for design and planning services in support of the project. To secure cost and time savings in obtaining site planning and community outreach services, as well as coordination of stormwater features, traffic and pedestrian routes, parking, and site amenities, Blueprint will prepare a task order for site planning and programming, public outreach, and preliminary design services to DPB and

Associates under the City's existing contract in accordance with the Blueprint Procurement Policy for Intergovernmental Management Committee (IMC) review and approval. Blueprint will procure pedestrian mobility studies and design for project elements in areas peripheral (from Maclay Road to Timberlane Road) to the multi-purpose stormwater project separately. Staff anticipates that the preliminary planning, design, and public outreach will begin in the fall of 2019.

NE Connector Corridor – Bannerman Road

The Northeast Connector Corridor (Bannerman Road) Project is a Blueprint 2020 Regional Mobility Project incorporating a holistic, integrated, regional, multimodal network that considers capacity and safety for public transit, automobile, bike, and pedestrian transportation modes. The Northeast Connector Corridor Project is comprised of numerous greenways, trails, and sidewalk improvements, as well as improvements to Bannerman Road between Thomasville Road and Meridian Road. The project includes widening the roadway to four lanes from Quail Commons Drive to Tekesta Drive, a feasibility study for road widening between Tekesta Drive and Meridian Road, constructing a multi-use trail along the entire length of the Bannerman Road corridor, constructing a portion of the Meridian Greenway multi-use trail along Meridian Road, from Bannerman Road south to the existing multi-use trail connection, and signalized crossing at the Meadows Sports Complex. The Tallahassee-Leon County Comprehensive Plan classifies Bannerman Road, a primary transportation corridor in northeast Tallahassee, as a major collector that provides a key connection between Thomasville Road and Meridian Road. See Attachment # 4 for project description and map.

To provide the necessary data for road widening and trail development, the original project study completed in 2012 will be updated. The update will include public outreach in the form of reconvening the original Citizens Advisory Committee for the project as well as numerous public meetings to inform the local community. Further, the initial study will provide updated traffic data, intersection studies, a feasibility study to widen Bannerman Road from Tekesta Drive to Meridian Road, property value updates, utility investigations, estimated right of way needs, stormwater and environmental updates and an updated cost estimate. Consistent with IA Board Direction provided at the June 27, 2019 meeting, Staff has advertised, and is currently negotiating a contract for IMC approval to RS&H, to perform the initial study, project design and permitting in accordance with Blueprint Procurement Policy. Staff anticipates that the initial study will be complete in the Summer of 2020 with presentation to the IA Board in early fall 2020. Design and property acquisition are planned for completion in 2023, at which time the project will be advertised for construction.

Airport Gateway

Southwest Area Transportation Plan - Consistent with IA Board direction at the March 1, 2018 meeting, Blueprint is working in partnership with the CRTPA to create a vision for southwest Tallahassee that is consistent with local priorities, plans, and future projects and that provides a guide for implementing safe and efficient transportation facilities. The Southwest Area Transportation Plan (SATP) will provide the planning analysis, public engagement, and existing data collection for various segments of the Airport Gateway project, including North and South Lake Bradford Roads, Springhill Road, and

- Orange Avenue. Stuckey Avenue and the new roadway are not included in the SATP. Presentation of the final STAP Report will be provided to the IA Board in December 2019.
- The Southwest Area Transportation Plan has two phases: Orange Avenue for the first phase; and S. Lake Bradford Road, N. Lake Bradford Road, and Springhill Road for the second phase. The Capital Region Transportation Planning Agency (CRTPA) completed the Orange Avenue Corridor Plan. The CRTPA is scheduling meetings with the Florida Department of Transportation (FDOT) to incorporate the input received during the SATP into their Orange Avenue Project Development and Environment (PD&E) study. The second phase is currently ongoing with anticipated completion of the entire Plan in September 2019. The CRTPA held the final public meeting associated with the project on August 6, 2019, at Pine View Elementary School. The final public meeting focused on gathering input for North Lake Bradford Road and Springhill Road.

Outreach completed for the SATP also includes:

Over 12 stakeholder meetings including FAMU, FSU. Innovation Park, Big Bend Homeless Coalition. Nims Middle School, Capital City Chamber, Big Bend Minority Chamber of Commerce, Southside **CRA** Advisory Board, Tallahassee Museum, **Greater Tallahassee Chamber** of Commerce, Leon County School Board. **Bicycle** Working Group.



- Six neighborhood meetings have occurred since the project inception, including S. Lake Bradford, Liberty Park, Jake Gaither, Callen, Providence, and College Terrace.
- Two District Forums focusing on Orange Avenue and one District Forum focusing on S. Lake Bradford Road, N. Lake Bradford Road, and Springhill Road have completed.

Concurrent with the conclusion of the SATP, Blueprint intends to procure pre-engineering and design services for the Airport Gateway project in the fall of 2019 to maintain the project schedule that the IA Board approved at the March 1, 2018 meeting. Staff is developing the scope supporting the procurement of the initial phase of the project implementation to include design of improvements along Springhill Road, Stuckey Avenue, and the new connector roadway on FSU's south campus.

Northeast Gateway (Welaunee Boulevard)

The PD&E study for the Northeast Gateway began in November 2018 and includes the evaluation of extending Welaunee Boulevard as a four-lane divided roadway from Fleischmann Road to an intersection north of I-10 with a two-lane extension of Shamrock Street South east of Centerville Road. The study is evaluating an overpass of I-10. Coordination with the Florida Department

of Transportation and the Federal Highway Administration to evaluate a new interchange with I-10 may occur at a future date.

Project Status

Currently, the project consultant is conducting the engineering and environmental analyses, including the detailed traffic analysis. The traffic analysis will provide traffic volume projections out to year 2045, and it covers the area bordered by Thomasville Road/Capital Circle NE to the west, Pisgah Church Road to the north, Proctor Road/Crump Road to the east, and Mahan Drive to the south. A map of the traffic study area is included in Attachment #3. The results of the traffic study will be presented to the IA Board in December 2019. The project consultant scheduled these analyses for completion by December of 2019. Staff and the project consultant will develop roadway and intersection concepts based on the technical analysis and the public comments received. The tentative project schedule includes completion of the PD&E study in 2020 with final design and permitting completion in 2022.

Public Outreach Update

The project's public engagement began with a kickoff meeting held on March 11, 2019, and more than 250 community members attended. The project team also attended and presented updates at two Killearn Homes Association (KHA) Board meetings on March 25 and May 7, 2019. The project team has received more than 140 comments to date and will continue to receive and respond to comments until completion of the PD&E Study.

Most public comments received relate to the following issues:

- Future traffic concerns in Killearn Estates Area
- Safety of bicyclists and pedestrians
- The planned interchange with I-10
- The need to extend Shamrock Street to the new Welaunee Boulevard
- Potential impacts of the proposed Welaunee Boulevard on Killearn property values
- The origin of the project development and approval in the 2014 penny sales tax referendum

Blueprint Staff responded to each comment received, providing additional information and specifically addressing the stated concern. The project team will have additional answers upon completion of the project traffic study. Project concepts for the roadway and its future intersections will be developed after the traffic analysis study and will address many of the concerns expressed regarding traffic volumes, safety for all users, and roadway corridor aesthetics. Blueprint staff is actively coordinating with staff at the City of Tallahassee Engineering Department on the specific concerns expressed so City staff may review and address these issues that fall outside the PD&E project area.

The team is coordinating with the property owners north of I-10 and south of I-10 to provide input into the Welaunee Boulevard overpass location study and other roadway alignment and connection elements. The future overpass location study is largely based on geographic features, existing power infrastructure, future development intensity and timing, as well as right-of-way needs for a future interchange.

While an interchange is not part of the PD&E project, Blueprint commissioned a noise study to analyze the extent of noise generated by a new interchange. Over 225 property owners and residents within or near the study area received notification of the study via mail. Additionally, staff conducted door-to-door outreach in the Pemberton Road neighborhood on July 26, 2019 to ensure awareness of the study and potential noise study activity in the area.

Alternative Sewer Solutions Study

Consistent with IA Board direction at the June 13, 2017 meeting, Leon County is managing the first phase of this project: The Comprehensive Wastewater Treatment Facilities Plan (CWTFP). At its December 11, 2018 meeting, the Board of County Commissioners authorized County Staff to proceed with negotiating engineering services to evaluate alternative wastewater treatment technologies and complete the CWTFP. After advertisement for proposals, a consultant was selected, and staff anticipate that a project kickoff meeting will take place in the fall of 2019, and that completion of the CWTFP, including the public input opportunities, will take 12-18 months.

History and Culture in Blueprint Projects

The IA Board provided staff direction at the June 27 meeting to produce an agenda item memorializing community history and culture as part of each Blueprint Infrastructure Project. Staff is researching comparable communities and best practices to develop options for IA Board consideration. Staff anticipates that this item will be ready for IA Board review by the December 2019 meeting.

Strategic Communications Services and Marketing and Graphics Services

On June 27, 2019, the IA Board directed staff to commence the procurement process for both the Strategic Communications and Marketing and Graphics services, as requested by staff and report back to the IA Board the process followed.

Coordination with City Procurement and scope development began immediately following the June IA Board meeting. Requests for Proposals (RFPs) to procure strategic communications and marketing and graphics services were issued on July 22, 2019 via City Procurement. Pre Proposal meetings were held on July 30, 2019 and proposals were due August 30, 2019. At this time, City Procurement is reviewing the proposals. Scoring committee meetings are scheduled for the week of September 9, 2019. Staff will bring back to the IA Board apparent awardee information for both contracts at the December 12, 2019 meeting.

Action by the TCC and CAC: The TCC and the CAC accepted the August 2019 status report on the Blueprint infrastructure projects.

OPTIONS:

Option 1: Recommend acceptance of the August 2019 status report on Blueprint Infrastructure Projects

Option 2: Board direction.

Attachments:

- 1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
- 2. Capital Circle Southwest Greenway and Debbie Lightsey Nature Park Project Map
- 3. NE Gateway Welaunee Boulevard Traffic Study Map
- 4. NE Connector Corridor Project Map

Attachment #1 Page 1 of 1

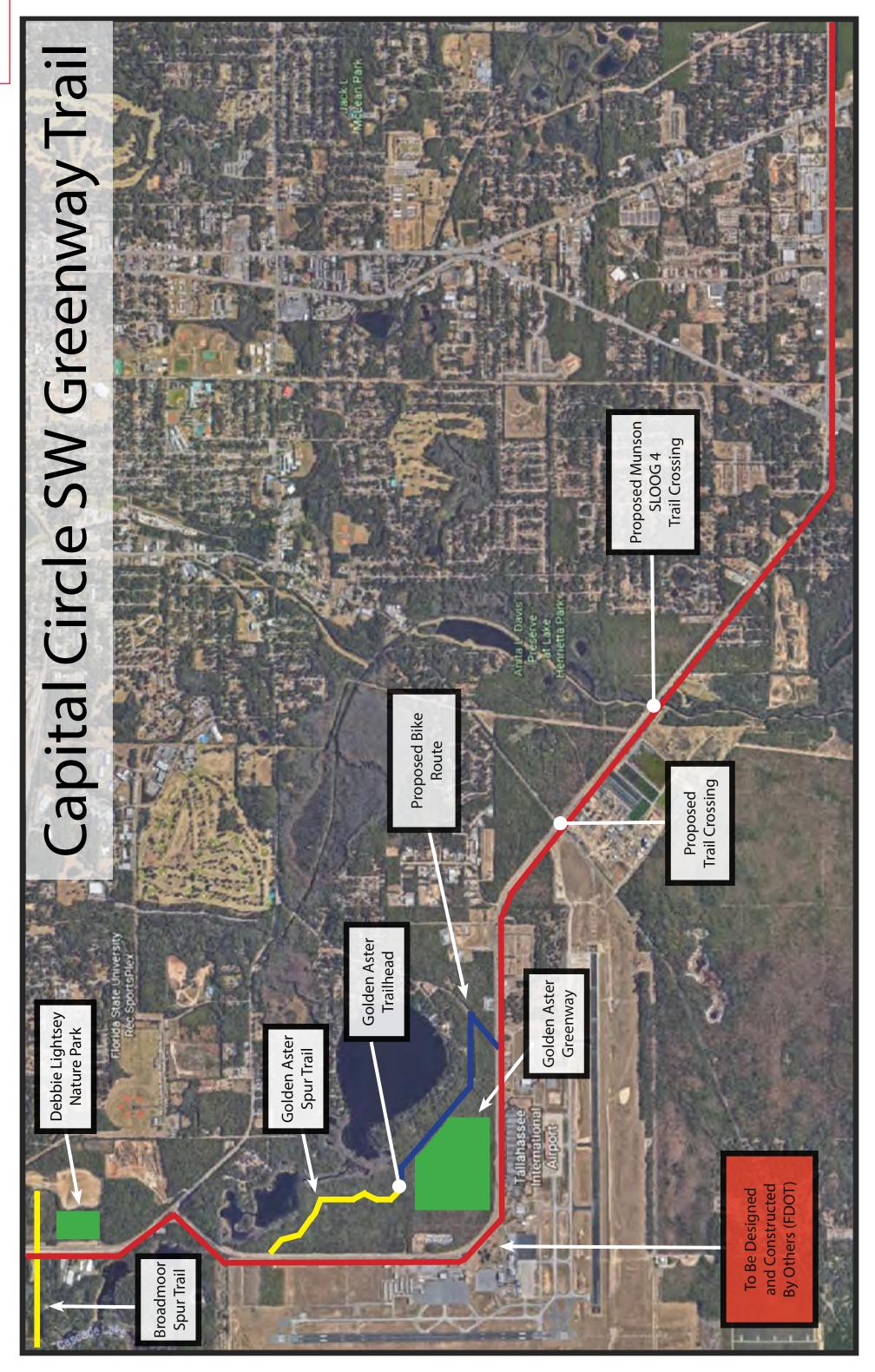
Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines

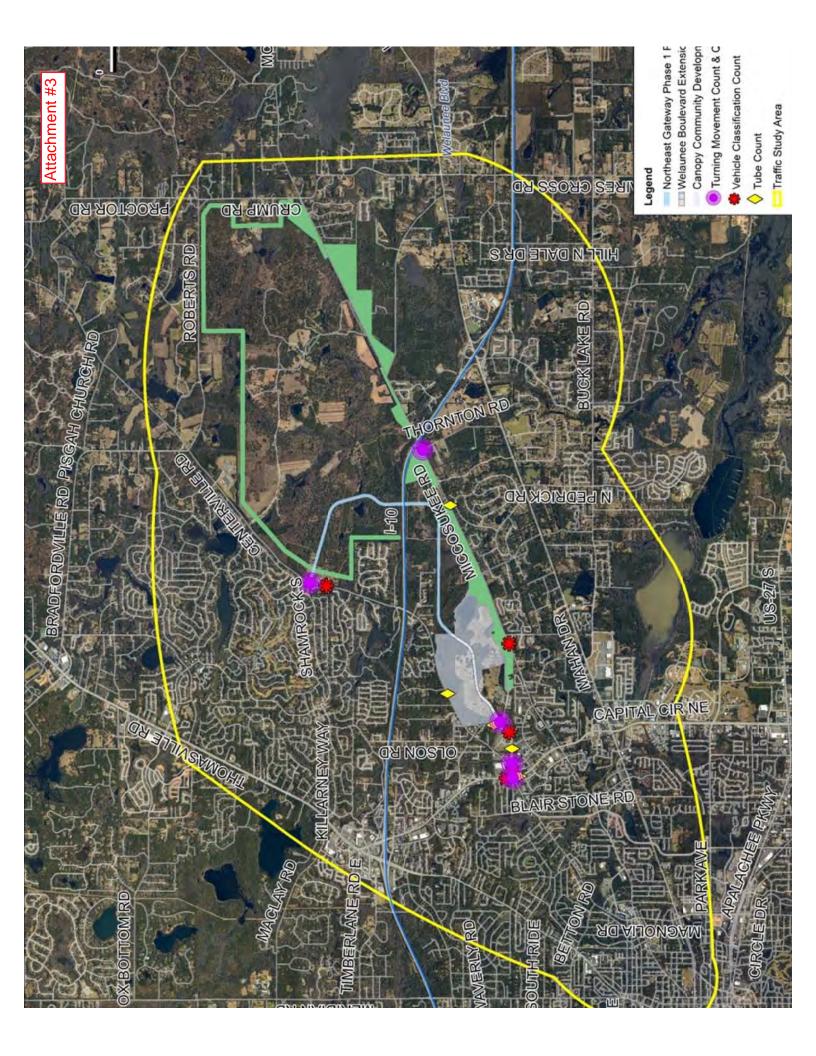
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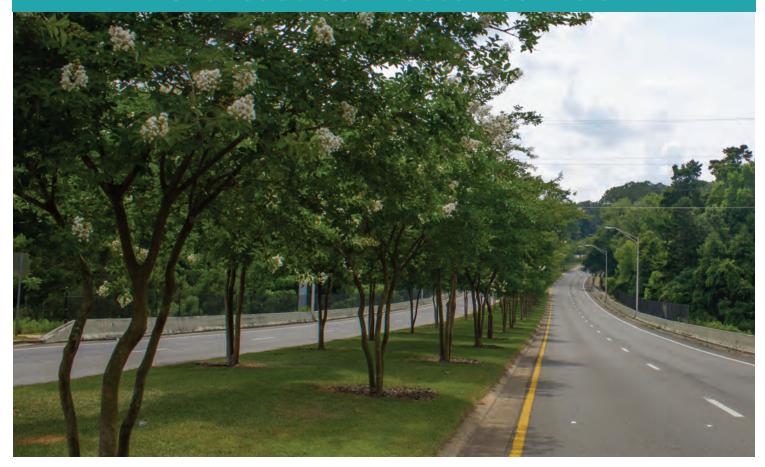
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Northeast Connector Corridor



Project Highlights

- Relieves congestion by widening Bannerman Road to four lanes from Thomasville Road to Tekesta Drive.
- Increases pedestrian and bicycle access with multi-use paths and sidewalks.
- Expands the Greenways System by constructing the Meridian Road Trail from Bannerman Road south to Lake Overstreet.
- Estimated Cost: \$33.3 million

This project encompasses a holistic approach to transportation capacity improvements, regional mobility, connectivity to existing/proposed amenities, and enhances the water quality of the Bradfordville area. The roadway will have paved shoulders, provisions for future transit, and landscaped medians. Gentle swales will run along the road to capture water runoff preserving the more rural character of the area. The sidewalks and trails along the roadway will interconnect to the existing neighborhood sidewalk networks to provide residents access to regional amenities.



Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #4

August 22, 2019

Title: Acceptance of the Quarterly Operations Report of the Tallahassee-

Leon County Office of Economic Vitality

Category: Consent

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team:

Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality.

FISCAL IMPACT

This item has no fiscal impact.

CAC OPTIONS:

Option 1: Recommend the IA Board accept the Quarterly Operations Report of the

Tallahassee-Leon County Office of Economic Vitality

Option 2: Recommend the IA Board do not accept the Quarterly Operations Report of the

Tallahassee-Leon County Office of Economic Vitality

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board accept the Quarterly Operations Report of the

Tallahassee-Leon County Office of Economic Vitality.



Blueprint Intergovernmental Agency Board of Directors

Agenda Item #3

September 5, 2019

Title: Acceptance of the Quarterly Operations Report of the Tallahassee-Leon

County Office of Economic Vitality

Category: Consent

Intergovernmental Vincent S. Long, Leon County Administrator **Management** Reese Goad, City of Tallahassee Manager

Committee

Lead Staff / Benjamin H. Pingree, Director, Department of PLACE
Project Team: Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item provides the Blueprint Intergovernmental Agency Board of Directors (IA Board) with a status report on the operations of the Tallahassee-Leon County Office of Economic Vitality (OEV) since the June 27, 2019 meeting. This report specifically highlights the activities within Business Vitality and Intelligence, including marketing and communications, (Attachment #1) and Minority Women and Small Business Programs (Attachment #2). Also, Attachment #3 highlights the third quarter economic indicators as well as the August monthly data driver.

FISCAL IMPACT:

None.

STRATEGIC PLAN:

The status report on the operations directly supports <u>all</u> four goals of the Economic Development Strategic Plan:

- Implement a new collaborative economic development program of work.
- Better promote the area as a business generator.
- Better identify, understand, and align all available assets.
- Responsibly allocate resources to achieve today's goals and refine the foundation for future growth.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

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RECOMMENDED ACTION:

Option 1. Accept the Status Report on the Operations of the Tallahassee-Leon County Office of Economic Vitality

SUPPLEMENTAL INFORMATION:

Background

This agenda item provides the Board with a quarterly status report on the activities operations and activities **since June 27, 2019**. Staff continues to research and track industry standards and best practices and listen to the needs of existing businesses to best position Tallahassee-Leon County as Florida's Capital for Business.

Business Vitality and Intelligence

The Business Vitality and Intelligence Division works to position the Office of Economic Vitality as the front door for the community's economic development needs by routinely engaging in business development, engagement activities, and serving as business ambassadors. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination.

In addition, the Division collects, analyzes, and disseminates economic, demographic, and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large. Attachment #3 includes the 2019 Third Quarter Economic Dashboard and August Monthly Data Driver.

For more detailed information regarding the actions of the Business Vitality and Intelligence Division as it seeks to position Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz), please see Attachment #1.

Minority Women and Small Business Program

Per the Strategic/Work Plan, the Minority, Women, and Small Business Enterprise (MWSBE) program works to expand procurement opportunities for MWSBEs with public and private partners, build capacity for MWSBEs through non-traditional business financing, and build capacity through resource partners. MWSBE programs continue to inform its certified businesses of capacity building, networking, and procurement opportunities available through partnerships, local governments, and Blueprint. The MWSBE certification guarantees that staff will provide "Four Es" for certified businesses—engage, educate, equip and ultimately empower them—which will present them with greater opportunities within the economic development ecosystem.

For more detailed information regarding the actions of the Minority Women and Small Business Program, please see Attachment #2.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality

Page 3 of 3

CONCLUSION:

As discussed throughout this item, the Office of Economic Vitality has positioned itself as the front door for the community's economic development needs. As directed by the IA Board, these efforts include the development of the first-ever strategic plan to guide our community's economic development efforts and objectively evaluate our progress over time toward goal achievement, as well as a Target Industry Study to leverage economic vitality opportunities with a laser-like approach. A list of accomplishments for this quarter is found in Attachment #3.

The Office of Economic Vitality also provides an enhanced level of service for cross-departmental coordination for collection and utilization of data and implementation of projects and initiatives throughout the planning, land management, and economic development spectrum, all of which is conducted in an open, inclusive, and transparent manner. Staff continues to research and track industry standards and best practices and listen to business needs in order to continue positioning Tallahassee-Leon County as Florida's Capital for Business.

Action by the EVLC and CAC: This item was presented to the Blueprint Citizen Advisory Committee (CAC) and Economic Vitality Leadership Council (EVLC) during the August 2019 meetings. Both committees affirmed staff's recommendation on the eleven comparison MSA which are utilized in the annual Competitiveness Report. The EVLC also recommended that staff review the composite scoring of the comparative MSAs at the end of next year.

OPTIONS:

- 1. Accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
- 2. Do not accept the Quarterly Operations Report of the Tallahassee-Leon County Office of Economic Vitality
- 3. IA Board Direction.

RECOMMENDED ACTION:

Option 1. Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.

Attachments:

- 1. Business Vitality and Intelligence Quarterly Update
- 2. Minority Women and Small Business Quarterly Update
- 3. 2019 Third Quarter Economic Dashboard and August 2019 Monthly Data Driver





MEMORANDUM

TO: Ben Pingree, PLACE Director

THRU: Cristina Paredes, Director

FROM: Drew Dietrich, Business Manager

Richard Fetchick, Business Intelligence Manager

Dan Lucas, Research Coordinator

Susan Emmanuel, Public Information Officer

SUBJECT: June 27 – September 4: Quarterly Update

DATE: September 5, 2019

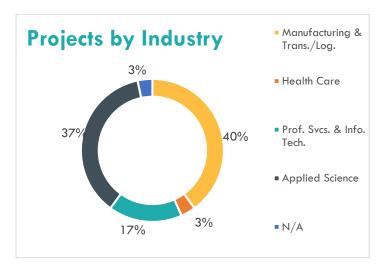
The Business Vitality and Intelligence Division works to position the Office of Economic Vitality engages in business development and engagement activities. The Division manages all project activity (attraction and expansion), international trade development, entrepreneurial engagement within targeted industries, policy research, business analytics, coordination of economic impact studies, and implementation of all marketing, social media, newsletters, and event coordination. In addition, the Division collects, analyzes and disseminates economic, demographic and business information to support the Strategic/Work Plan to drive and support data-driven decision making. The Business Vitality and Intelligence Division also undertakes a variety of research and analyses in support of other City and County departments and works closely with the business community at large.

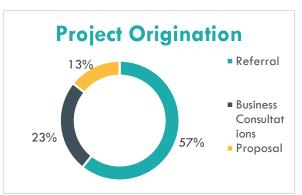
This memo highlights Business Vitality and Intelligence accomplishments since the June 27, 2019, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting, including project activity, business retention and expansion efforts, resiliency efforts within the community, workforce development, as well as engagement and communication efforts. These efforts focus on positioning Tallahassee-Leon County as Florida's Capital for Business (#FLCapital4Biz).

Project Activity

Staff actively responds to companies seeking to retain, expand, or establish their presence in Tallahassee-Leon County. Over the past two years, staff has worked on a total of 58 projects which have resulted in four companies expanding or relocating into the community and the creation of 173 jobs for a total economic impact of \$115 million.

Currently, staff is working 30 active projects. Project activity is either proposed to OEV (13%), generated through referrals (partners or through ROI (Research on Investment)) (57%), or a self-generated lead (23%) through business consultants. This project overview also includes the business development activities related to magnetic technologies. These projects represent companies in the light manufacturing, business and professional services, and applied science sectors. Business assistance is necessary for multi-year incentive programs, such as the Targeted Business Program and Qualified Target Industry Tax Refund Program, which mandate support and evaluation for up to ten years. Demonstrating OEV's commitment to these companies' success encourages a pro-business environment in Tallahassee-Leon County.





Staff is actively monitoring trends in applied science and manufacturing, as these fields represent the majority of new projects, to better inform businesses as they make expansion decisions and to provide tailored business assistance, such as workforce incentives. Staff promotes Tallahassee-Leon County as Florida's Capital for Business by communicating the numerous local assets and advantages, including a diverse and competitive workforce, global research and higher education institutions, strategic capital investments in infrastructure, and the connectivity and availability of land to our audience. Beyond introducing new job opportunities, new and expanding industries are also provided with innovative ideas and approaches for their business that can lead to better solutions for citizens of Tallahassee-Leon County. In order to secure increased economic vitality outcomes and a strong return on investment, staff researches and tracks industry standards and best practices for economic development organizations. Metrics, business consultations, leads generated, and project activity align with the Strategic Plan (A.1.d.3). OEV Vitality and Intelligence conducted 64 business consultations, which include data requests, lead responses, project assistance, and site selection analysis. The division produced 7 economic data publications which include contribution analyses for new and existing businesses. Project activity includes approximately 37 prospective projects in the pipeline, which are active project considering

Tallahassee-Leon County. Lastly, OEV staff conducted 32 public engagements, which includes meetings and face-to-face engagements with local businesses, partner organizations, and individuals in our community.

Metrics	Q3 2019
# Business consultations	64
# Economic Data Publications	7
# Project Activity	37
# Public engagements	32

These metrics help OEV staff track progress towards meeting the needs of the local business community, while maintaining a customer-focused approach to business development. OEV focuses on continual improvement in order to provide the best service possible for local businesses to remain, expand, or locate their operations in Tallahassee-Leon County.

Targeted Industry Sectors

Applied Science & Manufacturing

Applied Sciences and Manufacturing are two key target industries, as identified by the *Target Industry Analysis and Selection Study*. OEV staff engage these businesses to recruit and assist with expansions, as well as monitor general economic activity within the sector. During Quarter 3 of FY 2019, there was an increase of 188 jobs, \$5,200 in average compensation, and 34 job postings. 706 employers have posted a job opening for one of the seventy occupations found in OEV's AIM category over the past 12 months. Nonetheless, total employment is less than the national average would suggest for AIM occupations. OEV is currently working on 25 projects that fall within these targeted sectors, and has hosted four of these companies for site visits in 2019. OEV works with Research on Investment (ROI) to identify prospective companies who have a synergy with the research and resources available in Tallahassee-Leon County for these targeted sectors. ROI has reached out to approximately 621 companies to supply OEV with additional leads for prospective companies.

GovTech

Government-facing technology is a key target industry, as identified by the *Target Industry Analysis and Selection Study*. Colloquially referred to as "GovTech," this industry has been identified as strong sector for Tallahassee-Leon County, with a number of successful and growing enterprises. In conjunction with OEV's BRE efforts, staff met with several companies who maintained similar industry sectors, employment needs, and market strategy, particularly as it relates to technology focused government services. Based on the feedback from those meetings, OEV is taking a focused approach to supporting this sector, and will be working closely with these businesses to develop specific strategies to grow awareness for this burgeoning sector, identify workforce challenges, and find solutions to retain and grow these companies and their employees.

Hemp Summit

Staff was asked by the Apalachee Regional Planning Council to participate on the coordinating committee to organize a regional "Hemp Summit", which will invite participants from Leon and surrounding counties. This summit is geared to those interested in the agricultural and manufacturing potential of Hemp production and learn about the recently created "State Hemp Program" under Florida Department of Agriculture and Consumer Services. This program will regulate Hemp cultivation and processing in the state of Florida; in the Panhandle region numerous opportunities exist. The Hemp Summit will advance OEV business development objectives in the manufacturing and associated supply-chain that can be provided by agricultural operations in our neighboring rural communities, while also providing opportunities to create new workforce initiatives in a growing industry. The event is slated to occur on October 2, 2019 and the Turnbull Conference Center. OEV is assisting with logistics and will sponsor the event.

Talent Pipeline:

OEV works closely with community resource partners to grow the talent pipeline and enhance the quality of the local workforce, matching a skilled workforce with a growing economy. Detailed information on OEV's role in workforce development is included in the September 5 agenda in a separate agenda item as requested by the IA Board. This section of the status report, details specific initiatives undertaken by the staff during the third quarter.

Recent collaborations include the "Tallahassee Welcomes You" event, in which OEV will be participating to help welcome new professors and engage with them at an early stage. These relationships are critical to growing awareness for the local businesses who are hiring recent graduates, as well as identifying the skills necessary for graduates looking for work. OEV will also be working closely with the local universities to identify other opportunities for collaboration, especially as it relates to recruiting, developing, and retaining a talented workforce for Tallahassee-Leon County.

Elevate Florida's Capital: Workforce Development Grant

On March 1, 2018, the IA approved the Elevate Florida's Capital Workforce Development grant program in the amount of \$100,000. This grant program specifically addresses requests for workforce training grants that address gaps between existing workforce development/training programs, such as those offered by CareerSource Florida and the identified needs of local businesses seeking to expand their workforce, including those seeking to fill high skill/high wage occupations. As of September 2019, two new awards have been made – one to Big Bend Minority Chamber (BBMC) and a second to DOMI Incubator. Camp Treppie, run by the BBMC, will focus on a youth summer education program to further the education and technical knowledge of the next generation of Tallahassee-Leon County residents. The DOMI incubator is focusing on the other end of the age spectrum, introducing the "Third Act" and entrepreneurship program focused on baby boomers and retirees. The FY 2020 grant applications will be released this fall. Staff will be following up with the grant recipients and applicants to solicit feedback on the program, and consider suggested updates for the program in advance of the FY 2021 budget process.

Economic Indicators and Business Intelligence:

Monthly Data Driver

While the Quarterly Economic Dashboard has been well received, a consistent issue at stake has been the asynchronous release times of data therein and the need to release numbers as quickly as possible. For example, while unemployment and labor force statistics are published on a monthly basis, tourism visit information and commercial vacancy rates were released only once every three months. This led to frequent revisions of the QED, which created confusion about its "final" status among stakeholders.

Second, OEV functions within a dense partner ecosystem, many of whom have important, complementary information that can be relayed and amplified through OEV's communication channels. By providing a spotlight on a diversity of findings and perspectives, OEV demonstrates its commitment to a robust dialogue about characteristics of the local economy. Thus, the *Data Driver* was developed during the preceding quarter to respond to the more frequent data releases and to give ecosystem partners a spotlight to share information. The monthly compilation includes Employment, Unemployment, Taxable Sales, Vacancy Rates, SBA Loans, and Commercial Utility Starts. This publication is released on social media as well as in print. The inaugural edition featured Keith Bowers of Florida A&M Small Business Development Center and that of July features Dr. Julie Harrington of FSU CEFA. A copy of the June edition is included as Attachment 2.

Quarterly Economic Dashboard

QED is OEV's premier benchmarking tool to demonstrate our community's short-term economic productivity. QED gives the reader 13 pertinent economic conditions for the Tallahassee metro area or Leon County such as employment, median home prices, airport passengers, and taxable sales. Local real estate, banking, and investment firms regularly distribute its content. The current QED finds that employment in Q2 2019 was up 1.4% from Q2 2018, with year-over-year employment levels having increased 14 quarters in a row. The Tallahassee metro area's monthly average employment of 188,925 in the first six months of 2019 was 1.7% higher than the January-June 2018 monthly average. Single-family construction permits in Leon County increased 25% from Q1 to Q2 2019, and were 60% higher than the Q2 average of 125 during 2010 to 2018. Initial claims for unemployment compensation for the Tallahassee metro area in Q2 2019 were the fewest for any Q2 since before 2010. Passengers at TLH in Q2 2019 were the most for any Q2 since 2008.

Cost of Living Index

The Cost of Living Index allows OEV to make accurate cost of living comparisons between Tallahassee-Leon County and any of the 267 other participating urban areas across the United States. This information will is important to business and talent recruitment and retention efforts. In the Cost of Living Index—2018 Annual Average Data (COLI) released in February 2019 by the Council for Community and Economic Research (C2ER), Tallahassee had an overall composite index of 96.6 or 3.4% below the average cost of living for all participating areas.

OEV staff collected hundreds of price points in April and July for the respective Q2 and Q3 2019 surveys for the Index. C2ER released the results for Q1 2019 in June. The Tallahassee metro area had an overall composite index of 95.8% in Q1 2019, or 4.2% below the average cost of living among the 257 participating urban areas. Among the six categories (Groceries, Housing, Utilities,

Transportation, Healthcare, and Miscellaneous Goods & Services), Tallahassee ranged from 13.6% lower than average for Utilities to 8.1% higher than average for Groceries.

Tallahassee Startup Week

The third annual Tallahassee Startup Week will occur in mid-November of this year. It will include participants from the local entrepreneurial ecosystem including DOMI, Jim Moran Business School, FSU Innovation Hub, TCC Center for Innovation, and others. This year, event planning has been taken over by a nonprofit (Tallahassee Startup Week), which is trying to concert activities more than years prior. It is attempting to organize headline kickoff and closing events, including a pitch competition and the Governor's Entrepreneur Award. OEV are working with event planners to determine opportunities for sponsorship and programming.

Design Thinking Deep Dive

Intelligence Unit staff attended the FSU Innovation Hub Design Thinking Deep Dive from July 8-10. Led by Ken Baldauf, this event was a first of its kind for Tallahassee, incorporating methods practiced by the Stanford D-School and Ideo product design into a locally pertinent question. Over three days, participants utilized the technique "Empathize>Ideate>Build" to approach the idea of local homelessness. Mayor Dailey visited the event on the third day, where prototypes were later pitched. OEV staff are integrating Design Thinking into analyses of incentives and grant programs, as well as to event programming such as Tallahassee Startup Week.

OEV "Scorecard"

Business Vitality and Intelligence operations are now captured within the Scorecard. They represent a cumulative account of the fiscal year, by quarter. As of the third quarter of FY 2019, the Business Intelligence Unit provided three Monthly Data Driver publications, three Quarterly Economic Dashboards, eight U.S., State & Local data slides, and fulfilled six nonprofit data requests, 13 for profit data requests, and 10 government information requests. It assisted in the creation of both the Community Profile and the RFP template, two projects with University and Ecosystem Partners, from which one grant application has been submitted (NSF B1 C-Accel Program: Artificial Intelligence and Workforce Needs).

Business Vitality and Engagement

Business Retention and Expansion (BRE)

The Tallahassee-Leon County Office of Economic Vitality (OEV) initiated the business consultations program in 2016 to reflect industry best practices by allowing OEV to be more tactical, collaborative, and outcome focused on engagement with local companies. As identified in the Economic Development Strategic Plan, companies that participate in comprehensive outreach programs with economic development organizations are statistically more likely to grow and expand.

Recognizing the importance of Tallahassee-Leon County's existing business environment, staff manages a formal BRE program which augments existing business support programs within the department. TLH-OEV is a Business Retention and Expansion (BRE) initiative of the Tallahassee-Leon County Office of Economic Vitality (OEV). TLH stands for three key components to business engagement. *Thrive (T):* Commitment to the success and prosperity of all businesses, building

trust, providing meaningful assistance, and fostering a strong working relationship so that companies can thrive. Launch (L): The continued support of OEV to put all available staff and resources to support businesses' endeavors, and learning firsthand what the businesses need to succeed and launch in Tallahassee-Leon County. Here (H): Show appreciation for the local people and businesses that call Tallahassee-Leon County home, and the appreciation OEV has for their contribution here. The goal of the program is to provide an inclusive, collaborative, and outcome focused approach to business retention and expansion. OEV focuses on providing a holistic business outreach and engagement program that is tailored to maximizing the impact of business retention, while also keeping pace with the evolution of the global economy and local business community.

One of the overarching goals in the Strategic Plan is c. 1. STRATEGY: Develop and implement a comprehensive business retention and expansion outreach program that demonstrates interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges resulting in an improved business climate.

This is intended to demonstrate interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges to yield an improved local business climate. A BRE program is a structured action-oriented and community-based approach to business and economic development. It promotes job growth by helping communities learn about issues as well as opportunities for local businesses. The OEV program helps our local business community recognize and prioritize efforts to mitigate trending issues.

Staff conduct routine visits with local businesses that include one-on-one business consultations with senior level managers, owners, or managers. Data analysis and action planning is then undertaken to address issues local businesses are experiencing and leverage resources and opportunities effectively. Staff develops community marketing and promotional materials from these visits, to help build awareness for the local businesses to future clients, customers, and partners. Distinguishing components of TLH-OEV include is its recognition and leveraging of OEV's community partners, integration of awareness and marketing campaigns, incorporation of OEV's MWSBE division, to ensure connections with the entire business community, and utilization of a CRM platform (Customer Relationship Management). TLH-OEV is results driven, and tracks metrics on business engagements, consultations, partner referrals, and leads generated. The TLC-OEV program will continue to reflect current market trends, business concerns, and community priorities, and while providing modern and innovative strategies to engage, support, and grow the local businesses in Tallahassee-Leon County.

International Trade Administration

In order to best engage companies, a representative from the International Trade Administration (ITA) hosts recurring consultations at the Office of Economic Vitality, which are available on a first come, first served basis, on the last Wednesday and Thursday every other month. OEV recently met with the ITA representative and their colleague from Enterprise Florida to discuss the upcoming Export University: Introduction to Exporting event that will be held at the Tallahassee-International Airport on September 26th. Local businesses will learn firsthand from industry experts the necessary steps to becoming export ready in today's market, and be armed with the right tools to succeed. Staff will continue to routinely engage with the ITA and Enterprise Florida

on future collaborations, and fostering a strong partnership for the growth of Tallahassee-Leon County international market.

Strategic Communications

In an ongoing effort to build awareness of its programs and activities, the Office of Economic Vitality continues to collaborate with economic development partners to expand the reach and increase the capacity and positive outcomes from all communications efforts. Using the communications plan as a foundation, and based on recommendations in the Strategic Plan, marketing and communications efforts are underway to attract businesses associated with this community's targeted industries, with a concentration on promoting Tallahassee-Leon County as the (Emerging) Magnetics Capital of the World. Additionally, to build awareness that the Office of Economic Vitality serves as the community's resource for economic development and provides the associated information and data, as well as strong business support, new collateral material representing the capabilities of the Research and Data division, a monthly Data Driver, was developed and disseminated for the first time in July 2019. Early feedback suggests recipients found this a useful tool for tracking key economic indicators relating to employment in Tallahassee-Leon County. Staff continues to improve the website, ensuring it continues to serve as the community's prime resource for data and economic vitality programs. Print and earned media, conference attendance and participation, sponsorships, presentations to area civic organizations, newsletters, and social media campaigns are effectively utilized to inform and engage the community from the economic development perspective.

Face-to-Face Engagement: These efforts include business consultations, presentations, participation, and sponsorship in targeted events, such as the Chamber of Commerce's Quarterly Economic Forums. Face-to face consultations during this quarter have included meetings with businesses owners seeking guidance or information regarding site availability and funding programs, among other topics. The MWSBE Division continues to hold business consultations in the field, by appointment and on a drop in basis. Face-to-face engagement is helping staff develop report in the business community and will continue to be utilized.

Earned Media: Efforts to establish OEV staff as this community's expert on the local economy are ongoing. Media outlets, including print, television and radio, reach out to staff on a consistent basis for insightful, timely and relevant input to business related stories.

During this reporting period (June 27, 2019- August 6, 2019) the following stories were promoted by local media partners:

Voices that Inspire, Cristina Paredes, Tallahassee is Moving Forward (WFSU) 06/27/2019 Leon County wins honors at NACo conference (Tallahassee Democrat) 07/22/2019 Tallahassee Chamber hosts conversation on developing land (WCTV) 07/23/2019

Resiliency: The OEV team continues to work with area businesses promote business readiness prior to a disastrous event disaster, natural or manmade. Specifically, staff is working with Tallahassee-Leon County GIS to update and improve the functionality of the Open for Business web-based map application, which is used after storm events to allow residents to see what businesses providing essential needs essential needs such as food, gas, hardware, and pharmacy,

are open for business.

E-Marketing: During this reporting period, the OEV newsletter relayed information regarding local events of interest, including MWBE activities. The newsletter is sent to approximately 1700 email inboxes and is shared by economic development partners throughout the region.

Social Media: Staff promotes programs, engagement opportunities, MWSBE certification, and training opportunities, and breaking partner news across all social media platforms. Topics during this reporting period included workforce development and MWSBE opportunities.

Website: The OEV website is continuously updated to reflect the most accurate information on 85+ economic indicators, incentive program information, MWSBE certification, and program information. Often a prospective business' first "visit" to Tallahassee-Leon County is via this website so it is vital the content is accurate, easily accessible, and accurately represents the community. It should be noted that an RFP for the redesign of the OEV website was advertised and the CNP Agency was selected. Work to redesign the website to include MWSBE microsite, enhance data integration, and Magnetic Capital of World and target industry information, and quality of place information is underway.

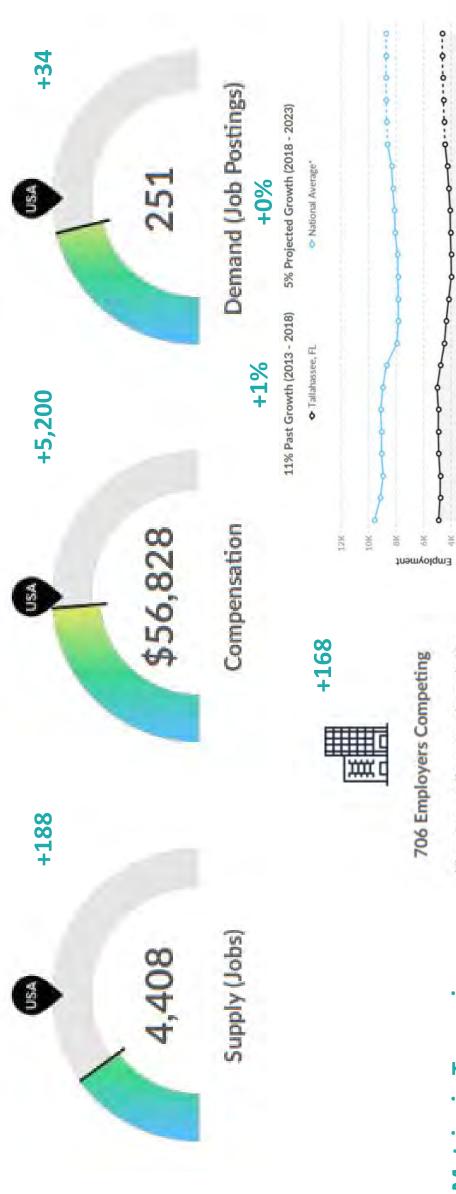
Staff continues to execute the strategic communications and marketing plan approved by the IA Board at the September 19, 2018 meeting, focusing on methods and outlets that provide the best use of resources while informing and engaging the local, regional, and global community.



Capturing 70 Occupations' Metrics

2019 Q3 Results

Applied Science Innovation and Manufacturing



Change from Q2 to Q3 **Metrics in Turquoise:**

All employers in the region who posted for this job during the last 12 months. 2023

2021

2019

2017

2011 2013 2015

2007 2009

2005

2003

2001



June 2019: Data Driver

The Office of Economic Vitality is the source for Tallahassee-Leon County economic information and data. We track key economic indicators and development trends, a selection of which is provided below. These monthly statistics provide a general picture of macroeconomic, large employer, and startup activity. This month, the "My Take" segment features the **Florida Small Business Development Center at Florida A&M University**.

EMPLOYMENT

CITY OF TALLAHASSEE

98,384

UP 1.1% YEAR-OVER-YEAR

LEON COUNTY

151,006

JP 1.1% YEAR-OVER-YEAR

SOURCE: LAUS

LEON COUNTY TOTAL TAXABLE SALES

\$415_M

UP 7.7% YEAR-OVER-YEAR

SOURCE: FLORIDA DEPARTMENT OF REVENUE

SMALL BUSINESS LOANS

\$347,000

\$6.5 M FEDERAL FISCAL YEAR-TO-DATE

SOURCE: SBA LEON COUNTY

UNEMPLOYMENT

CITY OF TALLAHASSEE

3.1%

DOWN 0.2 POINTS YEAR-OVER-YEAR

LEON COUNTY

2.9%

DOWN 0.2 POINTS YEAR-OVER-YEAR

SOURCE: LAUS

INDUSTRY/OFFICE VACANCY

INDUSTRIAL VACANCY RATE

2.7%

OFFICE VACANCY RATE

4.3%

SOURCE: COSTAR

NEW BUSINESS UTILITY STARTS

35

DOWN 21 FROM LAST MONTH

SOURCE: TALLAHASSEE COMMERCIAL UTILITY STARTS







- **850.219.1060**
- OEVFORBUSINESS.ORG

MONTHLY STATISTIC

NEARLY 40% OF THE WORKFORCE MAKES AT LEAST 40% OF THEIR INCOME VIA GIG WORK.

Call it contract labor, independent contracting, freelancing, or a side hustle, the **GIG ECONOMY** is redefining the "workforce" and quietly dragging the conventional structures along for the ride.



CONTRIBUTOR

Keith Bowers is the Regional Director for the Florida Small Business Development Center at Florida A&M University and has served in this capacity for over eight years. Keith and his team provide supportive services and technical assistance to entrepreneurs and small business owners throughout eight an county region in the Florida Panhandle.

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MYTAKE: SBDC AT FAMU

Get comfortable with words like "taskify" and phrases like "the atomization of talent sourcing." In fact, we all need to tune in closely for a whole new lexicon when it comes to the "workforce" as we know it.

Gig Work is the new black! Think about it. Forty percent of the workforce makes at least 40% of their income through alternate sources. The current workforce is becoming more and more intoxicated with the thought of producing multiple sources of income. Whether it's Uber, Lyft, Airbnb, consulting, or a myriad of tech-related services, the marketplace is widening and opening to the concept of a shorter engagement with the service provider in an on-demand format. The deliverables are more succinct and require a more precise expertise.

I have spent the majority of my career providing consulting services and technical assistance to small businesses and entrepreneurs. I have never witnessed such a ground swell of new entrants into the marketplace. Because of the very low barrier to entry into the space of commerce, the ability to precisely quantify the economic impact contributed by the Gig Economy has eluded economists for the moment. However, **Gig Work is definitely playing a major role in the vibrancy of our economy**. We need to abandon pejorative perceptions once associated with side hustles and **embrace the permanency of this new norm**.



MEMORANDUM

TO: Ben Pingree, PLACE Director
THRU: Cristina L. Paredes, Director

FROM: Darryl Jones, Minority Women, and Small Business Programs Deputy Director

SUBJECT: June 28 – August 10, 2019, Quarterly Update

DATE: September 5, 2019

Per OEV's Work Plan, the Minority, Women and Small Business Enterprise (MWSBE) program continues to expand procurement opportunities for MWSBEs with public and private partners. Still, at the core of our responsibilities is to provide a framework by which the City of Tallahassee, Leon County Government, and the Blueprint Intergovernmental Agency can successfully engage with local minority and women-owned and small businesses to meet our governments' shared supplier diversity goals through contracting and subcontracting on their projects.

Minority, Women, and Small Business Enterprises

Below are the MWSBE metrics currently tracked by staff to quantify program impact to certified MWSBEs. Staff is working with the Business Intelligence team to review and revise these metrics as well as incorporate any recommendations from the Disparity Study to best quantify program impact and value.

Metrics	FY 2017	FY 2018	FY 2019 Year to Date
# Business consultations	NA	40	59
# Business referrals for assistance	NA	130	31
# MWBE certified businesses	170	208	73
# Certification applications received	NA	104	84
# Speaking engagements	8	21	16
# Industry Academies	2	8	4
# Industry Academy attendees	40	100	80

Definitions: Business Consultations: meetings by staff with individual business owners

Business Referrals: Recommendations to the partner organization to allow certified MWBSE to build capacity.

Recently, several RFP aspirational goals for the City of Tallahassee and Leon County have been reduced due to the of the unavailability of certified MWSBEs to respond to prime contractor demands for the government's procurement activity. A significant number of certified MWBSEs are acquiring more lucrative procurement opportunities in the western Panhandle because of Hurricane Michael. Working through the B2Gnow database, staff has completed an analysis of the diversity of certified businesses available to meet the supplier diversity demands of prime vendors in their attempts to comply with City, County and Blueprint's aspirational targets. The chart below describes the industries and the number of firms currently certified. Staff analysis

has identified minority and women owned firms in our market that are not certified. Recruitment of those certified businesses is critical to meeting the supplier diversity demands of the City of Tallahassee, Leon County Government and Blueprint IA.

Business Type	Count
Advertising, Public Relations, and Promotions	9
Marketing	10
Air Condition and HVAC	2
Architectural, Engineering, Design, and Drafting	24
Surveying	8
Planning	2
Asphalt	4
Concrete	1 <i>7</i>
Masonry	4
Computer Services and Supplies	6
General Consulting	22
General Contracting	9
Landscaping	21
Excavation	7
Janitorial	19
Miscellaneous Services	49
Miscellaneous Supplies	8
Other Construction Services	36
Painting	13
Printing, Copying, Typesetting and Graphic Services	6
Trucking and Hauling	10
Accounting and Auditing Services	7
Electrical Services and Supplies	2
Sales, Rental and Servicing	8
Maintenance of Traffic	8
Engineering	2
Plumbing	2
Steel Erection	2
Consultants, Professional Services	3
Underground Utilities	1
Planning, Engineering	1
Transportation Planning	1

Staff's analysis, in cooperation with the business intelligence colleagues, discovered some important facts about the certified database that required remedying:

1.) OEV certified businesses fail to self-describe the full range of services their companies provide, therefore lessening the number of procurements they would be engaged. This lapse is even more impactful for MWBEs when prime contractors are utilizing the City of Tallahassee's BidSync procurement system.

- 2.) Staff has to re-engage with businesses whose certifications have expired to strengthen the diversity of available subcontractors in our database.
- 3.) Create new methods to recruit more certified MWSBEs.
- 4.) Attract targeted firms to meet the City, the County and Blueprint's growing needs for subcontracting in construction and infrastructure.

To remedy these issues, first, staff has communicated to certified vendors the importance of self-describing the variety of expertise and services provided by their businesses to ensure the highest opportunity of engagement in our three government procurement systems. Also, staff invites certified vendors to attend the monthly technical assistance workshops provided by the division to increase their utilization of Bidsync. Additionally, the businesses owners with expired certification cited lack of opportunity as their reason. Staff has since communicated to this audience the diversity of procurement opportunity made available through certifying with our office—MOUs with the Leon County Sheriff's Office and the Tallahassee Housing Authority. Florida A&M University, Tallahassee Memorial Hospital, and the Leon County School Board all use our certified database to meet their supplier diversity goals. Those expired businesses have been strongly encouraged to re-engage with the Office of Economic Vitality.

Finally, the MWSBE division is remedying the lack of available subcontractors and the diminishing diversity of professions to meet our governments' procurement demands by creating a new program called Business-to-Business (B2B) Networking Mixers. These activities (4) are designed to broker relationships with prime vendors and industry leaders with certified MWSBEs and recruit potentially certifiable MWSBEs. At these mixers will also be procurement managers for all three governments and other supplier diversity program managers and private developers with supplier diversity goals. In consultation with prime vendors, Staff has discovered that vendors are reluctant to do business with firms they are unaware.

OEV staff is actively recruiting businesses in professional services and construction trades through our three chambers of commerce and professional associations. Also, monthly procurement workshops for certified MWBEs on bid preparation have consistently sold out this quarter. Staff is also working cooperatively with North American Properties and the Washington Square developers on meeting their supplier diversity goals. Negotiations to create an MWSBE utilization plan for both developers are underway. These negotiations will include job fairs, networking events, and posting bid opportunities to our certified database. Part of our long term plan through the Office of Economic Vitality is to recruit more MWSBEs in a variety of constructing trades through its Business-to-Business (B2B) Sessions to meet the City of Tallahassee, Leon County, Blueprint and private developers' supplier diversity goals.

Procurement Evaluations:

Staff has completed 6 MWBE evaluations of bids for the City of Tallahassee. The total dollar amount for the bids is \$9,319,130.48, of which \$978,456 (10.5%) was identified for MWBE subcontracting. Staff has completed two MWBE evaluations of RFPs for the City of Tallahassee. There is no dollar amount associated with RFP evaluations.

Staff has completed 7 MWBE analysis of bids for Leon County. The total dollar amount of the bids is \$6,478,890 of which \$1,537,282.45 (23.73%) was identified for MWBE subcontracting. Staff

has completed no MWBE analyses of RFPs for Leon County. There is no dollar amount associated with RFP analyses.

Staff has completed no MWBE evaluations of bids for Blueprint. Staff has completed four MWBE evaluations of RFPs/RFQs for Blueprint. There is no dollar amount associated with RFP/RFQ evaluations.

B2GNow! Contract Compliance Software

B2GNow System updates continue to progress towards finalization to ensure the expansion and implementation of all aspects of the System's Certification and Contracts Modules relative to MWSBE Certifications, MWBE contractual participation, and payment reporting with the integration City of Tallahassee data. The Online Certification Directory has been expanded to include vendor profile information for the Federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise Programs. This expansion includes the DBE and ACDBE certifications for vendors in the local market area of Gadsden, Jefferson, Leon, and Wakulla counties. Additionally, the vendor profile information for DBE and ACDBE certified vendors that are out-of-market are reflected within the Online Certification Directory as a part of the City of Tallahassee participating as a member of the Florida Department of Transportation's United Certified Partner (UCP) Program. This process is a coordinated effort between staff, the Florida Department of Transportation, and B2GNow. Staff and the B2GNow Team have towards resolutions to the data import challenges that were previously occurring.

The next steps of the data integration and implementation process of the B2GNow System involves the modification of internal processes that will support the utilization of the system organization-wide. B2GNow has a recommended model for system utilization relative to activities associated with the post-awarding of contracts. Staff is working with B2GNow to determine how the recommended model can be implemented within the organization, including the identification of the roles and responsibilities of the internal stakeholders/users of the system. Contractual activity for the City of Tallahassee occurs at a greater level, due to the procurement activity associated with the City of Tallahassee Utilities, Star Metro, and the Tallahassee International Airport.

Staff highly anticipates the modification of internal process will continue the tracking of MWBE expenditures and; initiate the inclusion of non-MWBE expenditures within the procurement processes of all governments as recommended in Disparity Study findings. This will allow for OEV's B2GNow Contract Compliance Software to expand its tracking and reporting of MWBE and non-MWBE activity. The OEV staff will be analyzing the full implication and requirements of capturing the voluminous procurement data associated with the shared utilization of this software by all three governmental entities—City of Tallahassee, Leon County, and the Blueprint IA.

Business Engagement and Outreach

The MWSBE Academies has been an effective medium for capacity building for our MWSBEs. The Academies were offered in cooperation with the FAMU Small Business Development Center. Business owners were also referred to as the FAMU Small Business Development Center for capacity building. This quarter's MWSBE's Academies were--

- Insurance and Risk Management
- Bonding Options
- Business Financing and Secured Micro-Loans
- Succession Planning

These webinars are currently being edited and will debut during MED Week on an OEV YouTube Channel. This way, there is another method of engagement for equipping our MWSBEs through digital instruction and capacity building. The new recruitment and engagement program, Business-to-Business (B2B) Networking Mixer debuted on August 22. The targeted industries (professional services, construction subcontracting, public relations, architecture, and engineering) were chosen because of their frequent utilization through solicitations and RFPs. Ultimately, through these activities, usage of certified MWSBEs will increase. MWBEs can provide information directly to prime vendors and developers regarding their firm's capabilities and capacity. Through post-event surveys, OEV will confirm if MWSBEs enjoyed greater use by non-minority firms.

Furthermore, on Sunday, July 21, the Office of Economic Vitality in cooperation with the Big Bend Minority Chamber and the Leon County Schools Small Business Enterprise hosted a Pre-Proposal/Solicitation Workshop for the Tallahassee Housing Authority. More than 30 business owners were present and were informed of the methodology for qualifying for procurement opportunities with the Housing Authority. Presently, our offices are engaged with Honeywell, North American Properties, and Florida A&M University to do similar Pre-Solicitation Workshops to facilitate their supplier diversity goals, thereby increasing procurement opportunities for our certified MWSBE vendors. Honeywell is slated to do a major lighting project at Florida A&M University. The Honeywell project manager is working with staff to meet their supplier diversity goals. In addition, staff has facilitated appointments with Lively Vocational Technical College and CareerSource Capital Region for Honeywell to meet their workforce goals. Because the FAMU/Honeywell project will possibly last 15 years or more, Honeywell has agreed to create an apprentice program to meet their long term workforce goals.

Disparity Study

Following the last IA Board meeting, the staff has been meeting with the Disparity Study Consultant finalizing the remaining items from the Disparity Study, namely the consolidation of the MWSBE policy, the creation of mentor/protégée and apprenticeship programs. As directed by the IA Board during the June 27 meeting, stakeholders are also being invited to the discussions constituting three workgroups for the facilitation of the final programs for review by the IA. Staff has been doing an in-depth policy review with the procurement and purchasing directors of the City of Tallahassee and Leon County Government. The new consolidated OEV MWBE Policy will require the revision of the purchasing policy of both governments and those updates and revisions will require agenda items for Commission approval. The OEV staff is also facilitating the review of our bid and solicitation processes. Following these discussions, the MWSBE CAC and the former MWSBE Task Force will be invited to review the Consolidated Policy. In addition, MGT, in cooperation with OEV staff will convene industry stakeholders for the creation of the mentor/protégé and apprenticeship programs.



Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #5

August 22, 2019

Title: Acceptance of the Fiscal Year 2017 – 2018 Comprehensive Annual Financial

Report for the Blueprint Intergovernmental Agency

Category: Consent

Department: Blueprint Intergovernmental Agency

Benjamin H. Pingree, Director, Department of PLACE

Contact: Autumn Calder, Director, Blueprint Infrastructure Program

Tres Long, Senior Accountant, Blueprint Intergovernmental Agency

STATEMENT OF ISSUE:

This agenda seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of the Fiscal Year (FY) 2018 Comprehensive Annual Financial Report (CAFR).

FISCAL IMPACT

This item does not have a fiscal impact.

CAC OPTIONS:

Option 1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual

Financial Report for the Blueprint Intergovernmental Agency.

Option 2: Do not recommend the IA Board accept the Fiscal Year 2018 Comprehensive

Annual Financial Report for the Blueprint Intergovernmental Agency.

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board accept the Fiscal Year 2018 Comprehensive Annual

Financial Report for the Blueprint Intergovernmental Agency.



Blueprint Intergovernmental Agency Board of Directors

Agenda Item #5

September 5, 2019

Title: Acceptance of the Fiscal Year 2017 – 2018 Draft Comprehensive Annual

Financial Report for the Blueprint Intergovernmental Agency

Category: Consent

Intergovernmental

Management
Committee:

Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Benjamin H. Pingree, Director, Department of PLACE

Project Team: Autumn Calder, Director, Blueprint Infrastructure Program

Tres Long, Senior Accountant, Blueprint Intergovernmental Agency

STATEMENT OF ISSUE:

This item presents and seeks acceptance of the Draft Fiscal Year (FY) 2018 Comprehensive Annual Financial Report (CAFR).

FISCAL IMPACT:

This item does not have a fiscal impact.

RECOMMENDED ACTION:

Option 1: Accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

SUPPLEMENTAL INFORMATION:

The Comprehensive Annual Financial Report (CAFR) presents the results of operations of a governmental entity for a fiscal year. The introductory section provides information about the scope and purpose of the agency and the government's directors and officers. The financial section presents the report of the independent auditor, management's discussion and analysis of the financial and operating data presented, and the basic financial statements and notes to the financial statements. Statistical data and other reports, including reports on the agency's internal control activities, are also presented in accordance with generally accepted accounting principles. The government-wide statements presented on pages 24-25 of the CAFR

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of FY 2017 – 2018 Comprehensive Annual Financial Report (CAFR) for the Blueprint Intergovernmental Agency Page 2 of 3

(Attachment #1) present the financial data in a similar fashion to how financial data would be presented for a business entity. The governmental fund statements and reconciliations presented on pages 26-29 present the information in accordance with accounting standards required for governmental-type activities.

The Blueprint Intergovernmental Agency FY 2018 CAFR was completed in April 2019, covering the operating results of the agency between October 1, 2017 and September 30, 2018. The preliminary operating results are available generally within two months of the end of the fiscal year. Additional accounting estimates are then prepared, and these estimates are based on independent actuarial valuations of the various Pension and Other Post-Employment Benefit (OPEB) programs. The external reports are typically available in January or February of the following fiscal year. Once all accounting information has been prepared and reviewed, the auditors begin performing procedures to test the accuracy and reliability of the information.

The issuance of the CAFR typically occurs in June of each year for the preceding fiscal year, however the annual audit was delayed this year due to the need for a separate actuarial valuation for the City's OPEB program. Blueprint employees have the option to receive employee benefits from either the City or the County and most Blueprint staff have opted to receive City benefits. The standard procedure for internally allocating OPEB items was used for FY 2018, however the auditors required an independent report from the actuary to determine the allocation for FY 2018. This delayed the final issuance of the report by approximately two months.

The annual audit has now been completed and the Agency received an unmodified opinion from the external auditors, Thomas Howell Ferguson P.A. and Law, Redd, Crona, & Munroe, P.A. The auditor's opinion, stated on page 15 of the CAFR (Attachment #1), reads: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Blueprint Intergovernmental Agency, as of September 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America." Representatives from the external auditors will be available at the September 5, 2019 meeting to answer any questions that may arise.

After the close of a fiscal year, the remaining fund balance of the operating fund may be carried forward and appropriated to a specific project or group of projects at the direction of the IA Board. At the end of FY 2018 no fund balance remained available for appropriation because of the balance transfer to capital projects at the beginning of FY 2018 as authorized in the FY 2018 Capital Improvement Plan and approved on September 19, 2017. Because of the balance transfer that was completed earlier in the year, there is no remaining balance to transfer at this time.

Action by the TCC and CAC: This item was not presented to the TCC or the CAC.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of FY 2017 – 2018 Comprehensive Annual Financial Report (CAFR) for the Blueprint Intergovernmental Agency Page 3 of 3

OPTIONS:

Option 1: Accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

Option 2: Do not accept the Fiscal Year 2018 Draft Comprehensive Annual Financial Report.

IA Board direction. Option 3:

Attachments:





Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #6

August 22, 2019

Title: Acceptance of the Status Report on Tallahassee-Leon County Office

of Economic Vitality's Role in Workforce Development

Category: Consent

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team:

Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) accept the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development.

FISCAL IMPACT

This item has no fiscal impact.

CAC OPTIONS:

Option 1: Recommend the IA Board accept the Status Report on Tallahassee-Leon County

Office of Economic Vitality role in Workforce Development.

Option 2: Recommend the IA Board do not accept the Status Report on Tallahassee-Leon

County Office of Economic Vitality role in Workforce Development.

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board accept the Status Report on Tallahassee-Leon County

Office of Economic Vitality role in Workforce Development.



Blueprint Intergovernmental Agency Board of Directors

Agenda Item #7

September 5, 2019

Title: Acceptance of the Status Report on Tallahassee-Leon County Office of

Economic Vitality's Role in Workforce Development

Category: Consent

Intergovernmental Vincent S. Long, Leon County Administrator

Management Reese Goad, City of Tallahassee Manager **Committee**

Benjamin H. Pingree, Director, Department of PLACE

Lead Staff / Cristina Paredes, Director, Office of Economic Vitality

Project Team: Drew Dietrich, Deputy Director, Engagement Richard Fetchick, Manager, Business Intelligence

STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the enclosed report on Tallahassee-Leon County Office of Economic Vitality's (OEV) role in local workforce development. During the June 27, 2019 meeting, the IA Board requested a report on skilled workforce support by the OEV. This agenda item provides the requested overview, along with recommendations for further support in this area.

FISCAL IMPACT:

This item has no fiscal impact.

STRATEGIC PLAN:

This agenda item addresses Strategy 6, Tactics 1 & 3 – Talent Pipeline:

Align ongoing workforce development programs and efforts with current and emerging industry clusters in Tallahassee-Leon County and the region to provide a robust and appropriate talent development and retention pipeline for employers and employees.

Address the need for jobs at all levels through partnerships to increase skills trainings and career pathways opportunities.

RECOMMENDED ACTION:

Option 1. Acceptance of the Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development Page 2 of 5

SUPPLEMENTAL INFORMATION:

The 2016 OEV Strategic Plan highlights talent retention in Tallahassee as the result of "a number of resources and organizations...each working to provide additional attainment and skills to citizens and students" (p.85 of the Tallahassee-Leon County Economic Development Strategic Plan). Furthermore, STRATEGY f. 1, recommends that OEV align ongoing workforce development programs and efforts with current and emerging industry clusters in Tallahassee-Leon County and the region to provide a robust and appropriate talent development and retention pipeline for employers and employees (P.86 of the Tallahassee-Leon County Economic Development Strategic Plan). This item outlines the current ecosystem of workforce development in Tallahassee-Leon County, the alignment of partner organizations, OEV's role in supporting workforce development, and the programs OEV manages to create workforce opportunities for all citizens.

Ecosystem Partners

Skilled workforce needs are fulfilled directly by Lively Technical Institute, CareerSource Capital Region, Tallahassee Community College, and certain Florida A&M, Florida State University, and workforce re-entry programs. These programs provide technical and soft skills training for healthcare, computer software, transportation, construction, and manufacturing sectors, leading to the employment or re-employment of thousands of individuals each year. Tallahassee Community College offers twenty Associate of Science degrees and forty-one Certificate Programs in competitive occupations¹. Lively Technical College offers forty skilled workforce programs². Importantly, OEV is not a direct provider of skills training; rather, it is a facilitator between businesses, job-seekers, and workforce development practitioners with the goal of abetting low unemployment and higher wages within the County. OEV participates as a convener, analyst, and resource distributor to extend the impact of frontline organizations.

Business Referrals for Assistance:

Through OEV's continual business outreach and consultations, staff refer businesses in need of workforce services to our ecosystem partners. Primary referrals are to CareerSource Capital Region, institutions of higher learning, and Lively Technical College. As the front-line provider of workforce development services, CareerSource Florida offers Quick Response Training and Incumbent Worker Training to companies looking to upskill or train future workers. It also offers several workforce skills trainings, including *Dynamic Futures, WIOA Adult & Dislocated Worker, Welfare Transition, and SNAP E&T.* A company requesting communications and journalism technicians and a company needing Commercial Driver Licensing were referred to CareerSource for such assistance this year. OEV coordinates extensively with ecosystem partners to include questions regarding workforce needs with every business engagement they perform, and work to match the needs of the businesses with the resources provided by these partners. In addition, OEV is updating its BRE program to include a new CRM software platform to enhance its awareness of business needs, improve integration with partner systems increase the number and quality of referrals in the future.

¹ TCC Programs: <u>https://www.tcc.fl.edu/academics/programs/</u>

² Lively Technical College Programs: https://www.livelytech.com/all-programs/

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development Page 3 of 5

Convener

As a convener, the Office of Economic Vitality co regularly meets with partners at Lively, TCC, CareerSource, and local Universities to explore barriers to employment and organize events.

MWSBE Workforce Activities

The MWSBE Division frequently refers certified MWBEs to workforce resources such as CareerSource and Lively Vocational College. Furthermore, per the IA Board's direction, OEV Staff - in cooperation with the Disparity Study consultants - are facilitating the creation of an apprenticeship program for the local economy. MWSBE staff will convene appropriate industry stakeholders for this pipeline toward permanent job creation. Most recently, MWSBE staff assisted private developers with their supplier diversity and workforce needs by coordinating job fairs and pre-solicitation workshops to increase public awareness of workforce opportunities. Honeywell, North American Properties and the Landmark Properties have all sought OEV's assistance.

Per the IA Board's direction, the MWSBE staff is facilitating the creation of an apprenticeship workshop in cooperation with the disparity study consultant along with industry stakeholders. The anticipated outcome is that the creation of this apprenticeship program will come to the IA board for review at the December meeting.

Training Our Talent Series:

The Office of Economic Vitality created the "Training our Talent" series to help area businesses gain the skills needed to be successful, including fostering robust workforce development. Recent findings indicate generational differences in the workforce create costly challenges for businesses across all sectors. The second installment of the Training our Talent series equipped the area business community with the skills needed to thrive with a multi-generational workforce. Nationally acclaimed multi-generational expert, Alicia Rainwater, from the Center for Generational Kinetics, spoke the afternoon of March 8, 2019, immediately following LeonWorks. There were 50 attendees who learned how to solve tough, generational challenges with Gen Z, Millennials, Gen Y, Gen X, and Baby Boomers and develop a workforce that works.

Leon Works Expo

Leon County and OEV host the Leon Works Expo to connect employers, academic institutions, and students and provide opportunities for individuals to explore skilled careers. The expo is a response to the finding that by 2025, over 68,000 jobs that require more than a high school diploma but less than a four-year college degree with average wages over \$20 per hour will be available in Leon County and the surrounding region. It is important for all students in Leon, Wakulla and Gadsden Counties to have an opportunity to attend the Expo. Staff engaged with the event workgroup, which now includes regional partners, to implement a few changes to the Expo including addressing strategic alignment and regionalism. The strategic alignment discussion revolved around aligning the Expo to the target industries and high wage/occupancy jobs identified by the Office of Economic Vitality and CareerSource Capital Region. As for regionalism, staff and the workgroup focused on incorporating the broader Capital Region, including schools and business exhibitors, in order to build a robust talent pipeline with skilled careers. Leon County Government allocated \$25,000 for the event until 2020, when the Office

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development Page 4 of 5

of Economic Vitality will begin funding it from the economic development portions of the sales tax proceeds. Over 450 students were connected with 140 vendors in order to link the students with their future careers. The Expo has been implemented four times since 2015 featuring 420 exhibitors and hosting 595 students.

Analyst

Office of Economic Vitality's Business Intelligence unit provides up-to-date workforce information to assist with analysis of future trends. This information assists the private sector to make investment decisions and ecosystem partners to tailor programs to suit evolving needs. The Workforce and Income link within OEV's data center provides access to OEV workforce information: http://oevforbusiness.org/economic-dashboard/workforce-income/#projected-employment-occupation.

In addition, staff recently completed an NSF application alongside Florida State University partners to examine skills and job descriptions through artificial intelligence (AI). FSU Scientific Computing will build AI algorithms that analyze millions of resumes and job postings, creating a taxonomy of skills and jobs. It will then forecast job stability (based on potential for automation), and from those occupations at greatest risk of automation, recommendations can be given for re-skilling and up-skilling. If awarded, OEV will participate as government Public Information liaison to assist with industry and Human Resource input as well as public-facing tools that result.

Resource Distributor

OEV uses its financial resources to support innovative workforce development initiatives. Over \$100,000 each year from FY 2020 forward will be deployed to enhance the programs of workforce ecosystem partners. Two direct resource deployment examples are the Elevate Florida's Capital for Business Workforce Grant and Urban Vitality Job Creation Pilot Program.

Elevate Florida's Capital Fund

The Elevate Florida's Capital Fund recently awarded DOMI Incubator and Big Bend Minority Chamber funding to build capacity of retirees as entrepreneurs and expose youth to different career paths, respectively. Each entity was awarded ~\$20,000 to undertake activities. Immediate past recipient Junior Achievement Big Bend was awarded \$20,000 to organize and implement JA Career Success, JA Job Shadow, and JA Launch Lesson. These activities fulfilled the following goals:

- Begin to create a culture that enhances a structure for a talent pipeline beginning at a younger age.
- Help bridge the tremendous gap between what students are learning in school and their preparedness to join the world of work.
- Begin to develop the foundation blocks detailed in OEV's Strategic Plan for a successful entrepreneurship entry program that will ultimately support technology commercialization in the community.
- Help facilitate important leadership coalitions among business, education and the workforce which provide the framework necessary for our community to develop a reliable talent pipeline.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on Tallahassee-Leon County Office of Economic Vitality's Role in Workforce Development Page 5 of 5

Junior Achievement Big Bend were able to engage 350 students through these activities and teach high school students business planning and development skills as a result of this grant.

Urban Vitality Job Creation Program

The Urban Vitality Job Creation Program will award businesses who newly employ a completer of one of the region's workforce re-entry programs³ \$1,000 or more per job. This initiative is aimed at providing opportunity for a woefully underserved segment of our workforce by incentivizing their continued employment. BY working in cooperation with principle partners Kearney Center, CareerSource, Bethel and TEMPO, employers will be made aware of this innovative opportunity. MWSBE anticipates ~20 recipients during the coming year. The program will launch October 1st. 2019.

[HOLD FOR MARKETING MATERIALS]

CONCLUSION:

OEV acts to support and empower workforce ecosystem partners throughout the County and region. It engages and builds data and resources that assist with training and up-skilling efforts in a variety of sectors. Skilled workforce initiatives will continue to evolve alongside local economic conditions and OEV will support workforce programs financially throughout the duration of its capital projects timeline. OEV is constantly evaluating opportunities to improve existing programs, and ensuring that any new initiatives align with the Strategic Plan.

OPTIONS:

Option 1: Acceptance of the Status Report on OEV's role in Workforce Development

Option 2: Do not accept the Status Report on OEV's role in Workforce Development.

Option 3: IA Board Direction.

RECOMMENDED ACTION:

Option 1. Acceptance of the Status Report on OEV's role in Workforce Development.

³ Bethel Ready4Work, Kearney Center's Help Florida, CareerSource (variety), or City of Tallahassee Tempo programs



Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #7

August 22, 2019

Acceptance of the Report on the Office of Economic Vitality's

Support of Local Business Growth and Formation, Authorization to

Pursue a United States Department of Commerce Economic Development Administration Revolving Loan Grant for the

Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council, and Authorization to Contract with Buxton Company to Support Local

Business Growth Outreach

Category: General Business

Intergovernmental

Management Committee:

Title:

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) approve the report on the Office of Economic Vitality's (OEV) role in local business formation and growth support. Recommend the authorization to pursue a United States Department of Commerce Economic Development Administration (EDA) Revolving Loan Fund (RLF) Grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council (ARPC), and authorization to contract with Buxton Company to support local business growth and outreach.

FISCAL IMPACT

This item has a fiscal impact. OEV is seeking IA Board authorization to work with ARPC in pursuit of an EDA Disaster Supplemental grant to recapitalize the ARPC RLF. If awarded, OEV would contribute \$200,000 as RLF capitalization to leverage \$800,000 from the EDA for the

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing Page 2 of 3

establishment a \$1 million small business loan program. In addition, OEV would allocate \$25,000 each year thereafter to support administrative activity of the fund. If awarded the grant, the first year of implementation will have a \$225,000 fiscal impact and \$25,000 in subsequent years. In addition, OEV is seeking IA Board authorization to expand local business support services through a Buxton Company customer analytics subscription, which if approved will cost \$30,000 per year.

The total fiscal impact to the OEV budget is \$255,000. If the EDA grant is awarded, the first year of implementation will have a \$225,000 fiscal impact (\$200,000 match and \$25,000 administration) and \$25,000 for grant administration in subsequent years. The Buxton software support to business intelligence and research to new and expanding businesses is \$30,000 each year for three years. Funding is available in the FY 2020 capital budget in the ARPC EDA Revolving Loan Fund for Future Leveraging Fund.

CAC OPTIONS:

- Option 1. Recommend that the IA Board accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2. Recommend that the IA Board authorize staff to purse a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 3. Recommend that the IA Board authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.
- Option 4. Recommend that the IA Board do not accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 5. Recommend that the IA Board do not authorize staff to purse a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 6. Recommend that the IA Board do not authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.

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Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable
Housing
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CAC RECOMMENDED ACTION:

- Option 1. Recommend that the IA Board accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2. Recommend that the IA Board authorize staff to purse a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 3. Recommend that the IA Board authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.





Blueprint Intergovernmental Agency Board of Directors Agenda Item #11

S

September 5, 2019

Title:

Acceptance of the Report on the Office of Economic Vitality's Support of Local Business Growth and Formation, Authorization to Pursue a United States Department of Commerce Economic Development Administration Revolving Loan Grant for the Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council, and Authorization to Contract with Buxton Company to Support Local Business Growth Outreach

Category: General Business

Intergovernmental Management Committee Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff/Project Team: Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality Drew Dietrich, Deputy Director, Engagement Richard Fetchick, Manager, Business Intelligence

STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) approval of the report on the Office of Economic Vitality's (OEV) role in local business formation and growth support, authorization to pursue a United States Department of Commerce Economic Development Administration (EDA) Revolving Loan Fund (RLF) Grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council (ARPC), and authorization to contract with Buxton Company to support local business growth and outreach.

FISCAL IMPACT:

This item has a fiscal impact. OEV is seeking IA Board authorization to work with ARPC in pursuit of an EDA Disaster Supplemental grant to recapitalize the ARPC RLF. If awarded, OEV would contribute \$200,000 as RLF capitalization to leverage \$800,000 from the EDA for the establishment a \$1 million small business loan program. In addition, OEV would allocate \$25,000 each year thereafter to support administrative activity of the fund. If awarded the grant, the first year of implementation will have a \$225,000 fiscal impact and \$25,000 in subsequent years. In addition, OEV is seeking IA Board authorization to expand local business support services through a Buxton Company customer analytics subscription, which if approved will cost \$30,000 per year.

Blueprint Intergovernmental Agency Board of Directors Meeting
Item Title: Acceptance of the Report on the Office of Economic Vitality's Support of Local
Business Growth and Formation, Authorization to Pursue a United States Department of
Commerce Economic Development Administration Revolving Loan Grant for the
Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee
Regional Planning Council, and Authorization to Contract with Buxton Company to Support
Local Business Growth Outreach
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The total fiscal impact to the OEV budget is \$255,000. If the EDA grant is awarded, the first year of implementation will have a \$225,000 fiscal impact (\$200,000 match and \$25,000 administration) and \$25,000 for grant administration in subsequent years. The Buxton software support to business intelligence and research to new and expanding businesses is \$30,000 each year for three years. Funding is available in the FY 2020 capital budget in the ARPC EDA Revolving Loan Fund for Future Leveraging Fund.

STRATEGIC PLAN:

This agenda item addresses Strategy 1 (all tactics) – Business Formation

Formalize & give continuity to the way entrepreneurship is defined, partner with local financial institutions to develop a funding program, enhance MWSBE program, Leverage existing resources, and minimize differences in certification programs.

And Strategy 3, Tactic 1 – Business Retention and Expansion:

Develop and implement a comprehensive business retention and expansion outreach program that demonstrates interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges resulting in an improved business climate.

RECOMMENDED ACTION:

- Option 1. Accept the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2. Authorize staff to purse a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1 million small business loan program in partnership with the Apalachee Regional Planning Council.
- Option 3. Authorize staff to contract with Buxton Company as a sole-source supplier of customer analytic information, to support local business growth and outreach in the amount of \$30,000.

Blueprint Intergovernmental Agency Board of Directors Meeting
Item Title: Acceptance of the Report on the Office of Economic Vitality's Support of Local
Business Growth and Formation, Authorization to Pursue a United States Department of
Commerce Economic Development Administration Revolving Loan Grant for the
Establishment of \$1 Million Small Business Loan Program in Partnership with the Apalachee
Regional Planning Council, and Authorization to Contract with Buxton Company to Support
Local Business Growth Outreach
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SUPPLEMENTAL INFORMATION:

The 2016 OEV Strategic Plan highlights business formation and business retention & expansion as two of six central pillars of the Office's work and investment. To that end, OEV has undertaken many measures to explore business needs and tailor outreach and assistance to further the success of local startups and established businesses. During the June 27, 2019 meeting, the IA Board requested a report describing the ways in which OEV supports local business formation and growth.

The following sections provide an account of OEV's contribution to local business formation and subsequent engagement, ecosystem outreach provided as part of this engagement, description of the current landscape of small business finance, and discussion of the opportunity to pursue EDA funding to recapitalize the Apalachee Regional Planning Council (APRC) revolving loan fund (RLF) and make loans to Leon County startups and MWSBEs. This item also includes findings on small business finance and a current opportunity for OEV to assist in that space. Finally, this item addresses ongoing research into tools and best practices that can enhance local business revenue and performance as well as support OEV's function in providing business intelligence and research to new and expanding businesses through the use of Buxton software.

Business Formation and OEV Engagement

OEV Vitality and MWSBE staff continually engage businesses of all sectors and sizes, performing regular check-ins to determine satisfaction with the business climate and assess business health.

OEV Vitality staff has interacted with over 40 current and prospective businesses since June 2019, via both the recruitment and retention programs. Vitality staff assist commercial real estate brokers, investors, and businesses to find and retain clients and space — providing over 30 such services since June 2019. In FY 2020, the Vitality Division will be launching a video series which assembles a 90-second feature on a local business, to build awareness for the business, and share the amazing things they are doing in our community. In so doing, the video series will provide high-visibility, high-quality promotional materials for local tech, MWSBE, food, manufacturing, and associated businesses that also projects a positive depiction of amenities and business and workforce support services available in the community.

The Intelligence Division at OEV provides employment, sales, permitting, GIS, and other data services to requesting entities to assist with expansions and other strategic decisions. The Intelligence Lab has provided over 20 such instances of assistance during 2019. These data products assist businesses making investment and staffing decisions, help curate a positive image of the community for externally-facing collateral, and shed additional light on community assessments in priority areas such as poverty and competitiveness.

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In the MWSBE sphere, OEV guides businesses through the certification process to bid on City and County procurements. During FY 2019 the MWSBE Division certified 56 firms, provided 39 business consultations, and 27 referrals for assistance. As of this writing there were 157 MWSBE certified firms that had won \$4.1 Million in City and \$1.5 Million in County procurement contracts. Its Industry Academies, designed to speak to procurement needs on an industry-specific basis, have trained 80 individuals to date in FY 2019. All told, this is over 200 engagements. In an effort to ensure that MWSBEs have the capacity to respond to bid opportunities made possible by the City, County, and Blueprint, OEV encourages their engagement with the FAMU SBDC. The FAMU SBDC has a suite of services for businesses to build capacity, including bond financing and workshop instruction. In addition, businesses are strongly encouraged to provide proof of engagement with either the FAMU SBDC or Jim Moran Institute during re-certification.

Ecosystem Outreach

Paired with referrals to ecosystem partners such as the FAMU Small Business Development Center, CareerSource Capital Region, Jim Moran Business School, Jim Moran Institute, Florida State University, Florida A&M University, Tallahassee Community College, DOMI, AERO, and others, OEV provides constant connectivity between local businesses seeking resources and the appropriate outlet that can best serve them. Staff continually refers businesses to an ecosystem partner for further capacity building, technical assistance, and networking.

Through CareerSource roundtables and AERO meetings, OEV staff engages with partner organizations to follow real-time developments in trained workforce and entrepreneurship needs. These interactions inform strategic sponsorships and grant-making, such as that of DOMI's *Pitch Distilled* campaign and Third Act entrepreneur training program. As previously mentioned, the MWSBE and Vitality Programs also refer businesses to FAMU SBDC for business plan development, market studies, and other capacity-building activities.

Capital Outlay

OEV has committed \$2.5 million to match with an EDA grant award that would build and launch a high-tech incubator at Innovation Park. If awarded, this incubator will include an assortment of equipment, lab, and office space that can enable a greater success rate of patents and commercialized ventures from FSU/FAMU College of Engineering, FSU Medical School, and affiliated programs. Current equipment under consideration includes a cell culture lab, dry lab, wet lab, electronics lab, machine shop, woodshop, and other prototyping facilities (such as 3-d printing), and need is being gauged through an online survey designed by OEV for Innovation Park as part of the office's grant and business development services to ecosystem partners.

This incubator would directly support the business formation and startups within the applied science target industry. Through its potential investment in a regional conference center and high tech incubator, OEV would support local accommodation, food services, and research-

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based businesses (e.g., pharmaceuticals, electronics, advanced manufacturing, biotechnology, etc.). While these investments have not been finalized, they represent feasibility study-enabled methods by which the Office approaches local entrepreneur and business assistance.

Small Business Finance

Background

At the September 20, 2018, IA Board Workshop, the Board directed OEV to evaluate partnerships with FAMU Federal Credit Union, SBDC, and ARPC to help minority and womenowned small businesses and entrepreneurs access microloans, with guidance from the EVLC as part of the development of the 2020 budget. This recommendation stems from the Blueprint Intergovernmental Agreement, Section 7, Item 4, which contains proposals to be evaluated by the Agency. Proposal B describes a Minority & Women Business Investment Fund, which would provide microloans to help minority and women-owned small businesses and entrepreneurs. This information was discussed by the Economic Vitality Leadership Council at their August 22 meeting.

The Current Landscape

Finance for small businesses and startups includes venture capital, grants, and loan services. Access to capital depends on the industry (target or not), credit history of the borrower, and years of reportable cash flow (from creation to 3+ years in operation). Below is a brief outline of the financing options available to small businesses in Tallahassee-Leon County for venture capital and angel investing, pitch competitions and micro-grants, and small business loans.

Venture Capital and Angel Investing: Prescient Capital Ventures and JVP are venture funds active in Leon County interested in scalable startups with "measurable traction," and can facilitate Series A capital campaigns up to \$500,000. Several small, independent Angel Investors meet on a semi-regular basis to discuss ~\$25,000 investments in local startups. Beyond Tallahassee, the Florida Venture Forum provides a statewide network of venture capital and angel groups dedicated to facilitating connections between entrepreneurs and existing businesses, however, it is unclear to what extent the group is active in Tallahassee. The LCRDA Incubator Feasibility Report notes that "if an entrepreneur/venture was pursuing investment capital greater than \$500,000, they would need to go outside Tallahassee".

<u>Pitch Competitions and Grants</u>: Innovation Park offers a Tech Grant of \$15,000 and \$10,000 to a first and second place pitch competitor once yearly. Jim Moran Business School provides a micro-grant of up to \$5,000 to support FSU student businesses on a rolling basis. FSU Research Office provides a GAP fund grant (up to \$250,000 per year for four years) for commercially promising faculty research. The Awesome Tallahassee Foundation made grants of \$1,000 to a startup business once per month from 2015-2018; no new projects subsequent to October 2018 are listed.

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Small Business Loans: Traditional and small business financing (lines of credit and SBA loans) and support exist through First Commerce, Capital City Bank, SunTrust, Regions Bank, BB&T, Bank of America, and Prime Meridian Bank. The Frenchtown Financial Opportunity Center (Envision, FSU Credit Union) is not currently active. Conversely, the ARPC RLF is 83% deployed at ~\$470,000 in loans. FAMU Credit Union operates a revolving loan fund capitalized by the DEO Black Business Loan Program on behalf of borrowers throughout the state of Florida. Loans are made to Florida-based African American-owned businesses experiencing difficulty obtaining commercial loans. Presently, the FAMU Credit Union has deployed close to \$800,000 in capital via 13 loans. Eleven SBA loans have been made by five institutions totaling \$6.5 Million to date in Leon County. Apalachee Revolving Loan Fund is an EDA-enabled capital pool targeting credit-troubled businesses that makes loans for operating capital and equipment of \$5k-\$100k; it is currently 83% deployed to 13 businesses. As such, the ARPC RLF poses an opportunity for expansion and new impact.

Establishment of a \$1 Million Small Business Loan Program in Partnership with the Apalachee Regional Planning Council by Pursing a United States Department of Commerce Economic Development Administration Revolving Loan Grant

The EDA released a Notice of Funds Opportunity (NOFO) on August 13, 2019 soliciting proposals to aid with economic and disaster resilience within the Hurricane Michael (DR-4399) affected region. Based on recommendations from EDA Florida Representative, OEV may work to augment OEV capital with EDA funding to address the need for small business financing. Through the OEV-enabled extension, the RLF would target Leon County Entrepreneurs and Minority and Women Small Businesses, which is a priority of both the OEV Strategic Plan (Strategy a.2 – develop a secured funding program for entrepreneurs seeking capital) and the Blueprint 2020 Interlocal Agreement (Section 7 b.4.A and Section 7 b.4.B – Entrepreneurial Development Fund and Minority & Women Business Investment Fund).

The ARPC RLF was originally capitalized with \$1,335,000 in the 1980s to provide a source of capital for businesses in the Apalachee Region. Its funds are intended to fill capital gaps and promote job creation; thus, the loans target commercially un-bankable businesses. These are businesses that fail to show sufficient income for the loan size requested, too few years in business, or troubled financial history of the owner. ARPC staff service loans through a commitment to collateralized debt and more involved borrower relationships, including an inperson pitch to the RLF executive committee by the loan applicant. Using this system over the past 15 years, ARPC RLF has been able to extend 55 loans, 30 of which have been fully repaid. Currently, the RLF includes 13 active loans totaling \$672,250. Attachment 1 provides an overview of ARPC RLF performance as of March 31, 2019.

By partnering with ARPC to develop a grant application, federal funds can be leveraged to maximize the availability of funding available to startups and MWSBE businesses. OEV's contribution of \$200,000 could leverage an additional \$800,000 by EDA, with a total of \$1,000,000 of new capital that can then be deployed as real estate & equipment loans or lines of

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credit. Upon award, ARPC will administer the loan program, and OEV will allocate \$25,000 per fiscal year toward administrative expenses. The Regional Planning Council will pair the \$25,000 with its funding and 3% interest from loan making activity. By so doing, OEV will save nearly \$65,000 per year by outsourcing loan administration and underwriting to the Regional Planning Council.

A \$1 million recapitalization of the ARPC RLF, by present loan-making statistics (Attachment 1) would permit twenty loans averaging \$50,000 per loan to be made to eligible Leon County borrowers. Given the importance of micro-loans within this borrower space, the actual number of loans may be considerably higher, approaching thirty if small equipment and operating capital loans in the \$10,000-\$20,000 range are integrated. Given EDA RLF job creation requirements of one position created or retained per \$20,000 lent, this can amount to fifty (50) jobs created upon full deployment of the re-capitalized fund.

Therefore, staff recommends that the IA Board authorize staff to pursue a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1-million small business loan program. This opportunity is both timely (given the 2019 Disaster Supplemental funding announcement) and supported by EVLC leadership, Blueprint 2020 Interlocal Agreement Section 7 b.4.A and 7 b.4.B — *Entrepreneurial Development Fund* and *Minority & Women Business Investment Fund* OEV Strategic Plan, Strategy a.2 — *Partner with local financial institutions to develop a secured funding program for entrepreneurs seeking capital.* The persistent issue of MWSBE and Entrepreneur capital access will be addressed by the above proposal. If the grant is awarded, the first year of implementation will have a \$225,000 fiscal impact and \$25,000 for grant administration in subsequent years. Funding is available in the FY 2020 capital budget in the ARPC EDA Revolving Loan Fund for Small Businesses Program.

Local Business Support

This section addresses ongoing research into tools and best practices that can enhance local business revenue and performance as well as support OEV's function in providing business intelligence and research to new and expanding businesses. The first section explores an opportunity to advance OEV's strategic data platform in the service of business customer analytics; the second touches upon shop local program characteristics and take-aways.

Expanded Data Services to Local Businesses and Community Decision Makers
In an effort to best serve small businesses, local retailers, and community development partners
OEV is exploring the potential to license a new data platform — Buxton - to perform
comprehensive analytics on the local consumer dynamics, customer behavior, and market
conditions. By creating a more detailed, accurate, and current profile of Tallahassee-Leon
County's retail and customer ecosystem, OEV can better leverage existing programs (as well as
create new programs) to support local businesses and partner organizations more effectively.

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Sales tax constitutes a significant portion of local revenue, and this program would be a valuable tool to maintaining a consistent tax base that can weather recessionary periods, but also enhance the potential for the growth of existing businesses, and recruitment of new businesses — all leading to an increase in the overall taxable sales for Tallahassee-Leon County.

This program aligns directly with the Strategic Plan on multiple levels. Strategy D.1 specifically calls to "Identify and develop a full inventory of all available products.... To create the total picture, a company may consider in choosing to relocate or expand to Tallahassee-Leon County." Buxton can assist staff in recruiting successful and sustainable business operations to the community, to not only increase the local tax base, but also reduce business turnover, and improve occupancy in local business centers. Additionally, concerning local businesses, Strategy c. 1 calls to "develop and implement a comprehensive business retention and expansion outreach program that demonstrates interest and concern for the challenges existing industry is facing and mobilize resources to address those challenges resulting in an improved business climate." This platform would assist staff in identify economic conditions that are creating challenges for local businesses, provide data for local businesses to enhance 'Shop Local' initiatives, identify customer segments necessary for successful market penetration, and aligns program resources have the best impact. OEV staff will utilize this program to help retain local and small businesses, drive tourism, increase tax revenue, reduce vacancy rates, and market local business to improve the overall business climate.

Staff seeks IA Board authorization to contract with Buxton Company as a sole source contract to support OEV's function in providing business intelligence and research to new and expanding businesses, promote local business, and better align resources with growing the local tax base. As part of its scope of services, Buxton will profile the Tallahassee, create marketing packages, and provide business retention tools. This engagement will take the form of a three-year contract with Buxton as part of its capital budget related to Data Analytics and Business Engagement, at \$30,000 per year. Funding is available in the FY 2020 budget in the leveraging and contingency fund, should the IA Board wish to pursue this additional tool for business intelligence and research.

Shop Local

On June 27, 2019, staff presented the Shop Local agenda item to the IA Board, OEV is dedicated to supporting a shop local marketing and social media promotion that aligns with best practices from around the nation and intends to incorporate this outreach in the communications plan. To develop this communications initiative, staff evaluated several programs across the country (Attachment #3). It was discovered that Shop Local programs promote consumer and business spending at participating businesses. These programs embrace the idea of localism – authenticity, uniqueness, and tangible connection – as intrinsically better than a corporate/franchise alternative. To that end, staff will allocate \$2,500 annually to promote shop local initiatives in Tallahassee-Leon County through the following activities by providing

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promotion in newsletters and social media and promoting the National Small Business Saturday in November.

Marketing & Social Media

OEV publishes business-facing collateral that markets the city-county as a whole, as well as target-industry-specific materials. During FY 2019, it published a revamped Community Profile, Applied Science/Magnetic Industries Pamphlet, Monthly and Quarterly Data Publications, Economic Indicators Reports, information on MWSBE Academies and Training events, the Urban Job Pilot Program along with program information, on Opportunity Zones.

Social media efforts have been used throughout FY 2019 to inform and engage the community on economic vitality related topics. Top-performing campaigns included the Hurricane Michael campaign. Pre-storm, staff used OEV social media platforms to help area businesses prepare for the storm. Social media was used post-storm to push out information on the status area business operations and information on recovery resources from partner agencies. Social media has been used to support local businesses by promoting, cross-promoting, and sharing pertinent posts and information. These efforts have parlayed OEV's reach to raise the profile of the respective businesses. The most successful example is the Shop Local, Shop Betton video series showcasing the businesses in the shopping center after the shooting incident occurred there. The campaign was developed in cooperation with the merchants and launched in advance of Black Friday and Shop Local Saturday. The campaign was viewed, shared, liked, etc. widely across the community and was picked up by local news outlets as well, raising awareness in the community that the shops were open for business.

CONCLUSION:

OEV supports local businesses through engagement, ecosystem partner referrals, and marketing & communications. It devotes almost 40% of its capital budget to such endeavors and will continue to support sales across a variety of sectors, both target industry and other local strengths such as food service and accommodation, through its capital initiatives.

To advance its impact in the business capitalization space, OEV requests that the IA Board authorize staff to work with ARPC in pursuit of an EDA Disaster Supplemental grant to recapitalize the ARPC RLF. If awarded, OEV would contribute \$200,000 as RLF capitalization to leverage \$800,000 from the EDA to establish a \$1 million small business loan program. In addition, OEV would allocate \$25,000 each year thereafter to support the administrative activity of the fund. This will strongly advance the economic development Strategic Plan, Strategy a.2 – Partner with local financial institutions to develop a secured funding program for entrepreneurs seeking capital, and Blueprint 2020 Interlocal Agreement Section 7 b.4.A and 7 b.4.B – Entrepreneurial Development Fund and Minority & Women Business Investment Fund.

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In sum, this capitalization represents an important step forward for the City-County Economic Development Organization in meeting its goals to support small business formation and growth.

Second, to enhance OEV's data-driven technical assistance, OEV requests authorization to purchase a license to utilize Buxton's customer psychographic data platform on behalf of local business research and expansion.

OPTIONS:

- Option 1: Acceptance of the Status Report on Support of Local Business Formation and Growth in Tallahassee-Leon County.
- Option 2: Authorize staff to pursue a United States Department of Commerce Economic Development Administration revolving loan grant for the establishment of \$1-million small business loan program.
- Option 3: Authorize staff to contract with Buxton Company as a sole-source supplier of customer psychographic information, which will be used to support local business growth support.
- Option 4: IA Board Direction.

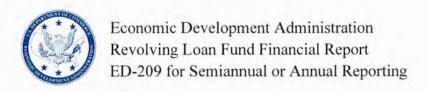
RECOMMENDED ACTION:

Options #1 and 2

Attachments

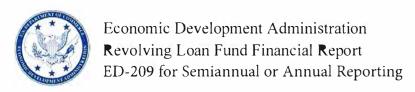
Attachment #1: Apalachee Regional Planning County Revolving Loan Fund Performance

Attachment #2: Shop Local Program Information and Community Survey Table



IA Agenda Item #12 9.5.2019 Attachment 1 - ARPC RLF Performance

Part I: Grantee Data		
Grantee Name: Apalachee Regional Planning Council Address Line 1: 2507 Callaway Road Suite 200 Address Line 2: City: Tallahassee State: FL Zip Code: 32303 Reporting Period End Date (MM/DD/YYYY): 03/31/2019 Report Type: Semiannual Annual Other Part II: Portfolio Financial Status	Contact Person: Janice Watson Contact Phone: (850) 488-6211 Contact Email: JWatson@thearpc.com EIN: DUNS: EDA Award Number(s): 041903362 Reporting Unit Number: 41285APA	59-1772505 62-713-3788
A. RLF Funding Sources Federal C	Grant Rate	Fata and a
1. EDA Funding: 70	0.00%	\$ 1,000,000.00
2. Local Match:		\$ 335,000.00
3. Total RLF Funding:		\$ 1,335,000.00
B. Cumulative RLF Income Earned		
1. Interest Earned on Loans:		\$ 1,384,258.36
2. Interest Earned on Deposit Accounts:		\$ 106,656.76
3. Fees Earned on Closed Loans:		\$ 3,570.00
4. RLF Income from Application Fees:		\$ 0.00
5. Other RLF Income:	4	\$ 0.00
6. Total RLF Income:		\$ 1,494,485.12
7. Portion of RLF Income Used for Administrative Expenses:		\$ 1,112,601.90
8. RLF Income Added to Capital Base for Lending:9. Explanation of Other Income:		\$ 381,883.22
C. Status of RLF Capital		
1. Total RLF Funding:		\$ 1,335,000.00
2. RLF Income Added to Capital Base for Lending:		\$ 381,883.22
3. Voluntarily Contributed Capital:		\$ 0.00
4. Loan Losses:		\$ 1,151,127.97
5. Disallowance:		\$ 0.00 \$ 565,755.25
6. RLF Capital Base:		\$ 303,733.23
D. Current Balance Available for New Loans		
1. RLF Principal Outstanding on Loans:		\$ 469,094.96
2. RLF Cash Available for Lending:		\$ 96,660.29
3. RLF \$ Committed but Not Disbursed:		\$ 0.00
4. RLF Cash Available for Lending, Net of Committed RLF \$:		\$ 96,660.29
5 RLF Cash Available for Lending % of Capital Base:		17.09%



6. Cost per Job:

IA Agenda Item #12 9.5.2019 Attachment 1 - ARPC RLF Performance

A. Portfolio Status	Number	RLF \$ Loaned	RLF	Principal Outstanding	Loan Losses
1. Current Loans:	13	\$ 672,249.54		\$ 469,094.96	
2. Delinquent Loans:	0	\$ 0.00		\$ 0.00	
3. Loans in Default:	0	\$ 0.00		\$ 0.00	
4. Total Active Loans:	13]	\$ 672,249.54		\$ 469,094.96	
5. Written Off Loans:	12	\$ 1,117,767.00			\$ 1,151,127.97
6. Fully Repaid Loans	30	\$ 2,900,498.00			
7. Total Loans	55]	\$ 4,690,514.54		\$ 469,094.96	\$ 1,151,127.97
8. Number of Application	s Received during repo	orting period:		2	
9. Number of Loans Close	ed during reporting per	riod:		2	
B. Portfolio Loan List					
Report the following info	rmation for each RLF	Loan made, whether	Active, Wr	itten Off, or Fully Repaid.	
Recipient ID:	Name:	Loca	ation:		
Loan Purpose and Descri	ption Purpose:		Desc	ription:	NAICS:
Source of Financing	Borrower:	Private:		Other Public:	RLF:
Loan Terms	Date Closed:	Term:	months	Interest Rate:	Payment
Loan Status Modif	ied Loan	Date:		Payment:	Schedule:
Repayment	Principal Repaid:	Interest Paid:		Fees Paid:	Balance:
Job Impact	Pre-Loan jobs:	Jobs Created:		Jobs Saved:	
Part IV: Risk Scoring M	leggures				
, 					
A. Capital		C. Earnings			
1. Capital Base Index:	0.42	I. Net RLF Incom	ne:		74.45%
		2. Administrative	Expenses	% of Income, Fiscal Year	49.98%
B. Assets			•		
1. Default Rate:	0.00%			lmin. Expenses, Fiscal Yea	ar: \$ 5,250.00 \$ 10,505.25
2. Default Rate over Time	e: 0 months	4. RLF Income e	4. RLF Income earned during Fiscal Year:		
3. Loan Write-Off Ratio:	2 8 57%				
4. Dollars Written-Off:	27.27%	D. Liquidity			
Donais Willen off.		1. Allowable Cas	h Percenta	ge:	30.30%
		2. Cash Percentag			17.09%
		3. Cash Percentag	-	ne:	0 months
E. Strategic Results		<u>RLF I</u>	Plan Targe	Active Loans	Total Loans
1. Total \$ Leveraged:				\$ 1,282,000.00	\$ 8,227,217.00
2. Loan Leverage Ratio:		2.	00 : 1	1.91 : 1	1.75 : 1
3. Jobs Created:				25.00	207.00
4. Jobs Saved:				32.00	387.00
5. Total Jobs:				V-100	

\$ 20,000.00

Attachment 2 - Shop Local Summary Table

Shop Local

Shop Local marketing promotes consumer and business spending at participating businesses. These programs embrace the idea of localism – authenticity, uniqueness, and tangible connection – as intrinsically better than a corporate/franchise alternative. Staff surveyed several communities throughout the country regarding their shop local programs. These shop local programs led by numerous different entities, from private forprofit & non-profit entities to chambers of commerce and economic development entities. This is primarily due to the specific interests of the organizing entity and the niche they are filling. The majority of these program listed below are implemented through events and marketing which are intended to supplement sales at affiliated entities. From surveyed communities, findings indicate that shop local programs:

- Arise because an opportunity exists to promote a group of local businesses not served by other promotions;
- Mainly consist of advertising, stories, and event-organizing on behalf of these business.
- If assisted by local governments, ranged from in-kind services to \$25,000/yr.
- Do not utilize a dedicated application to enlarge program impacts.

Table of example programs

Geography	Program	Activities	Funding	Impact
Nationwide	Groupon: Discover Your City	Provides Zip Code and City-based deal filters	Groupon broker fee	To Businesses: depends on business type, performs better for product-based than service or foodbased¹.
Miami / Statewide	Support Local FL	Curated Florida local business website and occasional activities	"Passion Project" cross-subsidized by Prism Group, a Miami marketing firm	350 businesses registered on website; membership is free to accepted registrants
St. Petersburg	Keep St. Pete Local	Community website for and by businesses with space for articles, job postings, and events calendar. Main event "Localtopia" in February which	Run by non-profit "Keep St. Petersburg Local"	Business membership ranges from \$25- \$100/year to be listed on website and access to promotional opportunities; no

¹ "Groupon Isn't a Good Deal for Businesses", CNBC: https://www.cnbc.com/id/49092709

[&]quot;Groupon Is Good for Businesses", CNBC: https://www.cnbc.com/id/49092710

		costs \$80,000 privately raised.			numeric ROI recorded.
Geography	Program	Activities	F	unding	Impact
Titusville, FL	Shop Local	A once-per year shop local Saturday event	Toda co \$ m	Managed by itusville Chamber of Commerce, which contributes 2,000/year toward narketing and event execution.	Target of 1,000 attendees; 700 actual. No per person spending data.
Madison, Wisconsin	Dane Buy Local	Marketing and B2B connections for participating small-mid size businesses.	ra \$ m or C er ps	BL is a 501c6 that aises 150,000/year from nember rganizations. The ity is a "large mployer" member, aying \$770/yr. in nembership dues.	Unquantified benefits from "Exposure" and B2B advertising offered by tier of membership.
Tallahassee	-Leon Count	y			
BEST – Bike Eat Shop Tallahassee	I O		imple throu	nized and emented by BEST gh business ibutions.	Unknown
Shop Local 850	Website promoting local business through public awareness campaigns			yr. membership by businesses.	Unknown
Shop Tally powered by Swellcoin	Web App with transaction processing software that provides a loyalty rewards pipeline between participating businesses and consumers			nized and emented by Coin.	~35 businesses, 400 customers; no data provided on customer in- app spending.

Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #8

August 22, 2019

Acceptance of the Status Report on the Blueprint 2020 Title:

Beautification and Improvements to the Fairgrounds and

Northeast Park Projects

Category: General Business

Intergovernmental

Management **Committee:**

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE

Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation of acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board) of a status report on two Blueprint 2020 projects - the Beautification and Improvements to the Fairgrounds and Northeast Park.

FISCAL IMPACT

This item and IA Board action to date for these two projects does not have a fiscal impact within the proposed FY 2020 – 2024 Capital Improvement Program. However, various funding and reprioritization options presented may have a fiscal impact to previously approved project allocations and debt service payments.

CAC OPTIONS:

Recommend the IA Board accept the status report on the Blueprint 2020 Option 1:

Beautification and Improvements to the Fairgrounds and Northeast Park projects.

Option 2: Recommend the IA Board do not accept the status report on the Blueprint 2020

Beautification and Improvements to the Fairgrounds and Northeast Park projects.

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Item Title: Acceptance of the Status Report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Projects Page 2 of 2

CAC RECOMMENDED ACTION:

Option 1: Recommend the IA Board accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects.



Blueprint Intergovernmental Agency Board of Directors

Agenda Item #9

September 5, 2019

Acceptance of the Status Report on the Blueprint 2020 Title:

Beautification and Improvements to the Fairgrounds and

Northeast Park Projects

Category: General Business

Intergovernmental

Management **Committee**

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE Lead Staff /

Autumn Calder, Director, Blueprint **Project Team:**

Megan Doherty, Planning Manager, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board of Directors (IA Board) acceptance of a status report on two Blueprint 2020 projects - the Beautification and Improvements to the Fairgrounds and Northeast Park. Consistent with IA Board direction provided at the June 27, 2019 meeting, this agenda item also discusses funding scenarios for advancing the Fairgrounds and the Northeast Park projects ahead of their current project prioritization.

FISCAL IMPACT:

This item and IA Board action to date for these two projects does not have a fiscal impact within the proposed FY 2020 – 2024 Capital Improvement Program. However, various funding and reprioritization options presented may have a fiscal impact to previously approved project allocations and debt service payments.

RECOMMENDED ACTION:

Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements

to the Fairgrounds and Northeast Park projects.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Projects Page 2 of 22

EXECUTIVE SUMMARY:

Consistent with direction provided at the June 27, 2019 IA Board meeting, this agenda item provides a status update on the Blueprint 2020 Beautification and Improvements to the Fairgrounds (Fairgrounds) and Northeast Park projects, describes the approved Blueprint 2020 Infrastructure Program project implementation schedule, provides funding scenarios for advancing the Fairgrounds and the Northeast Park projects, and presents an update on all Community Enhancement, Connectivity, and Quality of Life (CCQ) projects identified for funding in the FY 2019-2023 Capital Improvement Program. The two funding scenarios presented in this item would advance the implementation and funding of the Fairgrounds and Northeast Park projects beginning in FY 2021.

The Fairgrounds and the Northeast Park projects are currently within the Community Enhancement, Connectivity and Quality of Life (CCQ) project category. The prioritization for the CCQ projects was approved by the IA Board at their September 19, 2017 meeting. Currently, the Fairgrounds and the Northeast Park projects are tied in priority as the sixth-ranked CCQ projects. Consistent with the approved project prioritization and the FY 2019 – 2024 Implementation Plan approved by the IA Board at the June 21, 2018 meeting, the Fairgrounds and Northeast Park projects are currently scheduled for funding between FY 2030 – 2034.

The preliminary funding scenarios presented in this item and summarized below provide funding for the Fairgrounds and the Northeast Park projects beginning in FY 2021. Of note, a change to the Blueprint 2020 project prioritization is considered a substantial amendment per the IA Board Bylaws and a supermajority vote is required to advance the funding of the Fairgrounds and Northeast Park projects ahead of higher ranked Blueprint 2020 projects. Should the IA Board vote to initiate the substantial amendment process to advance the funding and implementation of the Fairgrounds and the Northeast Park projects, two funding scenarios for IA Board consideration would be included as future options for IA Board action, as follows:

• The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021 by advance funding the Fairgrounds and Northeast Park projects ahead of higher ranked CCQ projects, including Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking. It is anticipated both the Fairgrounds and Northeast Park projects could be fully funded by FY 2028, based on approved project implementation and available funding for CCQ projects. In this scenario, which does not include expansion of bond funding, the result would be a delay to the implementation of the three higher ranked CCQ projects listed above. Based on analysis detailed in this item, it is estimated that the project initiation of the third and fourth ranked CCQ projects, Lake Lafayette & St. Marks Linear Park and Monroe-Adams Placemaking, would be delayed until at least FY 2029. Initiation of the fifth ranked project, Midtown Placemaking, would likely be delayed from FY 2023 to FY 2033.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Status Report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park Projects Page 3 of 22

The second funding scenario analyzes funding the Fairgrounds and Northeast Park projects through an additional \$26 million bond in FY 2023. This funding scenario takes advantage of Blueprint's existing bonding capacity and "A" bond rating of the Blueprint Intergovernmental Agency to issue a bond to expedite additional Blueprint 2020 projects to completion. This scenario would maintain currently programmed funding for the Lake Lafayette & St. Marks Linear Park. Funding for the Monroe-Adams Placemaking project would be reduced and full funding of the project would be delayed from FY 2024 to FY 2025. This delay is the result of diverting funding from Monroe-Adams Placemaking in FY 2021 and 2022 to accommodate the planning and design work for the Northeast Park and Fairgrounds projects to prepare for the bond, as well as the reduction in available funding beginning in FY 2024 associated with the bond repayment for the \$26 million bond. The initiation of the Midtown Placemaking project would be delayed from FY 2023 to FY 2031 due to the reduction in available funding for CCQ projects associated with the bond repayment. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates. This funding scenario would increase debt service payment by approximately \$2.1 million annually beginning in FY 2024 through the end of the Blueprint 2020 program in FY 2039.

For both funding scenarios, projects already in progress per existing IA Board direction or those approved for funding through the FY 2019 capital budget were not proposed for deallocation or changes to the approved funding schedule. Given that both the Fairgrounds and Northeast Park projects are within the CCQ project category, changes to project funding schedules were proposed only within the CCQ project category. This strategy ensures that all active projects continue progress as previously approved by the IA Board and project funding for the large scale Regional Mobility and Gateway projects already in progress is maintained. Both funding scenarios require the IA Board to approve by supermajority vote a substantial amendment to the prioritized list to advance the Fairgrounds and Northeast Park projects ahead of three higher ranked CCQ projects. The reason for this required step relates to the adopted IA Board Bylaws, as detailed in the analysis section on page 8.

In summary, two options are presented for IA Board consideration in this agenda item: accept the status report which maintains the currently approved Blueprint 2020 project prioritization, and an option to initiate the substantial amendment process to reprioritize the Blueprint 2020 projects. The substantial amendment process would require two public hearings to consider the change, as well as a supermajority vote of the IA Board to approve a change to the Blueprint 2020 project prioritization.

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BACKGROUND/ANALYSIS:

Leon County Sales Tax Extension Committee

The Fairgrounds and the Northeast Park projects are two of the 27 Blueprint 2020 infrastructure projects funded through the penny sales tax extension, which was approved by over 60% of Leon County voters in November 2014. The Leon County Sales Tax Extension Citizens Committee (Committee), who met from 2012-2014, vetted, developed, and recommended the 27 infrastructure projects.

The Leon County Sales Tax Extension Citizens Committee met on the following dates:

- January 26, 2012
- February 23, 2012
- March 29, 2012
- April 26, 2012 (Open House)
- May 24, 2012
- August 23, 2012
- September 27, 2012
- October 11, 2012
- November 15, 2012 (Open House)
- November 29, 2012
- December 13, 2012
- January 10, 2013

- February 1, 2013
- March 14, 2013
- March 28, 2013
- April 26, 2013
- May 9, 2013
- June 13, 2013
- September 26, 2013
- December 5, 2013
- December 12, 2013
- January 16, 2014
- January 30, 2014

The Committee engaged the public throughout their process and reserved the first portion of each meeting to allow the community time to voice their comments, recommendations, or preferred projects for consideration. According to the enacting resolution to establish the Leon County Sales Tax Committee, the Committee was required to host one open house to receive public input on the process.

The Committee hosted its first open house on April 26, 2012 followed by a second one on November 15, 2012 to give the public the opportunity to provide their input and recommendations on the future projects for Committee consideration. The Committee hosted a Sales Tax Committee Retreat on February 1, 2013 where they approved the Imagine Tallahassee concept to create an action plan for economic development and met again on December 12, 2013 to finalize the sales tax investment proceeds percentage into economic development. The Leon County Sales Tax Extension Citizens Committee included the following members:

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- Steve Evans. Chairman
- Curtis Richardson, Vice Chair
- Bill Berlow
- Laurie Hartsfield
- Christic Henry
- Terence Hinson
- Henree Martin
- Will Messer
- Ed Murray

- Dan Newman
- Tom O'Steen
- Bill Peebles
- Kim Rivers
- Todd Sperry
- Lamar Taylor
- Glenda Thornton
- Bill Tucker
- Kim William

The Tallahassee City Commission and Leon County Board of County Commissioners both considered the recommendations of the Committee and on April 22, 2014, the Commissions met as the IA Board to discuss the list of projects to be included in the sales tax extension. Based on the direction from the IA Board at that meeting, the first and only public hearing on the Ordinance to Extend the Local Government Infrastructure Surtax was scheduled for June 10, 2014. At the June 10, 2014 Board of County Commissioners meeting, the first public hearing was held and the County Commission approved the ordinance, which included the list of Blueprint 2020 infrastructure projects.

Voters approved the referendum to extend the Blueprint 2020 program in November 2014, five years prior to its expiration, so that projects could begin planning and design early and the benefits of the program in terms of economic activity and community enhancement could begin as soon as sales tax extension revenues begin in 2020.

Blueprint 2020 Project Prioritization

Since voter approval of the sales tax extension, the IA Board has taken significant action to prioritize all 27 projects. The IA Board's adopted list of 27 Blueprint 2020 infrastructure projects were divided into five categories: Regional Mobility, Gateway, Community Enhancement, Connectivity, and Quality of Life. At the April 1, 2015 meeting, the IA Board approved Capital Circle Southwest as the #1 priority project for the Blueprint 2020 program and identified six projects for funding on an annual allocation basis. Throughout 2016, the IA Board provided direction to initiate three Blueprint 2020 projects due to leveraging opportunities, including Welaunee Boulevard, Woodville Highway, and Orange Avenue. At the February 21, 2017 meeting, included as Attachment #1, the IA Board discussed a dual approach to funding and completing all of the Blueprint 2020 projects. Based on IA Board action at that meeting, the larger, holistic roadway reconstruction projects included in the Regional Mobility and Gateway categories will proceed with structured regional partnerships, such as the Florida Department of Transportation (FDOT) and the Capital Regional Transportation Planning Agency (CRTPA) intended to maximize state and federal funding opportunities, consistent with direction first

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provided at the April 1, 2015 IA Board meeting to include all Blueprint Regional Mobility and Gateway projects as top tier priorities in the CRTPA Regional Mobility Plan. As a result, these projects are beginning to be funded in the Five-Year Florida Department of Transportation (FDOT) Work Program. This strategy maintained progress on projects where the IA Board has provided direction and continues the collaborative approach to completing projects through FDOT and Federal Highway Administration (FHWA) partnerships.

At the June 13, 2017 meeting, included as Attachment #2, the IA Board approved a process for prioritizing the 11 projects within the Community Enhancement, Connectivity, and Quality of Life (CCQ) categories. The approved prioritization process for projects within these categories analyzed projects through five criteria based on project readiness and the original "Blueprint Promise" ballot language from November 2014. The "Blueprint Promise" criteria, listed below in Table #1, focused on honoring the commitment made to voters by prioritizing projects which meet multiple objectives of the sales tax extension. The 'Blueprint Promise' criteria, detailed in Table 1, below, created the framework for a comprehensive assessment of the various attributes of each CCQ project.

Table 1. Approved "Blueprint Promise" Prioritization Criteria for CCQ Projects

Criteria	Definition	Example	Total Points
Project Readiness	Measure of key milestones completed to date and if project is ready for implementation	Adopted plan, such as a Placemaking Plan, or study; Project is ready to move forward	20
Water Quality Improvements	Protecting water quality and/or reducing flooding through proactive mitigation	Flood mitigation, stormwater enhancements	20
Transportation Enhancements	Project improves the ways people move through & within the community	Bicycle, pedestrian, transit, & roadway improvements	20
Expand Parks and Recreation Areas	New or enhanced public spaces that improve the community's quality of life	New or enhanced parks or public spaces such as a plaza	20
Invest in Economic Development	Local economic impact of project - Analysis performed by FSU CEFA	Job creation, commercial rents, and property values	20
		Total Points	100

Blueprint utilized the above criteria to prioritize the 11 CCQ projects, including the Fairgrounds and Northeast Park. Based on the approved prioritization system, the Fairgrounds and Northeast Park project were tied as the sixth-ranked project. Following the approval of the prioritized list of CCQ projects at the September 19, 2017 meeting, the IA Board provided direction on all 27 Blueprint 2020 infrastructure projects. Table 2, below, summarizes IA Board direction for each of the Blueprint 2002 projects, and includes the date of direction.

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Table 2. Blueprint 2020 Prioritization Process (projects listed in alphabetical order by category, except for the CCQ projects which are presented in priority order)

IA Board Action	Project Name	2014 Project Estimate
#1 Project (April 2015)	Capital Circle Southwest	\$70,000,000
	Bike Route System Greenways Master Plan	\$15,000,000 \$15,800,000
Funded via	Operating Costs for Parks Built with Sales Tax Funds	\$20,000,000
Annual Allocation	Sidewalks	\$50,000,000
(April 2015)	StarMetro Enhancements	\$12,500,000
	Water Quality and Stormwater Improvements	\$85,000,000
	Alternative Sewer Solutions Study (Phase 1 - June 2017)	\$2,800,000
In Progress Per IA Direction	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure <i>(February 2016)</i>	\$47,300,000
(Varies by project)	Orange Avenue: Widening from Adams Street to Springhill Road (September 2016)	\$33,100,000
1 3 9	Southside Gateway Enrichment: Woodville Highway (June 2016)	\$29,700,000
	Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138
Prioritization	North Monroe Gateway	\$9,400,000
Coordinated with CRTPA	Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
(Feb. 2017)	Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
	Westside Student Corridor Gateway: Widening of Pensacola Street	\$29,936,800
Complete (Jan. 2015)	De Soto Winter Encampment	\$500,000
Community E	nhancement Districts, Connectivity, & Quality of Life (CCQ)	
	Market District (80 pts.)	\$9,400,000
	Orange Avenue/Meridian Road Placemaking (80 pts.)	\$4,100,000
	Lake Lafayette and St. Marks Regional Linear Park (75 pts.)	\$15,816,640
Prioritized	Monroe-Adams Corridor Placemaking (55 pts.)	\$7,000,000
via Blueprint Promise Criteria (Sept. 2017)	Midtown Placemaking (50 pts.)	\$22,000,000
	Beautification and Improvements to the Fairgrounds (45 pts.)	\$12,000,000
	Northeast Park (45 pts.)	\$10,000,000
	College Avenue Placemaking (40 pts.)	\$7,000,000
	Florida A&M Entry Points (25 pts.)	\$1,500,000
	Tallahassee-Leon County Animal Service Center (10 pts.)	\$7,000,000

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Based on IA Board direction provided at the September 19, 2017 meeting including the approved prioritization system for the CCQ projects, on June 21, 2018 the IA Board approved the FY 2019 – 2024 Implementation Plan, included as Attachment #3, that directed project funding and programming based on the approved prioritization for the first five years of the Blueprint 2020 program. As currently approved, the FY 2019 – 2024 Implementation Plan includes a \$100 million bond to support the administration of 18 infrastructure projects and a total capital investment of \$259 million through FY 2024.

As approved by the IA Board, the FY 2019 – 2024 Implementation Plan does not include funding for the Fairgrounds or Northeast Park projects within the first five years of the Blueprint 2020 program. Based on the approved project prioritization and available sales tax funding, a Preliminary Project Funding Schedule was presented as part of the Implementation Plan options at the June 21, 2018 IA Board meeting (included within Attachment #3). Based on the Preliminary Project Funding Schedule for the approved Implementation Plan (Option C), funding for both the Fairgrounds and Northeast Park is currently scheduled between FY 2030 and 2034.

As a component of the Blueprint 2020 Implementation Plan presented at the June 21, 2018 meeting, cost estimates for the Blueprint 2020 infrastructure projects were updated. The original project estimates were developed in 2014 immediately prior to the passage of the sales tax extension. For planning purposes, all Blueprint infrastructure project cost estimates, except for those funded through annual allocations, were increased 2% annually beginning in FY 2015 and through the first year of estimated construction for each project. Cost estimates will be updated during the project scope and design phase of each project, and in preparation for funding construction.

SUBSTANTIAL AMENDMENT PROCESS

The Second Amended and Restated Interlocal Agreement dated December 9, 2015, requires the IA Board to hold two public hearings to consider substantial amendments to projects and programs. The Blueprint IA Board Bylaws, as adopted on February 14, 2001 and revised on June 17, 2013 and included as Attachment #4, further clarify that "reprioritization of projects (advancing or delaying)" requires the supermajority vote of the IA Board following Citizen Advisory Committee (CAC), Technical Coordinating Committee (TCC), and Intergovernmental Management Committee (IMC) consideration of the reprioritization. Accordingly, any reprioritization of the Fairgrounds and Northeast Park projects requires the substantial amendment process.

Should the IA Board direct staff to initiate the process to reprioritize the Fairgrounds and Northeast Park projects, staff will proceed with scheduling the required two public hearings. The first public hearing can be held at a Blueprint Citizens Advisory Committee (CAC) meeting. The next scheduled CAC meeting that the first public hearing can be held is December 5, 2019. The

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second and final public hearing can be scheduled for next IA Board meeting on December 12, 2019. Immediately following the public hearing, and on the same day, the IA Board can call for a vote to amend the project, or in this case, the prioritization ranking. These actions would be compliant with the existing IA Board Bylaws.

PROJECT DESCRIPTIONS & CURRENT STATUS:

BEAUTIFICATION AND IMPROVEMENTS TO THE FAIRGROUNDS

The Beautification and Improvements to the Fairgrounds (Fairgrounds) project is intended to enhance existing uses at the existing Fairgrounds site while providing new infrastructure to support expanded uses. The adopted project map and description is included as Attachment #5. The Fairgrounds site is owned by Leon County but is currently leased by the North Florida Fair Association, Inc. (NFFA). The Fairgrounds project was submitted by Leon County to the Sales Tax Extension Citizens Committee and the project was included as one of the 27 infrastructure projects comprising the Blueprint 2020 infrastructure program. At the time of the sales tax extension approval in November 2014, the project was estimated to cost \$12 million.

2015 Market Report on the North Florida Fairgrounds

The Fairgrounds site is owned by Leon County and operated by the North Florida Fair Association through a lease agreement that extends to the year 2067. The Board of County Commissioners has previously explored relocating the Fair Association activities to a new site as an opportunity for more development and economic activity. To date, such options have not been considered financially feasible by the Board of County Commissioners. As an alternative, the Board of County Commissioners adopted a Strategic Initiative to institute a sense of place initiative for the Fairgrounds at the December 9, 2013 Board of County Commissioners Strategic Planning Retreat and subsequently allocated \$50,000 to support the initiative. These funds were utilized to conduct a market study and consider potential improvements at the Fairgrounds, which was conducted by Marking Consulting. On July 7, 2015, the Board of County Commissioners approved the final report on the Market Report on the North Florida Fairgrounds and sense of place initiative (Attachment #6). The Market Report did not consider relocation of the Fairgrounds to a new site. The Market Report concluded:

- Any type of private development on the out parcels of the Fairgrounds was not considered feasible at that time.
- There were market opportunities for new and expanded events such as regional consumer shows, festivals, indoor sports, and banquets, etc.
- There was a market demand for facility upgrades, beautification, and the construction of a new 35,000 to 40,000 square foot exhibition space totaling an estimated \$15.3 million at that time. The new exhibition space would also require the hiring of three new full-time employees.

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 Should the Board of County Commissioners or IA Board consider making major capital investments at the Fairgrounds, it will be necessary to evaluate the existing lease agreement with the Fair Association and negotiate a management structure to protect the community investment.

Based on Board of County Commissioners direction at the July 5 meeting, County staff scheduled a presentation to the IA Board to convey the information in the Market Report. The Market Report was presented to the IA Board at their September 28, 2015 meeting (Attachment #7).

North Florida Fairgrounds Association Lease

The North Florida Fairgrounds is currently controlled by the North Florida Fair Association, Inc. (NFFA), which has leased the property from Leon County until 2067. The Fairgrounds Lease places primary control of the property in the hands of the NFFA. Section 9 of the Fairgrounds Lease requires agreement be reached between the NFFA and the County prior to development and improvement to the premises.

The NFFA exists pursuant to chapter 616, Florida Statutes (2018), and pursuant to its Charter and Bylaws. Accordingly, section 616.07(2), Florida Statutes, limits the use of property administered by the fair associations to the legitimate purpose of the association. Section 616.08, Florida Statutes, grants fair associations various powers for operating "public fairs and expositions," which is defined in section 616.001(12) as the following:

[A] project, activity, event, or program, and use by a fair association, including, but not limited to, the annual public fair, which serves the purposes specified in s. 616.08 and benefits and develops the educational, agricultural, horticultural, livestock, charitable, historical, civic, cultural, scientific, and other resources of this state, or any county, municipality, or other community in this state.

Section 616.08 provides that legitimate purposes of the association includes promoting the economic interests of the community that the association exists to serve. In its Charter, the NFFA adopted the statutory legitimate purposes of fairgrounds associations as the legitimate purposes of the NFFA. Within these constraints, the NFFA controls discretionary uses of the property, via the NFFA Board of Directors and Executive Committee, as established in the NFFA Bylaws. Therefore, the County, and by extension Blueprint, cannot take action on a Fairgrounds Project without the consent of the NFFA under the existing lease agreement.

NORTHEAST PARK

The Northeast Park project will provide a new public park in northeast Tallahassee. The adopted project map and description is included as Attachment #8. At its May 22, 2012 meeting, the Leon County Board of County Commissioners approved the acquisition of 100 acres of land at the intersection of Thomasville Road and Proctor Road, to serve as the location for a Northeast Park.

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Subsequently, the Northeast Park project was submitted by Leon County to the Sales Tax Extension Citizens Committee and the project was included as one of the 27 infrastructure projects comprising the Blueprint 2020 infrastructure program. At the time of the sales tax extension approval in November 2014, the project was estimated to cost \$10 million.

Since 2012, Leon County had completed the following due diligence activities for the Northeast Park:

- Phase 1 Environmental Audit
- Natural Features Inventory survey
- Cultural Resources Assessment Survey

- Evaluation of the topographical characteristics
- Conceptual Site Plan
- Conceptual Costs to Construction Schedule

In January 2018, Leon County completed the first phase of improvements at the Northeast Park and opened a new two-mile trail at the Northeast Park, estimated at a cost of \$250,000.

STATUS UPDATE ON CCQ PROJECTS IN FY 2019-2024 IMPLEMENTATION PLAN

A status update on each of the five CCQ projects identified for funding in the approved FY 2019 – 2024 Implementation Plan is detailed below:

Market District

The Market District project is a top priority project for the Blueprint 2020 program (tied for #1 priority CCQ project as ranked by the IA Board at the September 19, 2017 meeting). The adopted project map and description is included as Attachment #9. The project will provide a new park in northeast Tallahassee and incorporate a holistic network of sidewalks and trails to connect local businesses and residential areas to parks, schools, and commercial shopping areas. This project is currently in progress, and Blueprint is coordinating with City of Tallahassee Stormwater to jointly implement the partner projects in this area. This project received funding beginning in FY 2019 and no change to the approved project funding schedule is presented in either scenario to advance the Fairgrounds and Northeast Park projects.

Orange-Meridian Placemaking

The Orange-Meridian Placemaking project is tied with Market District as the #1 priority CCQ project. The adopted project map and description is included as Attachment #10. The Blueprint project includes improvements to the East Drainage Ditch, conversion of the Orange Avenue stormwater pond to a community space, and funding for StarMetro improvements. This project is currently in progress and Blueprint will complete temporary improvements to the community space at the northwest corner of the Orange Avenue and Meridian Street in September 2019. Planning and design work for the East Drainage Ditch and Orange Avenue Stormwater Pond will

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begin in fall 2019. This project received funding beginning in FY 2019 and no change to the approved funding schedule is presented in either scenario to advance the Fairgrounds and Northeast Park projects.

Lake Lafayette and St. Marks Linear Park

Lake Lafayette & St. Marks Linear Park is the third ranked CCQ project. This project will connect 7,200 acres of public recreation lands east of Capital Circle Southeast, including the Apalachee Regional Park, as well as provides ecosystem restoration and flooding analysis. The adopted project map and description is included as Attachment #11. The proposed FY 2020 – 2024 Capital Improvement Plan includes funding to initiate this project in FY 2020, with additional funding identified in subsequent years to continue to advance the project.

Ahead of Blueprint funding currently proposed for FY 2020, Leon County has undertaken work to continue improvements to the Apalachee Regional Park. At an October 24, 2017 workshop, the Board of County Commissioners approved a master plan for Apalachee Regional Park to transition the Solid Waste Management Facility into a prominent regional park. Improvements are estimated to cost \$5.1 million and will be funded by Leon County. Currently, closure of the landfill is underway and improvements including a new restroom, operations facility, stage, and improvements to the parking are in progress. As a result of these planned investments, new areas of the Apalachee Regional Park are expected to open to the public over the next three years.

This agenda item presents two funding scenarios for IA Board consideration which would affect the approved implementation schedule for this project. The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021, and a second funding scenario funds the Fairgrounds and Northeast Park projects through an additional \$26 million bond n FY 2023. For the first funding scenario, project initiation of the Lake Lafayette & St. Marks Linear Park would be delayed until approximately FY 2029, due to funding being diverted to the Fairgrounds and Northeast Park projects. The second funding scenario maintains the approved project schedule for implementation of this project.

Monroe-Adams Placemaking

Monroe-Adams Placemaking is the fourth ranked CCQ project. This placemaking project will create safe, comfortable streets for pedestrians, transit users, and cyclists along the Monroe-Adams corridor by improving five street connecting Monroe Street and Adams Street. The adopted project map and description is included as Attachment #12. The proposed FY 2020 – 2024 Capital Improvement Plan includes full funding for all project phases by FY 2023. The proposed FY 2020 allocation of \$1,000,000 will fund preliminary engineering and design services for this placemaking project.

Ahead of Blueprint funding currently proposed for FY 2020, significant private sector redevelopment activity is occurring along the corridor as a response to recent public investments. Over the past five years, the Cascades Park and Capital Cascades Connector Bridge

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projects have been completed, as well as Capital Cascades Trail and FAMU Way improvements from South Adams Street to Gamble Street. These public investments have spurred private redevelopment throughout the Monroe-Adams project area.

This agenda item presents two funding scenarios for IA Board consideration, which would affect the approved implementation schedule for this project. The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021, and a second funding scenario funds the Fairgrounds and Northeast Park projects through an additional \$26 million bond n FY 2023. For the first funding scenario, project initiation of the Monroe-Adams Placemaking project would be delayed until approximately FY 2029, due to funding being diverted to the Fairgrounds and Northeast Park projects. In the second \$26 million bond scenario, funding would need to be diverted from the Monroe-Adams Placemaking project in FY 2021 and FY 2022 to complete the necessary planning and design work prior to the issuance of the bond in FY 2023. Additionally, bond repayments begin in FY 2024, which would also reduce the available funding for the Monroe-Adams Placemaking project. Therefore, funding for the Monroe-Adams Placemaking project would be reduced from FY 2021 – 2024 and full funding of the project would be delayed from FY 2024 to FY 2025.

Midtown Placemaking

Midtown Placemaking is the fifth ranked CCQ project. As approved by the IA Board at the September 20, 2018 meeting, the FY 2019 – 2023 Capital Improvements Plan identified funding to initiate the Midtown Placemaking project in FY 2023. The adopted project map and description is included as Attachment #13. The project includes streetscape enhancements and placemaking improvements in Midtown along Thomasville Road and Monroe Street, as well as improvements to the Five Points intersection at Thomasville Road, Meridian Street, and Seventh Avenue. The goals of the project are to expand areas for safe pedestrian activity and improve area safety along the two major streets by providing wider sidewalks, enhanced crosswalks, benches, enhanced and decorative lighting, landscape buffers and irrigation.

Ahead of the Blueprint funding in FY 2023, work on this project is already underway. Blueprint, the CRTPA, City of Tallahassee, and Leon County coordinated with FDOT to implement improvements to North Monroe Street consistent with the Blueprint 2020 Placemaking project. Improvements include new and enhanced pedestrian crossings on North Monroe and pedestrian safety improvements. The Midtown Working Group, consisting of members from the Midtown Merchants Association and surrounding neighborhoods, has been meeting monthly since March 2019 to update the 2011 Midtown Action Plan and address parking and mobility issues with assistance of staff from the Tallahassee-Leon County Planning Department. The CRTPA initiated the Midtown Area Transportation Plan Study at the June 19, 2017 CRTPA Board Meeting, and the Plan Study is segmented into two parts (Phase I and Phase II). Phase I of the Midtown Area Transportation Plan provided a traffic operations study that evaluated nine transportation options for the Midtown area. Phase II was initiated in Spring 2019 and builds upon the options

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identified and evaluated in Phase I. On June 4, a public workshop was held to gather input on Midtown's transportation needs. To date, meetings with neighborhood associations and the Midtown Merchants Association have been conducted. A public meeting to prioritize transportation opportunities to be held in early Fall is currently being scheduled. The Midtown Area Transportation Plan is currently scheduled to be completed in early 2020. Once initiated, the first phase of the Blueprint project will incorporate the findings from the CRTPA and Planning Department projects to refine the Blueprint project concept.

This agenda item presents two funding scenarios for IA Board consideration, which would affect the approved implementation schedule for this project. The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021, and a second funding scenario funds the Fairgrounds and Northeast Park projects through an additional \$26 million bond n FY 2023. For the first funding scenario, project initiation of the Midtown Placemaking project would be delayed until approximately FY 2033, due to funding being diverted to the Fairgrounds and Northeast Park projects and delayed implementation of the Lake Lafayette & St. Marks Linear Park and Monroe-Adams Placemaking projects. In the \$26 million bond scenario, due to decreased funding availability for CCQ projects based on the increased debt service payments of approximately \$2.1 million per year beginning in FY 2024, the initiation of the Midtown Placemaking project would be delayed from FY 2023 to FY 2031.

PRELIMINARY FUNDING SCENARIOS:

As of September 19, 2017, the IA Board had prioritized, initiated, or provided direction on all 27 infrastructure projects. Building on this prioritization, at the June 21, 2018 meeting the IA Board approved the FY 2019 – 2024 Implementation Plan (Option C) providing project implementation direction for the first five years of the Blueprint 2020 program. The approved Implementation Plan includes a \$100 million bond to fund large scale Regional Mobility and Gateway projects, including the Northeast Connector: Bannerman Road and Airport Gateway projects. Bond funding is also utilized for several CCQ projects, including Market District and Monroe-Adams Placemaking. The approved Implementation Plan for the CCQ projects is included in Table #3, below.

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Table 3. Approved FY 2020 – 2024 Implementation Plan for CCQ Projects (June 21, 2018)

CCQ Projects	FY2020	FY2021	FY2022	FY2023	FY2024	Total FY 20 -24
Orange Avenue/Meridian Placemaking	1,500,000	2,600,000	-	-	-	4,100,000
Market District Placemaking	1,500,000	3,500,000	4,800,000	1	-	9,800,000
Lake Lafayette and St. Marks Regional Park	500,000	ı	750,000	500,000		1,750,000
Monroe-Adams Corridor Placemaking	1,000,000	1,000,000	2,000,000	1,000,000	3,201,616	8,201,616
Midtown Placemaking	-	1	-	750,000	471,981	1,221,981
Fairgrounds Beautification and Improvement	-				-	-
Northeast Park	-				-	-
College Avenue Placemaking	-	1	-	1	-	-
Florida A&M Entry Points	-	1	-	1	-	-
Alternative Sewer Solutions	-	1	-	1	-	-
Tallahassee-Leon County Animal Service Center	-	-	-	1	-	-
DeSoto Winter Encampment	-	500,000	-	-	-	500,000

A primary goal of Blueprint is to maximize leveraging opportunities to complete all infrastructure projects. Currently, Blueprint has a leveraging policy which provides that Blueprint will seek collaborative relationships or agreements with other organizations, whether government, non-profit, or corporate, to leverage its sales tax dollars with outside grant funding or in-kind expertise. At the direction of the IA Board, this leveraging policy provides the flexibility to advance the implementation of a sales tax project outside of the approved prioritization order.

Outside of a leveraging opportunity, to begin either the Fairgrounds or Northeast Park project ahead of its current prioritization, the IA Board must initiate the substantial amendment process to change the project prioritization and provide direction to fund these two projects. The following section presents preliminary scenarios for advancing the implementation of the Fairgrounds and Northeast Park projects in FY 2021. For both funding scenarios, projects already in progress per IA Board direction are not proposed for deallocation or changes to the approved funding schedule. Project schedules and associated funding for the Regional Mobility and Gateway projects are maintained consistent with the FY 2019 - 2024 Implementation Plan approved by the IA Board at the June 21, 2018 meeting. Given that both the Fairgrounds and Northeast Park projects are within the CCQ project category, changes to project funding schedules are proposed only within the CCQ project category.

• The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021 by funding the Fairgrounds and Northeast Park projects ahead of higher ranked CCQ projects, including Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking. It is anticipated both the Fairgrounds and Northeast Park projects could be fully funded by FY 2028, based on approved project implementation and available funding for CCQ projects. In this scenario, which does not include expansion of bond funding, the result would be a delay to the implementation of the three higher ranked CCQ projects listed above. It is estimated that the project initiation of the third and fourth ranked CCQ projects, Lake Lafayette & St. Marks Linear Park and Monroe-Adams

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Placemaking, would be delayed from FY 2021 until at least FY 2029. Initiation of the fifth ranked project, Midtown Placemaking, would likely be delayed from FY 2023 to FY 2033.

The second funding scenario analyzes funding the Fairgrounds and Northeast Park projects through an additional \$26 million bond in FY 2023. This funding scenario takes advantage of Blueprint's existing bonding capacity and "A" bond rating of the Blueprint Intergovernmental Agency to issue a bond to expedite additional Blueprint 2020 projects to completion. This scenario would maintain currently programmed funding for the Lake Lafayette & St. Marks Linear Park. Funding for the Monroe-Adams Placemaking project would be reduced and full funding of the project would be delayed from FY 2024 to FY 2025. This delay is the result of diverting funding from Monroe-Adams Placemaking in FY 2021 and 2022 to accommodate the planning and design work for the Northeast Park and Fairgrounds projects to prepare for the bond, as well as the reduction in available funding beginning in FY 2024 associated with the bond repayment for the \$26 million bond. The initiation of the Midtown Placemaking project would be delayed from FY 2023 to FY 2031 due to the reduction in available funding for CCQ projects associated with the bond repayment. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates. This funding scenario would increase debt service payment by approximately \$2.1 million annually beginning in FY 2024 through the end of the Blueprint 2020 program in FY 2039. Due to decreased funding availability for CCQ projects based on the increased debt service payments, the implementation of all remaining CCQ projects including College Avenue Placemaking, Tallahassee-Leon County Animal Service Center, Florida A&M Entry Points, and Alternative Sewer Solutions, would be delayed by approximately three years.

The following preliminary scenarios are provided for IA Board consideration. Both funding options require the IA Board to initiate the substantial amendment process to advance the funding of the Fairgrounds and Northeast Park projects ahead of higher ranked CCQ projects. Should the IA Board vote to initiate the substantial amendment process to advance the funding and implementation of the Fairgrounds and the Northeast Park projects, the funding scenarios presented for IA Board consideration will be included as future options for IA Board action.

REPRIORITIZATION OF CCQ PROJECTS

The first funding scenario provides partial funding within the FY 2021 – 2024 Capital Improvement Plan for the Fairgrounds and Northeast Park projects by advance funding these two projects ahead of three higher ranked CCQ projects. The two CCQ projects currently in progress, the Orange-Meridian Placemaking and Market District projects, would maintain the approved funding schedule to ensure these projects proceed as currently in progress. Approximately \$9.6 million is programmed from FY 2021 - 2024 for the next three highest-ranked CCQ projects – Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking. As currently approved, Monroe-Adams Placemaking was fully

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funded and Lake Lafayette and Midtown Placemaking were partially funded, consistent with project phasing. This funding scenario would require delaying and defunding these three projects within the current five-year work program and reallocating the approximately \$9.6 million to the Fairgrounds and Northeast Park projects beginning in FY 2021. Table 4, below, details a potential FY 2021 – 2024 funding schedule using funds programmed for CCQ projects.

Table 4. Funding Scenario: Reprioritization of CCQ Projects

CCQ Projects	FY2021	FY2022	FY2023	FY2024	Total FY 21 -24
Orange Avenue/Meridian Placemaking	2,600,000				2,600,000
Market District Placemaking	3,500,000	4,800,000			8,300,000
Lake Lafayette and St. Marks Regional Park					
Monroe-Adams Corridor Placemaking					
Midtown Placemaking					
Fairgrounds Beautification and Improvement	500,000	1,375,000	1,125,000	1,836,798	4,836,798
Northeast Park	500,000	1,375,000	1,125,000	1,836,798	4,836,798
College Avenue Placemaking					
Florida A&M Entry Points					
Alternative Sewer Solutions					
Tallahassee-Leon County Animal Service Center					
DeSoto Winter Encampment	500,000				500,000

Not included in Table 4 above are the proposed FY 2020 allocations totaling \$1.5 million to the Lake Lafayette & St. Marks Linear Park and Monroe-Adams Placemaking projects. If directed by the IA Board, these funds could be deallocated from these projects and reallocated to the Fairgrounds and Northeast Park. If the IA Board initiates the substantial amendment process to amend the Blueprint 2020 project prioritization, funding scenarios including the reallocation of this \$1.5 million will be included for IA Board consideration.

In evaluating the future impacts of the reprioritization scenario on the Blueprint work program, analysis focused on the impact of funding available to the CCQ projects. As illustrated in the estimated project implementation schedules, project schedules for the Regional Mobility and Gateway projects are maintained consistent with the FY 2019 - 2024 Implementation Plan approved by the IA Board at the June 21, 2018 meeting. Utilizing the above funding scenario, it is anticipated both the Fairgrounds and Northeast Park projects could be fully funded by FY 2028, based on approved project implementation and available funding for CCQ projects. Funding availability would require both the Fairgrounds and Northeast Park projects to be implemented in phases throughout this period.

Subsequently, the implementation of the Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking projects would proceed in prioritized order. Based on the above funding scenario, it is estimated that the project initiation of the third and fourth ranked CCQ projects, Lake Lafayette & St. Marks Linear Park and Monroe-Adams Placemaking, would be delayed until at least FY 2029 due to funding availability. Initiation of

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the fifth ranked project, Midtown Placemaking, would likely be delayed from FY 2023 to FY 2033. The implementation of all remaining CCQ projects including College Avenue Placemaking, Tallahassee-Leon County Animal Service Center, Florida A&M Entry Points, and Alternative Sewer Solutions, would be delayed by approximately three years. Funding for the College Avenue Placemaking project would be delayed from FY 2033 to FY 2036. Funding for Florida A&M Entry Points would be delayed from FY 2035 to FY 2038, and the Tallahassee-Leon County Animal Service Center and Alternative Sewer Solutions would be delayed from FY 2036 to FY 2038. Estimated project implementation schedules from FY 2021 – 2040 under this funding scenario are included as Attachment #14.

\$26 MILLION BOND IN FY 2023

The second funding scenario provides full funding for the Fairgrounds and Northeast Park projects through a \$26 million bond in FY 2023. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates, which would increase debt service by approximately \$2.1 million per year beginning in FY 2024. Table 5, below, details the potential FY 2021 - 2024 funding schedule utilizing a \$26 million bond to fully fund the Fairgrounds and Northeast Park projects.

Table 5. Funding Scenario: \$26 Million Bond in FY 2023

CCQ Projects	FY2021	FY2022	FY2023	FY2024	Total FY 21 -24
Orange Avenue/Meridian Placemaking	2,600,000	-	-		2,600,000
Market District Placemaking	3,500,000	4,800,000	V	LECH	8,300,000
Lake Lafayette and St. Marks Regional Park		750,000	500,000		1,250,000
Monroe-Adams Corridor Placemaking	500,000	1,500,000	1,750,000	2,650,000	6,400,000
Midtown Placemaking					-
Fairgrounds Beautification and Improvement	250,000	250,000	14,127,933	ı	14,627,933
Northeast Park	250,000	250,000	11,689,944	ı	12,189,944
College Avenue Placemaking	-	-	=	-	=
Florida A&M Entry Points	-	-	ı	ı	=
Alternative Sewer Solutions	-	-	=	-	=
Tallahassee-Leon County Animal Service Center	-	-	-	-	-
DeSoto Winter Encampment	500,000	-	-	-	500,000

Utilizing the above funding scenario, it is anticipated both the Fairgrounds and Northeast Park projects could be fully funded by FY 2023. However, funding would need to be diverted from the Monroe-Adams Placemaking project in FY 2021 and FY 2022 to complete the necessary planning and design work prior to the issuance of the bond in FY 2023. Additionally, bond repayments begin in FY 2024, which would also reduce the available funding for the Monroe-Adams Placemaking project. Therefore, funding for the Monroe-Adams Placemaking project would be reduced from FY 2021 – 2024 and full funding of the project would be delayed from FY 2024 to FY 2025. Estimated project implementation schedules from FY 2021 – 2040 under this funding scenario are included as Attachment #15.

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The bond issuance allows the implementation of the Lake Lafayette & St. Marks Linear Park to proceed as approved in the FY 2019 – 2024 Implementation Plan. However, due to decreased funding availability for CCQ projects based on the increased debt service payments of approximately \$2.1 million per year beginning in FY 2024, the initiation of the Midtown Placemaking project would be delayed from FY 2023 to FY 2031. Subsequently, the implementation of all remaining CCQ projects including College Avenue Placemaking, Tallahassee-Leon County Animal Service Center, Florida A&M Entry Points, and Alternative Sewer Solutions, would be delayed by approximately three years. Funding for the College Avenue Placemaking project would be delayed from FY 2033 to FY 2036. Funding for Florida A&M Entry Points would be delayed from FY 2035 to FY 2038, and the Tallahassee-Leon County Animal Service Center and Alternative Sewer Solutions would be delayed from FY 2036 to FY 2038.

The \$26 million bond would also decrease expected local contributions to Blueprint projects on state roadway, including Orange Avenue Widening, Woodville Highway, and Pensacola Street Student Gateway. These contributions are currently scheduled at the end of the Blueprint 2020 program. Under the \$26 million bond scenario, additional debt service payments from FY 2024 – FY 2039 would reduce projected local contributions to Blueprint projects on state roadways currently scheduled from FY 2038 - 2040. This is the result of the additional costs associated with bonding and debt service payments, as well as increased project costs associated with delayed project implementation. As discussed during the approval of the FY 2019-2024 Implementation Plan by the IA Board at the June 21, 2018 meeting, all Blueprint infrastructure project cost estimates, except for those funded through annual allocations, were increased 2% annually beginning in FY 2015 and through the first year of estimated construction for each project. The later implementation of CCQ projects therefore increases the estimated project cost, utilized for planning purposes. Cost estimates will be updated during the project scope and design phase of each project, and in preparation for funding construction.

SUMMARY:

In summary, two options are presented for IA Board consideration in this agenda item: accept the status report which maintains the currently approved Blueprint 2020 project prioritization, and an option to initiate the substantial amendment process to reprioritize the Blueprint 2020 projects. The substantial amendment process would require two public hearings to consider the change, as well as a supermajority vote of the IA Board to approve a change to the Blueprint 2020 project prioritization.

Consistent with IA Board direction provided at the June 27, 2019 meeting, this agenda item provided preliminary funding scenarios for advancing the Beautification and Improvements to the Fairgrounds and the Northeast Park projects. For both funding scenarios, projects already in progress per IA Board direction were not proposed for deallocation or changes to the approved funding schedule. Given that both the Fairgrounds and Northeast Park projects are within the CCQ project category, changes to project funding schedules were proposed only within the CCQ

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project category. Both funding options require the IA Board to initiate the substantial amendment process to advance the funding of the Fairgrounds and Northeast Park projects ahead of higher ranked CCQ projects.

- The first funding scenario analyzes the reprioritization of the CCQ projects beginning in FY 2021 by funding the Fairgrounds and Northeast Park projects ahead of higher ranked CCQ projects, including Lake Lafayette & St. Marks Linear Park, Monroe-Adams Placemaking, and Midtown Placemaking. It is anticipated both the Fairgrounds and Northeast Park projects could be fully funded by FY 2028, based on approved project implementation and available funding for CCQ projects. In this scenario, which does not include expansion of bond funding, the result would be a delay to the implementation of the three higher ranked CCQ projects listed above. It is estimated that the project initiation of the third and fourth ranked CCQ projects, Lake Lafayette & St. Marks Linear Park and Monroe-Adams Placemaking, would be delayed until at least FY 2029. Initiation of the fifth ranked project, Midtown Placemaking, would likely be delayed from FY 2023 to FY 2033.
- The second funding scenario analyzes funding the Fairgrounds and Northeast Park projects through an additional \$26 million bond in FY 2023. This funding scenario takes advantage of Blueprint's existing bonding capacity and "A" bond rating of the Blueprint Intergovernmental Agency to issue a bond to expedite additional Blueprint 2020 projects to completion. This scenario would maintain currently programmed funding for the Lake Lafayette & St. Marks Linear Park. Funding for the Monroe-Adams Placemaking project would be reduced and full funding of the project would be delayed from FY 2024 to FY 2025. This delay is the result of diverting funding from Monroe-Adams Placemaking in FY 2021 and 2022 to accommodate the planning and design work for the Northeast Park and Fairgrounds projects to prepare for the bond, as well as the reduction in available funding beginning in FY 2024 associated with the bond repayment for the \$26 million bond. The initiation of the Midtown Placemaking project would be delayed from FY 2023 to FY 2031 due to the reduction in available funding for CCQ projects associated with the bond repayment. The full cost of the \$26 million bond to the Blueprint program is estimated to be \$34.9 million based on current bond rates. This funding scenario would increase debt service payment by approximately \$2.1 million annually beginning in FY 2024 through the end of the Blueprint 2020 program in FY 2039. Due to decreased funding availability for CCQ projects based on the increased debt service payments, the implementation of all remaining CCQ projects including College Avenue Placemaking, Tallahassee-Leon County Animal Service Center, Florida A&M Entry Points, and Alternative Sewer Solutions, would be delayed by approximately three years.

Should the IA Board direct staff to initiate the process to reprioritize the Fairgrounds and Northeast Park projects, staff will proceed with scheduling the required two public hearings consistent with the IA Board Bylaws. The first public hearing can be held at a Blueprint Citizens

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Advisory Committee (CAC) meeting. The next scheduled CAC meeting that the first public hearing can be held is December 5, 2019. The second and final public hearing can be scheduled for next IA Board meeting on December 12, 2019. Immediately following the public hearing, and on the same day, the IA Board can call for a vote to amend the project. The preliminary funding scenarios presented in this agenda item for IA Board consideration will be included as future options for IA Board action.

OPTIONS:

Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects.

Option 2: Direct Blueprint to initiate the substantial amendment process and proceed with scheduling two public hearings to consider the reprioritization of the Blueprint 2020 Community Enhancement, Connectivity, and Quality of Life projects.

Option 3: IA Board direction.

RECOMMENDED ACTION:

Option 1: Accept the status report on the Blueprint 2020 Beautification and Improvements to the Fairgrounds and Northeast Park projects.

INTERGOVERNMENTAL AGENCY

Attachments:

- 1. February 21, 2017 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 2. June 13, 2017 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 3. June 21, 2018 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 4. Blueprint Intergovernmental Agency Board of Directors Bylaws
- 5. Blueprint 2020 Project Description and Map Beautification and Improvements to the Fairgrounds
- 6. 2015 Market and Financial Feasibility Study of the North Florida Fairgrounds
- 7. September 28, 2015 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 8. Blueprint 2020 Project Description and Map Northeast Park
- 9. Blueprint 2020 Project Description and Map Market District 10. February 21, 2017 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 11. June 13, 2017 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 12. June 21, 2018 Blueprint Intergovernmental Agency Board of Directors Agenda Item
- 13. Blueprint Intergovernmental Agency Board of Directors Bylaws
- 14. Blueprint 2020 Project Description and Map Beautification and Improvements to the Fairgrounds



September 5, 2019 Fairgrounds and Northeast Park Update Attachment #1



Blueprint Intergovernmental Agency Board of Directors Agenda Item

TITIF: Consideration of a Proposed Prioritization Process for the Blueprint

2020 Infrastructure Projects

Date: February 21, 2017 **Requested By:** Blueprint Staff

Contact: Blueprint Type of Item: Discussion

STATEMENT OF ISSUE:

Since passage of the sales tax extension in 2014 and the adoption of the corresponding 27 Blueprint 2020 infrastructure projects, 11 projects have been effectively prioritized by the Blueprint Intergovernmental Agency Board (IA Board) or completed. The purpose of this item is to obtain direction from the IA Board regarding the proposed process and criteria for prioritizing the remaining 16 infrastructure projects.

SUPPLEMENTAL INFORMATION:

On November 4, 2014, Leon County voters approved a referendum by 65% to extend the penny sales tax. Since that time, one project has been completed and the Board has taken action related to the funding and/or priority of 10 of the 27 infrastructure projects. This item provides a recommendation for proceeding with the prioritization of the remaining 16 infrastructure projects.

This agenda item:

- Details the approved revenue shares by entity and project for the 2020 Sales Tax Extension.
- Examines the past successes of the Blueprint program to leverage funding and advance projects along state and federal roadways.
- Discusses the importance of leveraging outside dollars to close the funding gap for the remaining Blueprint 2020 infrastructure projects.
- Reviews previous IA Board actions to date that impact project prioritization going forward.
- Provides an update on 2020 infrastructure projects for which there has been progress as a result of leveraging opportunities and/or IA Board direction.
- Recommends a fair and balanced prioritization process consistent with adopted local priorities and focused on completing all projects by maximizing leveraging opportunities.
- Proposes a public information strategy that will share and receive feedback on the prioritization process for the 2020 infrastructure projects.
- Discusses opportunities for ensuring projects receiving annual allocations are "shovel ready" when funds become available in 2020.

SECTION ONE: Overview of 2020 Sales Tax Allocations and Infrastructure Program

Beginning January 1, 2020, the penny sales tax is projected to generate a total of \$756,000,000 in revenue over twenty years. Annually, the sales tax is estimated to generate \$37,800,000. All projected revenues and estimated costs are included as net present value and assume no bonding or debt service. Table 1 identifies the revenue shares for each entity and program as approved by the IA Board. These funding amounts are estimates based on the projected 20-year sales tax revenue. However, it is important to note that the estimated proceeds are apportioned based on a percentage share of total revenues; therefore, it is anticipated that the actual revenue receipts may fluctuate.

Table 1. Summary of 2020 Sales Tax Program

Entity/Program	Share of Total Proceeds	Projected Total Proceeds over 20 Years	Estimated Project Costs
Blueprint 2020 Infrastructure Program (Project Costs and Operating Expenses)	66%	\$498.96 million	\$725.8 million
Blueprint 2020 Economic Development Program (Project Costs and Operating Expenses)	12%	\$90.72 million	\$90.72 million
Leon County Projects	10%	\$75.6 million	\$75.6 million
City of Tallahassee Projects	10%	\$75.6 million	\$75.6 million
L.I.F.E. Projects	2%	\$15.12 million	\$15.12 million
Total	100%	\$756 million	\$982.84 million

Funding Gap for the 2020 Infrastructure Program

As shown in Table 1, the combined project implementation and operating costs for the Blueprint 2020 Infrastructure Program (\$725.8 million) exceed the projected total proceeds (\$498.96 million). The resulting funding gap for the Infrastructure Program is \$226.8 million.

• **Tier 1 Infrastructure Projects**: At the time of voter approval, the total cost of the Tier 1 2020 infrastructure projects (\$661.8 million) exceeded the projected revenues from the twenty-year sales tax by more than \$160 million dollars.

Providing more detail for each infrastructure project, Table 2 lists the 27 projects and the committed sales tax funding, as adopted, for each comprising the 2020 infrastructure program. Projects are listed in alphabetical order within each project category.

Table 2. Blueprint 2020 Tier 1 Infrastructure Projects

Table 2. Blueprint 2020 Tier 1 Infrastructure Projects	Committed
Project Name	Sales Tax Funding
Regional Mobility	
Capital Circle Southwest	\$ 70,000,000
Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
Orange Avenue: Widening from Adams Street to Springhill Road	\$33,100,000
Gateways	
Airport Gateway: Springhill Road and Lake Bradford Road	\$ 58,698,138
North Monroe Gateway	\$ 9,400,000
Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure	\$ 47,300,000
Southside Gateway Enrichment: Widening of Woodville Highway	\$ 29,700,000
Westside Student Corridor Gateway (Widening of Pensacola Street)	\$ 29,936,800
Community Enhancement Districts	
Beautification and Improvements to the Fairgrounds	\$ 12,000,000
College Avenue Placemaking	\$ 7,000,000
De Soto Winter Encampment	\$ 500,000
Market District	\$ 9,400,000
Midtown Placemaking	\$ 22,000,000
Monroe-Adams Corridor Placemaking	\$ 7,000,000
Orange Avenue/Meridian Road Placemaking	\$ 4,100,000
Connectivity	
Bike Route System	\$ 15,000,000
Florida A&M Entry Points	\$ 1,500,000
Greenways Master Plan	\$ 15,803,622
Sidewalks	\$ 50,000,000
Star Metro Enhancements	\$ 12,250,000
Quality of Life	
Alternative Sewer Solutions Study	\$ 2,800,000
Lake Lafayette and St. Marks Regional Linear Park	\$ 15,816,640
Northeast Park	\$ 10,000,000
Operating Costs for Parks Built with Sales Tax Funds	\$ 20,000,000
Tallahassee-Leon County Animal Service Center	\$ 7,000,000
Water Quality and Stormwater Improvements	\$ 85,000,000
Total Committed Funding for 2020 Infrastructure Projects	\$661,790,000

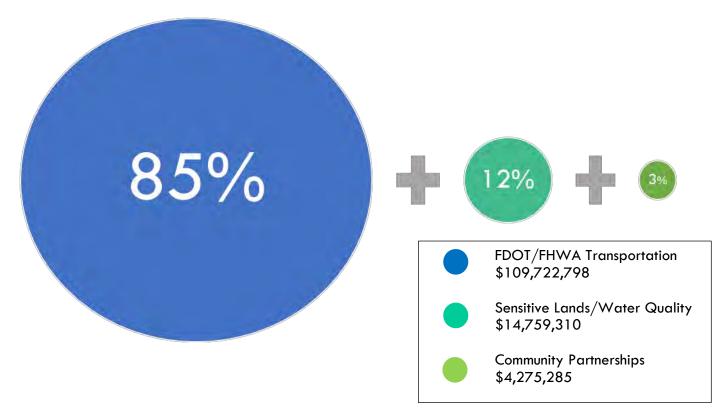
• Infrastructure Program Operating Costs: Since inception, the operating costs for the Blueprint infrastructure program have been funded through the program's share of sales tax receipts. The future 20-year operating costs have been estimated at \$64 million, or \$3.2 million annually. This amount combined with the \$661.8 million of committed sales tax funding for infrastructure projects corresponds with the \$725.8 million total costs of the Infrastructure Program in Table 1. The annual operating expenses as approved in the FY2017 operating budget were used as the basis for this estimate, and this assumption also holds staffing levels and overhead constant throughout the 20-year period. However, it is likely that operating costs will fluctuate depending on the number of active projects and the staff required to manage these projects.

Based on the best available information to date, the total estimated cost of the 2020 Infrastructure Program is \$725.8 million and the projected revenues are \$498.96 million. The total 20-year funding gap for the 2020 Infrastructure Program is \$226,830,000. This means that completion of all of the 2020 infrastructure projects remains contingent on Blueprint's ability to leverage funding through the creation of project partnerships to secure outside dollars.

SECTION TWO: Leveraging Success and Funding Gap Update

Consistent with the Blueprint 2000 program priority and the voter referendum language, a primary goal of the 2020 sales tax program is to maximize leveraging opportunities to complete all of the Tier 1 infrastructure projects. With an inherent responsibility to pursue funding from outside sources, **Blueprint has successfully leveraged over \$128 million** (34% of total Blueprint 2000 infrastructure program cost) in outside funding since 2004. Figure 1 illustrates the successes of the Blueprint 2000 program in leveraging outside dollars to help close the funding gap, as well as emphasizes the primary source of outside funding for Blueprint projects to date.





Over the past 12 years, Blueprint has been most successful in expediting projects along the state roadway network and leveraging funding by partnering with the Capital Regional Transportation Planning Agency (CRTPA), Florida Department of Transportation (FDOT) and the Federal Highway Administration (FHWA) on roadway, capacity, and safety improvements. To ensure this important partnership continues and maximum leveraging opportunities are achieved, at the April 1, 2015 meeting the IA Board directed staff to include all State roadway projects in the CRTPA Regional Mobility Plan (RMP) and elevate all capacity projects to a top tier priority within the RMP.

This intentional strategy of prioritizing projects in partnership with state and federal agencies has been essential to the successful and timely completion of numerous Blueprint 2000 infrastructure projects to date, most notably the numerous phases of the Capital Circle corridor. Blueprint has partnered with FDOT to complete the planning, design, and construction for each segment of this corridor, and this partnership has resulted in the advancement of these projects, significant cost savings for the community, and enabled the completion of additional Blueprint projects as a result of FDOT and FHWA funding contributions. Continuing this strategy and funding partnership will best position the Blueprint 2020 program to receive the maximum state and federal funds.

A recent example of this partnership's success is that FDOT included an additional \$28.9 million for construction of Capital Circle Southwest in the FY2018-2022 Draft Work Plan If the Draft Work Plan is approved, the FDOT contribution for this project will total over \$97 million dollars, making the Capital Circle Southwest the largest leveraging success in the history of the Blueprint program. Currently, \$70 million for this project is identified in the 2020 program; this partnership will greatly reduce the necessary Blueprint contribution. If approved, Blueprint's contribution may be reduced to cover the costs of the above and beyond roadway cross section to ensure the project is consistent with Blueprint's holistic philosophy. Significantly, this process not only aligns with Blueprint's goals of partnerships and leveraging success but also greatly reduces the funding gap identified earlier. Table 3 details the total funding FDOT has committed for the completion of this project:

Table 3. Funding for Capital Circle Southwest, FDOT FY2018-2022 Draft Work Plan

	Project Phase	Funding Year	Amount
Segment:	Preliminary Engineering	2017	\$83,290
Crawfordville	Right-of-Way Acquisition	2018-2020	\$16,098,600
to Springhill	Construction*	2022	\$28,799,000
	Subtotal		\$44,980,890
	Project Phase	Funding Year	Amount
Segment:	Preliminary Engineering	2017	\$8,340
Springhill to	Right-of-Way Acquisition	2016-2017	\$8,264,100
Orange	Construction	2021	\$44,107,000
	Subtotal		\$52,739,440
		Total Funding*	\$97,720,330

Blueprint has also been able to partner with the CRTPA and FDOT to move the Southside Gateway Enrichment: Woodville Highway project forward. To date, the CRTPA and FDOT have fully funded the PD&E, design, and right-of-way acquisition. Construction funding for Woodville

Highway has been identified as the #1 priority project within the current RMP Project Priority List (Attachment #1).

If realized, these funding partnerships could significantly reduce the infrastructure program funding gap. Figure 2 below provides a simple accounting of program costs and the potential reduction of the funding gap due to the leveraging opportunities with FDOT. If the FDOT Draft Work Plan is approved this spring, the Blueprint contribution for Capital Circle Southwest could be reduced from \$70 million to approximately \$10 million to cover only the modified roadway cross section, multi-use trail, and enhanced landscaping consistent with the Blueprint holistic philosophy. These elements are above and beyond what the FDOT would typically design and construct as a part of a roadway project. Right-of-way acquisition for the Woodville Highway project is currently underway, fully funded by FDOT and continuing through 2020. If FDOT provides construction for this project consistent with the locally adopted RMP priorities, the Blueprint contribution for Woodville Highway could be reduced from \$18.5 million to \$1.5 million to cover only the construction of the "bump outs" to meander the multi-use trail throughout the corridor. The remaining \$11.1 million in committed sales tax funding will be utilized to complete the gateway feature and infrastructure connections also included as part of the Southside Gateway Enrichment project.

Figure 2. Blueprint 2020 Infrastructure Program Costs and Funding Gap (in million dollars)

Project Costs
+ 64.0 20-Year Operating Costs
725.8 Total 2020 Infrastructure Program Costs
- 499.0 20-Year Projected Sales Tax Revenues
= 226.8 Projected Funding Gap
60.0 Capital Circle SW - Leveraging
- 17.0 Woodville Highway - Leveraging
= 149.8 Current Funding Gap

These significant leveraging opportunities are the direct result of partnering with the CRTPA and FDOT to accomplish locally prioritized projects. As a result, the funding gap for the 2020 infrastructure program could be reduced by \$77 million to \$150 million three years prior to the receipt of any sales tax revenues.

SECTION THREE: IA Board Actions Related to Project Prioritization (To Date)

Since voter approval of the penny sales tax, subsequent actions by the IA Board have positioned the program to beneficially partner on available leveraging opportunities which has resulted in progress on several infrastructure projects. <u>These actions have identified a funding strategy and implementation schedule for 11 of the 27 infrastructure projects</u>.

April 1, 2015 IA Board Meeting: At this meeting, the IA Board approved 13 strategies for moving the Blueprint 2020 program forward prior to the receipt of sales tax funds. A status update on each of the 13 strategies is included as Attachment #2.

Two of the strategies approved at the April 1, 2015 IA Board meeting had a direct impact on the prioritization of several 2020 infrastructure projects:

- Capital Circle Southwest, the final segment to complete the Capital Circle expansion project, was identified as the top priority project for the 2020 Infrastructure Program.
- As listed in Table 4 below, the IA Board also approved an annual funding strategy for six 2020 infrastructure projects estimated at \$9,902,000 million yearly.

Table 4. 2020 Infrastructure Projects Funded by Annual Allocation

Project Name	Annual Allocation
Bike Route System	\$750,000
Greenways Master Plan	\$790,000
Operating Costs for Parks Built with Sales Tax Funds	\$1,000,000
Sidewalks	\$2,500,000
StarMetro Enhancements	\$612,000
Water Quality and Stormwater Improvements	\$4,250,000
Total Annual Allocations	\$9,902,000

Public-Private Partnerships: Consistent with the direction of the IA Board, staff has continued to seek opportunities to initiate projects without incurring significant debt. Timely opportunities have resulted in the completion of one 2020 infrastructure project and a development agreement for another that will reduce the total project implementation cost:

 De Soto Winter Encampment: In 2015, the City Commission approved a funding partnership (\$500,000) with a developer that completed the infrastructure improvements, including the realignment of Goodbody Lane with the entrance to the Desoto Winter Encampment site. The Florida Department of State Division of Historical Resources is planning to erect a sign commemorating the site at the entrance, on Goodbody Lane, which will complete the project.

• Northeast Gateway: Welaunee Boulevard: As a result of the Canopy Development moving forward within the Toe of the Welaunee property, the City and County Commission directed staff to seek a public-private funding partnership to complete Phase I of Welaunee Boulevard. The initiation of the Canopy Development provided an opportunity to leverage the design and construction of Welaunee Boulevard through the 500-acre development. At the September 12, 2016 meeting, the IA Board approved funding for the PD&E and design of Welaunee Boulevard Phase 1. The PD&E will include Segments 2 and 3 in the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. The design will include the roadway from the eastern edge of the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road.

FDOT Coordination: State and federal funding for local projects identified in the FDOT Five-Year Work Program has also facilitated several 2020 infrastructure projects moving forward to ensure Blueprint is well-positioned to partner with FDOT and maximize leveraging opportunities:

- Orange Avenue Widening: Consistent with the direction provided at the April 2015 IA Board meeting, the CRTPA added Orange Avenue to the "Regionally Significant Roadway" network, making the project eligible for T.R.I.P. funding from FDOT. At the September 2016 meeting, the IA Board approved the funding for the "Orange Avenue Corridor Study" as a precursor to the FDOT Orange Avenue Project Development and Environment (PD&E) Study, which is scheduled for FDOT funding in 2019. Blueprint is partnering with the CRTPA to complete this study prior to the initiation of the PD&E in 2019.
- Southside Gateway Enrichment: Woodville Highway: At the time of voter approval of the sales tax extension, the design of this project was underway through FDOT. Since that time, Blueprint has worked with FDOT to ensure the project meets the goals of the Southside Gateway project to the greatest extent possible. At the June 20, 2016 meeting, the IA Board authorized Blueprint to enter into a Joint partnership Agreement with FDOT that provides opportunity to meet the goals of the Southside Gateway project, more quickly move the project into implementation without incurring additional debt, and leverage outside funding sources. Design was completed in Fall 2016, and the current FDOT Five-Year Work Program indicates right-of-way acquisition beginning in FY2018.

In summary, since passage of the sales tax extension in 2014 and the adoption of the corresponding 27 infrastructure projects, the IA Board has effectively prioritized or completed the 11 projects shown in Table 5. **The remaining 16 infrastructure projects need to be prioritized.**

Table 5. 2020 Infrastructure Projects Prioritized or Completed to Date

Status	Project	Committed Sales Tax Funds
#1 Project	Capital Circle Southwest	\$70,000,000
	Bike Route System	\$750,000
	Greenways Master Plan	\$790,000
Funded via Annual	Sidewalks	\$2,500,000
Allocation	StarMetro Enhancements	\$612,000
	Operating Costs for Parks Built with Sales Tax Funds	\$1,000,000
	Water Quality and Stormwater Improvements	\$4,250,000
Complete	De Soto Winter Encampment	\$500,000
	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure	\$47,300,000
In Progress Per IA Direction	Orange Avenue: Widening from Adams Street to Springhill Road	\$33,100,000
	Southside Gateway Enrichment: Widening of Woodville Highway	\$29,700,000

SECTION FOUR: Prioritization of Remaining 2020 Infrastructure Projects

To best prepare for the 2020 program, the remaining 16 infrastructure projects need to be prioritized. The following strategy provides two recommendations for project prioritization that proactively acknowledge the need to leverage outside dollars to complete all 2020 infrastructure projects, as well as recognizes the promises made to Leon County voters at the time of approval of the sales tax extension. This dual-strategy will ensure the project prioritization is a fair and balanced process that levels the playing field for smaller-scale neighborhood projects compared to more holistic, regional roadway improvements.

Regional Mobility and Gateway Projects

Within the 2020 program, the *Regional Mobility and Gateway* projects account for the majority of committed sales tax funding. These projects are large scale, multi-phase corridor projects that exemplify the holistic Blueprint approach to project implementation. These projects fulfill the local commitment to creating complete streets, improving corridor aesthetics, protecting water quality, and creating parks, trails, and neighborhood connections:

Table 6 lists all of the projects categorized as *Regional Mobility and Gateway* projects in alphabetical order. Projects denoted with an asterisk identify projects that are already in progress as a result of leveraging opportunities and/or IA Board direction.

Table 6. Regional Mobility and Gateway Projects

Project Name	Committed Sales Tax Funding
Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138
Capital Circle Southwest*	\$70,000,000
North Monroe Gateway	\$9,400,000
Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure *	\$47,300,000
Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
Orange Avenue: Widening from Adams Street to Springhill Road*	\$33,100,000
Southside Gateway Enrichment: Widening of Woodville Highway*	\$29,700,000
Westside Student Corridor Gateway (Widening of Pensacola Street)	\$29,936,800
Total Committed Sales Tax Funds	\$364,619,738

^{*} Project in-Progress as a result of Leveraging Opportunities and/or IA Board Direction

For these types of projects, Blueprint has been most successful in leveraging outside dollars to close the funding gap by partnering with FDOT and FHWA. This success has been achieved and improved in recent years by prioritizing roadway projects through the CRTPA Regional Mobility Plan (RMP) process in consultation with state and federal partners. This strategy has created mutually beneficial partnerships that reduce the cost of desired roadway improvements for all partners, which are the highest cost projects in both the Blueprint 2000 and 2020 programs.

Recognizing this recipe for success, at the April 1, 2015 meeting the IA Board directed staff to elevate all roadway projects included in the 2020 infrastructure program to a top tier priority in the RMP. This update to the RMP has been completed and projects have been included on the FY2018-2022 RMP Project Priority List (Attachment #3). Through this process, the locally adopted priority for these projects has been established in the RMP and communicated to FDOT. As a result of this strategy, Blueprint projects are beginning to be funded in the Five-Year FDOT Work Program.

To best position all projects in the 2020 infrastructure program for successful completion, Blueprint staff recommends that the IA Board adopt the locally approved priorities for the remaining *Regional Mobility and Gateway* projects as established in the RMP. This strategy will maintain progress and continue implementation schedules for projects where the IA Board has provided direction. This approach recognizes locally adopted priorities as established in the RMP and will continue the collaborative approach to completing projects through partnerships with FDOT and FHWA. When aligned with CRTPA, it maintains a targeted, local commitment to FDOT on top roadway priorities.

Action Item #1: Implement the five remaining roadway projects in the Regional Mobility and Gateways project categories consistent with locally approved priorities as established in the CRTPA Regional Mobility Plan.

If the above action is approved, together, Blueprint and the CRTPA will seek funding partnerships with FDOT for the five remaining *Regional Mobility and Gateway* projects. These projects will be implemented with the funding and phasing schedule identified in the RMP Project Priority List. The 2020 projects in the RMP Project Priority List with programmed funding and phase are listed in Table 7. The phasing schedule and requested funding identified for each project illustrates how projects at multiple projects at varied stages can move forward simultaneously throughout the duration of the Blueprint 2020 program. Note, the CRTPA and Blueprint will coordinate regarding any changes to this list resulting from future IA Board direction to ensure local priorities continue to remain aligned between Blueprint and the CRTPA.

Table 7. Adopted FY2018-2022 RMP Roadway Project Priority List - Blueprint Projects Only*

	opted FY2018-2022 RMP Roadway Projec	ct Phonty List – Bluephint	Projects Only
CRTPA Priority Rank	Project Name/Limits	Programmed Funding	Next Phase - Funding Sought
Prioritized by BP	Woodville Highway (Capital Circle SE to Paul Russell Road)	ROW 2018-2021: \$10.013 million	Construction
Prioritized by BP	Capital Circle SW (Springhill to Orange Avenue)	ROW 2018: \$6.1 million Construction 2020: \$45.8 million	Tentatively Fully Funded
Prioritized by BP	Capital Circle SW (Crawfordville to Springhill)	ROW 2018-2020: \$14.7 million	Construction
Prioritized by BP	Orange Avenue (Adams Street to Springhill)	PD&E 2019: \$788,000	Awaiting PD&E
Prioritized by BP	Welaunee Blvd Extension (Fleischmann Rd to Shamrock Street)	N/A	PD&E
7	Lake Bradford/Springhill Road (Gaines Street to Capital Circle SW)	N/A	PD&E
Tharpe Street (Capital Circle NW to Ocala Road)		N/A	PD&E Evaluation
10	Thomasville Rd/Seventh Ave/Meridian Rd (Intersection)	N/A	Feasibility Study
11	Bannerman Road (Tekesta to Thomasville Road)	N/A	Preliminary Engineering
15	Westside Student Corridor Gateway	N/A	PD&E Evaluation

^{*}Full list of projects in the CRTPA's Regional Mobility Plan is included as Attachment #1.

If approved, the strategy proposed by Action Item #1 will maintain progress and continue implementation schedules for projects where the IA Board has provided direction and continue the collaborative approach to completing projects through partnerships with FDOT and FHWA. Staff will coordinate with the CRTPA to advance funding for the phase of each project identified above. Significantly, following the adoption of the FY18-22 RMP Project Priority List, FDOT notified Tallahassee-Leon County that construction funding for Capital Circle SW: Crawfordville to Springhill, included as a high priority on the Project Priority List, was being identified in the draft FDOT Five-Year Work Program. This action was in direct response to the identification and consistent message that Capital Circle SW is the number one local priority.

Should the IA Board decide to advance one or more of the five *Regional Mobility and Gateway* projects not yet locally prioritized or scheduled for funding by the CRTPA or FDOT, the IA Board may direct staff to identify funding to move these projects forward. If funding partnerships are

not available, staff will provide an analysis of funding options to the IA Board for further consideration and direction.

Community Enhancement, Connectivity, and Quality of Life Projects

In contrast to the large-scale, multi-phase *Regional Mobility and Gateway* projects, the *Community Enhancement, Connectivity, and Quality of Life (CCQ)* projects are primarily smaller-scale placemaking projects, infrastructure improvements, and community programs. The *CCQ* projects have not yet been locally prioritized, and compared to the *Regional Mobility and Gateway* projects, there will be fewer leveraging opportunities to assist in completing these projects. Table 8 lists all of *CCQ* projects in alphabetical order. The De Soto Winter Encampment project, which is denoted with an asterisk, has been completed.

Table 8. Community Enhancement, Connectivity, and Quality of Life Projects

Project Name	Committed Sales Tax Funding
Alternative Sewer Solutions Study	\$2,800,000
Beautification and Improvements to the Fairgrounds	\$12,000,000
College Avenue Placemaking	\$7,000,000
De Soto Winter Encampment*	\$500,000
Florida A&M Entry Points	\$1,500,000
Lake Lafayette and St. Marks Regional Linear Park	\$15,816,640
Market District**	\$9,400,000
Midtown Placemaking	\$22,000,000
Monroe-Adams Corridor Placemaking	\$7,000,000
Northeast Park	\$10,000,000
Orange Avenue/Meridian Road Placemaking	\$4,100,000
Tallahassee-Leon County Animal Service Center	\$7,000,000
Total Committed Sales Tax Funds	\$97,616,640

^{*} As a result of a public-private partnership, this project is complete.

Because there is not a locally adopted priority or established strategy for leveraging outside dollars for these projects, such as the RMP for the *Regional Mobility and Gateway* projects, a prioritization process has been created for the *CCQ* projects. In evaluating options and criteria for the prioritization process, the paramount objective is to reaffirm the commitment made to the community by Blueprint and honor the work and guidance of the Sales Tax Citizen's Committee.

^{**} The City of Tallahassee will complete the design for the stormwater improvements component of this project in late 2017.

In developing the proposed prioritization criteria, the Agency focused on the ballot language of the 2014 voter referendum to extend the penny sales tax, which serves as "Blueprint's Promise" to the Leon County community. This ballot language includes a series of interconnected components that in turn serve as logical filters to prioritize projects.

ONE CEN	T LOCAL GOVERNMENT SURTAX EXTENSION
lakes and water q areas; invest in ed and to seek match within Leon Coun	jects designed to improve roads; reduce traffic congestion; protect uality; reduce flooding; expand and operate parks and recreational conomic development; and other uses authorized under Florida law; ning funds for these purposes, shall the existing one cent sales surtax ty be extended until December 31, 2039, with project expenditures independent audit and review by a citizens advisory committee?
FOR the	one cent sales tax
□ AGAINS	ST the one cent sales tax

Utilizing the ballot language, the "Blueprint Promise" criteria focuses on honoring the commitment made to Leon County voters by prioritizing those projects which meet multiple objectives of the sales tax extension. A chart detailing the proposed criteria and weight of each criterion is included as Attachment #3. A short description of each criterion as distilled from the above ballot language is included below:

- Enhance Multimodal Connectivity: Projects that improve the multimodal transportation network through the construction of new sidewalks, bike lanes, trails, and bus stops, and/or roadway aesthetics consistent with local policies. Because the Regional Mobility and Gateway projects effectively capture roadway capacity improvements, this measure is not included in the proposed criteria.
- <u>Protect Water Quality and Reduce Flooding</u>: Projects that correct or improve a preexisting stormwater condition. Stormwater mitigation as required for new infrastructure and development does not qualify, as the current condition is simply maintained.
- <u>Expand Park and Recreational Areas</u>: Projects that create new passive or recreational parks areas within Leon County.
- <u>Invest in Economic Vitality</u>: Projects that provide a positive economic return on the community's investment, quantified as a ratio to equalize the varying project costs.
- <u>Seek Leveraging Opportunities</u>: Project progress, partnerships, or funding opportunities that reduce project implementation costs and thereby enable the completion of additional

projects. As one of the primary goals of the Blueprint is to maximize leveraging opportunities, this is the most heavily weighted criteria.

Action Item #2: Approve the "Blueprint Promise" criteria as proposed for prioritizing the Community Enhancement, Connectivity, and Quality of Life projects.

It is important to note that the "Blueprint Promise" criteria are intended to be applied only to the prioritization of the *CCQ* projects. Given the significant impact, large scale, and holistic nature of the *Regional Mobility and Gateway* projects, a dual-strategy is necessary to ensure a fair and balanced process. The *CCQ* projects are more narrowly focused, placemaking initiatives and neighborhood-scale infrastructure improvements. As such, the more purpose-oriented *CCQ* projects would be inherently disadvantaged by a ranking system that also includes the holistic *Regional Mobility and Gateway* projects which accomplish numerous goals stated in the "Blueprint Promise." The dual approach will ensure the project prioritization is an objective process that levels the playing field for smaller-scale neighborhood projects compared to more holistic, regional roadway improvements.

Action Item #3: Direct Blueprint staff to apply the proposed criteria to only the Community Enhancement, Connectivity, and Quality of Life projects included in Table 8 and present the draft results at the June 20, 2017 IA Board meeting.

If approved, the 2020 Sales Tax Extension Project Descriptions, as publicly shared with Leon County voters via leonpenny.org and adopted in the current Interlocal Agreement, will serve as the metric for evaluating how each project meets the above criteria. Because the amount of information and planning for each project varies, the Project Descriptions provide the most objective and consistently available metric for evaluation each project.

Next Steps

If Action Items #1-3 are approved by the IA Board, staff will proceed with analyzing the *CCQ* projects per the "Blueprint Promise" criteria and bring the results back to the IA Board at the June 20, 2017 meeting. In the interim, staff will engage the public with the current prioritization effort. The community conversation will focus on reacquainting the community with the 2020 infrastructure projects and sharing information about the prioritization of projects. Additional details regarding the proposed meeting schedule and outreach efforts are included on page 19 of this agenda item.

At the June 20, 2017 meeting, staff will present the draft prioritization results and share feedback from these community conversations. Staff will also assemble a projected funding schedule for projects from 2018-2022 which reflects the actions of the IA Board to date, including action items approved at this February 21, 2017 meeting. This information will provide the IA Board a 'full picture' of the 2020 program and funded projects, based on the direction provided and identified outside funding to date.

The IA Board will again consider the results of the prioritization process at the September 19, 2017 IA Board meeting. Staff will provide a Five-Year Capital Improvement Plan for adoption

which will include the project funding schedule for the first two years of the Blueprint 2020 infrastructure program. Additional funding opportunities for smaller-scale CCQ projects may be identified at this time.

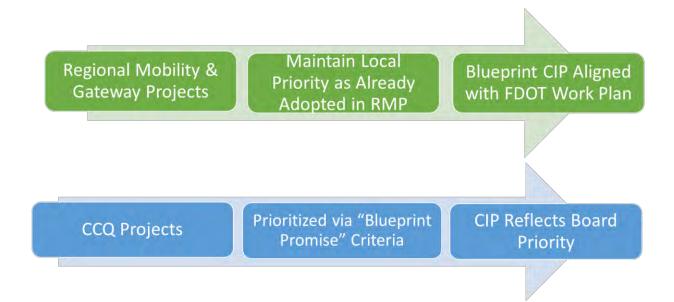
SECTION FIVE: Implementation Plan for 2020 Infrastructure Projects

The proposed processes for prioritizing the 2020 infrastructure projects will result in a dual approach to funding and completing projects. The larger roadway reconstruction projects included in the *Regional Mobility and Gateway* categories are projects with longer timelines, with phasing of the project to occur over a sustained period of time. The progression of corridor studies, PD&E, design, and right-of-way acquisition are necessary steps for each project before construction can begin. By working with FDOT and the CRTPA, Blueprint will be able to determine the scheduling of future project phases that provides the greatest opportunity to leverage outside dollars and reduce Blueprint's share of project costs. Based on funding identified through the Five-Year FDOT Work Plan, these projects can be scheduled to coincide with planned state and federal investments.

The "Blueprint Promise" criteria will be applied to the *CCQ* projects, which will help inform the decision of the IA Board regarding the final prioritization of these projects. As previously noted, the *CCQ* projects are smaller-scale and can be implemented more quickly with less total funding.

Because of the different implementation steps, timelines, and funding amounts, it is possible for multiple projects from each prioritization group to move forward simultaneously. The implementation schedule and phasing for the *Regional Mobility and Gateway* projects will be more predictable, due to the necessary progression of project steps and the funding schedule within the Five-Year FDOT Work Plan. The implementation of the *CCQ* projects will occur as prioritized by the IA Board and based on available funding each year. The special case projects can be advanced as directed by the IA Board based on community needs and potential leveraging opportunities.

Figure 3. Proposed Implementation Process for 2020 Infrastructure Projects



A timeline for this prioritization process is included with the public involvement plan detailed on Page 19. Ultimately, these projects will be programed for implementation to compliment the available cash flow each year to maximize the investment of Blueprint funds throughout the community. This strategy will also allow for diverse investments in many areas of Leon County as opposed to singular investments. As proposed, the prioritization and implementation strategy will maintain a targeted approach that will allow Blueprint to leverage outside dollars for the most costly infrastructure projects while moving forward with sustained implementation of smaller-scale improvements throughout various areas of the community.

Significant Leveraging Opportunities

The proposed prioritization process emphasizes strategies that will help Blueprint complete of all of the 2020 infrastructure projects by improving leveraging opportunities and emphasizing local priorities, given the best available information to date. With this in mind, it is important to note that changing conditions, including significant leveraging opportunities, public-private partnerships, community safety, and progress of other projects may affect prioritization and/or project implementation schedules.

Summary of Proposed Prioritization Process

A brief summary of the proposed prioritization process for the 2020 infrastructure projects is included below. A summary chart identifying the prioritization process for each project is included as Attachment #4.

 Regional Mobility and Gateway projects will be funded as partnership and significant costsharing opportunities emerge with FDOT, the CRTPA and other local partners, consistent with the adopted 2040 RMP and the FDOT 5-Year Work Program.

- Community Enhancement, Connectivity, and Quality of Life projects will be funded according to the project ranking schedule as approved by the Blueprint Intergovernmental Agency Board of Directors. Funding for these projects will be allocated annually through the Blueprint Capital Improvement Plan.
- Acknowledging that Significant Leveraging Opportunities remain a priority as part of the strategy to close the funding gap and successfully complete of all projects, these opportunities may affect the programmed implementation of projects, pending the direction of the IA Board.

SECTION SIX: Public Information Plan

Building upon the success and significant public involvement activities undertaken over a three-year period from 2012-2014, the proposed public information plan for the prioritization of the 2020 projects will:

- Reacquaint the public with the projects,
- Discuss progress to date and the process for prioritizing the remaining 2020 infrastructure projects, and
- Seek feedback and general comments regarding the projects and the prioritization.

A detailed description of the plan to involve the public in the process for prioritizing the 2020 infrastructure projects is included in Attachment #5, and Table 9 includes the schedule through September 2017.

Table 9. 2017 Schedule for Proposed Public Information Plan

	January	February	March	April	May	June	July	August	September
Website Update									
Presentation									
Development									
Message Development*									
									İ

Public Meetings						
Comment Summary to BP IA Board				1		
Project Prioritization Finalized/Public Notified					1	

Action Item #4: Approve the proposed Public Information Plan and direct staff to proceed with scheduling the public meetings.

<u>SECTION SEVEN: Planning and Design Funds for Bike Route System and Greenways</u> Master Plan Projects

In April 2015, the IA Board directed staff to advance fund, at a rate of \$300,000 per year for three years, the planning and design of the 2020 Bike Route System and Greenways Master Plan projects. This strategy will position Blueprint to have "shovel ready" projects once the 2020 program commences. As part of the FY2017 Capital Budget, the Board approved \$300,000 to fund the professional fees for planning and design of these two projects. The first step in utilizing these advance funds, is to identify projects that are immediately ready to move into the PD&E or design phase that can be accomplished within the available funding.

This also provides an opportunity to develop an integrated Tallahassee-Leon County Bike Route and Greenways Implementation Plan that will, for the first time, fully connect on and off-road bicycle infrastructure to create a community-wide network. This Plan will provide a road map for implementing innovative and accessible strategies over the 20-year period by integrating the prioritization of bike route and trails to create impactful connections. Ultimately, this strategy will move Tallahassee-Leon County towards an improved "Bicycle Friendly Community" designation.

Working with the CRTPA and the Planning Department, staff anticipates this effort could begin this summer with planning efforts ongoing through 2017/2018 and adoption of the Implementation Plan in 2018. In the interim, staff has identified several adopted bike route and greenways projects that could move forward into the PD&E or design phase utilizing the advance funding. This would ensure there are shovel-ready greenways and bike route projects when the annual funding allocations become available in 2020, consistent with the direction previously

provided by the IA Board. Staff anticipates the phases identified for each project below could be initiated utilizing the first two years of planning and design funds:

- Project #1: <u>Integrated Tallahassee-Leon County Bike Route & Greenways</u>
 <u>Implementation Plan:</u> This Plan will refine the on- and off-road bicycle and trail network and include a prioritized list of projects and schedule for implementation.
- Project #2: <u>Capital Circle Southwest Greenway Design</u>: Construction of Capital Circle SW is scheduled to commence in 2021, and the completion of this greenway project could be incorporated into the roadway construction schedule. Moving the greenway and trail connections adjacent to the roadway corridor forward will allow Blueprint to best coordinate efforts and maximize efficiencies. The detailed project description is included as Attachment #6.
- Project #3: <u>Lake Jackson South Greenway Design</u>: Consistent with the alignment of this greenway, two private developments have recently dedicated land for this connection. There may also be an opportunity to leverage public-private partnerships to construct these greenway connections. Advancing the design will best position Blueprint to partner on the completion of this project. The detailed project description is included as Attachment #7.
- Project #4: Thomasville Road Trail PD&E: This trail is identified as a priority project on the RMP Trails Plan. The Greenways Master Plan states no right-of-way is necessary for this project but that the final alignment will need to be determined via a PD&E study. The detailed project description is included as Attachment #8.
- Project #5: <u>University Greenway PD&E</u>: The University Greenway will connect to the completed Cascade Trail and provide a bicycle and pedestrian connection west of Lake Bradford Road to TCC and Innovation Park. By advancing the PD&E study for this project, there may be an opportunity to identify the preferred alignment and incorporate the design of this important greenway connection with the Southwest Area Planning Study. The detailed project description is included as Attachment #9.

Action Item #5: Direct Blueprint staff to proceed with Project #1, the Integrated Tallahassee-Leon County Bike Route & Greenways Implementation Plan and move forward with the planning, design, and permitting of Projects #2-5 to ensure bike route and greenways projects are shovel ready when funding becomes available in 2020.

SECTION EIGHT: Conclusion

The prioritization process proposed in this item and the action items below identify the best strategy to fund important but smaller-scale community projects that have fewer leveraging opportunities while maintaining a project programming strategy that best positions Blueprint to receive the maximum state and federal funds. Through approval of the following action items, the IA Board will move forward a strategy to complete all Blueprint 2020 infrastructure projects:

- Implement the five remaining roadway projects in the Regional Mobility and Gateways project categories consistent with locally approved priorities as established in the CRTPA Regional Mobility Plan.
- 2. Approve the "Blueprint Promise" criteria as proposed for prioritizing the *Community Enhancement, Connectivity, and Quality of Life* projects.
- 3. Direct Blueprint staff to apply the proposed criteria to the Community Enhancement, Connectivity, and Quality of Life projects included in Table 6 and present the draft results at the June 20, 2017 IA Board meeting.
- 4. Approve the proposed Public Information Plan and direct staff to proceed with scheduling the public meetings.
- 5. Direct Blueprint staff to proceed with Project #1, the Integrated Tallahassee-Leon County Bike Route & Greenways Implementation Plan and move forward with the planning, design, and

permitting of Projects #2-5 to ensure bike route and greenways projects are shovel ready when funding becomes available in 2020.

RECOMMENDED ACTION:

Approve Action Items #1-5.

Attachments:

Attachment #1: FY2018-2022 CRTPA Regional Mobility Plan Project Priority List

Attachment #2: Status Update on Strategies Approved at the April 1, 2015 IA Board Meeting Attachment #3: Proposed "Blueprint Promise" Prioritization Criteria for Community

Enhancement, Connectivity, and Quality of Life projects

Attachment #4: Summary of Proposed Prioritization Process by Project

Attachment #5: Proposed Public Information Plan

Attachment #6: Capital Circle Southwest Greenway – Map and Project Description
Attachment #7: Lake Jackson South Greenway – Map and Project Description

Attachment #8: Thomasville Road Trail – Map and Project Description
Attachment #9: University Greenway – Map and Project Description

Priority Rank		Project Name/Limits	FDOT WPI#			Progra	Programmed Funding	ling		Project/Strategy	County	Length SIS (miles)	th ss) Funding Sought
Н	1026	Woodville Highway*	70007	Phase**	2017	2018	2019	2020	2021	Midon from 2 to	900	,	5
		(Gaile Ave to Paul Russell Road)	4240095	ROW		11.0.00	\$1.9 m	\$620,000	\$3.1 m	4 lanes	5		
2	382	Capital Circle, Southwest*		Phase	2017	2018	2019	2020	2021	Widen from 2 to			> = =
		(Springhill Rd to Orange Ave)	2197494 4157829	ROW	\$6.1 m				\$45.8 m	6 lanes	Leon	۲ 4.1	<u></u>
3	1513	1513 Capital Circle, Southwest*	5077075	Phase	2017	2018	2019	2020	2021	Widen from 2 to	Leon	((, cst
		(crawlordville kd to springnili kd)	219/492	KOW		mc¢	\$6.70	his¢		o laries		2.34	
4	1540	1540 Crawfordville Road		Phase	2017	2018	2019	2020	2021	Widen from 2 to	Oll. Molari		
		(US 98 to Lost Creek Bridge)	2204954	PE	\$2.8 m					4 lanes	Wakulla	4.034	WOX POW
2	308	Crawfordville Road		Phase	2017	2018	2019	2020	2021	Widen from 2 to	Wakiilla	4.4	MUB
		(Lost Creek Bridge to East Ivan Rd)	2204953	PE	\$3.8 m					4 lanes		i	
										•			
9	1554	0		Phase	2017	2018	2019	2020	2021	Widen from 2 to	leon	1.36	<u> </u>
		(Springhill Rd to Adams St)	4379021	PD&E			\$788,000			4 lanes	<u> </u>		PD&E)
7	383	Lake Bradford Road/Springhill Road*		Phase	2017	2018	2019	2020	2021	Widen to 4			
		(Capital Circle, SW to Gaines Street)		-	-	1	-	-		lanes	Leon	 	PD&E
											-		-
∞	181	Tharpe Street* (Canital Circle NW to Ocala Rd)	•	Phase	2017	2018	2019	2020	2021	Widen from 2 to	Leon	2.7	, PD&E
6	3	Wakulla Environmental Institute		Phase	2017	2018	2019	2020	2021	C	Oll. Wolan		C C
		(Coastal Highway to Crawfordville Rd	-	-	-	-	-	-	-	New 2 lane road	wakulla	_	PD&E
						•							
10	75	Thomasville Rd/Meridian Rd/7th Ave*		Phase	2017	2018	2019	2020	2021	Intersection	leon		Feasibility Study
		(Intersection)	-	1	1	-	-	•		Improvements			
,	1	***************************************		ā	1	0.00	0,000	0000	7000				
1.1	1/9	Bannerman Koad" (Tekesta Dr to Thomasville Rd)	,	- -			-		1707	Widen from 2 to 4 lanes	Leon	1.7	- BE

:													-	
Priority Rank	KMP ID#	Project Name/Limits	WPI#			Progra	Programmed Funding	ling		Project/Strategy County		SIS (rr	Lengtn (miles) Fi	Length SIS (miles) Funding Sought
12	369	Welaunnee Blvd Extension*		Phase	2017	2018	2019	2020	2021	bear oacl I wold	200	,	7 7 5	DD8.F
		(Fleischmann Rd to south of I-10)	-	-	-	•	-	-	-	New + Ialle 10au		•		רטמר
13	1571	1571 Welaunnee Blvd Extension*		Phase	2017	2018	2019	2020	2021	provided by word			ر	DD.
		(South of I-10 to Shamrock Street)								New 4 Ialle I Odu	רבחוו		7	PUME
14	138	Mahan Dr and Capital Circle, NE		Phase	2017	2018	2019	2020	2021	Intersection	200	>	L	Feasibility Study
			-	-	-	-	-	-	-	Improvements		-		casionity stud
15	1365	1365 West Side Student Corridor Gateway *		Phase	2017	2018	2019	2020	2021	Widen from 2 to	000		0 0	PD&E
		(Capital Circle, NW to Appleyard Dr)	-	-	-	-	-	-	-	4 lanes	רבסוו		0.0	Reevaluation
16	137	137 Welaunee Blvd/I-10 Interchange		Phase	2017	2018	2019	2020	2021	New	noal	>		PD.8.F
			-	-	-	-	-	-	-	Interchange		-		- DAL
17	1527	1527 Woodville Hwy/Natural Bridge Rd		Phase	2017	2018	2019	2020	2021	Politodeball	000			Fostibility Ctudy
		(Intersection)	-	-	-	-	-	-	-	Noulldabout	רבסוו		_	easibility stud
18	4	Old Lloyd Rd/Gamble Rd		Phase	2017	2018	2019	2020	2021	- Roundahout	loffercon		Ц	Feasibility Study
		(Intersection)	-	-	-	-	-	-	-	Nouillaggodie	חבויםוסרו		-	במאוחוונא אנממ

^{*} Also a Blueprint Intergovernmental Agency project** ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering

CST - Construction
ROW - Right-of-Way
SIS - Strategic Intermodal System (FDOT roadway designation)
TRIP - Transportation Regional Incentive Program (FDOT funding program)
*** Note: Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

Status Report on Approved 2020 Program Strategies:

The following strategies were approved at the April 1, 2015 Blueprint Intergovernmental Agency Board meeting in order to move projects forward in a manner intended to maximize leveraging opportunities and minimize cost. These strategies were approved in order to ensure maximum potential to fund all projects within the 2020 sales tax program.

1. Identify Capital Circle Southwest project (Orange Avenue to Crawfordville Highway) as the top priority 2020 project and continue to focus efforts to move the project to completion/construction.

<u>Current Status</u>: Capital Circle Southwest was identified as the top priority for the 2020 infrastructure program, and project progress is continuing. The PD&E was completed in January 2016, and Blueprint partnered with The Florida Department of Transportation (FDOT) throughout 2016 to complete the roadway design, which is 90% complete. Right-of-way acquisition will begin spring 2017 and will continue through 2020.

2. Complete the final stormwater master plan design and work with FDOT to negotiate funding plans for the completion of the Capital Circle Southwest.

<u>Current Status</u>: Design is underway for the joint use stormwater ponds on Capital Circle SW. Design is expected to be complete summer 2017 with construction commencing by the end of the year. Recently, FDOT included over \$97 million dollars to complete the full project in the Draft FY2018-2022 FDOT Work Plan. If the Work Plan is approved, construction will begin on the Orange Avenue to Springhill Road segment in 2021 and the Springhill Road to Crawfordville Road segment in 2022.

3. Provide annual funding for Bike Route System, Sidewalks, Greenways Master Plan, Starmetro Enhancements, Operating Costs for Parks built with sales tax funds, and Water Quality and Stormwater improvements beginning in year 2020. This will result in an annual total allocation of \$9,902,000 each year for 20 years.

<u>Current Status</u>: At the April 1, 2015 meeting, the IA Board approved the annual funding strategy for these six infrastructure projects beginning in 2020. Consistent with this direction, these projects are identified for annual funding within the proposed prioritization process.

4. Begin funding planning, preliminary design, final design, and permitting, where necessary, for Bike Route System, Sidewalks, Greenways Master Plan and StarMetro projects in order for construction of projects to commence in fiscal year 2020.

<u>Current Status</u>: As the implementing agency for the Bike Route and Greenways Master Plan projects, Blueprint has moved forward with actions that will ensure projects are ready for implementation in 2020. As approved by the IA Board at the

September 12, 2016 meeting, the FY2017 Capital Budget includes \$300,000 and an additional \$300,000 in both FY2018 and 2019 is anticipated (\$900,000 total over 3 years) to fund the planning and design of Bike Route and Greenways projects. This approach will ensure Blueprint will have "shovel-ready" projects prime for implementation when the annual funding allocations for these projects become available in 2020. The agenda item also includes a recommendation for moving forward with an integrated Bike Route and Greenways Network implementation plan that will best position these programs for success over the lifespan of the sales tax extension. The RFQ to develop the integrated implementation plan is expected to be advertised later this year.

5. Begin programming the Water Quality and Stormwater Improvement funds after the legislation regarding the implementation of Amendment 1-2014 has been signed into law in order to leverage any available funding.

<u>Current Status</u>: The City of Tallahassee and Leon County are the implementing agencies for the Water Quality and Stormwater Improvement funds. Over the lifetime of the sales tax extension, \$85 million is committed for this project. At the April 1, 2015 meeting, the IA Board identified this project for annual funding. Annually, the City and the County will each receive \$2.125 million dollars (\$4.25 million total) for programming water quality and stormwater improvements.

6. Include all State roadway projects in the CRTPA Regional Mobility Plan and elevate all capacity projects to a top tier priority within the CRTPA Regional Mobility Plan. This strategy will ensure maximum leveraging opportunities are achieved.

<u>Current Status</u>: This update to the RMP has been completed and projects have been included on the FY2018-2022 RMP Project Priority List (Attachment #3). Through this process, the locally adopted priority for these projects has been established in the RMP and communicated to FDOT. As a result of this strategy, these projects are beginning to be funded in the Five-Year FDOT Work Program.

- 7. Due to the high cost of bonding prior to 2020, bonding should not be utilized as a funding mechanism for infrastructure projects unless funding is specifically required to complete a project based on approved criteria that can be used to evaluate a project. The criteria should include the following:
 - Funding satisfies a match for the following:
 - Federal or state government leveraging opportunity;
 - Public/private partnership.
 - Addresses critical infrastructure needs related to the following:
 - Safety of the community;
 - o Health and welfare of the community.
 - Completion of project phases such as the following:
 - An action plan/study has been completed and approved by the City/County Commission and/or the State;
 - o PD&E study has been completed or is underway;
 - Design has been completed or is underway;

 All or substantial amounts of right-of-way necessary to complete the project has been acquired/obtained.

In addition, staff will bring an agenda item to the IA with an evaluation according to the above criteria as well as identify probable costs, should the IA desire to pursue funding of a project (or projects) through the use of bonding. If a project is approved by the IA for funding through bonding, then the Finance Committee will be convened for additional analysis and development of recommendations for the IA's consideration on how to best proceed with bonding and financing the project(s).

<u>Current Status</u>: To date, Blueprint has been able to leverage partnership and outside funding opportunities that have allowed numerous 2020 infrastructure projects to move forward or be completed without the need for bonding. The Agency has been able to maximize these opportunities by providing advance funding through the capital budget of the current infrastructure program.

8. As other funding sources (including public/private partnerships) become available for specific projects, staff will provide an analysis of the project, funding levels required and the cost associated to the IA Board their consideration as projects arise that may require additional funding sources.

<u>Current Status</u>: Consistent with this strategy, Agency staff has provided an analysis and request for direction where matching funds or advance funding have been required to take advantage of significant leveraging opportunities. To date, the IA Board has provided direction on partnerships and agreements that have allowed the following projects to move forward:

- Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure
- Orange Avenue: Widening from Adams Street to Springhill Road
- Southside Gateway Enrichment: Widening of Woodville Highway
- 9. Prioritize only those projects with significant leveraging opportunities through either the federal and state government or a public/private partnership or projects that are needed to address critical infrastructure needs related to the safety, health, and welfare of the community prior to 2020.

<u>Current Status</u>: Excepting Capital Circle Southwest, no 2020 infrastructure projects have been prioritized by the IA Board. However, significant leveraging opportunities with FDOT have resulted in local partner agreements allowing the following projects to move forward:

- Orange Avenue: Widening from Adams Street to Springhill Road
- Southside Gateway Enrichment: Widening of Woodville Highway

Similarly, beneficial public-private partnerships have resulted in action to advance the Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure project, and facilitated the completion of the De Soto Winter Encampment project. 10. Direct staff to proceed with initial development of a prioritization process and criteria to be utilized for ranking projects prior to the commencement of the BP 2020 program. This process will be brought back to the IA Board at a later date to be determined by the IA Board.

<u>Current Status</u>: Blueprint staff has undertaken the initial development of a prioritization process and the recommendations are included in the main agenda item.

11. To ensure that the Blueprint philosophy of a holistic approach to infrastructure planning continues, staff will initiate annual training to the necessary City and County departments to ensure high levels of coordination as well as opportunities to complete 2020 projects are not missed and future costs of projects are not increased.

<u>Current Status</u>: Upon completion of the prioritization process, Blueprint staff will begin to coordinate the training with the City and County departments.

12. Direct County, City, and EDC staff to prepare an agenda item on the unified contract detailing the role of the EDC in administering, staffing needs, and adequate funding, be brought to the IA for their consideration as part of the development of the FY 2017 budget, assuming that the EDCC first meeting is held on or shortly prior to February 16, 2018.

<u>Current Status</u>: The IA Board approved the creation of the Office of Economic Vitality within the Blueprint Intergovernmental Agency at the February 29, 2016 meeting. An agenda item detailing staffing and funding needs was included as part of the Blueprint Intergovernmental Agency FY2017 Office of Economic Vitality Operating Budget, adopted by the IA Board at the September 12, 2016 meeting.

- 13. Due to the high cost of bonding prior to 2020, bonding for economic development projects should not be utilized as a funding mechanism unless funding is specifically required to complete a project based on approved criteria that can be used to evaluate a project. The criteria should include the following:
 - significant leveraging opportunities are identified through either the federal and state government or a public/private partnership;
 - project phases have been completed or are currently underway, and; In addition, staff will provide an analysis of each economic development project, the funding levels required and the cost associated with the required bonding level to the EDCC and IA for their consideration.

<u>Current Status</u>: To date, the Office of Economic Vitality has not recommended bonding as a funding mechanism for 2020 economic development projects.

Prioritization Recommendation	Project Name	Committed Sales Tax Funding
#1 Project	Capital Circle Southwest	\$70,000,000
	Greenways Master Plan	\$790,000
	Bike Route System	\$750,000
Funded via Annual	Sidewalks	\$2,500,000
Allocation	StarMetro Enhancements	\$612,000
	Operating Costs for Parks Built with Sales Tax Funds	\$1,000,000
	Water Quality and Stormwater Improvements	\$4,250,000
Complete	De Soto Winter Encampment	\$500,000
In Progress Per IA	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure	\$47,300,000
Direction	Southside Gateway Enrichment: Widening of Woodville Highway	\$29,700,000
	Orange Avenue: Widening from Adams Street to Springhill Road	\$33,100,000
Regional Mobility &	Gateway Projects	
	North Monroe Gateway	\$9,400,000
	Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
Adopt Established Local Priority via	Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
CRTPA RMP	Westside Student Corridor Gateway (Widening of Pensacola Street)	\$29,936,800
	Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138
Community Enhance	ement Districts, Connectivity, & Quality of Life	
	Market District	\$9,400,000
	Midtown Placemaking	\$22,000,000
	College Avenue Placemaking	\$7,000,000
	Monroe-Adams Corridor Placemaking	\$7,000,000
	Orange Avenue/Meridian Road Placemaking	\$4,100,000
"Blueprint Promise" Criteria	Florida A&M Entry Points	\$1,500,000
otoriu	Lake Lafayette and St. Marks Regional Linear Park	\$15,816,640
	Northeast Park	\$10,000,000
	Beautification and Improvements to the Fairgrounds	\$12,000,000
	Tallahassee-Leon County Animal Service Center	\$7,000,000
	Alternative Sewer Solutions Study	\$2,800,000

Project #21: Capital Circle SW Greenway

Description

The Capital Circle SW Greenway Trail is a shared use path for bicyclists, hikers, and other non-motorized users which will connect neighborhoods in south and southwest Tallahassee to several parks and greenways and the Apalachicola National Forest. This trail is a continuation of a similar trail along Capital Circle South and Capital Circle Southwest.

Existing Improvements

As part of the reconstruction of Capital Circle South and Capital Circle Southwest funded by Blueprint 2000, 6.2 miles of 10' wide, paved, meandering, shared use path for bicyclists, hikers, and other non-motorized users were created adjacent to this roadway within its right of way. This trail crosses the St. Marks Trail at the intersection of Capital Circle and Woodville Highway.

The ANF is accessible on the south side of Capital Circle South, although there are no trailheads located within this tract. Another unit of the ANF lies north of Capital Circle SW across from the Tallahassee Regional Airport.

Future Improvements

The Capital Circle SW Greenway Trail is proposed as a 5.7 mile long, 10' wide, paved, meandering, shared use path located within the right of way of the reconstructed Capital Circle SW. It will connect to the existing trail along Capital Circle South, and it will also connect to a similar trail 2.8 miles long being constructed as part of a funded major road improvement project from south of SR 371/Orange Avenue to US 90/Tennessee Street.

In recognition of her service to the community and to acknowledge her commitment to protecting the environment, the "Debbie Lightsey Nature Trail" will be constructed on a 113-acre site situated on the east side of Capital Circle Southwest, south of Jackson Bluff Road. This parcel, known as the "Delta Industrial Site", was acquired by Blueprint 2000 in December 2006 for corridor improvements proposed for Capital Circle Southwest.

The Capital Circle SW Greenway Trail will intersect the Pine Flats Trail, which is a 5.8 mile long shared use path with a 10′ wide stabilized natural surface. It is intended to connect the Lake Henrietta County Park south to the future Eight Mile Pond County Park via Lake Munson and Rivers Road. This trail will utilize an existing maintenance road where it exists along a drainage channel that empties into Lake Munson, as well as an existing USFS trail on the west side of Lake Munson.

The Bradford Brook Chain of Lakes Greenway is proposed as a minimum 10' wide shared use path for bicyclists, hikers, equestrians, and other non-motorized users that weaves along the Bradford Brook watercourse and its associated "chain of lakes," connecting the anticipated trail along Capital Circle SW west through the Apalachicola National Forest (ANF), including the Silver Lake Recreation Area, to the proposed Ft. Braden Trail along Highway 20 West and the Talquin Wildlife Management Area.

The Capital Circle SW Greenway Trail will intersect the Golden Aster Trail, which is a 0.8 mile long stabilized natural surface trail that follows the west side of Lake Hiawatha northwest of Lake Bradford. The Golden Aster Trail will have

a small trailhead at the west terminus of Longleaf Road. There is an existing sand road trail that is currently being used by equestrians. This surface of this trail will be stabilized and widened to 10' to make it more accessible to more users. Any such improvements will need to be coordinated with the U.S. Forest Service, as this area is within the Apalachicola National Forest.

The Broadmoor Spur Trail is proposed as a 0.3 mile, 10' wide, crushed rock surface trail that will connect the Capital Circle SW Greenway Trail and the Debbie Lightsey Nature Trail via a City of Tallahassee-owned electric utility corridor to the Broadmoor stormwater park south of Jackson Bluff Road, and west of Capital Circle SW. This facility will have a 10' wide paved bike/ped trail around a stormwater pond. This facility is being designed and constructed by Blueprint 2000.

Cost Estimates

Estimated costs are summarized as follows:

Improvement	Length	Total Units	Cost Per Unit	Estimated Total Cost
Capital Circle SW Paved Trail	5.7 miles	1	\$250K/mile for 10' wide pavement	\$1,425,0007
Golden Aster Spur Trail	0.8 miles	1	\$74K/mile for 10' wide stabilized soil	\$60,000
Golden Aster Spur Trail			\$50,000 for small parking area, fencing,	
Trailhead	n/a	1	signage	\$50,000
Broadmoor Spur Trail	0.3 mile	1	\$100K/mile for 10' wide crushed rock	\$30,000
			Minimum eight signs per crossing @\$100/	
			per installed, and \$800-\$1,200 for reflective	To the last
Trail Crossing	n/a	ĸ	pavement paint/thermoplastic	\$6,000
SUBTOTAL	6.6 miles (trail)			\$1,796,000
			20 percent overhead for engineering design and permitting	\$359,200
TOTAL			The second second	\$1,930,200



^{9 -} This cost estimate does not include land acquisition costs. These costs are assumed to be borne by the reconstruction of Capital Circle SW from Crawfordville Highway west and north to State Road 20/Pensacola Street.

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Project #32: Lake Jackson South Greenway

Description

The Lake Jackson South Greenway project is intended to expand regional bike/ped mobility and to provide connectivity from Lake Jackson south to the midtown area of Tallahassee.

The Lake Jackson South Greenway is a 2.5 mile long, shared use trail that connects a string of publicly-owned properties, including the Meginnis Arm Canoe Launch on the south end of Lake Jackson to property owned by the Northwest Florida Water Management District (NWFWMD), and then south along an urban stream and next to a City of Tallahassee fire station to the Tallahassee Mall. The trail will connect from there to the City's Trousdell Gymnastic Center, and then to a residential area east of the Center and south along a proposed bicycle route system to Lake Ella and the Fred O. Drake City Park.

The trail will be a 10′ paved, shared use path. However, if constructions costs, stormwater requirements, or environmental feasibility become an issue, other hard surface treatments can and should be considered. The trail will require CPTED (Crime Prevention Through Environmental Design) design and review to maximize visibility.

This trail corridor will connect recreational, residential, and commercial areas that will meet a diverse population of users of various interests and abilities including bicyclists and pedestrians.

Existing Improvements

Existing improvements include the following:

- Meginnis Arm Canoe Launch
- 42 acres owned by NWFWMD
- A drainage easement on the west side of a shopping center north of Sharer Road
- A City-owned property between Sharer Road and Allen Road
- The Trousdell Gymnastic Center
- Lake Ella
- The Fred O. Drake City Park

Future Improvements

The north end of the shared use path will connect the County's Meginnis Arm Canoe Launch at the south end of Meginnis Arm (located on the south end of Lake Jackson) to Meginnis Arm Road through property owned by NWFWMD that is adjacent to the Canoe Launch. The path would then cross the road and proceed to Lakeshore Drive along the public right of way (ROW). The path would cross under the Interstate 10 overpass to another large NWFWMD parcel that has a large stormwater treatment facility. The path would then wind around and along the shoreline of this facility on its east side to a City-owned drainage easement that connects to Sharer Road. From there, the path would cross to an existing City of Tallahassee fire station located on a large parcel of land that connects to Allen Road.

The path would then cross Allen Road and run alongside the north side of the Tallahassee Mall to the north end



of the City's Trousdell Gymnastic Center. The path would run along the north side of an existing stormwater facility on the north side of the Center, and then connect to an existing street stub connecting to Delta Boulevard. From there, the path would turn into a bicycle route that will utilize minor collector and local streets to reach the Lake Ella area, including the Fred O. Drake City Park. A final shared use path approximately 0.1 mile long and 10' wide called the Glenview Connector Trail will connect Glenview Drive to Tharpe Street, which bounds the Lake Ella City Park on its north side. This connector will have a paved or concrete surface or tread.

A summary of improvements includes:

- \bullet 2.5 miles of 10' wide paved, shared use path
- Four street crossings
- 10' wide bridge or boardwalk approximately 250' long behind the Trousdell Center
- 0.1 miles of 10' paved or concrete shared use path
- Signage for the bicycle route system (funding to be provided through a separate project account)

Cost Estimates

According to the Federal Highway Administration, the estimated construction cost of one mile of 10-foot-wide asphalt paved path with signs, minor drainage, and limited urban road crossings is approximately \$250,000 per mile. This is also consistent with the Florida Department of Transportation estimates for similar paths. The estimated cost for one mile of 10-foot-wide granular/crushed rock trail is \$100,000.

The costs associated with a bicycle route system consist mainly of signage. The costs associated with this project will be included in the proposed Tallahassee – Leon County Bicycle Route System.

Estimated costs are summarized as follows:

Estimated Total Cost	\$625,000	\$8,000	\$50,000	\$2,500	\$126,600	\$812,100
Total Cost Per Unit Units	\$250K/mile for 10' wide pavement \$625,000	\$2,000	\$200/LF	\$250/mile for 10' wide pavement	20 percent overhead for engineering design and permitting	
Total Units	1	4	1	1		
Length	2.5 miles	n/a	10' x 250' 1	0.1 miles		
Improvement	12' Paved Trail	Trail Crossing	Boardwalk	Glenview Connector Shared Use Path		TOTAL
Greenway Project	Lake Jackson South Greenway	Lake Jackson South Greenway	Lake Jackson South Greenway	Lake Jackson South Greenway		

Total estimated cost = \$812,100.

Project #28: Thomasville Road Greenway

Description

The Thomasville Road Greenway is a proposed shared use path or multi-use trail for bicyclists, hikers and other non-motorized users that connects North Monroe Street, Midtown, and residential areas north of midtown to Live Oak Plantation Road. If located on the west side of Thomasville Road, it would replace several sidewalk segments that are not up to modern standards. Given that Thomasville Road south of I-10 does not have bicycle lanes, this would provide an alternative route for bicyclists, and it would allow bicyclist, pedestrians, and other trail users to access a wide variety of existing businesses, including a major shopping area south of Bradford Road, a public school, and several parks. It would also fill in a gap in the Goose Pond Trail that would allow this trail to connect to the Timberlane Ravine Greenway north of Live Oak Plantation Road.

Existing Improvements

Dorothy Oven City Park is located on the east side of Thomasville Road north of Hermitage Boulevard. Winthrop Park is located on the east side of Thomasville Road south of Armisted Road.

A sidewalk is located along the east and wide sides of Thomasville Road from its intersection with North Monroe north to Bradfordville. However, the west sidewalk segment between Gardenia Drive and Live Oak Plantation Road is pavement. Depending on available right of way, existing trees, fences, and other constraints, segments of this trail may be located on either side of the roadway. This may also require additional signed crossings.

Future Improvements

The Thomasville Road Greenway trail is a nominal 8' wide paved trail 5.5 miles in length. It can be located within the right of way of Thomasville Road. It is estimated that approximately 38 trail crossings of existing road intersections or major entrances and exits will be required.

Due to the presence of large trees, driveways, road intersections, high-speed traffic, varying widths of pavement and right of way, a variety of users, and other potential design issues, this project will require increased coordination between the City of Tallahassee and the Florida Department of Transportation, and consideration of alternative trail designs. These issues and alternatives may require additional engineering design and permitting costs, as well as public input. Alternative solutions may include installing bike lanes along segments without sufficient right of way for a trail, but sufficient pavement width for a bike lane, and rebuilding sidewalks where necessary. Additional signage may also be required to alert motorists to the presence of bicyclists, and to help bicyclists ride more safely along a crowded urban corridor.

Cost Estimates

Estimated costs are summarized as follows:

Estimated Total Cost	\$740,000	\$76,000	\$816,000	\$163,200	\$979,200
Cost Per Unit	\$250K/mile for 10' wide pavement	Minimum eight signs per crossing @\$100/per installed, and \$800-\$1,200 for reflective pavement paint/thermoplastic		20 percent overhead for engineering design and permitting	
Total Units	1	38			
Length	3.7 miles		5.5 miles (trail)		
Improvement	Thomasville Road Greenway Trail	Trail Crossing	SUBTOTAL		TOTAL





Project #4: University Greenway

Description

The University Greenway is a component of the Westside Student Corridor Enhancement project. This enhancement project encompasses a holistic approach to transportation capacity improvements, regional mobility, provides connectivity to existing/proposed amenities (including Blueprint 2000 projects), and increases stormwater capacity to address flooding concerns.

The greenway component of this project is intended to enhance mobility through the implementation of the western segment of the Education Quadrant Greenway as identified in the 2004 Greenways Master Plan. The construction of the University Greenway will help link Tallahassee Community College (TCC), Florida State University (FSU), and Florida Agricultural and Mechanical University (FAMU) to Innovation Park, as well as many nearby residential areas. These connections will use public lands and corridors unless indicated otherwise.

The University Greenway is essentially a shared use path between TCC and the east side of FSU's Southwest Campus, with two major spur trails. One spur runs south to Innovation Park through an existing City park, and then connects to another east-west trail that connects Innovation Park to Florida State University's Southwest Campus, including its new intramural field complex. The other spur connects to Pensacola Street along Mabry Street.

Existing Improvements

The Western Drainage Ditch is a channelized earthen ditch with a maintenance road along its length. This ditch, channelized in the early part of the 20th Century in order to control mosquitoes, reduce flooding, and create more developable land in floodprone areas, drains south into Black Swamp and south to Lake Henrietta, and ultimately further south to Eight Mile Pond in the south part of Leon County. An adjacent maintenance road runs along virtually the entire length of this ditch.

The Mabry City Park is a passive-use greenspace area approximately 28 acres in size south of the intersection of Mabry Street and Roberts Avenue. Three earthen stormwater ditches meet just north of this intersection, and then drain south along the east edge of Mabry City Park. The south end of this park is adjacent to the southwestern corner of Innovation Park, a 208-acre research and development incubator park owned and managed by the Leon County Research and Development Authority. Much of the area south, east, and west of Innovation Park is part of the 740-acre FSU Southwestern Campus. This campus includes the FSU Foundation and Research buildings, FAMU-FSU College of Engineering, the Advanced Materials Research building, and two athletic complexes: the Morcom Aquatics Center and Don Veller Golf Course, as well as the WFSU Public Broadcast Center (WFSU-TV and WFSU-FM). In addition, on the north side of this campus is located the National High Magnetic Field Laboratory.

In addition to drainage ditches, open space areas, and state, county, and city-owned lands, there are several large drainage and utility corridors in this part of the urban area of Tallahassee that are owned fee simple by local government. However, there are at least five private properties upon which public access trail easements will need to be acquired.

Pensacola Street between Stadium Drive and Appleyard Drive has been repaved and restriped to include bike lanes.

Future Improvements

University Greenway Trail

The University Greenway Trail as proposed is a three-mile long shared use path with a 10' wide paved surface. It is intended to connect TCC to the east side of FSU's Southwest Campus. Its eastern terminus is the intersection of Levy Avenue and Pennell Circle, which is located at the northwest corner of FSU's Alumni Village. Its western terminus is north of Pensacola Street and east of Progress Drive.

This trail also connects to the west end of Stuckey Avenue, which was rebuilt recently by the City of Tallahassee with bike lanes and sidewalks. Stuckey Avenue terminates east at Lake Bradford Road where it becomes Gamble Street as it continues east of Lake Bradford Road. This section of Gamble Street is anticipated to be improved with bicycle lanes and sidewalks as part of the FAMU Way extension. The improvements to Stuckey Avenue and Gamble Street will provide bicycle and pedestrian connections to both the St. Marks Trail and FAMU to the east from the University Greenway Trail.

This trail will be located to the maximum extent with existing City of Tallahassee utility corridors west of Mabry Street. It will be run along Roberts Avenue east of Mabry Street within the right of way, then running south along the west side of Iamonia Street to its intersection with Levy Avenue. A crossing of Levy Avenue will allow access to the trail from residential areas on the south side of Levy.

Related improvements include:

- A minimum of ten trail crossings of streets and railroad tracks;
- Restriping bicycle lanes on two concrete bridges near the intersection of Mabry and Roberts Avenue.
- A bike/ped bridge over a small stormwater drainage channel at the southeast corner of the intersection of Roberts Avenue and Mabry Street;
- Relocation of a fence on the west side of Mabry Street



Mabry North Spur

concrete sidewalk along the east side of Mabry Street from its intersection with Roberts Avenue. Extending north, the trail will then turn University Greenway Trail north to Pensacola Street. Based on right of way constraints, a 0.1 mile portion of this trail will be a 10' wide mile long shared use path with a 10' wide paved surface. It is intended to connect the east into an open utility corridor owned fee simple by the City of Tallahassee. North of the intersection of Mabry Street and Belle Vue the east side of Mabry Street. Way, the trail will remain in the right of way on The Mabry North Spur Trail as proposed is a 0.8

Approximately 165' of right of way or a trail easement will need to be acquired on the east side of Mabry Street immediately south of its intersection with Pensacola Street.

Mabry South Spur

flood zone.) It is intended to connect the University Greenway Trail south to an open utility corridor that connects both to the west side of mile long shared use path with a 10' wide crushed stone surface that runs the length of Mabry Park south to Paul Dirac Drive. (Crushed stone is recommended for this trail because most of Mabry Park is within the 100-year FSU's Southwest Campus and east to Innovation Park. The Mabry South Spur Trail as proposed is a 0.7

will be required for safety, but the environmental impact will be minimal. All property along this trail is owned by either local or state Drainage Ditch, running along an existing dirt maintenance road. Wooden fencing This trail will parallel a portion of the Western government.

Innovation Park Trail

minimize erosion since the utility corridor is hilly and is expected to have significant use as this area continues to develop.) It is intended The Innovation Park Trail as proposed is a 1.2 mile long shared use path with a 10' wide paved surface. (Pavement is recommended to to connect Innovation Park to Florida State University's Southwest Campus via the Mabry South Spur.

Development Authority. It will require one small bike/ped bridge to cross the Western Drainage Channel, and four trail crossings. This trail will be located within an existing open utility corridor owned by the State of Florida and the Leon County Research and

ess to Innovation Park, the National High Magnetic Field Laboratory, and FSU's Alumni This trail will allow FSU students to access the intramural field complex and other parts of the FSU Southwestern Campus by bicycle, and will also provide bicycle and pedestrian acc Village graduate student housing complex.



Drainage Channel Maintenance Road





Estimated Costs

Estimated costs are summarized as follows:

Greenway Project	Improvement	Length	Total Units	Cost Per Unit	Estimated Total Cost
University Greenway Trail	10' Paved Trail	3.0 miles	1	\$250K/mile for 10' wide pavement	\$750,000
Mabry North Spur Trail	10' Paved & Concrete Trail	0.8 mile	1	\$250K/mile for 10' wide pavement and \$250/LF for concrete sidewalk	\$300,0004
Mabry South Spur Trail	10' Crushed Stone Trail	0.7 mile	1	\$100K/mile for 10' wide crushed stone	\$70,000
Innovation Park Trail	10' Paved Trail	1.4 miles	1	\$250K/mile for 10' wide pavement	\$350,000
various	Trail Road Crossings	n/a	16	Minimum eight signs per crossing @\$100/per installed, and \$800-\$1,200 for reflective pavement paint/ thermoplastic	\$32,000
University Greenway Trail	Boardwalk or Bike/ped Bridge	10' x 25'	1	Prefabricated 10' wide steel pedestrian bridge (\$1,200 per LF with design, engineering, installation and administration costs.). An 8' wide clearance can reduce this cost. A 10' wide wooden boardwalk would be approximately \$200/LF.	\$30,000
Mabry South Spur Trail	Boardwalk or Bike/ped Bridge	10 × 60′	1	Prefabricated 10' wide steel pedestrian bridge (\$1,200 per LF with design, engineering, installation and administration costs.). An 8' wide clearance can reduce this cost. A 10' wide wooden boardwalk would be approximately \$200/LF.	\$72,000
University Greenway Trail	Fence relocation	100′	1	n/a	\$4,000
Mabry North Spur Trail	Acquire right of way or trail easement	165′	1	n/a	
	SUBTOTAL	5.9 miles (trail)			\$1,614,000
				20 percent overhead for engineering design and permitting	\$322,800
	TOTAL				\$1,936,800

⁴ (500' of concrete sidewalk 10' wide = \$125,000) + (0.7mi of paved trail 10' wide = \$175,000) = \$300,000.





September 5, 2019 Fairgrounds and Northeast Park Update Attachment #2



Blueprint Intergovernmental Agency Board of Directors Agenda Item

Consideration of a Proposed Prioritization Process for the

Community Enhancement, Connectivity, and Quality of Life Blueprint

2020 Infrastructure Projects

Date: June 13, 2017 Requested By: IA Board

Contact: Blueprint Type of Item: Discussion

STATEMENT OF ISSUE:

The passage of the sales tax extension in November 2014 included a plan for 27 Blueprint 2020 infrastructure projects. Through their February 21, 2017 meeting, the Intergovernmental Agency Board (IA Board) has provided direction on the prioritization of 16 out of the 27 Blueprint 2020 Infrastructure Projects. The purpose of this item is for the IA Board to approve a process for prioritizing the remaining 11 infrastructure projects in the Community Enhancement, Connectivity, and Quality of Life (CCQ) categories. Of note, this item does not include review nor prioritization of any economic development projects, which will be conducted separately.

EXECUTIVE SUMMARY:

The IA Board's adopted list of 27 Blueprint 2020 infrastructure projects were divided into five categories: Regional Mobility, Gateway, Community Enhancement, Connectivity, and Quality of Life (respectively). At the February 21, 2017 meeting, the IA Board discussed a dual approach to funding and completing the 27 projects. Based on IA action at that meeting, the five larger, holistic roadway reconstruction projects included in the *Regional Mobility and Gateway* categories will proceed with structured regional partnerships intended to maximize state and federal funding opportunities and the remaining 11 projects within the *Community Enhancement, Connectivity, and Quality of Life (CCQ)* categories will be prioritized through a separate process, which is presented in this agenda item.

The remaining 11 projects within the *Community Enhancement, Connectivity, and Quality of Life* (CCQ) categories are primarily smaller-scale, placemaking and infrastructure improvement projects with generally shorter timeframes for implementation. Attachment 1 contains the description for each of the 11 CCQ projects. The prioritization process for projects within these categories filters projects through criteria herein presented to the IA Board for approval. The criteria are based on project readiness and the original "Blueprint Promise" ballot language from November 2014. If approved, the CCQ projects will be evaluated against the criteria and the results presented to the IA at the September 21, 2017 Board meeting. Once the prioritized list

is adopted in September, the CCQ projects will be presented to the IA Board for implementation through allocations in Blueprint's Capital Budget. The FY2018-2022 Capital Improvements Plan and the FY2018-2022 Net Sales Tax Allocation Plan, including allocations for the highest priority CCQ projects identified through this proposed process, will also be presented to the IA Board at the September 21, 2017 meeting.

At the February 21, 2017 meeting, the IA Board also directed staff to include an analysis of the relationship between the Water Quality Projects and the Alternative Sewer Solutions Study, funded respectively at \$85 million and \$2.8 million as Blueprint 2020 projects. Staff was directed to analyze a subcomponent of the Alternatives Sewer Study, namely the Comprehensive Wastewater Treatment Facilities Plan, and identify budgetary options for advance funding this component of the project. These analyses and additional information are included as part of the discussion herein.

SUPPLEMENTAL INFORMATION:

2020 PROJECT PRIORITIZATION:

At the February 21, 2017 meeting the IA Board directed staff to continue work on projects previously directed by the IA Board and move forward the five remaining projects in the Regional Mobility and Gateways categories in coordination and alignment with the CRTPA. At this same meeting, the IA Board directed staff to bring back an updated analysis and prioritization process for the 11 CCQ projects.

Table 1 below provides a full list of the 27 infrastructure projects as well as a summary of IA Board action to date for each of the projects.

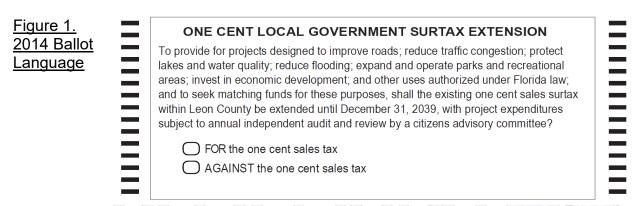
Table 1. Prioritization Process by Project – Blueprint 2020 Infrastructure Program (27 Projects, listed in alphabetical order by category)

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IA Board Action	Project Name	Committed Sales Tax Funding						
#1 Project	Capital Circle Southwest	\$70,000,000						
	Bike Route System	\$15,000,000						
	Greenways Master Plan	\$15,800,000						
Funded via Annual	Operating Costs for Parks Built with Sales Tax Funds	\$20,000,000						
Allocation	Sidewalks	\$50,000,000						
	StarMetro Enhancements	\$12,500,000						
	Water Quality and Stormwater Improvements	\$85,000,000						
In Progress	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure	\$47,300,000						
Per IA Direction	Orange Avenue: Widening from Adams Street to Springhill Road	\$33,100,000						
2.1000.011	Southside Gateway Enrichment: Widening of Woodville Highway	\$29,700,000						
	Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138						
Prioritization	North Monroe Gateway	\$9,400,000						
Coordinated	Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000						
with CRTPA	Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800						
Complete	Westside Student Corridor Gateway: Widening of Pensacola Street	\$29,936,800						
Complete	De Soto Winter Encampment	\$500,000						
Community En	hancement Districts, Connectivity, & Quality of Life							
	Alternative Sewer Solutions Study	\$2,800,000						
	Beautification and Improvements to the Fairgrounds	\$12,000,000						
	College Avenue Placemaking	\$7,000,000						
IA Board Action	Florida A&M Entry Points	\$1,500,000						
Requested	Lake Lafayette and St. Marks Regional Linear Park	\$15,816,640						
(Final action to occur at	Market District	\$9,400,000						
September IA Board	Midtown Placemaking	\$22,000,000						
meeting)	Monroe-Adams Corridor Placemaking	\$7,000,000						
	Northeast Park	\$10,000,000						
	Orange Avenue/Meridian Road Placemaking	\$4,100,000						
	Tallahassee-Leon County Animal Service Center	\$7,000,000						

CCQ REVISED PRIORITIZATION PROCESS:

Based on the direction of the IA Board at the February 21, 2017 meeting, staff has reassessed the criteria for prioritizing the 11 CCQ projects. The updated criteria presented for approval in this agenda item reflect an adjustment to the weight of each criteria to create more balance among each criterion, more holistic definitions, and the recommendation to utilize an unbiased, third party to determine the economic impact of each project.

Though the criteria and scaling metrics have evolved, the focus remains on the ballot language of the 2014 voter referendum, which serves as "*Blueprint's Promise*" to the Leon County community. The "Blueprint Promise" criteria focuses on honoring the commitment made to voters by prioritizing projects which meet multiple objectives of the sales tax extension.



The revised criteria, as derived from the 2014 ballot language, establish the metrics against which the CCQ projects will be evaluated. 'Project Readiness' has been added as a criterion to capture the value of work completed to date to advance a project. For example, a locally adopted and community supported Placemaking study detailing the planned improvements to be funded with sales tax dollars carries value and allows the sales tax projects to leverage the monetary and staff resources invested by the City and County to date. This criterion will also truly capture project readiness for implementation – for example, are all plans and partners ready to move forward with the project once funding is available? The definitions for 'Water Quality Improvements' and 'Transportation Enhancements' have been updated to provide a more comprehensive assessment of the various attributes of each CCQ project, consistent with the Blueprint holistic approach to local projects.

To best evaluate a project's ability to 'Invest in Economic Development,' Blueprint requests that the Florida State University Center for Economic Forecasting and Analysis (CEFA) be retained to complete an economic impact study for each of the CCQ projects. The studies will measure various economic indicators including job creation, median wages, commercial sales or revenues, property values, and commercial rents to determine the forecasted economic impact of each project on the local economy. CEFA will develop a weighting factor to equalize results, allowing for an 'apples to apples' comparison of economic impacts. The total cost for the

economic impact analyses for the 11 CCQ projects is \$18,940. These revised prioritization criteria and evaluation scale are summarized in Table 2 below:

Table 2. Proposed "Blueprint Promise" Prioritization Criteria for CCQ Projects

Criteria	Definition	Example	Total Points
Project Readiness	Measure of key milestones completed to date and if project is ready for implementation	Adopted plan, such as a Placemaking Plan, or study; Project is ready to move forward	20
Water Quality Improvements	Protecting water quality and/or reducing flooding through proactive mitigation	Flood mitigation, stormwater enhancements	20
Transportation Enhancements	Project improves the ways people move through & within the community	Bicycle, pedestrian, transit, & roadway improvements	20
Expand Parks and Recreation Areas	New or enhanced public spaces that improve the community's quality of life	New or enhanced parks or public spaces such as a plaza	20
Invest in Economic Development	Local economic impact of project - Analysis performed by FSU CEFA	Job creation, commercial rents, and property values	20
		Total Points	100

The 2020 Sales Tax Extension Project Descriptions (Attachment #1), as publicly shared with Leon County voters via leonpenny.org and adopted in the current Interlocal Agreement, will serve as the metric for evaluating how each CCQ project meets the above criteria. Points for each criterion will be scaled to address the varied nature of improvements identified for each project. A table detailing the criteria scoring and scale is included as Attachment #2.

Action Item B: Approve the "Blueprint Promise" criteria for prioritizing the 11 Community Enhancement, Connectivity, and Quality of Life projects and present the results at the September 19, 2017 IA Board meeting.

Action Item B: Direct Blueprint staff to retain the Florida State University Center for Economic Forecasting and Analysis (CEFA) to determine the local economic impact of the remaining 11 CCQ projects and incorporate the findings into the prioritization process as applicable. Funding for this analysis will come from the \$300,000 Sales Tax Extension project and be paid back to the project during the FY 2018 Budget process. After the receipt of the 2020 sales tax funds, this amount will be paid back to the Blueprint 2000 capital project fund.

Additional Considerations on the Proposed Prioritization Process

The proposed prioritization process for the 11 CCQ projects is based on the commitment to the voters through the 2014 ballot language, which inherently advances projects on their ability to meet the multiple objectives of this holistic promise to the community. As a result, projects that have a more focused purpose will likely not score as high. However, all of the Blueprint projects are critical infrastructure projects and as opportunities to implement even the lowest scoring

projects arise, the IA will be provided with the best information to date and options for initiation. The proposed prioritization process provides an objective evaluation of the benefits of each CCQ project to the community and a path forward. Changing market conditions, geographic distribution of public investments, and community priorities, will inevitably affect the implementation of the prioritized list.

Project locations and geographic balance of the sales tax investments were an integral component of the Sales Tax Committee discussion, project evaluation process, and final recommendation. Geographic balance is also important in the implementation of the sales tax projects over time and an important consideration for the IA Board. In September, staff will present the geographic distribution of the draft FY 2018-2022 CIP on a map, which will include the active Blueprint 2000 and 2020 projects as well as the highest ranking CCQ projects as a result of the draft prioritization. In September, the IA may wish to consider adjusting the draft results to achieve balanced investments throughout the community.

Additionally, significant leveraging opportunities as related to all 27 infrastructure projects will be presented to the IA Board as they arise. At any time, public and/or private development may result in partnership or cost-sharing opportunities. Over the course of the 2020 program, when directed by the IA, these opportunities may elevate the benefited project over a project that may have ranked higher in the prioritized list. However, these can be cost-saving opportunities to the Blueprint program, which stretches the sales tax revenues and further ensures the successful completion of all projects.

THE COMPREHENSIVE WASTEWATER TREATMENT FACILITIES PLAN

At the February 21, 2017 meeting, the IA Board directed staff to analyze implementing the first phase of the Blueprint 2020 Alternatives Sewer Study project. Accordingly, the first phase is to conduct a Comprehensive Wastewater Treatment Facilities Plan (CWTF Plan). In addition, the IA requested staff to identify budgetary options for advance funding this phase of the overall study. This section fulfills both elements of the board's direction on this issue.

The CWTF Plan is the necessary first (of three) step for action by the IA to determine appropriate facilities necessary to achieve enhanced wastewater treatment enhancements in the unincorporated areas of Leon County and within the Primary Springs Protection Zone. The latter steps are presented later in this section. The recommendations presented for IA action at this meeting, specifically to approve advanced funding for the CWTF Plan.

The CWTF Plan is recognized by the State of Florida as a critical planning document to determine what wastewater treatment and disposal facilities are appropriate and can be implemented in a reasonable manner. The CWTF Plan is intended to examine the best available and reasonable treatment options and opportunities, and may include analysis related to extending sewer service, providing sewer alternatives, and possible alternatives to onsite treatment and disposal systems (OSTDS). The CWFT Plan may also provide recommendations regarding local policy changes to implement the facility recommendations.

The CWTF Plan may also identify emerging treatment improvements for existing wastewater systems to enhance protection of the aquifer in Leon County. The CWTF Plan, once completed, is also expected to assist in obtaining future grants and funding opportunities from other governmental agencies: a Blueprint priority. Moving forward with the CWTF Plan is the first action to be taken in a multi-step process.

Once the CWTF Plan is completed and accepted by the IA, a process anticipated to occur for up to 15 months, two additional components of the Blueprint 2020 Alternative Sewer Study project will follow: a Finance Plan and a Management and Operations Plan. The Finance Plan will identify the method and timing of funding needed to implement those treatment and disposal options identified in the CWTF Plan that are accepted by the IA. Thereafter, the Management and Operations Plan will identify any facility management alternatives to operate and maintain the varying and unique attributes of any newly constructed system(s). It is the Management and Operations Plan that would include any review of a possible Regional Management Entity (RME), based upon the outcomes of the CWTF Plan and Finance Plan. An RME is normally responsible for conducting operations and maintenance and ensuring performance of a wastewater treatment system. The Management and Operations Plan will recommend whether the newly constructed system(s) would be best managed by an RME or a separate public or private utility, and would make that recommendation to the Board.

Advance Funding Solution for the CWTF Plan

In 2013, members of the Leon County Water Resources Committee estimated the cost of this CWTF Plan component at no more than \$500,000. Consistent with the direction provided by the IA Board in February 2017 to identify funding options for this first phase, staff has identified a potential funding source for advance funding the CWTF Plan.

Funding is currently available from the Northwest Florida Water Management District (NWFWMD) sensitive lands acquisition project – A Blueprint 2000 project. In 2004, Blueprint entered into a partnership agreement with the NWFWMD which specified a 50/50 cost split between Blueprint and NWFWMD to acquire sensitive lands in the headwaters of the St. Marks River. When the funding source NWFWMD utilized for land acquisitions became unavailable, the NWFWMD agreement with Blueprint was not renewed. The remainder of Blueprint's allocation to this program (of \$577,000) has been saved in the NWFWMD project line item and is available to fund the CWTF Plan. This advance funding would be required to be paid back to the Blueprint 2000 program after the receipt of 2020 funds. Included as Attachment #3 is a letter dated June 1, 2017 from the Wakulla Springs Alliance requesting the Board to advance fund the CWTF Plan. Board approval of the staff recommendation contained herein will fulfill this request.

Additional Considerations

In addition, Leon County is currently working on a number of septic-to-sewer projects and finalizing a pilot OSTDS upgrade project. The Northwest Florida Water Management District has

recommended providing Leon County a 100-percent funded Springs Restoration Grant to evaluate alternative passive technologies for OSTDS upgrades to address the Wakulla River Basin Management Action Plan. The pilot project goal is to address 50 systems in Leon County in the first two years. As requested by the County, the District is also recommending providing a 50-percent match grant for the design and permitting of the Woodville central sanitary sewer project. Future funding is also being considered by the County for additional septic-to-sewer projects in the Urban Services Area.

The recommendations of this Plan will largely focus upon properties in the unincorporated area of Leon County. Hence, Leon County will benefit from the results of the study and be responsible for considering implementing the recommendations of the CWTF Plan. Additionally, as detailed above, Leon County is presently considering significant and substantial action related to creating an OSTDS pilot program and related actions. For these reasons, the CWTF Plan is recommended to be managed by Leon County. At this time, staff is recommending the following action by the IA on this issue, as below:

Action Item C: Direct staff to proceed with advance funding the Comprehensive Wastewater Treatment Facilities Plan, a subproject of the Study, at an amount not to exceed \$500,000 to be implemented by Leon County in coordination with public and private utilities. The Plan will be funded utilizing unencumbered funds from the Northwest Florida Water Management District (NWFWMD) project and paid back to the Blueprint 2000 program after 2020 revenues have been received.

WATER QUALITY AND STORMWATER IMPROVEMENTS PROJECTS

At the February 21, 2017 meeting, the IA Board also directed staff to provide an analysis of the relationship between the Alternative Sewer Solutions Study, and the Water Quality and Stormwater Improvements Project. The Water Quality and Stormwater Improvements Project is an \$85 million Blueprint 2020 project that will be implemented by the City and County. The Sales Tax Citizens Committee listed specific water quality projects that could be funded with the \$85 million as part of their final report; ultimately, the IA Board voted to move the project forward in 2014 without listing specific projects or improvements to be funded with these dollars. The Interlocal Agreement approved in December 2014 (after the referendum) includes the following description specifying the type of projects to be funded and the administration of these dollars:

Project 20. Water Quality and Stormwater Improvements

Water Quality Program: Funding in the amount of \$85 million of Dedicated 2020 Surtax will be used for stormwater, sewer and/or water quality retrofit to be split 50/50 between the County and City.

The IA previously approved \$4.25 million annually for the Water Quality and Stormwater Improvements Project to be split equally between the City and the County beginning in FY2020. While the Alternative Sewer Solutions Study Project and the Water Quality Stormwater Improvements are funded separately, the results of the study can help inform future decisions

on how the County and/or City implement projects. Currently, by partnering with the Florida Department of Environmental Protection, the Northwest Florida Management District, and the City of Tallahassee, the County has aggressively moved to eliminate septic tanks in the Primary Springs Protection Zone through the use of State matching grant funds. The results of the proposed study will help to further define possible future projects for development in the Primary Protection Springs Protection Zone which may also be eligible for state matching funds.

NEXT STEPS:

Based on direction provided by the IA Board, the remaining 11 CCQ projects will be prioritized per the revised 'Blueprint Promise' criteria. At the September 19, 2017 meeting, staff will present the IA Board with draft prioritization results. Also presented in September, will be a projected funding schedule, or Net Sales Tax Allocation Plan, for projects from FY2018-2022 which reflects the actions taken by the IA Board on all projects, including action items approved on February 21, 2017. As required, the FY2018-2022 Capital Improvement Plan (CIP) will also be presented for adoption at that time, which will include the project schedule for the first three years of the Blueprint 2020 infrastructure program.

It is important to note that changing conditions, including significant leveraging opportunities, public-private partnerships, financing, community safety, and progress of other projects may affect project implementation schedules over time. Staff anticipates that those opportunities will occur and will prepare options for the IA Board to consider as they are presented.

Action by TCC and CAC: This item was presented to the TCC and the CAC at their June 5, 2017 and June 8, 2017 meetings, respectively.

INTERGOVERNMENTAL AGENCY

OPTIONS:

Option #1: Approve Action Items A-C.

Action Item A: Approve the "Blueprint Promise" criteria for prioritizing the eleven Community Enhancement, Connectivity, and Quality of Life projects and present the results at the September 19, 2017 IA Board meeting.

Action Item B: Direct Blueprint staff to retain the Florida State University Center for Economic Forecasting and Analysis (CEFA) to determine the local economic impact of the remaining 11 CCQ projects and incorporate the findings into the prioritization process as applicable. Funding for this analysis will come from the \$300,000 Sales Tax Extension project and be paid back to the project during the FY 2018 Budget process. After the receipt of the 2020 sales tax funds, this amount will be paid back to the Blueprint 2000 capital project fund.

Action Item C: Direct staff to proceed with advance funding the Comprehensive Wastewater Treatment Facilities Plan, a subproject of the Study, at an amount not to

exceed \$500,000, to be implemented by Leon County Public Works in coordination with public and private utilities. The Plan will be funded utilizing unencumbered funds from the Northwest Florida Water Management District (NWFWMD) sensitive lands acquisition project and paid back to the Blueprint 2000 program after 2020 revenues have been received.

Option #2: Intergovernmental Agency Direction.

RECOMMENDED ACTION:

Option #1: Approve Action Items A-C.

Attachments:

- 1. Blueprint 2020 Infrastructure Program Project Descriptions for 11 Community Enhancement, Connectivity, and Quality of Life (CCQ) Projects
- 2. Revised Blueprint Promise Criteria and Evaluation Scale for CCQ Project Prioritization
- 3. June 1, 2017 Letter from the Wakulla Springs Alliance



Alternative Sewer Solutions Study



Project Highlights

- Studies wastewater treatment options for the Primary Spring Protection Zone may include:
 - Central sewer
 - Cluster disposal systems
 - Package treatment and disposal facilities.
- Estimated Cost: \$2.8 million

This project would provide funding for a study to determine alternative methods of domestic wastewater treatment and disposal in the unincorporated areas, including the Primary Spring Protection Zone. These recommendations may include connection to the City of Tallahassee central sewer system, cluster disposal, system, or package treatment system options rather than on-site sewage treatment and disposal systems (septic tanks). The study may also make recommendations regarding the need for additional wastewater treatment and disposal alternatives in the unincorporated portion of the County and how those alternatives may be implemented.

Community Enhancement Districts



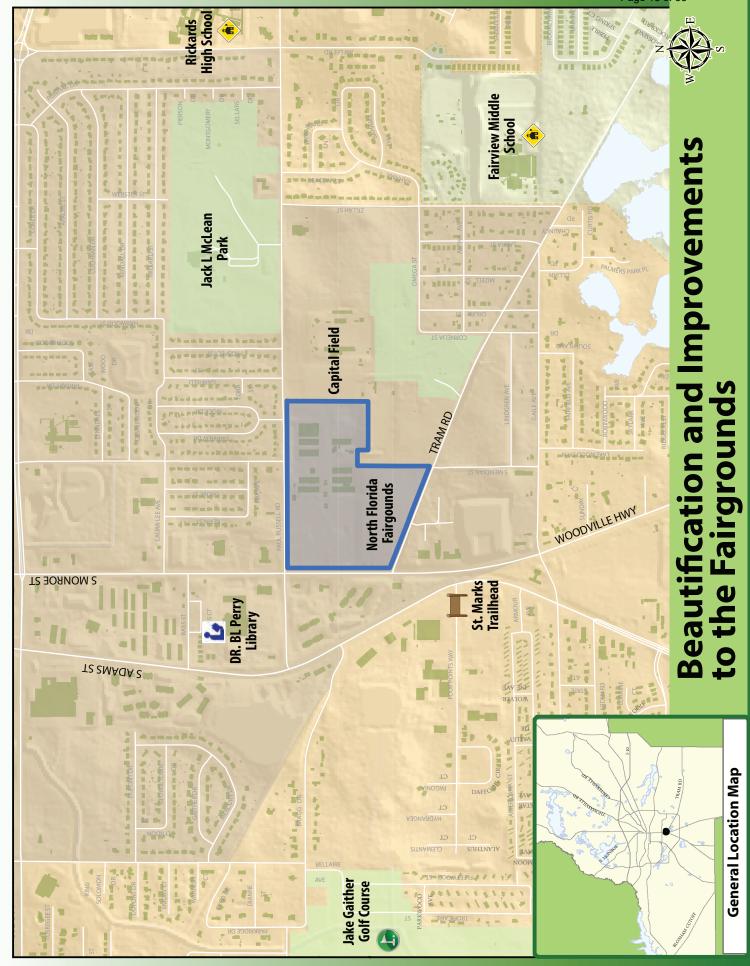
Beautification and Improvements to the Fairgrounds



Project Highlights

- Redevelopments to the North Florida Fairgrounds.
- Reconfigure existing uses to provide amenities that allow the Fairgrounds activities to be repositioned on the site:
 - Lighting
 - Sidewalks
 - Relocated buildings
 - Parking access improvements.
- Strategic redevelopment along Monroe Street.
- Estimated Cost: \$12 million

This project intends to provide the necessary infrastructure that will allow the Fairground's activities to be repositioned on the site while allowing for a mixture of land uses and intensities. The project would reconfigure the existing uses and incorporate the necessary infrastructure that will allow for redevelopment activities to strategically occur.





Community Enhancement Districts

College Avenue Placemaking



Project Highlights

- Enhances visual appeal and pedestrian safety through streetscaping improvements along College Avenue, Park Avenue, and Macomb Street.
- Creates pedestrian walkways to connect the Civic Center, FSU Main Campus, FSU Law School and Downtown.
- Completes needed intersection improvements and fills in missing sidewalk links to make it easier and safer for people to walk to and from Downtown and Florida State University.
- Estimated Cost: \$7 million

Located in the heart of Downtown near Florida State University, the College Avenue Placemaking project creates a "destination district" in our community. The project's placemaking improvements will facilitate the redevelopment of the College Park District to meet its fullest potential. The goal is to create a vibrant urban space that attracts people to live and visit, while honoring its history and prominent location between the City and the University.

Florida A&M Entry Points



Project Highlights

- Intersection enhancements to make accessing Florida A&M University easier and safer:
 - Palmer Avenue/Adams Street
 - Osceola Street/Adams Street
 - Perry Street/Gamble Street.
- Signage to beautify and emphasize the entrances to Florida A&M University.
- Estimated Cost: \$1.5 million

The intersections of Osceola/Adams Streets and Perry/Gamble Streets are high profile entrances into Florida A&M University. This project would include high visibility crosswalks at these intersections. It would also include adding a crosswalk and traffic signal at the Palmer Avenue/Adams Street intersection. Other improvements may include treelined streets, wider sidewalks, and monument signs at major entries.



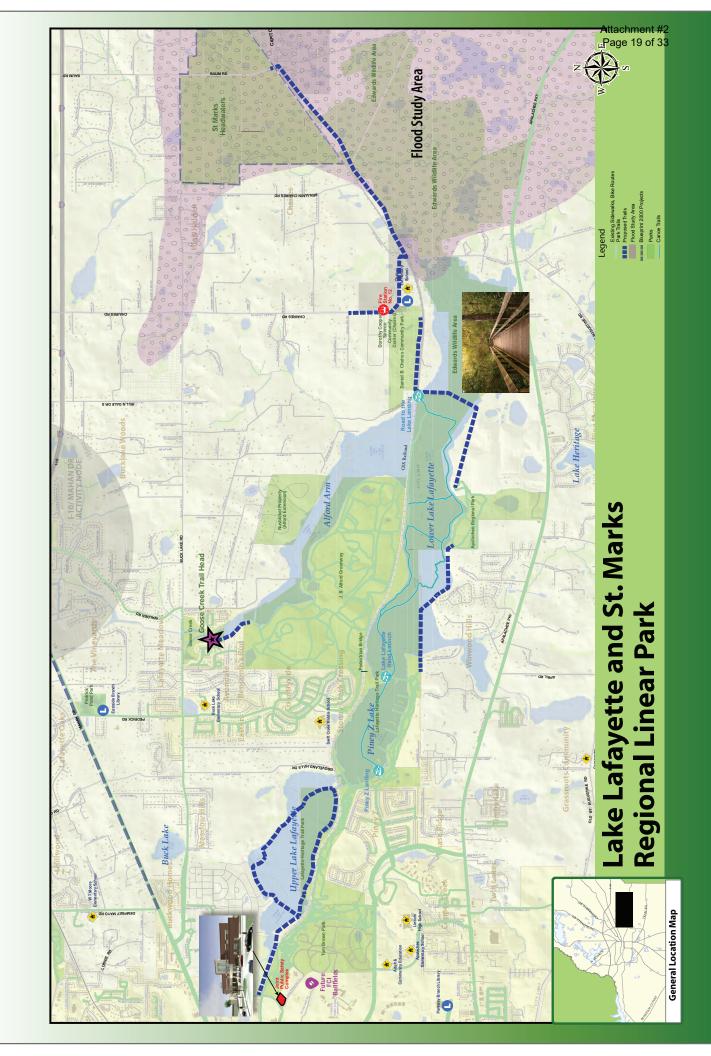
Lake Lafayette and St. Marks Regional Linear Park



Project Highlights

- Links 7,200 acres of public recreation lands east of Capital Circle Southeast.
- Trail Improvements include:
 - Off-road trails from Upper Lake Lafayette to St. Marks Headwaters
 - Boardwalk across the lake from the Apalachee Regional Park to the Lower Lake Lafayette wetlands
 - Goose Creek Trailhead and link to Nusbickel site
 - Trailhead enhancements in the St. Marks Headwaters include parking, canoe launching and educational features.
- Stormwater studies which may provide flood insurance relief to property owners.
- Ecosystem restoration.
- Estimated Cost: \$15.8 million

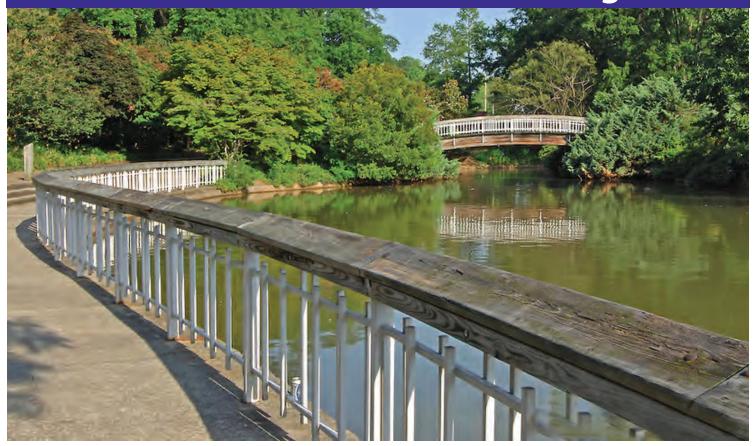
This project links 7,200 acres of public recreation lands east of Capital Circle Southeast. The construction of a boardwalk spanning the lake north of Apalachee Regional Park provides unprecedented access to the unique Lower Lake Lafayette wetlands. Ecosystem restoration will be achieved through stream restoration, stormwater retrofit, and exotic/invasive plant management on the public lands. Finally, this project conducts a critical analysis of the floodwaters generated in the St. Marks and Lafayette basins with the potential to provide flood insurance relief to property owners east of Chaires Cross Road.







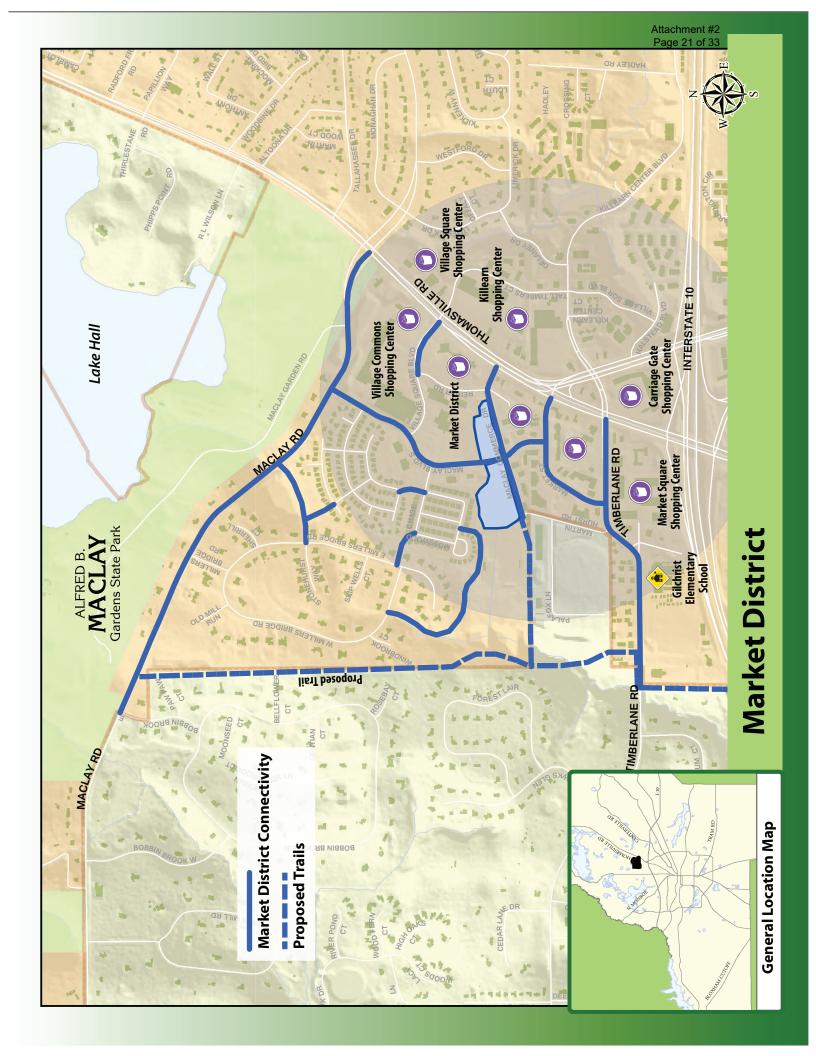
Market District Placemaking



Project Highlights

- Creates holistic network of sidewalks & trails to connect residential areas to parks, schools, and commercial areas.
- Creates a central park space around the existing stormwater ponds by adding a running trail, benches, lighting, parking, and other amenities.
- Creates safe pedestrian pathways and attractive landscaping along Timberlane Road, Maclay Boulevard, and Market Street, including roundabouts at key intersections.
- Estimated Cost: \$9.4 million

This project encompasses a holistic approach to transportation improvements, regional mobility, and connectivity in and around the Market District regional hub located at the intersections of Interstate 10, Thomasville Road, and Capital Circle Northeast. The District is home to numerous local businesses and Maclay Gardens, with several neighborhoods within easy walking distance. Many aspects of this project focus on connecting the residential and commercial components of the area. This project's infrastructure and aesthetic improvements will make the Market District a regional destination that supports and strengthens local business.



Community Enhancement Districts

Midtown Placemaking



Project Highlights

- Creates a unique, pedestrian-friendly sense of place in the Midtown area.
- Improvements at the five-points intersection of Meridian Road/ Thomasville Road /Seventh Avenue.
- Streetscaping on Monroe Street (Thomasville Road to Tharpe Street) and Thomasville Road (Monroe Street to Post Road).
- Streetscaping improvements include:
 - Wider sidewalks
 - Enhanced crosswalks
 - Benches
 - Lighting
 - Landscaping
 - · Signage.
- Estimated Cost: \$22 million

This project makes streetscape enhancements and placemaking improvements in Midtown, along Monroe Street and Thomasville Road. Enhancements will expand areas for safe pedestrian activity and improve area aesthetics along these two major thoroughfares. As was the case on Gaines Street, these streetscape improvements may promote reinvestment and increased pedestrian traffic for area retailers. This project also seeks to reconfigure the five-points intersection, which should improve automobile and pedestrian accessibility to the surrounding properties.



Community Enhancement Districts

Monroe-Adams Corridor Placemaking



Project Highlights

- •Installation of South Monroe Street medians from FAMU Way/Oakland Avenue to Magnolia Avenue.
- Streetscape improvements may include:
 - Sidewalks
 - Lighting
 - Signage
 - Landscaping
 - Underground utilities
 - Intersection crossings at South Monroe Street and Adams Street.
- Street parking (where possible) on Harrison Street, Pershing Street, Jennings Street, Perkins Road, and Kestner Street.
- Estimated Cost: \$7 million

This project provides infrastructure that is essential for creating a walkable, mixed-use district. These improvements will create safe, comfortable streets for pedestrians, transit users, and cyclists. The placemaking improvements will also improve the appearance, comfort, and safety of public streets and private property creating a pedestrian environment. This pedestrian environment may increase patronage at local businesses and encourage urban infill and mixed-use buildings.

Monroe-Adams Corridor Placemaking

Northeast Park



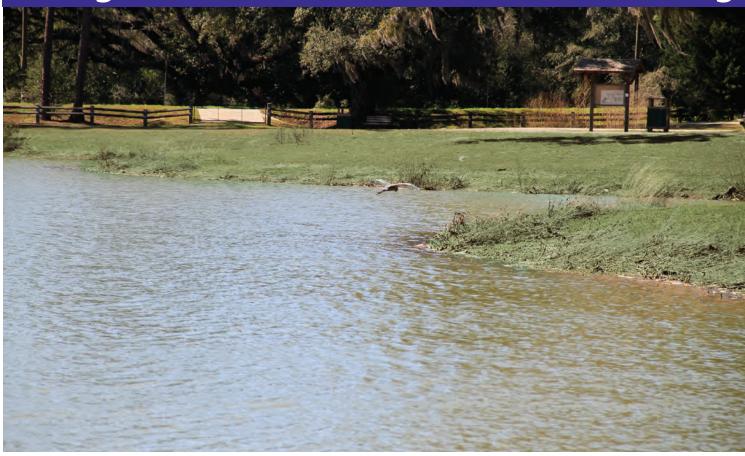
Project Highlights

- Park design and amenities to be determined through community input.
- Possible improvements may include:
 - Active Park (55 acres):
 - Baseball and multi-purpose fields
 - Playground
 - Amenities such as concession/restroom facilities, sidewalks, lighting, etc.
 - Passive Park (45 acres):
 - Greenways
 - · Hiking and biking trails.
- Estimated Cost: \$10 million

The Northeast Park is 100-acre parcel located at the corner of Proctor Road and Thomasville Road, of which 55 acres are anticipated to hold activity-based facilities (playground and activity fields). The remaining 45 acres of the park are anticipated to be set aside as a passive park (trails and greenspace). This project could also include the realignment and paving of Proctor Road within the confines of the park site. Additionally, a northbound turn lane would need to be added on Thomasville Road to facilitate traffic flow into the park.

Community Enhancement Districts

Orange Avenue/Meridian Road Placemaking



Project Highlights

- Revitalizes commercial area from Orange Avenue north to the Town South shopping center.
- Stormwater improvements and enclosure of the East Drainage Ditch.
- Beautification of stormwater facility south of Orange Avenue.
- Construction of StarMetro Superstop (improved bus shelter where several routes intersect).
- Estimated Cost: \$4.1 million

This Orange/Meridian Placemaking project revitalizes the commercial area from Orange Avenue north to the Town South shopping center. A StarMetro Superstop will be constructed with covered seating and bus bays at the intersection of Orange Avenue and Meridian Road to support this high ridership area. The East Drainage Ditch, which runs south of the shopping center, will be enhanced to provide better stormwater management and improve pedestrian access between the Town South shopping center and new development. The existing stormwater facility south of Orange Avenue will be incorporated into a park-like amenity for the area, similar to how Lake Ella is an amenity for Midtown.



Tallahassee-Leon Community Animal Service Center



Project Highlights

- Funding for renovations and maintenance of the animal shelter.
- Possible improvements may include:
 - Kennel and holding facilities replacement
 - Floor repairs
 - Expansion of veterinary facilities
 - · Other building improvements as identified.
- Estimated Cost: \$7 million

This project is for capital improvements to the Tallahassee-Leon Community Animal Service Center located near Tom Brown Park. The Animal Service Center provides care and veterinary services for stray or rescued animals throughout the County. The Animal Service Center also works with community partners to facilitate pet adoptions and to increase spay and neutering of the pet population. The capital improvements funded through this project will ensure that the Animal Service Center continues to provide excellent care to our pets for many years to come.

Revised "Blueprii	Revised "Blueprint Promise" Criteria and Evaluation Scale	ı Scale		
Criteria	Definition	Example	Evlauation Scale	Total Points
Project Readiness	Measure of key milestones completed to date and if project is ready for implementation	Adopted plan, such as a Placemaking Plan, or study; Project is ready to move forward	Status to Date (20 points max) Part of Locally Adopted Plan or Design Underway: 10 points Project is ready for implementation:	20
Water Quality Improvements	Protecting water quality through proactive mitigation	Flood mitigation, stormwater enhancements	Protection and Mitigation (20 points max) Water Quality Improvments: 10 points Flood Control/Stormwater Improvements: 10 points	20
Transportation Enhancements	New or enhanced transportation facilities that improve the ways people move through & within the community	Bike, ped, transit, & roadway improvements	Facilities & Amenities-Type (20 points max) Bicycle: 5 points Pedestrian: 5 points Transit: 5 points Vehicle: 5 points	20
Expand Parks and Recreation Areas	New or enhanced new or improved public New or enhanced spaces that enhance the community's parks, plazas, or pauality of life	New or enhanced parks, plazas, or public spaces	New or enhanced Project will create a new active or passive park parks, plazas, or public space: 20 points	20
Invest in Economic Development	Local economic impact of project to be performed by FSU CEFA	Local EcorJob creation,0.0 - 0.25:commercial rents, and0.26 - 0.5:property values0.51 - 0.750.76 - 1.0:	Local Economic Impact (Ratio 0 - 1.0) 0.0 - 0.25: 5 points 0.26 - 0.5: 10 points 0.51 - 0.75: 15 points 0.76 - 1.0: 20 points	20
			Total Possible Points	100

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Conservation District

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Ryan Smart President, 1000 Friends of Florida

Rob Williams Attorney, Center for Earth Jurisprudence

Wakulla Springs Alliance

"Protecting and restoring water quality, spring flow and ecological health of Wakulla Spring."

TO: Members of the Leon County Commission and Tallahassee City Commission

FROM: Seán McGlynn, Chairman

DATE: June 1, 2017

I write on behalf of the Wakulla Springs Alliance Board to ask that you vote to advance fund the city-county Wastewater Facilities Engineering Plan at the June 13, 2017, Blueprint 2020 Intergovernmental Agency (IA) meeting.

This component of the approved Tier 1 Alternative to Sewer Solutions Study (Sales Tax Extension Project #26) will:

- identify the most cost-effective nitrogen-removing alternatives to conventional septic tanks (on-site sewage treatment and disposal systems or OSTDSs) for treating and disposing domestic wastewater produced by new and existing development in specific locations in the unincorporated areas of Leon County;
- account for site conditions, existing development densities, available sewer infrastructure, and future land use policies with an emphasis on the Primary Spring Protection Zone;
- provide the means for Leon County and the City of Tallahassee to collaborate on the best strategies for mitigating septic tank impacts on Wakulla Springs;
- provide a basis for leveraging funds from other agencies because it will demonstrate that Leon County has an objective comprehensive approach to the long-term problem of reducing nitrogen pollution of Wakulla Springs; and
- provide information critical to developing the OSTDS Remediation Plan currently being developed by the Florida Department of Environmental Protection (FDEP) as part of the Basin Management Action Plan (BMAP) for reducing nitrogen pollution of Wakulla Springs.

The current City-County Master Water and Sewer Plan provides only one remedy for septic tank wastewater pollution - central sewer system extension. It does not address the variety of wastewater treatment engineering options set out in the OSTDS Management Options Report prepared for our governments by Lombardo Associates in 2011. Alternatives to be assessed include nitrogen-removal OSTDSs, connection to the City of Tallahassee central sewer system, and cluster disposal systems. Costs for installation and upkeep of the recommended treatment systems also will be spelled out.

The Wastewater Facilities Plan is budgeted at \$500,000, i.e. only a portion of the \$2.8 million allocated for Sales Tax Extension Project #26. The remaining components of the Alternative to Sewer Solutions Study can be funded during the regular Blueprint 2020 cycle. We need this plan now! Please support the initiative to advance fund this project at the June 13 Blueprint IA meeting.



September 5, 2019 Fairgrounds and Northeast Park Update Attachment #3



Blueprint Intergovernmental Agency Board of Directors Workshop Agenda Item

TITLE: Consideration of Implementation Plan Funding Options for the

Blueprint 2020 Projects

Date: June 21, 2018 Requested By: Blueprint Staff

Contact: Blueprint Type of Item: Workshop

STATEMENT OF ISSUE:

The Blueprint Intergovernmental Agency Board of Directors (IA Board) provided direction on March 1, 2018 to schedule a workshop to discuss an implementation plan that addresses funding and project delivery for the first five years of the Blueprint 2020 program. This workshop item presents A) updated estimates for sales tax revenues over the next 20 years, B) updated project cost estimates for the 27 Blueprint 2020 projects, as well as C) clear funding and implementation strategies for the Blueprint 2020 program including two bonding scenarios for the IA Board's consideration. The funding options contained in this item build upon prior IA Board direction to prioritize and/or advance the Blueprint 2020 program. Direction received from the IA Board at this workshop will direct the development of the Capital Improvement Program (CIP) and the FY 2019 Operating Budget for the Blueprint Intergovernmental Agency, which will be presented at the September 20, 2018 IA Board meeting.

EXECUTIVE SUMMARY:

The referendum to extend the Blueprint 2020 program was approved by voters in November 2014, five years prior to its expiration, so that projects could be planned and designed early and the benefits of the program in terms of economic activity and community enhancement could begin as soon as sales tax extension revenues begin to be received in 2020. Since that time, the IA Board has taken significant action to prioritize all projects and to advance fund the design and engineering of some projects to ready the Blueprint 2020 program for implementation. At the March 1, 2018 meeting, the IA Board directed staff to schedule a workshop to discuss an implementation plan that addresses funding options and project delivery for the first five years of the Blueprint 2020 program. This agenda item provides information for IA consideration, which is organized in the following sections:

- a) Updated revenue forecast and corresponding estimated project cost increases for the Blueprint 2020 Infrastructure Program;
- b) A review of IA Board direction to date regarding the Blueprint 2020 infrastructure projects;
- c) An update on the two Economic Development Infrastructure projects;

d) FY 2019-2024 Implementation Plan options for the IA Board's consideration and direction, including options to accelerate project completion through bonding, thus leveraging major infrastructure investments by the IA to capture further economic growth.

Option A is based upon existing IA Board direction regarding funding for the Blueprint 2020 program. It reflects a "pay as you go" funding strategy that utilizes annual projected sales tax revenues to fund project needs and a state infrastructure bank loan (SIB loan) for the Northeast Gateway (Welaunee Boulevard) project as previously authorized by the IA Board. Further analysis regarding the projects Option A will fund through FY 2024, in accordance with existing IA Board prioritization for all projects, is included below in Table 1 and further in this agenda material.

Options B and C build upon the implementation of projects provided in Option A (allocation of annual sales tax revenues and a SIB loan) by utilizing bond financing to A) expedite additional Blueprint 2020 projects to completion, B) to capture financing capabilities, and C) to efficiently expedite program benefits to the community sooner than the pay as you go scenario. Specifically, Option B would expedite project funding for the Airport Gateway and Welaunee Boulevard projects. Option C achieves this as well but also includes full funding for the Northeast Connector (Bannerman Road), and Monroe-Adams Corridor Placemaking projects.

All funding Options A, B and C assume significant leveraging of external resources to fund the state road projects included within the Blueprint 2020 project list and all options would fully fund the remaining Blueprint 2000 projects. Moreover, all options maintain future flexibility for the IA Board to act upon any new leveraging opportunities that may arise. A summary of projects and additional funding sources for each of the three options is summarized in Table 1, below:

Table 1. Summary of Projects Fully Funded within FY 2019 - 2024 for Options A, B and C

Option A: Pay As You Go E R G O V E R N Includes \$28.7 M SIB Loan	(State) Capital Circle Southwest Welaunee Boulevard (2025) (Repayment) DeSoto Winter Encampment Orange Avenue / Meridian Placemaking	
	Market District	
Option B: \$50 M Bond (in addition to Option A projects)	Airport Gateway	
Includes \$28.7 M SIB Loan	Northeast Gateway: Welaunee Boulevard	
Option C: \$100 M Bond (in addition to Option A & B projects)	Northeast Connector: Bannerman Road	
Includes \$28.7 M SIB Loan	Monroe-Adams Corridor Placemaking	

While all of the options presented herein include the use of a state SIB loan for the Welaunee project, Options B and C propose the use of bond financing to expedite additional infrastructure projects within the first few years of the sales tax collections. Bonding provides the benefit of accelerating project completion; however, the debt service payments over the life the 2020 program will obligate future revenues available each year, which will impact the implementation schedule for the remaining projects. The bond amounts presented in Options B and C are for planning purposes only, and the actual bond amount will reflect updated project cost estimates and schedules. If directed by the IA Board, Blueprint will bring forward an agenda item to the IA Board prior to bond issuance providing a list of projects to be funded through a bond and the

corresponding recommended bond amount, based on project cost estimates refined through planning and design, as well as updated analysis of debt service payments based on interest rates at the time of bond issuance.

In addition to the above, recommended in this item for IA Board approval (see Action Item #1) is a request to further develop and bring back to the IA Board funding options, including possible bonding, for the two economic development capital projects, the Convention Center (\$20 M) and improvements to the Tallahassee International Airport (\$14.1M). Upon IA Board approval of this recommendation, that funding analysis will be provided at an IA Board Workshop on Economic Development requested for September 18, 2018.

The next section of this workshop agenda presents detailed information regarding sales tax revenue forecasts, the Blueprint 2020 project prioritization already approved by the IA Board, and additional analysis related to funding Options A, B and C which incorporates bonding scenarios (in Options B and C) to expedite some of the Blueprint 2020 projects. Staff will integrate IA Board direction from this workshop into the proposed CIP and FY 2019 Operating Budget of the Blueprint Intergovernmental Agency to be presented to the IA Board at the September 20, 2018 meeting.

SUPPLEMENTAL INFORMATION:

PROJECTED SALES TAX REVENUE PROJECTIONS & ASSUMPTIONS

Allocation of Sales Tax Revenues

Based upon the Interlocal Agreement establishing the Blueprint 2020 program, and also consistent with the terms of the Blueprint 2000 program, the City of Tallahassee and Leon County will each receive 10 percent (20 percent total) of annual sales tax revenues. The Office of Economic Vitality will receive 12 percent of annual sales tax revenues to administer the Blueprint Economic Development program. Leon County will receive two percent of sales tax revenues to administer the Livable Infrastructure for Everyone (L.I.F.E.) projects. The remaining 66 percent of annual sales tax revenues will fund the Blueprint Infrastructure program. Table 2 summarizes the allocation of sales tax revenues beginning January 1, 2020:

Table 2. Allocation of 2020 Sales Tax Extension Revenues, as adopted on April 22, 2014

Entity/Program	Share of Total Proceeds
City of Tallahassee	10%
Leon County	10%
L.I.F.E. Projects	2%
Blueprint 2020 Economic Development Program*	12%
Blueprint 2020 Infrastructure Program*	66%
Total	100%

^{*}Includes project costs and operating expenses

Total Forecasted Revenues

In 2017, Blueprint staff began coordinating with City of Tallahassee and Leon County budget directors to update the sales tax revenue forecasts for the Blueprint 2020 program. For planning

purposes, and prior to this agenda item, sales tax revenue projections have been held constant during each annual budget development process since 2014. Based on actual sales tax receipts staff has updated revenue forecasts for the penny sales tax consistent with methodology agreed to by both the City and County budget offices. Accordingly, and beginning in FY 2019, an annual growth rate of 3% has been applied to the forecasted sales tax revenues through FY 2024.

Table 3. FY 2019- 2024 Total Forecasted Penny Sales Tax Revenues (100%), in millions

FY 2019	FY 2020*	FY 2021	FY 2022	FY 2023	FY 2024
\$45.8	\$46.8	\$48.2	\$49.2	\$51.1	\$52.7

^{*} FY 2020 includes Blueprint 2000 revenue collection (Oct. 1 - Dec. 31, 2019) & Blueprint 2020 revenue collection (Jan. 1 - Sept. 30, 2020).

Consistent with Blueprint Intergovernmental Agency budget practice and in coordination with City and County budget directors, the Blueprint program budget is developed based on 95% of forecasted revenues. Using this methodology, Table 4 provides the Blueprint program forecasted sales tax revenues for FY2019- 2024.

Table 4. FY 2019- 2024 Projected Blueprint 2020 Program Revenues, in millions

Program	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Blueprint 2000 (80% of total revenues)	\$34.8	\$8.7				
Blueprint 2020 (66% of total revenues)	ERGOV	\$22.1 M	\$30.2	_ A \$31:1N (\$32.0	\$33.0
Office of Economic Vitality (12% of total revenues)		\$4.0	\$5.5	\$5.6	\$5.8	\$6.0

Updated Blueprint 2020 Project Cost Estimates

Similar to the updated sales tax revenue forecast presented above, cost estimates for the Blueprint 2020 infrastructure projects have also been updated. The original project estimates were developed in 2014 immediately prior to the passage of the sales tax extension. For planning purposes, all Blueprint infrastructure project cost estimates, except for those funded through annual allocations and the two economic development projects, have been increased 2% annually beginning in FY 2015 and through the first year of estimated construction for each project. Cost estimates will be updated during the project scope and design phase of each project, and in preparation for funding construction.

STATUS UPDATE ON IA BOARD DIRECTION RELATED TO THE 2020 PROGRAM

To date, the IA Board has prioritized, initiated, or provided direction on all 27 infrastructure projects. A summary of the IA Board prioritization of the 27 Blueprint 2020 infrastructure projects is included as Attachment #1. A more detailed status update for ongoing projects and local partner activities is included as Attachment #2, which also includes an analysis of the corresponding impacts of these projects in the implementation plan options. Importantly, both

funding Option A and Option B reflect and incorporate the project prioritization of the full Blueprint 2020 program as approved previously by the IA Board.

BLUEPRINT 2020 ECONOMIC DEVELOPMENT CAPITAL PROJECTS

The Blueprint 2020 Economic Development program allocates \$34.1 million to complete two capital projects; improvements to the Tallahassee International Airport (Airport) and construction of a Convention Center. A total of \$14.1 million has been identified for the International Airport Growth and Development Project (Parts 1 and 2), which will be utilized to upgrade hangar facilities, construct an international passenger processing facility, and develop 1,000 acres of Airport property for lease. A new Convention Center, to be built by Florida State University (FSU) as a part of the development of the FSU Arena District on the Tucker Civic Center site, is scheduled for \$20 million in funding from the Blueprint Economic Development program.

To date, a funding strategy for the Convention Center or International Airport Growth and Development Project has not yet been presented to the IA Board. Recently, both the Airport and FSU have made requests regarding the implementation of these capital projects. The Airport has requested that the International Airport Growth and Development Project be funded through an annual allocation from the Blueprint 2020 Economic Development program until a final capital plan is determined. It is possible that an annual funding approach may satisfy the Airport's future program. On June 6, 2018, FSU submitted a letter, included as Attachment #3, to the Blueprint Intergovernmental Agency requesting both the Convention Center and Airport Gateway roadway project be included in the initial round of funding priorities. The Airport Gateway is a Blueprint 2020 infrastructure project and is included in the three implementation plan options.

Currently, all of the economic development funds are programmed through annual allocations over the 20-year program lifespan. If the IA Board approves the request to schedule a workshop on September 20, 2018 to discuss the Blueprint 2020 Economic Development program (note: this workshop request is also formalized in Agenda Item #7 of the IA Board regular meeting on June 21, 2018), an update on the two economic development capital projects will be provided for further IA Board consideration and direction regarding implementation at that time. As part of those workshop materials, OEV will work with FSU and the City to develop funding strategies for both capital projects, which will include bonding scenarios for the Convention Center, separate and distinct from the bonding options presented in this item.

Action Item #1: Direct the Office of Economic Vitality staff to work with FSU and the City of Tallahassee to develop funding strategies, including bond options, for the Tallahassee International Airport and Convention Center economic development capital projects.

IMPLEMENTATION PLAN FUNDING OPTIONS

SUMMARY OF IMPLEMENTATION and FUNDING OPTIONS A, B, and C

The following sections detail three specific implementation plan and funding options for the IA Board to consider and provide further direction during the June 21, 2018 IA Board workshop. Option A is based upon existing IA Board direction regarding funding for the Blueprint 2020 program. This option reflects a funding strategy that utilizes annual projected sales tax revenues and a SIB loan for Welaunee Boulevard as previously directed by the IA Board. This baseline

or "pay as you go" funding option for IA consideration continues the practice to date of not bonding for Blueprint 2020 projects.

Option B builds upon the program implementation baseline components provided in Option A (allocation of annual sales tax revenues and a SIB loan). However, Option B also incorporates a funding option that utilizes a portion of the substantial and existing bonding capacity and "A" bond rating of the Blueprint Intergovernmental Agency to issue a bond to A) expedite additional Blueprint 2020 projects to completion, B) to capture financing capabilities, and C) to efficiently expedite program benefits to the community sooner than the no-bond scenario would. Specifically, Option B would expedite funding for the Airport Gateway and Welaunee Boulevard projects years sooner than the baseline model (Option A) would. The \$50 million bond incorporated into Option B would serve as the vehicle to expedite the completion of the Airport Gateway project faster than would funding allocation of annual sales tax revenues for those same projects.

Option C achieves the actions of Option B, but would also include additional bond financing of \$100 million and full funding to advance the Northeast Connector (Bannerman Road) project and fully fund the Monroe-Adams Corridor Placemaking project.

The direction received from the IA Board at the workshop will be refined through the proposed FY 2019 – 2024 CIP for further IA Board action in September. Correspondingly, a proposed FY 2019 Operating Budget for the Blueprint Agency will be presented at the same meeting reflecting the operational structure necessary to implement the Blueprint 2000 and 2020 projects per the direction given by the IA Board. Moving forward, staff will continue to provide analysis regarding, and the IA Board will continue to direct, the Blueprint 2020 work program via review of the proposed CIP and operating budgets each year.

A graphic summary of the FY 2019 - 2024 project implementation and funding schedule for each of the implementation plan options is included in Table 5 on Page 7. The table provides the total number of active projects, the number of fully funded projects, and the total projected investment through the Blueprint Infrastructure program for the three options. The six projects completed through annual funding allocations to the City of Tallahassee, Leon County, and Blueprint are not included in the table. As presented in greater detail in the next sections of this agenda item, each of these options assume significant leveraging of external resources for state road capacity projects. With that noted, Options A, B, and C, as provided for IA Board consideration today, are anticipated to provide full funding for the full Blueprint 2020 program. Of note: Attachment #4 provides the IA Board with preliminary project funding schedules over the lifespan of the Blueprint 2020 program for each Blueprint 2020 project. Moreover, the preliminary project funding schedules through FY 2040 included in Attachment #4 are provided to illustrate the impact of the funding strategies provided in Options A, B and C over the next 20 years but will require updates based on future market conditions, sales tax revenues, and future IA Board direction.

Table 5. FY 2019-2024 Overview of Project Funding & Implementation for Options A, B and C

Logand	, , 	Ontion D	Ontion
Legend Fully Funded Partially Funded Not Funded	Option A \$28.7 M SIB Loan	Option B \$28.7 M SIB Loan + \$50 M Bond	Option C \$28.7 M SIB Loan + \$100 M Bond
Debt Service Due to SIB Loan and Bonding	\$6.9 million	\$ 24.9 million	\$53.8 million
Blueprint 2000 Projects			
Capital Cascades Trail Segment 2			
Capital Cascades Trail Segments 3 & 4			
Capital Cascades Trail Segment 4			
Magnolia Drive Trail			
Blueprint 2020 - Regional Mobility & Gateway Proje	cts (not listed in p	priority order)	
(STATE) Capital Circle Southwest (W1)			
Airport Gateway			
Northeast Gateway: Welaunee Boulevard			
Northeast Connector: Bannerman Road			
Northwest Connector: Tharpe Street			
Blueprint 2020 - CCQ Projects (not listed priority order	er)		
(REPAYMENT) DeSoto Winter Encampment			
Orange Avenue / Meridian Placemaking			
Market District			
Monroe-Adams Corridor Placemaking			
Lake Lafayette and St. Marks Regional Park			
Midtown Placemaking			
Funding Not Currently Identified within FY 2019 - 20)24		
(STATE) Southside Gateway: Woodville Highway ¹			
(STATE) Orange Avenue: Adams to Springhill ¹			
(STATE) Westside Student Gateway: Pensacola Street ¹			
North Monroe Gateway			
Fairgrounds Beautification & Improvements			
Northeast Park			
College Avenue Placemaking			
Florida A&M Entry Points			
Alternative Sewer Solutions			
Tallahassee-Leon County Animal Service Center			
Fully Funded Projects (FY 2019 - 2024)	8 projects	10 projects	12 projects
Total Investment ² (FY 2019 - 2024)	\$186 million	\$230 million	\$274 million

^{1/} Options A, B, & C assume the state funding for capacity improvements on state roadways; local funding will be programmed for local components of these projects.

^{2/} Includes sales tax revenues, loans, bonds, and funding from other sources invested and leveraged into these capital projects.

DETAILED ANALYSIS OF IMPLEMENTATION PLAN FUNDING OPTIONS A, B, and C

Options A, B, and C, presented in the following sections, include assumptions that impact funding allocations for specific projects. All options utilize the IA Board approved prioritization for all Blueprint 2020 projects and all options focus upon the pursuit of external partnership and leveraging opportunities, as well as future flexibility for the IA Board to act upon any new leveraging opportunities that may arise. All funding options also fully fund the remaining Blueprint 2000 projects. While distinct options are provided as Options A, B and C, respectively, the IA Board may also direct staff to analyze funding alternatives for a different set or combination of projects. As detailed further in the following sections, project implementations Options A, B, and C incorporate the following project-specific assumptions and/or funding actions:

- All options assume leveraging of state dollars for roadway capacity improvements on state roadways included on the Blueprint 2020 project list, including: Capital Circle Southwest, Orange Avenue, Woodville Highway, and Pensacola Street.
- Due to the \$114 million in FDOT funding allocated for Capital Circle Southwest, \$5 million is scheduled for FY 2023 and 2024 to fund only Blueprint-specific additions to the project.
- Six infrastructure projects (Sidewalks, Greenways, Bike Routes, Water Quality, StarMetro, and Park Operations) are funded via annual allocation (\$9.9 million per year), as previously directed by the IA Board.
- Northeast Gateway: Welaunee Boulevard Phase 1 (Welaunee Boulevard) is assumed to be partially funded through a SIB Loan, with the first disbursement scheduled for FY 2022.
 Note, if notification of SIB Loan is not received in FY 2021, funding options for Welaunee Boulevard will be presented the IA Board and may impact the implementation plan.
- FSU contribution of \$3 million to the Airport Gateway project is included in each option.
- Blueprint 2000 funds are utilized in FY 2019 to advance fund the planning and design phases for selected projects in each Implementation Plan option.

All implementation plan options also incorporate the following assumptions:

- All options build upon prior IA Board direction and prioritization actions related to the Blueprint 2020 program and related projects.
- Project estimates as provided in 2014 for each project have been increased annually by 2%, beginning in FY 2015 through the first year of construction for each project.
- Collection of 2020 sales tax revenues will begin in January 1, 2020 and as such, funding amounts have been prorated in 2020 for projects funded through annual allocations.
- Staff will continuously prepare information for the IA Board to consider should the implementation plan need to be adjusted to reflect market dynamics, construction timelines, and/or any new partnership/leveraging opportunities as they arise in the future.

<u>Option A: Funding for Blueprint 2020 Implementation Utilizing Sales Tax Revenues and the</u> SIB Loan for the Northeast Gateway (Welaunee)

Option A (additional detail included in Attachment #5) reflects a project implementation strategy utilizing projected sales tax revenues, a SIB loan for Welaunee Boulevard, FDOT funding for state roadways, and future leveraging of funding from other partners. From FY 2019 to FY 2024, the total investment in local infrastructure projects through Option A is \$186 million, including loan proceeds less debt service payments. Option A does not include the issuance of bonds to

expedite project construction. Option A will provide for the initiation or completion of 13 Blueprint 2000 and 2020 projects through the next six years, excluding the six annual allocation projects. This is the baseline funding strategy for the Blueprint 2020 program and reflects IA Board direction received to date regarding implementation of the Blueprint 2020 plan. Option A reflects a longer timeframe for project completion compared to Options B and C, which utilize bond funding to accelerate project completion: a potential disadvantage. The advantage to Option A is the full utilization of sales tax revenues on capital projects without corresponding allocation of resources for bond-related debt service (other than the payment for financing of the SIB loan for Welaunee).

As detailed in Table 6, Option A includes funding for two large-scale projects – Airport Gateway and Welaunee Boulevard. Funding to initiate the first phase of the Northwest Connector: Tharpe Street project (for PD&E revaluation) is included in FY 2024. Due to the prior IA Board approved funding strategy, the anticipated timeline for implementation of the Welaunee Boulevard project is the same in both Options A, B, and C. However, the project is funded more slowly in Option A due to available sales tax revenues being spread out among more projects. In addition, the start date for subsequent large-scale roadway widening projects, such as Bannerman Road, will need to be extended past the first five years of the Blueprint 2020 program in Option A.

The Airport Gateway project is the highest priority local roadway project in the Regional Mobility and Gateway project category. Consistent with the IA Board approved prioritization of the Regional Mobility and Gateway projects alignment with the CRTPA's Regional Mobility Plan, funding for this project is included in each of the options presented herein. This project creates a network of interconnected roadways with enhancements, including pedestrian and bicycle facilities, landscaping and other aesthetic improvements, throughout the seven-mile project area. The project will expand investments throughout the southwest area of the community, help achieve long-standing community goals related to improving access to Innovation Park and the National High Magnetics Field Lab, and create multiple enhanced gateways to downtown Tallahassee, Innovation Park, Florida A&M University (FAMU), and FSU from the Tallahassee International Airport. Notably, the Airport Gateway will take longer to complete in Option A (compared to Option B or C) due to limited funding availability corresponding to not issuing a bond. Within the first five years of the Blueprint 2020 program, funding allocations total less than 50% of the estimated project cost. Options B and C would move this project into implementation faster through bond financing and therefore provide the opportunity to capture the economic benefits of this key infrastructure project more quickly. Specifically, Options B and C would fully fund the project within the first five years providing a more cohesive and expeditious implementation versus Option A which may necessitate breaking the project into distinct phases due to limited funding availability.

Option A also includes full funding for Orange Avenue/Meridian Road Placemaking and Market District, the two top ranked projects within the Community Enhancement, Connectivity, and Quality of Life (CCQ) project category. Partial funding is included for the next two highest priority CCQ projects, Lake Lafayette and St. Marks Regional Park and Monroe-Adams Placemaking. Table 6, on Page 10, provides a summary of projects identified for funding through Option A:

Table 6. Summary of FY 2019 – 2024 Option A Project Implementation Plan.

Option	Option A: Sales Tax Revenues & \$28.7 M SIB Loan Total Debt Service: \$6.9 M					
Funding Status		Project				
	1	Capital Cascades Trail - Segment 2				
Blueprint 2000 Fully Funded	2	Capital Cascades Trail - Segments 3 & 4				
eprii IIy F	3	Capital Cascades Trail - Segment 4				
Blu Fu	4	Magnolia Drive Trail				
)20 ed	5	(State) Capital Circle Southwest				
Blueprint 2020 Fully Funded	6	Orange Avenue / Meridian Placemaking				
iepri	7	Market District				
Blu Fu	8	8 (Repayment) DeSoto Winter Encampment				
		Project	Funded Phases through FY 2024			
)20 ded	9	Airport Gateway	Partial Construction			
nt 20 Fun	10	Northwest Connector: Tharpe Street	Planning/PD&E			
Blueprint 2020 Partially Funded	11	Northeast Gateway: Welaunee Boulevard (2025)	Partial Construction			
	12	Lake Lafayette and St. Marks Regional Park	ROW Acquisition			
	13	Monroe-Adams Corridor Placemaking	A Partial Construction			
of	Project					
First Five Years of	14 (State) Woodville Highway					
ive Y	15	15 (State) Orange Avenue Widening				
irst F	16	(State) Pensacola Street				
.⊑	17	Northeast Connector: Bannerman Road				
ed for Funding Blueprint 2020	18	8 North Monroe Gateway				
	19	Midtown Placemaking				
	20	Fairgrounds Beautification & Improvement				
ed fc Blue	20	Tall grounds beautilloation a improvement				
eduled fo	21	Northeast Park				
t Scheduled fc Blue _l						
ts Not Scheduled fo	21	Northeast Park				
Projects Not Scheduled for Funding Blueprint 2020	21	Northeast Park College Avenue Placemaking	en advanced by the IA Board for Phase 1)			

Option B: Project Implementation Plan Funding Utilizing FY 2022 \$50 Million Bond Issuance

Option B (Attachment #6) reflects an accelerated project implementation strategy utilizing a FY 2022 bond issuance of approximately \$50 million in addition to projected sales tax revenues and a SIB loan for Welaunee Boulevard. Due to the bond issuance and the SIB loan, debt service will cost the Infrastructure program \$24.9 million in interest over the 18-year repayment period. From FY 2019 to FY 2024, the total investment in local infrastructure projects, including bond and loan proceeds less debt service payments, through Option B is \$230 million and will provide for the initiation or completion of 12 Blueprint 2000 and 2020 projects through the next six years, excluding the annual allocation projects.

Option B reflects increased progress in both the funding capacity and number of active projects compared to Option A. Regarding large-scale local roadway projects, both the Airport Gateway and Welaunee Boulevard are fully funded through the Option B funding strategy. The Airport Gateway project is fully funded through the FY 2022 bond issuance, accelerating project completion for these regional improvements. As a part of this project expansion, the \$3 million FSU contribution to the project is programmed in FY 2022 to ensure full funding for these segments as a part the first phase of project construction. Per the prioritization approved by the IA Board at their February 21, 2017 meeting, the next highest ranked Regional Mobility and Gateway project is the Northwest Connector: Tharpe Street project, and Option B includes full funding in FY 2024 for the PD&E study revaluation, ensuring a Regional Mobility and Gateway project is construction ready following the completion of the Airport Gateway and Welaunee Boulevard projects.

Regarding the CCQ projects, Option B includes full funding for Orange Avenue/Meridian Road Placemaking and Market District, as in Option A. Partial funding is included for Lake Lafayette and St. Marks Regional Park and the Monroe-Adams Placemaking project.

Table 7 on Page 12 provides a summary of projects identified for funding through Option B:

Table 7. Summary of FY 2019 – 2024 Option B Project Implementation Plan.

Option B: \$28.7 M SIB Loan & \$50 M Bond Total Debt Service: \$24.9 M						
Funding Status		Project				
000 ed	1	Capital Cascades Trail - Segment 2				
Blueprint 2000 Fully Funded	2	Capital Cascades Trail - Segments 3 & 4				
uepr Illy F	3	Capital Cascades Trail - Segment 4				
量正	4	Magnolia Drive Trail				
	5	(State) Capital Circle Southwest				
020 led	6	Airport Gateway				
int 20 und	7	Northeast Gateway: Welaunee Boulevard				
Blueprint 2020 Fully Funded	8	Orange Avenue / Meridian Placemaking				
Bl. F.	9	Market District				
	10 (Repayment) DeSoto Winter Encampment					
)20 ded		Project Funded Phases through FY 2024				
Blueprint 2020 Partially Funded	11	Northwest Connector: Tharpe Street Planning/PD&E				
ıepri iially	12	Lake Lafayette and St. Marks Regional Park Planning				
Blu	13	Monroe-Adams Corridor Placemaking				
s of		Project				
Year	14	(State) Woodville Highway				
Five	15 (State) Orange Avenue Widening					
First Five Years of	16	(State) Pensacola Street				
ᆵ	17	Northeast Connector: Bannerman Road				
ոdinչ 202(18	North Monroe Gateway				
r Ful orint	19	Midtown Placemaking				
ed for Funding Blueprint 2020	20	Fairgrounds Beautification & Improvement				
edul	21 Northeast Park					
: Sch	22	College Avenue Placemaking				
s Not	23	Florida A&M Entry Points				
Projects Not Scheduled for Funding Blueprint 2020	24	Alternative Sewer Solutions				
0	25	Tallahassee-Leon County Animal Service Center				

Option C: Project Implementation Plan Funding Utilizing FY 2022 \$100 Million Bond Issuance

Option C (Attachment #7) reflects an accelerated project implementation strategy utilizing a FY 2022 bond issuance of approximately \$100 million in addition to projected sales tax revenues, FDOT funding for state roadways, and a SIB loan for Welaunee Boulevard. Due to the bond issuance and the SIB loan, debt service will cost the Infrastructure program \$53.8 million in interest over the 18-year repayment period. From FY 2019 to FY 2024, the total investment in local infrastructure projects, including bond and loan proceeds less debt service payments, through Option C is \$274 million and will provide for the initiation or completion of 15 Blueprint 2000 and 2020 projects through the next six years, excluding the six annual allocation projects.

Option C reflects provides greater funding capacity and would increase the number of active projects compared to Options A or B. Regarding large-scale local roadway projects, Option C includes full funding for the Northeast Gateway: Bannerman Road project in addition to fully funding the Airport Gateway and Welaunee Boulevard projects as included in Option B.

Given the benefits of advancing projects that have the ability to create additional economic development opportunities and/or capitalize on recent local investments, Bannerman Road has been identified for funding in Option C ahead of Tharpe Street. Advancing the Bannerman Road project within the first few years of the 2020 program allows Blueprint to capitalize on the significant public and ongoing private investments already made in the area. Leon County completed the PD&E study and 30% design plans for this project in 2012, and started construction in 2015 to complete the first segment of this project from Thomasville Road to Quail Common Drive Advancing the completion of the remaining portion of this project would capitalize on those investments, and also support the additional vehicles anticipated with increased residential and commercial development along the Bannerman Road corridor.

Tharpe Street remains a critical community improvement project on the Blueprint 2020 project list and Option C (similar to Option B) does provide for the advancement of the Tharpe Street project within the first five years of the Blueprint 2020 program. All options (Options A, B, and C) include funding to initiate the revaluation of the 2012 PD&E study, and this project would be the highest priority local roadway for funding entering FY 2025. This strategy will ensure there is a construction ready local roadway project following the full funding of the Welaunee Boulevard, Bannerman Road, and Airport Gateway projects during the first five years of the 2020 program.

Regarding the CCQ projects, Option C includes full funding for Orange Avenue/Meridian Road Placemaking and Market District, as in Options A and B, but in addition includes full funding for the Monroe Adams Placemaking project. Partial funding is included for Lake Lafayette and St. Marks Regional Park and Midtown Placemaking. Table 8 on Page 14 provides a summary of projects identified for funding through Option C:

Table 8. Summary of FY 2019 – 2024 Option C Project Implementation Plan.

Opt	ion	C: \$28.7 M SIB Loan & \$100 M Bond Tot	al Debt Service: \$53.8 M								
Funding Status		Project									
pa 000	1	Capital Cascades Trail - Segment 2									
Blueprint 2000 Fully Funded	2	Capital Cascades Trail - Segments 3 & 4									
lepri	3	Capital Cascades Trail - Segment 4									
의원 고	4	Magnolia Drive Trail									
	5	(State) Capital Circle Southwest									
	6	Airport Gateway									
)20 ed	7	Northeast Connector: Bannerman Road									
nt 20 und	8	Northeast Gateway: Welaunee Boulevard									
Blueprint 2020 Fully Funded	9	Orange Avenue / Meridian Placemaking									
의원 고	10	Market District									
	11 Monroe-Adams Corridor Placemaking										
	12	(Repayment) DeSoto Winter Encampment									
020 Ided		Project	Funded Phases through FY 2024								
Blueprint 2020 Partially Funded	13	Northwest Connector: Tharpe Street	Planning/PD&E								
uepr tiall)	14	Lake Lafayette and St. Marks Regional Park	ROW Acquisition								
Bl	15	Midtown Placemaking	Partial Design								
Five											
n First Five	16	(State) Woodville Highway									
•-	17	(State) Orange Avenue Widening									
nding 202	18	(State) Pensacola Street									
: Scheduled for Funding Years of Blueprint 2020	19	North Monroe Gateway									
ed fo	20	Fairgrounds Beautification & Improvement									
edul s of l	21	Northeast Park									
t Sch Year	22	College Avenue Placemaking									
s No.	23	Florida A&M Entry Points									
Projects Not Scheduled for Funding Years of Blueprint 2020	24	Alternative Sewer Solutions (partial funds have been	en advanced by the IA Board for Phase 1)								
Pro	25	Tallahassee-Leon County Animal Service Cent	er								

ANALYSIS OF ADDITIONAL PROJECT IMPLEMENTATION OPTIONS (HIGHER BONDS)

In addition to the three implementation and funding plan options presented in the prior sections, Blueprint also analyzed additional project implementation and funding strategies, including additional bonding scenarios at higher levels beyond Option C. However, staff analysis reveals that the financial cost increases (increased debt service) compared to the modest reduction in expedited construction timing (compared to Option C) for just one additional road capacity project (Tharpe Street) entailed in a bond scenario significantly above \$100M did not yield a substantial return on investment to justify the higher bonding level. Specifically, staff analyzed one additional scenario, not included in Options A, B, or C, that would have provided for the full funding of one additional Regional Mobility and Gateway project – the Northwest Connector: Tharpe Street project during the next five years of Blueprint. Based on updated project cost estimates, the total cost to construct Tharpe Street is estimated at \$65 million. In order to implement this additional project, while also maintaining funding for the projects in progress as illustrated in Option C, an additional \$80 million bond in FY 2024 would be necessary to fully fund Tharpe Street.

While this additional bond would be within Blueprint's financing capacity, it would severely limit the implementation of the remaining 2020 projects and only move the construction of the Tharpe Street project up by five years compared to Option C. The two bonds combined would total \$180 million, and the debt service for these bonds would be approximately \$14.4 million annually beginning in FY 2026 through FY 2040. Debt service on this scale would greatly reduce the funding capacity of the Blueprint program and may impact Blueprint's ability to fully find the remaining local 2020 projects. Given these factors, as determined by staff analysis, Blueprint has not presented the accompanying funding table for any bonding scenario at a level above Option C (\$100M). However, staff provides this information as it may be helpful to the IA Board during their consideration of options to fund and implement the Blueprint 2020 program.

FINANCING FOR BLUEPRINT 2020 INFRASTRUCTURE PROJECTS

Financing provides opportunities to move projects forward faster. Options B and C demonstrate a strategy to accelerate project completion through bond financing. Acceleration capitalizes on current growth trends by providing infrastructure that supports new private sector investment and has the effect of extending this growth beyond what could be achieved given utilization of sales tax revenues alone. Several factors have been considered including project readiness, bond money spend down requirements, interest payments, and current market conditions. These bond options are for planning purposes only, and the actual bond amount and interest rate will reflect updated project cost estimates and schedules which will be determined at a later date should the IA Board provide direction to seek bond financing. Specifically regarding the CCQ projects, bonding amounts may be adjusted to provide funding necessary to advance these smaller-scale projects as may be directed by the IA Board.

Table 9.	Summary of Bond	Issuance and Costs	for Implementation Plai	n Options A, B, and C
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Option	Financing Amount/Year	Interest Rate*	Length of Repayment	Total Interest
Α	SIB Loan / \$28.65 million / FY 2022 and 2024	2.96%	15 years	\$6,900,000
В	SIB Loan / \$28.65 million	2.96%	15 years	\$6,900,000
	Bond / \$50 million / FY 2022	3.932%	18 years	\$18,000,000
С	SIB Loan / \$28.65 million	2.96%	15 years	\$6,900,000
	Bond / \$100 million / FY 2022	3.932%	18 years	\$46,900,000

^{*} Based on current interest rates as of May/June 2018.

The bond issuance year is linked with project phasing and readiness, which corresponds to the amount of bonding that is both needed at the time to advance the slate of projects and is within the capacity of the Blueprint organization to fully expend the funds allocated to each project within the required federal timeframe (three years). Timeframes for bonding correspond with the most costly project phases for multiple projects — right-of-way acquisition and construction. Depending on the year of project initiation, the ideal timeframe for bonding was identified as FY 2022 for Options B and C. For example, for Option C, the \$100 million bond will primarily provide funding to accelerate the completion of the Airport Gateway and Bannerman Road projects and provide the opportunity to more quickly fully fund the Welaunee Boulevard project.

In general, bonding provides the following benefits and costs to the Blueprint 2020 program:

Benefits:

- Extends current development trends and provides fast-tracked economic stimulus through property tax revenues, employment, wage growth, and increased sales tax revenues.
- Increased work for regional businesses and contractors associated with the implementation of numerous Blueprint projects within the first six years of the program.
- Inflation cost savings due to accelerated projects.
- Improved quality of life for residents by bringing projects to completion earlier.

Costs:

Obligates revenues in later years of the Blueprint program due to debt service payments.

If IA Board direction includes accelerating project completion through bonding, Blueprint will continue to work with the City, County, and financial consultants to effectuate the project financing. Prior to bond issuance, Blueprint will bring forward an agenda item to the IA Board providing a recommended bond amount, based on project cost estimates refined through planning and design, as well as updated analysis of debt service payments based on interest rates at the time of bond issuance.

While this workshop item focuses on FY 2019 – 2024, it is important to note the potential impacts of the project implementation strategies discussed herein for the subsequent 15 years of the program. Bonding provides the benefit of accelerating project completion; however, the debt service payments over the life the 2020 program will obligate future revenues available each

year to continue to implement the remaining projects. At the same time, project costs are anticipated to increase by 2% annually, therefore projects constructed within the first five years of the Blueprint 2020 program will likely cost less to implement compared to the later years. Over the lifespan of the twenty year Blueprint 2020 program, there may be unforeseen circumstances which may impact the cost of implementing projects, including market fluctuations or materials cost, or changes in revenues collected that could impact the Blueprint work program.

Action Item #2: Provide direction regarding the FY 2019 - 2024 Blueprint 2020 Program Implementation and Funding Plan, including projects to be initiated and funding strategy.

FUTURE LEVERAGING OPPORTUNITIES AND ADDITIONAL CONSIDERATIONS

All of the Blueprint projects are essential infrastructure projects, and as opportunities to implement various projects arise, the IA Board will be provided with the best information to date and options for initiation. Changing market conditions, leveraging, geographic distribution of public investments, and community priorities and safety, will affect the implementation of the prioritized list. In the future, opportunities to advance components of the various projects may be presented that change the prioritization. In particular, Blueprint will maintain its strategy of leveraging funds to complete all infrastructure projects, particularly those projects located along state-owned roadways. Since 2004, Blueprint has successfully leveraged over \$250 million in outside funding, primarily as a result of leveraging projects along state-owned roadways.

Project locations and geographic balance of the sales tax investments were an integral component of the Sales Tax Committee discussion, project evaluation process, and final recommendation to the IA Board in 2014. Geographic balance is also important in the implementation of the sales tax projects over time and an important consideration for the IA Board, and this may be a consideration for the IA Board regarding project implementation.

All implementation plan options presented herein provide recommendations for advance funding the planning and/or design services for selected projects in FY 2019. These recommendations are consistent with the approved prioritization of Blueprint 2020 projects, existing leveraging opportunities, or previous local investments in project phases. Dependent upon each option and IA Board direction, advance funding these project phases ensures that Blueprint 2020 has construction ready projects within the first five years of the program. In addition, as new opportunities to leverage outside funding or partnerships arise, funding from the Blueprint 2000 program may be needed to evaluate these opportunities. Staff recommends the technical analysis required to evaluate the opportunities be funded from the existing 2020 Sales Tax Extension project fund. This project fund was established in 2015 to provide advance funds for planning and design of the Greenways and Bike Route 2020 projects to provide for shovel ready projects early in the program, and these funds have been utilized for that purpose. Blueprint does not anticipate that all of the remaining funds in the 2020 Sales Tax Extension project will be utilized during FY 2019. Therefore, the funds remaining in this project are available to fund

the technical analysis as may be needed to evaluate leveraging opportunities for the Blueprint 2020 projects. Advance funds will be paid back to the Blueprint 2000 program.

Action Item #3: Direct staff to utilize funds from the 2020 Sales Tax Extension project fund to evaluate leveraging opportunities as needed to support the implementation and accelerate project readiness of Blueprint 2020 projects. Advance funds will be paid back to the Blueprint 2000 program.

NEXT STEPS

This section details next steps over the coming 18 months as the Blueprint Infrastructure program transitions to the implementation of the Blueprint 2020 projects. All project activities and actions described below are subject to change based on direction received from the IA Board in the workshop or at any time in the future.

- June 21, 2018: At the IA Board meeting following the workshop, the IA Board will consider an agenda item ratifying direction given at the June 21, 2018 workshop.
- July-August 2018: Development of the proposed FY 2019-2024 Capital Improvement Program and FY 2019 Operating Budget reflecting the implementation plan direction provided at the June 21, 2018 IA Board workshop. With adherence to financial stewardship, the proposed Operating Budget will be linked to the number and scope of active projects. For example, the more projects moving forward the greater the number of project managers needed. Project acceleration through bonding will result in higher operational expenses. For example, Option A will have a lower operating cost than Option B.
- September 20, 2018:
 - An IA Board workshop focusing on the Blueprint Economic Development program is requested for the afternoon of September 20, 2018, preceding the IA Board meeting. At this meeting, project updates and funding strategies for the Tallahassee International Airport and Convention Center will be provided.
 - At the regularly scheduled meeting, the IA Board will consider the proposed FY 2019
 Operating Budget and FY 2019-2024 Capital Improvement Program, which will
 incorporate all direction and action items received from the IA Board at their June 21,
 2018 workshop.
- December 31, 2019: Blueprint 2000 program officially ends.
- January 1, 2020: Blueprint 2020 program begins collecting funding.
- FY 2021-2024: If IA Board direction includes accelerating project completion to capture current economic growth through bonding, Blueprint will continue to work with the City, County, and financial consultants to effectuate the project financing. Prior to bond issuance, Blueprint will bring forward an agenda item providing a list of projects and a corresponding recommended bond amount, based on project cost estimates refined through planning and

design, as well as updated analysis of debt service payments based on interest rates at the time of bond issuance.

In summary, the IA Board is requested to consider and provide policy direction at this workshop regarding funding options available to the Agency to implement the Blueprint 2020 program. According to that IA Board guidance, as provided, staff will prepare a FY 2019 Operating Budget and a FY 2019-2024 CIP for the IA Board's consideration at their public hearing at their regular meeting on September 20, 2018 that is reflective of the June 21, 2018 workshop direction.

Action by TCC and CAC: The TCC and the CAC received an informational presentation covering initial implementation plan concepts at their June 4, 2018 and June 7, 2018 meeting, respectively.

OPTIONS:

- Option 1: Direct Office of Economic Vitality staff to work with FSU and the City of Tallahassee bring back funding strategies, including bonding scenarios, for the Tallahassee International Airport and Convention Center economic development capital projects.
- Option 2: Provide IA Board direction regarding the FY 2019 2024 Blueprint Infrastructure Program Implementation Plan:

Option 2A: Approve Implementation Plan Option A; or

Option 2B: Approve Implementation Plan Option B; or

Option 2C: Approve Implementation Plan Option C; or

Option 2D: Approve a modified Implementation Plan.

- Option 3: Direct staff to utilize funds from the 2020 Sales Tax Extension project fund to evaluate leveraging opportunities as needed to support the implementation and accelerate project readiness of Blueprint 2020 projects. Advance funds will be paid back to the Blueprint 2000 program.
- Option 4: IA Board direction.

RECOMMENDED ACTIONS:

- Option 1: Direct Office of Economic Vitality staff to work with FSU and the City of Tallahassee bring back funding strategies, including bonding scenarios, for the Tallahassee International Airport and Convention Center economic development capital projects.
- Option 2: Provide IA Board direction regarding the FY 2019 2024 Blueprint Infrastructure Program Implementation Plan:

Option 2A: Approve Implementation Plan Option A; or

Option 2B: Approve Implementation Plan Option B; or

Option 2C: Approve Implementation Plan Option C; or

Option 2D: Approve a modified Implementation Plan.

Option 3: Direct staff to utilize funds from the 2020 Sales Tax Extension project fund to evaluate leveraging opportunities as needed to support the implementation and accelerate project readiness of Blueprint 2020 projects. Advance funds will be paid back to the Blueprint 2000 program.

Attachments:

- 1. Summary of IA Board Action to Date for Blueprint 2020 Infrastructure Projects
- 2. Status Update on Previous IA Board Actions and Local Partner Project Activities for Blueprint 2020 Infrastructure Projects
- 3. Letter from FSU Regarding the Funding Prioritization for Convention Center and Airport Gateway, June 6, 2018
- 4. FY 2019 2040 Preliminary Project Funding Schedules, Options A, B and C
- 5. FY 2019 2024 Blueprint Infrastructure Program Implementation Plan Option A
- 6. FY 2019 2024 Blueprint Infrastructure Program Implementation Plan Option B
- 7. FY 2019 2024 Blueprint Infrastructure Program Implementation Plan Option C



Prioritization Process by Project – Blueprint 2020 Infrastructure Program (27 Projects, listed in alphabetical order by category, except for the CCQ projects which are presented in priority order)

IA Board Action	Project Name	2014 Project Estimate
#1 Project (April 2015)	Capital Circle Southwest	\$70,000,000
	Bike Route System	\$15,000,000
Funded via	Greenways Master Plan	\$15,800,000
Annual	Operating Costs for Parks Built with Sales Tax Funds	\$20,000,000
Allocation (April 2015)	Sidewalks	\$50,000,000
(April 2013)	StarMetro Enhancements	\$12,500,000
	Water Quality and Stormwater Improvements	\$85,000,000
	Alternative Sewer Solutions Study (Phase 1 - June 2017)	\$2,800,000
In Progress Per IA	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure (February 2016)	\$47,300,000
Direction (Varies by	Orange Avenue: Widening from Adams Street to Springhill Road (September 2016)	\$33,100,000
project)	Southside Gateway Enrichment: Widening of Woodville Highway (June 2016)	\$29,700,000
	Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138
Prioritization Coordinated	North Monroe Gateway	\$9,400,000
with CRTPA	Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
(Feb. 2017)	Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
	Westside Student Corridor Gateway: Widening of Pensacola Street	\$29,936,800
Complete (Jan. 2015)	De Soto Winter Encampment	\$500,000
Community En	hancement Districts, Connectivity, & Quality of Life (CCQ)	
	Market District (80 pts.)	\$9,400,000
	Orange Avenue/Meridian Road Placemaking (80 pts.)	\$4,100,000
	Lake Lafayette and St. Marks Regional Linear Park (75 pts.)	\$15,816,640
Prioritized via	Monroe-Adams Corridor Placemaking (55 pts.)	\$7,000,000
Blueprint Promise	Midtown Placemaking (50 pts.)	\$22,000,000
Criteria	Beautification and Improvements to the Fairgrounds (45 pts.)	\$12,000,000
(Sept. 2017)	Northeast Park (45 pts.)	\$10,000,000
	College Avenue Placemaking (40 pts.)	\$7,000,000
	Florida A&M Entry Points (25 pts.)	\$1,500,000
	Tallahassee-Leon County Animal Service Center (10 pts.)	\$7,000,000

STATUS UPDATE ON IA BOARD DIRECTION RELATED TO THE 2020 PROGRAM

#1 Priority Project - Capital Circle Southwest

At the April 1, 2015 meeting, the IA Board approved Capital Circle Southwest as the #1 priority project for the Blueprint 2020 program. After completion of the PD&E by Blueprint in 2016, FDOT funded and has subsequently completed the design of Capital Circle Southwest. FDOT has fully funded right-of-way acquisition for the project, which is currently underway, and Blueprint is partnering with FDOT to complete this phase by 2020. As of February 2018, FDOT has identified \$114.3 million in construction funding to build this project, with construction anticipated to begin in FY 2020.

Impact for Implementation Plan: Blueprint has correspondingly adjusted the funding allocations to assist with completing this project and has included funding totaling \$5 million, split over FY 2023 and 2024, to assist with additional 'above & beyond' improvements, such as landscaping, enhanced bicycle and pedestrian improvements, signage, etc., consistent with the Blueprint holistic philosophy.

Blueprint 2020 Infrastructure Projects Funded through Annual Allocations

At the April 1, 2015 meeting, the IA Board approved an annual funding strategy and implementation plan for six 2020 infrastructure projects. Four of the six projects funded through annual allocations will be implemented by the City of Tallahassee and Leon County. The remaining two projects will be implemented by the Blueprint Infrastructure program. Table 1 below details annual funding allocations and the implementing entity for each of these projects.

Table 1. Blueprint 2020 Infrastructure Projects Funded by Annual Allocations

Project Name	Implementing Entity	Total Project Allocation	Annual Allocation over 20 years			
Bike Route System	Blueprint	\$15 million	\$750,000			
Greenways Master Plan	Blueprint	\$15.8 million	\$790,000			
StarMetro Enhancements	City	\$12.5 million	\$612,500			
Operating Costs for Parks Built with Sales Tax Funds	City/County	\$20 million	\$1,000,000			
Annual Allocation to City and C	ounty		\$500,000			
Sidewalks	City/County	\$50 million	\$2,500,000			
Annual Allocation to City and C	Annual Allocation to City and County					
Water Quality and Stormwater Improvements	City/County	\$85 million	\$4,250,000			
Annual Allocation to City and C	ounty		\$2,125,000			

Impact for Implementation Plan: All options include \$9.9 million in annual funding from the Infrastructure program sales tax revenues (66%) for the above six Blueprint 2020 infrastructure beginning in FY 2020 and continuing throughout the lifespan of the Blueprint 2020 program, as directed by the IA Board at their April 1, 2015 meeting.

Blueprint 2020 Projects in Progress

Northeast Gateway: Welaunee Boulevard Phase 1: At the February 29, 2016 meeting, the IA Board approved a funding strategy to advance the Welaunee Boulevard project planning, PD&E and design, and funding partnership for the Dove Pond Regional Stormwater Facility. The initiation of the Canopy Development provided an opportunity to leverage the design and construction of Welaunee Boulevard through the 500-acre development. On September 12, 2016, the IA Board received a status report on this project and approved advanced funding for the PD&E and design of Welaunee Boulevard Phase 1. At the September 12, 2016 meeting, the IA Board also approved a funding strategy that included an application in 2020 to the FDOT State Infrastructure Bank (SIB) Loan program, with a request for 50% of total project costs.

Impact for Implementation Plan: All options presented in this item implement the funding strategy for the Northeast Gateway: Welaunee Boulevard Phase 1 project as approved by the IA Board at the September 12, 2016 meeting. This funding strategy includes a FY 2020 application for a SIB Loan providing for 50% of project costs, which if successful, will be available to support the construction of this project beginning in FY 2022. SIB Loan disbursements can be structured to best fit each project, and the options assume two total disbursements equal to half of the requested funds, resulting in disbursements of \$14.325 million in FY 2022 and FY 2024.

<u>DeSoto Winter Encampment Project</u>: At their January 28, 2015 meeting, the City Commission directed the City of Tallahassee to partner with the developer of the Chuy's site to complete the DeSoto Winter Encampment project as part of that commercial development. Blueprint anticipates repayment to the City of Tallahassee for that amount in FY 2020. During their regular meeting on that date, the City Commission approved a funding partnership (\$500,000) with a developer that completed the infrastructure improvements, including the realignment of Goodbody Lane with the entrance to the Desoto Winter Encampment site. The Florida Department of State Division of Historical Resources is planning to erect a sign commemorating the site at the entrance on Goodbody Lane, which will complete the project.

Impact for Implementation Plan: As presented to the IA Board at the February 21, 2017 meeting, this project is considered complete due to the City of Tallahassee's advance funding in 2015 to complete this project. All options presented in this item include repayment to the City of Tallahassee for the full project cost (\$500,000).

Capacity Improvements on State Roadways

State and federal funding for local projects identified in the FDOT Five-Year Work Program has facilitated several Blueprint 2020 infrastructure projects moving forward, ensuring Blueprint is well-positioned to partner with FDOT and maximize leveraging opportunities. Over the past 13 years, Blueprint has been most successful in expediting roadway, capacity, and safety improvements projects along the state roadway network and leveraging funding by partnering with the Florida Department of Transportation (FDOT). To ensure these important partnerships continue and maximum leveraging opportunities are achieved, the IA Board directed staff to include all state roadway projects on the CRTPA Regional Mobility Plan (RMP) and elevate all projects that are capacity projects to a top tier priority within the RMP.

Orange Avenue Widening: Consistent with the direction provided at the April 2015 IA Board meeting, the CRTPA added Orange Avenue to the "Regionally Significant Roadway" network,

making the project eligible for Transportation Regional Incentive Program (T.R.I.P.) funding from FDOT. At the September 12, 2016 meeting, the IA Board approved the funding for the Southwest Area Transportation Plan (SATP) as a precursor to the FDOT Orange Avenue PD&E Study, which is scheduled for FDOT funding in 2019. Blueprint is partnering with the CRTPA to complete this corridor study prior to 2019.

Impact for Implementation Plan: All options assume FDOT funding for this project and do not include funding for this project within the first 5 five years of the Blueprint 2020 program, consistent with the direction received from the IA Board at their February 21, 2017 meeting to prioritize local improvements not located along state-owned roadways.

Southside Gateway Enrichment: Widening of Woodville Highway: At the time of voter approval of the sales tax extension, the design of this project was underway through FDOT. Since that time, Blueprint has worked with FDOT to ensure the project meets the goals of the Southside Gateway project to the greatest extent possible. At the June 20, 2016 meeting, the IA Board authorized Blueprint to enter into a Joint Partnership Agreement with FDOT that provides opportunity to meet the goals of the Southside Gateway project, to more quickly move the project into implementation without incurring additional debt, and to leverage outside funding sources. Design was completed in fall 2016, and the current FDOT Five-Year Work Program indicates right-of-way acquisition beginning in FY 2018.

Impact for Implementation Plan: All options assume FDOT funding for this project and do not include funding for this project within the first 5 five years of the Blueprint 2020 program, consistent with the direction received from the IA Board at their February 21, 2017 meeting to prioritize local improvements not located along state-owned roadways.

Prioritization of Remaining Blueprint 2020 Projects

Throughout 2017, the IA Board provided direction for prioritizing the remaining 11 Blueprint 2020 projects. The IA Board approved the criteria at their June 13, 2017 meeting, and subsequently, at the September 19, 2017 meeting, the IA Board approved the prioritization of the remaining 11 projects within the Community Enhancement, Connectivity, and Quality of Life (CCQ) categories.

Impact for Implementation Plan: All options were prepared in consideration of the IA Board's approved prioritization. Option A is an implementation strategy that strictly adheres to the prioritization.

June 6, 2018

Blueprint Intergovernmental Agency Attn: Mary Ann Lindley, Chair 315 S. Calhoun Street, Ste 450 Tallahassee, FL 32301

RE: Funding Prioritization for Convention Center and Gateway District

Dear Madam Chair and Members of the Blueprint IA Board,

In advance of the Blueprint Intergovernmental Agency Board ("Blueprint") meeting on June 21, 2018, Florida State University ("FSU" or "University") would like to highlight two projects that are included in the Blueprint 2020 program and request, based on each project's merits and respective contributions to the community, that they be included in the initial round of funding priorities.

Convention Center

In 2012, Florida State University assumed responsibility for the Donald L. Tucker Civic Center and introduced a vision for the Arena District development, culminating from several detailed studies commissioned by the University and local governmental agencies. Described as "The Madison Mile", a focus was placed on development opportunities around the Civic Center expanding west along Madison and Gaines toward Doak Campbell Stadium. Five years later, Cascades Park, CollegeTown, FAMU Way and the Gaines Street corridor continue to grow in prominence and serve as major catalysts for economic growth and development in Tallahassee. According to information provided by the City, property values along the Gaines Street corridor have experienced a 22X multiple since the mid-2000's when the wave of redevelopment began, resulting in a perpetual stream of increased property tax revenue.

Prominently located along Gaines Street and Madison Street and anchored by the Donald L. Tucker Civic Center, the Arena District boasts an assemblage of 25-30 acres of land sited directly between downtown Tallahassee and the campuses of Florida State University and Florida A&M University. The confluence of "town and gown" makes this location an optimal site for Blueprint's \$20M investment in a new Convention Center. Since taking ownership in 2012, FSU has invested approximately \$25M into the Civic Center. The upgraded Civic Center along with the addition of a new \$20M Convention Center, a convention hotel, Legacy Hall - FSU's new college of business, expanded athletic facilities, parking facilities, additional future upgrades to the civic center, and other compatible uses will make the Arena District a major destination in our community and a catalyst for economic growth.

In 2014, FSU began the process of selecting a master developer for this project. An Invitation to Negotiate ("ITN") was issued, and the process culminated in the identification of a likely development partner. However, due to the complexities of the project, the timing of final selection of the developer was postponed until recently. *FSU is pleased to announce that we have signed a LOI with Development Ventures Group ("DeVen") to serve as the master developer of the multiphased Arena District project.* DeVen, created from a recent merger with sister companies KUD International and Commercial Developments Inc., has extensive experience in large mixed-use multi-phase projects and specific expertise in projects relating to higher education in Florida with a focus on convention, hotel and conference center development. Over the next few months, FSU will work with DeVen in a pre-development capacity to establish development programs and finalize the financial commitments for the entirety of the Arena District project.

The initial phase of the Arena District will incorporate a multi-faceted convention facility integrating the exposition space within the existing Donald Tucker civic center, small and mid-sized rooms within Turnbull Conference Center, and mid-size to large convention spaces within the new Convention building. Completing the convention offering, Florida State University and DeVen will build a full service convention and conference hotel to complement the various meeting facilities, and establish Florida's capital city as a prime destination for state and regional conferences.

The Convention Center will generate the following types of economic benefits in the regional economy:

- **Direct** benefits relate to the short-term business activity associated with project construction and the ongoing business activity associated with the businesses that are located within the developed project.
- **Indirect** benefits will result when local firms directly impacted by the project in turn purchase materials, supplies or services from other firms.
- **Induced** benefits relate to the consumption and spending of employees of firms that are directly or indirectly affected by the project. These would include all of the goods and services normally associated with household consumption (i.e., housing, retail purchases, local services, etc.).

Based on a recent analysis from FSU's Center for Economic Forecasting and Analysis, the **total economic impact** of the proposed convention center is estimated to be 459 jobs, approximately \$17.3 million in income or wages and approximately \$51.5 million in total economic output. The **construction impacts** are estimated to total 271 jobs, more than \$11.3 million in income or wages and nearly \$33.8 in total economic output. On an **annual (permanent) basis**, the convention center is projected to generate 188 jobs, nearly \$6.0 million in income or wages, and more than \$17.7 million in total economic output (sales/revenues).

FSU Convention Center									
Economic Impacts		Output*	Employment		Income*				
Permanent Employment	\$	10,853,490	106	\$	3,962,539				
Visitor Spending	\$	6,893,737	82	\$	2,042,614				
Subtotal (Permanent)	\$	17,747,227	188	\$	6,005,153				
Construction (Temporary)	\$	33,766,509	271	\$	11,305,471				
Grand Total	\$	51,513,736	459	\$	17,310,624				

^{*}in April 2018 \$'s

With approximately 18 months remaining until the beginning of the Blueprint 2020 funding, FSU respectfully requests that the Convention Center project be placed into the initial round of funding priorities for economic development projects. Prioritizing the \$20M investment in a convention facility is critical to the timing and success of a convention hotel and the vitality that will come with creating an Arena District in downtown Tallahassee. The operations of these two facilities are each reliant upon the other; therefore, FSU and DeVen will align the timing of the hotel with Blueprint's \$20M funding of the convention center. As a significant catalyst for economic development, FSU strongly urges Blueprint to consider funding the convention center on the most expedited timeline possible.

Gateway District

Following a 13-month process of public input and review, the Gateway District was unanimously approved by Blueprint on March 1, 2018. As was clearly articulated by many leaders in our community who spoke in support of the Gateway District, this project will be transformational for our community. A significant key to success in this project is to stay diligently focused on delivering the vision in a timely fashion. With such a strong voice of support, there is no benefit in delaying the implementation of this project. FSU stands ready to advance its \$3M commitment if doing so will expedite the planning and design of the project, ultimately leading to a timely completion of the new road corridor. It is the expectation of Florida State University that the new road and other portions of the Gateway District infrastructure should be fully designed within three years with construction completed two years following for a total project timeframe of five years.

The Gateway District project is potentially one of the most complex infrastructure initiatives in the Blueprint program. With 100% support from the commissioners, a strong voice of support from many community residents, and the partnership of Florida State University, moving this project forward under the authority of the board members who approved it will ensure consistency with the intent of the approval.

Respectfully submitted,

Kevin Graham

Executive Director - FSU Real Estate Foundation

CC: President John Thrasher

Kyle Clark Vince Long Reese Goad Ben Pingree

Blueprint Intergovernmental Agency - Preliminary Project Funding Schedules FY 2019 - 2040: Implementation Plan Options A, B, and C

	Description PAYING STATE PAYING
3 Blueprint 2000 -Infrastructure Projects	
Water Quality Project/City Headwaters of St. Marks	
Capital Cascades Trail - Segment 2	
Capital Cascades Trail - Segments 3 & 4	
Capital Cascades Trail - Segment 4 Maenolia Drive Trail	
Blueprint 2020 - Infrastructure Projects	
Annual Allocations - Lity of 1 allahassee Annual Allocations - Leon County	
Annual Allocations - Blue print 2020	
Blueprint Intrastructure Program - Option A (Sales Tax Rev.	VENEROS & \$4.54. M \$18 Loan) 10tal Delts Eventee: \$0.54.5. M \$18
Regional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)	
State) Southside Gateway: Woodville Highway ¹	
State) Capital Circle Southwest (W1)* State) Westside Student Cateurar: Pencarola Street*	
(State) Orange Avenue: Adams to Springhill ¹	
uirport Gateway	
Jorthwest Connector: Tharpe Street	
Jortheast Gateway: Welaunee Boulevard	
North Monroe Gateway	
CQ Projects (in rank order)	
Orange Avering International Praceinaning Market District	
ake Lafayette and St. Marks Regional Park	
Monroe-Adams Corridor Placemaking	
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Ignorius Bedurindatori & Improvenienc rtheast Park	
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orida A&M Entry Points	
ernative sewer solutions lahassee-Leon County Animal Service Center	
Soto Winter Encampment ²	
ueprint Infrastructure Program - Option B (\$28.7 M SIB L	Loan & FY 2022 \$50 M Bond) Total Debt Service: \$24.9 M
Description FY2019 FY2020	Description F17019 F17020 F172021 F172021 F172021 F172022 F172022 F172023 F172024 Z025 F172024 Z
iional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)	
ste) Southside Gateway: Woodville Highway ^{8,3}	
ite) Capital Circle Southwest (W1)*	
(State) Or ange Avenue: Adams to Springini (State) Westside Student Gateway: Pensacola Street ^{®3}	
port Gateway	
Vorthwest Connector: Tharpe Street	
Northeast Connector: Bannerman Road	
theast Gateway: Welaunee Boulevard™	
Projects (in rank order)	
nge Avenue/Meridian Placemaking	
ket District ⁸	
Lake Lafayette and St. Marks Regional Park	
nroe-Adams Corridor Placemaking	
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College Avenue Placemaking	
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ueprint Infrastructure Program - Option C (\$28.7 M SIB L	
paral Machillet & Catauran Desirant Ulistad in prefer one the Catauran Desirant Ulistad in prefer one the Catauran Desirant United	Y/2021 Y/2022 Y/2024 Y
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te) Capital Circle Southwest (W1) ¹	
(State) Orange Avenue: Adams to Springhill ¹	
e) Westside Student Gateway: Pensacola Street	
ort Gateway	
Northwest Connector: Tharpe Street	
Northeast Connector: Banner man Koad	
North Monroe Gateway	
Projects (in cask order)	
Orange Avenue/Meridian Placemaking	
arket District	
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nroe-Adams Corridor Placemaking	
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airgrounds Beautification & Improvement	
rtheast Park	
College Avenue Placemaking	
Iorida A&M Entry Points	
Sui	
lahassee-Leon County Animal Service Center	
DeSoto Winter Encampment ²	
tes	Project Phases -
1/Options A & B assume state funding for capacity improvements on state roadways;	Planning / PD &E
al funding is programed for local components of these projects as may be needed	
2/ Project Complete - Repayment to the City of Tallahassee	Construction
	Note: Project phases are approximate and reflect projected general timeframes for these project
	phases. Project phases will likely overlap in adjacent years.

Blueprint FY 2019 - 2024 Funding Schedule and Implementation Plan

Blueprint Infrastructure Program - Ir	ICOI		1	2	1		1		T .							
Description		FY2019		FY2020 ³		FY 2021		FY 2022		FY 2023		FY2024		19-24 Total		
Sales Tax Revenues ²	\$	34,808,000	\$	30,885,900	\$	30,244,000	\$	31,151,200	\$	32,085,500	\$	33,047,900	\$	192,222,500		
Additional Funding			_		ı		1		ı							
Bond Proceeds													\$	-		
Significant Benefit District Funds											\$	486,000		486,000		
State Infrastructure Bank (SIB) Loan ⁴							\$	14,325,000			\$	14,325,000	\$	28,650,000		
Other Funding Sources ⁵									\$	3,000,000			\$	3,000,000		
Subtotal - Available Fundin	g \$	34,808,000	\$	30,885,900	\$	30,244,000	\$	45,476,200	\$	35,085,500	\$	47,858,900	\$	224,358,500		
Blueprint Infrastructure Program - E	vne	nses					<u> </u>									
Description	rpc	FY2019		FY2020 ³		FY 2021		FY 2022		FY 2023		FY2024	EV	19-24 Total		
Debt Service	ć	9,957,094	\$	2,183,977		F1 2021		F1 2022		F1 2023		F12024	Ċ	12,141,071		
IB Loan Payment	7	3,337,034	ڔ	2,103,377					\$	2,367,612	ċ	2,367,612	\$	4,735,224		
nfrastructure Program - Operating Expenses	خ ا	3,300,000	\$	3,400,000	ċ	3,500,000	ċ	3,600,000	\$	3,700,000	\$	3,800,000	-	21,300,000		
Contingency Funds for Infrastructure Projects	ڔ	3,300,000	۲	3,400,000	\$	2,000,000	۲	3,000,000	ڔ	3,700,000	ڔ	3,800,000	ب خ			
Annual Allocations ^{6,7} - City of Tallahassee			۲.	2 205 025	<u> </u>		۲	4 407 500	۲	4 407 500	۲	4 407 500	۶ خ	2,000,000		
			\$	3,365,625	\$	4,487,500	\$	4,487,500			\$	4,487,500	-	21,315,625		
Annual Allocations ⁶ - Leon County			Ş	2,906,250	Ş	3,875,000	Ş	3,875,000	\$	3,875,000	\$	3,875,000	\$	18,406,250		
Subtotal - Expense	\$ \$	13,257,094	\$	11,855,852	\$	13,862,500	\$	11,962,500	\$	14,430,112	\$	14,530,112	\$	79,898,170		
Blueprint Infrastructure Program - C	api	ital Impro)VE	ements												
Description		FY2019		FY2020 ³		FY 2021		FY 2022		FY 2023		FY2024	FY	19-24 Total		
·	_		_		_		_									
Projected Funding - Blueprint Capital Projects	Ş	21,550,906	\$	19,030,048	\$	16,381,500	\$	33,513,700	\$	20,655,388	\$	33,328,788	\$	144,460,330		
Blueprint 2000 -Infrastructure Projects 8	Τ.	0.55-			1				1				^	2.502.555		
Vater Quality Project/City	\$	2,207,360		385,835									\$	2,593,195		
Headwaters of St. Marks	\$	2,617,303	\$	982,831									\$	3,600,134		
Capital Cascades Trail Segment 2													\$	-		
Capital Cascades Trail - Segments 3 & 4	\$	4,437,178											\$	4,437,178		
Capital Cascades Trail - Segment 4	\$	6,287,365	\$	4,706,382	\$	1,860,663	\$	3,244,125					\$	16,098,535		
Magnolia Drive Trail	\$	2,476,700											\$	2,476,700		
Blueprint 2020 - Infrastructure Projects													FY	19-24 Total		Adjust
							1								Pr	oject C
Annual Allocations ⁶ - Blueprint 2020	۲.	200.000	۲	1 155 000	۸	1 540 000	۲	1 540 000	۲	1 540 000	۲	1 540 000	,	7.645.000	۲.	20.00
- Bike Route Network (\$750k annually)	\$	300,000	\$	1,155,000	\$	1,540,000	\$	1,540,000	\$	1,540,000	\$	1,540,000	۶	7,615,000	\$	30,80
- Greenways Plan (\$790k annually) Regional Mobility & Gateway Projects (listed in order pe	r the	CRTDA's Prop	ose.	d Droject Drio	rity l	Lict)	<u> </u>									
State) Southside Gateway: Woodville Highway ^{9,10}		CHITASTIOP	030	a i roject i no	lity L	Listy	Π		l l				\$		\$	36,20
State) Capital Circle Southwest (W1) ⁹									\$	2,500,000	\$	2,500,000	\$	5,000,000	\$	5,00
State) Orange Avenue: Adams to Springhill ⁹									٦	2,300,000	۲	2,300,000	\$	3,000,000	\$	40,34
State) Westside Student Gateway: Pensacola Street ^{9,10}													\$		\$	36,49
Airport Gateway	\$	1,000,000	\$	4,000,000	\$	3,000,000	\$	5,000,000	\$	6,500,000	\$	10,802,788		30,302,788	\$	69,59
Northwest Connector: Tharpe Street ¹⁰	۲	1,000,000	۲	4,000,000	۲	3,000,000	ڔ	3,000,000	٧	0,300,000	ç	486,000	-	486,000	\$	64,85
											Ş	460,000	\$	460,000	-	
Northeast Connector: Bannerman Road ¹⁰	4	4 725 000	۸.	2 000 000	4	2 274 226	۸.	40 720 575		4 424 540	٠.	45 500 000	Т	- 47.457.240	\$	40,59
Northeast Gateway: Welaunee Boulevard ⁸	\$	1,725,000	\$	3,800,000	\$	3,271,226	\$	18,729,575	\$	4,131,518	\$	15,500,000	\$	47,157,319	\$	55,41
North Monroe Gateway ⁹													\$	-	\$	11,45
CCQ Projects (in rank order)				4 505 655		2 722 7							_	4 = 2 = 2 = 2	1	
Orange Avenue/Meridian Placemaking	\$	500,000	\$	1,500,000	\$	2,709,611							\$	4,709,611		4,70
Market District ⁹	_		\$	1,500,000	\$	3,000,000	\$	3,000,000	\$	3,733,870			\$	11,233,870		11,23
ake Lafayette and St. Marks Regional Park	\perp		\$	250,000	\$	250,000	\$	750,000		1,000,000	\$	1,000,000		3,250,000	\$	19,26
Monroe-Adams Corridor Placemaking			\$	750,000	\$	250,000	\$	1,250,000	\$	1,250,000	\$	1,500,000	\$	5,000,000		8,20
Midtown Placemaking													\$	-	\$	26,81
airgrounds Beautification & Improvement	\perp												\$	-	\$	14,62
Northeast Park													\$	-	\$	12,18
College Avenue Placemaking	丄		Ĺ		$oxedsymbol{oxedsymbol{oxed}}$				$oxedsymbol{oxedsymbol{oxed}}$				\$	-	\$	8,53
lorida A&M Entry Points													\$	-	\$	1,82
Alternative Sewer Solutions													\$	-	\$	2,83
Fallahassee-Leon County Animal Service Center	I												\$	-	\$	8,53
DeSoto Winter Encampment ¹¹					\$	500,000							\$	500,000	\$	50
otal Allocated	\$	21,550,906	\$	19,030,048	\$	16,381,500	\$	33,513,700	\$	20,655,388	\$	33,328,788	\$	115,254,588	\$.	510,03
Remaining Funds to Be Allocated	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		-
	+		<u> </u>		<u> </u>		, <u>r</u>		<u> </u>							
Total Active Blueprint-Managed Projects by Year		9 Projects	1	11 Projects	1	1 Projects		9 Projects	10	0 Projects	1	LO Projects				
lotes	•								•		Dro	oject Phases -	less	end		
votes / Income includes sales tax revenues (80% for Blueprin	+ 200	∩ and 66% fo	راج م	Jenrint 2020\							riC	yeu riiuses -		ning /PD&E		
2/ Projections based on 3% increases for FY20-22; FY23						•							Desig			
8/ FY20 reflects BP2000 revenue collection (Oct. 1 - Dec							nt 2	30 2020)						gıı t-of-Way Acqu	ictio	nn
	· • • , ·	, & DF 20.											_	. o. way Acqu	اعداد	· · ·
•	r in F	Y2020 for 509	% of	f project costs	s for	Welaunee Ro	وانان	evard					Conc	truction		
/ SIB (State Infrastrucutre Bank) Loan will be applied fo / Other Funding Sources: FY2023 - \$3 million FSU contr						Welaunee Bo	oul	evard			No			struction are approxima	ate a	and ref

- 7/ StarMetro only difference in annual allocations between City & County; County manages LIFE (2% revenues)
- 8/ Total FY 19-24 expenditures & project cost does not include all expenditures on this project prior to FY2019
 9/ Portions of these projects in progress and funded by the City, County, CRTPA, or FDOT
- 10/ Significant Benefit Project; City & County funds included in first year of project as of May 2018
- 11/ Project Complete Repayment to the City of Tallahassee
- 12/ Project estimates increase 2% annually through the first year of construction for each project or FY 2024
- 13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded through Bluperint

phases. Project phases will likely overlap in adjacent years. Funding is not necessarily corresponded to the project phase identified in that year.

Blueprint FY 2019 -2024 Funding Schedule and Implementation Plan

Option B: SIB Loan (\$28.7 M) FY2022 Bond (\$50 M) | Total Debt Service (18 years): \$24.9 M

	Option B: SIB Loa		FY2022 Bon	id (\$50 M)	Total Debt	Service (18	years): \$24.	9 M	
1	Blueprint Infrastructure Program - I	ncome							
2	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
3	Sales Tax Revenues ²	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 31,151,200	\$ 32,085,500	\$ 33,047,900	\$ 192,222,500	
	Additional Funding	, ,			, ,	, ,	, ,		
5	Bond Proceeds				\$ 50,000,000			\$ 50,000,000	
6	Significant Benefit District Funds				, , ,	\$ 486,000		\$ 486,000	
	State Infrastructure Bank (SIB) Loan ⁴				\$ 14,325,000	,	\$ 14,325,000	\$ 28,650,000	
	Other Funding Sources ⁵				\$ 3,000,000		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$ 3,000,000	
9	Subtotal - Available Funding	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 98,476,200	\$ 32,571,500	\$ 47,372,900	\$ 274,358,500	
			\$ 30,885,900	\$ 30,244,000	\$ 98,476,200	\$ 32,571,500	\$ 47,372,900	\$ 274,336,300	
10	Blueprint Infrastructure Program - E	xpenses	1		1	1		-	
11	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
12	Debt Service - BP2000 Bond & FY2022 Bond	\$ 9,957,094	\$ 2,183,977			\$ 1,951,000	\$ 3,904,875	\$ 17,996,946	
	SIB Loan Payment					\$ 2,367,612	\$ 2,367,612	\$ 4,735,224	
	Infrastructure Program - Operating Expenses	\$ 3,300,000	\$ 3,600,000	\$ 3,700,000	\$ 3,800,000	\$ 3,900,000	\$ 4,000,000	\$ 22,300,000	
	Contingency Funds for Infrastructure Projects			\$ 2,000,000				\$ 2,000,000	
	Annual Allocations ^{6,7} - City of Tallahassee		\$ 3,365,625	\$ 4,487,500			\$ 4,487,500	\$ 21,315,625	
17	Annual Allocations ⁶ - Leon County		\$ 2,906,250	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 18,406,250	
18	Subtotal - Expenses	\$ 13,257,094	\$ 12,055,852	\$ 14,062,500	\$ 12,162,500	\$ 16,581,112	\$ 18,634,987	\$ 86,754,045	
19	Blueprint Infrastructure Program -	Capital Imp	provements	s					
20	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
21	Projected Funding - Blueprint Capital Projects	\$ 21,550,906	\$ 18,830,048	\$ 16,181,500	\$ 86,313,700	\$ 15,990,388	\$ 28,737,913	\$ 187,604,455	
	Blueprint 2000 -Infrastructure Projects ⁸	1 . , , , ,	1 . , , ,	, , , , , , , , , ,		, , , , , , , , ,		, , , , , , ,	
	Water Quality Project/City	\$ 2,207,360	\$ 385,835					\$ 2,593,195	
	Headwaters of St. Marks	\$ 2,617,303	\$ 982,831					\$ 3,600,134	
	Capital Cascades Trail - Segment 2	ÿ 2,017,303	3 382,831					\$ 3,000,134	
	Capital Cascades Trail - Segments 3 & 4	\$ 4,437,178						\$ 4,437,178	
	Capital Cascades Trail - Segment 4	\$ 4,787,365	\$ 3,891,763		\$ 8,262,126			\$ 16,941,254	
	Magnolia Drive Trail	\$ 2,476,700	3,031,703		- σ,2σ2,12σ			\$ 2,476,700	
70	INIAGNOILA DITVE TTAII	\$ 2,470,700						+ 2,,	Adjusted
29	Blueprint 2020 - Infrastructure Projects							FY19-24 Total	Project Cost ¹²
30	Annual Allocations ⁶ - Blueprint 2020 - Bike Route Network (\$750k annually) - Greenways Plan (\$790k annually)		\$ 1,155,000		\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 7,615,000	\$ 30,800,000
	Regional Mobility & Gateway Projects (listed in order p	er the CRTPA's P	Proposed Project	Priority List)	l	l	T	_	4
	(State) Southside Gateway: Woodville Highway ^{9,10}							\$ -	\$ 36,204,134
	(State) Capital Circle Southwest (W1) ⁹					\$ 2,500,000	\$ 2,500,000	\$ 5,000,000	\$ 5,000,000
	(State) Orange Avenue: Adams to Springhill ⁸⁹							\$ -	\$ 40,348,715
	(State) Westside Student Gateway: Pensacola Street ^{9,10}	ć 4.000.000	ć 7,020,000	¢ 5.700.000	¢ 47.520.777	¢ 3,300,000	¢ 2.602.447	\$ -	\$ 36,492,792
	Airport Gateway	\$ 1,000,000	\$ 7,020,000	\$ 5,700,000	\$ 47,528,777	\$ 3,300,000	\$ 3,683,417	\$ 68,232,194	\$ 68,232,194
	Northwest Connector: Tharpe Street ¹⁰					\$ 1,000,000	\$ 3,000,000	\$ 4,000,000	\$ 64,850,503
	Northeast Connector: Bannerman Road 10	\$ 1725,000	\$ 2204.640	\$ 2.721.000	¢ 24.10E.1E2	\$ 7.6E0.200	\$ 16 722 444	Ç EE 410 400	\$ 39,796,583
	North Magrae Cateway: Welaunee Boulevard ⁸	\$ 1,725,000	\$ 2,394,619	\$ 2,731,889	\$ 24,185,152	\$ 7,650,388	\$ 16,732,441	\$ 55,419,489	\$ 55,419,489
	North Monroe Gateway ⁸ CCQ Projects (in rank order)							\$ -	\$ 11,458,548
	Orange Avenue/Meridian Placemaking	¢ 1,000,000	¢ 1 500 000	¢ 2.200.011				¢ 4.700.611	¢ 4.700.611
	Market District ⁹	\$ 1,000,000 \$ 1,000,000	\$ 1,500,000 \$ 1,500,000	\$ 2,209,611 \$ 3,500,000	\$ 4,797,645			\$ 4,709,611 \$ 10,797,645	\$ 4,709,611 \$ 10,797,645
	Market District Lake Lafayette and St. Marks Regional Park	بالالرال ب	7,500,000	0,000,000 ج	4,797,645 ج		\$ 750,000		. , ,
									\$ 19,260,112
	Monroe-Adams Corridor Placemaking Midtown Placemaking						\$ 532,055	\$ 532,055 \$ -	\$ 8,201,616
	Fairgrounds Beautification & Improvement							- د	\$ 26,817,877
								- د	\$ 14,627,933
	Northeast Park College Avenue Placemaking							- د	\$ 12,189,944
	College Avenue Placemaking Florida A&M Entry Points							\$ -	\$ 8,532,961
	Alternative Sewer Solutions							- د	\$ 1,828,492
	Tallahassee-Leon County Animal Service Center							\$ - \$ -	\$ 2,838,842 \$ 8,532,961
	DeSoto Winter Encampment ¹¹			\$ 500,000				\$ 500,000	\$ 8,532,961
	Total Allocated	\$ 21,550,906	\$ 18.830.048		\$ 86,313,700	\$ 15,990,388	\$ 28,737,913	\$ 157,555,994	\$ 507,440,950
	Remaining Funds to Be Allocated	\$ 21,550,906 \$ -	\$ 18,830,048 \$ -				1		۶ 507,440,950 د
22	Nemanning Funds to be Anotated	٠ -	٠ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Total Active Blueprint-Managed Projects by Year	10 Projects	9 Projects	9 Projects	7 Projects	9 Projects	10 Projects		
	Notes			9			Droinet Dhases	Logand	
5/	Notes 1/ Income includes sales tax revenues (80% for Bluepri	int 2000 and 66%	6 for Plugariat 2	n20)			Project Phases	_	
1	1/ moone modules sales tax revenues (80% for Bluepri	IIIL ZUUU dIIU 00%	o ioi biuepiiiil 20	0201				Planning /PD&E	

- 2/ Projections based on 3% increases for FY20-22; FY23 and 24 assume 2% increase in revenues
- 3/ FY20 reflects BP2000 revenue collection (Oct. 1 Dec. 31, 2019) & BP2020 revenue collection (Jan. 1 Sept. 30, 2020)
- 4/ SIB (State Infrastrucutre Bank) Loan will be applied for in FY2020 for 50% of project costs for Welaunee Boulevard
- 5/ Other Funding Sources: FY2022 \$3 million FSU contribution to Airport Gateway project
- 6/ Annual allocations for FY2020 prorated to reflect only 9 months of revenue collection
- 7/ StarMetro only difference in annual allocations between City & County; County manages LIFE (2% revenues)
- 8/ Total FY 19-24 expenditures & project cost does not include all expenditures on this project prior to FY2019
- 9/ Portions of these projects in progress and funded by the City, County, CRTPA, or FDOT 10/ Significant Benefit Project; City & County funds included in first year of project - as of May 2018
- 11/ Project Complete Repayment to the City of Tallahassee
- 12/ Project estimates increase 2% annually through the first year of construction for each project or FY 2024
- 13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded thru Bluperint

Design

Right-of-Way Acquistion

Construction

Note: Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years. Funding is not necessarily corresponded to the project phase identified in that year.

Blueprint FY 2019 -2024 Funding Schedule and Implementation Plan

Option C: SIB Loan (\$28.7 M) FY2022 Bond (\$100 M) | Total Debt Service (18 years): \$53.8 M

	Option C: SIB Loar		-Y2022 Bond	d (\$100 M)	Total Debt	Service (18	years): \$53	.8 M	
1	Blueprint Infrastructure Program - I	ncome							
2	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
3	Sales Tax Revenues ²	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 31,151,200	\$ 32,085,500	\$ 33,047,900	\$ 192,222,500	
	Additional Funding	, , , , , , , , , , , , , , , , , , , ,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1 2 , 2 , 2 2	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,	
	Bond Proceeds				\$100,000,000			\$ 100,000,000	
	Significant Benefit District Funds	\$ 750,000	\$ 1,280,000		+ 100,000,000		\$ 486,000		
7	State Infrastructure Bank (SIB) Loan ⁴	Ψ	Ψ 2/200/000		\$ 14,325,000		\$ 14,325,000		
8	Other Funding Sources ⁵				\$ 3,000,000		7 14,323,000	\$ 3,000,000	
	-						4		
9	Subtotal - Available Funding	\$ 35,558,000	\$ 32,165,900	\$ 30,244,000	\$148,476,200	\$ 32,085,500	\$ 47,858,900	\$ 326,388,500	
10	Blueprint Infrastructure Program - E	xpenses							
11	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
12	Debt Service - BP2000 Bond & FY2022 Bond	\$ 9,957,094	\$ 2,183,977			\$ 3,902,000	\$ 7,809,750	\$ 23,852,821	
13	SIB Loan Payment					\$ 2,367,612	\$ 2,367,612	\$ 4,735,224	
14	Infrastructure Program - Operating Expenses	\$ 3,300,000	\$ 3,600,000	\$ 3,700,000	\$ 3,800,000	\$ 3,900,000	\$ 4,000,000	\$ 22,300,000	
15	Contingency Funds for Infrastructure Projects			\$ 2,000,000				\$ 2,000,000	
16	Annual Allocations ^{6,7} - City of Tallahassee		\$ 3,365,625	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 21,315,625	
	Annual Allocations ⁶ - Leon County		\$ 2,906,250	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 3,875,000	\$ 18,406,250	
18	Subtotal - Expenses	\$ 13,257,094		\$ 14,062,500	\$ 12,162,500	\$ 18,532,112	\$ 22,539,862	\$ 92,609,920	
	·				7 12,102,300	¥ 10,002,112	¥ 22,333,602	7 32,003,320	
	Blueprint Infrastructure Program -	· •			FV 2022	EV 2022	EV2024	EV40.24 Table	
20	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
21	Projected Funding - Blueprint Capital Projects	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 233,778,580	
22	Blueprint 2000 -Infrastructure Projects ⁸								
23	Water Quality Project/City	\$ 2,207,360	\$ 385,835					\$ 2,593,195	
24	Headwaters of St. Marks	\$ 2,617,303	\$ 982,831					\$ 3,600,134	
25	Capital Cascades Trail - Segment 2							\$ -	
26	Capital Cascades Trail - Segments 3 & 4	\$ 4,437,178						\$ 4,437,178	
27	Capital Cascades Trail - Segment 4	\$ 4,787,365	\$ 3,891,763		\$ 8,262,126			\$ 16,941,254	
28	Magnolia Drive Trail	\$ 2,476,700						\$ 2,476,700	
20	Physician 2020 Infrastructura Projects							EV10 24 Total	Adjusted
	Blueprint 2020 - Infrastructure Projects							FY19-24 Total	Project Cost ¹²
30	Annual Allocations ⁶ - Blueprint 2020 - Bike Route Network (\$750k annually) - Greenways Plan (\$790k annually)	\$ 300,000	\$ 1,155,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 7,615,000	\$ 30,800,000
31	Regional Mobility & Gateway Projects (listed in order p	er the CRTPA's F	Proposed Project	Priority List)					
32	(State) Southside Gateway: Woodville Highway ^{9,10}							\$ -	\$ 36,204,134
	(State) Capital Circle Southwest (W1) ⁹					\$ 2,500,000	\$ 2,500,000	\$ 5,000,000	\$ 5,000,000
	(State) Orange Avenue: Adams to Springhill ⁸⁹						, , ,	\$ -	\$ 40,348,715
	(State) Westside Student Gateway: Pensacola Street ^{9,10}							\$ -	\$ 36,492,792
	Airport Gateway	\$ 1,000,000	\$ 3,500,000	\$ 2,200,000	\$ 61,532,194			\$ 68,232,194	\$ 68,232,194
36	Northwest Connector: Tharpe Street ¹⁰						\$ 486,000	\$ 486,000	\$ 64,850,503
	Northeast Connector: Bannerman Road 10	\$ 750,000	\$ 3,300,000	\$ 2,500,000	\$ 33,246,583			\$ 39,796,583	\$ 39,796,583
	Northeast Gateway: Welaunee Boulevard ⁸	\$ 1,725,000	\$ 2,394,619	\$ 2,731,889	\$ 24,185,152	\$ 7,263,388	\$ 17,119,441	\$ 55,419,489	\$ 55,419,489
	North Monroe Gateway ⁸							\$ -	\$ 11,458,548
	CCQ Projects (in rank order)								
	Orange Avenue/Meridian Placemaking	\$ 1,000,000	\$ 1,500,000	\$ 2,209,611				\$ 4,709,611	\$ 4,709,612
	Market District ⁹	\$ 1,000,000	\$ 1,500,000	\$ 3,500,000	\$ 4,797,645			\$ 10,797,645	\$ 10,797,645
	Lake Lafayette and St. Marks Regional Park	, , , , , , , , , , , , , , , , , , , ,	\$ 500,000		\$ 750,000	\$ 500,000		\$ 1,750,000	\$ 19,260,112
	Monroe-Adams Corridor Placemaking		\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	\$ 3,201,616	\$ 8,201,616	\$ 8,201,610
	Midtown Placemaking		, , , , , , ,	. , , , ,	. , , ,	\$ 750,000	\$ 471,981	\$ 1,221,981	\$ 26,817,877
	Fairgrounds Beautification & Improvement						_,	\$ -	\$ 14,627,933
	Northeast Park							, \$ -	\$ 12,189,944
49	College Avenue Placemaking							\$ -	\$ 8,532,963
	Florida A&M Entry Points							\$ -	\$ 1,828,492
	Alternative Sewer Solutions							\$ -	\$ 2,838,842
52								\$ -	\$ 8,532,963
	DeSoto Winter Encampment ¹¹			\$ 500,000				\$ 500,000	\$ 500,000
	Total Allocated	¢ 22.200.000	¢ 20.110.040		¢126 212 700	¢ 12 EE2 200	¢ 25 240 020	,	
		\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700		\$ 25,319,038		\$ 507,440,950
55	Remaining Funds to Be Allocated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Total Active Blueprint-Managed Projects by Year	11 Projects	12 Projects	12 Projects	10 Projects	12 Projects	12 Projects		
57	Notes						Project Phases	- Legend	
	1/ Income includes sales tax revenues (80% for Bluepr	int 2000 and 66%	6 for Blueprint 20	020)				Planning /PD&E	
			20/:					. .	

- 2/ Projections based on 3% increases for FY20-22; FY23 and 24 assume 2% increase in revenues
- 3/ FY20 reflects BP2000 revenue collection (Oct. 1 Dec. 31, 2019) & BP2020 revenue collection (Jan. 1 Sept. 30, 2020)
- 4/ SIB (State Infrastrucutre Bank) Loan will be applied for in FY2020 for 50% of project costs for Welaunee Boulevard
- 5/ Other Funding Sources: FY2022 \$3 million FSU contribution to Airport Gateway project
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- 8/ Total FY 19-24 expenditures & project cost does not include all expenditures on this project prior to FY2019
- 9/ Portions of these projects in progress and funded by the City, County, CRTPA, or FDOT 10/ Significant Benefit Project; City & County funds included in first year of project - as of May 2018
- 11/ Project Complete Repayment to the City of Tallahassee
- 12/ Project estimates increase 2% annually through the first year of construction for each project or FY 2024
- 13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded thru Bluperint

Design Right-of-Way Acquistion

Construction

Note: Project phases are approximate and reflect projected general timeframes for these project phases. Project phases will likely overlap in adjacent years. Funding is not necessarily corresponded to the project phase identified in that year.



September 5, 2019 Fairgrounds and Northeast Park Update Attachment #4



BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY BY-LAWS, PROCEDURES, AND POLICIES

ADOPTED February 14, 2001

- A. Preamble
- B. By-Laws
- C. General Policies
- D. Specific Policies
- **E.** Citizen Participation
- F. Effective Date
- **A. Preamble.** The following sets forth the By-Laws, Policies and Procedures which shall serve to guide the proper functioning of the Blueprint 2000 Intergovernmental Agency, consistent with the Interlocal Agreement between the City of Tallahassee and Leon County, adopted September 6, 2000, as may be amended from time to time. Such agreement authorizes the City and County to create a Blueprint 2000 Intergovernmental Agency to govern the project management structure for the project planning and construction of the Blueprint 2000 projects described in the Interlocal Agreement.

B. By-Laws

B-1. Membership

- (1) As designated in the Interlocal Agreement, the Intergovernmental Agency shall consist of the following voting members:
 - (a) Five members from the Tallahassee City Commission with a weighted vote of seven each.
 - (b) Seven members from the Leon County Board of County Commissioners with a weighted vote of five each.

B-2. Membership Term of Office

The membership of elected officials as voting members of the Intergovernmental Agency shall coincide with their respective elected terms.

B-3. Officers and Duties

- (1) The Intergovernmental Agency shall meet at least once annually to consider an annual work plan and the past year's performance report.
- (2) A Chairperson and Vice-Chairperson shall be elected by a majority of the votes of members present at the annual organizational meeting, utilizing the weighted structure as referenced in Section B-1.(1) (a) and (b).
- (3) The Chairperson shall serve as Chair for a period of one year effective 1 June of each year.

- (4) The Vice-Chairperson shall be elected for a term of two years the second of which will be Chairperson.
- (5) The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson.
- (6) At the first meeting of the agency after 1 June of each year a new Vice-Chairperson shall be elected for a term of two years the first to serve as the Vice-Chairperson and the second as the Chairperson.
- (7) In the event of the permanent inability of the Chairperson or Vice-Chairperson to serve, a new officer will be elected from the membership at the next meeting.
- (8) The Chairmanship of the Agency shall rotate annually between the City and County Commissions with the County serving as Chairperson from June 2003 through May 2004.

B-4. Meetings

- (1) Agency meetings shall be held in the Tallahassee City Commission Chambers, or be held at another location designated by the Chairperson.
- (2) All meetings will be recorded and transcribed by the staff of the Blueprint 2000 Intergovernmental Agency.
- (3) It is the desire of the Agency and the Capital Region Transportation Planning Agency (CRTPA) not to schedule Agency and CRTPA meetings on the same day except for extraordinary reasons approved by the Chairperson.
- (4) The Chairperson may call special meetings.
- (5) There must be majority representation from both the City Commission and Board of County Commissions to constitute a quorum for the transaction of business. An affirmative vote shall consist of a majority of the total quorum present on issues before the Agency, based on the weighted voting structure, except as specified in Section D(1) of these bylaws regarding significant changes to Blueprint 2000 projects.
- (6) In accordance with the Telephonic Participation Policy, Directors may participate telephonically when approved by the majority of the Board. Directors approved for telephonic participation will not be counted in the determination of a quorum, however they may participate in discussions and their vote on issues before the Board shall be counted as if the Director were present.
- (7) Agenda materials for the meetings shall be distributed seven days prior to the meeting.

- (8) Meetings will be open to the public and press. All city and county neighborhoods of record, CONA (Tallahassee/Leon County Council of Neighborhood Associations), and any group which so requests in writing, will be notified of meetings.
- (9) Roberts Rules of Order Revised is the adopted rule of meeting procedure.
- (10) The Agency Meeting Schedule and Agenda Development Policy shall prescribe the process and procedure for establishing the meeting schedule and the development of the agenda.

B-5. By Law Amendments

The bylaws may be amended by majority vote of the total quorum present based on the weighted voting structure of the Intergovernmental Agency, except where the section being amended includes in it a more restrictive voting method, in which such section may only be amended by the more restrictive voting method.

B-6. Voting Procedure

Except as provided in Section D(1) regarding significant changes to Blueprint 2000 projects, an affirmative vote shall consist of a majority of the total quorum present, based on the weighted voting structure, on issues before the Agency.

C. General Policies

- (1) The agenda will include, as a minimum, sections for Information, Consent and Discussion.
- (2) The Staff Director shall work with the Intergovernmental Management Committee to develop the agenda for meetings as scheduled. (See Agency Meeting Schedule and Agenda Development Policy)

D. Specific Policies

- (1) Significant changes to Blueprint 2000 projects, as identified in the Interlocal Agreement and further defined in the Project Definitions Report (February 7, 2000), shall be approved by a supermajority vote of the members of each body, after taking into consideration the recommendations of the Citizen's Advisory Committee, the Blueprint 2000 Technical Coordinating Committee, and the Intergovernmental Management Committee. Significant changes are defined as:
 - reprioritization of projects (advancing or delaying)
 - deletion of projects
 - addition of projects not on the original approved lists
 - changes in project scope that alter the original intent or location.

Such a vote will not be taken until the Intergovernmental Agency holds at least two (2) public hearings.

(2) Contracts, change orders, etc. which exceed the authority of the Intergovernmental Management Committee shall be approved by a majority of the total quorum present based on the weighted voting structure of the Intergovernmental Agency.

E. Citizen Participation

- (1) Citizen participation is a key tenet of the Blueprint 2000 Program and the Tallahassee-Leon County planning process and citizen comments are encouraged.
- (2) Citizens will be allowed to provide comments on any Discussion Agenda Item prior to the vote taken.
- (3) Citizens will be required to fill out a speaker request form and will be allowed to speak for three minutes.

F. Effective Date

These bylaws shall become effective immediately upon the approval of the Intergovernmental Agency.

Revised:

September 17, 2001 April 15, 2002 September 9, 2003 April 26, 2004 September 19, 2005 June 17, 2013

September 5, 2019 Fairgrounds and Northeast Park Update Attachment #5



SECOND AMENDED AND RESTATED
INTERLOCAL AGREEMENT
between
LEON COUNTY, FLORIDA
and
CITY OF TALLAHASSEE, FLORIDA

DATED as of December 9, 2015

Project 23. Beautification and Improvements to the Fairgrounds: Funding to construct improvements to the fairgrounds (Exhibit 23).

September 5, 2019 Fairgrounds and Northeast Park Update Attachment #6





Market and Financial Feasibility Study Report of the North Florida Fairgrounds

Prepared for Leon County, Florida April 27, 2015

Submitted by:



April 27, 2015

Mr. Brian Wiebler Principal Planner Tallahassee – Leon County Planning 300 South Adams Street Tallahassee, Florida 32301

Dear Mr. Wiebler:

Markin Consulting is pleased to submit our *Market and Financial Feasibility Study Report of the North Florida Fairgrounds (the Fairgrounds)*, dated April 27, 2015. Our report details the approach, methodologies, research, analyses and results of (1) assessing the community needs and market demand potential for new/expanded event facilities at Fairgrounds and (2) analyzing the financial and economic impacts associated with operating recommended facilities.

The findings and assumptions contained in this report reflect analyses of secondary sources of information and data, including data obtained from the State of Florida, City of Tallahassee and Leon County, as well as management of the North Florida Fair Association. We used sources that we deemed to be reliable but cannot guarantee their accuracy. We have no obligation, unless subsequently engaged, to update our report or revise the information contained therein to reflect events and transactions occurring after the date of this report.

The accompanying report is restricted to internal planning use by Leon County and may not be relied upon or referred to by any third party for any purpose including financing. Our analysis does not constitute an examination, compilation or agreed upon procedures in accordance with the standards established by the American Institute of Certified Public Accountants.

We have appreciated working with Leon County and the North Florida Fair Association on this important analysis.

Sincerely

Rod Markin, President

North Florida Fairgrounds Study

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Exhibits

Exhibit A – Retail Opportunity Gap Analysis

PROJECT DESCRIPTION

Background and Objectives

This report was prepared for Leon County by Markin Consulting. It details the results of our assessment to determine potential market support and analyses of financial and economic impacts of improving event facilities at the North Florida Fairgrounds (the Fairgrounds).

The objectives of the market study were to:

- Determine the level of potential market demand (niches and target markets) for the Fairgrounds' facilities, on the basis of potential market position, competition, needs of the annual North Florida Fair (the Fair), any unsatisfied demand segments, community needs, support services, site location, appropriate mix and sizing of facilities, and other factors
- Recommend the facilities needed to successfully attract and retain the target markets and meet Fair needs, on the basis of the potential market support, community needs, support services, and competition, for event facilities (the Recommended Facilities)
- Assess and quantify the financial and economic impacts of the Recommended Facilities

Approach

Markin Consulting, in conducting the market demand and financial and economic impact analyses, performed the following work steps:

- Toured the Fairgrounds site, facilities and surrounding areas to assess location factors and their impacts on potential events, activities and facility needs
- Researched and analyzed the impact of demographic and economic trends of the Fairground's market area on potential demand for facilities at the Fairgrounds
- Researched and assessed the quality and quantity of community resources (lodging, restaurants, attractions, etc.) in proximity to the Fairgrounds that would appeal to, and support, potential users of Fairground facilities
- Identified, researched and assessed facilities that would be considered competition for events and activities at the Fairgrounds
- Conducted research, analyses, interviews and surveys of key stakeholders, current renters and potential users of the facilities at the Fairgrounds to identify level of interest in hosting their event at the Fairgrounds, event size and duration, time of year and facility/service needs
- Evaluated and analyzed private development opportunities for parcels at the Fairgrounds site
- Developed estimates of potential uses of facilities at the Fairgrounds and recommended specific facility components necessary to successfully attract and retain the identified target markets (the Recommended Facilities)
- Prepared analyses of the financial and economic impacts of building and operating the Recommended Facilities

MARKIN CONSULTING 1

Conditions of the Study

This report is to be used for facility planning at the North Florida Fairgrounds only. It is not to be used for any other purpose. This report may not be referred to or included in any prospectus, or as a part of any offering or representation made in connection with the sale of securities to the public.

Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

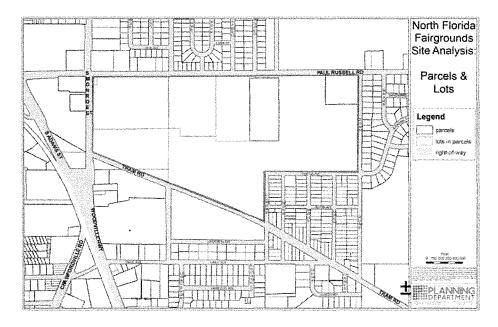
The terms of our engagement are that we have no responsibility to update this report or to revise the estimates because of event and transactions occurring subsequent to the date of this report.

Overview of Current Fairgrounds and Related Properties

This section presents an overview of key ownership, leases, buildings/structures and recent usage trends at the North Florida Fairgrounds.

Fairgrounds Parcels, Lots and Leases

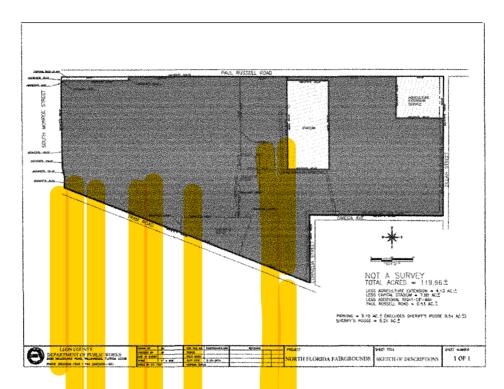
Our study involved a review and assessment of not only the property, buildings and structures known as the North Florida Fairgrounds, but also parcels and lots adjacent to the Fairgrounds property. The layout below shows the entire property owned by Leon County and leased to various organizations and entities that is the subject of this study.



The above highlighted property includes the parcel that was originally leased to the North Florida Fair Association (the Fair Association) in 1959 and comprises approximately 107.5 acres.

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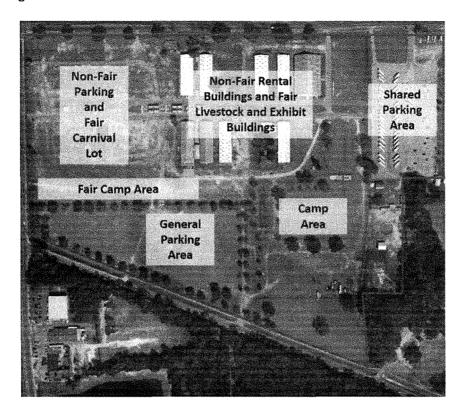
The dark area of the layout below shows the property that was leased to the Fair Association. The areas labeled "Stadium" and "Agriculture Extension Service" were excluded from the original leased property and are controlled by Leon County Schools and Leon County Cooperative Extension Service, respectively. The Stadium parcel is the site of Cox Stadium, a football complex. The Agriculture Extension Service parcel is the site of the offices of Leon County Cooperative Extension.

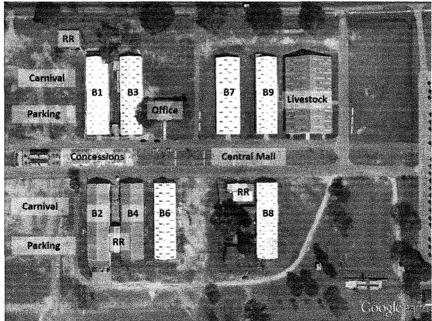


The Fair Association's lease of the Fairgrounds Property, most recently amended in 1995, extends to December 31, 2067 and provides for the Fair Association to maintain the grounds and improvements, subject to four additional ongoing uses not associated with the Fair Association's activities:

- The 9.1-acre parking lot abutting Cox Stadium is used by the Leon County School Board for parking in conjunction with its use of Cox Stadium pursuant to an August 1989 Joint Use Agreement with the Fair Association
- A 5.2-acre portion of the leased property abutting Tram Road is used for the sheriff's Mounted Patrol Facility and for the County's livestock impoundment area pursuant to a September 1999 Joint Use Agreement with the Fair Association
- An approximate 20.1-acre portion of the leased property abutting Tram Road is maintained by the City of Tallahassee for its Capital Park facility pursuant to the May 2005 Parks and Recreation Agreement, as amended in February 2008, between the City of Tallahassee and the County; and
- A 2.6-acre recreational trail is maintained by the city of Tallahassee along the easternmost boundary of the Fairgrounds property, 2.28-acres of which lies within the leased premises, pursuant to the Recreational Trail Easement conveyed by the County in June 2008 pursuant to Board Resolution 08-19

The portion of the leased property by the Fair Association in its operations consists principally of the parcels, buildings and structures shown in the aerials below.



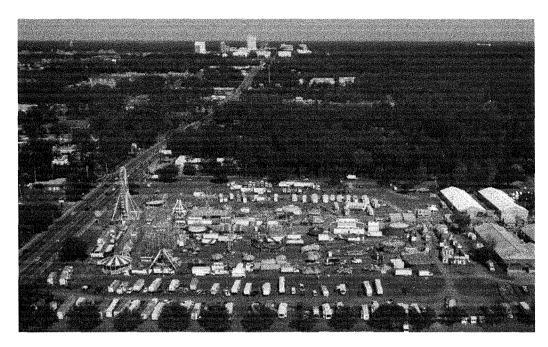


Fairground Facilities

Following is an overview of principal spaces, buildings and structures shown on the previous page.

Carnival/Parking Lot

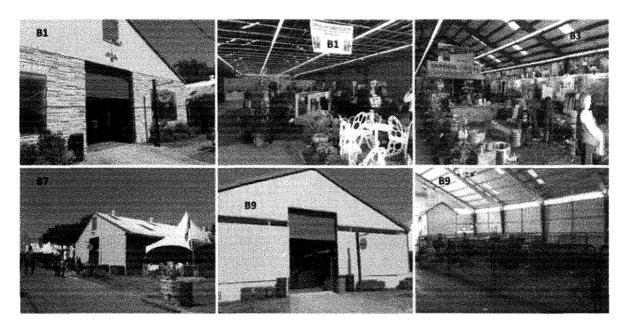
The western side of the Fairgrounds consists of a large open grass space (with paved access road) that is used as the location of the midway, games and carnival food concessions during the annual North Florida Fair (the Fair) and for event parking and outdoor exhibits during the remainder of the year.





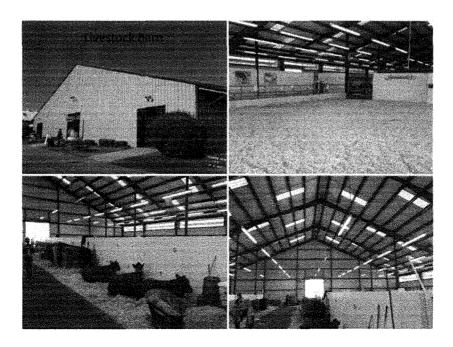
Buildings 1, 3, 7 and 9

Located on the north side of an east-west central mall, Buildings 1, 3, 7 and 9 are metal-skin steel structures with no climate controls. These buildings are used for the floral exhibits, agricultural displays, poultry and petting zoo and goats and other small animals during the Fair.



Livestock Barn

Sited on the north east side of the Fairgrounds, the Livestock Barn is a large metal building, with multiple roll-up and man door access points. It is used for housing beef and dairy cattle during the annual Fair and is available to rent the remainder of the year.



Buildings 2 and 4

Located across the central mall area from Buildings 1 and 3, Buildings 2 and 4 are the only heated and air-conditioned buildings with finished interiors. Advertised at about 12,000 square feet per building, their interiors are slightly smaller than 12,000 sq. ft. after considering their interior finishes, including a kitchen area in Building 2. During the Fair, Building 2 is used for Home and Fine Arts exhibits. Building 4 houses commercial exhibitors during the Fair.



These two buildings are the most rented of all buildings for events and activities throughout the remainder of the year, as detailed on page 13.

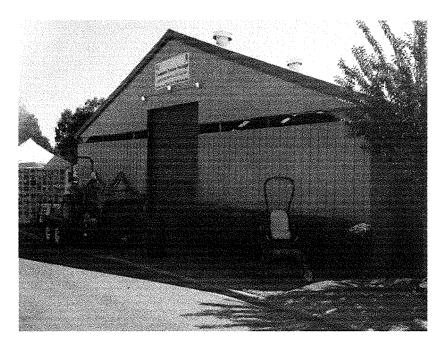
Building 6

Neighboring Building 4, this metal building is similar in design and size as Building 1 and 3. During the Fair, Building 6 is home to 4-H exhibits and activities.



Building 8

This structure is a storage building and is not used for programming during the Fair nor is it rented for any non-Fair events or activities.



Information and Concession Structures

On the western end of the central mall corridor are large concrete structures that are used for disseminating information to Fair patrons and for non-profit organizations to sell food concessions. These spaces are available for rent the remaining of the year.







Restrooms

The Fairgrounds has 3 permanent restroom buildings on the grounds. One is located between Buildings 2 and 4 (accessed from the outside only), one is sited just northwest of Building 1 and one is located adjacent to Building 8 fronting the central mall corridor.

Camping Area

Areas marked on the map (page 5) as camp area consist of electric and water hook-ups. According to management of the Fair Association, the Fairgrounds has about 500 identified camp sites.



Ingress/Egress

The Fairgrounds has a number of access points that are used by patrons either for the Fair or for non-Fair events. During the Fair, the shared paved lot between the Fairgrounds and Cox Stadium experiences the highest volume of traffic (off Paul Russell Road), followed by the general parking areas accessed off Tram Road. During non-Fair events, parking is generally sited in the west carnival/parking lot and is accessed off South Monroe Street. The shared paved parking lot is available for only a few non-Fair events.

Recent Usage Trends of Fairground Facilities

To assess the recent historical use of buildings, structures and spaces at the fairgrounds, we used event and building use reports for the calendar years 2012 to 2014, provided by the Fair Association. This assessment relates to non-Fair activities only.

According to Fair Association records, in 2012, 55 non-Fair events were staged at the Fairgrounds; accounting for 92 event days and 179 use days. 1 For 2013, 58 non-Fair events were held at the Fairgrounds; accounting for 100 event days and 209 use days. For 2014, 56 non-Fair events accounted for 91 event days and 178 use days. The following tables present the number and percentage of events, event days and use days for those events, by event type.

North Florida Fairgrounds

Number	of Event	s by Type	, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	3	3	2
Community Event	4	6	4
Consumer/Trade Show	11	11	11
Dog Show	3	3	3
Dog Training	8	10	12
Festival	2	2	2
Fundraiser	3	3	3
Other	1	2	3
Private Party/Banquet	9	7	10
RV Rally	1	0	0
Sale/Auction	4	6	4
School Use	1	1	1
Spectator Event	<u>5</u>	4	1
Total	55	58	56

Source: North Florida Fair Association

North Florida Fairgrounds

Number of Event Days by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	7	8	3
Community Event	5	7	5
Consumer/Trade Show	20	21	20
Dog Show	7	7	9
Dog Training	8	13	12
Festival	2	2	3
Fundraiser	5	5	4
Other	1	4	5
Private Party/Banquet	9	7	10
RV Rally	10	0	0
Sale/Auction	12	20	18
School Use	1	1	1
Spectator Event	<u>5</u>	<u>5</u>	1
Total	92	100	91

Source: North Florida Fair Association

North Florida Fairgrounds

Number of Use Days by Type 2012 - 2014

Number of ose Days by	Type, Zui	2 - 2014	
Event Type	2012	2013	2014
Animal Show	18	20	7
Community Event	12	17	13
Consumer/Trade Show	46	46	38
Dog Show	11	13	14
Dog Training	8	21	17
Festival	6	6	8
Fundraiser	10	10	8
Other	2	10	13
Private Party/Banquet	19	17	21
RV Rally	12	0	0
Sale/Auction	19	35	34
School Use	2	2	2
Spectator Event	14	12	3
Total	179	209	178

Source: North Florida Fair Association

North Florida Fairgrounds

Number of Events by Type, 2012-2014

Number of Events by Type, 2012-2014					
	2012	2013	2014		
Animal Show	5.5%	5.2%	3.6%		
Community Event	7.3%	10.3%	7.1%		
Consumer/Trade Show	20.0%	19.0%	19.6%		
Dog Show	5.5%	5.2%	5.4%		
Dog Training	14.5%	17.2%	21.4%		
Festival	3.6%	3.4%	3.6%		
Fundraiser	5.5%	5.2%	5.4%		
Other	1.8%	3.4%	5.4%		
Private Party/Banquet	16.4%	12.1%	17.9%		
RV Rally	1.8%	0.0%	0.0%		
Sale/Auction	7.3%	10.3%	7.1%		
School Use	1.8%	1.7%	1.8%		
Spectator Event	9.1%	6.9%	1.8%		
Total	100.0%	100.0%	100.0%		

Source: North Florida Fair Association

North Florida Fairgrounds

Number of Event Days by Type, 2012 - 2014

	2012	2013	2014
Animal Show	7.6%	8.0%	3.3%
Community Event	5.4%	7.0%	5.5%
Consumer/Trade Show	21.7%	21.0%	22.0%
Dog Show	7.6%	7.0%	9.9%
Dog Training	8.7%	13.0%	13.2%
Festival	2.2%	2.0%	3.3%
Fundraiser	5.4%	5.0%	4.4%
Other	1.1%	4.0%	5.5%
Private Party/Banquet	9.8%	7.0%	11.0%
RV Rally	10.9%	0.0%	0.0%
Sale/Auction	13.0%	20.0%	19.8%
School Use	1.1%	1.0%	1.1%
Spectator Event	5.4%	5.0%	1.1%
Total	100.0%	100.0%	100.0%
Source: North Florida E	air Accocia	tion	

Source: North Florida Fair Association

North Florida Fairgrounds

Number of Use Days by Type, 2012 - 2014

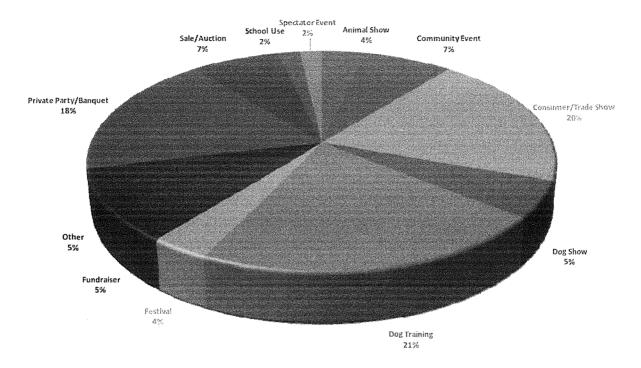
Mulliber of Ose Days by	Type, Zor	E - 2014	
see Land Statistical	2012	2013	2014
Animal Show	10.1%	9.6%	3.9%
CommunityEvent	6.7%	8.1%	7.3%
Consumer/Trade Show	25.7%	22.0%	21.3%
Dog Show	6.1%	6.2%	7.9%
Dog Training	4.5%	10.0%	9.6%
Festival	3.4%	2.9%	4.5%
Fundraiser	5.6%	4.8%	4.5%
Other	1.1%	4.8%	7.3%
Private Party/Banquet	10.6%	8.1%	11.8%
RV Rally	6.7%	0.0%	0.0%
Sale/Auction	10.6%	16.7%	19.1%
School Use	1.1%	1.0%	1.1%
Spectator Event	7.8%	5.7%	1.7%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

¹ Use days include move-in/move-out days and actual event days, as reported by the North Florida Fair Association.

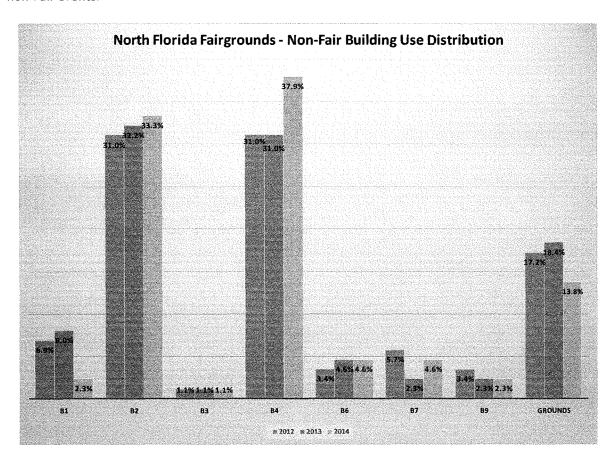
The chart below presents the percentage breakdown of non-Fair events, by type, that rented facilities, structures and outdoor spaces at the Fairgrounds in 2014.

NORTH FLORIDA FAIRGROUNDS - 2014 EVENT DISTRIBUTION BY TYPE



Though dog training activities represented 21 percent of the total number of events in 2014, those activities represented only 9.6 percent of total event days. Consumer/trade shows and sales/auctions were the two event types that accounted for the most actual event and use days, as well as the percentage of total event days and use days.

An analysis of non-Fair use by building, structure and outdoor spaces for 2012 to 2014 revealed that Buildings 2 and 4 were the most used buildings at the Fairgrounds, followed by Building 1 (in 2012 and 2013) and Buildings 6 and 7 (in 2014). Multiple events used outside spaces (in addition to parking areas). The chart below presents the percentage breakout of use by building/space for 2012 to 2014 non-Fair events.



Non-Fair events held at the North Florida Fairgrounds during the years 2012 to 2014 included:

Antique Bottle Show Big Bend Bird Club

Bully Bash

Dale Earnhardt Jr. Auto Sale Family Campers and RV'ers

FSU and FAMU Sororities and Fraternities Repticon

Gun & Knife Show

Kids Fest

Leo County Schools Liquidation Sale

Maranatha Health Fair

Market Days

Ochlochonee River Kennel Club

Pig Fest

Private Parties and Fundraisers

Reading Rally

Tallahassee Boat Show

Tallahassee Dog Obedience Club

Tallahassee Rollergirls

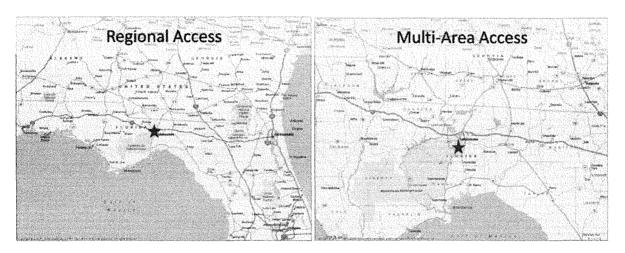
The above list is not the complete list of non-Fair events, but is representative of the principal events held at the Fairgrounds.

FACTORS AFFECTING DEMAND FOR FACILITIES

The demand for event facilities is dependent on a number of factors – location, community resources, facilities, demographic and economic trends and competitive and comparable facilities. This section presents an overview of these factors in relation to the Fairgrounds.

Site Location Assessment

Located in Tallahassee, the Fairgrounds is in the eastern side of the Florida panhandle, with regional and multi-area access via Interstate 10 from the east and west, US Highway 27 from the northwest and US Highway 319 from the north and south.



The table below shows the corresponding mileage and drive times to and from Tallahassee.

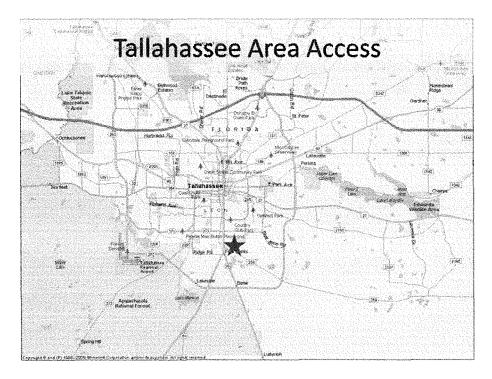
North Florida Fairgrounds

Distance and Drivetime Distances from Tallahassee

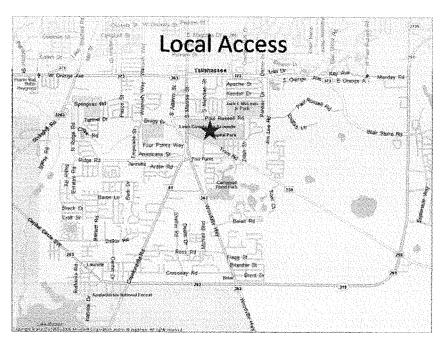
Location	Distance	Drive Time
Monticello, FL	32 miles	40 minutes
Thomasville, GA	37 miles	55 minutes
Bainbridge, GA	43 miles	63 minutes
Tifton, GA	94 miles	122 minutes
Dothan, AL	97 miles	113 minutes
Panama Cit y , FL	100 miles	119 minutes
Gainesville, FL	157 miles	146 minutes
Fort Walton Beach, FL	166 miles	163 minutes
Jacksonville, FL	167 miles	157 minutes
Pensacola, FL	199 miles	177 minutes

Source: Google Maps

The Fairgrounds site is located in the southern area of Tallahassee and south central Leon County.

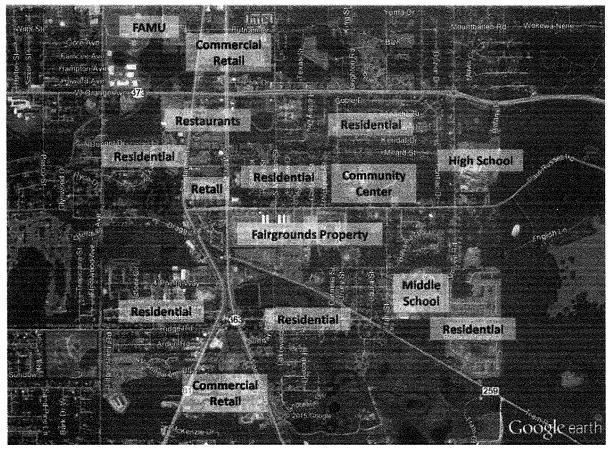


Local access to the Fairground site is via S. Monroe Street from the north, Paul Russell Road from the east and West and Crawford Road and Woodville Highway from the south.



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The aerial view below shows the variety of land uses with areas in closest proximity to the Fairgrounds.



The Fairgrounds is bordered by Paul Russell Road along the north, south Monroe Street along the west and Tram Road along its southern edge. Below are recent daily traffic counts provided by KSS Fuels Traffic Metrix:

Street Location	Most Recent Year	Average Daily Traffic Count
Paul Russell, east of S. Monroe St.	2005	11,000
Paul Russell, east of S. Adams St.	2012	8,732
S. Monroe St., south of Paul Russell Rd.	2012	13,292
S. Monroe St., north of Paul Russell Rd.	2011	17,600
Tram Road, near south entrance to F.G.	2012	3,106
Woodville Highway, south of Tram Rd.	2011	15,400

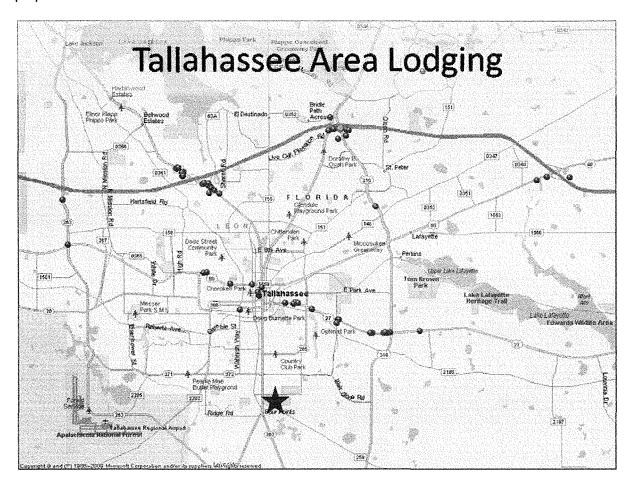
Source: KSS Fuels Traffic Metrix

Community Resources

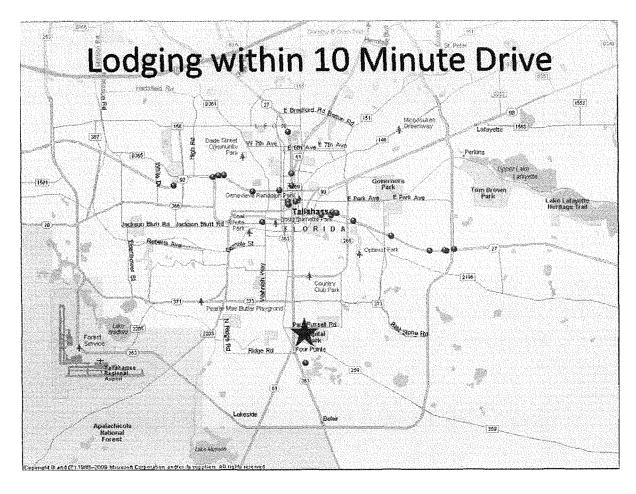
This section presents an overview of the availability of lodging, shopping, restaurants and other facilities available in the Evanston area.

Hotel/Motels

According to Leon County Division of Tourism Development, the local Convention and Visitors Bureau, there are more than 5,500 hotel rooms in the entire Tallahassee metro area. The map below shows the proximity of the Fairgrounds to area lodging facilities — both national chain and locally-owned properties.



The map below shows the proximity of the Fairgrounds to lodging facilities located within a 10-minute drive.



The table below presents the preferred lodging facilities for meetings and conventions, per Leon County Division of Tourism Development, in the metro area.

North Florida Fairgrounds

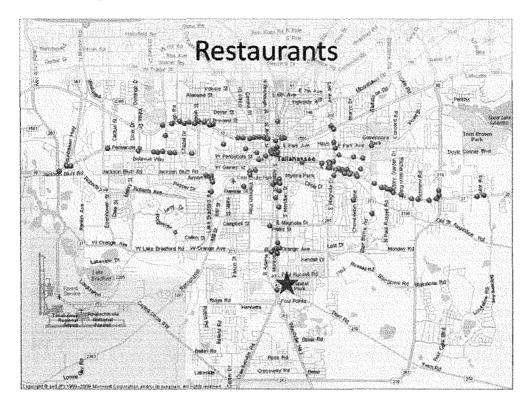
Hotels in Market Area

Name	Number of Rooms	Name	Number of Rooms
Aloft Tallahassee Downtown	162	Holiday Inn Express East	135
Baymond Inn & Suites Central	134	Holiday Inn Tallahassee Conference Center	132
Baymond Inn and Suites Tallahassee	93	Homewood Suites Tallahassee	94
Best Western Plus Tallahassee North Hotel	96	Hotel Duval	135
Best Western Pride Inn & Suites	78	Howard Johnson Express Inn	51
Best Western Seminole Inn	60	Inn at Killearn Country Club	30
Candlewood Suites Tallahassee	114	La Quinta Inn Tallahassee North	154
Capital Circle Inn & Suites	100	Microtel Inn & Suites	91
Capital Inn Motel	18	Motel 6 Downtown	7
Comfort Suites	90	Motel 6 North	13
Country Inn & Suites East	60	Motel 6 Tallahassee West	101
Country Inn & Suites Tallahassee	65	QualityInn	73
Courtyard by Marriott Tallahassee Capital	154	Quality Inn & Suites-Capital District	90
Courtyard by Marriott Tallahassee North	93	Ramada Plaza Capitol	151
Days Inn Government Center	80	Red Roof Inn	108
Days Inn Tallahassee University Center	47	Residence Inn Tallahassee North	78
Double Tree Hotel Tallahassee	243	Residence Inn Tallahassee Universities	64
Econo Lode North	82	Rodeway Inn	60
Econo Lodge Tallahassee	40	Sleep Inn	78
Extended Stay America	59	Spring Hills Suites Tallahassee Central	88
Fairfield Inn by Marriott	79	Staybridge Suites Tallahassee I-10 North	104
Fairfield Inn & Suites Tallahassee Central	97	Super 8 Motel	112
Four Points by Sheraton Tallahassee Downtown	164	Towneplace Suites	95
Governors Inn	41	Travelodge Tallahassee	188
Guest House Inn Tallahassee	160	University Inn & Suites Tallahassee	56
Hampton Inn & Suites I-10	122	Value Place Tallahassee East	121
Hampton Inn Tallahassee Central	78	Value Place Tallahassee West	121
Hilton Garden Inn Tallahassee	99	Wingate by Wyndham	<u>116</u>
Hilton Garden Inn Tallahassee Central	85	Total Number of Rooms	<u>2,793</u>

Source: Leon County Division of Tourism Development

Restaurants

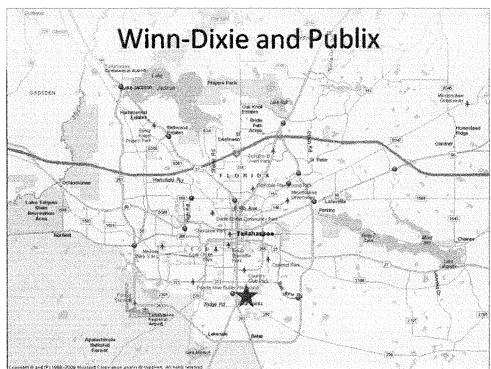
The Fairgrounds is in close proximity to a variety of eating establishments located along South Monroe Street, as well as along Apalachee Parkway and Tennessee Street, as illustrated in the below map. These restaurants include fast food, national chain restaurants, locally-owned diners, hotel restaurants, coffee shops and similar eating establishments.



Retail

In addition to the commercial and retail areas in close proximity to the Fairgrounds (shown in the aerial on page 16), Tallahassee has a number of significant retail corridors and locations, including Governors Square, Tallahassee Mall, Walmart, Target and grocery chain locations, shown in the following maps.





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Area Attractions and Events

There are a variety of attractions in the Tallahassee area, including:

- Florida State Capitol
- Tallahassee Museum
- LeMagne Chain of Parks Arts Festival
- Cascades Park
- Florida State University
- Florida A&M University

- Challenger Learning Center
- Florida Caverns State Park
- Springtime Tallahassee Festival
- Florida Historic Capitol Museum
- Tallahassee Automobile Museum
- Wakulla Springs State Park

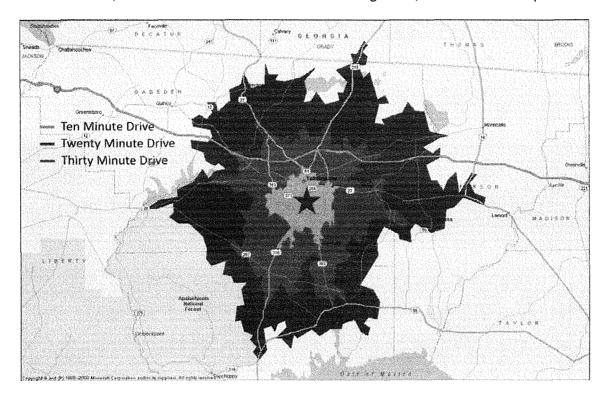
In addition, Tallahassee/Leon County residents and visitors have a variety of annual events and activities to choose from, including:

Downtown Marketplace FSU and FAMU Arts FSU and FAMU Athletics Jazz & Blues Festival Outdoor Activities Southern Shakespeare Fest Springtime Tallahassee Summer Concert Series Tallahassee Film Festival Winter Festival

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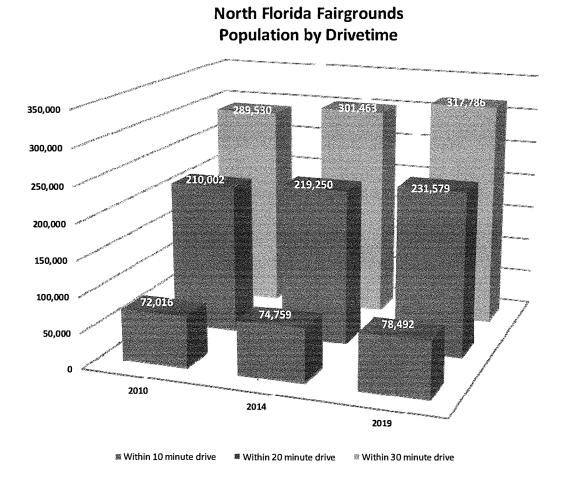
DEMOGRAPHIC AND ECONOMIC TRENDS

For purposes of the market assessment, based on the location of the Fairgrounds site, access to the site and estimated drive times and other transportation access, the primary market area for non-Fair events and activities at the Fairgrounds that appeal to local residents is expected to be within a 20-minute drive time. For purposes of this assessment, we have analyzed key market characteristics of the population within a 10-minute, 20-minute and 30-minute drive time of the grounds, as shown in the map below.



Population Trends

The chart below shows the 2010 Census, 2014 estimated and 2019 projected population living within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.



Households

The table below presents the number of households, by drive time, for the Fairgrounds market. Based on the number of households and population with the various drive times, the average household size is about 2.4 persons for the households within 20 minutes of the Fairgrounds.

North Florida Fairgrounds Household Trends, 2010 - 2019

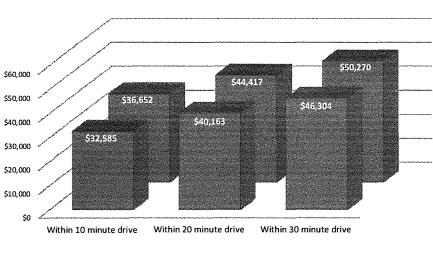
Market Area	2010	2014	2019
Within 10 minute drive	<u>28,272</u>	<u>29,486</u>	<u>31,124</u>
Within 20 minute drive	<u>86,454</u>	<u>90,445</u>	<u>95,816</u>
Within 30 minute drive	<u>115,233</u>	<u>120,195</u>	<u>127,067</u>

Source: The Nielsen Company, 2014

Income Trends

The charts below present the estimated 2014 and projected 2019 median household incomes and average household incomes, by drive times, for the Fairgrounds.

North Florida Fairgrounds Median Household Income by Drivetime

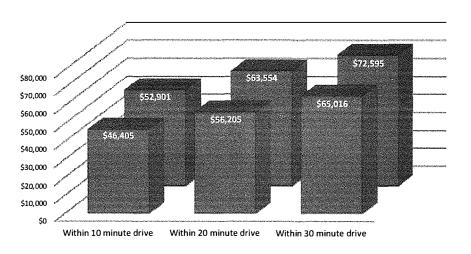


羅 2014

The median and average incomes of households within 20 minutes of the Fairgrounds, \$40,163 and \$56,205, respectively, are substantially lower than those of both the US and State of Florida. The 2014 US median household income was \$51,939 and the 2013 median household income in Florida was \$46,036, according to the U.S. Census Bureau.

The low median and average household incomes shown in the above tables, reflects the presence of the large student population of both FSU and FAMU.

North Florida Fairgrounds Average Household Income by Drivetime



翳 2014

Age Trends

The median age of the population within 20 minutes of the Proposed Site is estimated at just under 29 years, as shown in the table below. Again, the student populations of FSU and FAMU significantly affect these statistics.

North Florida Fairgrounds

Median Age

Market Area	2010	2014	2019
Within 10 minute drive	25.0	<u>25.9</u>	<u>27.9</u>
Within 20 minute drive	<u>28.1</u>	<u>28.7</u>	<u>30.7</u>
Within 30 minute drive	<u>30.8</u>	<u>31.2</u>	<u>32.9</u>

Source: The Nielsen Company, 2014

The table below presents the age segments for the population within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds for the years 2010, 2014 and 2019.

North Florida Fairgrounds

Population Distribution Percentages

ropulation distribution refee	inages				remission contains	design and the second of the s	950 Y 1/4 P 15 Y 15 U 1
				Ages			
Market Area	0 - 14	15 - 24	25 - 34	<u> 35 - 44 </u>	45 - 54	55 - 64	65+
2010							
Within 10 minute drive	<u>13,8%</u>	<u>35.6%</u>	<u>16.3%</u>	9.0%	<u>9.2%</u>	<u>7.8%</u>	<u>8.3%</u>
Within 20 minute drive	14.0%	34.5%	16.8%	10.0%	<u>8.5%</u>	8.2%	8.0%
Within 30 minute drive	<u>14.4%</u>	<u>30,9%</u>	<u>16.5%</u>	<u>12.5%</u>	8.3%	<u>7.9%</u>	<u>9.5%</u>
2014		***************************************					
Within 10 minute drive	<u>13.0%</u>	<u>26,4%</u>	<u>16.6%</u>	<u>13.1%</u>	<u>9.4%</u>	<u>9.4%</u>	<u>12.1%</u>
Within 20 minute drive	<u>14.8%</u>	<u>29.2%</u>	<u>16.3%</u>	<u>10.5%</u>	<u>9,6%</u>	<u>9,5%</u>	<u>10.0%</u>
Within 30 minute drive	<u>15.1%</u>	25.7%	<u>16.2%</u>	12.8%	9.1%	9.2%	11.8%
2019							
Within 10 minute drive	<u>16,3%</u>	<u>25.0%</u>	<u>14.7%</u>	<u>11,3%</u>	<u>12.4%</u>	<u>10,8%</u>	<u>9.4%</u>
Within 20 minute drive	<u>15.7%</u>	<u>25.1%</u>	<u>14,7%</u>	<u>11.1%</u>	<u>11.3%</u>	11.0%	11.0%
Within 30 minute drive	15.5%	22.6%	<u>15.0%</u>	12.3%	<u>10.5%</u>	10.9%	13.2%

Source: The Nielsen Company, 2014

As noted above, the student population of FSU and FAMU significantly affect the distribution of the population's ages, with over 25 percent of the population in the 15 to 24 age range.

Race/Ethnicity

The table below shows the 2010, 2014 and 2019 estimated percentage breakdown of the population, by race/ethnicity, within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.

North Florida Fairgrounds Race/Ethnicity Trends by Drive Time

		Et midty_							
			American		Pacific	Other	Two or More		
Market Area	White	Black	Indian	Asain	Islander	Race	Races	Hispanio	
2010									
Within 10 minute drive	<u>46.7%</u>	<u>46.8%</u>	<u>0.3%</u>	<u>2.9%</u>	<u>0.1%</u>	1.0%	<u>2.1%</u>	<u>5.2%</u>	
Within 20 minute drive	46.2%	46.8%	0.3%	3.0%	0.1%	1,2%	2.4%	<u>6.3%</u>	
Within 30 minute drive	<u>45.3%</u>	<u>47.1%</u>	0.3%	<u>3.1%</u>	<u>0.1%</u>	1.3%	<u>2.8%</u>	7.7%	
2014									
Within 10 minute drive	<u>57.6%</u>	<u>35.4%</u>	<u>0.3%</u>	2.9%	0.1%	<u>1.3%</u>	2.4%	6.0%	
Within 20 minute drive	<u>56.1%</u>	<u>36.2%</u>	<u>0.3%</u>	<u>3,0%</u>	<u>0.1%</u>	<u>1,6%</u>	<u>2.7%</u>	<u>7.4%</u>	
Within 30 minute drive	<u>54.2%</u>	<u>37.2%</u>	0.3%	3.1%	<u>0.1%</u>	1.9%	3.2%	<u>9,3%</u>	
2019									
Within 10 minute drive	<u>62,9%</u>	<u>30.5%</u>	<u>0.3%</u>	<u>2.8%</u>	<u>0.1%</u>	<u>1.2%</u>	<u>2.2%</u>	<u>5,5%</u>	
Within 20 minute drive	<u>61.5%</u>	31.2%	<u>0.3%</u>	<u>2.9%</u>	<u>0,1%</u>	<u>1.5%</u>	<u>2.6%</u>	6.8%	
Within 30 minute drive	<u>59.7%</u>	32.1%	<u>0.3%</u>	<u>3.0%</u>	0.1%	1.8%	3.0%	<u>8,6%</u>	

Source: The Nielsen Company, 2014

Labor Force Trends

The Leon County labor force trends, including the size of the labor force number employed and unemployment rates, from 2008 to October 2014 (most recent available data) is presented in the chart below.

Civilian Labor Force, Employment and Unemployment Rate, 2008 - 2014 9.0% 160,000 8.1% 8.0% 155,398 8.0% 155,000 7.1% 7.0% 7.0% 149,962 150,119 149,410 150,000 148,775 6.0% 147,402 47,385 6.0% 147,166 145,000 5.0% 40,547 140.420 4.0% 139,449 140,000 138,026 137,146 136.742 3.0% 135,000 2.0% 130,000 1.0% 125,000 2012 2008 2009 2010 2013 Oct-14

Leon County

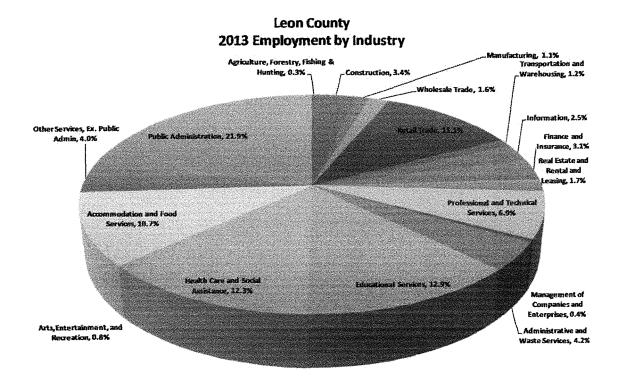
The chart above reflects the effects of the national recession that occurred between 2008 and 2011.

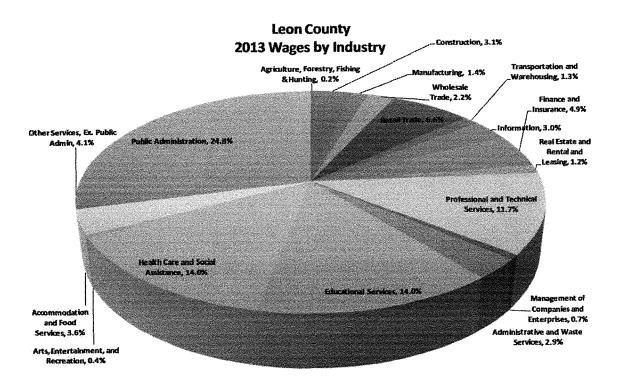
Employment

Unemployment Rate (%)

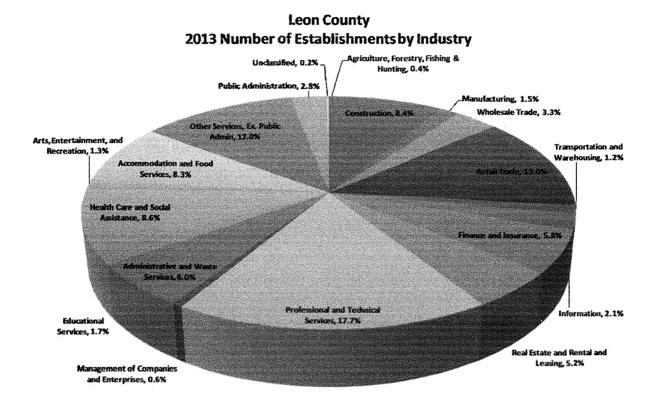
Civilian Labor Force

Major employers in the Tallahassee/Leon County area include government, education services and heath care, in terms of both the number of employees and wages paid, as illustrated in the chart below.





In contrast to the distributions on the previous page, the chart below shows the distribution of employers, by industry, for Leon County, with professional and technical services having the most employers, followed by retail and other services. Public administration (government) and educational services only make up 4.5 percent of all employers, but account for almost 35 percent of the employees and wages paid in the County – reflecting the State Capitol, FSU, FAMU and Tallahassee Community College.



Socio-Economic Analysis

In addition to analyzing population and business trends within the Fairgrounds' market area, a look at the socio-economic make-up of households reveals much about the general propensity of those households with regard to spending habits, media, activities and interests. This data can help identify possible events and activities at the Fairgrounds that may appeal to the local households.

To assess the socio-economic trends of households related to the Fairgrounds, we obtained ESRI's Tapestry Segmentation data for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds. Below is the top ten Tapestry Segments for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds – organized in descending order for the 20-minute drive time.

North Florida Fairgrounds ESRI Tapestry Top 10 Segments

Segment	Within 10 Minutes	Within 20 Minutes	Within 30 Minutes
Dorms to Diplomas	16.5%	14.5%	11.2%
Young and Restless	15.4%	13.1%	10.1%
College Towns	10.2%	11.5%	8.9%
Down the Road	9.5%	6.2%	5.0%
Exurbanites	0.0%	5.5%	5.0%
Emerald City	11.5%	5.2%	4.0%
Bright Young Professional	0.0%	5.0%	3.9%
Southern Satellites	0.9%	4.6%	7.1%
Old and Newcomers	3.1%	4.5%	3.8%
Savvy Suburbanites	0.0%	<u>4.0%</u>	<u>6.6%</u>
	<u>67.1%</u>	<u>74.1%</u>	<u>65.6%</u>

Source: ESRI, 2015

Following are summary descriptions of the top 6 of the above Tapestry segments for households within 20-minutes of the Fairgrounds, per the ESRI website.

On their own for the first time, *Dorms to Diplomas* residents are just learning about finance and cooking. Frozen dinners and fast food are common options. Shopping trips are sporadic, and preferences for products are still being established. Many carry a balance on their credit card so they can buy what they want now. Although school and part-time work take up many hours of the day, the remainder is usually filled with socializing and having fun with friends. They are looking to learn life lessons inside and outside of the classroom. This is the first online generation, having had lifelong use of computers, the Internet, cell phones, and MP3 players. Median household income - \$17,000.

Socio-Economic Traits:

- They're the youngest market with half of the population aged 20–24.
- They're impulse buyers who experiment with different brands. They buy trendy clothes on a budget.
- Vehicles are just a means of transportation—economy and environmental impact are factors in purchases; used, imported subcompact cars are a popular choice.
- They value socializing, having fun, and learning new things.
- They're always connected; their cell phone is never out of reach.

Gen Y comes of age: Well-educated young workers, some of whom are still completing their education, are employed in professional/technical occupations, as well as sales and office/administrative support roles. These residents are not established yet, but striving to get ahead and improve themselves. This market ranks in the top 5 for renters, movers, college enrollment, and labor force participation rate. Almost 1 in 5 residents move each year. Close to half of all householders are under the age of 35, the majority living alone or in shared nonfamily dwellings. Median household income is still below the US. Smart phones are a way of life, and they use the Internet extensively. **Young and Restless** consumers are diverse, favoring densely populated neighborhoods in large metropolitan areas; over 50% are located in the South (almost a fifth in Texas), with the rest chiefly in the West and Midwest. Median household income - \$36,000.

Socio-Economic Traits:

- Education completed: 2 out of 3 have some college, an associate's degree, or a bachelor's degree or higher. Education in progress: almost 15% are still enrolled in college (Index 185).
- Labor force participation rate is exceptionally high at 75.4%; unemployment is low at 7.8%.
- These are careful shoppers, aware of prices, and demonstrate little brand loyalty.
- They like to be the first to try new products, but prefer to do research before buying the latest electronics.
- Most of their information comes from the Internet and TV, rather than traditional media.
- Carry their cell phone everywhere they go.

About half the residents of *College Towns* are enrolled in college, while the rest work for a college or the services that support it. Students have busy schedules, but make time between studying and part-time jobs for socializing and sports. Students that are new to managing their own finances tend to make impulse buys and splurge on the latest fashions. This digitally engaged group uses computers and cell phones for all aspects of life including shopping, school work, news, social media, and entertainment. *College Towns* are all about new experiences, and residents seek out variety and adventure in their lives. Median household income - \$28,000.

Socio-Economic Traits:

- Their limited incomes result in thrifty purchases.
- They do not eat the healthiest foods, nor do they see a doctor regularly.
- They dress to impress with the latest fashions of the season.
- They prefer environmentally friendly products and vehicles that get good gas mileage.
- They're heavily influenced by celebrity endorsements and trends in magazines.
- They feel anything that can be done online is easier than in person.
- They have liberal political views.

Down the Road is a mix of low-density, semirural neighborhoods in large metropolitan areas; half are located in the South, with the rest chiefly in the West and Midwest. Almost half of householders live in mobile homes; approximately two-fifths live in single-family homes. These are younger, diverse communities, with the highest proportion of American Indians of any segment. These family-oriented consumers value their traditions. Workers are in service, retail trade, manufacturing, and construction industries, with higher proportions in agriculture and mining, compared to the US. This market has higher unemployment, much lower median household income and home value, and a fifth of households with income below poverty level. Median household income - \$36,000.

Socio-Economic Traits:

- Education completed: 37% with a high school diploma only, 38% with some college education or a degree.
- Unemployment rate is 11.6%, higher than the US rate.
- Labor force participation rate is 59.6%, slightly lower than the US.
- Family-oriented, outgoing consumers; they place importance on preserving time-honored customs.
- They put a premium on convenience rather than health and nutrition.

Ten years later, **Exurbanites** residents are now approaching retirement but showing few signs of slowing down. They are active in their communities, generous in their donations, and seasoned travelers. They take advantage of their proximity to large metropolitan centers to support the arts, but prefer a more expansive home style in less crowded neighborhoods. They have cultivated a lifestyle that is both affluent and urbane. Median household income - \$98,000.

Socio-Economic Traits:

- Residents are college educated; more than half have a bachelor's degree or higher; almost 80 have some college education.
- This labor force is beginning to retire. 1 in 3 households currently receive Social Security or retirement income. Labor force participation has declined to less than 60% (Index 94).
- Unemployment remains low at 5.5% (Index 64); more of the residents prefer selfemployment (Index 184) or working from home (Index 181).
- Consumers are more interested in quality than cost. They take pride in their homes and foster a sense of personal style.
- Exurbanites residents are well connected, using the Internet for everything from shopping to managing their finances.
- Sociable and hardworking, they still find time to stay physically fit.

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Emerald City's denizens live in lower-density neighborhoods of urban areas throughout the country. Young and mobile, they are more likely to rent. Well educated and well employed, half have a college degree and a professional occupation. Incomes close to the US median come primarily from wages and self-employment. This group is highly connected, using the Internet for entertainment and making environmentally friendly purchases. Long hours on the Internet are balanced with time at the gym. Many embrace the "foodie" culture and enjoy cooking adventurous meals using local and organic foods. Music and art are major sources of enjoyment. They travel frequently, both personally and for business. Median household income -\$52,000.

Socio-Economic Traits:

- Well educated, these consumers research products carefully before making purchases.
- They buy natural, green, and environmentally friendly products.
- Very conscious of nutrition, they regularly buy and eat organic foods.
- Cell phones and text messaging are a huge part of everyday life.
- They place importance on learning new things to keep life fresh and variable.
- They are interested in the fine arts and especially enjoy listening to music.

Competitive and Comparable Facilities

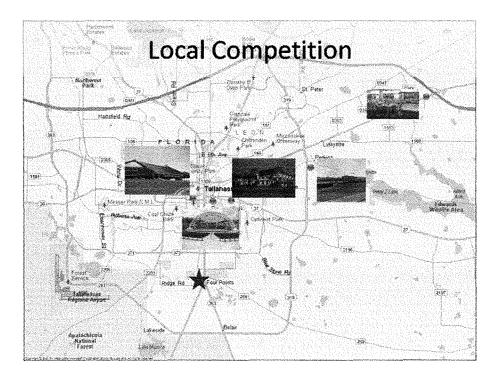
To further assess the demand potential for event facilities at the Fairgrounds site, it is necessary to understand the nature and operation of competitive event facilities (existing and planned) and their potential impact on new/expanded facilities at Fairgrounds.

This section presents an overview of event facilities that are considered competitive with both existing facilities and potential new/expanded facilities at the Fairgrounds site. During the course of our study, we identified a number of facility types as potential competition with new/expanded facilities at the Fairgrounds:

- Local Competition These are event facilities that management of the Fair Association identified as direct competition.
- Lodging Facilities These are facilities that are host meetings, tradeshows, consumer shows, swap meets and similar events in area lodging facilities.
- Stand-Alone Meeting Spaces These are facilities that are smaller, stand-alone meeting venues.
- Sports Attractions These are local sports related facilities that host indoor and outdoor sporting events.
- Planned Facilities These are significant planned event facilities in the Tallahassee area.

Local Competition

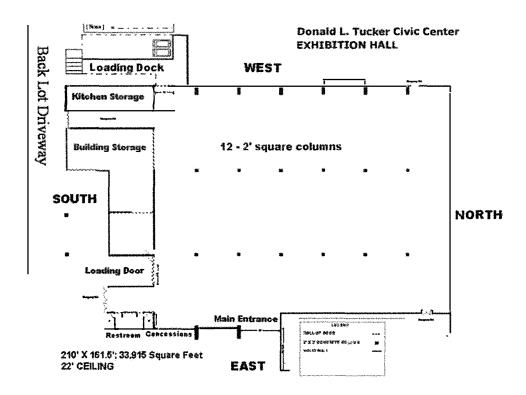
Management of the Fair Association identified four local event venues as being competition for non-Fair events and activities – Donald L. Tucker Civic Center, Tallahassee Automobile Museum, The Moon nightclub and the National Guard Armory. We also added the Capitol City Amphitheater to this category. The location of these event facilities, in relation to the Fairgrounds, is shown in the map below.



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Donald L. Tucker Civic Center

Formerly the Tallahassee-Leon County Civic Center, the Donald L. Tucker Civic Center (the Civic Center) is owned by Florida State University and operated by Global Spectrum. The Civic Center is a multipurpose complex comprised of a 12,500-seat arena (home to the FSU Seminoles), a 34,000-square foot exhibit hall and almost 15,000 square feet of dividable meeting space. The exhibit hall portion of the Civic Center is the venue that the Fair Association considers its competition. A review of the 2014 events calendar for the Civic Center, provided by Global Spectrum, showed that the Civic Center Exhibit Hall is principally used for FSU related events. Non-FSU uses of the Exhibit Hall in 2014 included Fitness Festival, Pro Style Volleyball, Home Show NCEES Exams, Golden Gala, Lincoln Senior Convocation, The One Week Boutique and various local fundraisers and banquets.



Tallahassee Automobile Museum

Located near the intersection of Interstate 10 and U.S. Highway 90 (Mahan Drive), the Tallahassee Automobile Museum is a privately-owned car museum featuring over 140 rare vehicles, as well as boat motors, Native American artifacts and more. A part of the museum property includes over 46,000 square feet of lower-ceiling banquet and meeting space in six different spaces. The largest spaces, the Duesenberg Banquet Hall and the Cord Banquet Hall, each have 15,000 square feet of space. In addition to weddings and private parties, events held at this facility include Bridal Shows, Brewfest, regional trade association banquets and similar activities.

The Moon

The Moon is a local nightclub and music venue that produces and rents its facilities for ticketed events. In addition, this venue is available for private rental receptions and banquets, with capacity of 1,500 in its 14,400 square foot Main Room and 200 in its 3,000 square foot Silver Moon Room.

National Guard Armory

The Florida National Guard Armory has a 6,300 square foot space available to rent for a variety of events and activities – with a 400 person capacity.

Capital City Amphitheater

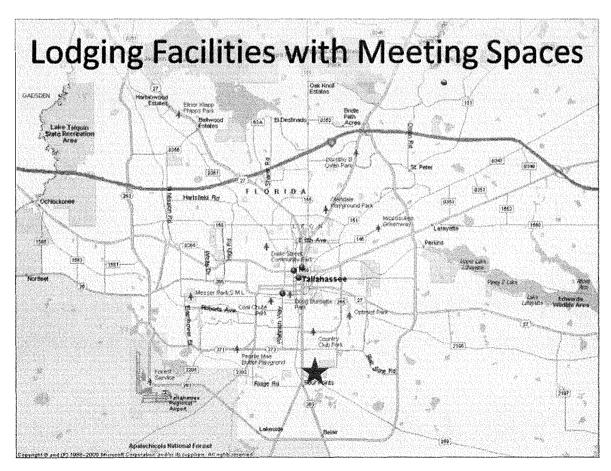
Located in Cascades Park, the Capital City Amphitheater opened in 2014. This outdoor venue has 1,500 fixed seats and can accommodate another 1,500 people on grass. Operated by the City of Tallahassee, this venue is used by Leon County Division of Tourism Development to stage concerts. Events planned for 2014 for this venue include:

Passion Play
North Florida Veg Fest
The Avett Brothers
World of South Festival
Sublime with Rome

Tallahassee Symphony Orchestra Shakespeare Festival Health Communities Festival Wilco The Beach Boys

Lodging Facilities with Meeting Spaces

Five lodging facilities in the Tallahassee area have meeting spaces over 2,500 square feet: Residence Inn, Double Tree, Four Points by Sheraton, Hotel Duval and Killearn County Club.



The table below shows the number of spaces and total meeting square footage for these facilities.

Facility	# of Meeting Spaces	Largest Total Meeting Space	Square Footage
Double tree	6	2,520	6,000
Four Points by Sheraton	8	2,520	7,000
Hotel Duval	7	2,700	6,350
Killearn Country Club	3	2,100	5,484
Residence Inn University	5	3,400	7,520

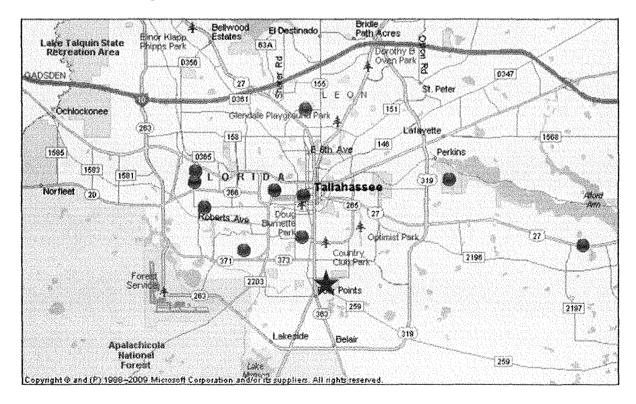
Source: Leon County Division of Tourism Development

Stand-Alone Meeting Spaces

In addition to the facilities identified as direct competition (discussed above), there are other standalone facilities in the Tallahassee area that are used for meetings, conferences and similar events. The larger of these facilities are Challenger Learning Center, Augustus B. Turnbull III Florida State Conference Center, American Legion Hall, FSU Alumni Center, FSU Moore Auditorium, FSU Oglesby Union, Tallahassee Community College and Doak Campbell Stadium.

Sport Facilities

The map below shows the location of numerous sports facilities in the Tallahassee area, in relation to the location of the Fairgrounds.



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Included in these facilities are venues that accommodate indoor sports activities, including local and regional tournaments:

- Tully Gymnasium at FSU This facility has four indoor multi-sports courts and one championship volleyball court. The main court has a capacity of about 1,160 people. In addition to FSU sports activities and practices, Tully Gymnasium is rented for basketball and volleyball tournaments.
- Al Lawson Jr. Multipurpose Center at Florida A & M University this facility, located less than 3 miles from the Fairgrounds, has 4 basketball/volleyball courts that can be rented for sports tournaments, practices and non-sports activities.
- Tallahassee Community College The Lifetime Sports Complex at this Community college has three indoor multi-sport courts that can be used for basketball, volleyball, cheerleading and martial arts.

Planned Facilities

Two planned facilities were identified during the course of this study that may impact the demand for facilities at the Fairgrounds – a downtown convention/conference center and a proposed amphitheater at the Tallahassee Mall.

Convention Center – Local city and county public officials, FSU representatives, Leon County Division of Tourism Development and other community/business leaders have been meeting and planning the possible addition of a convention/conference center in the area adjacent to the Donald L Tucker Civic Center. Though not solidified as of the date of this report, features of this center that have been discussed include a minimum 85,000 square foot, Class A convention/meeting space, an adjacent 200-300 room headquarters hotel and other convention features. This type of facility is not considered to be competitive with facilities at the Fairgrounds; appealing to state, regional and national associations for meting and trade show space that can accommodate several thousand people with possible auditorium, conference rooms and lecture halls, as well as adjacent lodging that serves as headquarters hotel for conventions. This type of space is also inconsistent with the needs of the North Florida Fair and year-round uses and use potential at the Fairgrounds.

Tallahassee Mall Amphitheater – Another planned facility is an amphitheater of some sort that would be part of the Tallahassee Mall renovation. It is unknown at this time if the planned amphitheater component will actually be built.

Summary of Factors Affecting Demand for Fairground Facilities

Based on the review of the various factors that affect demand for facilities at the Fairgrounds (site location, market area characteristics, support services and competitive factors, we noted the following:

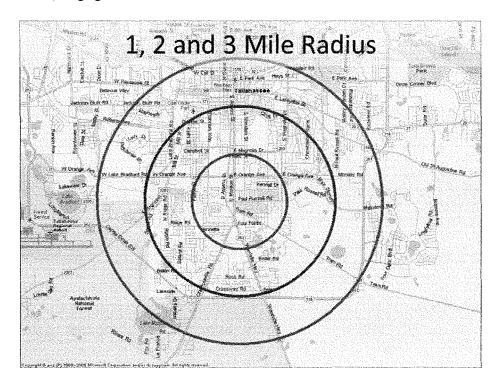
- The Fairgrounds is located in a highly visible and easily accessible location within the Tallahassee/Leon County area
- The Fairground's market area within a 20-minute drive has about 200,000 residents with another 100,000 between 20 minutes and 30 minutes
- The Socio-Economic makeup of the local market, with low median and average household incomes (reflecting both university student population and a lower-class resident population in close proximity of the Fairgrounds), may preclude many more locally-focused consumer shows
- The Civic Center offers superior size and quality of exhibition and meeting spaces, making it the most competitive event facility for the Fairgrounds
- The Tallahassee/Leon County market area has sufficient entertainment facilities and events
- Planned new facilities in the Tallahassee area will not impact current or future Fairground events/uses
- The Fairground's indoor/outdoor space totals (square footage) and parking availability exceed other venues in the market area

PRIVATE DEVELOPMENT OPPORTUNITIES

In addition to assessing the opportunities for expanded and/or new event facilities at the Fairgrounds that would increase usage of the grounds and contribute to the economic vitality of the area, we were tasked with assessing opportunities for private development of parts of the Fairgrounds property. It was surmised that Fairgrounds' parcels along South Monroe Street might be well suited for sale or lease for retail or similar commercial development.

A key consideration of this assessment is that any private development on Fairground's property would need to be compatible with and supportive of year-round activities and the annual North Florida Fair.

To assess the opportunities for such private development, we reviewed the amount and nature of retail and commercial development within a 1, 2 and 3 mile radius of the Fairgrounds property, including retail, restaurants, lodging and similar businesses.



The discussion and maps presented on pages 17 to 21 show those types of businesses in proximity to the Fairgrounds.

In addition, we obtained retail purchasing and retail sales data, by type of store, within a 1, 2 and 3 mile radius of the Fairgrounds from The Nielson Company – Retail Opportunity Gap². The Retail Opportunity Gap analysis provides a comparison of the estimated expenditures (purchases) made by residents within the various radii of the Fairgrounds, by store type, with the estimated sales reported by the stores within the various radii. If the expenditures of residents within the various radii exceed the reported sales of retailers and businesses, then an opportunity exists for more outlets. If the reported sales of retailers/businesses within the various radii exceed the expenditures made by the residents within the same radii, that indicates an oversupply of businesses (excess sales come from residents living outside of the various radii).

The following table presents a summary of the Retail Gap Opportunity analysis prepared by The Nielson Company for the areas within a 1, 2 and 3 mile radius of the Fairgrounds.

North Fl<mark>ori</mark>da Fairgrounds Study RMP Opportunity Gap Summary, 2014

Note Opportunity dap Summary, 2014		ankeriasa kanana ara-	
	Amount of	Opportunity Gap	or (Surplus)
General Category	1 Mile Radius	2 Mile Radius	3 Mile Radius
Clothing and Clothing Accessories	<u>\$833,341</u>	<u>\$2,709,332</u>	<u>(\$73,681,599)</u>
Electronics and Appliance Stores	<u>\$1,631,318</u>	<u>\$5,334,404</u>	<u>\$1,591,518</u>
Food an <mark>d B</mark> everage Stores	(\$48,146,362)	<u>(\$31,267,486)</u>	<u>(\$84,871,204)</u>
Food Se <mark>rvic</mark> e and Dining Places	<u>(\$1,651,350)</u>	<u>(\$2,450,699)</u>	<u>(\$99,173,423)</u>
Furnitur <mark>e a</mark> nd Home Furnishings	\$1,506,138	<u>\$3,056,290</u>	<u>(\$6,775,925)</u>
Gasoline Stations	<u>\$1,559,379</u>	\$9,128,421	<u>\$11,470,095</u>
General M <mark>erch</mark> andise	<u>\$248,285</u>	<u>\$14,914,670</u>	<u>(\$93,790,426)</u>
Health and <mark>Pe</mark> rsonal Care Stores	<u>(\$20,712,322)</u>	(\$15,872,631)	<u>(\$43,570,303)</u>
Sporting G <mark>ood</mark> s, Hobby, Book and Music Stores	<u>\$658,957</u>	<u>\$4,565,930</u>	<u>(\$3,189,364)</u>
Building M <mark>ate</mark> rials and Garden Equipment	<u>\$6,949,767</u>	<u>\$13,959</u>	<u>\$12,769,992</u>

Source: The Nielson Company, 2014

Using the Retail Opportunity Gap analysis summary, shown above, the greatest absolute dollar opportunities appear to exist for Building Materials and Garden Equipment Stores, Gasoline Stations and Electronic and Appliance Stores. Using the Opportunity Gap dollar amounts and general per square foot sales by store type, those three top ranked opportunities would support stores that would be substantially smaller than typically be built. In addition – and even more important to the study – these types of retail/commercial developments are incompatible with the annual North Florida Fair and with events and activities held at the Fairgrounds, as well as with actual land uses.

Based on the presence of significant numbers of lodging facilities, retail outlets and restaurants already operating within close proximity of the Fairgrounds and the lack of demand for compatible retail/commercial developments, any type of private development on parcels of the Fairgrounds is not considered feasible at this time.

Exhibit A contains the detailed Retail Opportunity Gap analyses for the Fairgrounds.

² The Nielson Company uses the Consumer Expenditure Survey by Bureau of Labor and Census of the Retail Trade by US Census Bureau.

ASSESSMENT OF POTENTIAL USES

To develop estimates of market demand for event facilities at the North Florida Fairgrounds, in addition to the implications of the demographic and economic trends and competitive facilities, the following work tasks were conducted:

Discussed event potential and felt community needs with the following stakeholders:

Big Bend Bird Club Market Days

Bully Bash

North Florida Fair Association

Dale Earnhardt Jr. Auto Sales

Ochlochonee River Kennel Club

Family Campers & RV'ers Pigfest
Leon County Administration Repticon

Leon County Division of Tourism Development Southern Classic Gun & Knife Show

Leon County Extension Tallahassee Boat Show

Leon County Office of Resource Stewardship Tallahassee Parks and Recreation

Leon County Schools Tallahassee Sports Council

Maranatha Health Fair Tallahassee-Leon County Planning

- Reviewed last 3 years of events and activities held at the Fairgrounds and conducted phone interviews with major uses of the Fairgrounds to ascertain need for new, larger/expanded facilities.
- Reviewed recent calendar of events held at competitive event facilities and conducted interviews with select event promoters and organizers to discuss interest in staging an event(s) at the Fairgrounds site and facilities needed; as well as overall assessment of the market area for events and activities. Key interviews of potential users included volleyball and basketball tournament organizers, RV clubs and consumer show promoters.
- Evaluated the overall market potential for the Fairground's market area in comparison to events held in similar size markets with similar market characteristics.

Market Niches

On the basis of factors affecting demand for facilities at the Fairgrounds (i.e., location, area economics and demographics, competitive factors, usage trends and the like) and interviews/surveys of stakeholders and current and potential users of Fairground facilities, our review of facility needs for the annual North Florida Fair and our assessment of the optimal market opportunities for the future of Fairgrounds, the following expanded and new market opportunities exist for facilities at the North Florida Fairgrounds:

- Regional consumer and public shows, as well as local specialty sales events
- Indoor sports tournaments, such as volleyball, cheerleading and dance
- Festivals (music, ethnic, community, etc.)
- Spectator events such as martial arts and wrestling
- Small animal shows, such as dog, cat, bird and rabbit
- Banquets, receptions, fundraisers and similar events
- State and regional RV rallies
- Community events and users

Market Opportunities and Operating Focus

Generally, the facilities at Fairgrounds have limited use due to current conditions, ages and sizes, as well as competition from larger event facilities in the Tallahassee area. In spite of the limitations of existing facilities, there are opportunities to increase the number of events held at the Fairgrounds throughout the year by attracting new markets/events with new facilities. In addition, there are a number of events held at the Fairgrounds that would benefit greatly from new and larger facilities; enabling those events to grow in both participation and attendance.

With expanded/new event facilities, the Fairgrounds could successfully attract and stage events associated with both new markets and build on existing markets, as well as better participation in the annual North Florida through additional growth in attendance, participation and net revenues.

Existing markets that could be expanded with new event facilities include consumer and public shows, trade and industry shows, regional RV rallies, indoor sports tournaments, mid-sized banquets/receptions, small animal shows and sales and auctions. All of these types of events have been limited in size at Fairgrounds; constrained by its relatively small exhibition spaces.

Event Potential

Based on medium to strong market potential, below are estimates of the existing and new events and activities that could be successfully staged at the Fairgrounds with new event facilities. We have presented a low scenario and high scenario, in terms of the number of events and activities.

North Florida Fairgrounds Exhibition Building Potential Range of Events by Type

Event Types	Range of N	ımk	er of	<u>Events</u>
Existing Shows and Events	21	to	21	
New Consumer Shows	10	to	11	
Trade and Industry Shows	2	to	3	
Sporting Events	6	to	9	
Animal Shows	1	to	2	
Banquets and Receptions	12	to	18	
Conferences/Meetings	36	to	48	
Regional RV Rallies	1	to	2	
Fundraisers	3	to	5	
Religious Gatherings	2	to	3	
Spectator Events	2	to	3	
Festivals	2	to	2	
Community Uses	<u>4</u>	to	<u>6</u>	
	<u>102</u>		<u>133</u>	

The tables below present a low and high scenario for potential events, number of events, move-in/out days, estimated average space needs per event, total square footage rented per event type and total amount of move-in/move-out space rented – by event type.

Low Scenario

	Number of		, Low Scenario Sta	CONTRACTOR STORY	Event		Total SF	Total SF
vent Type	Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Days	Square Footage	Event Days	· MIMO
xisting Shows/Events								
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000
Pigfest	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,00
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,00
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,00
City Back to School	1	2	1.00	3.00	2.00	35,000	70,000	35,00
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,00
Boat Show	<u>1</u>	<u>5</u>	1.00	<u>6.00</u>	<u>5.00</u>	30,000	<u>150.000</u>	30.00
	<u>21</u>			84.00	52.00		<u>1,510,000</u>	950,00
ew Consumer Shows								
Sportsman Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,00
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,00
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,50
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,00
Specialty Sale	1	2.0	0.50	2.50	2.00	15,000	30,000	7,50
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,00
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,00
Seasonal Shows	<u>2</u>	2.0	0.50	5.00	4.00	15,000	60,000	15,00
	<u>10</u>	2.0	0.50	34.00	25.00	25,555	775,000	300,00
	Number of	Average	Move-In and	Total	Event	Square	Total SF	Total S
vent Type	Events	Event Days	Move-Out Days	Use Days	Days	Footage	Event Days	МІМО
lew Trade and Industry Shows	<u>2</u>	3.0	1.00	8.00	<u>6.00</u>	30,000	180,000	60,00
lew Sporting Events	<u>6</u>	2.0	1.00	18.00	12.00	40,000	480,000	240,00
lew Animal Shows								
ew Animal Shows New Animal Shows	<u>1</u>	3.0	1.00	4.00	3.00	30,000	90,000	30,00
	<u>1</u> <u>1</u>	3.0	1.00	4.00 4.00	3.00 3.00	30,000	90,000 90,000	30 <u>,</u> 00
		3.0	1.00			30,000		
New Animal Shows		3.0	1.00			30,000 5,000		
New Animal Shows ew Banquets/Receptions	<u>1</u> 9			4.00	3.00	·	90,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized	1	1.0	0.00	9.00	9.00	5,000	90,000 45,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized	<u>1</u> 9 <u>3</u>	1.0	0.00	9.00 3.00	9.00 3.00	5,000	90,000 45,000 30,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars	1 9 3 12	1.0 <u>1.0</u>	0.00 <u>0.00</u>	9.00 3.00 12.00	9.00 3.00 12.00	5,000 10,000	90,000 45,000 30,000 75,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized	<u>1</u> 9 <u>3</u>	1.0	0.00	9.00 3.00	9.00 3.00	5,000	90,000 45,000 30,000	30,00
New Animal Shows lew Banquets/Receptions Small-Mid Sized Mid-Large Sized lew Conferences/Meetings/Seminars Other	1 9 3 12 36 36	1.0 1.0	0.00 <u>0.00</u> 0.00	9.00 3.00 12.00 36.00 36.00	9.00 3.00 12.00 36.00	5,000 10,000 2,000	45,000 30,000 75,000 72,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other	1 9 3 12 2 3 6 3 6 1	1.0 <u>1.0</u>	0.00 <u>0.00</u>	9.00 3.00 12.00	9.00 3.00 12.00	5,000 10,000	45,000 30,000 75,000	30,00
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other ther New Uses	1 9 3 12 36 36	1.0 1.0	0.00 <u>0.00</u> 0.00	9.00 3.00 12.00 36.00 36.00	9.00 3.00 12.00 36.00	5,000 10,000 2,000	45,000 30,000 75,000 72,000	30,00
New Animal Shows lew Banquets/Receptions Small-Mid Sized Mid-Large Sized lew Conferences/Meetings/Seminars Other other other New Uses RV Rallies	1 9 3 12 2 3 6 3 6 1	1.0 1.0 1.0	0.00 <u>0.00</u> 0.00	9.00 3.00 12.00 36.00 36.00	9.00 3.00 12.00 36.00 36.00	5,000 10,000 2,000	45,000 30,000 75,000 72,000 125,000	
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other ther New Uses RV Rallies Fundraisers	1 36 36 36 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	1.0 1.0 1.0	0.00 0.00 0.00 0.00 0.50	9.00 3.00 12.00 36.00 36.00 4.50	9.00 3.00 12.00 36.00 36.00 5.00	5,000 10,000 2,000 25,000 12,500	45,000 30,000 75,000 72,000 72,000 125,000 37,500	30,00
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other ther New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events	1 9 3 12 2 3 6 3 6 3 6 3 6 3 6 2	1.0 1.0 1.0 5.0 1.0 1.5	0.00 0.00 0.00 0.00 0.50 0.00 0.00	9.00 3.00 12.00 36.00 36.00 4.50 3.00	3.00 9.00 3.00 12.00 36.00 36.00 3.00 3.00 3.00 2.00	5,000 10,000 2,000 25,000 12,500 30,000 40,000	45,000 30,000 75,000 72,000 72,000 125,000 37,500 90,000 80,000	30 <u>,</u> 00
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other ther New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events Festivals	1 9 3 12 2 2 2	1.0 1.0 1.0 5.0 1.0 1.5 1.0 2.0	0.00 0.00 0.00 0.50 0.00 0.00 1.00	9.00 3.00 12.00 36.00 36.00 5.00 4.50 3.00 2.00 6.00	9.00 3.00 12.00 36.00 36.00 5.00 3.00 2.00 4.00	5,000 10,000 2,000 25,000 12,500 30,000 40,000 25,000	45,000 30,000 75,000 72,000 72,000 125,000 37,500 90,000 80,000 100,000	30,00 18,75 50,00
New Animal Shows ew Banquets/Receptions Small-Mid Sized Mid-Large Sized ew Conferences/Meetings/Seminars Other ther New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events	1 9 3 12 2 2	1.0 1.0 1.0 5.0 1.0 1.5 1.0	0.00 0.00 0.00 0.00 0.50 0.00 0.00	9.00 3.00 12.00 36.00 36.00 5.00 4.50 3.00 2.00	3.00 9.00 3.00 12.00 36.00 36.00 3.00 3.00 3.00 2.00	5,000 10,000 2,000 25,000 12,500 30,000 40,000	45,000 30,000 75,000 72,000 72,000 125,000 37,500 90,000 80,000	30 <u>.</u> 00

MARKIN CONSULTING 45

High Scenario

Potential Events, High Scenario – Stabilized Year									
	Number of	Average	Move-In and	Total	Event	Square	Total SF	Total SF	
Event Type	Events	Event Days	Move-Out Days	Use Days	Days	Footage	Event Days	MIMO	
Existing Shows/Events									
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000	
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000	
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000	
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000	
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000	
Pigfest	1 .	1	1.00	2.00	1.00	15,000	15,000	15,000	
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000	
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,000	
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,000	
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000	
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000	
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,000	
City Back to School	1	2	1.00	3,00	2.00	35,000	70,000	35,000	
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,000	
Boat Show	<u>1</u>	<u>5</u>	1.00	6.00	<u>S.00</u>	30,000	150,000	30,000	
Naw Consumar Shows	<u>21</u>			<u>84.00</u>	52.00		<u>1,510,000</u>	950,000	
New Consumer Shows	1	3.0	2.00	5.00	2 00	40.000	120,000	90,000	
Sportsman Show					3.00	40,000	120,000	80,000	
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000	
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,500	
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,000	
Specialty Sale	2	2.0	0.50	5.00	4.00	15,000	60,000	15,000	
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,000	
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,000	
Seasonal Shows	2	2.0	0.50	<u>5.00</u>	<u>4.00</u>	15,000	<u>60,000</u>	<u>15,000</u>	
	11			<u>36.50</u>	27.00		805,000	<u>307,500</u>	
	Number of	Average	Move-In and	Total	Event	Square	Total SF	Total SF	
Event Type	Events	Event Days	Move-Out Days	Use Days	Days	Footage	Event Days	MIMO	
Event Type New Trade and Industry Shows	Events 3	Event Days 3.0	Move-Out Days	Use Days 12.00	9.00	30,000	270,000	90,000	
New Trade and Industry Shows	<u>3</u>	3.0	1.00	<u>12.00</u>	9.00	30,000	<u>270,000</u>	90,000	
New Trade and Industry Shows New Sporting Events	o∦ 9	3.0	1.00	<u>12.00</u>	9.00	30,000	<u>270,000</u>	90,000 360,000	
New Trade and Industry Shows New Sporting Events New Animal Shows	<u>3</u>	3.0 2.0	1.00	<u>12.00</u> <u>27.00</u>	9.00 18.00	30,000 40,000	270,000 720,000	90,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows	<u>3</u> 9 2	3.0 2.0	1.00	12.00 27.00 8.00	9.00 18.00 6.00	30,000 40,000	270,000 720,000 180,000	90,000 360,000 60,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions	3 9 2 2	3.0 2.0 3.0	1.00 1.00 1.00	12.00 27.00 8.00 8.00	9.00 18.00 6.00 6.00	30,000 40,000 30,000	270,000 720,000 180,000 180,000	90,000 360,000 60,000 60,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized	3 9 2 2 2	3.0 2.0 3.0	1.00 1.00 1.00	12.00 27.00 8.00 8.00	9.00 18.00 6.00 6.00	30,000 40,000 30,000 5,000	270,000 720,000 180,000 180,000	90,000 360,000 60,000 60,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions	3 9 2 2	3.0 2.0 3.0	1.00 1.00 1.00	12.00 27.00 8.00 8.00	9.00 18.00 6.00 6.00	30,000 40,000 30,000	270,000 720,000 180,000 180,000	90,000 360,000 60,000 60,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized	3 9 2 2 2 12 6	3.0 2.0 3.0	1.00 1.00 1.00	27.00 27.00 8.00 8.00 12.00 6.00	9.00 18.00 6.00 6.00 12.00 6.00	30,000 40,000 30,000 5,000	270,000 720,000 180,000 180,000 60,000	90,000 360,000 60,000 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars	3 9 2 2 2 12 6 18	3.0 2.0 3.0 1.0 <u>1.0</u>	1.00 1.00 1.00 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00	30,000 40,000 30,000 5,000 10,000	270,000 720,000 180,000 180,000 60,000 120,000	90,000 360,000 60,000 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized	3 9 2 2 2 12 6	3.0 2.0 3.0	1.00 1.00 1.00	27.00 27.00 8.00 8.00 12.00 6.00	9.00 18.00 6.00 6.00 12.00 6.00	30,000 40,000 30,000 5,000	270,000 720,000 180,000 180,000 60,000	90,000 360,000 60,000 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other	3 9 2 2 2 12 6 18 48	3.0 2.0 3.0 1.0 <u>1.0</u>	1.00 1.00 1.00 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00	30,000 40,000 30,000 5,000 10,000	270,000 720,000 180,000 180,000 60,000 120,000	90,000 360,000 60,000 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other	3 9 2 2 2 12 6 18 48	3.0 2.0 3.0 1.0 1.0	1.00 1.00 1.00 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00	30,000 40,000 30,000 5,000 10,000	270,000 720,000 180,000 180,000 60,000 120,000 96,000 96,000	90,000 360,000 60,000 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies	3 9 2 2 2 12 6 18 48 48 48	3.0 2.0 3.0 1.0 1.0	1.00 1.00 1.00 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00	30,000 40,000 30,000 5,000 10,000 2,000	270,000 720,000 180,000 180,000 60,000 60,000 120,000 96,000 96,000	90,000 360,000 60,000 0 0 0 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies Fundraisers	3 9 2 2 2 12 6 18 48 48 48 2 5	3.0 2.0 3.0 1.0 1.0 1.0	1.00 1.00 1.00 0.00 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00 48.00 48.00 11.00 7.50	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00 48.00 5.00	30,000 40,000 30,000 5,000 10,000 2,000 25,000 12,500	270,000 720,000 180,000 180,000 60,000 60,000 120,000 96,000 96,000 275,000 62,500	90,000 360,000 60,000 0 0 0 0 0 0 31,250	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies Fundraisers Religious Gatherings/Events	3 9 2 2 2 12 6 18 48 48 48 2 5 3	3.0 2.0 3.0 1.0 1.0 1.0	1.00 1.00 1.00 0.00 0.00 0.00 0.50 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00 48.00 48.00 4.50	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00 48.00 4.50	30,000 40,000 30,000 5,000 10,000 2,000 25,000 12,500 30,000	270,000 720,000 180,000 180,000 60,000 120,000 96,000 96,000 275,000 62,500 135,000	90,000 360,000 60,000 0 0 0 0 0 31,250 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events	3 9 2 2 1 1 1 1 8 4 8 4 8 4 8 2 5 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	3.0 2.0 3.0 1.0 1.0 5.5 1.0 1.5 1.0	1.00 1.00 1.00 0.00 0.00 0.00 0.50 0.00 0.0	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00 48.00 48.00 4.50 3.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00 48.00 4.50 3.00	30,000 40,000 30,000 5,000 10,000 2,000 25,000 12,500 30,000 40,000	270,000 720,000 180,000 180,000 60,000 120,000 96,000 96,000 275,000 62,500 135,000 120,000	90,000 360,000 60,000 0 0 0 0 31,250 0	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events Festivals	3 9 2 2 12 6 18 48 48 2 5 3 3 2	3.0 2.0 3.0 1.0 1.0 1.0 1.0 1.5 1.0 2.0	1.00 1.00 1.00 0.00 0.00 0.50 0.00 0.00	12.00 27.00 8.00 8.00 12.00 6.00 18.00 48.00 48.00 7.50 4.50 3.00 6.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00 48.00 4.50 3.00 4.00	30,000 40,000 30,000 5,000 10,000 25,000 40,000 25,000	270,000 720,000 180,000 180,000 60,000 120,000 96,000 96,000 275,000 62,500 135,000 120,000 100,000	90,000 360,000 60,000 0 0 0 0 0 31,250 0 50,000	
New Trade and Industry Shows New Sporting Events New Animal Shows New Animal Shows New Banquets/Receptions Small-Mid Sized Mid-Large Sized New Conferences/Meetings/Seminars Other Other New Uses RV Rallies Fundraisers Religious Gatherings/Events Spectator Events	3 9 2 2 12 6 18 48 48 2 5 3 3 2 6	3.0 2.0 3.0 1.0 1.0 5.5 1.0 1.5 1.0	1.00 1.00 1.00 0.00 0.00 0.00 0.50 0.00 0.0	12.00 27.00 8.00 8.00 12.00 6.00 13.00 48.00 48.00 11.00 7.50 4.50 3.00 6.00 18.00	9.00 18.00 6.00 6.00 12.00 6.00 18.00 48.00 48.00 4.00 4.00 12.00	30,000 40,000 30,000 5,000 10,000 2,000 25,000 12,500 30,000 40,000	270,000 720,000 180,000 180,000 60,000 120,000 96,000 96,000 275,000 62,500 135,000 120,000 120,000 120,000 120,000 120,000 120,000	90,000 360,000 60,000 0 0 0 0 0 31,250 0 50,000 120,000	
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FACILITY RECOMMENDATIONS

Based on the projected market demand, we have determined that there exists current and potential future market demand/support for new event facilities at the North Florida Fairgrounds, consisting of the following (the Recommended Facilities):

Exhibition Building

- 35,000 to 40,000 square feet of rentable exhibition space, including clear-span, high-ceiling flat floor multi-purpose space, dividable into 2 separate spaces
- 2,000 square feet of dividable into 3 to 4 smaller meeting space areas
- Catering kitchen that is expandable to a full commercial kitchen as needed
- Restrooms to serve separate function areas
- Foyer area for pre-function space
- Multiple concession areas servicing the large exhibition space
- Show office, technology amenities
- Close proximity/adjacent to paved parking

Upgrades and Beautification

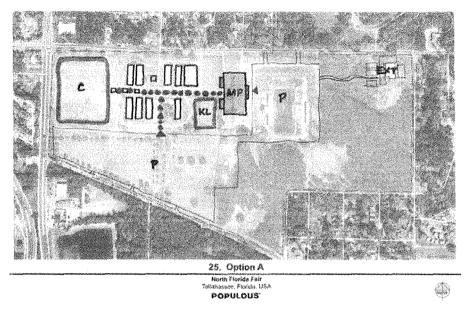
- New fencing and gate entries
- Electrical infrastructure upgrades
- On-grounds landscaping and beautification

Possible Locations of Exhibition Building

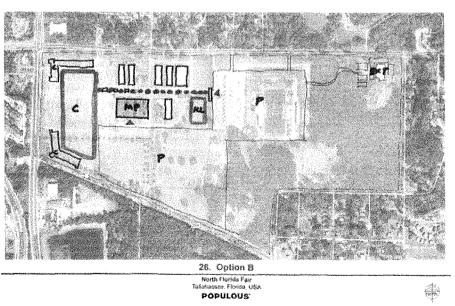
In December 2014, as part of this study's process, a representative of Populous conducted an assessment of optional locations on the Fairgrounds for a multi-purpose event facility and other features (though not defined in size or configuration).

Three different possible layouts, including an undefined multi-purpose building, were prepared and presented by Populous at a gathering of stakeholders as a part of this process. The layouts are presented on the following pages.

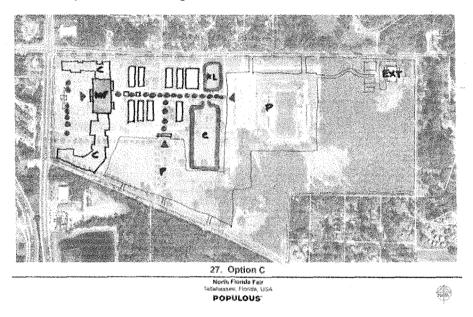
Option A – This option locates a multi-purpose building in the shared parking lot with the stadium – with the stadium being relocated to another site and that current stadium area turned into parking. During the course of this study, it was determined that the stadium relocation was not a foreseeable option.



Option B — This option located a multi-purpose building where Buildings 2, 4 and 6 are currently located on the Fairgrounds, as well as reducing the carnival size and adding potential commercial developments on the west end of the Fairgrounds. As presented on page 42, our analysis determined there is not sufficient retail or commercial demand for selling or leasing Fairground property. In addition, the location of a multi-purpose building that would replace Buildings 2, 4 and 6 would eliminate high use and revenue generating buildings for the Fair Association.



Option C – This option reduces the size of the carnival/midway area and relocates it to the east side of the Fairgrounds, siting a multi-purpose building in the current carnival lot area, with even greater space designated as possible retail and commercial development. As mentioned above, the assessment of demand for retail and commercial development in the area of the Fairgrounds revealed no actionable demand for such developments at the Fairgrounds site.

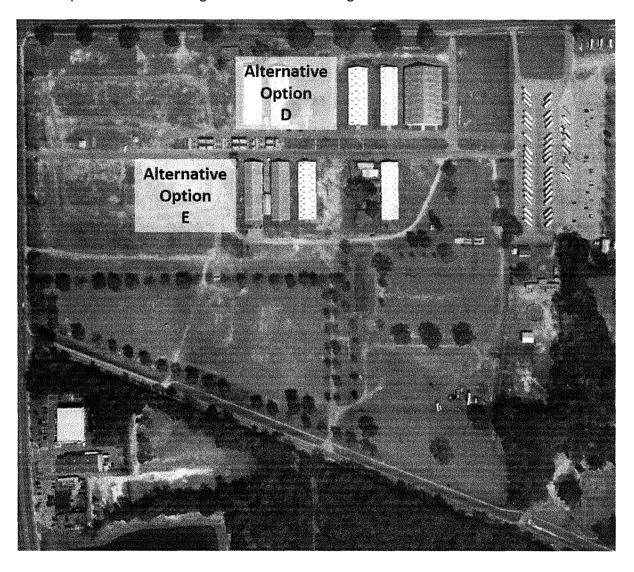


Alternative Options

Two alternative places on the Fairgrounds are possible locations for the Exhibition Building and are presented as Alternative Option D and Alternative Option E on the next page. Both of these locations may offer better operating and layout options than Options A, B or C. *The shaded areas in the aerials below are not to scale and are to show approximate locations only.*

Alternative Option D — Locating the proposed Exhibition Building where Buildings 1, 3 and the office are currently located (or moving slightly east and preserving the office), would leave in place Buildings 2, 4 and 6 which could continue to be used for low cost events and would remain in place during the construction of the Exhibition Building, preserving the revenue potential of the Fair Association during the construction period.

Alternative Option E – As a variation of Option B, the Exhibition Building could be sited just west of Building 2, leaving the revenue producing Buildings 2 and 4. To offset the space occupied by the Exhibition Building in this location, Buildings 1 and 3 might have to be removed to accommodate the carnival space lost with the siting of the Exhibition Building here.



FINANCIAL ASSESSMENT

This section presents the projected incremental cash flows before replacement reserves and debt service for the market-driven Recommended Facilities at Fairgrounds. The projected statements of revenues and expenses are based on (1) the projected utilization of the Recommended Facilities, recommended rental rates presented in this document, (2) the estimated incremental revenues that could be realized from operating the Recommended Facilities and (3) the estimated incremental expenses associated with operating the improvements and additions. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material.

The projections of cash flow, before replacement reserves and debt service, for the Recommended Facilities are presented on page 56. These projections are presented in current year dollars and do not reflect any increase due to inflation.

Rental Rate Assumptions

Based on the rental rate schedule of competitive and comparable facilities, as well as discussions with potential users, we have developed a proposed rental rate structure for the Recommended Facilities, presented in the following table.

North Florida Fairgrounds Exhibition Building Proposed Pricing of Recommended Facilities

Facility	Rental Rates
Exhibit Space	
Consumer/public shows/festivals/community uses	\$0.0725 to \$0.075 per square foot
Trade and industry shows	\$0.0575 per square foot
Youth sporting events	\$0.05 per square foot
Banquet Meeting Space	
Banquets, meetings, fundraisers	\$0.15 to \$0.20 per square foot
	10% plate fee for catered events
Move-In/Out Rate	50% of regular rate
Camping fee for RV rallies	\$12.50 per night
Parking (consumer shows, spectator events, festivals)	\$2 net to facility

Operating Approach

The financial projections assume the Fair Association (1) continues to serve its existing and new clients with high quality service (2) hires the necessary support staff for event coordination and facility maintenance (see page 55), (3) works in close relationship with Leon County Division of Tourism Development and local sports organizations to attract the identified sports tournaments and (4) comarkets the entire Fairgrounds with Leon County Division of Tourism Development and other Tallahassee and Leon County organizations that will help insure its overall success.

Operating Revenue Assumptions

For purposes of the projections, it is assumed that the proposed Exhibition Building would have 40,000 square feet of net rentable exhibit space and would generate revenues from building rental income, concession income, parking income, camping income, incremental fair revenues and advertising/signage based on the event potential shown on pages 45 and 46.

Building Rentals

Building income includes revenues generated from renting the recommended exhibition building. Below are the assumptions for the low and high scenarios that were used to estimate the potential incremental building rental income for the Recommended Facilities.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING

EVENT	NUMBER OF EVENTS	MIMO SQUARE FOOTAGE	EVENT DAY SQUARE FOOTAGE	MIMO BASIC RENTAL	EVENT DAY BASIC RENTAL	BASIC RENTAL	
EXISTING SHOWS/EVENTS	21	950,000	1,510,000	\$34,438	\$109,475	\$143,913	
NEW CONSUMER SHOWS	10	300,000	775,000	10,875	56,188	67,063	
TRADE AND INDUSTRY SHOWS	2	60,000	180,000	1,725	10,350	12,075	
SPORTING EVENTS	6	240,000	480,000	6,000	24,000	30,000	
ANIMAL SHOWS	1	30,000	90,000	1,088	6,525	7,613	
BANQUETS AND RECEPTIONS	12	0	75,000	0	11,250	11,250	
MEETINGS AND SEMINARS	36	0	72,000	0	10,800	10,800	
SPECTATOR EVENTS	2	0	80,000	0	5,800	5,800	
RV RALLIES	1	0	125,000	0	9,063	9,063	
FUNDRAISERS	3	18,750	37,500	680	5,625	6,305	
RELIGIOUS GATHERINGS/EVENTS	2	0	90,000	0	6,525	6,525	
FESTIVALS	2	50,000	100,000	1,813	7,250	9,063	
COMMUNITY USES	<u>4</u>	80,000	160,000	<u>2,900</u>	11,600	14,500	
	<u>102</u>	<u>1,728,750</u>	<u>3,774,500</u>	<u>\$59,517</u>	<u>\$</u> 274 <u>.4</u> 50	<u>333,967</u>	<u>\$334,000</u>

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING BUILDING RENTAL REVENUE - HIGH SCENARIO

	1011101050 05	MIMO	EVENT DAY	MIMO	EVENT DAY	24616	
VENT	NUMBER OF EVENTS	SQUARE FOOTAGE	SQUARE FOOTAGE	BASIC RENTAL	BASIC RENTAL	BASIC RENTAL	
XISTING SHOWS/EVENTS	21	950,000	1,510,000	\$35,625	\$113,250	\$148,875	
IEW CONSUMER SHOWS	11	307,500	805,000	11,531	60,375	71,906	
RADE AND INDUSTRY SHOWS	3	90,000	270,000	2,588	15,525	18,113	
PORTING EVENTS	9	360,000	720,000	9,000	36,000	45,000	
NIMAL SHOWS	2	60,000	180,000	2,250	13,500	15,750	
SANQUETS AND RECEPTIONS	18	0	120,000	0	24,000	24,000	
MEETINGS AND SEMINARS	48	0	96,000	0	19,200	19,200	
PECTATOR EVENTS	3	0	120,000	0	9,000	9,000	
V RALLIES	2	0	275,000	0	20,625	20,625	
UNDRAISERS	5	31,250	62,500	1,172	12,500	13,672	
ELIGIOUS GATHERINGS/EVENTS	3	0	135,000	0	10,125	10,125	
ESTIVALS	2	50,000	100,000	1,875	7,500	9,375	
COMMUNITY USES	<u>6</u>	120,000	240,000	<u>4,500</u>	<u>18,000</u>	22,500	
	<u>133</u>	1,968,750	4,633,500	<u>\$68,541</u>	<u>\$359,600</u>	428,141	<u>428,000</u>

The above estimates of building rental revenue for the Exhibition Building includes revenue potential of existing events listed on pages 45 and 46 for which the North Florida Fair Association received about \$93,000 in 2014. This amount is deducted from the total revenue potential in the projections of revenues and expenses on page 56 in order to reflect only the incremental revenues associated with these events.

Concession Income

For purposes of the projections, it is assumed that the Fairgrounds would have sufficient volume of event activity to enter into a multi-year contract with a third-party concessionaire to provide food service/concessions for consumer shows, spectator events, animal shows and community events, paying Fairgrounds 30% of gross concession sales. For banquets, receptions, fundraisers and meetings where food is catered, it is assumed that Fairgrounds would receive a 10% caterer's fee. Below are the detailed assumptions and calculations of concessions and concession income. Attendance estimates are based on Fair Association records for existing shows/events, discussions with current and potential event organizers, survey results, review of similar events held at competitive facilities and location/access factors.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING CONCESSION INCOME POTENTIAL - LOW SCENARIO

		ASSUMED			30%
	NUMBER OF	TOTAL	PER CAP	TOTAL	PERCENT
EVENT	EVENTS	ATTEND.	SALES	SALES	TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	\$1.50	\$31,200	\$9,400
NEW CONSUMER SHOWS	10	15,400	\$1.50	\$23,100	6,900
TRADE AND INDUSTRY SHOWS	2	1,600	\$20.00	\$32,000	3,200
SPORTING EVENTS	6	3,600	\$1.50	\$5,400	1,600
ANIMAL SHOWS	1	1,200	\$1.00	\$1,200	400
BANQUETS AND RECEPTIONS	12	5,550	\$20.00	\$111,000	11,100
SPECTATOR EVENTS	2	3,600	\$4.50	\$16,200	4,900
FUNDRAISERS	3	2,500	\$20.00	\$50,000	5,000
FESTIVALS	2	7,000	\$2.00	\$14,000	4,200
COMMUNITY USES	4	3,200	\$1.00	\$3,200	<u>1,000</u>
					\$48,000

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING

		ASSUMED			30%
	NUMBER OF	TOTAL	PER CAP	TOTAL	PERCENT
EVENT	EVENTS	ATTEND.	SALES	SALES	TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	\$1.50	\$31,200	\$9,400
NEW CONSUMER SHOWS	11	16,400	\$1.50	\$24,600	7,400
TRADE AND INDUSTRY SHOWS	3	2,400	\$20.00	\$48,000	4,800
SPORTING EVENTS	9	5,400	\$1.50	\$8,100	2,400
ANIMAL SHOWS	2	2,400	\$1.00	\$2,400	700
BANQUETS AND RECEPTIONS	18	9,000	\$20.00	\$180,000	18,000
SPECTATOR EVENTS	3	5,400	\$4.50	\$24,300	2,400
FUNDRAISERS	5	4,167	\$20.00	\$83,333	8,300
FESTIVALS	2	7,000	\$2.00	\$14,000	4,200
COMMUNITY USES	6	9,000	\$1.00	\$9,000	<u>2,700</u>
					<u>\$60,000</u>

Equipment Rentals

Equipment rentals consist of estimated incremental income form table and chair rentals for new consumer shows and similar events. For purposes of the projections, it is assumed the Fair Association would receive \$8.00 per table and \$2.00 per chair. Based on the estimated events in which table and chairs would be rented, equipment rental revenues are estimated to range between \$22,000 and 23,000.

Parking Revenue

For purposes of the projections, it is assumed that the Fairgrounds would contract with a third-party parking operator to manage, control and collect parking revenues for certain existing and new events, such as consumer shows, spectator events and festivals. It is assumed that Fairgrounds would receive a net of \$2.00 per car parked. The tables below present the assumptions and calculations of parking revenue potential for the Recommended Facilities.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING

PARKING INCOME POTENTIAL - LOW SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	\$13,867	
NEW CONSUMER SHOWS	10	15,400	3.00	5,133	10,267	
SPECTATOR EVENTS	2	3,600	4.00	900	1,800	
FESTIVALS	2	7,000	2.50	2,800	5,600	
					\$31,533	<u>\$32,000</u>

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING

PARKING INCOME POTENTIAL - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	\$13,867	
NEW CONSUMER SHOWS	11	16,400	3.00	5,467	10,933	
SPECTATOR EVENTS	3	5,400	3.00	1,800	3,600	
FESTIVALS	2	7,000	2.50	2,800	<u>5,600</u>	
					<u>\$34,000</u>	<u>\$34,000</u>

Camping Income

The Fairgrounds could generate camping income from RV rallies held at the Fairgrounds. With the presence of the Exhibition Building, it is assumed that 1 to 2 large regional RV rallies, with 600 to 700 rigs over a 5 day period each, could be attracted to Tallahassee. Camping income is estimated based on an assumed nightly rate of \$12.50 for these RV rallies.

Incremental Fair Revenue

With the availability of the proposed Exhibition Building, it would be possible to increase the number of indoor commercial vendors (both new and relocated), as well as food booths, during the annual North Florida Fair. In addition, signage and sponsorship revenues can be generated with the new exhibition building, providing incremental revenue for the Fair ranging between \$25,000 and \$35,000 per year.

Sponsorship Revenues

It is assumed that the Fair Association could generate sponsorship/signage revenue on a year-round basis with the addition of the proposed exhibition building, ranging from \$20,000 to \$30,000 per year.

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Operating Expense Assumptions

Operating the Recommended Facilities will consist of a variety of expenses, including incremental staffing costs, utilities, general and administrative costs, supplies, repairs and maintenance, marketing and advertising and contracted services. Following is an overview of the assumptions used in preparing the operating expense projections, based on historical financial operating costs at Fairgrounds.

Salaries, Wages and Benefits

In addition to the current staffing levels of non-fair operations at the North Florida Fairgrounds, based on the additional events and activities under the high and low scenarios, the following new positions would be required:

Event Coordinator – Needed for both the low and high scenarios, this position would assist in marketing the facilities, with emphasis on contract management and scheduling, facility tours and event coordination.

Maintenance Staff – Under the low scenario, one and one-half full-time maintenance staff would be needed. For the high scenario, two additional full-time maintenance staff would be needed. These positions would assist with overall facility maintenance, as well as specific set-up and clean-up activities at Fairgrounds.

Using current approximate salary and wage levels for similar positions in the Tallahassee market area (per the Florida Department of Economic Opportunity, below are the expected incremental labor costs associated with the above positions.

North Florida Fairgrounds Exhibition Building Estimated Incremental Personnel Costs

	Low	High
Staff Position	Scenario	Scenario
Event Coordinator	\$40,000	\$40,000
Maintenance Staff	40,000	40,000
Maintenance Staff	20,000	<u>40,000</u>
	\$100,000	\$120,000
Taxes and Benefits @ 40%	40,000	<u>48,000</u>
Total Personnel Costs	\$140,000	<u>\$168,000</u>

Utilities

Utility costs include electricity, gas, water, sewer and trash removal for the operation of the Recommended Facilities.

General and Administrative Expenses

General and administrative expenses cover the incremental costs of operating the Recommended Facilities including office supplies, travel, postage, telephone, equipment rentals and other costs.

Supplies

Supply costs include supplies used in the operation and maintenance of the facilities, such as rest room supplies and those supplies used in cleaning and maintaining the facilities.

FINANCIAL ASSESSMENT

Repairs and Maintenance

Repairs and maintenance costs include the cost of normal repairs and maintenance of the facilities; not extraordinary costs associated with new facilities.

Advertising and marketing

These costs include the production of brochures, marketing materials, travel and tours, mailing and other costs associated with advertising and promoting the Recommended Facilities.

Contractual Services

It is assumed that Fairgrounds would contract for certain services associated with operating and maintaining the facilities, such as hourly works for event set-up and clean-up, as well as equipment rentals and special services.

Projected Revenues and Expenses

The projected revenues and expenses for the proposed exhibition building and expanded equestrian facilities at the North Florida Fairgrounds, in a stabilized year of operation (3rd year of operating the proposed exhibition building), are presented in the table below. The projected cash flows are based on the assumed rental rates presented in this document, the projected utilization of the proposed facilities, and the estimated revenues and expenses associated with operating the facilities.

These projections and the assumptions herein represent the revenues and expenses associated with operating the Recommended Facilities and are considered to be incremental to current revenues and expenses. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. The projections are presented in 2015 dollars.

North Florida Fairgrounds Exhibition Building Projected Incremental Operating Revenues and Expenses Stabilized Year of Operations

Stabilized real of Operations	Low	High	Average
	<u>Scenario</u>	<u>Scenario</u>	<u>Scenario</u>
Operating Revenues			
Rental income	\$334,000	\$428,000	\$381,000
Concession income	48,000	60,000	54,000
Equipment rentals	22,000	23,000	22,500
Fair revenues	25,000	35,000	30,000
Sponsorship revenues	20,000	30,000	25,000
Camping Income	38,000	44,000	41,000
Parking income	<u>32,000</u>	<u>34,000</u>	<u>33,000</u>
Total revenues	519,000	654,000	586,500
Less: Revenues from existing events	<u>(93,000)</u>	<u>(93,000)</u>	<u>(93,000)</u>
Incremental revenues	426,000	<u>561,000</u>	<u>493,500</u>
Operating Expenses			
Salaries, wages & benefits	140,000	168,000	154,000
Utilities	55,000	75,000	65,000
General & administrative	5,000	8,000	6,500
Supplies	10,000	15,000	12,500
Repairs and maintenance	20,000	30,000	25,000
Marketing and advertising	15,000	25,000	20,000
Contractual services	20,000	<u>30,000</u>	<u>25,000</u>
Incremental expenses	<u>265,000</u>	<u>351,000</u>	308,000
Incremental cash flow	\$161,000	\$210,000	<u>\$185,500</u>

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ESTIMATED CONSTRUCTION COSTS

Populous, an international fairgrounds architectural firm, prepared estimates of the potential costs of constructing the Recommended Facilities. These costs are based on general construction methods and do not reflect any special or extraordinary site development or other unanticipated costs. These costs are based on visual observations, allowances, historic data and local cost indicators (Leon County and Tallahassee). No detailed architectural or engineering studies have been developed. Neither Markin Consulting nor Populous make any representation as to the accuracy of these estimates as they relate to facilities that may be built at the North Florida Fairgrounds. An architectural firm should be engaged to prepare cost estimates specific to the Tallahassee and Leon County building codes and construction cost experience.

North Florida Fairgrounds Order of Magnitude Square Footages & Costs	Area	Cost per Square Foot	Total Estimated Cost
EXHIBITION BUILDING			
Exhibition Hall	40,000 sf	\$150	\$6,000,000
Meeting Rooms	2,000 sf	\$250	500,000
Restrooms	1,600 sf	\$250	400,000
Catering/Demonstration Kitchen	800 sf	\$300	240,000
Storage	800 sf	\$100	80,000
Show Office	200 sf	\$250	50,000
Mechanical/Electrial/Fire/Data/			
Communications Rooms	600 sf	\$100	60,000
Foyer/Circulation	<u>7,000 sf</u>	\$300	<u>2,100,000</u>
SUB-TOTAL	53,000 sf		\$9,430,000
Soft Costs and FF&E		25%	<u>2,357,500</u>
TOTAL EXHIBITION BUILDING		<u>\$11,787,500</u>	
SITE ELECTRIAL (Allowance & All Included)		\$500,000	
GATES, SITE LANDSCAPE & ENHANCEMENTS (A	ll Included)	<u>3,000,000</u>	
TOTAL ORDER OF MAGNITUDE COST			<u>\$15,287,500</u>

Source: Populous

The FF&E estimates included in this table are approximate for table/chairs, portable bleachers, sports floor and technology requirements of the building (e.g., WIFI, energy saving lights, media equipment in meeting rooms, etc.).

FUNDING OPTIONS

A review of funding source options that might apply for the construction of the proposed Exhibition Building and the identified general upgrades and beautification of the Fairgrounds revealed the following:

- Public funding the taxpayers of Leon County passed a one cent option tax extension in November 2014 that is collected on all taxable sales within the County. Approximately \$12 million of the one cent sales tax generated between 2020 and 2040 has been earmarked for Fairground improvements.
- Bond or loan financing the revenue generating proposed exhibition building (with estimated construction costs of almost \$12 million) could possibly support some level of debt financing, estimated in the range of \$2 million to \$2.75 million, based on the low and high scenario cash flows. The balance of the funding would need to be raided from other sources.
- Other sources county, state and federal grants, as well as private fund raising could all be additional sources of capital to pay for the cost of the Recommended Facilities

ESTIMATED ECONOMIC IMPACTS

Overview

This section of this report presents the approach and methodology used to develop estimates of the potential economic and fiscal impacts of visitors to the Tallahassee/Leon County area resulting from specific potential events that attract visitors to the area.

Approach

Economic impacts are generally described as the amount of expenditures that occur in a defined geographic area, including subsequent re-spending of the initial expenditures. The new events that could be attracted to the Tallahassee/Leon County area with the construction and operation of the proposed Exhibition Building that would have significant economic impacts to the area are the 1 to 2 regional RV rallies and the 6 to 9 sports tournaments – generating impacts from the spending of non-local participants, spectators and event promoters for lodging, meals, retail purchases, entertainment and the like. The re-spending of the initial expenditures within the Tallahassee/Leon County area of these non-local participants, spectators and event promoters are captured through multipliers that reflect the economic makeup of the area, as well as account for the leakage out of the area. In addition, certain expenditures result in state and local sales and lodging taxes, referred to as fiscal impacts.

RV Rallies

For the RV rallies, we utilized expenditure data from similar regional RV rallies that we surveyed as part of economic impact studies conducted for similar fairgrounds facilities. The impacts include the spending of the (1) rally organizer for meals/catering, materials and supplies, entertainment and fuel, (2) vendors at the rally for food, fuel, entertainment, retail and other local services and (3) rally participants for groceries, fuel, retail, entertainment, other purchases and some per-rally lodging. The tables below presents the estimated spending by these three rally groups. The low scenario assumes a 5-day rally with 600 rigs and 12 vendors. The high scenario adds a 6-day rally with 700 rigs and 12 vendors to the low scenario.

Total Estimated Direct Expenditures of RV Rallies - Low Scenario

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	\$0	\$0	\$0	\$0
Meals	23,000	6,300	58,400	87,700
Transportation	6,500	1,800	48,300	56,600
Entertainment	5,000	2,700	9,300	17,000
Retail	15,000	4,500	0	19,500
Services	0	3,600	57,200	60,800
Other	<u>0</u>	<u>13,500</u>	<u>37,900</u>	<u>51,400</u>
Total	<u>\$49,500</u>	<u>\$32,400</u>	<u>\$211,100</u>	<u>\$293,000</u>

All amounts rounded to \$100's of dollars

North Florida Fairgrounds

Total Estimated Direct Expenditures of RV Rallies - High Scenario

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	\$0	\$0	\$21,200	\$21,200
Meals	46,000	12,600	131,100	189,700
Transportation	13,000	3,600	101,100	117,700
Entertainment	10,000	5,400	19,500	34,900
Retail	30,000	9,000	103,200	142,200
Services	0	7,200	0	7,200
Other	<u>0</u>	<u>27,000</u>	<u>89,500</u>	<u>116,500</u>
Total	<u>\$99,000</u>	<u>\$64,800</u>	<u>\$465,600</u>	<u>\$629,400</u>

All amounts rounded to \$100's of dollars

To estimate the potential total economic impacts associated with the estimated direct expenditures of the 1 to 2 new RV rallies, we purchased RIMS II multipliers from the Bureau of Economic Analysis for Leon County and applied those multipliers to the estimated direct expenditures presented in the above two tables. The calculations of total economic impacts for these RV rallies are shown in the table below, along with the estimated impacts to local earnings and jobs.

North Florida Fairgrounds

RV Rally Impacts - Low Scenario

			Multiplier			Results		
RIMS #	Account Name	Initial Expenditures	Output	Earnings	Jobs	Expenditures	Earnings	Employment
59	Lodging	\$0	1.5584	0.4217	13.3527	\$0	\$0	0.0
60	Meals	87,700	1.5517	0.4471	20.0980	136,100	39,200	1.8
28	Transportation	56,600	1.5553	0.4487	15.5398	88,000	25,400	0.9
711500	Entertainment	17,000	1.5021	0.4346	14.2403	25,500	7,400	0.2
28	Retail	19,500	1.5553	0.4487	15.5398	30,300	8,700	0.3
61	Services	60,800	1.7353	0.4697	13.7480	105,500	28,600	0.8
28	Other	<u>51,400</u>	1.5553	0.4487	15.5398	<u>79,900</u>	23,100	<u>0.8</u>
		<u>\$293,000</u>				\$465,300	<u>\$132,400</u>	4.8

Source for Multipliers: RIMS II Bureau of Economic Analysis

North Florida Fairgrounds

RV Rally Impacts - High Scenario

	Multiplier Results
RIMS # Account Name Initial Expenditures Output	Earnings Jobs Expenditures Earnings Employment

September 5, 2019 Fairgrounds and Northeast Park Update Attachment #7





ITEM #7

Agenda Item

SUBJECT/TITLE: Accept the Fairgrounds Market Demand and Financial

Feasibility Study Report

Date: September 28, 2015 Requested By: Wayne Tedder

Contact Person: Wayne Tedder or Brian Wiebler Type of Item: Discussion/Presentation

STATEMENT OF ISSUE:

The purpose of the agenda item is to provide the Intergovernmental Agency (IA) with the Market and Financial Feasibility Study Report of the North Florida Fairgrounds prepared by Markin Consulting (Attachment #1). Leon County commissioned the Market Report as part of a strategic initiative by the Board of County Commissioners. The Market Report was accepted by the Board on July 7, 2015 and received by the City Long Range Target Issue Committee on August 19, 2015. Capital improvements to enhance the Fairgrounds were identified as a sales tax project in the Interlocal Agreement for the Blueprint 2020 Infrastructure Surtax. This item to the IA ensures the Market Report information is available to all Commissioners prior to future deliberations on project priorities for BluePrint 2020.

SUPPLEMENTAL INFORMATION:

Market Report Background

The Fairgrounds site is owned by Leon County and operated by the North Florida Fair Association through a strong lease agreement that extends to the year 2067. At the December 9, 2013 Board of County Commissioners Strategic Planning Retreat, the Board adopted a Strategic Initiative to institute a sense of place initiative for the Fairgrounds and subsequently allocated \$50,000 to support the initiative. These funds were utilized to conduct a market study and consider potential improvements at the Fairgrounds. Rod Markin, President of Marking Consulting, provided a presentation on the Market Report at the July 7, 2015 Board meeting. The Board has previously explored the possibility of relocating the Fair Association activities as a tool to allow for more development and economic activity on the site. Such relocation options have not been financially feasible and were explicitly not part of this project.

The scope of work for the Market Report was intended to:

- Provide information on the current and anticipated market of the Fairgrounds;
- Recommend facility improvements and additions to meet any identified market opportunities;
- Provide information on the long-term financial feasibility of supporting any recommended facility improvements; and
- Assess whether selling or leasing portions of the Fairgrounds for private development is a feasible option, while retaining the Fair Association operations on the remaining lands.

Market Report Key Points

A very brief summary of key points from the Market Report is provided in the following section. A more detailed summary and the complete Market Report are provided in the July 7, 2015 Board agenda item (Attachment #1).

- Private Development Options: The Market Report concludes that any type of private development on out parcels of the Fairgrounds is not considered feasible at this time. This conclusion is based on a Retail Opportunity Gap analysis by The Nielson Company.
- Expanded and New Market Opportunities: The Market Report did identify several expanded and new market opportunities in the following list.
 - o Regional consumer and public shows, as well as local specialty sales events
 - o Indoor sports tournaments, such as volleyball, cheerleading and dance
 - o Festivals (music, ethnic, community, etc.)
 - o Spectator events such as martial arts and wrestling
 - o Small animal shows, such as dog, cat, bird and rabbit
 - o Banquets, receptions, fundraisers and similar events
 - o State and regional RV rallies
 - o Community events and users
- Facility Recommendations: The Market Report determined that there exists current and potential future market demand for a new multi-use exhibition building at the Fairgrounds.
 - o Exhibition Building (40,000 sq. ft. rentable space): Estimated \$11,787,500
 - o Upgrades and Beautification (fence, landscape, electric): Estimated \$3,500,000
- Operating Approach: The Market Report identifies the need to hire a full time Event Coordinator and approximately two additional maintenance staff members in order to operate the recommended exhibition building. The Report also notes that it will be important to work in close relationship with Leon County Tourism Development and local sports organizations to attract the identified sports tournaments and to market the entire Fairgrounds to help ensure its overall success.
- Projected Operating Revenues and Expenses: The Market Report provides an average projected cash flow of \$185,000 per year based on projected revenues and expenses for the proposed exhibition building at the Fairgrounds.
- Estimated Economic Impacts: The Market Report includes estimates of the potential economic and fiscal impacts of visitors to the Leon County area resulting from specific potential events that attract visitors to the area. The Report identified sports tournaments and regional RV rallies as the two primary event types that would result in non-local participant spending. Averaging the high and low scenarios from the Report yields an estimated annual economic impact of almost \$2.4 million with \$135,500 in state and local sales and lodging tax revenues.

2020 Sales Tax Project

In November 2014, the citizens of Leon County approved the extension of the current penny sales tax, which was scheduled to expire in December 2019. The list of projects for the sales tax extension includes "Beautification and Improvements to the Fairgrounds" (Project #23). The following text is the project description provided to voters via the LeonPenny.org web site.

This project intends to provide the necessary infrastructure that will allow the Fairground's activities to be repositioned on the site while allowing for a mixture of land uses and intensities. The project would reconfigure the existing uses and incorporate the necessary infrastructure that will allow for redevelopment activities to strategically occur.

Project Highlights:

- Redevelopments to the North Florida Fairgrounds.
- Reconfigure existing uses to provide amenities that allow the Fairgrounds activities to be repositioned on the site:
 - o Lighting
 - Sidewalks
 - o Relocated buildings
 - o Parking access improvements.
 - Strategic redevelopment along Monroe Street.
- Estimated Cost: \$12 million

Action by the Leon County Board of County Commissioners

The Board of County Commissioners accepted the Market Report on July 7, 2015 and directed staff to schedule a presentation to the Blueprint Intergovernmental Agency to convey the information. Additionally, the Board provided direction to prepare an agenda item providing options for the long-term lease and property management needed to support the future community investment and for staff to review the existing Comprehensive Plan map category and zoning to determine if changes are necessary to accommodate the proposed investments at the Fairgrounds.

Action by the City of Tallahassee City Commission

The full City Commission has not received Market Report. However, the City Long Range Target Issue Committee received a project update on June 24, 2015 and a full presentation on the Market Report on August 19, 2015.

OPTIONS:

Option 1: Accept the Fairgrounds Market Demand and Financial Feasibility Study Report

Option 2: IA Direction

RECOMMENDED ACTION:

Approve:

Option 1: Accept the Fairgrounds Market Demand and Financial Feasibility Study Report

Blueprint 2000 Project Definitions Report Consistency: N/A

Action by the CAC and TCC: This agenda has not been reviewed by the CAC or TCC

<u>ATTACHMENTS:</u>
Attachment 1: Board of County Commissioners Agenda Item, including the Market and Financial Feasibility Study Report of the North Florida Fairgrounds

September 5, 2019 Fairgrounds and Northeast Park Update Attachment #8



SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT

between LEON COUNTY, FLORIDA

and
CITY OF TALLAHASSEE, FLORIDA
DATED as of December 9, 2015

Project 19. Northeast Park: Funding to develop a Northeast Park (Exhibit 19).

September 5, 2019 Fairgrounds and Northeast Park Update Attachment #9



SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT
between
LEON COUNTY, FLORIDA
and
CITY OF TALLAHASSEE, FLORIDA
DATED as of December 9,2015

Placemaking Action Plan (includes construction, stormwater improvements, greenway connections, streetscaping, Project 11. Market District Activity Center Connectivity: Funding to implement the Market District Corridor and gateway enhancements) (Exhibit 11).



SECOND AMENDED AND RESTATED
INTERLOCAL AGREEMENT
between
LEON COUNTY, FLORIDA
and
CITY OF TALLAHASSEE, FLORIDA

DATED as of December 9, 2015

<u>Project 22. Orange/Meridian Placemaking</u>: Funding to implement the Orange/Meridian Placemaking project (includes construction, stormwater improvements, streetscaping, and bus stop enhancements) (Exhibit 22).



SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT
between
LEON COUNTY, FLORIDA
and
CITY OF TALLAHASSEE, FLORIDA
DATED as of December 9,2015

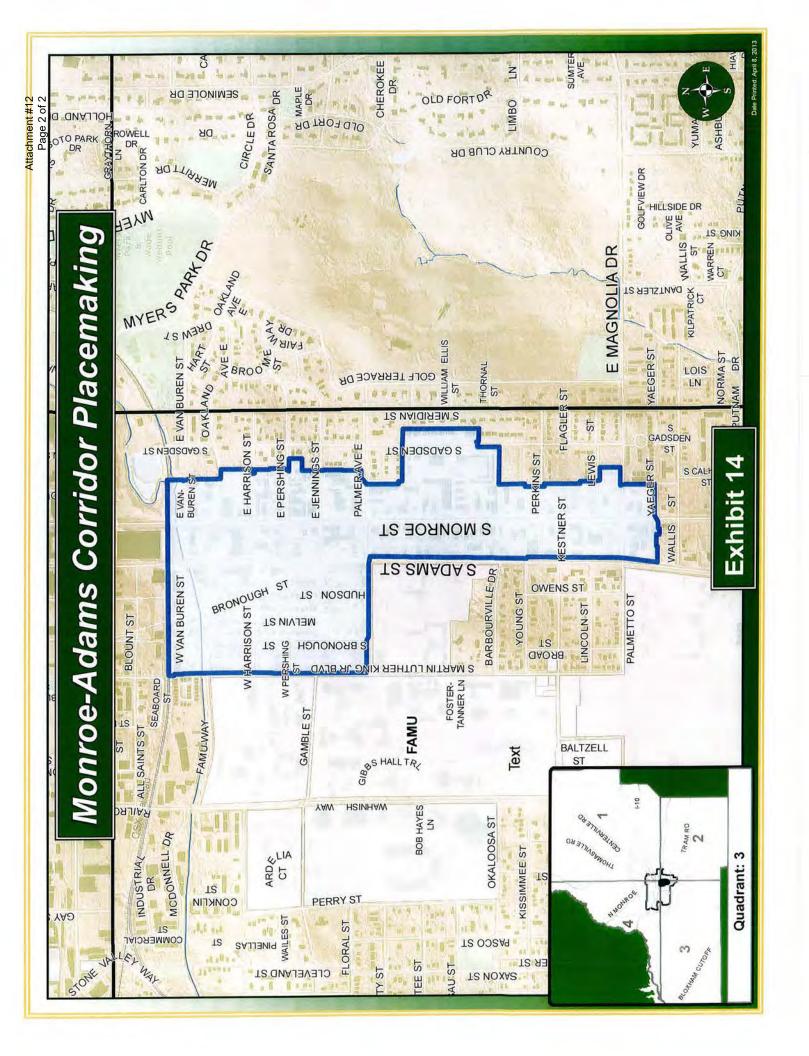
Project 10. Lake Lafayette and St. Marks Regional Linear Park: Funding to develop Lake Lafayette and St. Marks Regional Linear Park (includes construction, stormwater study and improvements, and land acquisition for future greenway) and stormwater and recreation improvements in Tom Brown Park (Exhibit 10).



SECOND AMENDED AND RESTATED
INTERLOCAL AGREEMENT
between
LEON COUNTY, FLORIDA
and
CITY OF TALLAHASSEE, FLORIDA

DATED as of December 9, 2015

Placemaking Action Plan (includes construction, stormwater improvements, underground utilities, streetscaping, Project 14. Monroe-Adams Corridor Placemaking: Funding to implement the Monroe-Adams Corridor and gateway enhancements) (Exhibit 14).





SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT between LEON COUNTY, FLORIDA and CITY OF TALLAHASSEE, FLORIDA DATED as of December 9, 2015

Project 12. Midtown Placemaking: Funding to implement the Midtown Placemaking Action Plan (includes construction, stormwater improvements, streetscaping, and gateway enhancements) (Exhibit 12). Attachment #13



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Regional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)	er per the CRTPA's Project	Priority List)																		
(State) Southside Gateway: Woodville Highway ¹																				
(State) Capital Circle Southwest $(W1)^1$																				
(State) Orange Avenue: Adams to Springhill ¹																				
(State) Westside Student Gateway: Pensacola Street ¹																				
Airport Gateway																				
Northwest Connector: Tharpe Street																				
Northeast Connector: Bannerman Road																				
Northeast Gateway: Welaunee Boulevard																				
North Monroe Gateway																				
CCQ Projects (in rank order)																				
Orange Avenue/Meridian Placemaking																				
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Monroe-Adams Corridor Placemaking																				
Midtown Placemaking																				
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Tallahassee-Leon County Animal Service Center																				
DeSoto Winter Encampment11																				
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Blueprint Infrastructure Program - \$26 Million Bond	- \$26 Million Bond Scer	Scenario	-	=	-	÷	-	-	-	-	-	÷	÷	-		-	÷		
Description	FY 2021 FY 2022	FY 2023	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Regional Mobility & Gateway Projects (listed in order per the CRTPA's Project Priority List)	per the CRTPA's Project Priority Lis	t)																	
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Airport Gateway																			
Northwest Connector: Tharpe Street																			
Northeast Connector: Bannerman Road																			
Northeast Gateway: Welaunee Boulevard																			
North Monroe Gateway																			
CCQ Projects (in rank order)																			
Orange Avenue/Meridian Placemaking																			
Market District																			
Lake Lafayette and St. Marks Regional Park																			
Monroe-Adams Corridor Placemaking																			
Midtown Placemaking																			
Fairgrounds Beautification & Improvement																			
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College Avenue Placemaking																			
Florida A&M Entry Points																			
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Tallahassee-Leon County Animal Service Center																			
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Blueprint Intergovernmental Agency Citizens Advisory Committee Agenda Item #9

August 22, 2019

Title: Acceptance of the Capital Cascades Trail Segment 3 Status Report on Public

Engagement, Acquisition Processes, and 3D-B Regional Stormwater Facility

Category: General Business

Department: Blueprint Intergovernmental Agency

Benjamin H. Pingree, Director, Department of PLACE

Contact: Autumn Calder, Director, Blueprint

STATEMENT OF ISSUE:

Item to be provided.

PLACEHOLDER

ITEM #10

Acceptance of the Capital Cascades Trail
Segment 3 Status Report on Public
Engagement, Acquisition Processes, and
3D-B Regional Stormwater Facility

Blueprint Intergovernmental Agency **Citizens Advisory Committee**

Agenda Item #10

August 22, 2019

Acceptance of the Comprehensive Report on the Existing Blueprint Title:

Relocation Policy and Procedures Manual and Eminent Domain

Incentive Offer Program and Affordable Housing

Category: General Business

Intergovernmental

Management **Committee:**

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE

Autumn Calder, Director, Blueprint **Contact:**

Kirsten Mood, Assistant Attorney, Blueprint

STATEMENT OF ISSUE:

This agenda item seeks the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) recommendation that the Blueprint Intergovernmental Agency Board of Directors (IA Board) accept a comprehensive report on the existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program with comparison to state regulations as well as a review of Blueprint's ability to support affordable housing.

FISCAL IMPACT

This item and IA Board action to date do not have a fiscal impact. However, updates to the existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program or the addition of an affordable housing project to Blueprint's list of 2020 Projects may have significant fiscal impact.

CAC OPTIONS:

Recommend the IA Board accept the Comprehensive Report on the Existing Option 1:

Blueprint Relocation Policy and Procedures Manual and Eminent Domain

Incentive Offer Program and Affordable Housing.

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing Page 2 of 2

- Option 2: Recommend the IA Board direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.
- Option 3: Recommend the IA Board do not accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing.
- Option 4: Recommend the IA Board do not direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.

CAC RECOMMENDED ACTION:

- Option 1: Recommend the IA Board accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing.
- Option 2: Recommend the IA Board direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.

Blueprint Intergovernmental Agency Board of Directors Agenda Item #X

September 5, 2019

Acceptance of the Comprehensive Report on the Existing Blueprint Title:

Relocation Policy and Procedures Manual and Eminent Domain

Incentive Offer Program and Affordable Housing

General Business Category:

Intergovernmental

Management **Committee:**

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Lead Staff/Project

Team:

Benjamin H. Pingree, Director, Department of PLACE

Autumn Calder, Director, Blueprint

Kirsten Mood, Assistant Blueprint Attorney

STATEMENT OF ISSUE:

In response to Blueprint Intergovernmental Agency Board of Directors (IA Board) direction at the June 27, 2019 IA Board meeting, this agenda item provides a comprehensive report on the existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program with comparison to state regulations as well as a review of Blueprint's ability to support affordable housing.

FISCAL IMPACT:

This item and IA Board action to date do not have a fiscal impact. However, updates to the existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program or the addition of an affordable housing project to Blueprint's list of 2020 Projects may have significant fiscal impact.

RECOMMENDED ACTION:

Accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Option 1:

Procedures Manual and Eminent Domain Incentive Offer Program and Affordable

Housing.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Program and Affordable Housing Page 2 of 17

Option 2: Direct staff to bring back an agenda item providing a cost analysis of updates to the Blueprint Relocation Policy and Procedure Manual and Eminent Domain Incentive Offer Program.

BACKGROUND/ANALYSIS:

This agenda item reviews Blueprint's authority under statute and interlocal agreement, eminent domain procedures for locally-funded projects, and the relationship between eminent domain and affordable housing. Eminent domain is the right of a government to acquire private property for the public good after payment of fair compensation to the owner. Section 73.015, Florida Statutes, requires Florida governments to negotiate in good faith and make an initial appraisal-based offer to a property owner before an eminent domain lawsuit is brought under Chapter 73 or 74, Florida Statutes. This good faith negotiation between the government and the property owner is made under what is referred to as "the threat of eminent domain." The eminent domain process is used to acquire all real property interests necessary for the construction of a public project, including, but not limited to, parcels, temporary construction easements, electrical easements, and right-of-way.

As a subsidiary of the City of Tallahassee and Leon County Government, Blueprint exercises the power of eminent domain for the construction of road, park, water quality, and other projects important for the public good in our community. See § 163.01(7)(f), Fla. Stat. Generally, Blueprint projects involve Federal or State funding that require Blueprint to adhere to Federal or State regulations when acquiring property by eminent domain. When Blueprint projects are constructed without these funds, Blueprint uses its own regulations to guide its eminent domain practice where State law is silent, as was the case with the City's FAMU Way and Blueprint's Capital Cascades Trail projects.

To determine how Blueprint can improve its locally-funded eminent domain policies, this item first addresses Blueprint history and powers under Florida Statutes and the Interlocal Agreement between the City of Tallahassee and Leon County. Next, this item examines the Blueprint policies that govern Blueprint's exercise of eminent domain when State and Federal funds governed by State and Federal regulations do not apply. In addition, this item examines potential updates to the Blueprint policies governing locally-funded eminent domain. Finally, this item provides an analysis of City and County affordable housing efforts and ways that Blueprint can contribute to affordable housing in our community.

PERMISSIBLE SALES TAX USES

Section 212.055(2), Florida Statutes, allows local governments to implement a sales surtax to support infrastructure and other permissible uses. Proceeds of a local government infrastructure surtax under section 212.055(2) must be distributed to the levying county and municipalities within the county according to the terms of an interlocal agreement and used only

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Program and Affordable Housing Page 3 of 17

for purposes authorized by statute, voters, and interlocal agreement. Section 212.055(2) governs the Leon County Penny Sales Tax.

Voters most recently approved the extension of the Leon County Penny Sales Tax in November 2014. Voters approved the tax to fund "projects designed to improve roads; reduce traffic congestion; protect lakes and water quality; reduce flooding; expand and operate parks and recreational areas; invest in economic development; and other uses authorized under Florida law . . . " Subsequently, the City of Tallahassee and Leon County executed a Second Amended and Restated Interlocal Agreement (Interlocal Agreement) providing for Blueprint to complete the 27 projects identified by the Leon County Sales Tax Committee in its Final Report. See Attachment #1, Leon County Sales Tax Committee Final Report Excerpt. The Interlocal Agreement also identifies which powers of the City and the County, like eminent domain, that Blueprint may exercise to accomplish the 27 projects. See Attachment #2, Second Amended and Restated Interlocal Agreement between City of Tallahassee, Florida, and Leon County, Florida.

The Interlocal Agreement also requires that any additions or deletions to the project list requires a supermajority vote and two public hearings. Pursuant to the Interlocal Agreement, Section 3, Governance, the IA Board is responsible for developing bylaws, policies, and procedures to govern Blueprint's activities. In addition to the Blueprint Intergovernmental Agency Bylaws, Blueprint has adopted and maintained policies and procedures for all its undertakings. These documents include the Real Estate Policy, Relocation Policy and Procedure Manual, and the Eminent Domain Incentive Offer Program that govern all exercises of eminent domain for all Blueprint projects.

Blueprint exercises the power of eminent domain as a subsidiary of the City of Tallahassee and Leon County Government. See § 163.01(7)(f), Fla. Stat. Generally, when Blueprint exercises this power for a project, that project involves Federal or State funds that require Blueprint to exercise its powers under State and Federal regulations. Blueprint created its own policies to step in where Florida law is silent on relocation and incentives for acquisitions of property for a locally-funded project.

Chapter 73 and 74, Florida Statutes, and the Blueprint Incentive Program govern eminent domain and compensation to owners on locally-funded Blueprint projects. Florida law does not require local governments to pay tenants affected by eminent domain conducted using local funds. Nevertheless, Blueprint provides compensation to tenants who are displaced by locally-funded Blueprint projects. The Blueprint Relocation Policy and Procedures Manual governs the process and payments made to residential and business tenants who are displaced by a locally-funded Blueprint project. The following sections investigate the Blueprint policies.

BLUEPRINT RELOCATION POLICY AND PROCEDURES MANUAL

As with locally-funded municipal and county exercises of eminent domain, Florida law does not require Blueprint to compensate tenants who are displaced by the exercise of eminent domain to acquire private property for a Blueprint project. The Blueprint Relocation Policy and

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Program and Affordable Housing Page 4 of 17

Procedures Manual provides tenants with more assistance than required by law and governs Blueprint compensation to residential and business tenants displaced by locally-funded Blueprint projects. The Relocation Policy and Procedures Manual identifies tenants who qualify for assistance, the amount of assistance, and the procedures used to process payments. Residential tenants can receive rent supplements and moving expenses under the policy. Business tenants can receive moving, location search cost, and business reestablishment expenses. Blueprint adjusts payments made under the Relocation Policy where hardship requires adjustment.

The IA Board adopted the Relocation Policy and Procedures Manual in 2011 in response to the FAMU Way and Capital Cascades Trail acquisitions, the first locally-funded Blueprint project that was not required to follow State or Federal relocation and incentive requirements. *See* Attachment #3, June 20, 2011 Agenda Item. Blueprint used the 2011 Florida Department of Transportation (FDOT) Right of Way Manual as its model for the new local policy. *See* Fla. Admin. Reg. 07 (Feb. 16, 2007); Attachment #4, FDOT Right of Way Manual §§ 7.3, 9.1, 9.3, and 9.4. The Blueprint Relocation Policy and Procedures Manual provided substantially the same benefits as the 2011 FDOT Right of Way Manual with small modifications discussed below.

RESIDENTIAL TENANT RELOCATION BENEFITS

Residential tenants displaced by locally-funded Blueprint projects can qualify for replacement housing payments. Replacement housing payments are available to displaced residential tenants who have lawfully occupied a dwelling on the subject property for at least 90 days before notification of the impending acquisition. Replacement housing payments are equal to the difference between current monthly rent and utilities and rent and utilities of the replacement housing. If the residential tenant has lived in a dwelling for a year or less, Blueprint pays the replacement housing payment for 21 months, not to exceed a total of \$2,625. If the tenant has lived in the dwelling for more than a year, the tenant is entitled to replacement housing payment for up to 42 months, not to exceed a total of \$5,250. The value of the replacement housing is usually based on a signed lease for housing that a Blueprint Relocation Specialist verifies as decent, safe, and sanitary. For example, a displaced residential tenant who has lived in her dwelling for 4 months and who finds replacement housing where the rent and utilities is \$100 more expensive than her current home. She is entitled to 21 months of replacement housing payments because she lived in her dwelling for less than a year. Accordingly, she could expect to receive \$2,100 for moving to the new dwelling.

In addition to replacement housing payments, residential tenants can also receive moving cost payments. Moving costs are paid according to a schedule based on the number of rooms (living, dining, bedrooms, outdoor storage, etc.) in the tenant's current dwelling on the subject parcel. If the residential tenant does not own his furniture, he may receive \$450 for the first room and \$125 for each additional room. As an example, a displaced residential tenant does not own furniture and has 4 rooms in his dwelling. He can receive \$550 for the first rooms and an additional \$125 for each of the other 3 rooms, or \$425, for a total of \$925 in moving costs. For

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Program and Affordable Housing Page 5 of 17

residential tenants who own their own furniture, Table 1-A below lays out moving cost payments based on the total number of rooms in the tenant's dwelling.

Table 1-A: Fixed Residential Moving Cost Schedule (Occupant Owns Furniture)

Total Number of Rooms	1	2	3	4	5	6	7	8	Each Additional Room After 8 Rooms
Amount	\$550	\$700	\$875	\$1,050	\$1,200	\$1,350	\$1,500	\$1,650	\$200

Consider a residential tenant who has lived in her 5-room dwelling for 3 years and owns her furniture. She has found replacement housing that costs \$100 more each month for rent and utilities. Blueprint's Relocation Specialist has confirmed that her replacement housing is safe, sanitary, and decent. This tenant can receive a total of \$4,200 in replacement housing payment and \$1,200 in moving costs. Table 1-B below calculates her relocation housing payment and moving expense payment for her total relocation benefit:

Table 1-B: Example Residential Tenant Relocation Benefit

Cost of replacement housing & utilities per month	\$750
Current rent and utilities per month	-\$650
Cost difference per month	\$100
Difference per month x 42 months (more than 1 year)	\$4,200
Moving expenses for 5 rooms	+\$1,200
Total Relocation Benefits	\$5,200

As discussed above, the IA Board adopted the Relocation Policy and Procedures Manual as described above on June 20, 2011. *See* Attachment #3, June 20, 2011 Agenda Item. At the time, the Blueprint fixed residential moving cost schedule and maximum replacement housing payment were identical to the fixed residential moving cost schedule and maximum replacement housing payment in the Florida Department of Transportation (FDOT) Right of Way Manual governing acquisitions made using State transportation funds. *See* Fla. Admin. Reg. 07 (Feb. 16, 2007); Attachment #4, FDOT Right of Way Manual §§ 7.3, 9.1, 9.3, and 9.4. The FDOT Right of Way Manual also provided 21 months of relocation housing payment to tenants who had lived in their dwelling less than six months and 42 months of relocation housing payment to those who had lived in their dwelling for six months or more.

In addition to the moving cost and replacement housing payments described above, the Blueprint Relocation Policy and Procedures Manual provides for additional payments to displaced tenants who demonstrate need on a case-by-case basis. When conducting acquisitions on the FAMU Way and Capital Cascades Trail projects, Blueprint was able to provide additional support above and beyond the standard moving cost and replacement housing payments.

In one circumstance, a displaced tenant was unable to pay utility bills when impacted by a locally-funded Blueprint project. The tenant's hardship resulted in a substantial past due

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amount that prevented a new utility connection at the replacement housing. Given the policy flexibility for hardship payments, Blueprint provided the tenant a lump sum to pay off the past due utility bills and connect utility service at the tenant's new dwelling. Blueprint has been able to provide additional assistance above and beyond replacement housing and moving cost payments given the flexibility in the policy. In another circumstance, Blueprint was able to provide additional financial support to an owner who moved a tenant struggling to find suitable replacement housing to the owner's new location.

The current Blueprint Relocation Policy and Procedures Manual has provided more assistance for displaced residential tenants than the law requires for locally-funded exercises of eminent domain. However, FDOT updated its regulations and Right of Way Manual on July 21, 2015. See 41 Fla. Admin Reg. 88 (May 6, 2015). Not only did FDOT increase its maximum relocation housing payment to \$7,200, FDOT also lowered the six-month cut off for 42 months of payments to just 90 days, or roughly three months. FDOT also increased its moving cost for residential tenants who do not own their furniture to \$550 for the first room and \$150 for each additional room. FDOT also adopted a new moving cost schedule for residential tenants who own their own furniture. Table 1-C below represents the new FDOT Residential Moving Cost Schedule (Tenant Owns Furniture):

Table 1-C: Current FDOT Fixed Residential Moving Cost Schedule (Occupant Owns Furniture)

Total Number of Rooms	10	2	3	4	5	6	74	8 LEON	Each Additional Room After 8 Rooms
Amount	\$750	\$900	\$1,075	\$1,250	\$1,400	\$1,550	\$1,600	\$1,850	\$300

The IA Board may consider revising the Blueprint Relocation Policy and Procedures Manual to increase the maximum relocation housing payment and moving cost schedule to match the current corresponding FDOT amounts. Option 2 of this agenda item accomplishes that revision.

BUSINESS TENANT RELOCATION BENEFITS

The Blueprint Relocation Policy and Procedures Manual also provides payments to business tenants. Business tenants may receive moving expenses, actual expenses up to \$2,500 for replacement location search, and any reestablishment expenses up to \$10,000. For business tenants, eligible moving expenses are based on the lower of two bids prepared by commercial movers. The business tenant may move themselves and receive the lower of the two bids prepared by commercial movers. If the business tenant chooses to move themselves, all costs and liability of the move reverts to the business tenant.

Business tenants may also receive reimbursement for actual expenses incurred in searching for a replacement location up to \$2,500. Search expenses may incur food, hotel, and time away from business. Generally, search expenses are documented by a table of potential site visits, including time spent away from business and new site location. Business tenants are also

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entitled to payment for actual expenses incurred in reestablishing the business at the new location up to \$10,000. The expenses include modification to the new building; increase in rent, utilities, and insurance for a two-year period; new signage and advertising; and any other expenses Blueprint considers essential to reestablish the business at the new location.

Consider the example of a business tenant. After obtaining two bids from commercial movers, she decides to take the payment and perform the move herself for the cost of the low bid, \$9,600. In addition, the business tenant has spent \$1,200 on hotel stays and closed her business to search for a new location resulting in a loss of \$1,000 in revenue during the search. Once she found her new location, the business tenant incurred expenses necessary to reopen her business at the new location, including increased rent of \$4,000 over the term of the lease and build out at the new location totaling \$4,200 to set up her business as required by her franchise. After submitting proper documentation for her move, search, and business reestablishment costs, the business tenant can receive a total of \$20,000 in relocation benefits under the Blueprint Relocation Policy and Procedures Manual. Table 1-D below breaks down her total relocation benefits.

Table 1-D: Example Business Tenant Relocation Benefits

Moving expenses (self-move) based on lower of	\$9,600 < \$10,000	\$9,600
proposals from two commercial movers	Bid 1 < Bid 2	
Searching for a new location (hotel, time spent	\$1,200 + \$1,000	\$2,200
away from business)	Hotel + Lost Revenue	
Reestablishment expenses (rent differential +	\$4,000 + \$4,200	\$8,200
cost of new location modifications)	Increased Rent + Build Out	
Total Relocation Benefits	\$9,600 + \$2,200 + \$8,200	\$20,000

As discussed previously, the Blueprint Relocation Policy and Procedures Manual was modeled after the FDOT Right of Way Manual. The business tenant relocation benefits in the FDOT Right of Way Manual remain very similar to those in the Blueprint Relocation Policy and Procedures Manual with the exception of the cap on business reestablishment expenses, which the FDOT Right of Way Manual caps at \$25,000. The IA Board may consider increasing the maximum business reestablishment expense from \$10,000 to \$25,000 to match the FDOT Right of Way Manual. Option 2 of this agenda item accomplishes that revision.

BLUEPRINT EMINENT DOMAIN INCENTIVE OFFER PROGRAM

Chapter 73, Florida Statutes, and the Blueprint Eminent Domain Incentive Offer Program govern eminent domain and compensation to owners on locally-funded Blueprint projects. When acquiring property through eminent domain, section 73.105, Florida Statutes, requires that Blueprint offer owners an initial amount and attempt to reach a settlement agreement before filing eminent domain lawsuit. Florida Statute does not provide a formula for calculation of an initial offer beyond requiring that the government make a written offer of compensation "as to the value of the property." The Blueprint Incentive Offer Program requires that Blueprint's initial offers to property owners under the threat of eminent domain include the sum of the appraised value and an incentive amount calculated according to a formula.

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Table 2-A: Incentive Offer Program Schedule provides the formula Blueprint uses to calculate the incentive offer amount.

Table 2-A: Incentive Offer Schedule

When A		
Over	But Under	INCENTIVE IS
\$0	\$1,000	\$1,000
\$1,000	\$2,500	\$1,000 + 83% of amount over \$1,000
\$2,500	\$5,000	\$2,250 + 70% of amount over \$2,500
\$5,000	\$7,500	\$4,000 + 50% of amount over \$5,000
\$7,500	\$10,000	\$5,250 + 45% of amount over \$7,500
\$10,000	\$20,000	\$6,375 + 40% of amount over \$10,000
\$20,000	\$30,000	\$10,375 + 35% of amount over \$20,000
\$30,000	\$100,000	\$13,875 + 32.5% of amount over \$30,000
\$100,000	\$300,000	\$36,625 + 30% of amount over \$100,000
\$300,000	\$513,000	\$96,625 + 25% of amount over \$300,000
\$513,000		\$150,000 (Maximum Incentive)

Consider the example of the owner of a parcel with an appraised value of \$25,000. The initial offer must include \$25,000 and the incentive payment. The incentive payment is based on the calculation for property appraised over \$20,000 but under \$30,000. Accordingly, the incentive payment must be equal to \$10,375 plus 35% of the appraised value amount over \$20,000. The total initial offer for this owner is calculated in Table 2-B: Example Initial Offer.

Table 2-B: Example Initial Offer

Total Appraised Value	\$25,000
Incentive Offer Formula	Appraised value is between \$20,000 and \$30,000
	Formula is \$10,375 + 35% of amount over \$20,000
Total Incentive Offer	\$12,125 = \$10,375 + 35%*(\$5,000) = \$10,375 + \$1,750
Total Initial Offer	\$37,125 = \$25,000 + \$12,125

The Blueprint Eminent Domain Incentive Offer Program was modeled Florida Rule 14-66.007, FDOT Relocation Assistance Regulations, which became effective on April 17, 2007, and the corresponding sections of the FDOT Right of Way Manual. On March 21, 2007, the Intergovernmental Management Committee (IMC) approved the current Blueprint Incentive Offer Schedule. See Attachment #6, Incentive Offer Program IMC Memo. In review of past Blueprint projects and FDOT Programs, both the Blueprint and FDOT Incentive Offer Programs result in a higher rate of acquisitions achieved by settlement agreement as compared to those that could not reach a settlement agreement and involved an eminent domain lawsuit. A settlement agreement is an agreement made for the sale of property and compensation to its owner reached without having to file an eminent domain lawsuit.

In November 2001, FDOT began its Pilot Incentive Offer Program to make incentive offers to property owners in amounts exceeding fair market value. FDOT administered the Pilot Program in Districts Two, Four, and Five, and included control groups in each district under the existing

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procedures including no incentive offers. On July 29, 2005, FDOT issued an analysis of its Pilot Program. *See* Attachment #7, 2005 FDOT Pilot Program Analysis. The Pilot Program resulted in savings on all pilot projects when compared to the control group, other district, and statewide averages. The 2005 Pilot Program Analysis determined that statewide implementation of the Pilot Program could result in annual savings between \$6 and \$10.4 million in costs and fees, including those paid for appraisal, attorney, and other services. The Pilot Program also yielded time savings as compared to the control group, other district, and statewide averages to complete a taking from the initiation of negotiations to the closing date or order of taking. The 2005 Pilot Program Analysis also included a customer satisfaction survey indicating excellent acceptance of the Pilot Program among landowners as compared to the survey responses of the control group, other district, and statewide landowners.

Ultimately, FDOT implemented its Incentive Offer Program statewide. As discussed earlier in this item, the Blueprint Eminent Domain Incentive Offer Program is very similar to the FDOT Program and has been similarly successful in its first implementation on the locally-funded FAMU Way and Capital Cascades Trail Segment 3 projects. The Blueprint Incentive Offer Program resulted in a high settlement agreement rate on the FAMU Way and Capital Cascades Trail Segment 3 acquisitions. A substantial majority of acquisitions for the projects were accomplished through settlement agreement such that filing of an eminent domain lawsuit became unnecessary. This high settlement agreement rate indicates a favorable response from property owners to the Blueprint Eminent Domain Incentive Offer Program. Additionally, many of the acquisitions that went to eminent domain lawsuit for the two projects—19 of 86 total property interests—did so to determine the heirs of deceased owners. The following paragraphs present a data-focused analysis of the acquisitions on FAMU Way and Capital Cascades Trail Segment 3.

Blueprint completed the acquisitions on FAMU Way and Capital Cascades Trail in two groups. Blueprint acquired the parcels for FAMU Way Phases I and II and Capital Cascades Trail Segment 3 in Group I under a July 27, 2011 Agreement between Blueprint and the City. Blueprint acquired the parcels for FAMU Way Phase III and Capital Cascades Trail Segment 3D in Group II under an amended November 2, 2016 Agreement. The 2011 and 2016 Agreements provided that Blueprint would provide acquisition services and the City would help to pay for the same.

In Group I, Blueprint acquired 50 property interests. Of those 50 interests, 14 went to eminent domain suit, representing a settlement agreement rate of 72 percent. The total cost and fees for Group I totaled \$795,609. In Group II, Blueprint acquired 36 property interests. Of those 36 interests, only 5 went to eminent domain suit, representing a settlement agreement rate of 86 percent. The total costs and fees for Group II totaled \$531,074.

Comparing the total appraised value of all parcels acquired (\$10,876,865) to the total amount Blueprint paid for them (\$15,646,891), the total cost of property acquisition for FAMU Way and Capital Cascades Trail Segment 3 was 144 percent of the total appraised value of the property itself. When compared to FDOT's 2005 Pilot Program Analysis, this percentage (144%)

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demonstrates that the acquisitions on FAMU Way and Capital Cascades Trail were less expensive than the acquisitions measured in the FDOT District Two Pilot Program (145%), all Pilot Program control groups (between 147-160%), all other districts (between 151-198%), and statewide (155%). See Attachment #7, 2005 FDOT Pilot Program Analysis. If the FAMU Way and Capital Cascades Trail Segment 3 acquisitions had cost 198 percent of the appraised value as did costs in the lowest-performing FDOT district during the Pilot Program Analysis, taxpayers would have been responsible for \$21,536,193, or roughly an additional \$6 million in acquisition costs.

DIFFERENCES BETWEEN THE BLUEPRINT POLICIES AND STATE REGULATIONS

This section describes differences between the Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and the FDOT regulations and Right of Way Manual. The differences listed below represent potential updates to the Blueprint policies for locally-funded projects. Should the IA Board choose to approve each of the updates below, the IA Board can eliminate the Blueprint policies for locally-funded projects and adopt the FDOT regulations and Right of Way Manual through the Blueprint Real Estate Policy.

All potential updates listed below will result in fiscal impact to locally-funded Blueprint projects. Updates A through D below will raise the payments in the Blueprint policies to once again mirror the FDOT Right of Way Manual and account for the updates FDOT has made since 2011, but will not substantially change the Blueprint policies. Updates E and F below will substantially alter the Blueprint policies and have more fiscal impact. Option 2 of this agenda item gives staff direction to perform a cost analysis on Updates A through F to the Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program. Staff would bring the cost analysis to the December 12, 2019 meeting for IA Board direction.

A. Update A: Increase the Fixed Residential Moving Cost Schedule

The Blueprint Relocation Policy and Procedures Manual would be updated so that residential tenants who do not own their furniture would be entitled to \$550 for the first room and \$150 for each additional room. Tenants who own their furniture would be entitled to a payment that follows the Schedule in Table 3-A below.

Table 3-A: Updated Fixed Residential Moving Cost Schedule (Occupant Owns Furniture).

Total Number of Rooms	1	2	3	4	5	6	7	8	Each Additional Room After 8 Rooms
Amount	\$750	\$900	\$1,075	\$1,250	\$1,400	\$1,550	\$1,600	\$1,850	\$300

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B. Update B: Update the Eminent Domain Incentive Offer Program.

The Eminent Domain Incentive Offer Schedule would be updated to include a slightly higher incentive offer payment for property with an appraised value between \$1,000 and \$2,500, to provide an incentive of \$1,000 + 83.3% of amount over \$1,000 instead of only 83% of the amount over \$1,000. Table 3-B includes the update below.

Table 3-B: Updated Incentive Offer Schedule

When A	ppraised Value is:	
Over	But Under	INCENTIVE IS
\$0	\$1,000	\$1,000
\$1,000	\$2,500	\$1,000 + 83.3% of amount over \$1,000
\$2,500	\$5,000	\$2,250 + 70% of amount over \$2,500
\$5,000	\$7,500	\$4,000 + 50% of amount over \$5,000
\$7,500	\$10,000	\$5,250 + 45% of amount over \$7,500
\$10,000	\$20,000	\$6,375 + 40% of amount over \$10,000
\$20,000	\$30,000	\$10,375 + 35% of amount over \$20,000
\$30,000	\$100,000	\$13,875 + 32.5% of amount over \$30,000
\$100,000	\$300,000	\$36,625 + 30% of amount over \$100,000
\$300,000	\$513,000	\$96,625 + 25% of amount over \$300,000
\$513,000		\$150,000 (Maximum Incentive)

C. Update C: Increase the maximum relocation housing payments for residential tenants.

The Blueprint Relocation Policy and Procedures Manual would be updated so that residential tenants who have lived in their dwelling for 12 months or less receive 21 months of replacement housing payments not to exceed \$3,600. Residential tenants who have lived in their dwelling for more than 12 months would receive 42 months of replacement housing payments not to exceed \$7,200.

D. Update D: Increase the maximum business reestablishment expense for business tenants.

The Blueprint Relocation Policy and Procedures Manual would be updated so that business reestablishment expenses for business tenants would be capped at \$25,000.

E. Update E: Lower the length of occupancy required for residential tenants to qualify for 42 months of replacement housing payments to 90 days.

The Blueprint Relocation Policy and Procedures Manual would be updated so that residential tenants who have lived in their dwelling for at least 90 days would receive 42 months of replacement housing payments not to exceed \$7,200. In order to receive any relocation benefits, tenants who have lived in their dwelling for less than 90 days would be required to provide a verification of income and aver that they cannot occupy a replacement dwelling without receiving replacement housing payments.

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F. Update F: Provide relocation assistance to owner-occupants.

The Blueprint Relocation Policy and Procedures Manual would be updated so that owner occupants are eligible to receive relocation benefits in addition to the just compensation and incentive offer they receive through the Blueprint Eminent Domain Incentive Offer Program. When the IA Board adopted the Blueprint Relocation Policy and Procedures Manual in 2011, the IA Board engaged in meaningful discussion on the issue of whether to provide relocation assistance to owner-occupants. Ultimately, the IA Board decided that the incentive offer was sufficient to compensate owner-occupants.

RELATIONSHIP BETWEEN EMINENT DOMAIN AND AFFORDABLE HOUSING

When governments use their eminent domain power to construct projects that require the removal of low-income and affordable housing units, the reduction of affordable housing supply can have inadvertent but foreseeable negative impacts on the community. *See generally, Unintended Consequences: Eminent Domain and Affordable Housing, Matthew J. Parlowe, 46 Santa Clara L. Rev. 841 (2006).* Pursuant to IA Board direction, Blueprint investigated how it can participate in affordable housing efforts and counteract negative impacts Blueprint projects can have on affordable housing in our community. Not only did staff examine Blueprint policy and current City and County affordable housing efforts, staff also conducted research on one-to-one affordable housing replacement ordinances.

As discussed earlier in this item, the ballot language authorizing the Leon County Penny Sales Tax included "other uses authorized under Florida law." Section 212.055(2)(d)(1)e, Florida Statutes, includes a limited use of proceeds for affordable housing:

Any land acquisition expenditure for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project on land acquired pursuant to this sub-subparagraph.

Therefore, Blueprint may expend penny sales tax dollars on acquisition of land for affordable housing if the land is owned by a local government or by a special district that enters into a written agreement with Blueprint to provide affordable housing thereon. The local government or special district may then enter a ground lease with a public or private entity to construct affordable housing on the land acquired with penny sales tax proceeds.

While the purchase of land for affordable housing is permissible under section 212.055, Florida Statutes, the Interlocal Agreement constrains Blueprint expenditure of penny sales tax dollars

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for affordable housing land acquisition because such an expenditure was not included in the Second Amended and Restated Interlocal Agreement between Leon County, Florida, and City of Tallahassee, Florida. As discussed above, the Interlocal Agreement makes no mention of affordable housing. Accordingly, Blueprint has no power to expend penny sales tax proceeds on affordable housing land acquisition without modification of the Interlocal Agreement. The IA Board can add an affordable housing project to the Interlocal Agreement through the supermajority vote process so that penny sales tax dollars may be spent on affordable housing.

The Interlocal Agreement provides that "Blueprint is formed to undertake the acquisition, financing, planning, constructing, managing, operating, servicing, utilizing, owning, and exchanging of the Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs as herein described," and makes no mention of affordable housing. Interlocal Agreement Section 10, Amendment or Deletion to Projects and Programs, provides the following:

The listed projects and programs set forth in Exhibit I, Exhibit II, Sections a, b. l, b.2, and b.3, may only be deleted or amended to a substantial degree, if circumstances call for a substantial change and if the Board approves the change by a supermajority vote of both the members who are County Commissioners and the members who are City Commissioners, after taking into consideration the recommendations of the Citizen Advisory Committee, the Technical Coordinating Committee, and the Intergovernmental Management Committee. Such a vote will not be taken until Blueprint first holds at least two (2) noticed public hearings with respect to such proposed change.

See Attachment #2, Second Amended and Restated Interlocal Agreement. The IA Board may approve the use of penny sales tax dollars for affordable housing land acquisition by adding an affordable housing project to the Blueprint 2020 Infrastructure Project List following two public hearings, input of the CAC, TCC, and IMC, and supermajority vote. Funding and implementation of such a project will also require review of the Five Year CIP and Annual Budget as the project allocations may need to be adjusted because of programming of affordable housing funds.

Even if the IA Board approves the expenditure of penny sales tax proceeds on land acquisition, section 212.055, Florida Statutes, does not allow penny sales tax proceeds to be used for the construction of affordable homes. Consequently, Blueprint does not have the power to enact a one-to-one affordable housing replacement program. However, City and County ordinances can impose requirements on the construction of Blueprint projects. For example, local ordinances prescribe permitting requirements on tree removal that impose additional costs and requirements on the construction of Blueprint projects. If the City or County adopts a similar ordinance requiring Blueprint to replace affordable housing, Blueprint may be required to contribute land purchased with penny sales tax proceeds as part of its regular project construction costs. However, the limitations of section 212.055, Florida Statutes, may invite

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litigation and frustrate the application of such an ordinance to Blueprint and penny sales tax dollars.

A few local governments have enacted one-to-one ordinances that require affordable housing to be replaced any time a dwelling is removed from the supply of affordable or low-cost housing in the area. Brevard County is one Florida local government to have enacted such an ordinance. See § 62-6308, Code of Ordinances of Brevard Cty. Under the Brevard County Ordinance, developments in unincorporated areas must replace affordable housing units when demolished, converted, or otherwise removed from the local affordable housing stock unless written agreement with the Board of County Commissioners permits another arrangement. The City of Portland, Oregon, enacted a similar resolution on August 29, 2001, calling for "no net loss" of affordable housing stating the City Council's intent to seek financing and tools to create, preserve, and rehabilitate affordable housing. The City of Portland Housing Bureau suggested moving away from the policy in a 2014 report. By 2015, Portland City Housing Officials reported that they lacked the financial resources to make good on the policy and were almost 1,500 units short of the baseline number of units established in 2001.

Many Florida cities and counties include this kind of one-to-one replacement requirement in their Community Development Block Grant policies as part of compliance with CFR Title 24, Section 42.375, which provides that when Community Development Block Grant funds are involved in a project, "[a]ll occupied and vacant occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with an assisted activity must be replaced with comparable lower-income dwelling units." The local government policies provide for one-to-one replacement of viable affordable housing units that are demolished or converted with Community Development Block Grant funds with the goal of maintaining the stock of affordable housing in the community. The City of Marianna, City of St. Augustine, Wakulla County, and Jefferson County all have a similar policy. To comply with the Federal regulation, Leon County Government Policy No. 99-5 provides that Community Development Block Grant funds will not be used to demolish homes or finance new construction. Similarly, the City of Tallahassee generally does not use Community Development Block Grant funds for infrastructure projects except in the rare case of vacant, non-occupiable dwelling unit not subject to the regulation. Furthermore, City and County affordable housing projects accomplished using Federal funds are subject to the same Federal regulations that govern Blueprint acquisitions accomplished with Federal funding, which require payment of relocation benefits.

In addition, many local governments, including the City of Tallahassee, have an Inclusionary Housing Ordinance that requires affordable housing to be part of large developments. The City of Tallahassee Office of Community Housing and Human Services and the Leon County Office of Human Services and Community Partnership also work diligently to provide affordable housing to Leon County residents.

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CURRENT LOCAL AFFORDABLE HOUSING ENDEAVORS

Leon County and the City of Tallahassee sustain affordable housing in our community through the Leon County Office of Human Services and Community Partnership and the City of Tallahassee Office of Community Housing and Human Services. Affordable housing efforts in Tallahassee and Leon County are largely funded through the State Housing Initiatives Partnership (SHIP) Program administered by the Florida Housing Finance Corporation.

The Leon County Board of County Commissioners adopted its most recent Local Housing Assistance Plan (LHAP) for the expenditure of SHIP funds on March 12, 2019, providing for housing and incentive strategies. *See* Attachment #8, Leon County Local Housing Assistance Plan. The Leon County LHAP includes the following housing strategies: (1) purchase assistance for existing units without repair; (2) purchase assistance for existing units needing repair; (3) home rehabilitation; (4) home replacement; (5) disaster mitigation; (6) emergency housing repair; (7) foreclosure avoidance; and (8) housing rental assistance. The Leon County LHAP includes the following incentive strategies: (1) expedited permitting; (2) ongoing review process; and (3) other incentive strategies, including modification of impact fee requirements, modification of site plan requirements (reduction of parking setbacks), and inventory of public lands suitable for affordable housing. In its most recent SHIP Annual Report, Leon County reported \$551,440.15 SHIP dollars spent on housing rehabilitation and replacement on a total of 14 housing units. *See* Attachment #9, Leon County 2018 SHIP Annual Report.

Leon County also received a Fiscal Year (FY) 2018 United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), which led to the rehabilitation of 19 homes of low-income residents in unincorporated areas. *See* Attachment #10, Leon County FY 2019 Adopted Budget Excerpts. Additionally, the Leon County FY 2019 Adopted Budget included a review of inclusionary housing in the Land Use Element of the Comprehensive Plan to support Strategic Priority Q5 — Support strong neighborhoods. *Id.*

In its LHAP for the expenditure of SHIP funds approved by the Florida Housing and Finance Corporation on November 1, 2018, the City of Tallahassee provided for housing and incentive strategies. See Attachment #11, City of Tallahassee Local Housing Assistance Plan. The City of Tallahassee LHAP includes the following housing strategies: (1) purchase assistance program; (2) employee purchase assistance program; (3) owner-occupied home rehabilitation; (4) multifamily construction and rehabilitation program; (4) housing for persons who are homeless; (5) acquisition-rehabilitation program; (6) acquisition – new construction; and (7) disaster relief and preparedness. The City of Tallahassee LHAP includes the following incentive strategies: (1) expedited permitting; (2) ongoing review process; (3) technical assistance; (4) natural area inventory; (5) water and sewer connection fee exemption; (6) density bonus for inclusionary housing; (7) regulation reduction for inclusionary housing; (8) density bonus for affordable housing; (9) regulation reduction for affordable housing; and (10) allowance of accessory dwelling units in residential districts. In its most recent SHIP Annual Report, the City of Tallahassee reported \$742,525.02 SHIP dollars spent on purchase assistance with rehabilitation, purchase assistance without rehabilitation, owner-occupied emergency home

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repair, owner-occupied accessibility rehabilitation, owner-occupied code enforcement rehabilitation, owner-occupied major rehabilitation & reconstruction, and new constructions through Habitat for Humanity. *See* Attachment #12, City of Tallahassee 2018 SHIP Annual Report. These dollars represented assistance on 111 housing units.

In addition to SHIP dollars, the City of Tallahassee receives HUD CDBG, HOME Investments Partnership Program (HOME), and Emergency Solutions Grant (ESG) funds to support other programs. See Attachment #13, City of Tallahassee Community Housing & Human Services Annual Action Plan. The City of Tallahassee issued its most recent Annual Action Plan for the expenditure of these funds on October 1, 2018, which included the following annual goals: (1) homebuyer down payment assistance loans; (2) homeowner-single family rehabilitation; (3) temporary relocation for owner-occupied rehabilitation; (4) Community Housing Development Organization (CHDO) activities; (5) public facilities service center renovations; (6) lead paint testing; (7) homeless — essential services & rapid rehousing; (8) permanent relocation; (9) Community Based Development Organization (CBDO) activities — Frenchtown; (10) senior services; (11) physical health; (12) persons with disabilities; (13) children's services; (14) youth services; and (15) program administration.

In addition to the endeavors listed above, the Leon County Board of County Commissioners and the City of Tallahassee Commission have worked together to establish a Community Land Trust. A Community Land Trust promotes affordable housing through acquiring, managing, and retaining ownership of land used for affordable housing. See Attachment #14, City and County Community Land Trust Agenda Items. A Community Land Trust then sells the homes or rents out multi-family units located on the land to low-income households. The land is preserved under a 99-year ground lease held by the non-profit. On June 19, 2019, the City Commission unanimously authorized the City Manager to enter into an agreement with the Tallahassee Lenders' Consortium to serve as the Community Land Trust. On July 9, 2019, the Board of County Commissioners authorized the County Administrator to enter the same. The new Community Land Trust is a vehicle through which land acquired with penny sales tax dollars for the purpose of affordable housing may be used.

Historically, Blueprint has had limited interaction with affordable housing. In 2011, the Blueprint Interim Director coordinated with City and County to relocate a habitable home to land designated for affordable housing. Ultimately, the City and County opted not to accept the home given the expense of relocation. Blueprint can continue similar efforts to collaborate with the City and County in the future. However, the source of funding for any similar project remains unidentified.

OPTIONS:

Option 1: Accept the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Eminent Domain Incentive Offer Program and Affordable Housing.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Acceptance of the Comprehensive Report on the Existing Blueprint Relocation Policy and Procedures Manual and Incentive Program and Affordable Housing Page 17 of 17

Option 2: Direct staff to bring back an agenda item providing a cost analysis of potential updates to the Blueprint Relocation Policy and Procedure Manual and Eminent

Domain Incentive Offer Program.

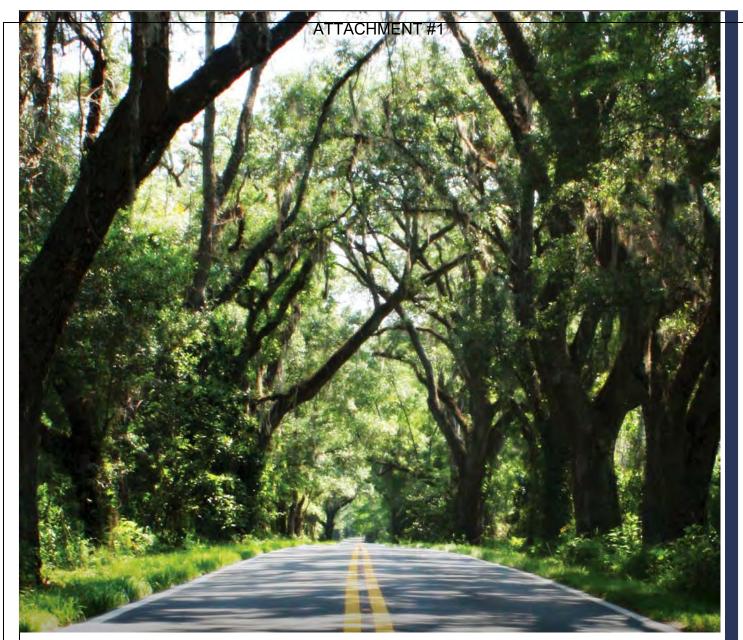
Option 3: IA Board Direction.

Attachments:

- 1. Leon County Sales Tax Committee Final Report Excerpt
- 2. Second Amended and Restated Interlocal Agreement
- 3. June 20, 2011 Agenda Item
- 4. FDOT Right of Way Manual §§ 7.3, 9.1, 9.3, and 9.4
- 5. 2011 Blueprint Relocation Policy
- 6. Incentive Offer Program IMC Memo
- 7. 2005 FDOT Pilot Program Analysis
- 8. Leon County Local Housing Assistance Plan
- 9. Leon County 2018 SHIP Annual Report
- 10. Leon County FY 2019 Adopted Budget Excerpts
- 11. City of Tallahassee Local Housing Assistance Plan
- 12. City of Tallahassee 2018 SHIP Annual Report
- 13. City of Tallahassee Community Housing & Human Services Annual Action Plan
- 14. City and County Community Land Trust Agenda Items







LEON COUNTY SALES TAX COMMITTEE

FINAL RECOMMENDATIONS REGARDING THE CONTINUATION OF THE LOCAL GOVERNMENT INFRASTRUCTURE SURTAX







LEON COUNTY SALES TAX COMMITTEE

FINAL RECOMMENDATIONS REGARDING THE CONTINUATION OF THE LOCAL GOVERNMENT INFRASTRUCTURE SURTAX

Introduction

On September 13, 2011, the Leon County Board of County Commissioners adopted the enacting resolution to establish the Leon County Sales Tax Committee (Committee) (Attachment #1). The existing one-cent infrastructure sales tax, levied for a 15-year period, expires on December 31, 2019. This revenue source generates approximately \$37.8 million annually and has been vital to developing many of the significant infrastructure projects throughout Leon County, such as Capital Circle and Cascades Park. Pursuant to an existing interlocal agreement, the County and City created the Blueprint 2000 Intergovernmental Agency (BP2000) to oversee the implementation of a specific project list, which utilized 80% of the proceeds; the balance (20%) is divided equally between the County and the City. The BP2000 Intergovernmental Agency consists of the entire County and City Commissions.

The County and City Commissions and community partners appointed 18 citizens to serve on this Committee. The enacting resolution states that the Committee "shall make final recommendations to the Board of County Commissioners and the City Commission in the form of a written report, workshop, or other means that shall include: (1) recommendations as to the timing of the infrastructure sales tax referendum, if any; and (2) a review that contains advisory feedback on the projects considered by the committee." Both the County and City Commissions agreed to convene the Committee to address the continuation of the infrastructure tax beyond December 2019. The County and the City developed a list of projects for the Committee's consideration, and recommended that the Committee consider allocating a portion of the sales tax proceeds for economic development purposes.

This document serves as the Leon County Sales Tax Committee's final report and contains the following sections:

- A. The Leon County Sales Tax Committee
- B. Public Participation
- C. Length of the Infrastructure Surtax
- D. Allocation of the Infrastructure Surtax
 - 1. County and City Percentage Allocation
 - 2. Infrastructure Projects Allocation
 - 3. Economic Development Allocation
- E. Additional Funding Options
- F. Referendum Date
- G. Conclusion
- H. Appendix

A. The Leon County Sales Tax Committee

On September 13, 2011, the Leon County Board of County Commissioners adopted the enacting resolution (Resolution No. 11-58) to establish the Leon County Sales Tax Committee. The Committee is a group of 18 citizens appointed by the Leon County Board of County Commissioners and City of Tallahassee Commissioners representing a broad cross section of our community and includes representatives from the Greater Tallahassee Chamber of Commerce, Capital City Chamber of Commerce, Blueprint 2000 Citizen Advisory Committee, and the Economic and Environmental Consensus Committee. Pursuant to the resolution, the committee was to meet for a period of one year from the date of the resolution, which could be extended by the Board if additional time was requested. The Committee did request additional time to ensure a thorough and complete evaluation of all infrastructure and economic development projects. The Board granted the Committee's request and the Committee' completed its charge on January 30, 2014.

As with many Commission appointed boards, the members of this Committee were volunteers who dedicated their personal time over the past two years. The Committee was subject to Florida Sunshine Laws and comprised of the following representatives:

- Steve Evans, Chairman
- Curtis Richardson, Vice Chair
- Bill Berlow
- Laurie Hartsfield
- Christic Henry
- Terence Hinson
- Henree Martin
- Will Messer
- Ed Murray

- Dan Newman
- Tom O'Steen
- Bill Peebles
- Kim Rivers
- Todd Sperry
- Lamar Taylor
- Glenda Thornton
- Bill Tucker
- Kim Williams

The Committee held its first meeting in January 2012 and spent the first year gathering information on the Florida Statutes governing the local infrastructure sales tax, past sales tax projects, understanding the BP2000 governance structure, reviewing the Comprehensive Plan and Community Profile, and hearing County, City, BP2000, and public input on proposed projects. The Committee received testimonies from citizens, civic organizations, home-owner associations, consultants, Florida State University, Florida A&M University, and Tallahassee Community College. Throughout this process, a series of projects were identified and placed on the list for the Committee's consideration. During the second year, the Committee engaged in a thorough evaluation process of all the projects brought forth for its consideration. Attachment #2 contains the summary minutes from the Committee's meetings.

B. Public Participation

The Committee was committed to engaging the public during this process and reserved the first portion of each meeting to allow the community time to voice their comments, recommendations, or preferred projects for consideration. According to the enacting resolution, the Committee was required to host one open house to receive public input on the process. The Committee hosted its first open house on April 26, 2012 followed by a second one on November 15, 2012 to give the public the opportunity to provide their input and recommendations on the future projects for Committee consideration. Invitations were extended to Florida State University, Florida A&M University, Tallahassee Community College, Capital City Chamber, the Greater Tallahassee Chamber, all residents and neighborhood associations.

In addition, a website was maintained throughout the process in order to keep the public up to date on the Committee's progress. The website posted the Committee's meeting times and locations, agenda items, summary minutes, and project descriptions. The website also listed the names of the Committee members and a list of frequently asked questions. Please see http://cms.leoncountyfl.gov/Home/LeonCountySalesTaxCommittee for more information.

C. Length of the Infrastructure Surtax and Revenue Forecast

The Committee recommends that the sales tax be continued for a period of twenty years. A twenty year sales tax is estimated to provide \$756 million in revenue or \$37.8 million annually. All revenue and expenditures are in current dollars; as revenues increase it is also anticipated that expenditure costs will also increase.

D. Allocation of Infrastructure Surtax

The Committee recommends that the allocation of the infrastructure surtax be divided amongst the County, City, and BP2000. Consistent with the current sales tax extension, it is recommended that the County and City receive 20% (10% each) of the sales tax proceeds and that the remaining 80% should be allocated to BP2000. However, the Committee recommends that 68% of the BP2000 proceeds be dedicated to funding infrastructure needs and the remaining 12% for economic development.

This section reviews the Committee's recommendations as they pertain to the County/City revenue split, economic development, and infrastructure projects.

D1. County and City Percentage Allocation

The Committee unanimously agreed to recommend that 20% of the sales tax proceeds be allocated to the County and City (10% each) to use at their discretion on infrastructure projects including but not limited to transportation, stormwater, water quality, and recreation needs. This recommendation is consistent with the current allocation of infrastructure sales tax proceeds.

D2. Infrastructure Projects

Consistent with BP2000, the Committee agreed that the final recommended infrastructure projects must be holistic and have multiple benefits to the community. This approach to infrastructure planning results in projects that not only address transportation or flooding problems but also protect our natural resources and create amenities for the community to enjoy.

Prior to the start of the evaluation process, the Committee held a retreat to develop project themes and action statements which would be utilized to evaluate the list of projects. After considering the vision statements of the County, the City, the Comprehensive Plan, and BP2000, the Committee developed the following themes and action statements. These themes and action statements served as a guide throughout the Committee's project evaluation process.

Regional Mobility/Transportation: Projects that create an integrated regional multimodal network that considers air, mass transit, automobile, bike, and pedestrian transportation modes. This holistic transportation network provides the most options for moving people and goods economically, effectively, and safely while protecting the environment, promoting economic development, and maintaining a high quality of life with sustainable development patterns.

Sense of Community: Projects that create special urban places which foster a sense of community and inspire a creative class that builds relationships to solve local problems with local solutions in an inclusive environment.

Water Quality: Projects that protect our natural environment through sensitive land acquisitions and by providing the appropriate infrastructure.

Connectivity: Projects that link current amenities, neighborhoods, and/or multi-modal nodes through sidewalks, multi-use paths, bike lanes, transit, and roadway improvements.

Economic Vitality: Projects that encourage quality development/ redevelopment within our community that will promote the creation of new employment opportunities, sustain and enhance economic vitality, and promote the quality of life in our community.

Parks/Ecotourism: Projects that promote public recreation and eco-tourism while protecting and preserving the community's environment and natural resources.

Vertical Infrastructure: Projects that are fixed capital assets associated with the construction, reconstruction, or improved public facility with a life expectancy of five years or more in accordance with Florida Statute.

Gateways: Projects that develop distinct community entryways that showcase the character and beauty of Tallahassee and foster a unique sense of place.

The evaluation process began with a list of 73 projects and ended with 25 Tier I (first priority) and four Tier II (second priority) projects. Attachment #3 displays the recommended projects by theme. The final list of Tier I and Tier II represent the Committee's first and second priority projects. Tier III represents projects that are not recommended for sales tax funding. Table #1 on page 5 lists the Committee's final project recommendations. Listed in Appendix A is a detailed description of each project. In addition, attachment #4 chronologically lists the actions that the Committee took on each project.

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Table #1: Recommended Infrastructure Projects

Project #	Project Name	Totals		
TIER I Pro	jects			
1	Capital Circle Southwest	\$	70,000,000	
2	Westside Student Corridor Gateway	\$	8,936,800	
3,5	Airport Gateway: Springhill Road and Lake Bradford	\$	58,698,138	
4	Southside Gateway Enrichment	\$	29,700,000	
6	North Monroe Gateway	\$	9,400,000	
7	Build Bike Route System	\$	15,000,000	
8	County/City Independent Sidewalk Projects	\$	50,000,000	
9 & 37	Implement Greenways Master Plan	\$	10,000,000	
10	Northwest Connector Corridor	\$	53,184,800	
14	Market District Activity Center Connectivity	\$	9,400,000	
15	Midtown Placemaking	\$	22,000,000	
17	College Avenue Placemaking	\$	7,000,000	
19	Florida A&M Entry Points	\$	1,500,000	
22	Monroe-Adams Corridor Placemaking	\$	7,000,000	
23	Orange/Meridian Placemaking	\$	4,100,000	
24	Beautification and Improvements to the Fairgrounds	\$	12,000,000	
26	Northeast Connector Corridor	\$	36,300,000	
27	Orange Avenue Widening from Adams Street to Springhill Road	\$	33,100,000	
28	Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure (Phase I Only until 2024)	\$	47,300,000	
29	StarMetro	\$	7,550,000	
46A	Operating Costs for Parks Built with Sales Tax Funds (Past and Future): County @ 59%	\$	12,000,000	
46B	Operating Costs for Parks Built with Sales Tax Funds (Past and Future): City @ 41%	\$	8,000,000	
47	Desoto Winter Encampment	\$	500,000	
48	Northeast Park	\$	10,000,000	
49	Water Quality and Stormwater Funding: Projects 30, 36, & 38-45	\$	85,000,000	
	Tier 1 Subtotal	\$	607,669,738	
TIER II Pro	jects			
9 & 37	Implement Greenways Master Plan	\$	10,000,000	
11	Lake Lafayette and St. Marks Regional Linear Park	\$	13,616,640	
2	Westside Student Corridor Gateway	\$	21,000,000	
28	Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure (Phase II)	\$	30,690,000	
	Tier 2 Subtotal	\$	75,306,640	

D3. Economic Development

During the February 1, 2013 Sales Tax Committee Retreat, the Committee approved the Imagine Tallahassee concept to create an action plan for economic development and tentatively agreed to allocate up to 15% for economic development. The Committee heard several proposals on economic development, but ultimately decided that it required a process separate from the infrastructure discussion. Consistent throughout the discussion was the need to develop a governance structure to serve as an advisory committee on economic development. This advisory committee was first proposed by County, City, and Economic Development Council and later recommended by Imagine Tallahassee Steering Committee.

Private funds were raised and professional consultants were hired to assist with the economic development recommendations for the Committee. The County and City approved the utilization of staff resources on February 12, 2013 and February 13, 2013, respectively. This private/public partnership then conducted a process that guided the development of recommendations for the economic development portion of the sales tax. The recommendations were presented to the Committee, which considered the proposals and made final recommendations to the County and City Commissions. The Imagine Tallahassee Steering Committee's final report can be found in Appendix B.

A 25-member Imagine Tallahassee Steering Committee (Steering Committee) was created to assist the consultants. The Steering Committee's role was to engage citizens, businesses, higher education, and governmental partners in a process that would help establish how the community envisions economic development. The Steering Committee was responsible for taking public input, creating a vision for economic development, and developing The Steering Committee was subject to Florida Sunshine Laws and recommendations. comprised of representatives from: the institutions of higher education, local government, the Greater Tallahassee Chamber, the Big Bend Minority Chamber, Capital City Chamber, Economic Development Council, the local hospitals, Leon County Schools, the Sales Tax Committee, and the Faith based and non-profit community. Imagine Tallahassee held open house events to allow the public the opportunity to provide input on the current economic climate and opportunities for economic development. The public input was used to create a vision statement and five strategic directions to guide economic development. The Steering Committee used its vision to begin developing economic development projects. On December 12, 2013, the Imagine Tallahassee Steering Committee presented its final recommendations to the Sales Tax Committee. Imagine Tallahassee recommended 10 economic development projects, which would utilize \$105,225,000 over 20 years, or 13.9% of the total estimated Sales Tax proceeds.

Additionally, the Steering Committee proposed an economic development governance structure to the Committee. Under the proposal, the BP2000 Intergovernmental Agency (IA) has final authority on use of the sales tax proceeds. Under the IA, an Economic Development Coordinating Committee would provide the IA with policy recommendations and reports on performance and accountability of the approved economic development projects. This advisory committee would provide oversight regarding the economic development projects and would include the following representatives:

- County Economic Development Director
- City Economic Development Director
- FSU Vice President of Research
- FAMU Vice President of Research
- CEO of Workforce Plus

- TCC Vice President, Economic and Workforce Development
- Executive Director, Leon County Research and Development Authority
- Executive Director, Economic Development Council

Sales Tax Committee's Recommendations on Economic Development

The committee recommends the 12% for economic development percentage will remain constant regardless of fluctuations in revenue receipts from the sales tax.

The Committee fully endorsed the governance structure and the creation of an advisory committee in charge of project oversight and recommendations. The Committee also discussed having a citizen advisory component related to the economic development funds in an effort to truly mirror the current Blueprint 2000 process. In addition, the Committee recommends the following quality control mechanisms be put in place related to economic development to ensure the accountability necessary to preserve the credibility of the Blueprint brand (Attachment #5):

- 1. Require all economic development projects and participating groups to maintain (for the life of the tax) detailed records of activities and expenditures.
- 2. Full accounting transparency including sources and uses of funds.
- 3. Periodic reports detailing the relevant performance metrics of each funded project.
- 4. Full financial and compliance audits performed by nationally recognized independent auditing firms.
- 5. Allocate sufficient funding from the economic development portion to provide financial oversight and accountability.

In regards to the economic development projects, the Committee recommends the Madison Mile Convention District and the Regional Airport Growth and Development (Part 1) be fully funded at the request amount. The Committee recommends that the remaining funding be proportionally divided amongst the other projects – if these projects are deemed eligible for funding by the advisory committee and the IA. Each of the recommended economic development projects has a "champion organization" to present the project to the advisory committee. Table #2 lists the final recommendations for the economic development projects. A comparison of the Committee and the Steering Committee's recommendations can be found in Attachment #6. A detailed description of each of project can be found beginning on page 89 in Appendix B.

Table #2: Sales Tax Committee's Economic Development Recommendations

Project Name	P	Project Cost	Percentage
Madison Mile Convention District	\$	20,000,000	22.05%
Regional Airport Growth & Development (Part I)	\$	5,500,000	6.06%
Regional Airport Growth & Development (Part II)	\$	7,771,590	8.57%
Entrepreneurial Development Fund	\$	12,270,931	13.53%
Minority & Women Business Investment Fund	\$	6,135,466	6.76%
Technology & Innovation Incubators	\$	8,180,621	9.02%
Business Retention, Expansion & Attraction Fund	\$	12,270,931	13.53%
Economic Opportunity Rapid Response Fund	\$	6,135,466	6.76%
Quantum Leaps & Signature Festivals	\$	4,090,310	4.50%
South Monroe / Adams Corridor Catalyst	\$	4,172,117	4.60%
Raising the Ship Talent Development	\$	4,192,568	4.62%
Total:	\$	90,720,000	100%

E. Additional Funding Options

The Committee recommends that the County and the City continue to leverage the sales tax proceeds in order to pursue additional funding options such as matching grants, conservation easements, and state and federal resources.

F. Referendum Date

The Committee recommends the Leon County Board of County Commissioners place the referendum authorizing the continuation of the one-cent local government infrastructure surtax for 20 years on the November 2014 General Election ballot.

G. Conclusion

The Committee recommends the following:

- Authorize the continuation of the one-cent local government infrastructure surtax for a period of 20 years
- Conduct the referendum in November 2014
- Allocate 10% each to the County and City
- Recommend \$607,669,738 Tier I, first priority projects
- Recommend \$75,306,640 as Tier II, second priority projects
- For economic development:
 - Allocate 12% (\$90,720,000) in support of Imagine Tallahassee Steering Committee recommendations; the 12% will remain constant regardless of fluctuations in revenue receipts from the sales tax.
 - Develop an advisory committee to provide the IA with policy recommendations and provide reporting on performance and accountability.
 - Incorporate the citizens advisory committee to ensure a mirroring of the existing Blueprint 2000 process.
 - Develop a series of quality control mechanisms to ensure accountability

The Committee understands that there will be a limited amount of revenue, inclusive of potential future leveraging, available to support the final implementation of the proposed Tier I and Tier II projects and that current revenue estimates do not support the entire recommended list. The Committee endorses the Tier I and Tier II project lists as priority projects to be considered for funding if the continuation of the one-cent local government infrastructure surtax is approved by the citizens of Leon County.

H. Appendix

Appendix A Infrastructure Project Descriptions

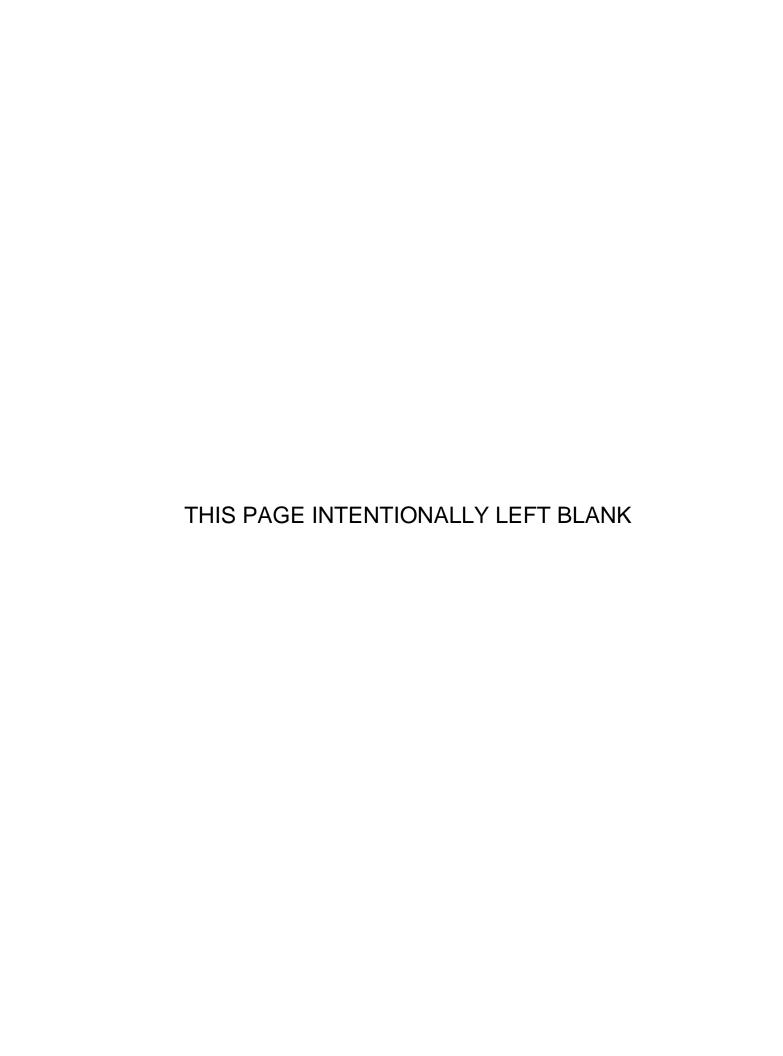
Appendix B Imagine Tallahassee Steering Committee's Final Report

Attachments:

- 1. Enabling Resolution
- 2. Leon County Sales Tax Committee's Meeting Summary Minutes
- 3. Infrastructure Projects by Theme
- 4. Chronological List of the Leon County Sales Tax Committee's Actions on Infrastructure Projects
- 5. Quality Control Mechanisms for Economic Development Projects
- 6. Comparison Chart of the Leon County Sales Tax Committee and Imagine Tallahassee Steering Committee's Recommendations

	ATTACHMENT #1 Sales Tax Recommended Project List					
Project #	Project Name		Totals			
TIER 1 Proje	cts					
1	Capital Circle Southwest	\$	70,000,000			
2	Westside Student Corridor Gateway	\$	8,936,800			
3,5	Airport Gateway: Springhill Road and Lake Bradford	\$	58,698,138			
4	Southside Gateway Enrichment	\$	29,700,000			
6	North Monroe Gateway	\$	9,400,000			
7	Build Bike Route System	\$	15,000,000			
8	County/City Independent Sidewalk Projects	\$	50,000,000			
9 & 37	Implement Greenways Master Plan	\$	10,000,000			
10	Northwest Connector Corridor	\$	53,184,800			
14	Market District Activity Center Connectivity	\$	9,400,000			
15	Midtown Placemaking	\$	22,000,000			
17	College Avenue Placemaking	\$	7,000,000			
19	Florida A&M Entry Points	\$	1,500,000			
22	Monroe-Adams Corridor Placemaking	\$	7,000,000			
23	Orange/Meridian Placemaking	\$	4,100,000			
24	Beautification and Improvements to the Fairgrounds	\$	12,000,000			
26	Northeast Connector Corridor	\$	36,300,000			
27	Orange Avenue Widening from Adams Street to Springhill Road	\$	33,100,000			
28	Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure (Phase I Only until 2024)	\$	47,300,000			
29	StarMetro	\$	7,550,000			
46A	Operating Costs for Parks Built with Sales Tax Funds (Past and Future): County (59%)	\$	12,000,000			
46B	Operating Costs for Parks Built with Sales Tax Funds (Past and Future): City (41%)	\$	8,000,000			
47	Desoto Winter Encampment	\$	500,000			
48	Northeast Park	\$	10,000,000			
49	Water Quality and Stormwater Funding: Projects 30, 36, & 38-45	\$	85,000,000			
	Tier 1 Subtotal	\$	607,669,738			
TIER 2 Proje	cts					
9 & 37	Implement Greenways Master Plan	\$	10,000,000			
11	Lake Lafayette and St. Marks Regional Linear Park	\$	13,616,640			
2	Westside Student Corridor Gateway	\$	21,000,000			
28	Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure (Phase II)	\$	30,690,000			
	Tier 2 Subtotal	\$	75,306,640			
Imagine Ta	llahassee/Economic Development Projects					
	Madison Mile Convention District	\$	20,000,000			
	Regional Airport Growth & Development Part 1	\$	5,500,000			
	Regional Airport Growth & Development Part 2	\$	8,578,609			
	Entrepreneurial Development Fund	\$	13,545,171			
	Minority & Women Business Investment Fund	\$	6,772,586			
	Technology & Innovation Incubators	\$				
			9,030,114			
	Business Retention, Expansion & Attraction Fund	\$	13,545,171			
	Economic Opportunity Rapid Response Fund	\$	6,772,586			
	Quantum Leaps & Signature Festivals	\$	4,515,057			
	South Monroe / Adams Corridor Catalyst	\$	4,605,358			
	Raising the Ship Talent Development	\$	4,627,934			
	Imagine Tallahassee/Economic Development Projects Subtotal	\$	97,492,586			

	Sales Tax Recommended Project List					
Project #	Project Name		Totals			
Projects Pla	aced into Project #49 (\$85 million): Water Quality & Stormwater Funding	5				
11	Lake Lafayette and St. Marks Regional Linear Park	\$	2,200,000			
30	Weems Road Flood Control	\$	7,800,000			
36	Killearn Estates Freshwater Restoration Project	\$	10,000,000			
38	Downtown Stormwater Improvements	\$	25,000,000			
	Alternative Sewer Solutions: Creating Comprehensive Wastewater					
39	Management for Leon County Unincorporated Area (Nitrogen	\$	2,800,000			
	Reduction and Infill Development)					
40	Woodville Water Quality	\$	25,800,000			
41	Oak Ridge Sewer Project	\$	30,600,000			
42	Centerville Trace Water Resources	\$	5,000,000			
	Alternatives to Control Cover in Harbinard Fetatos, A. Documentalized					
43A&B	Alternatives to Central Sewer in Harbinwood Estates: A) Decentralized	\$	29,300,000			
	Cluster System or B) Advanced Wastewater Treatment Plant					
44	Lake Jackson Preservation and Mobility Enhancements	\$	29,400,000			
45	Sewer Hookups Incentive Program	\$	33,100,000			
	Water Quality 'Bucket' Subtotal	\$	198,800,000			
Projects No	ot Recommended for Funding by the Sales Tax Extension					
12	Pine Flats Trail	\$	15,333,200			
40	Black Swamp Restoration, Regional Pond and Cascades to Munson					
13	Slough Greenway Trail Developments	\$	15,000,000			
16	Goodwood Playground and Community Garden	\$	200,000			
18	Downtown Outdoor Pedestrian Mall	\$	6,000,000			
20	Downtown Parking Garage	\$	25,000,000			
21	Florida Center of Performing Arts and Education	\$	30,000,000			
25	Tennessee Street Beautification and Pedestrian Safety Enhancement	\$	-			
31	Intersection Safety and Improvements	\$	5,800,000			
32	Tram Road	\$	41,900,000			
33	Extension of Jackson Bluff Road	\$	26,000,000			
34	Service Road (Capital Circle NW)	\$	41,800,000			
35	Phase II: Water Quality 'Bucket'	\$	50,000,000			
	Tier 3 Subtotal	\$	257,033,200			
Projects No	ot Moved Forward for Consideration					
	County Infrastructure Improvements to Public Safety Facilities:	ċ	42 000 000			
	Courthouse and Jail	\$	42,000,000			
	County Road Resurfacing	\$	156,600,000			
	Private Dirt Road Paving Program	\$	52,000,000			
	Goodwood Land Purchase for Community Parks and Gardens		NA			
	Sports Complex	\$	36,000,000			
	StarMetro: Build Regional Transfer Station	\$	5,000,000			
	Underground Utilities	<u> </u>	NA			
	Canopy Roads Legacy Project	<u> </u>	NA			
	Meadow Ridge Drive Park	<u> </u>	NA			
	Parallel Road to Tennessee Street		NA			
	Subtotal	\$	291,600,000			



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SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT

between

LEON COUNTY, FLORIDA

and

CITY OF TALLAHASSEE, FLORIDA

DATED as of December 9, 2015

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SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT

THIS SECOND AMENDED AND RESTATED INTERLOCAL AGREEMENT ("Agreement") made and entered into as of the 9th day of December, 2015, by and between Leon County, Florida ("County"), and the City of Tallahassee, Florida ("City") (singularly "Party" and collectively, "Parties").

RECITALS:

WHEREAS, in addition and supplemental to their other powers, the Parties, pursuant to Chapter 163, Part I, Florida Statutes, as amended, commonly known as the "Florida Interlocal Cooperation Act of 1969," are authorized and empowered to cooperate with each other on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of government organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, Leon County-City of Tallahassee Blueprint 2000 Intergovernmental Agency was created by Interlocal Agreement dated October 27, 2000 ("Interlocal Agreement"); and

WHEREAS, the Parties to the Interlocal Agreement did, by way of an Amended and Restated Interlocal Agreement dated February 1, 2003 ("Amended Interlocal Agreement"), modify the Interlocal Agreement to reflect several changes agreed to by the Parties; and

WHEREAS, the County and the City wish by this Agreement to provide for the obligations of Blueprint created hereby, and the obligations of the County and the City, and to more fully secure the payment of said obligations incurred the same as if issued as revenue bonds in the manner provided herein, in order to further the purposes stated herein; and

WHEREAS, the Amended Interlocal Agreement provided for the creation of an interlocal agency pursuant to the Florida Interlocal Cooperation Act to govern certain matters in connection with the financing, planning and construction of certain projects to be financed with the proceeds of the Dedicated 2000 Surtax, as hereinafter defined; and,

WHEREAS, on November 4, 2014, a majority of the electors of Leon County voting in a referendum did approve an extension of the local government infrastructure surtax previously imposed; and

WHEREAS, the Parties do further intend hereby to change the Leon County-City of Tallahassee Blueprint 2000 Intergovernmental Agency name to the Leon County-City of Tallahassee Blueprint Intergovernmental Agency (the "Blueprint Intergovernmental Agency" or "Blueprint"); and

WHEREAS, it is in the best interest of the County and the City to modify and restate the Amended Interlocal Agreement to provide for the ability to issue bonds or other debt obligations and to enter into contracts necessary and incidental to the financing, planning and construction of certain infrastructure projects and implementation of certain economic development programs to be financed with the proceeds of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, as defined herein.

NOW, THEREFORE, IN CONSIDERATION of the mutual benefits to flow to each other, and to the citizens of both Leon County and the City of Tallahassee, and in consideration of the mutual covenants, promises and agreements herein contained, the Parties hereby agree with each other to amend and restate in its entirety the Amended Interlocal Agreement by this Second Amended and Restated Interlocal Agreement (hereinafter, the "Second Amended Interlocal Agreement") as follows:

PART I

PURPOSE; EXTENSION OF SURTAX; GOVERNANCE; DURATION; LIQUIDATION; EFFECTIVE DATE

SECTION 1. PURPOSE OF THIS AGREEMENT.

The purpose of this Agreement is to create and the Parties do hereby create, a legal entity constituting a public body corporate and politic under section 163.01, Part I, Florida Statutes, as amended, composed of the Parties, to be known as the "Leon County-City of Tallahassee Blueprint Intergovernmental Agency" to implement the agreements of the Parties as herein set forth.

Blueprint is formed to undertake the acquisition, financing, planning, constructing, managing, operating, servicing, utilizing, owning and exchanging of the Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs as herein described, to receive and expend the Dedicated 2000 Surtax and the Dedicated 2020 Surtax proceeds as herein provided for, and to exercise all of the powers granted by this Agreement or by law, either within or without the State of Florida.

SECTION 2. <u>LOCAL GOVERNMENT INFRASTRUCTURE SURTAX</u> <u>EXTENSION</u>.

Pursuant to Leon County Ordinance 2014-07 adopted June 10, 2014, the provisions of section 212.055(2), Florida Statutes, and referendum of the Leon County electorate held on November 4, 2014, the local government infrastructure surtax, originally scheduled to expire on December 31, 2019, shall continue and is hereby extended until December 31, 2039, to be levied at the rate of 1%.

SECTION 3. GOVERNANCE.

Pursuant to section 163.01(7), Florida Statutes, the County and the City hereby create and establish the Blueprint Intergovernmental Agency to provide for the project management structure for the project planning, financing and construction or implementation of the Blueprint 2000 Projects and the Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs, and to undertake the other functions provided herein. Blueprint shall be governed by a Board of Directors (the "Board of Directors" or the "Board") consisting of the respective members of the Board of County Commissioners of Leon County and the City Commission of the City of Tallahassee. The Board of Directors, may adopt bylaws, rules, regulations, policies and procedures to govern the actions and procedures of Blueprint, and of the Board of Directors. The weight to be given to the vote of each member of the Board of Directors shall be as set forth in the Bylaws.

The Bylaws of Blueprint previously adopted on February 14, 2001 and last revised on June 17, 2013, are hereby ratified and confirmed, subject to future amendment, supplement or modification thereof as the Board of Directors shall approve.

It is not the purpose of this Agreement to transfer ownership of any existing facility from either Party or other entity to Blueprint.

SECTION 4. TERM AND DURATION OF THE BLUEPRINT

INTERGOVERNMENTAL AGENCY.

This Agreement shall continue in full force and effect, and Blueprint shall continue to possess the powers herein conferred upon it, in accordance with the terms hereof. In no event shall this Agreement or the powers herein granted to Blueprint be rescinded or terminated until (a) all bonds, notes and other evidences of indebtedness of Blueprint and the interest thereon

shall have been paid or adequate provision for such payment shall have been made in accordance with the instruments governing such bonds, notes and other evidences of indebtedness and (b) all contractual obligations undertaken by Blueprint, all obligations and liabilities, and all liens, charges and encumbrances to which property of Blueprint is subject shall have been satisfied, released or adequately provided for.

SECTION 5. LIQUIDATION.

Upon any termination of this Agreement and dissolution of Blueprint, the Board shall liquidate the business, assets and property of Blueprint, as expeditiously as possible, and all property of Blueprint, real, personal, tangible and intangible shall be distributed in accordance with a plan of dissolution approved by the Board.

SECTION 6. <u>EFFECTIVE</u> DATE.

This Agreement shall take effect immediately upon its being filed as provided in section 163.01(11), Florida Statutes.

PART II

AUTHORITY; **DEFINITIONS**

SECTION 1. AUTHORITY.

This Agreement is entered into pursuant to the provisions of section 163.01, Florida Statutes; Article VIII, Sections 1 and 2 of the Constitution of the State of Florida; Chapter 166, Florida Statutes; Chapter 125, Florida Statutes; Chapter 212, Florida Statutes; and other applicable provisions of law.

SECTION 2. DEFINITIONS.

- A. "Act" means section 163.01, Florida Statutes; Article VIII, Sections 1 and 2 of the Constitution of the State of Florida; Chapter 166, Florida Statutes; Chapter 125, Florida Statutes; Chapter 212, Florida Statutes; and other applicable provisions of law.
- B. "Blueprint 2000 Projects" means those projects described and set forth in Exhibit I to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws of Blueprint.
- C. "Blueprint 2020 Economic Development Programs" or "Economic Development Programs" means those programs described and set forth in Exhibit II.b. to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws.
- D. "Blueprint 2020 Infrastructure Projects" means those projects described and set forth in Exhibit II.a. to this Agreement, as the same may be amended from time to time by agreement of the Parties, as provided herein and in the Bylaws.
- E. "Blueprint Intergovernmental Agency" or "Blueprint" means that entity created in Part I, Section 3 of this Second Amended Interlocal Agreement.
- F. "Bond Resolution(s)" means a bond resolution(s), award resolution(s) or other such resolution(s) of Blueprint adopted from time to time authorizing the issuance of Bonds.
- G. "Bond Year" means with respect to the Bonds, the Bond Year as defined in the Bond Resolution.
- H. "Bondholders" or "holders" means the registered owners or their respective legal representatives of outstanding Bonds, as the context may indicate.
 - I. "Bonds" means the bonds, notes and any other obligations issued by Blueprint.

- J. "Bylaws" means the Bylaws of Blueprint previously adopted on February 14,2001 and last revised on June 17, 2013.
- K. "City's Share of the Dedicated 2000 Surtax" or "City's Share" means fifty percent (50%) of the City's receipt of or entitlement to the Dedicated 2000 Surtax as determined monthly.
- L. "City's Share of the Extended 2020 Surtax" means fifty percent (50%) of the City's receipt of or entitlement to the Dedicated 2020 Surtax as determined monthly.
- M. "Clerk" means the clerk of Blueprint, as designated from time to time by the Board of Directors.
- N. "County's Share of the Dedicated 2000 Surtax" or "County's Share" means fifty percent (50%) of the County's receipt of or entitlement to the Dedicated 2000 Surtax as determined monthly.
- O. "County's Share of the Extended 2020 Surtax" means fifty percent (50%) of the County's receipt of or entitlement to the Dedicated 2020 Surtax as determined monthly.
- P. "Debt Service Payments" means the payments required to be made for principal, amortization payments and interest on the Bonds, in the manner provided in the Bond Resolution, or payments treated as debt service or payable on a parity therewith, minus any accrued and capitalized interest that may be funded from the proceeds of the Bonds, for the fees and expenses of fiscal agents, for rebate payments, and for the replacement of any moneys withdrawn from any reserve fund or account or amounts necessary to reinstate any reserve fund credit facility or product.
- Q. "Dedicated 2000 Surtax" means eighty percent (80%) of the Extended 2000 Surtax, which shall be used by Blueprint for the cost of financing, planning and construction of

the Blueprint 2000 Projects, including payments of Debt Service Payments, and payments as otherwise provided by this Agreement or under law.

- R. "Dedicated 2020 Surtax" means seventy-eight percent (78%) of the Extended 2020 Surtax, which shall be used by Blueprint for the cost of financing, planning and construction or implementation of the Blueprint 2020 Infrastructure Projects, and Economic Development Programs, including payments of Debt Service Payments, and payments as otherwise provided by this Agreement or under law.
- S. "Existing Sales Surtax" means the one percent (1%) local government infrastructure sales surtax authorized by section 212.055, Florida Statutes; levied pursuant to referendum of a majority of the electors of Leon County on September 19, 1989, and expiring November 30, 2004.
- T. "Extended 2000 Surtax" means the one percent (1%) local government infrastructure sales surtax authorized by section 212.055, Florida Statutes; levied pursuant to Ordinance No. 00-35 of the County enacted on September 12, 2000, and approved by referendum of a majority of the electors of the County on November 7, 2000; effective December 1, 2004, and expiring December 31, 2019, and which extends the Existing Sales Surtax. Such term shall include for all purposes hereof proceeds of the portion of the communication services tax levied in the County pursuant to section 202.19(5), Florida Statutes, as a replacement of, and to be used for the same purposes as, the portion of the infrastructure sales surtax previously levied on communications services.
- U. "Extended 2020 Surtax" means the one percent (1%) local government infrastructure surtax authorized by 212.055, Florida Statutes; levied pursuant to Ordinance No. 2014-07 of the County adopted on June 10, 2014, and approved by referendum of a majority of

the electors of the County on November 4, 2014; effective January 1, 2020, and expiring December 31, 2039, and which extends the Extended 2000 Surtax.

- V. "Fiscal Year" means the fiscal years of the City, the County and the Intergovernmental Agency commencing on October 1 of each year and ending on the next succeeding September 30, or such other fiscal year as the state legislature may establish.
- W. "Livable Infrastructure For Everyone" Projects or "L.I.F.E." means those projects described and set forth in Exhibit II, Section c to this Agreement, designed to address core infrastructure needs in both the incorporated and unincorporated areas of Leon County. Use of the two percent (2%) share of the Extended 2020 Surtax proceeds for the cost of financing, planning and construction or implementation of L.I.F.E. Projects must be authorized by the Board of County Commissioners.
- X. "Project Site" or "Sites" means the lands and interests upon which the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs are to be constructed, as more particularly described in Exhibit I, Exhibit II, Sections a. and b., and Part V hereof, together with easements appurtenant thereto, and such other lands and interests therein as may be added from time to time by the Parties hereto.

Words importing singular numbers shall include the plural number in each case and vice versa, and words importing persons shall include firms, corporations or other entities, including governments or governmental bodies.

PART III

BLUEPRINT INTERGOVERNMENTAL AGENCY POWERS

SECTION 1. GENERAL AUTHORITY.

In order to accomplish the purposes set out above, Blueprint shall have the power, pursuant to direction or authorization by its Board of Directors, by its Bylaws or by the powers granted by this Agreement to:

- A. Make and enter into contracts in its own name with the Parties, the United States, the State of Florida, foreign states or countries, other public agencies and interlocal agencies and persons, both within and without the State of Florida;
- B. Acquire, construct, obtain, receive, purchase, lease, sublease, import, hold, own, use, operate, manage, maintain, pledge, hypothecate, improve, retain, dispose of, sell, donate, trade, transfer, deliver and convey real property and both tangible and intangible personal property inside and outside the State of Florida;
- C. Acquire, plan, finance, construct, obtain, receive, purchase, lease or sublease any property and acquire by lease or sublease any property and cause the rentals paid to be certificated and sold, share cost of, hold, own, use, operate, manage, maintain, pledge, hypothecate, improve, retain, dispose of, sell, donate, trade, transfer, deliver and convey any project or projects and any and all facilities, including all equipment, structures, machinery, and tangible and intangible property, real and personal, useful or incidental thereto, acquire, receive, purchase, contract for, own, use, consume, possess, insure, store, transport, transmit, dispatch, sell, convey, broker, trade, exchange, interchange, deliver, encumber, pledge and engage in derivative products, including swaps, caps, collars and similar financial tools;

- D. Apply to any person or entity, public or private, for consents, permits, authorizations or approvals required for any project undertaken in accordance with this Agreement, and to take all necessary actions to comply with the conditions thereof;
- E. Enter into interlocal or other agreements with other entities, whether or not created by interlocal agreements themselves, if such agreements are useful in the furtherance of this Agreement, to the extent permissible under Florida law;
- F. Acquire, hold, use, pledge and dispose of any or all receivables, income, revenues, funds and money;
- G. Incur debts, liabilities or obligations which do not constitute debts, liabilities or obligations of the Parties, unless specifically agreed by such Party, and, to the extent permissible under Florida law, grant a mortgage or security interest in property acquired through loan proceeds, provided that without each Party's consent, it shall be non-recourse with respect to such Parties;
- H. Establish, operate and manage a pooled loan project or projects for utilization by Blueprint or others duly authorized by Blueprint;
- I. Exercise all powers in connection with the authorization, issuance and sale of bonds and bond anticipation notes as are conferred by sections 163.01(7)(d) and sections 163.01(7)(g) of Chapter 163, Part I, Florida Statutes, as amended, and any other applicable provisions of law, and by any such other applicable statute hereafter adopted, which may include interest rate swaps, collars, caps and other derivative or hedge products;
- J. Invest money of Blueprint not required for immediate use, including, but not limited to, proceeds from the sale of bonds, in such obligations, securities, and other investments as authorized by the investment policies of Blueprint, any applicable laws and any applicable

provisions of any Bond Resolution or other instruments governing the fund or funds in which the money is deposited;

- K. Impose fees and charges necessary to discharge its duties and obligations hereunder, and adopt such rules and regulations, policies and procedures and enact bylaws to implement the powers and authorities granted hereby;
- L. Procure insurance from such insurers as it deems desirable or to self insure, or both, against risk of loss or liability in connection with its property, operations or assets;
- M. Employ, engage, discharge and compensate agents, employees and independent contractors;
 - N. Sue and be sued in its own name:
- O. Enforce all rules, regulations, policies and procedures adopted under the authority of this Agreement, independently, or with the assistance of the Parties, and resort to any necessary legal process for this purpose;
- P. Grant indemnification to its officers, agents and employees, to the extent permitted by law or in the manner set forth in its Bylaws or other rules of governance;
- Q. Exercise all such other powers incidental and useful to the furtherance of the purposes of this Agreement and to the exercise of the powers specified herein, and which the Parties may exercise in their individual capacities, and any other powers conferred presently or in the future under the laws of Florida;
- R. Exercise all of the privileges, benefits, powers and terms of Part I of Chapter 163, Florida Statutes, Part I of Chapter 125, Florida Statutes, Part II of Chapter 166, Florida Statutes and Part I of Chapter 159, Florida Statutes;
 - S. Approve annual work plans for Blueprint and review performance reports;

- T. Approve annual operating budgets and capital improvement programs;
- U. Consider major program changes, contracts, change orders, and purchase orders which exceed the Intergovernmental Management Committee's authority;
- V. Finance or refinance the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Economic Development Programs;
 - W. Issue bond anticipation notes pursuant to section 215.431, Florida Statutes;
- X. Borrow money and issue bonds or other debt obligations to finance or refinance the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects and Economic Development Programs;
 - Y. Develop and structure financial programs;
- Z. Invest its money in such investments in accordance with the laws of the State of Florida;
- AA. Make and enter into contracts and agreements necessary or incidental to the performance of its duties and the execution of its duties under this Agreement;
- BB. Exercise the right and power of eminent domain, including the procedural powers under Chapters 73 and 74, Florida Statutes, pursuant to its delegated authority as set forth generally in Chapters 127, 163, and 166, Florida Statutes, and more specifically as set forth in section 163.01(7)(f), Florida Statutes;
- CC. Acquire both real and personal property through voluntary sale, lease, exchange or donation, to manage, redevelop, surplus or otherwise dispose of acquired real and personal property, including property acquired through the right and power of eminent domain, with any and all proceeds being retained for expenditures pursuant to this Interlocal Agreement;

- DD. Employ agencies, employees, consultants, advisors, experts, attorneys and such other employees and agents as may, in the judgment of Blueprint, be necessary and to fix their compensation;
- EE. Receive and accept any aid or contributions from any source of either money, property, labor or other things of value, to be held, used or applied only for the purposes for which such grants and contributions are made;
 - FF. Adopt and use a seal; and
- GG. Make and pass rules, regulations, resolutions and orders not inconsistent with the constitution of the United States or of the State of Florida, or the provisions of the Florida Interlocal Cooperation Act or this Agreement, necessary for the governance and management of the affairs of Blueprint, for the execution of the powers, obligations and responsibilities vested in Blueprint, and for carrying out the provisions of this Agreement.

SECTION 2. <u>SPECIFIC AUTHORITY</u>.

With regard to Blueprint 2020 Economic Development Programs, Blueprint shall have the power, pursuant to direction or authorization by its Board of Directors, by its Bylaws or by the powers granted by this Agreement to:

- A. Require any organization providing economic development programing, with any portion of the proceeds of the Dedicated 2020 Surtax, to maintain detailed records of activities and expenditures;
 - B. Ensure full accounting transparency of all economic development programs;
- C. Produce periodic reports detailing the relevant performance metrics of each funded economic development program;

D. Allocate sufficient funding, as needed, from the proceeds of the Dedicated 2020 Surtax, to implement the financial oversight and accountability measures prescribed in this Agreement and the Bylaws;

E. Determine the appropriate staffing and support levels for Blueprint 2020 Economic Development Programs, including the Economic Development Coordinating Committee (EDCC), as defined in this Agreement, prior to the EDCC's first meeting, which shall occur not later than February 16, 2018. At a minimum, the staff support shall be comprised of the County and City Economic Development Directors and a representative of the official economic development organization of the community; and

F. Designate the economic development organization for the community as the primary liaison to the EDCC to prepare agenda materials, notice meetings, maintain records, and present information in coordination with the County and City Economic Development Directors.

PART IV

BOARD OF DIRECTORS; OFFICERS

SECTION 1. GENERAL.

Blueprint shall be governed by a Board of Directors. The Board of Directors shall select a Chairperson and Vice Chairperson from among the members of the Board of Directors (hereinafter "Directors") and shall designate a Clerk, who may or may not be a Director. The Board of Directors shall designate such other officers and staff positions as it may deem advisable from time to time or as otherwise provided herein or in the Bylaws.

SECTION 2. <u>DUTIES</u>.

The duties of the Board of Directors shall include the following:

- A. Establish policies and adopt bylaws necessary to accomplish the purposes of this Agreement.
- B. Meet at least annually to approve an annual work plan for Blueprint and review the previous year's performance report.
- C. Approve the annual operating budget and capital improvement program of Blueprint and plans for financing the same from the Dedicated 2000 Surtax and the Dedicated 2020 Surtax proceeds.
- D. Convene as needed to consider major program changes, contracts, change orders, and purchase orders which exceed the authority of the Intergovernmental Management Committee (discussed below).
- E. Adopt Bond Resolutions for purposes of financing Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs.

SECTION 3. <u>MEETINGS OF THE BOARD OF DIRECTORS</u>.

The Board of Directors shall meet at least one time per year in accordance with the Bylaws. Additional meetings of the Board of Directors may be called by the Chairperson. Notice of all such meetings shall be given and such meetings shall be conducted in the manner specified in the Bylaws and in all events in compliance with Florida law.

SECTION 4. <u>DUTIES OF THE CHAIRPERSON OF THE BOARD OF DIRECTORS</u>.

The Chairperson of the Board of Directors shall preside at meetings of the Board of Directors. In the event the Chairperson cannot be present at the meeting, the Vice Chairperson shall perform this responsibility, or in the absence of the Vice Chairperson, another Director designated by the Chairperson or Vice Chairperson, as the case may be, shall preside. The

Chairperson or in his absence or upon his designation, the Vice Chairperson shall have the power and authority to execute all Bonds, contracts and other documents on behalf of and bind Blueprint for all lawful obligations thereof, and shall perform such other duties as shall be provided by the Board of Directors or by the Bylaws.

SECTION 5. CLERK.

The Clerk or any duly appointed deputy shall keep and may imprint the seal of Blueprint, may attest to all signatures and certify as to all proceedings and documentation of Blueprint, shall have such other powers and duties as designated in the Bylaws and as from time to time may be assigned to the Clerk by the Board of Directors, the Chairperson of the Board, or the Vice Chairperson of the Board, and shall in general perform all acts incident to the office of Clerk, subject to the control of the Board of Directors, the Chairperson, or the Vice Chairperson, as the case may be.

PART V

PLANNING, MANAGEMENT, CONSTRUCTION AND OPERATION OF THE BLUEPRINT 2000 PROJECTS AND BLUEPRINT 2020 INFRASTRUCTURE PROJECTS, AND ECONOMIC DEVELOPMENT PROGRAMS

SECTION 1. INTERGOVERNMENTAL MANAGEMENT COMMITTEE.

- A. An Intergovernmental Management Committee (the "Intergovernmental Management Committee") is hereby created and established to jointly administer Blueprint and make recommendations on policy to the Blueprint Intergovernmental Agency and carry out the long range direction of Blueprint. The Intergovernmental Management Committee shall consist of the County Administrator of the County (the "County Administrator") and the City Manager of the City (the "City Manager").
 - B. The Intergovernmental Management Committee shall have the following powers:
 - 1. Monitor the operations of Blueprint.

- 2. Implement an annual financial audit conducted by an independent public accounting firm licensed under Chapter 473, Florida Statutes, and an annual performance audit conducted by a firm qualified to perform such audits. The scope of the performance audit shall be established jointly by the County Administrator and the City Manager.
 - 3. Recommend approval of an operating budget.
 - 4. Recommend approval of long and short term work plans.
 - 5. Recommend issuance of invitations for bid and requests for proposals.
- 6. Approve purchasing, contracts, and change orders in accordance with the approved Blueprint Procurement Policy, as amended from time to time.

SECTION 2. STAFFING.

A. A Blueprint Manager shall be hired by the County Administrator and the City Manager acting in concert and may be terminated by either the County Administrator or the City Manager. The County Administrator and the City Manager, or their designee, shall direct the performance of the Blueprint Manager and shall jointly evaluate that performance at least annually. The Blueprint Manager shall develop policies and procedures for the administration of Blueprint which will be reviewed and approved by the County Administrator and the City Manager or their designee. The Blueprint Manager and staff shall have the option of being County employees or City employees, only for purposes of employee benefit administration.

B. Responsibilities of the Blueprint Manager:

1. Manage a multi-disciplinary staff and be responsible for carrying out the implementation of the Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects.

- 2. Coordinate with the Citizens Advisory and Technical Coordinating Committees (as defined below) and submit a long range implementation plan, a five (5) year plan and an annual work plan to the Intergovernmental Management Committee.
- 3. Prepare a public information plan and sustain effective relationships with stakeholders and affected parties in regard to Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects.
- 4. Submit project status reports to the Intergovernmental Management Committee every six months.
- 5. Provide all necessary administrative support and coordination for Blueprint 2020 Economic Development Programs in accordance with the provisions of Part III., Section 2.E., herein.

SECTION 3. TECHNICAL COORDINATING COMMITTEE.

- A. An intergovernmental technical coordinating committee is hereby created and established to provide professional advice and technical expertise to the Blueprint Manger on a project basis to be known as the "Technical Coordinating Committee." The membership of the Technical Coordinating Committee shall be as designated in the Bylaws.
 - B. Responsibilities of the Technical Coordinating Committee:
 - 1. Work with the Blueprint Manager to ensure coordination with other ongoing and future projects and related issues.
 - 2. Review Blueprint 2000 Projects, and Blueprint 2020 Infrastructure Projects scope and implementation plans and make recommendations to the Blueprint Manager.

- 3. Annually review other projects of the City and County to ensure coordination between governments.
- 4. Such other responsibilities as shall be provided in the Bylaws or as provided by the Board of Directors.

SECTION 4. PLANNING DEPARTMENT.

The Tallahassee-Leon County Planning Department shall assist in conducting, coordinating and advising on land use planning, sector planning, greenway planning and transportation planning.

SECTION 5. <u>CITIZEN ADVISORY COMMITTEE</u>.

A Citizen Advisory Committee is hereby created and established to serve in an advisory capacity to Blueprint. Responsibilities of the Citizen Advisory Committee shall be to review work plans for Blueprint 2000 Project, and Blueprint 2020 Infrastructure Project recommendations, to review financial audits and performance audits, and to otherwise make recommendations to Blueprint. The Citizen Advisory Committee shall consist of fourteen members serving three year staggered terms to be selected as follows:

- 1. Four members shall be selected by Blueprint from a list of applicants which shall include at least one from each of the following categories: a financial expert with bonding experience; a natural scientist/ biologist, and a planner. Blueprint shall take into consideration as part of the selection process those individuals that formerly served on the Economic and Environmental Citizens Committee (EECC).
- 2. Three members shall be selected by Blueprint from a list of three names for each position provided by the Citizen Advisory Committee and shall include one

member from the civil rights community, one member from the elderly community, and one member from the disability community.

- 3. The remaining seven members shall be selected as follows:
 - Board Member of the Greater Tallahassee Chamber of Commerce
 - Board Member of the Capital City Chamber of Commerce
 - Board Member of the Big Bend Minority Chamber of Commerce
 - Chairperson of the Planning Commission or designee thereof
 - Representative from Council of Neighborhood Associations
 - Representative from the Big Bend Environmental Forum
 - Representative from the Network of Entrepreneurs and Business Advocates in Tallahassee.

SECTION 6. ECONOMIC DEVELOPMENT COORDINATING COMMITTEE.

A coordinating committee for economic development programs is hereby created and established to provide professional advice and technical expertise to Blueprint to be known as the Economic Development Coordinating Committee (EDCC). The EDCC shall serve as the advisor to Blueprint on economic development matters with respect to Blueprint 2020 Economic Development Programs.

A. The EDCC shall evaluate those economic development proposals recommended for consideration by the Leon County Sales Tax Committee as set forth in Exhibit II, Section b.4., A-H. The EDCC shall afford the organizations that developed each of these proposals the opportunity to refine and present their economic development proposal to the EDCC for its consideration. The EDCC shall make funding and programmatic recommendations to the Board of Directors and the Intergovernmental Management Committee, shall perform a biennial review of the implementation, operation, and performance of economic development programs funded with Dedicated 2020 Surtax proceeds to ensure accountability, and shall perform such

other duties as shall be provided in the Bylaws or as prescribed by the Board of Directors, or the Intergovernmental Management Committee.

- B. The Chairmanship of the EDCC shall rotate biennially between the County and City staff designees. The membership of the EDCC shall consist of the following representatives or their staff designees:
 - County Administrator Designee
 - City Manager Designee
 - TCC Vice President of Economic & Workforce Development
 - FSU Vice President of Research
 - FAMU Vice President of Research
 - Executive Director of Leon County Research and Development Authority
 - CEO of Career Source Capital Region
 - President of the Greater Tallahassee/ Leon County Chamber of Commerce
 - President of the Capital City Chamber of Commerce
 - President of the Big Bend Minority Chamber of Commerce.
- C. In order to provide transparency and accountability for economic development programs utilizing the proceeds of the Dedicated 2020 Surtax, all financial activities shall be audited in accordance with the fiscal controls adopted by the Parties and as otherwise set forth in the Bylaws.

SECTION 7. ACCOUNTING SYSTEM.

Blueprint may designate either the City or the County as the entity for maintaining the accounting system for Blueprint. The City and the County will each be provided the same level of access to all information pertaining to Blueprint.

SECTION 8. PROJECT RESTRICTIONS.

- A. Permissible uses of Dedicated 2000 Surtax proceeds shall be restricted to the following categories:
 - 1. Stormwater and Water Quality Projects

- 2. Transportation Improvements Projects
- 3. Greenways and Parks and Recreation Projects
- B. Permissible uses of Dedicated 2020 Surtax proceeds shall be restricted to the following categories:
 - 1. Stormwater and Water Quality Projects
 - 2. Transportation Improvement Projects
 - 3. Greenways, Parks and Recreation
 - 4. Economic Development Programs
 - 5. Public Buildings and Structures
 - 6. Parks and Recreational Area Operations
 - 7. Other permissible uses set forth in section 212.055(2), Florida Statutes, as amended.

SECTION 9. PROJECTS.

A. Blueprint 2000 Projects.

The proceeds of the Dedicated 2000 Surtax shall be used for the purpose of funding Blueprint 2000 Projects as approved by the County and City Commissions on July 10, 2000, and as further described and set forth in Exhibit I (Items a-i represent first priority projects, and Items j-w represent second priority projects).

B. <u>Blueprint 2020 Infrastructure Projects and Economic Development Programs.</u>

The proceeds of the Dedicated 2020 Surtax shall be used for the purpose of funding Blueprint 2020 Infrastructure Projects and Economic Development Programs, as further described and set forth in Exhibit II, Sections a and b (Exhibit II, Section a Projects 1-27

represent first priority projects, and Exhibit II, Section a Projects 28-29 represent second priority projects).

C. L.I.F.E. Projects.

The two percent (2%) share of the Extended 2020 Surtax proceeds shall be used for the purpose of funding L.I.F.E. Projects, as further described and set forth in Exhibit II, Section c.

SECTION 10. AMENDMENT OR DELETION TO PROJECTS AND PROGRAMS.

The listed projects and programs set forth in Exhibit I, Exhibit II, Sections a, b.1, b.2, and b.3, may only be deleted or amended to a substantial degree, if circumstances call for a substantial change and if the Board approves the change by a supermajority vote of both the members who are County Commissioners and the members who are City Commissioners, after taking into consideration the recommendations of the Citizen Advisory Committee, the Technical Coordinating Committee, and the Intergovernmental Management Committee. Such a vote will not be taken until Blueprint first holds at least two (2) noticed public hearings with respect to such proposed change. Otherwise the listed projects and programs set forth in Exhibit I, or in Exhibit II, Section a or b, may be amended upon majority vote of the Board.

SECTION 11. ADDITIONAL COUNTY PROJECTS.

- A. The 10% share of the Extended 2000 Surtax proceeds dedicated to Leon County projects shall be used for the following purposes as approved by the County Commission on July 10, 2000, and ratified in County Resolution R00-30:
 - 1. Transportation Projects;
 - 2. Stormwater and Water Quality;
 - 3. Parks and Recreation Facilities;

- 4. Intersection Improvements, Bridges, Sidewalks, Bike Lanes, Bike Paths, Traffic Calming;
 - 5. Greenway and Bike Trails; and
 - 6. Other projects approved by the Board of County Commissioners.
- B. The 10% share of the Extended 2020 Surtax proceeds dedicated to Leon County projects may only be used for the following purposes:
 - 1. Transportation Resurfacing Projects;
 - 2. Transportation Intersection Improvement Projects;
 - 3. Other statutorily authorized uses approved by the Board of County Commissioners.

SECTION 12. ADDITIONAL CITY PROJECTS.

- A. The 10% share of the Extended 2000 Surtax proceeds dedicated to City of Tallahassee projects shall be used for the following purposes as approved by the City Commission on July 10, 2000, and ratified in City Resolution 00-R-40:
 - 1. Transportation Projects;
 - 2. Stormwater and Water Quality;
 - 3. Parks and Recreation Facilities:
 - 4. Gateway Enhancements;
 - 5. Greenway and Bike Trails; and
 - 6. Other projects approved by the City Commission.
- B. The 10% share of the Extended 2020 Surtax proceeds dedicated to City of Tallahassee projects may only be used for the following purposes:
 - 1. Transportation Projects;

- 2. Stormwater and Water Quality;
- 3. Parks and Recreational Facilities;
- 4. Gateway Enhancements;
- 5. Greenway and Bike Trails; and
- 6. Other statutorily authorized uses approved by the City Commission.

SECTION 13. REIMBURSEMENT.

The Blueprint Intergovernmental Agency may establish, from time to time, procedures for reimbursement for reasonable expenses incurred by Blueprint.

PART VI

FINANCING

SECTION 1. SHARE AND DISTRIBUTION OF SURTAX; ISSUANCE OF BONDS.

A. Extended 2000 Surtax.

As further provided herein, the proceeds of the Extended 2000 Surtax levied as provided by law shall be distributed, as set forth in this Agreement, to the County and the City, or as otherwise specified herein, throughout the term of this Agreement as follows:

Governmental Body	Share of Proceeds
Leon County	50%
City of Tallahassee	50%

As further provided herein, the County and the City hereby irrevocably agree that the Dedicated 2000 Surtax proceeds shall be used for Blueprint 2000 Projects as approved by the County and City Commissions on July 10, 2000, and as further described and set forth in Exhibit I. The County and the City further hereby irrevocably agree that the Dedicated 2000 Surtax proceeds shall be deposited directly into the account of the Blueprint Intergovernmental Agency by the Florida Department of Revenue ("DOR") and irrevocably direct DOR to make

such deposits for the term of such tax. The Intergovernmental Management Committee shall administer the spending of those funds on the Blueprint 2000 Projects.

B. Extended 2020 Surtax.

The proceeds of the Extended 2020 Surtax levied as provided by law shall be distributed in accord with this Agreement into the appropriate trust fund account throughout the term of this Agreement, as follows:

Trust Fund Account	Share of Total Proceeds
Blueprint 2020 Infrastructure Projects	66%
Blueprint 2020 Economic Development Programs	12%
Leon County Projects	10%
City of Tallahassee Projects	10%
Leon County L.I.F.E. Projects	2%

The Parties agree that the Dedicated 2020 Surtax proceeds shall be used for Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs, as further described in Exhibit II. The Parties shall cause 66% of the Extended 2020 Surtax proceeds to be placed in the Blueprint Intergovernmental Agency, Blueprint 2020 Infrastructure Projects trust fund account, to be created by Blueprint, within ten (10) working days of its receipt. The Parties shall cause 12% of the Extended 2020 Surtax proceeds to be placed in the Blueprint Intergovernmental Agency, Blueprint 2020 Economic Development Programs trust fund account, to be created by Blueprint, within ten (10) working days of its receipt. The Parties shall cause 10% of the Extended 2020 Surtax proceeds to be placed in the Leon County, Leon County Projects trust fund account, to be created by the County, within ten (10) working days of its receipt. The Parties shall cause 10% of the Extended 2020 Surtax proceeds to be placed in the City of Tallahassee, City of Tallahassee Projects trust fund account, to be created by the City, within ten (10) working days of its receipt. The Parties shall cause 2% of the Extended 2020 Surtax proceeds to be placed in the Leon County, Liveable Infrastructure For Everyone Projects

trust fund account, to be created by the County, within ten (10) working days of its receipt. The Intergovernmental Management Committee shall administer the spending of those funds on the projects and programs listed in Exhibit II, Sections a. and b. The Leon County Board of County Commissioners shall administer the spending of those funds on L.I.F.E. Projects listed in Exhibit II, Section c.

SECTION 2. APPROVAL AND ISSUANCE OF BONDS.

In order to finance Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects and Blueprint 2020 Economic Development Programs, and in full compliance with the provisions of this Agreement including Exhibit III, Blueprint may proceed to issue Bonds. The Bonds may be issued by a resolution of the Board of Directors of Blueprint. Such resolution shall be subject to such terms and conditions, and shall provide for the disposition from time to time, of the funds and accounts held under the Bond Resolution, as Blueprint, in its sole judgment and discretion, may provide. The terms and conditions of the Bonds shall be subject to the sole judgment and discretion of Blueprint.

PART VII

MISCELLANEOUS

SECTION 1. ACCUMULATED NET REVENUES.

After completion of all Blueprint 2000 Projects and Blueprint 2020 Infrastructure Projects and Economic Development Programs, and after all expenses and obligations of Blueprint are paid or provided for, unless the City and the County mutually agree to entrust ongoing operational or other responsibilities to Blueprint, Blueprint shall conclude its activities and any surplus revenue over and above expenses of Blueprint and any reserve fund established by the Board of Directors and funded by the budget will be proportionately returned to the City

and the County or other entity in accordance with the Bylaws and policies adopted by the Board, or as provided by any bond resolution or trust indenture adopted by Blueprint for the issuance of bonds or other indebtedness.

SECTION 2. FISCAL CONTROL.

Blueprint shall maintain its financial records in accordance with generally accepted accounting principles. An annual budget shall be adopted by Blueprint. All financial activities shall be audited by a certified public accountant at the conclusion of each fiscal year. Members shall be furnished copies of the annual audit and all other financial records they may from time to time request.

SECTION 3. FILING WITH CLERK OF CIRCUIT COURT.

A copy of this Agreement and all subsequent amendments thereto shall be filed with the Clerk of the Circuit Court of Leon County and with such other agencies of the State of Florida as may be required by law.

SECTION 4. FILING AND EFFECTIVE DATE.

This Agreement shall become effective upon the occurrence of all of the following: (a) the execution of this Agreement by the proper officers of the City and the County as of the date set forth above; and (b) upon filing with the Clerk of the Circuit Court of Leon County, Florida, as required by section 163.01(11), Florida Statutes.

SECTION 5. NO IMPAIRMENT OF OBLIGATIONS OF CONTRACT.

Blueprint, the City and the County have incurred their respective obligations under this Agreement based upon the covenants of each of them for the benefit of the other. Blueprint has incurred its obligation under this Agreement based upon the covenants and pledges of the City and the County hereunder. Therefore, it is necessary in order to avoid impairment of the

obligations of contract of the City, the County and Blueprint for the obligations hereunder to be and remain fully enforceable in the manner herein provided.

SECTION 6. NO GENERAL OBLIGATION.

Notwithstanding anything to the contrary herein or in such subsequent resolutions or ordinances, the Bonds shall not constitute "bonds" within the meaning of Article VII, Section 12 of the Constitution and the Statutes of Florida to be approved at an election of the qualified electors of the County and the City. The Bonds shall not constitute a general obligation of the County or the City, the State of Florida or any political subdivision thereof, or a lien upon any property owned or situated within the territorial limits of the County or the City, the State of Florida or any political subdivision thereof. The holders of the Bonds shall not have the right to require or compel any exercise of the taxing power of the County or the City, the State of Florida or any political subdivision thereof to pay the principal or premium, if any, and interest on the Bonds or to make any other payments provided for under any subsequent resolution or ordinance.

SECTION 7. NO DELEGATION.

Nothing contained herein shall be deemed to authorize the delegation of any of the constitutional or statutory duties of the County or the City or any officers thereof.

SECTION 8. VALIDITY.

If any paragraph, sentence, clause, phrase, or portion of this Second Amended and Restated Interlocal Agreement for any reason is held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 9. NO LIABILITY.

No member, agent, officer, official, committee or committee member, or employee of Blueprint shall be liable for any omission, except gross negligence, or for any act of omission or commission by any other member, agent, officer, official, committee or committee member, or employee of Blueprint.

SECTION 10. SEVERABILITY.

If any one or more of the covenants, agreements or provisions of this Agreement should be held contrary to any express provision of law or contrary to any policy of expressed law, although not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separate from the remaining covenants, agreements or provisions of this Agreement which shall remain fully enforceable.

SECTION 11. <u>CONTROLLING LAW; MEMBERS OF THE CITY, BLUEPRINT AND</u> <u>THE COUNTY NOT LIABLE.</u>

All covenants, stipulations, obligations and agreements of the City, Blueprint and the County contained in this Agreement shall be deemed to be covenants, stipulations, obligations and agreements of the City, Blueprint and the County, respectively, to the full extent authorized by the Act and provided by the Constitution and laws of the State of Florida. No covenant, stipulation, obligation or agreement contained herein shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member of the governing body or agent or employee of the City, Blueprint or the County in its, his or their individual capacity, and neither the members of the governing body of the City, Blueprint or the County nor any official executing this Agreement shall be liable personally or shall be subject to any

accountability by reason of the execution by the City or Blueprint or the County of this Agreement or any act pertaining hereto or undertaking to carry out the obligations imposed by this Agreement upon Blueprint.

SECTION 12. EXHIBITS.

Exhibits I – III, inclusive, and any maps, exhibits or attachments included therein, which are attached hereto, shall be deemed incorporated herein and made a part of this Agreement, as if fully set forth below.

IN WITNESS WHEREOF, Leon County, Florida, and the City of Tallahassee, Florida, have caused this Second Amended and Restated Interlocal Agreement to be executed by duly authorized officers thereof as of the 9th day of December, 2015.

LECT.

LEON COUNTY, FLORIDA

By:

BILL PROCTOR, CHAIRMAN

BOARD OF COUNTY COMMISSIONERS

ATTESTED:
BOB INZER, CLERK OF COURT
& COMPTROLLER
LEON COUNTY, FLORIDA

APPROVED AS TO FORM:

LEON COUNTY ATTORNEY'S OFFICE

HERBERT W. A. THIELE

COUNTY ATTORNEY

CITY OF TALLAHASSEE

By: andrew P. O'llin

ANDREW GILLUM

MAYOR

ATTESTED:

JAMES O. COOKE, IV CITY TREASURER-CLERK

APPROVED AS TO FORM:

LEWIS E. SHELLEY, BSQ.

CITY ATTORNEY

EXHIBIT I – Blueprint 2000 Projects

- a. Map 2A: Widening of Capital Circle NW from I-10 to Blountstown Hwy; (includes six lanes from I-10 to Tennessee Street without service roads, four lanes from Tennessee Street to Blountstown Hwy., and two interchanges); Water resource protection through greenway linkages, floodplain acquisition, protection and restoration of Gum Swamp system.
- b. Map 4: Widening of Capital Circle SE from Crawfordville Hwy. to St. Augustine Road; (Includes portion of Tram Road ROW for future transit; acquisition of environmentally sensitive areas and greenway connection between St. Marks Trail and Southwood; deletes proposed interchanges at Apalachee Parkway and Crawfordville Road).
- c. Map 3: Franklin Boulevard improvements, roundabout at Franklin/Meridian/Gaines intersection; Reconstruction of Cascades Park with series of lakes for stormwater retrofit of urban area; Reconstruction of St. Augustine Branch as urban waterway with series of lakes for stormwater treatment; acquisition of land for phase II stormwater improvements along the central drainage ditch, greenways throughout the system and trailhead development.
- d. Water Quality Program Funding for stormwater and water quality retrofit to be split 50/50 between City and County (includes \$10 million for retrofit and drainage improvements in Frenchtown watershed and \$5 million for various County retrofit projects in the urban area previously identified as high priority).
 - e. Map 7: Phase I-Eastern Leon County groundwater and floodplain protection.

- f. Map 6: Lafayette Basin floodplain/greenway land acquisition for future stormwater improvements and greenway connection from Lafayette Heritage Trail to Miccosukee greenway.
- g. Map 2B: Widening of Capital Circle SW from Blountstown Hwy. to Springhill Road; includes (Option 1-Realignment; includes ROW, construction, and stormwater for roadway improvements only, and land acquisition for future greenway).
- h. Map 2C: Widening of Capital Circle SW from Springhill Road to Crawfordville Road; (includes ROW, construction, and stormwater for roadway improvements only and land acquisition for future greenway).
- i. Map 5B: Land acquisition only for greenway linkages between Maclay Gardens, Timberlane Ravine, Goose Pond, and Tom Brown Park.
- j. Map 3, Segment 4: Old St. Augustine Branch stormwater improvements (Gamble Street to confluence with Munson Slough).
- k. Gaines Street Reconstruction and extension of Jackson Bluff Road (\$17 million).
- l. Map 6: Widening of Mahan Drive from Dempsey Mayo Road to I-10, and stormwater improvements for roadway and Lake Lafayette; trail head development.
- m. Map 2B/2C: Airport Gateway-Connector from Capital Circle SW to Lake Bradford Road.
 - n. Map 7: Phase II-Eastern Leon County groundwater and floodplain protection.
- o. Map 1: Fred George and Ochlockonee River Basins stormwater improvements, groundwater protection, and greenway acquisition.

- p. Map 5A: Meridian Road intersection improvements and greenway connections from Timberlane Ravine to Klapp-Phipps-Overstreet Park.
 - q. Water quality program funding-Phase II.
- r. Map 5B: Lake Lafayette Basin stormwater improvements and floodplain protection.
- s. Map 2C: Springhill Road ROW and construction; stormwater system and improvements from Springhill Road east to Indianhead Acres; greenways/trail development.
- t. Map 2B: Black Swamp restoration, regional stormwater pond, and Cascades to Munson slough greenway trail development.
- u. Map 4: Tram Road ROW and construction; interchange at Crawfordville Road.
- v. Map 2B: Roadway improvements connecting Capital Circle SW and Springhill Road and interchange at Orange Avenue and Capital Circle SW.
 - w. Map 2A: Service Roads (Capital Circle NW).

EXHIBIT II – Blueprint 2020 Infrastructure Projects; Blueprint 2020 Economic Development Programs; L.I.F.E. Projects

Section a. BLUEPRINT 2020 INFRASTRUCTURE PROJECTS

Blueprint 2020 Infrastructure Projects are described as follows: (Projects 1-27 represent first priority projects, and Projects 28-29 represent second priority projects):

- Project 1, Capital Circle Southwest: Funding to widen Capital Circle Southwest from Orange Avenue to Crawfordville Road (includes ROW, construction, stormwater for roadway improvements, water quality enhancements, and land acquisition for future greenway) (Exhibit 1).
- Project 2, Westside Student Corridor Gateway: Funding to widen West Pensacola Street from Capital Circle Southwest to Appleyard Drive (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway). Also includes funding for stormwater improvements in the Gum Creek/West Drainage Ditch, the gateway features and neighborhood connectivity (Exhibit 2).
- Project 3, Airport Gateway: Springhill Road and Lake Bradford Road: Funding to perform roadway improvements to Springhill Road from Capital Circle Southwest to Orange Avenue and Lake Bradford Road from Orange Avenue to Gaines Street (includes ROW, construction, gateway streetscaping, stormwater for roadway improvements, and enhanced landscape) (Exhibit 3).
- <u>Project 4, Southside Gateway Enrichment:</u> Funding to widen Woodville Highway from Capital Circle Southwest to Tram Road (includes ROW, construction,

- gateway streetscaping, and stormwater for roadway improvements) enhanced landscape of Crawfordville Highway and stormwater facilities, and neighborhood connectivity (Exhibit 4).
- Project 5, North Monroe Gateway: Funding to develop gateway enhancements for North Monroe Street from I-10 to 7th Avenue (includes signage, art, crosswalks and other pedestrian safety enhancements) (Exhibit 5).
- Project 6, Build Bike Route System: Funding in the amount of \$15 million of Dedicated 2020 Surtax proceeds will be used to continue implementation of a Bicycle and Pedestrian Master Plan (Exhibit 6).
- Project 7, County/City Sidewalk Projects: Funding in the amount of \$50 million of Dedicated 2020 Surtax proceeds will be used for sidewalks to be split 50/50 between County and City (Exhibit 7).
- Project 8, Implement Greenways Master Plan Phase I: Funding in the amount of \$15.8 million of Dedicated 2020 Surtax proceeds will be used to continue implementation of the Greenways Master Plan (Exhibit 8).
- Project 9, Northwest Connector Corridor: Funding to widen Tharpe Street from Ocala Road to Capital Circle Northwest (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway). Also includes funding for Park Place Recreational Area and neighborhood connectivity (Exhibit 9).
- Project 10, Lake Lafayette and St. Marks Regional Linear Park: Funding to develop

 Lake Lafayette and St. Marks Regional Linear Park (includes construction,

 stormwater study and improvements, and land acquisition for future

- greenway) and stormwater and recreation improvements in Tom Brown Park (Exhibit 10).
- Project 11, Market District Activity Center Connectivity: Funding to implement the Market District Corridor Placemaking Action Plan (includes construction, stormwater improvements, greenway connections, streetscaping, and gateway enhancements) (Exhibit 11).
- Project 12, Midtown Placemaking: Funding to implement the Midtown Placemaking

 Action Plan (includes construction, stormwater improvements, streetscaping,
 and gateway enhancements) (Exhibit 12).
- Project 13, College Avenue Placemaking: Funding to implement the College Avenue Placemaking Action Plan (includes construction, stormwater improvements, streetscaping, and gateway enhancements) (Exhibit 13).
- Project 14, Monroe-Adams Corridor Placemaking: Funding to implement the Monroe-Adams Corridor Placemaking Action Plan (includes construction, stormwater improvements, underground utilities, streetscaping, and gateway enhancements) (Exhibit 14).
- Project 15, Northeast Corridor Connector: Funding to widen Bannerman Road from Thomasville Road to Tekesta Drive (includes ROW, construction, stormwater for roadway improvements, and land acquisition for future greenway), multi-use trails, greenway and neighborhood connectivity (Exhibit 15).
- Project 16, StarMetro: Funding in the amount of \$12.25 million of Dedicated 2020

 Surtax proceeds will be used to provide bus stop amenities (including bench, shelter, or other structure). Also includes funding to make bus stops ADA

- compliant and enhance service for customers at major transfer points (Exhibit 16).
- Project 17, Operating Costs for Parks Built with Surtax Funds: Funding in the amount of \$20 million of Dedicated 2020 Surtax proceeds will be used for the operation and maintenance of parks to be split County (50%) and City (50%) (Exhibit 17).
- Project 18, Desoto Winter Encampment: Funding to develop the Desoto Winter Encampment site (Exhibit 18).
- Project 19, Northeast Park: Funding to develop a Northeast Park (Exhibit 19).
- Project 20, Water Quality and Stormwater Improvements: Water Quality Program:

 Funding in the amount of \$85 million of Dedicated 2020 Surtax proceeds will be used for stormwater, sewer and/or water quality retrofit to be split 50/50 between County and City (Exhibit 20).
- Project 21, Florida A&M Entry Points: Funding to develop entry points to Florida

 A&M University at Osceola Street/Adams Street and Perry Street/Gamble

 Street (Exhibit 21).
- Project 22, Orange/Meridian Placemaking: Funding to implement the Orange/Meridian Placemaking project (includes construction, stormwater improvements, streetscaping, and bus stop enhancements) (Exhibit 22).
- <u>Project 23, Beautification and Improvements to the Fairgrounds:</u> Funding to construct improvements to the fairgrounds (Exhibit 23).
- Project 24, Orange Avenue Widening from Adams Street to Springhill Road:

 Funding to widen Orange Avenue from Adams Street to Springhill Road

(includes ROW, construction, and stormwater for roadway improvements) (Exhibit 24).

Project 25, Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure

Phase I: Funding to develop Welaunee Boulevard from Fleischman to
Shamrock, and two-lane Shamrock Way extension from Centerville to
Welaunee Boulevard North (includes ROW, construction, stormwater for
roadway improvements). Project shall be conditioned upon: (i)
reimbursement by developer(s) to Blueprint for any developer(s) required
transportation improvements (reasonable repayment timelines would be
established); (ii) Any cost (inclusive of right of way) related to the greenway
may be used as a direct offset to any developer(s) required transportation
improvement costs; (iii) that portion of the project involving land owned by
the City of Tallahassee will only require reimbursement if sold and developed
privately; and (iv) anticipated developer(s) reimbursements are to be
recognized as potential future resources for Blueprint (Exhibit 25).

Project 26, Alternative Sewer Solutions Study: Funding to study and develop preferred options for management alternatives to traditional onsite sewage treatment and disposal systems in the unincorporated areas of Leon County, including the Primary Springs Protection Zone; identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; identify other issues related to sewage treatment and disposal system financing (Exhibit 26).

- Project 27, Tallahassee-Leon County Animal Service Center: Funding for capital improvements to the Tallahassee-Leon County Animal Service Center (Exhibit 27).
- Project 28, Implement Greenways Master Plan Phase II: Funding to continue implementation of the Greenways Master Plan (Exhibit 28).
- Project 29, Northeast Gateway: Welaunee Critical Area Plan Regional Infrastructure

 Phase II: Funding to develop Welaunee Boulevard North from Shamrock Way
 to Roberts Road, and Shamrock Way, from Welaunee Boulevard to U.S. 90
 (includes ROW, construction, stormwater for roadway improvements).

 Funding also includes improvements to the Miccosukee Canopy Road
 Greenway trailhead at the intersection of Fleischmann Road and Crump Road.

 Second priority implementation shall not occur until such time as adequate
 transportation connections north of Roberts Road, to allow the traffic to flow
 through to Thomasville Road, have been identified and funded (Exhibit 29).
- Section b. BLUEPRINT 2020 ECONOMIC DEVELOPMENT PROGRAMS

 Blueprint 2020 Economic Development Programs are described as follows:
 - 1. Madison Mile Convention District: Up to \$20 million of Dedicated 2020

 Surtax proceeds will be used to construct a convention center on or near the existing Donald L. Tucker Civic Center site as part of a larger Florida State

 University redevelopment and master planning effort to attract a full service hotel to the Madison District. The final determination on the level of funding to be provided and the time period for said funding is subject to approval by

- Blueprint at the time of project consideration and the execution of formal agreements among all parties to the project.
- 2. International Airport Growth and Development (Part I): Up to \$5.5 million of Dedicated 2020 Surtax proceeds will be used to upgrade existing hanger facilities at the Tallahassee International Airport, provide the necessary utility infrastructure to construct additional hangers, and develop 1,000 acres of airport property for lease. Funding is subject to approval by Blueprint at the time of project consideration.
- 3. International Airport Growth and Development (Part II): Up to \$8.6 million of Dedicated 2020 Surtax proceeds will be used to create an international passenger processing facility, support international user fee expenses, and provide additional training support to Airport staff in accordance to the Tallahassee International Airport's Ten-Year Growth and Development Plan.
- 4. The following proposals are to be evaluated by the EDCC for consideration, as recommended by the Leon County Sales Tax Committee, and recommendations are to be forwarded to Blueprint regarding the utilization of the Dedicated 2020 Surtax proceeds in accordance with Part V. Section 6.A of the Agreement, as follows:
 - A. Entrepreneurial Development Fund: This proposal provides a source of funding from which to enhance present and develop new entrepreneurial support programs.

- B. Minority & Women Business Investment Fund: This proposal provides microloans to help minority and women owned small businesses and entrepreneurs.
- C. Technology & Innovation Incubators: This proposal provides funds to be used to support existing incubation programs and/or start new ones.
- D. Business Retention, Expansion & Attraction Fund: This proposal provides the community a toolkit to grow local businesses and attract companies that pay higher than average wages.
- E. Economic Opportunity Rapid Response Fund: This proposal provides resources to quickly leverage and close the gap between state incentives and project needs.
- F. Quantum Leaps & Signature Festivals: This proposal seeks to grow and support Tallahassee as a cultural destination through festivals and the arts by providing grants for festivals that draw tourists, grants to support new and expanding cultural offerings, and grants to propel cultural organizations to a new level of sustainability.
- G. South Monroe / Adams Corridor Catalyst: This proposal provides aesthetic and community funding associated with the Monroe-Adams Street Corridor Action Plan, funding to support an additional Florida A&M University (FAMU) Small Business Development Center location on the Southside over a ten-year period, and funding for the FAMU Urban Agriculture Project to increase access to locally grown

- foods and increase urban farming and related business opportunities through workforce training.
- H. Raising the Ship Talent Development: This proposal provides funding for an in-depth assessment of job seekers and estimated employment needs, capital funding for a Southeast Regional Center of Excellence, and programmatic funding to support a Socially Responsible Enterprise.
- 5. Additional economic development projects and staffing needs including, but not limited to, the following uses:
 - A. Staffing needs specific to economic development.
 - B. Project and program consultants specific to economic development.
 - C. Other key economic development projects and opportunities that may arise over the Term of this Agreement.

Section c. LIVABLE INFRASTRUCTURE FOR EVERYONE (L.I.F.E.) PROJECTS.

The two percent (2%) share of the Extended 2020 Surtax proceeds which are dedicated to L.I.F.E. Projects shall be used for the purpose of funding the L.I.F.E. Projects in both the incorporated and unincorporated areas of Leon County, by addressing core infrastructure needs therein. Use of the two percent (2%) share of the Extended 2020 Surtax proceeds for L.I.F.E. Projects must be authorized by the Board of County Commissioners.

EXHIBIT III SUPPLEMENTAL FINANCING PROVISIONS

SECTION 1. BOND ISSUANCE; USE; LIEN.

- A. Pursuant to provisions of the Florida Interlocal Cooperation Act, Blueprint may issue bonds or other debt obligations (previously defined herein as the "Bonds") from time to time, in various series, to finance and refinance the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs. Such Bonds shall be issued upon such terms, containing such provisions, bearing interest at such lawful rates, including variable rates, and supported by such other documents to be issued as may hereafter be established by Blueprint.
- B. The proceeds of the Bonds shall be deposited and used for such purposes and under such conditions as set forth herein and in resolutions subsequently adopted by the Board of Directors.
- C. The Bonds shall be secured by a first priority lien and pledge of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, with such coverages as to payment of Debt Service Payments and other charges as shall be provided in the Bond Resolution. Thereafter, such part of the Dedicated 2000 Surtax and Dedicated 2020 Surtax as shall be legally available therefor may be used to pay costs of planning of Blueprint for the construction or implementation of the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs, including budgeted expenses of the administration and operation of Blueprint. In no event will Dedicated 2000 Surtax or Dedicated 2020 Surtax proceeds be utilized to pay or reimburse maintenance or other expense items for which such proceeds may not be lawfully expended.

SECTION 2. <u>NO MORTGAGE OF BLUEPRINT 2000 PROJECTS, BLUEPRINT 2020 INFRASTRUCTURE PROJECTS, OR BLUEPRINT 2020 ECONOMIC DEVELOPMENT PROGRAMS.</u>

Neither the City, the County, nor Blueprint will mortgage, pledge or otherwise encumber Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, Blueprint 2020 Economic Development Programs or Project Sites during the term of this Agreement.

SECTION 3. SURPLUS FUNDS.

Any surplus funds, accounts or revenues arising from the operations of the Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, or Blueprint 2020 Economic Development Programs, or otherwise held under this Agreement or the Bond Resolution, as applicable, after making provision for all other obligations with respect to this Agreement, including the Bonds, Blueprint 2000 Projects, Blueprint 2020 Infrastructure Projects, and Blueprint 2020 Economic Development Programs shall, at the option of Blueprint, be used either for additional improvements to such projects, retirement of Bonds, or for any lawful purposes of Blueprint.

SECTION 4. COVENANTS OF THE CITY AND THE COUNTY.

From the date hereof and until the principal of, premium, if any, and interest on the Bonds are paid or defeased as provided in the Bond Resolution, the City and the County covenant and agree with each other and with Blueprint and the Bondholders as follows:

A. To secure the obligations of Blueprint under the Bond Resolution for the benefit of the Bondholders, the City hereby pledges, and grants to the Bondholders an irrevocable lien upon, the City's Share of the Dedicated 2000 Surtax and Dedicated 2020

Surtax for payment in the manner herein provided, effective without further act of the City or any filing except as required in Section 5 of Part VII of the Agreement.

- B. To secure the obligations of Blueprint under the Bond Resolution for the benefit of the Bondholders, the County hereby pledges, and grants to the Bondholders an irrevocable lien upon, the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax for payment in the manner herein provided, effective without further act of the County or any filing except as required in Section 5 of Part VII of the Agreement.
- C. The obligations of the City for the payment of the City's Share and the County for the payment of the County's Share shall be in the manner and as provided in this Agreement, however, no such payments shall be required to be made by the City or the County except, respectively, from the City's Share and the County's Share, but any failure to pay by a Party shall not reduce the liability of such Party for the full amounts of its obligations hereunder, or the obligations of the other Party to make such Party's payment. The City and the County will pay, or cause payments to be made, in the manner and at the times provided in this Agreement.
 - D. Application of Proceeds.
 - 1. Commencing with the first deposits of the Extended 2000 Surtax on or following December 31, 2004, and continuing to and including December 31, 2019, the Dedicated 2000 Surtax shall be deposited directly by the Department of Revenue of the State of Florida to the account of Blueprint, for application as provided herein and in the Bond Resolution, and the City and the County each agree that such funds shall be payable directly to the account of Blueprint. The City and the County each agree to provide written direction to DOR and take all actions necessary to cause the

Dedicated 2000 Surtax proceeds to be deposited directly into the designated account of Blueprint.

- 2. Commencing with the first deposits of the Extended 2020 Surtax on or following December 31, 2019, and continuing to and including December 31, 2039, the Dedicated 2020 Surtax shall be deposited directly by the Department of Revenue of the State of Florida to the account of Blueprint, for application as provided herein and in the Bond Resolution, and the City and the County each agree that such funds shall be payable directly to the account of Blueprint. The City and the County each agree to provide written direction to DOR and take all actions necessary to cause the Dedicated 2020 Surtax proceeds to be deposited directly into the designated account of Blueprint.
- E. The County shall include in its annual budget and appropriate, but only from the County's Share, the payments required to be made by the County hereunder. In no event shall the County be required to make any payments required hereunder except from the County's Share.
- F. The City shall include in its annual budget and appropriate, but only from the City's Share, the payments required to be made by the City hereunder. In no event shall the City be required to make any payments required hereunder except from the City's Share.
- G. The City and the County shall each prepare, approve and adopt each year, in the manner provided by law, a detailed annual budget pursuant to which they shall each allocate, appropriate, and provide for payment of their respective shares of the Dedicated 2000 Surtax and Dedicated 2020 Surtax to or for the account of Blueprint for the ensuing Fiscal Year in the amounts and at the times provided herein. The covenant and agreement on

the part of each of the City and the County to budget and appropriate such amounts shall be cumulative and shall continue each Fiscal Year until all required payments have been budgeted, appropriated and actually paid by the City, and by the County, as provided in this Agreement. Copies of the City's and the County's annual budgets shall be available for inspection at the respective offices of the City and the County and shall be provided to any Bondholder, letter of credit provider or credit facility provider ("Credit Facility Provider") and to the rating agencies who shall provide ratings with respect to the Bonds ("Rating Agencies"), requesting the same who shall pay the costs of reproduction and postage.

The City and the County shall each revise their respective annual budgets from time to time as necessary, to make provision for the payment of the amounts provided hereby.

- H. The County shall keep separately identifiable financial accounts and data concerning the collection or deposit of the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax and the City shall keep separately identifiable financial accounts and data concerning the collection or deposit of the City's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax and any Bondholder, Credit Facility Provider and Rating Agencies shall have the right at all reasonable times to inspect the same, to the extent provided in the Bond Resolution.
- I. The City and the County shall, as soon as practicable after the end of each Fiscal Year, cause the books, records, accounts and data relating, respectively, to the City's Share and the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax for such Fiscal Year to be properly audited by an independent certified public accountant of recognized standing. A copy of the respective audits shall be available for inspection at the offices of the City and the County without cost and shall be promptly furnished to the

original purchaser of the Bonds and provided to any Bondholder, Credit Facility Provider and Rating Agencies requesting the same who shall pay the cost of reproduction and postage, to the extent provided in the Bond Resolution.

- J. The pledge by the City of the City's Share and the County of the County's Share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax, shall not constitute or create a lien, either legal or equitable, on any of the City's or the County's respective ad valorem revenues or funds. No holder of the Bonds shall ever have the right to compel any exercise of the ad valorem taxing power of the City or the County to make the payments herein provided against any property of the City or the County, except for the Dedicated 2000 Surtax and Dedicated 2020 Surtax expressly pledged by this Agreement, nor shall this Agreement or the Bonds constitute a charge, lien or encumbrance, either legal or equitable, upon any property or funds of the City or the County, except as expressly herein provided. Neither the City nor the County shall ever be required to levy ad valorem taxes on any property within its boundaries to pay either of their share of debt service payments or any other payments herein provided.
- K. Any funds held hereunder or from which payments are to be made pursuant hereto, whether in the accounts of the City, the County, Blueprint or the DOR, in the amounts and at the times herein provided, shall constitute trust funds to secure the payments required to be made to the Bondholders hereunder, and until such transfer and deposit, the public official holding such funds shall act as trustee of such moneys, for the purposes hereof and such moneys shall be kept separate and distinct from all other funds of the City and the County and shall be used only as provided herein.

- L. The City and the County are each currently receiving the Extended 2000 Surtax, having taken all actions required by law, respectively, to entitle each of them to receive the same. The City and the County will each (i) take all actions required by law to entitle each of them to receive their respective share of the Extended 2000 Surtax, and (ii) diligently enforce their respective rights to receive the Extended 2000 Surtax, and (iii) will not take any action which will impair or adversely affect their rights to receive such funds (or their direction to the DOR for such funds to be paid directly to Blueprint) or impair or adversely affect in any manner the pledges of such funds made herein. The City and the County, shall each be unconditionally and irrevocably obligated to take all lawful action necessary or required to continue the entitlement of each to receive their share of the Extended 2000 Surtax and Extended 2020 Surtax as now provided by law or as may later be authorized, and to make, or cause to be made, the transfers of the Dedicated 2000 Surtax and Dedicated 2020 Surtax required by this Agreement, so long as any of the Bonds are outstanding or unpaid, and until this Agreement shall be terminated or shall expire.
- M. In no event shall the City or the County be required, in discharging its covenants and obligations under this Agreement, to pledge or appropriate any funds or revenues of the City or the County, except from their respective share of the Dedicated 2000 Surtax and Dedicated 2020 Surtax.
- N. Neither the City nor the County will issue other obligations, including any obligations that may be issued on parity with their respective obligations hereunder, from the Dedicated 2000 Surtax or the Dedicated 2020 Surtax, or any portion thereof, or voluntarily create or cause to be created any additional debt, lien, pledge, assignment, encumbrance or

other charge having priority to, being on a parity with or junior to their respective obligations hereunder, upon the Dedicated 2000 Surtax or the Dedicated 2020 Surtax.

SECTION 5. INFORMATION TO BE MADE AVAILABLE.

- A. The City and the County shall each, upon request, furnish to Blueprint all such information, certificates, certified copies of official proceedings, engineering reports, feasibility reports, information relating to its agreements, financial statements, opinions of counsel (including the opinion required by subsection (B) hereof), official statements and other documents as Blueprint shall be reasonably requested to deliver pursuant to the Bond Resolution.
- B. The City and the County shall each, at the time requested by Blueprint, cause an opinion or opinions to be delivered by one or more attorneys or firms of attorneys satisfactory to Blueprint with respect to (i) the authorization, execution and validity of this Agreement as it relates to the Bonds or other obligations outstanding secured by a pledge of sales tax revenues available to the Intergovernmental Agency, (ii) the legality under the terms and conditions of this Agreement, as it relates to the holders of such Bonds, of the performance by each Party, and (iii) in such other form as may be required under the Bond Resolution or Bond Purchase Agreement executed in connection with the sale and delivery of the Bonds.
- C. The City and the County shall each provide to Blueprint, or its designees, on a timely basis and in such form as shall be reasonably requested by either, any and all documents, releases, financial statements and other information necessary to enable Blueprint to comply with any disclosure or other reporting requirement, including but not limited to Rule 15c2-12 of the Securities and Exchange Commission promulgated under the

Securities Exchange Act of 1934 (the "Rule"), now or hereafter imposed by the United States of America, the State of Florida, or any political subdivision or agency of either having jurisdiction over the issuance of any debt obligations, by law, judicial decision, regulation, rule or policy. Such information shall also be provided by each Party from time to time promptly following the occurrence of a "material event" as described in the Rule, and as otherwise may be requested by Blueprint, or its designees, but in any case, no less frequently than shall enable Blueprint or the underwriters or broker/dealers of the obligations of Blueprint to comply with any such law, judicial decision, regulation, rule or policy.

In addition to the foregoing, each Party will provide to Blueprint, or its designee, annually, promptly upon its preparation, but no later than one hundred twenty (120) days after the end of its Fiscal Year, a copy of its annual audit and such other financial and other records as may be required by the issuer of any credit facility or bond insurance policy or other security instrument securing all or any part of Blueprint's bonds or other indebtedness (collectively, a "Bond Insurer").

Each Party further agrees to enter into a continuing disclosure agreement or other undertaking, from time to time, as may be reasonably required by the original purchasers of the Bonds in order to comply with the Rule.

SECTION 6. REMEDIES.

The Bondholders and any trustee for the Bondholders may sue to protect and enforce any and all rights, granted or available to the Bondholders under all Parts of the Agreement, except for Part V of the Agreement, or existing under the laws of the State of Florida or the United States of America, including the rights to the appointment of a receiver, and may take all steps to enforce and collect such funds and other charges as shall become delinquent

to the full extent and in the manner permitted or authorized by the Bond Resolution and the laws of the State of Florida and the United States of America.

SECTION 7. AUTHORIZED DEPOSITORIES.

All deposits of funds required under this Agreement shall be deposited and maintained in one or more banks, trust companies, national banking associations, savings and loan associations, savings banks or other banking associations which are under Florida law qualified to be a depository of public funds, as may be determined by the entity maintaining possession and control of such funds and accounts.

SECTION 8. <u>CONTRACT WITH INTERGOVERNMENTAL AGENCY;</u> <u>ASSIGNMENT</u>.

The City and the County acknowledge that the Bondholders will rely on the pledges, covenants and obligations created pursuant to all Parts of the Agreement, except for Part V, for the benefit of the Bondholders, and such Parts of this Agreement shall be deemed to be and constitute a contract between the City, the County, Blueprint and the Bondholders upon the issuance of Bonds, on the date of execution hereof by all parties, and the filing of the Agreement in accordance with Section 4 of Part VII of the Agreement. The County and the City hereby authorize Blueprint to pledge and assign each of their respective obligations under the Agreement for the benefit of the Bondholders in the manner as shall be provided by the Agreement and the Bond Resolution, or other resolutions of Blueprint.

SECTION 9. MODIFICATION OR AMENDMENT.

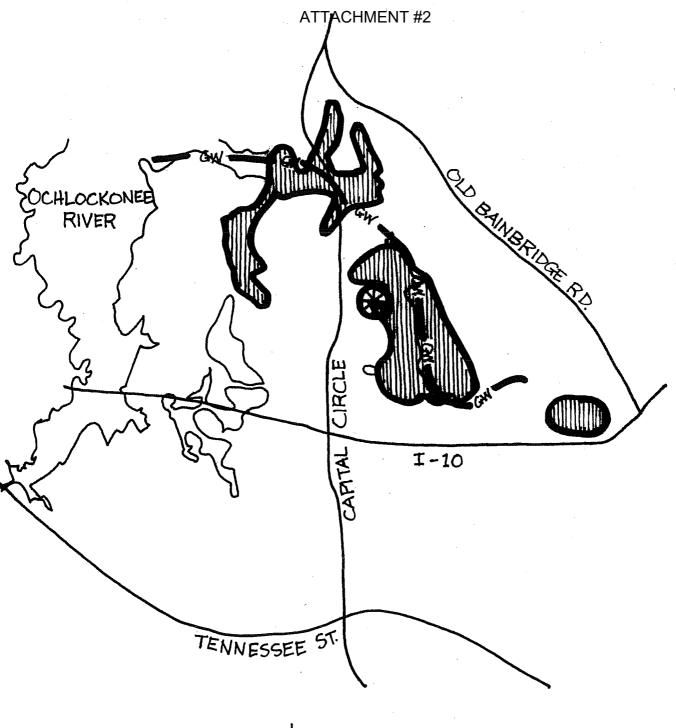
A. Neither the passage of bond resolutions or other resolutions for the issuance of debt, nor any amendments or supplements thereto shall be adopted or later amended to have the effect of enlarging the obligations of the City or the County hereunder or otherwise

adversely affecting the rights or interests of the City or the County, without the written consent thereto of the party adversely affected thereby.

- B. Part V of the Agreement may be amended with the written consent of the County and the City.
- C. Except as provided in subsection B above, no modification or amendment of any other Part of this Agreement or any agreement amendatory hereof or supplemental hereto materially adverse to the rights or interests of the Bondholders may be made without the consent in writing of the holders of at least two-thirds (2/3) or more in principal amount of the Bonds then outstanding, or as may otherwise be provided in any Bond Resolution, but no modification shall permit a change that would (a) affect the unconditional promise of the City to collect, or cause the collection of, the City's Share or the County to collect, or cause the collection of, the County's Share, or, in each case, the pledge thereof as provided in this Exhibit, respectively, or (b) reduce such percentage of holders of the Bonds required above for such modifications or amendments, without the consent of all the Bondholders. Provided, however, that if any Bonds shall be insured, the Bond Insurer may give the requisite consent otherwise required of the Bondholders for such Bonds that may be insured and consent of the Bond Insurer shall be required to the extent provided by the Bond Resolution.

Exhibit I – Blueprint 2000 Projects

Maps 1; 2A-C; 3; 4; 5A-B; 6 and 7



Project Map 1

Legend

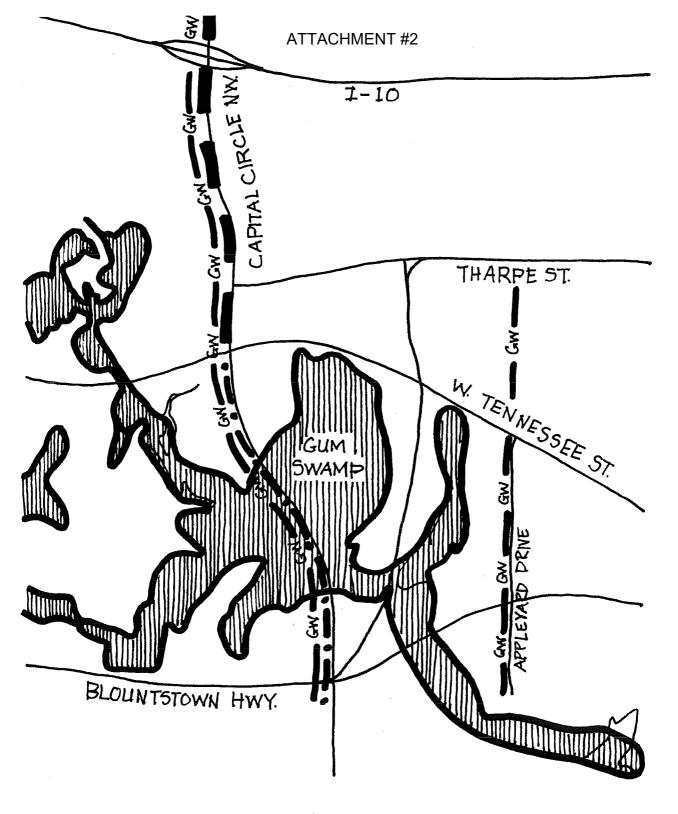
Intersection Improvements

Road Widening (Six Lanes)

--- Road Widening (Four Lanes)

The Floodplain or Environmentally Sensitive Area

Infrastructure Projects



Project Map 2A

Legend

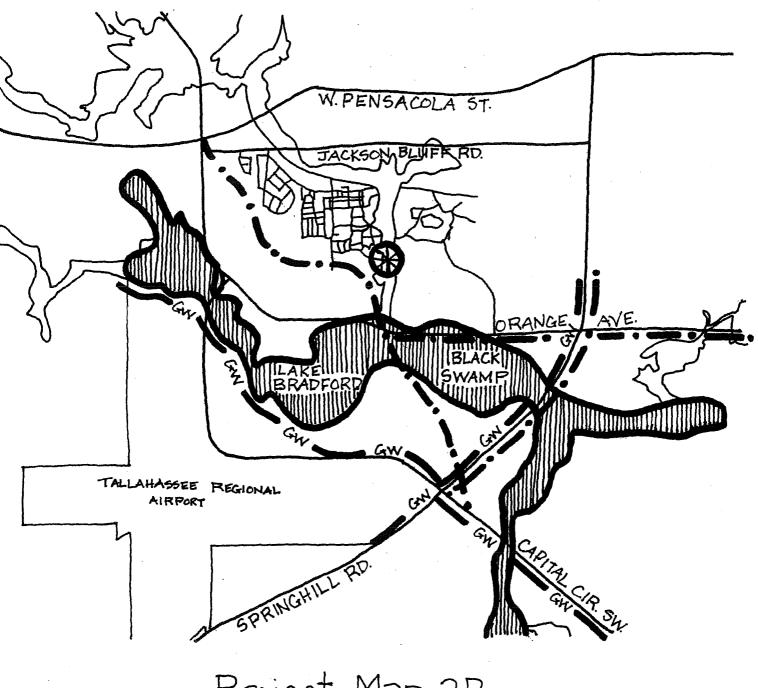
Intersection Improvements

Road Widening (Six Lanes)

--- Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

* Infrastructure Projects



Project Map 2B

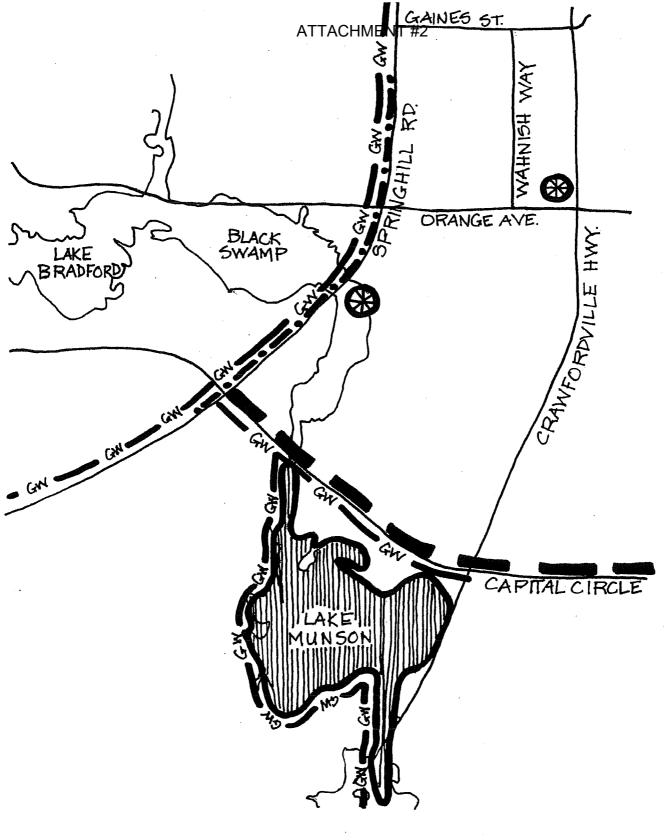
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Intersection Improvements
Road Widening (Six Lanes)

Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

3 Infrastructure Projects



Project Map 2C

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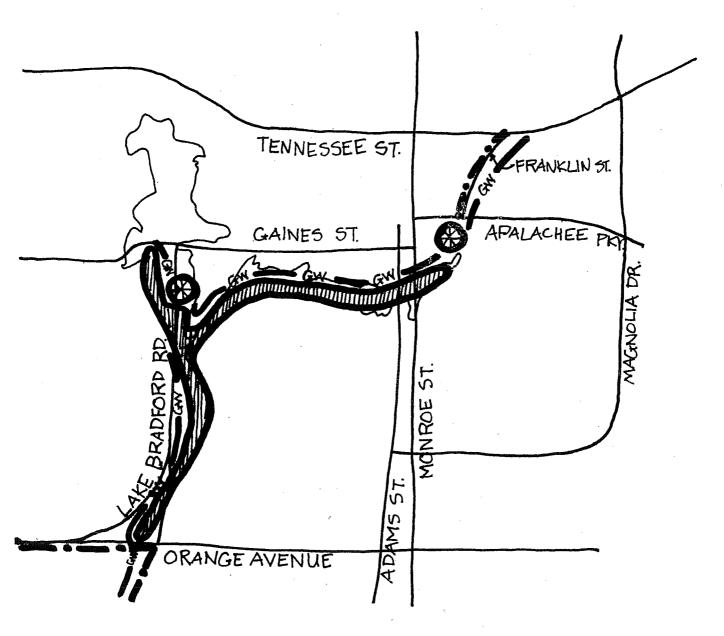
Intersection Improvements

Road Widening (Six Lanes)

--- Road Widening (Four Lanes)

100 Floodplain or Environmentally Sensitive Area

& Infrastructure Projects



Project Map 3

Legend

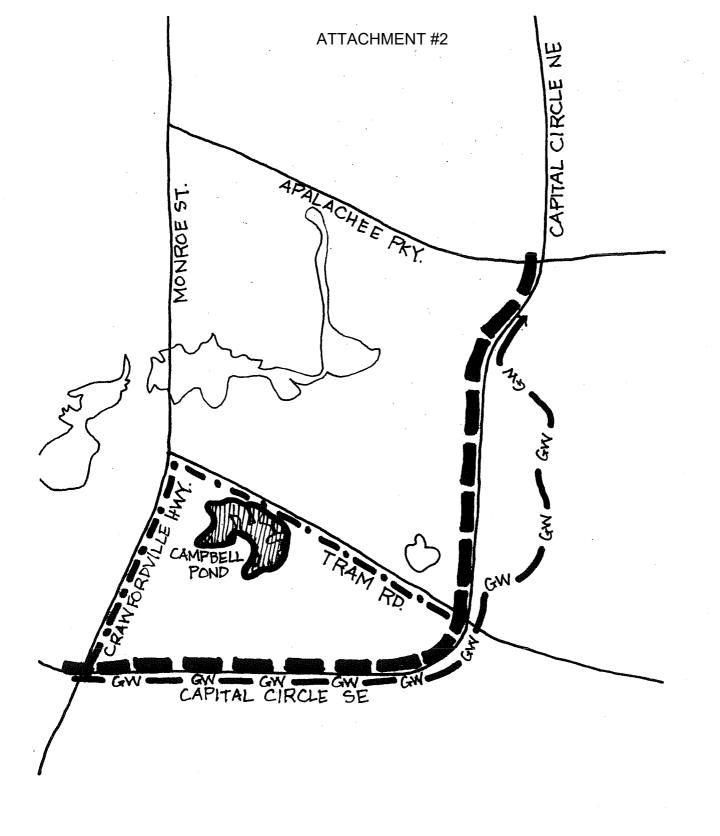
Intersection Improvements

Road Widening (Six Lanes)

· Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

❸ Infrastructure Projects



Project Map 4

Legend

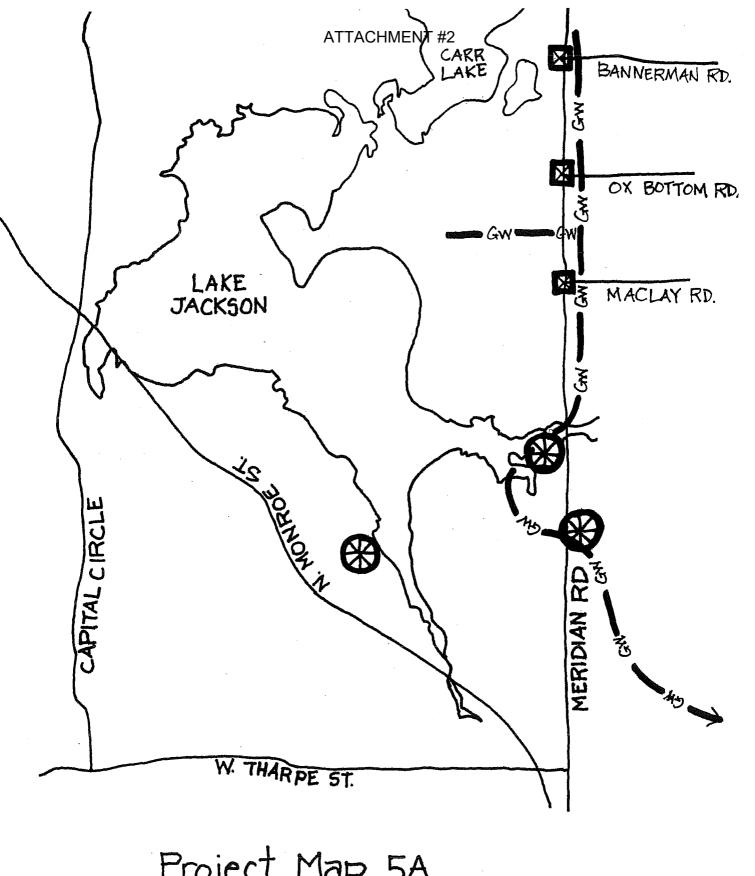
Intersection Improvements

Road Widening (Six Lanes)

--- Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

❸ Infrastructure Projects



Project Map 5A

Legend

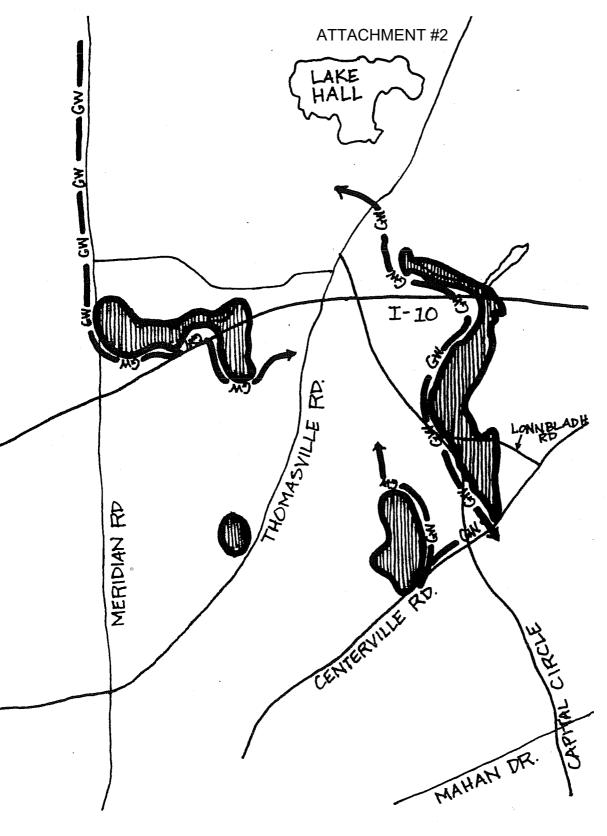
Intersection Improvements

Road Widening (Six Lanes)

Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

Infrastructure Projects



Project Map 5B

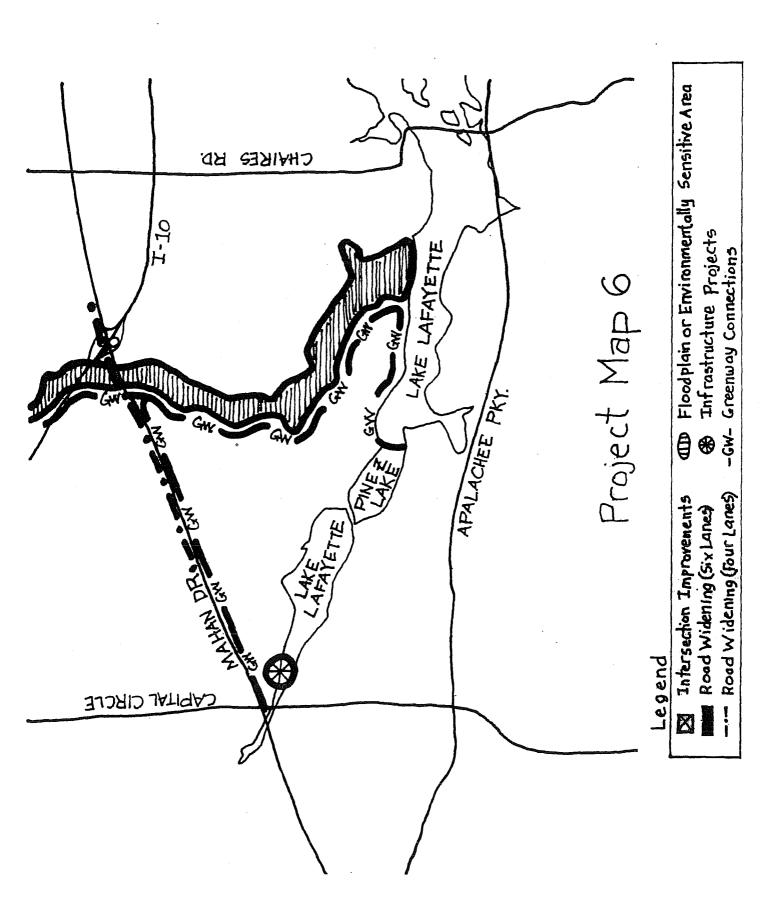
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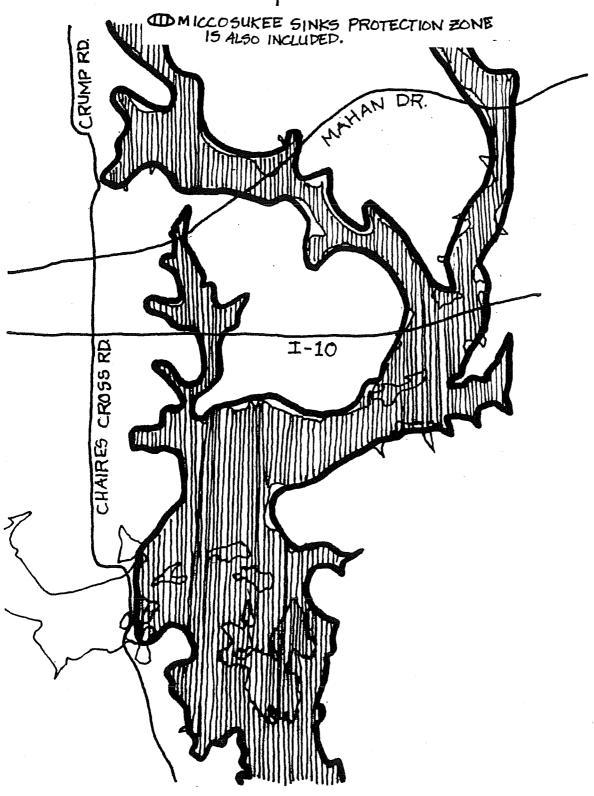
Intersection Improvements

Road Widening (Six Lanes)
Road Widening (Four Lanes)

ID Floodplain or Environmentally Sensitive Area

@ Infrastructure Projects





Project Map 7

Legend

Intersection Improvements

Road Widening (Six Lanes)

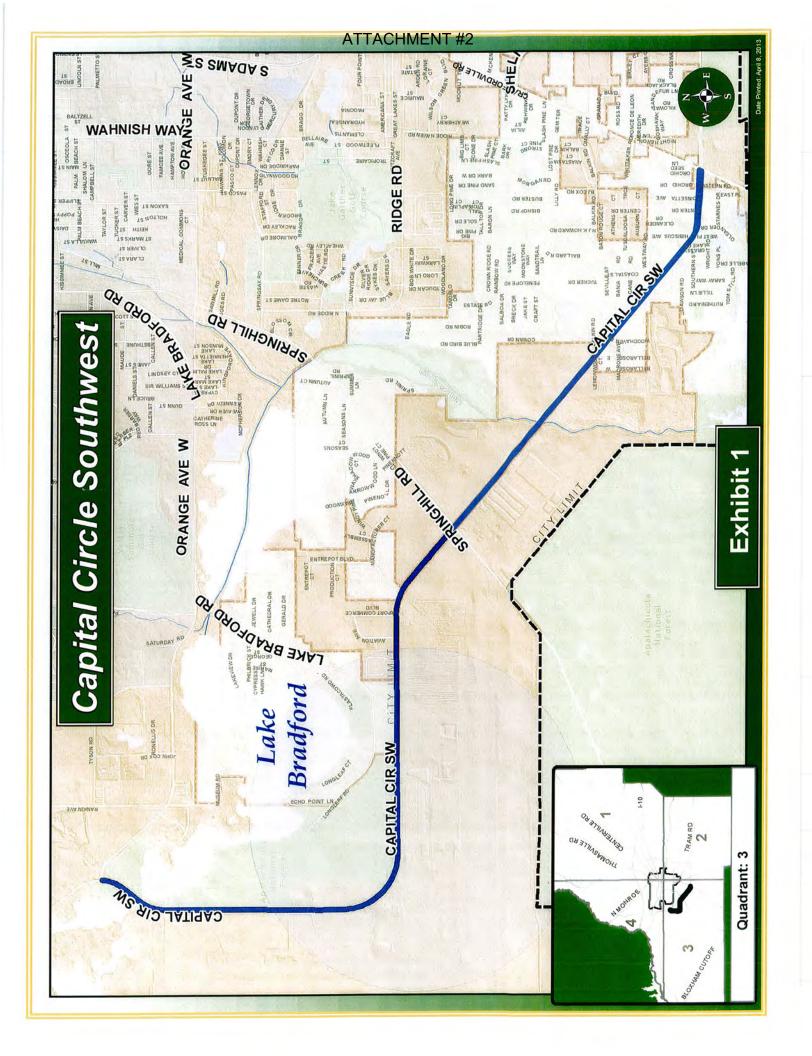
Road Widening (Four Lanes)

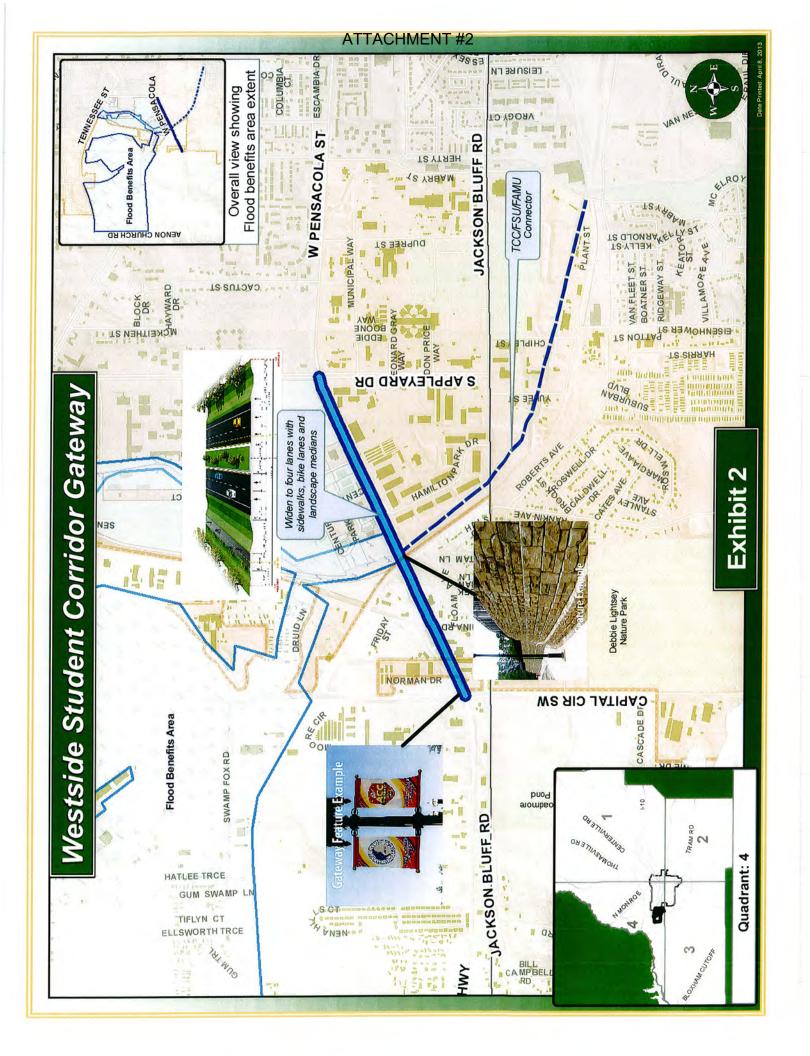
ID Floodplain or Environmentally Sensitive Area

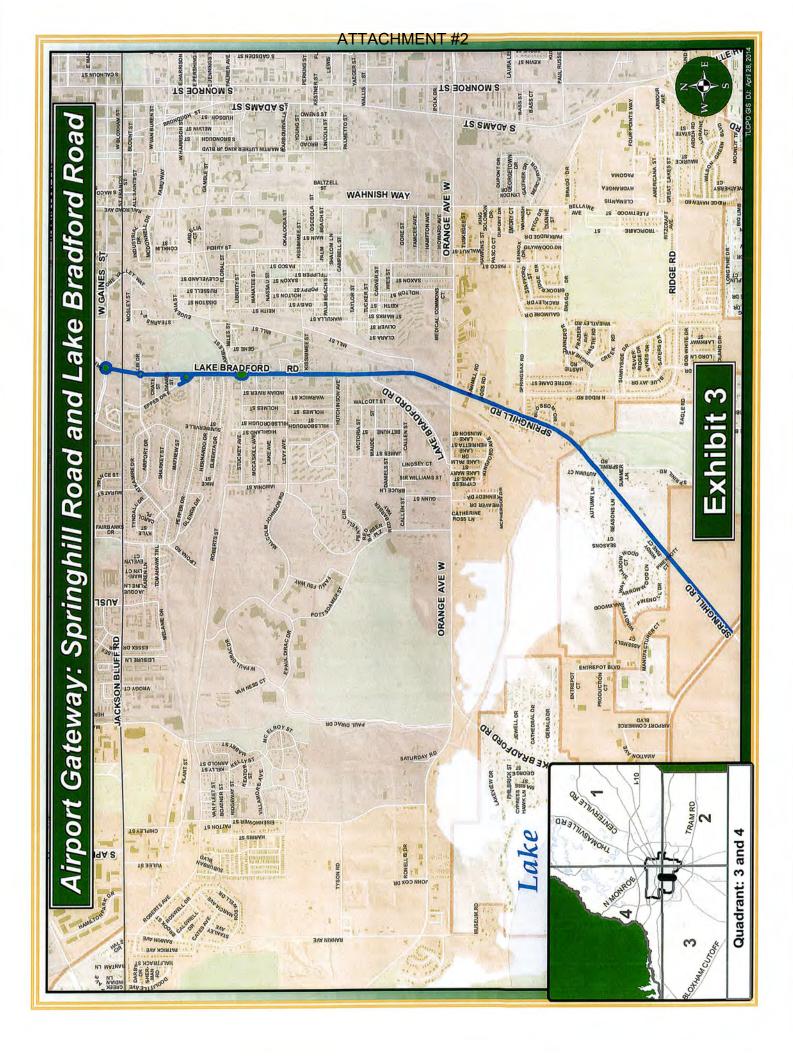
Infrastructure Projects

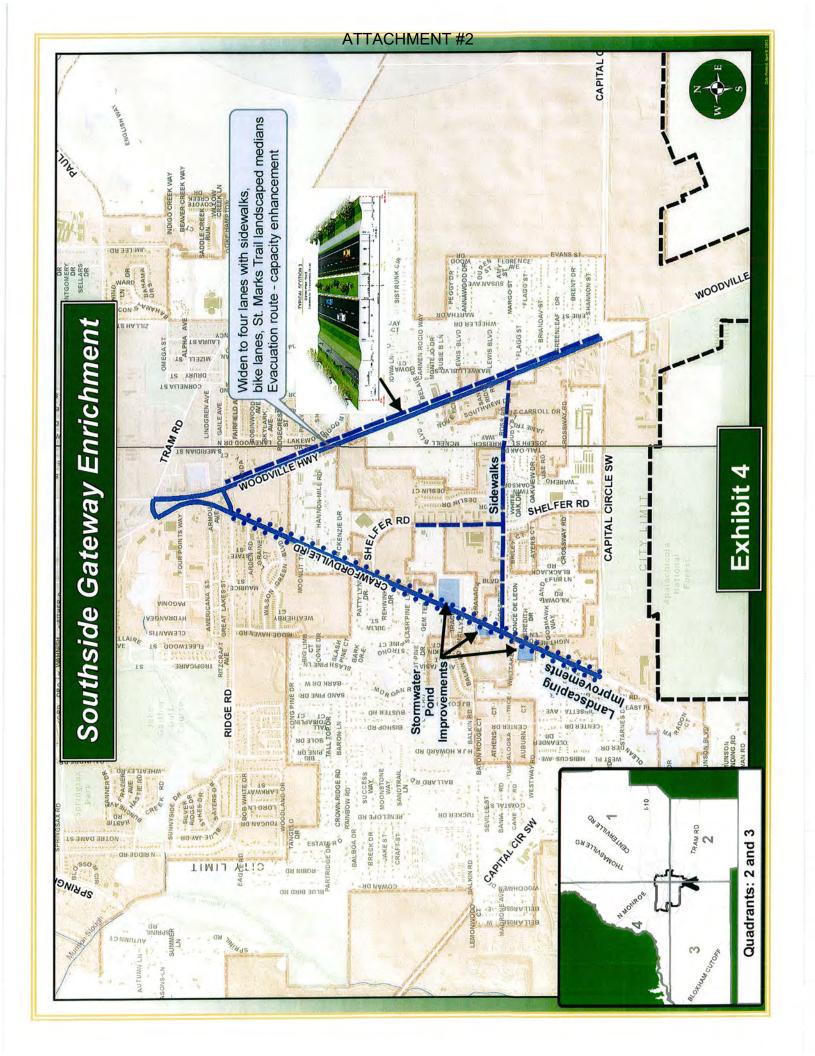
Exhibit II – Blueprint 2020 Infrastructure Projects; Blueprint 2020 Economic Development Projects; L.I.F.E. Projects

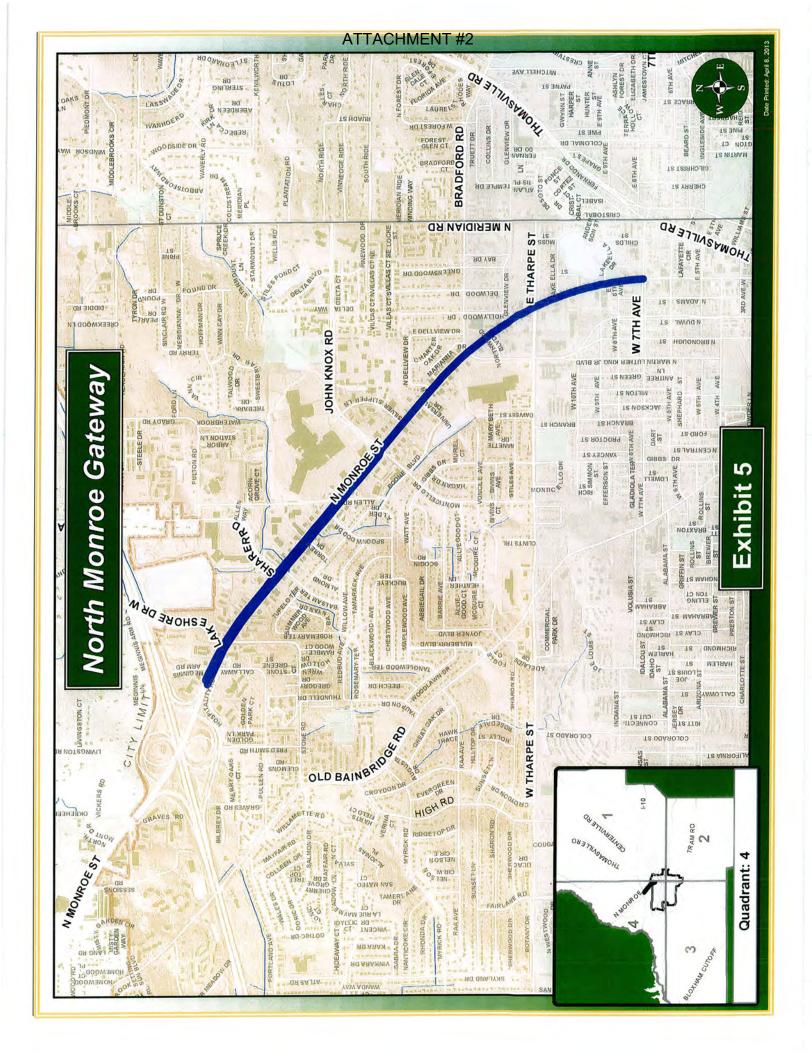
Exhibits 1 - 29

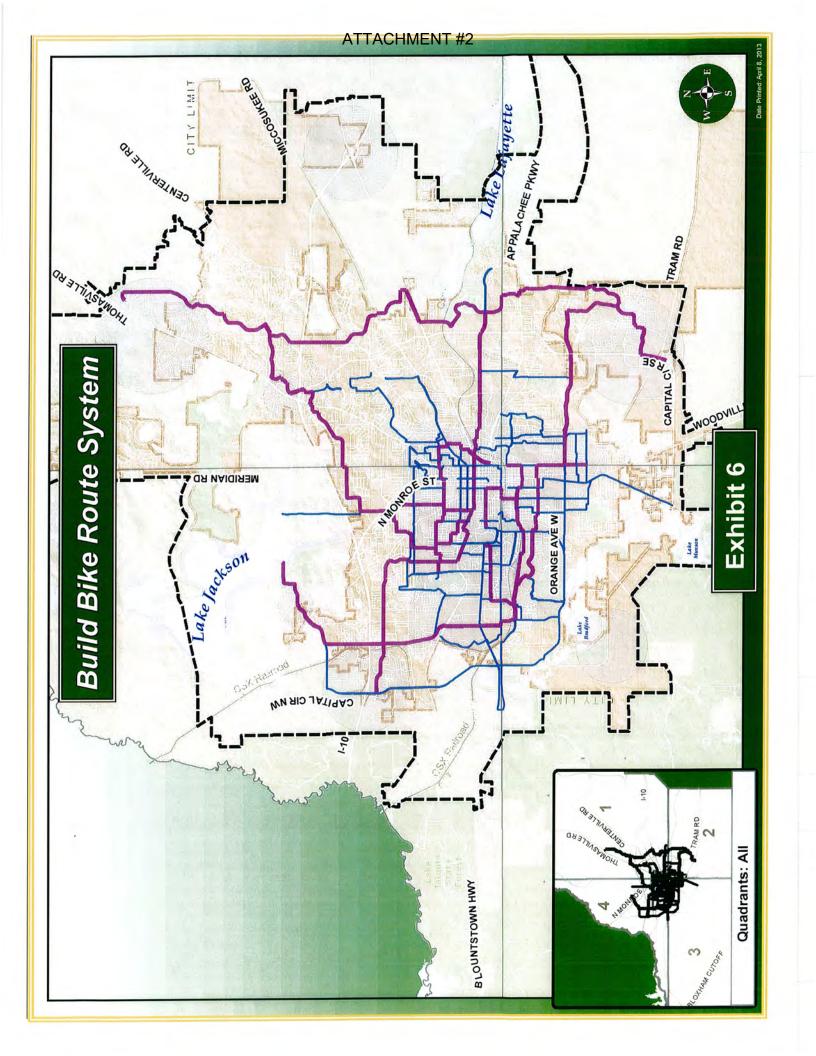


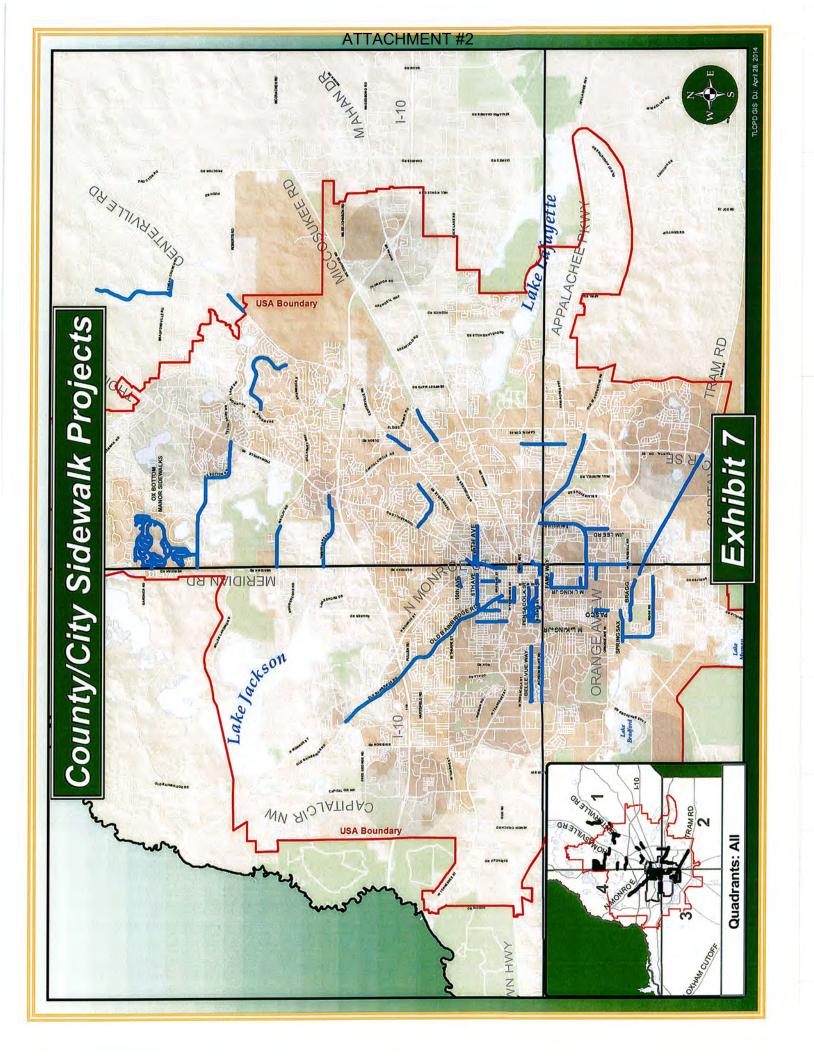


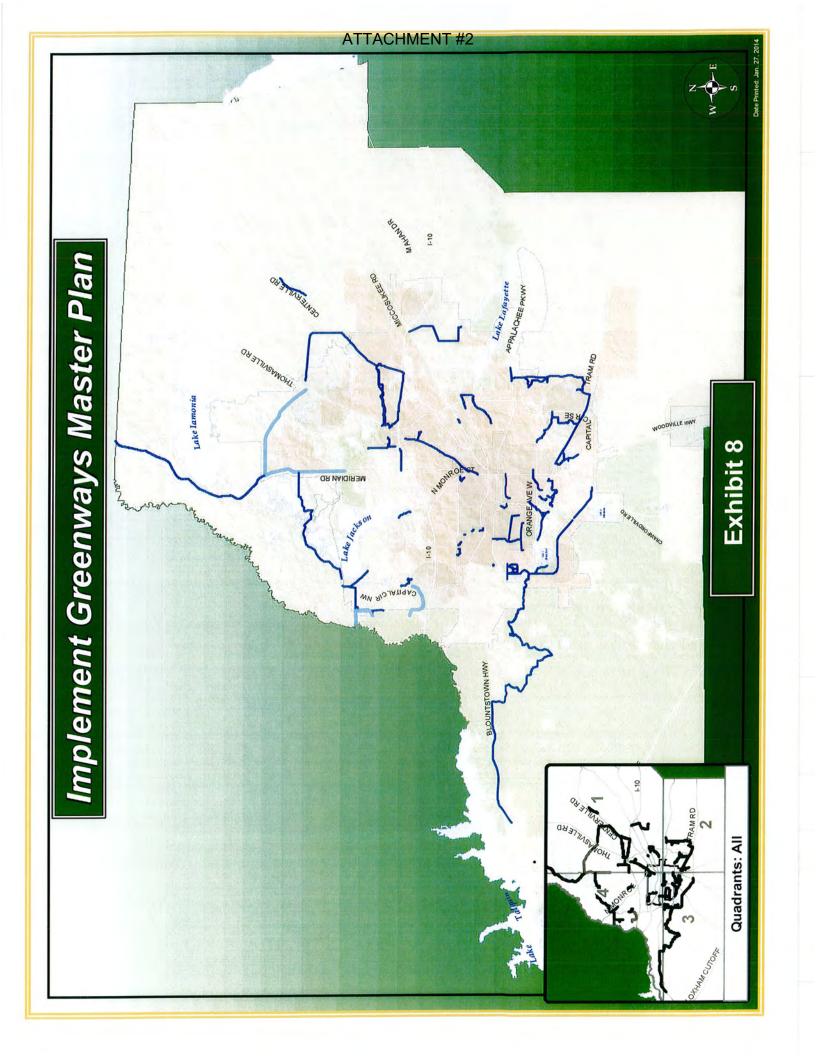


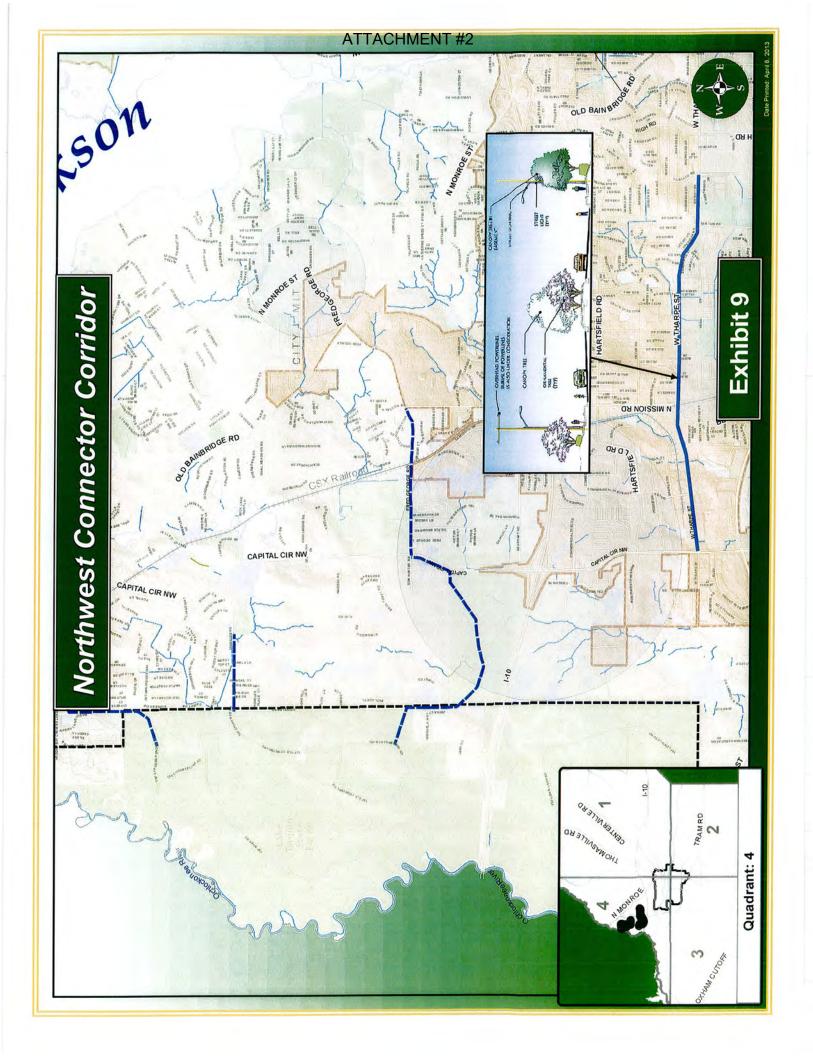


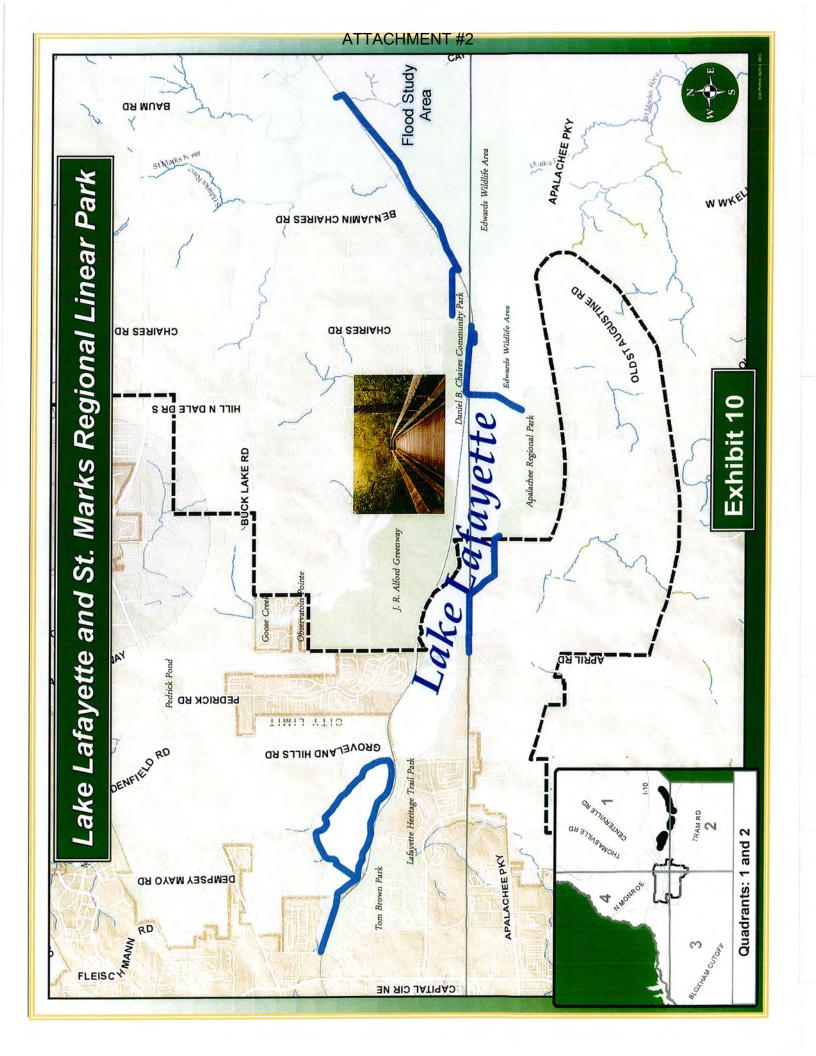


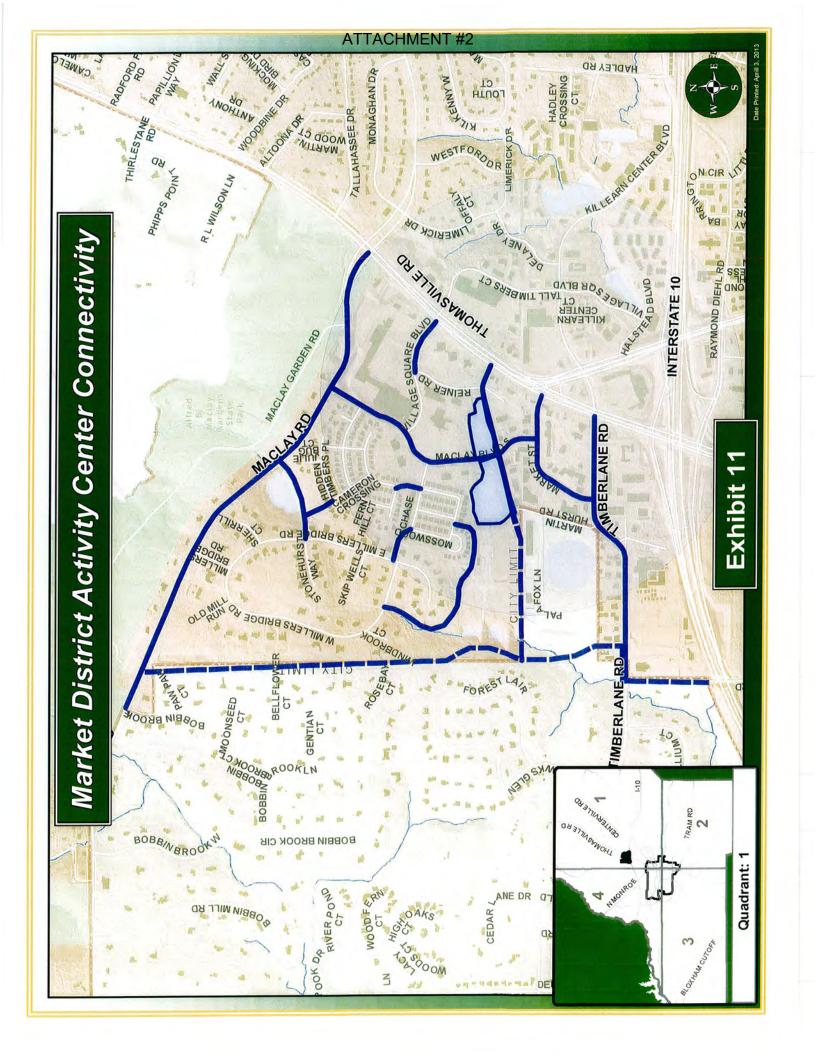


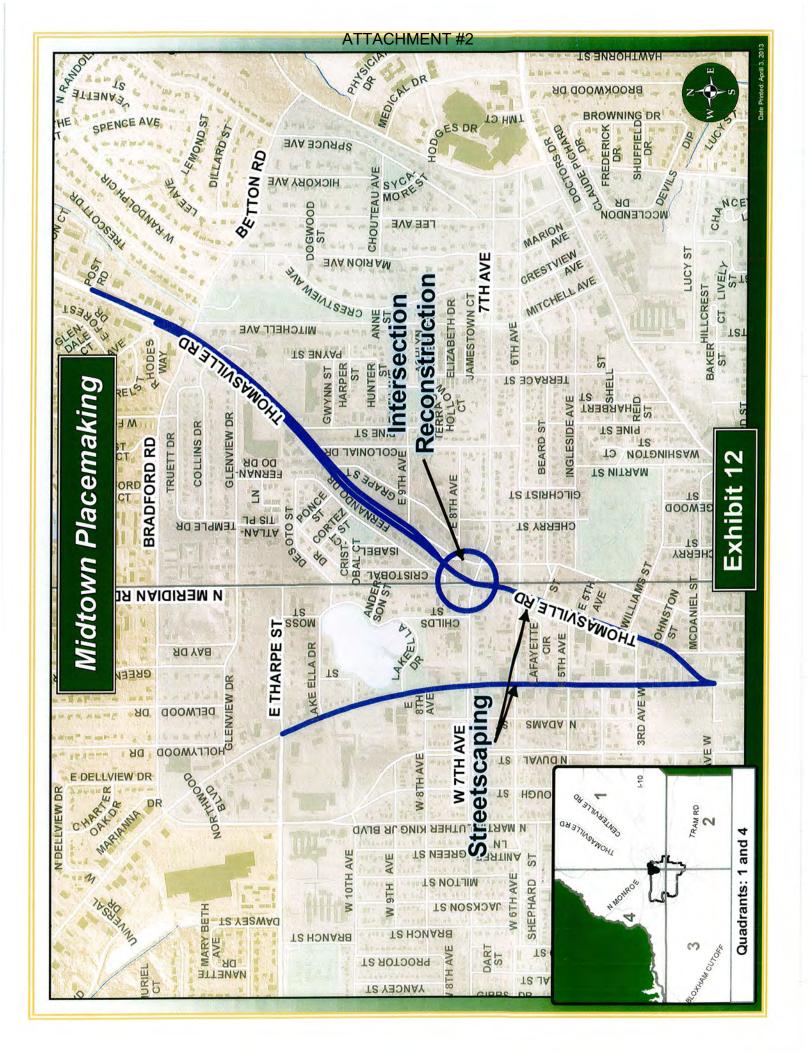


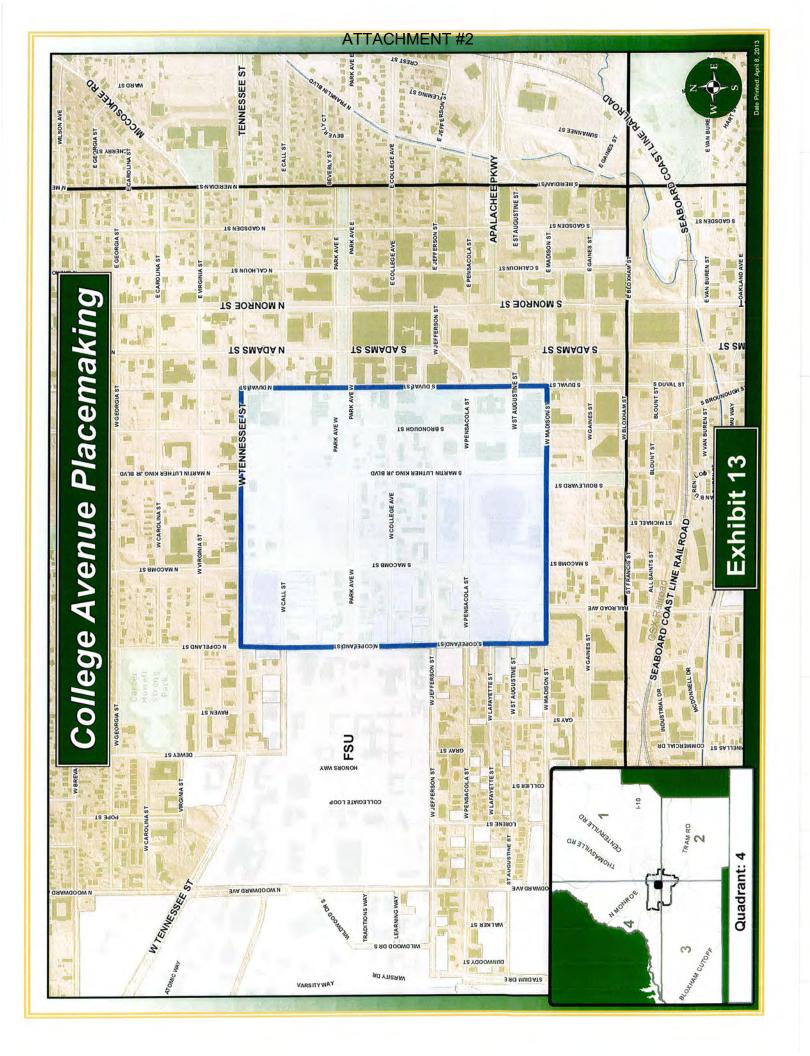


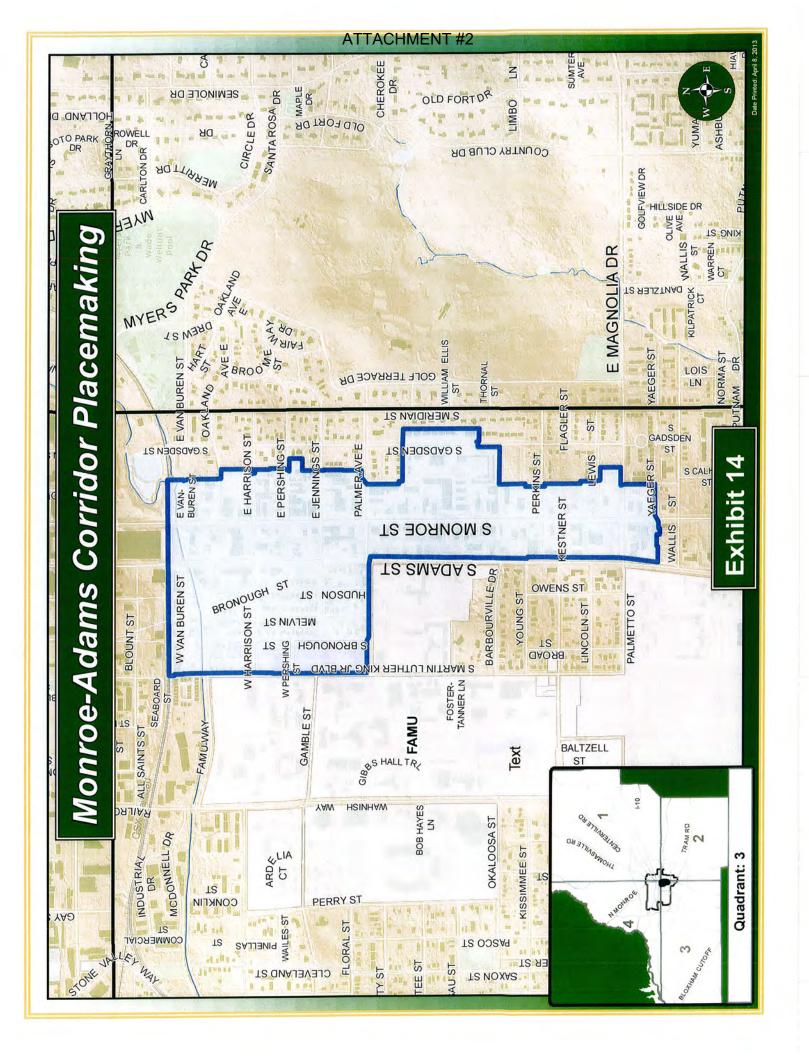


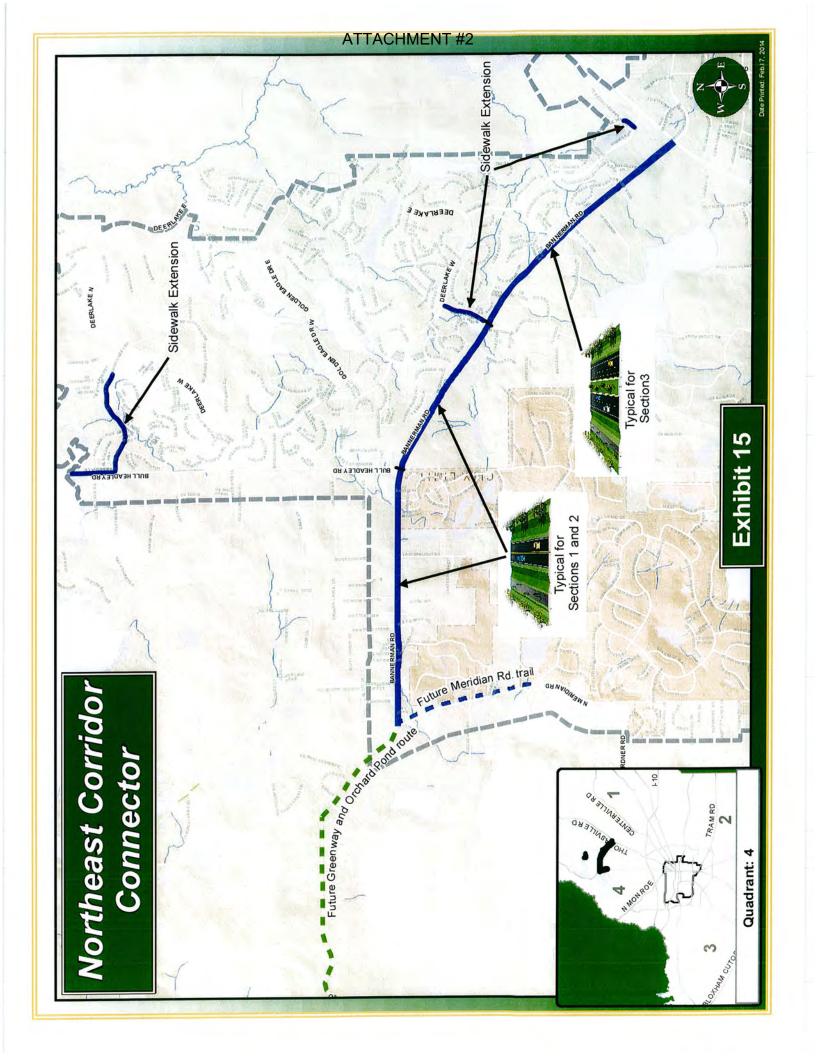


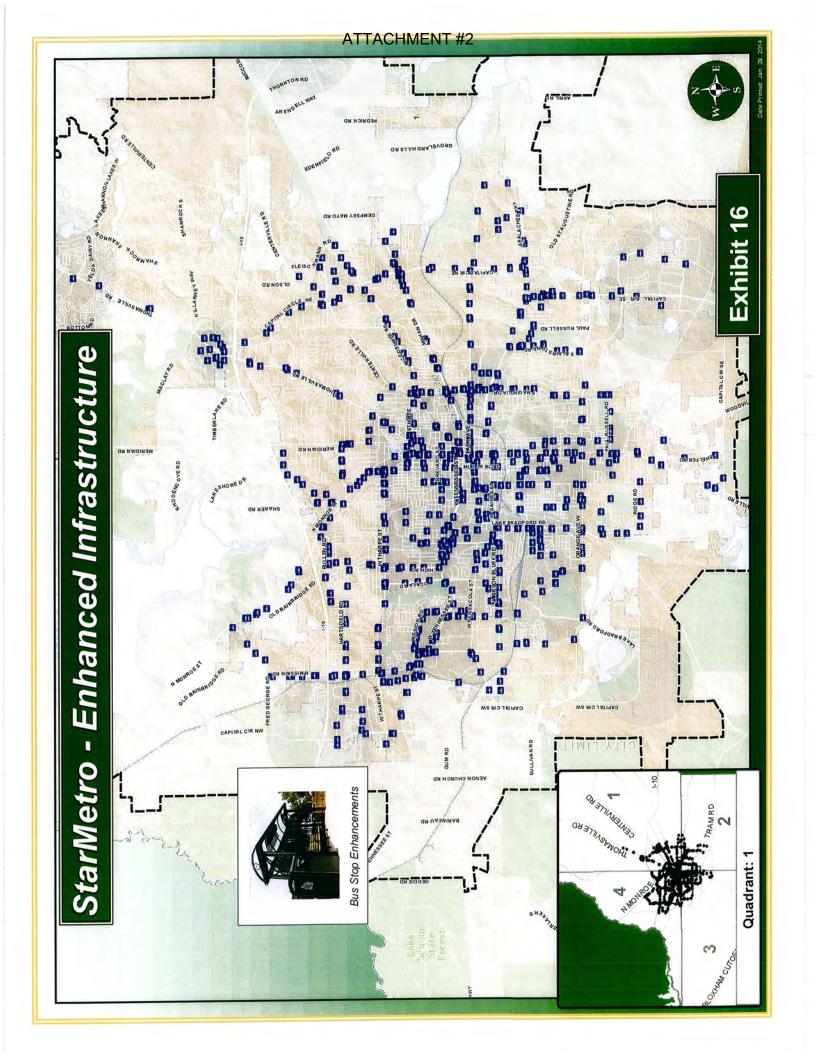


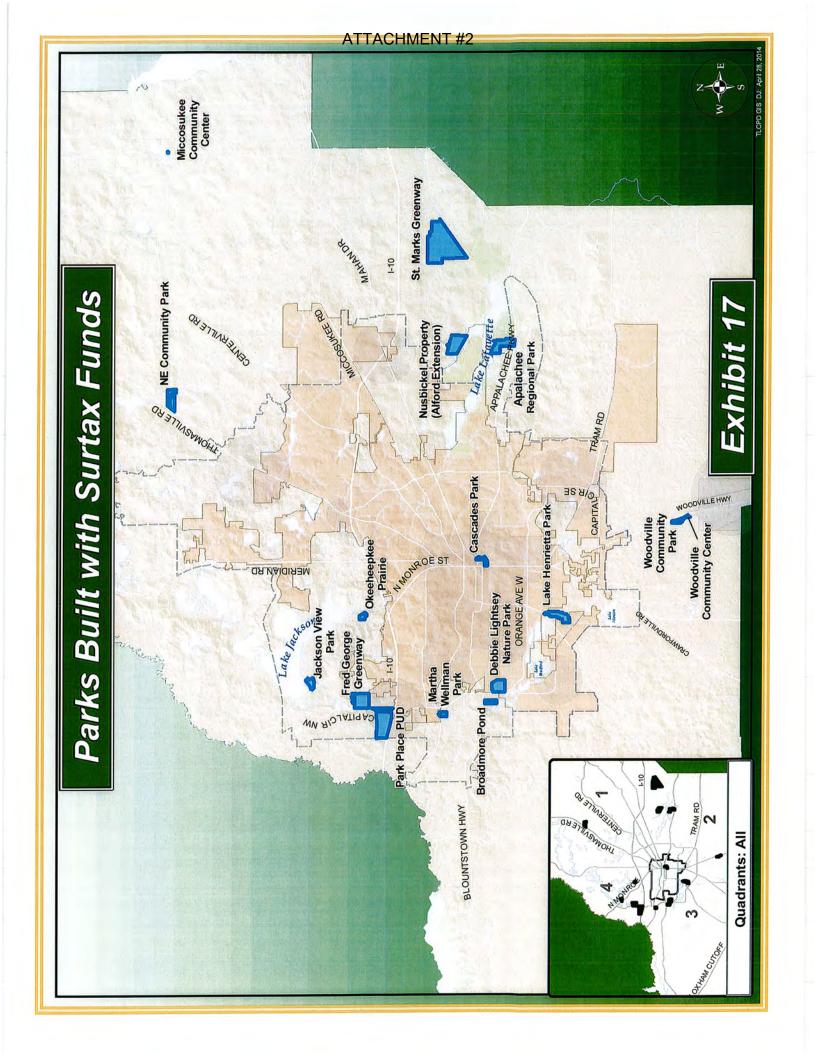


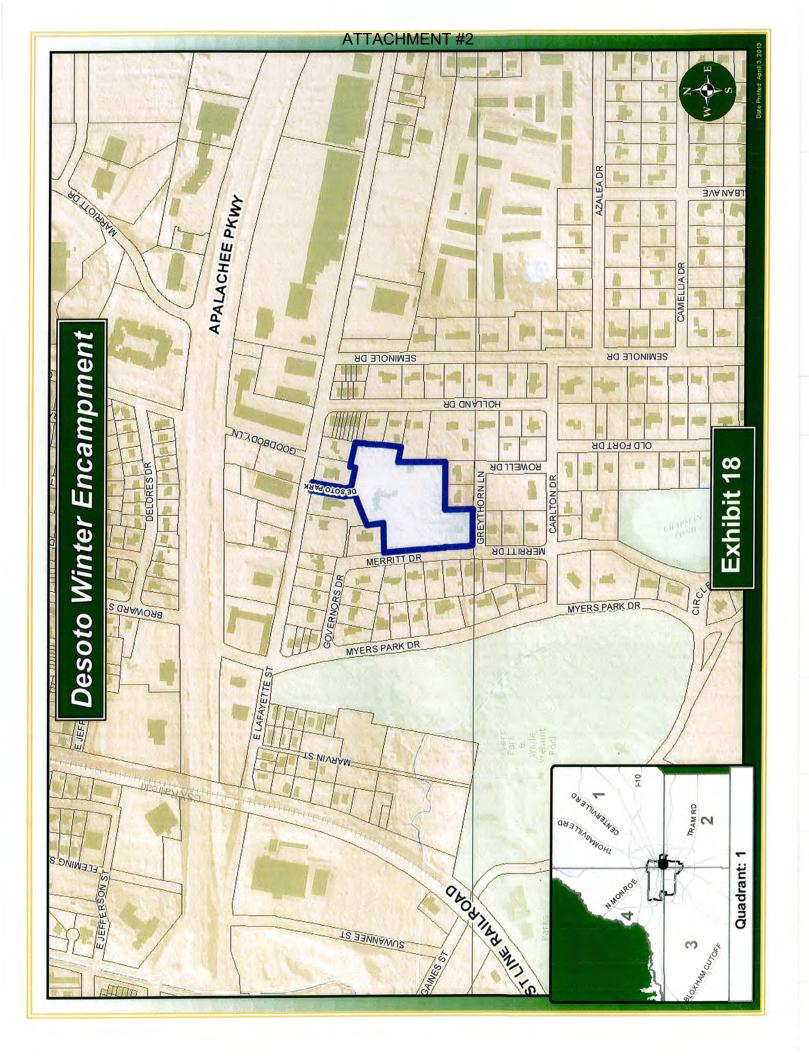


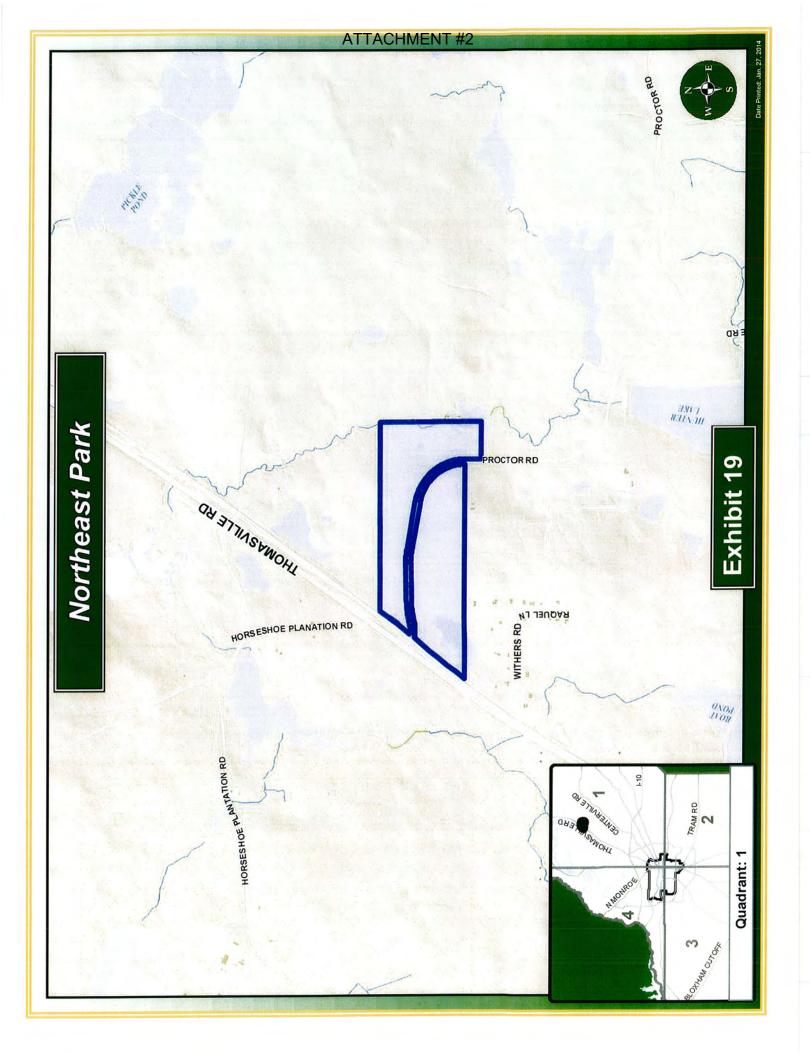




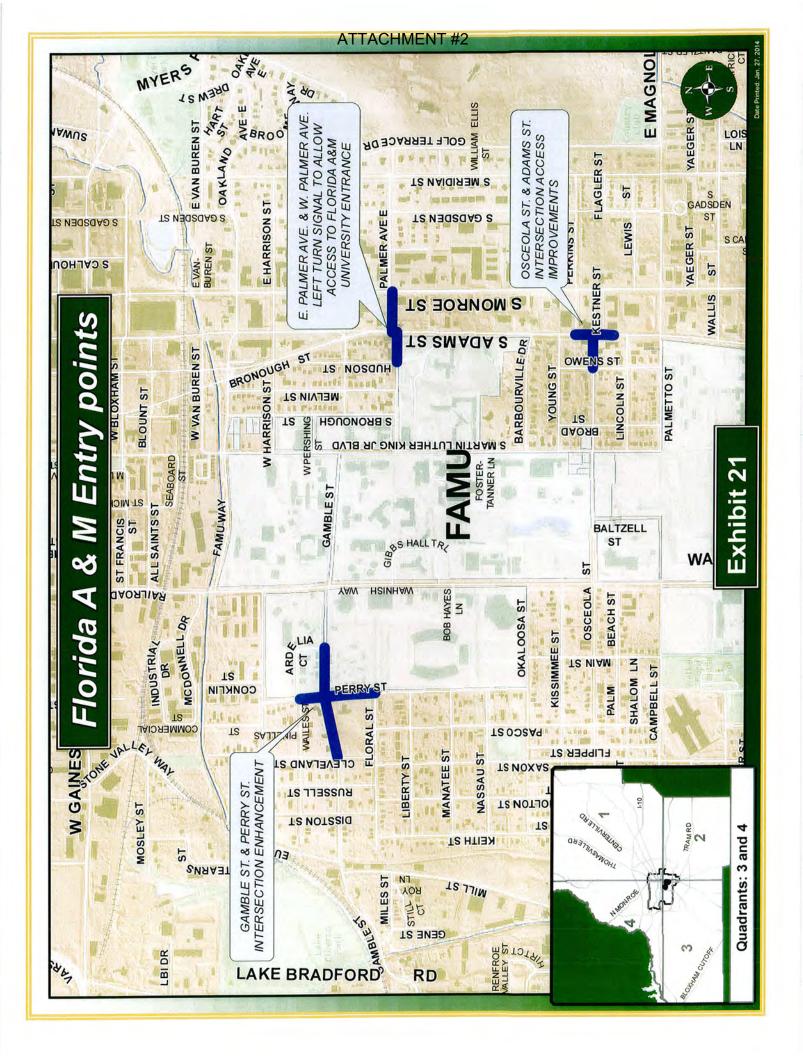


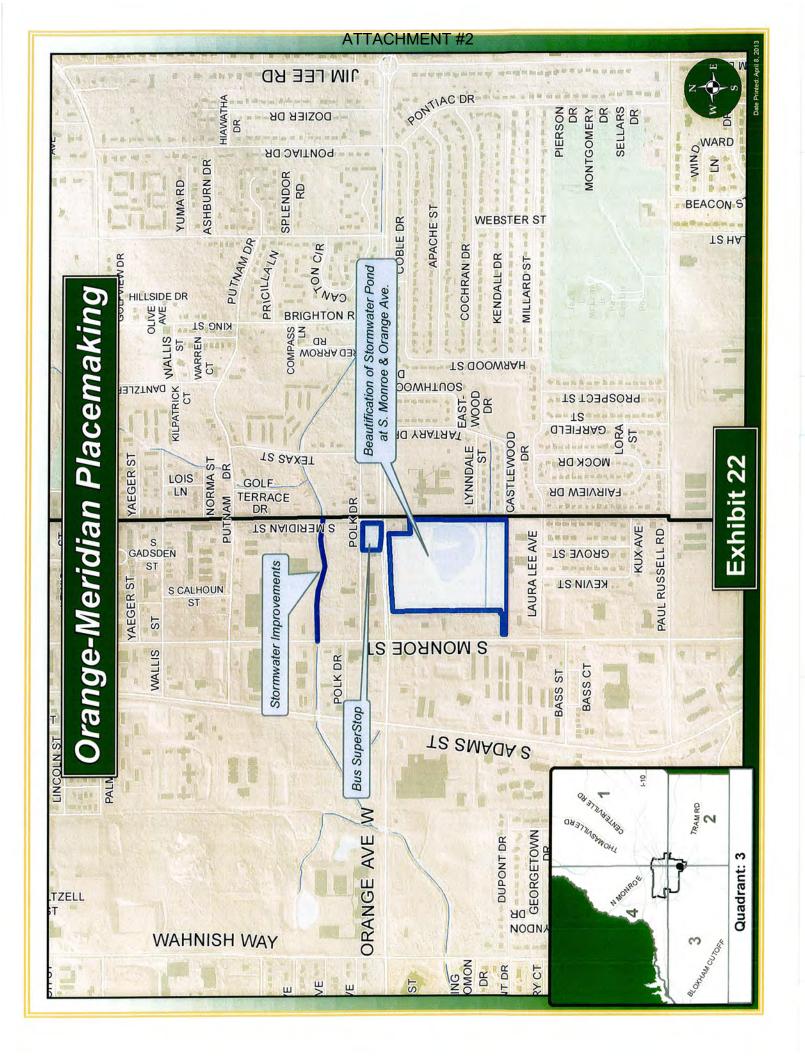


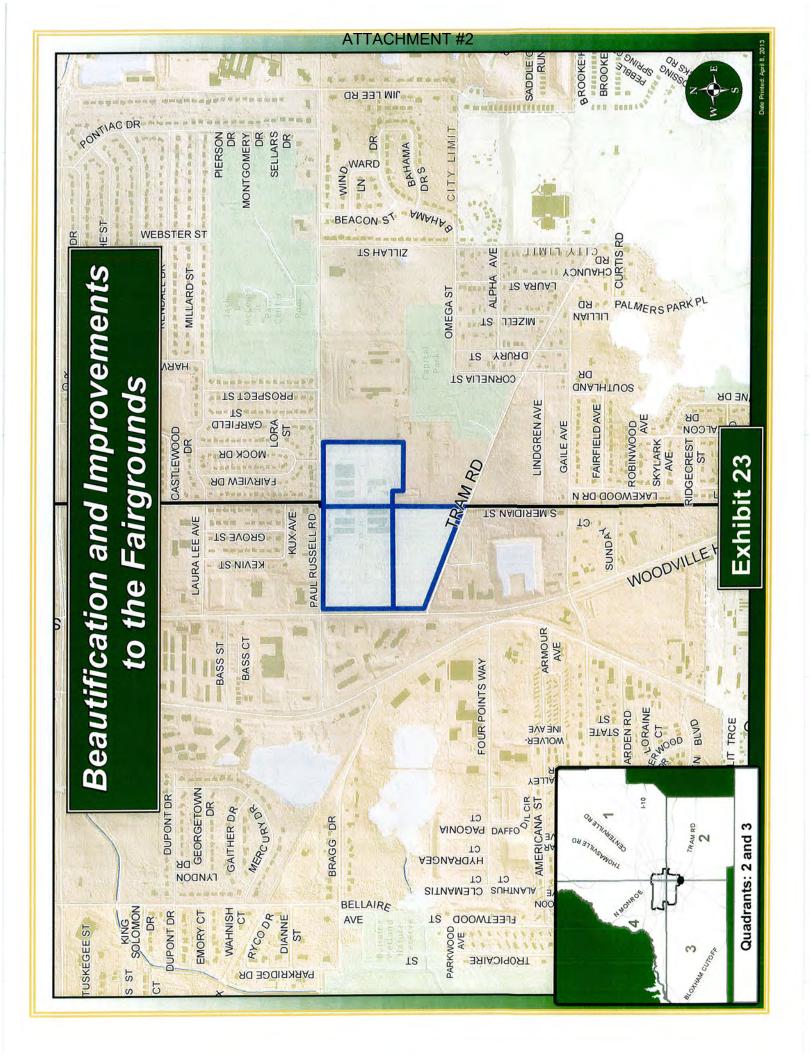


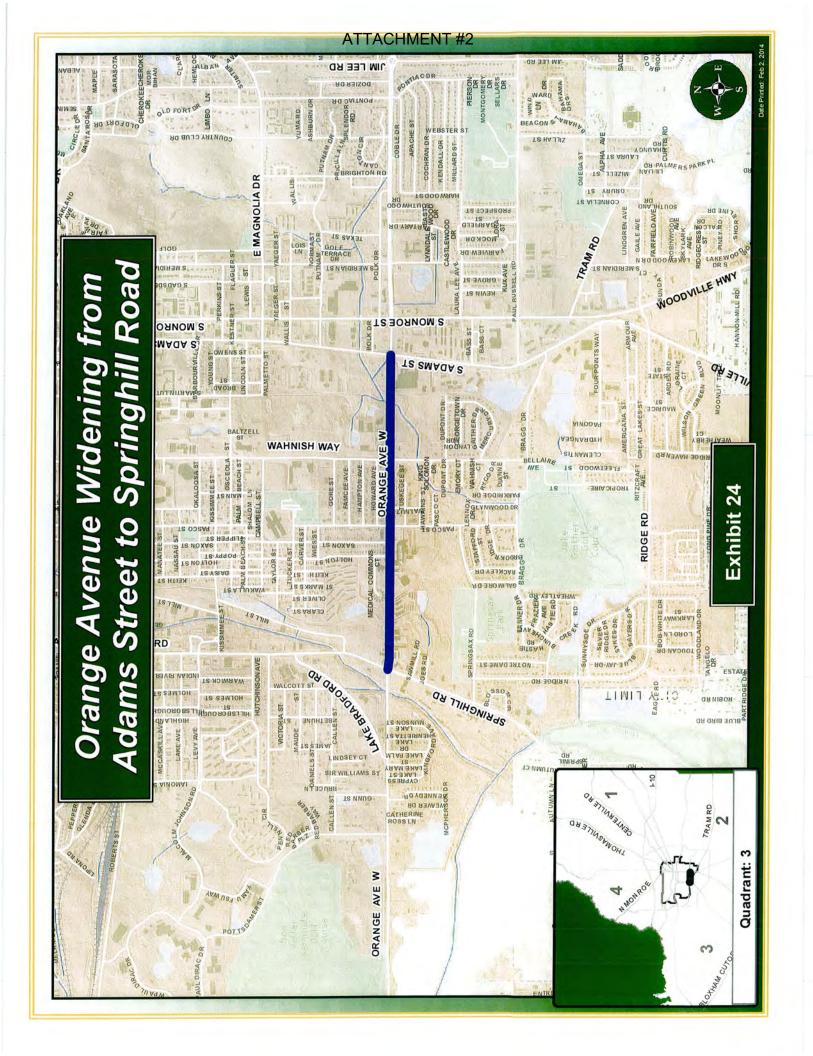


<u>Project 20, Water Quality and Stormwater Improvements</u>: Water Quality Program: Funding for stormwater, sewer and/or water quality retrofit to be split 50/50 between County and City.



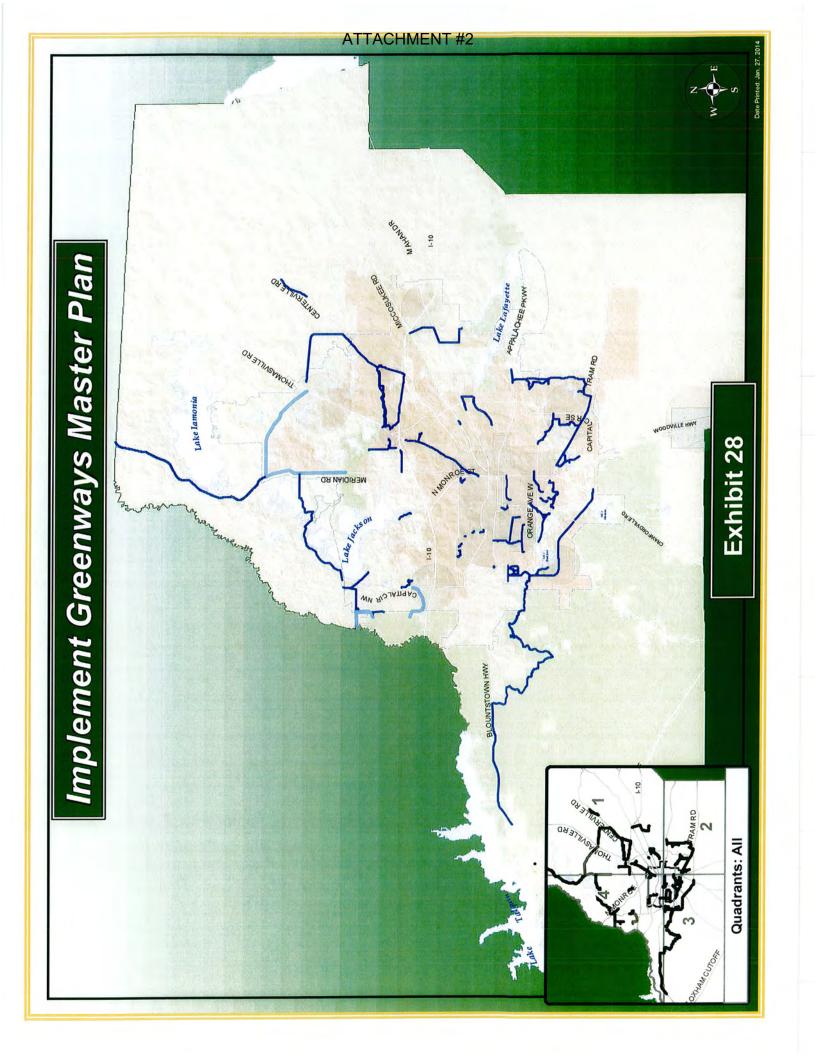


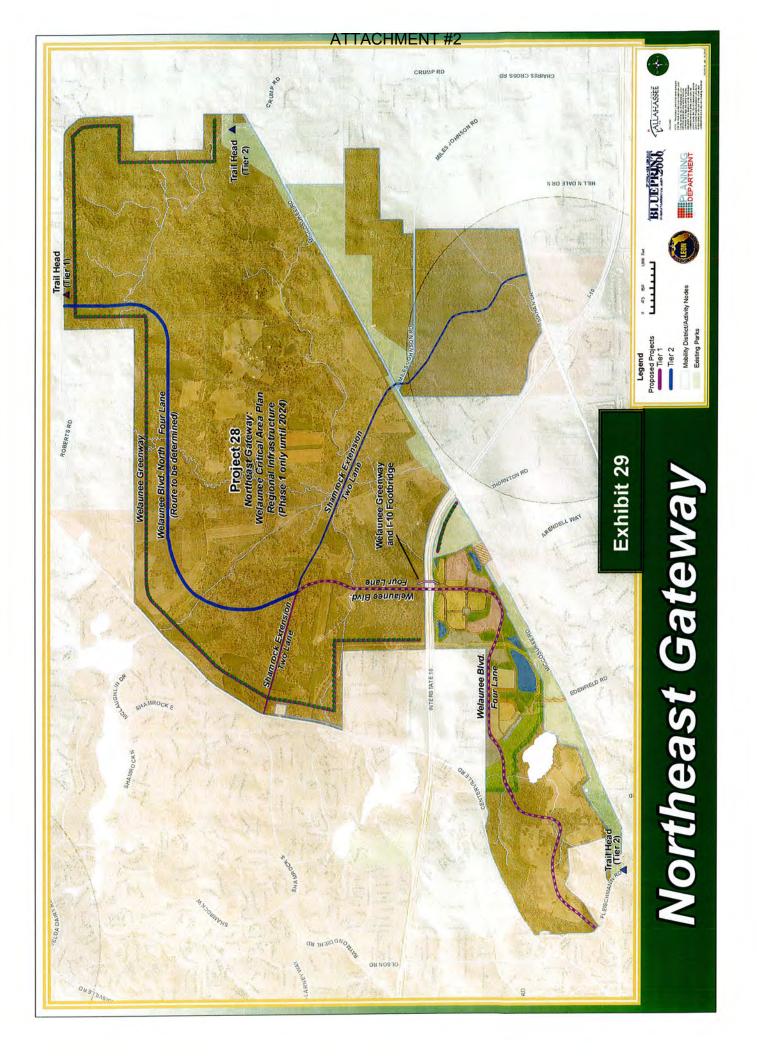






<u>Project 26, Alternative Sewer Solutions Study</u>: Funding to study and develop preferred options for management alternatives to traditional onsite sewage treatment and disposal systems in the unincorporated areas of Leon County, including the Primary Springs Protection Zone; identify preferred options for responsible management entities, including recommendations for financing and management structures for identified preferred options; recommend regulatory measures; identify other issues related to sewage treatment and disposal system financing.





ITEM #15



Agenda Item

SUBJECT/TITLE: Revisions to Blueprint Real Estate Policy (No. 107) to Include a Relocation Policy for Locally Funded Projects

Date: June 20, 2011Requested By: Blueprint StaffContact Person: Debra SchiroType of Item: Consent

STATEMENT OF ISSUE:

This agenda item requests approval to amend Blueprint's Real Estate Policy to implement a Relocation Policy to ensure projects administered by Blueprint provide uniform and consistent procedures for the treatment of persons or businesses displaced by the acquisition of property utilizing local funds. In addition, this item requests approval to renumber two sections of the real estate policy for consistency.

SUPPLEMENTAL INFORMATION:

Blueprint's Real Estate Policy (No. 107) was approved by the IA on September 19, 2007. The purpose of the policy is to establish a policy and procedures to govern the delegation of authority for any and all conveyances of property, as well as to develop procedures for the sale and disposition of property and the management of property and leases to others of real property owned by Blueprint.

Section 107.17 provides that Blueprint comply with the requirements of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970 if acquiring right of way for transportation projects or acquiring property on projects where federal funds are being utilized or where federal funds may be secured in the future.

To date the majority of Blueprint's projects have involved the use of federal funds, thus relocation benefits have been provided to displaced persons and businesses pursuant to the federal guidelines. While local governments are not legally obligated to provide relocation benefits on projects funded solely with local dollars, Blueprint would like the option of doing so on its non federally funded projects and thus seeks an amendment to its real estate policy to establish such a policy and procedures.

Section 107.18 provides that revisions to the policy shall be recommended to the IA by the Director of Blueprint, as required to maintain its applicability to local, state and federal regulations, laws and ordinances. Blueprint's real estate policy also requires that the City and County Attorney's Offices review proposed revisions to this policy, as well. This review has

Blueprint 2000 Intergovernmental Agency Agenda Item

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Include a Relocation Policy for Locally Funded Projects

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been coordinated with these offices and any recommended modifications will be addressed prior to final adoption.

NOTE: A procedures manual implementing the relocation policy will be available for review in both the County Board and City Commission conference rooms. This manual was not attached for distribution due to its bulk. This manual will also be available on the Blueprint 2000 website for the general public. (www.blueprint2000.org)

This agenda item requests approval from the IA to allow Blueprint to amend its Real Estate Policy No. 107 as follows:

1. Section 107.17 titled "Use of Federal Funding to Acquire or Lease Real Property" shall be amended (the amended portions are underlined) to state the following:

Blueprint 2000 shall comply with the requirements of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended if acquiring right of way for transportation projects or acquiring property on projects where federal funds are being utilized or where federal funding may be secured in the future. Projects administered by Blueprint utilizing local funds will be implemented in accordance with Section 107.18 of this real estate policy.

- 2. Section 107.18 titled "Revisions to the Real Estate Policy" shall be renumbered as Section 107.19 and Section 107.19 titled "Effective Date of Real Estate Policy" shall be renumbered to 107.20.
- 3. Section 107.18 of the Real Estate Policy shall be amended to create the following new section titled "Relocation Policy for Locally Funded Projects" and contain the following text:

107.18 **RELOCATION POLICY FOR LOCALLY FUNDED PROJECTS:**

It is the intent of this policy to ensure that Blueprint provides uniform and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds. Under this policy Blueprint shall provide advisory assistance and conduct the relocation program so that no person shall, on the basis of race, color, sex, age, religion, national origin or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or is sub-recipients. The term "person" as defined in this policy refers to any individual (residential or business occupant), family, partnership, corporation, or association.

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Relocation assistance activities implemented under this policy involve relocation assistance payments, notices and advisory services. Any benefits afforded by this policy are not intended to create any additional element of compensation if the property is condemned.

A. Residential

1. Homeowner

Residential relocation payments for home owners may include a **replacement housing payment**. Home owners may also qualify for incidental closing costs and increased interest costs, if applicable, on the purchase of a replacement home. Residential home owners may qualify for a **moving cost assistance** payment based on a Fixed Residential Moving Schedule.

2. Tenant

A tenant is defined as a person who has the temporary use and occupancy of real property owned by another. Residential tenants who have been in occupancy at the displacement dwelling for more than 12 months may qualify for a **replacement housing payment**, residential tenants who have been in occupancy of their displacement dwelling 12 months or less may qualify for a reduced replacement housing payment. All residential tenants may qualify for a **moving cost assistance payment** based on a Fixed Residential Moving Schedule.

Property owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. It is the goal of Blueprint's relocation program to minimize the impacts to displaced persons and to provide those persons with financial and other assistance in securing suitable replacement property, pursuant to the policy guidelines. The interview will be conducted prior to determining their relocation eligibility, and all interviews will be conducted in person at the displaced person's residence or their place of business. The purpose of the residential interview is to determine the relocation

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Include a Relocation Policy for Locally Funded Projects

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needs and preferences of each person to be displaced and explain the relocation payments and other assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

B. Non-Residential

- 1. Nonresidential relocation payments (businesses / nonprofits) may include reestablishment expenses, moving costs and search expenses.
- 2. Business owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The purpose of the business interview is to determine the relocation needs and preferences of the business to be displaced and explain the relocation payments and other assistance for which the business may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance. At a minimum, interviews with displaced business owners and operators will include a discussion as to the business's replacement site requirements, current lease terms and other contractual obligations and the financial capacity of the business to accomplish the move. There will be a determination of the need for outside specialists that will be required to assist in planning the move, assistance in the actual move, and in the reinstallation of machinery and/or other personal property. At the conclusion of the interview, the relocation agent will be able to provide an estimate of the time required for the business to vacate the site.

C. Notices

All owners and tenants are provided with a **General Information Notice** which provides a description of Blueprint's relocation program. At or promptly following the initiation of negotiations Blueprint will notify all occupants in writing, either in person or by certified mail, of their eligibility for applicable relocation assistance and payments. The **Notice of Eligibility** cites the specific relocation payment eligibility for the displaced person and identifies any offer of

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relocation assistance. No lawful occupant shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The **90 Day Notice** shall either state a specific date as the earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. The **30 Day Notice** will provide a specific date by which the displaced person/business must vacate and surrender possession of the subject property.

D. Advisory Services

Throughout the relocation program, Blueprint will provide ongoing advisory services to all affected owners and tenants including, but not limited to, assisting them in securing replacement properties and filing relocation claims for benefits. All owners and tenants will have 12 months from the date of their move to file claims for the reimbursement of eligible payments.

E. Relocation Policy and Procedures Manual

Implementing procedures have been developed and can be obtained by contacting the Blueprint 2000 Intergovernmental Office at:

2727 Apalachee Parkway, Suite 200

Tallahassee, FL 32301

Telephone No.: (850)219-1060

OPTIONS:

Option 1:

1. Approve revisions to Blueprint's Real Estate Policy to amend Section 107.17 to include additional language regarding relocation benefits when a project is locally funded and renumber Section 107.18, titled "Revisions to Real Estate Policy" to 107.19 and renumber 107.19 titled "Effective Date" to become 107.20 for consistency.

Approve the addition to the real estate policy of a relocation policy to ensure projects administered by Blueprint provide uniform and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds and numbering this new section as Section 107.18.

Option 2: Board Guidance.

Blueprint 2000 Intergovernmental Agency Agenda Item

Item Title: Revisions to Blueprint Real Estate Policy (No. 107) to

Include a Relocation Policy for Locally Funded Projects

Meeting Date: June 20, 2011

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RECOMMENDED ACTION:

1. Approve revisions to Blueprint's Real Estate Policy to amend Section 107.17 to include additional language regarding relocation benefits when a project is locally funded and renumber Section 107.18, titled "Revisions to Real Estate Policy" to 107.19 and renumber 107.19 titled "Effective Date" to become 107.20 for consistency.

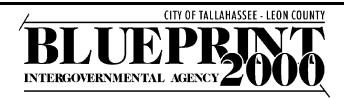
Approve the addition to the policy of a relocation policy to ensure projects administered by Blueprint provide uniform and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds and numbering this new section as Section 107.18.

Action by TCC and CAC:

Not presented to either committee. The CAC was advised that the Board would be presented with a revision to the Real Estate Policy related to a relocation policy for displaced persons and businesses on locally funded projects.

ATTACHMENT(S):

1. Real Estate Policy No. 107 as revised – highlighted with the proposed changes requested for approval.



DATE 6/20/11

NO.

107

TITLE

BLUEPRINT 2000 REAL ESTATE POLICY

ORG. AGENCY
Blueprint 2000

APPROVED 9/19/07

107.01 STATEMENT OF POLICY

The purpose of this administrative regulation is to establish a policy and procedures to govern the delegation of authority for any and all conveyances of any interest in real property involving Blueprint 2000 (Blueprint), including but not limited to, fee simple and less than fee simple acquisitions, sales and dispositions, property management activities, and leases to others of real property owned by Blueprint 2000, an Intergovernmental Agency founded by the City of Tallahassee and Leon County Florida.

107.02 **AUTHORITY**

The Blueprint 2000 Intergovernmental Agency, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish real estate and land banking policies and procedures.

107.03 OBJECTIVE

The intent of this policy is to provide operating procedures and a set of rules to insure proper accountability in any real estate transaction involving Blueprint 2000 and to insure proper management of any real property owned or leased by Blueprint. Further, these policies and procedures shall be followed, along with all applicable laws and professional ethics, in order to insure fair and equitable treatment to Leon County, the City of Tallahassee, the general public, and all affected property owners. The policies and procedures contained herein shall govern all Blueprint 2000 real estate transactions.

107.04 SCOPE AND APPLICABILITY

The policy outlined herein shall apply to the Intergovernmental Agency and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint 2000 Real Estate Policy.

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107.05 **DEFINITIONS**

Appraisal: A professional, impartial estimate of the fair market value of real property.

<u>Capital Improvement Projects</u>: All projects, which have been approved by the Intergovernmental Agency in a Capital Improvement Plan Budget and have been included on a list of approved projects.

<u>Closing</u>: The time and place for the exchange of documents and tender of payment to finalize the bargain or contract for transfer of real property.

<u>Condemnation/Eminent Domain</u>: A government's right to acquire private property for public use with full compensation to the owner.

<u>Dedication</u>: The setting aside of land for a public use by its owner, together with acceptance by or on behalf of the public, by the making, signing, acknowledging and recording of a map or plat of land in accordance with general law upon which areas appear as devoted to public use for such purposes as streets and utility and drainage easements.

Designee: A duly authorized representative of a person holding a superior position.

Easement: A right to use land of another for a specific purpose and for a certain time frame.

<u>Fee Title or Fee Simple Title</u>: An estate in real property belonging to the owner and alienable or sellable by owner or transmissible to owner's heirs absolutely and simple. An absolute estate in perpetuity and the largest possible real property right an owner can have.

"IA": Means Intergovernmental Agency

<u>"IMC"</u>: Intergovernmental Management Committee has oversight of the Blueprint 2000 Program and is comprised of the Leon County Administrator and the City Manager of Tallahassee.

<u>Land Banking</u>: The acquisition and holding of property for both current and future purposes including but not limited to, transportation projects, greenways, trails and other environmentally sensitive lands.

<u>Marketable Title</u>: A legally defensible title which is free from material defects and acceptable to a reasonable purchaser, informed as to the facts and their legal meaning.

Option: A contract conveying a right to buy real estate at a specific price during a stipulated period of time.

<u>Property</u>: Land and all improvements thereon, if any.

<u>Public Purpose</u>: A purpose which has as its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of the residents of the City of Tallahassee and Leon county and not the welfare of an individual or specific class of persons.

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<u>Purchase and Sale Agreement</u>: A binding contract for the purchase and sale of real property subject to the conditions contained in the agreement.

<u>Quitclaim Deed</u>: An instrument of conveyance intended to pass such title, interest or claim as the grantor may have in the property and which contains neither warranties nor covenants of title. (See Section 125.411, Florida Statutes)

<u>Real Property</u>: Any interest in land or the improvements thereon, including but not limited to, fee simple, leasehold and other rights of possession, temporary and perpetual easements, and grants of right of entry.

<u>Right of Way Map</u>: Any map or survey prepared by or on behalf of Blueprint that identifies the real property necessary to implement a Capital Improvement Project.

"<u>Under the Threat of Condemnation</u>": A term used to indicate that a property shall be acquired, if necessary, using Blueprint's authority to impose the laws of eminent domain (condemnation).

<u>Value Determination</u>: Estimate of market value as prepared by the real estate staff or an approved right of way consulting firm.

107.06 APPROVAL AUTHORITY:

A. Blueprint 2000 Executive Director

- 1. The Director of Blueprint is authorized to approve the following real estate acquisitions provided the purchase price, exclusive of attorney fees and costs and business damages, if applicable, does not exceed \$750,000.00 or 20% above the appraised value, whichever is greater;
 - a. The acquisition of real estate for land banking purposes.
 - b. The payment of legal settlements for property acquired under the threat of condemnation purchased through either informal negotiations or mediation.
- 2. The Director of Blueprint is authorized to approve the sale or disposition of surplus property owned by Blueprint provided the sale price does not exceed \$100,000.00, exclusive of closing costs.
- 3. The Director of Blueprint is authorized to approve all deposits in circuit courts required by Order of Takings, final judgments of jury verdicts, or other court orders on property being acquired under threat of condemnation.

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4. The Director of Blueprint, with input from legal counsel, is authorized to settle all reasonable attorney fees and costs incurred by property owners during the

condemnation process, through negotiation, mediation or court award.

5. The Director of Blueprint is authorized to settle any claim for business damages made pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, provided the amount of the business damage claim, exclusive of attorneys' fees and costs, does not exceed \$250,000.00 or 20% above the amount of the estimate obtained in accordance with Section 107.08 C.

B. Intergovernmental Management Committee

- 1. The Intergovernmental Management Committee (IMC) is authorized to approve all acquisition of real estate, and/or business damage claims, in which the purchase price exceeds the approval authority of the Director, and is within the approved and budgeted Blueprint Capital Improvement Plan.
- 2. The IMC is authorized to approve the sale and disposition of surplus property owned by Blueprint provided the sale price does not exceed \$500,000.00, exclusive of closing costs.
- 3. The IMC is authorized to approve all leases of property owned by Blueprint where the annual lease does not exceed \$100,000.00.
- 4. All decisions of the IMC, pursuant to this Policy, shall be subject to the requirements of Florida Statute 286.011, Florida Government in the Sunshine Law.

C. Intergovernmental Agency

The Intergovernmental Agency (IA) shall approve all other real estate transactions. In addition, the Director or the IMC may elect to request IA approval on any real estate purchase, sale or disposition.

107.07 **RESPONSIBLE DEPARTMENTS:**

- A. Unless specifically directed otherwise by the IMC, the Director of Blueprint and his/her Real Estate Manager shall implement and comply with these policies and procedures and shall be charged with the following responsibilities:
 - 1. Develop clear and uniform procedures for all real property transactions.
 - 2. Assure clear and uniform documentation of all real property transactions.

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- 3. Assure that all real property transactions are negotiated equitably, in good faith and in accordance with all applicable state and federal laws as well as in the best interest of the taxpayers of Leon County.
- 4. Assure that, in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful, all information necessary for the filing of an eminent domain lawsuit is provided to the City/County Attorney.
- 5. Maintain an accurate inventory and provide effective management of all real property owned by Blueprint 2000.
- 6. Report to the Intergovernmental Agency ("IA") at regularly scheduled meetings all acquisition and/or sale of real property.
- 7. Report monthly to the Intergovernmental Management Committee (IMC) all acquisitions and/or sale of real property.
- B. With input from Blueprint 2000 General Counsel, the City/County Attorney or his/her designee is responsible for acquisition through the use of Blueprint's eminent domain power in those instances when negotiations for the acquisition of real property under the threat of condemnation are unsuccessful.

107.08 APPRAISALS AND OTHER VALUE ESTIMATES:

- A. For all real property transactions, Blueprint shall prepare or obtain a value estimate or an appraisal report, which estimates the fair market value of the real property interest involved in the transaction in accordance with the following procedures:
 - 1. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$25,000.00, an in house value determination or an appraisal shall be prepared.
 - 2. For acquisitions, sales, or dispositions in which the estimated value of the real property does not exceed \$750,000.00, an independent state-certified appraiser shall be retained to prepare an appraisal report with an estimate of the fair market value of the real property.
 - 3. For acquisitions, sales, or dispositions in which the estimated value of the real property exceeds \$750,000.00, two independent state-certified appraisers may be

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retained to each prepare an appraisal report with an estimate of the fair market value of the real property.

- 4. All appraisal reports being obtained for property under the threat of condemnation shall be reviewed by an independent state certified appraiser. All other appraisals may be reviewed at the discretion of the Director of Blueprint or his/her designee.
- 5. Nothing in this section is intended to preclude Blueprint from purchasing real property pursuant to sections 125.355 or 166.045, Fl Statutes, if it chooses to do so.
- B. The Blueprint Director or his/her designee shall determine the scope of the appraisal assignment and the form of the appraisal report to be prepared. However, when an appraisal report is being obtained for property under the threat of condemnation, the City/County Attorney or the Blueprint 2000 General Counsel may be consulted to determine the scope and form of the appraisal report.
- C. For any acquisition under the threat of condemnation in which an owner is entitled to damages to a business, pursuant to Section 73.015(2), Florida Statutes (2003), as may be amended from time to time, Blueprint shall obtain from a Certified Public Accountant, and/or other such consultants as recommended by the City/County Attorney, a report estimating the amount of such business damages. The City/County Attorney or the Blueprint General Counsel may be consulted to determine the scope and form of the business damage report.

107.09 ACQUISITIONS FOR CAPITAL IMPROVEMENT PROJECTS:

Any real property that has been identified on a right of way map or designated property map as being necessary to implement Blueprint's Capital Improvement Plan shall be acquired "under the threat of condemnation" pursuant to the guidelines provided in Section 73.015, Florida Statutes, and pursuant to the following authority and procedures:

A. The Director of Blueprint, or his/her designee, shall have the authority and responsibility to approve and to execute all documents necessary to implement an approved and budgeted Capital Improvement Project. This authority and responsibility includes coordination with the City/County Attorney's Office, the Blueprint General Counsel, or their designee, for the preparation of a condemnation resolution for approval by the Intergovernmental Agency stating the public purpose of the project and the necessity of

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acquiring the parcels identified in the resolution and upon the Intergovernmental Agency's approval of the resolution the identified parcels shall be acquired in one of the following manners:

- 1. The Director of Blueprint, or his/her designee, shall have the administrative authority to purchase fee simple title or easements, or negotiate settlements of any voluntary action which is required for the implementation of a Capital Improvement Project provided the funds for the project are available, budgeted and are within the Director's limits of authority, pursuant to Section 107.06.
- 2. Property not acquired through voluntary acquisition as described above, shall be transferred to the City/ County Attorney's Office to be acquired through the exercise of Blueprint's power of eminent domain pursuant to Chapter 73 or 74, Florida Statutes and the City/County Attorney or his/her designee shall file a petition with the appropriate court to obtain title to the condemned property. Settlement of property acquired through Orders of Taking shall be made pursuant to Section 107.06, of this policy.
- B. The Director of Blueprint, or his/her designee, and/or the IMC shall seek technical advice from staff or others, as needed, prior to making settlement and acquisition decisions affecting real property.

107.10 LAND BANK PROGRAM:

- A. Blueprint 2000 has established a land banking program to be used to acquire property for future Blueprint projects including the early acquisition of right of way along transportation corridors.
- B. All properties being considered for purchase under this program shall be presented to the Director of Blueprint in a written report, which includes the following information:
 - 1. The location of the property
 - 2. Description
 - 3. Intended use
 - 4. Estimate of value
 - 5. Proposed purchase price
- C. Florida Statute 125.355 may be utilized by the Director of Blueprint.

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- D. The Director of Blueprint or his/her designee shall have the authority to negotiate a contract to option real estate for approved land banking purchases.
 - 1. The Director has the authority to approve land banking purchases up to the approved settlement limit (See Section 107.06 A.)
 - 2. The Director of Blueprint, or his/her designee, may seek such technical advice from staff or others as needed prior to making acquisition and settlement decisions affecting real property.
- E. The IMC has the authority to approve all settlements for land banking purchases up to their delegated authority as provided specifically in Section 107.06 B.
- F. All other requirements imposed by the Blueprint 2000 Real Estate Policy, including but not limited to, obtaining a value determination or appraisal, completing title work etc. shall apply to purchases under the land-banking program.

107.11 ENVIRONMENTAL ASSESSMENTS:

An Environmental Assessment or equivalent (which may be contained in a Contamination Screening Evaluation Report as part of a PD&E Study) shall be secured on all property purchased by Blueprint 2000. The Environmental Assessment shall be reviewed and approved by the Director of Blueprint or his/her designee prior to closing. The Director may seek technical support from staff and others, as needed, to interpret and evaluate the results of the environmental assessment and, if deemed necessary, the Director or his/her designee, may request additional assessment activities.

107.12 REAL PROPERTY OWNED BY BLUEPRINT: SALE OR DISPOSITION OF ANY REAL PROPERTY DECLARED SURPLUS PROPERTY.

A. The Capital Programs/Finance Manager, with input from the Director of Blueprint and the Real Estate Manager, shall annually review all real estate owned by Blueprint and shall determine whether any parcels might be considered surplus property. A property shall not be considered surplus unless there is no potential future use of the property within the Blueprint 2000 Program. If such potential surplus property is identified, a written report will be submitted to the IMC recommending the property be declared surplus. The IMC has authority to declare property surplus and once declared surplus,

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may approve disposal of that property if the appraised value is \$500,000.00 or less. If the property value is in excess of \$500,000.00, the property shall be submitted to the Intergovernmental Agency for approval of disposition.

- B. The Director of Blueprint has the authority to sell or dispose of surplus property if the appraised value does not exceed \$100,000.00. (See Section 107.06 A)
- C. All surplus real property shall be marketed for sale or disposal in accordance with Section 125.35, Florida Statutes, as may be amended from time to time, unless the sale or disposition is exempted pursuant to either Section 125.38 or Section 125.39, Florida Statutes, or unless the sale or disposition is part of an exchange of real property. In addition, the Director of Blueprint may utilize a Real Estate Broker and may improve the marketability and value of property by obtaining permitting, site plan approvals, or other property enhancements prior to the disposal of surplus real property.
- D. Contiguous property owners must receive written notification of Blueprint's intent to sell or dispose of the real property, and Blueprint must place adequate signage on the real property to notify the public that the property is available for purchase.
- E. Blueprint 2000 shall give the City and County first refusal to secure any property declared surplus.
- F. If bond proceeds were used for the acquisition or sale of any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of the conflict

107.13 REAL PROPERTY OWNED BY BLUEPRINT: LEASE FROM BLUEPRINT OF REAL PROPERTY.

- A. If an individual or entity is interested in leasing any real property owned by Blueprint, such individual or entity shall express such interest in the form of a written request to Blueprint.
- B. The written requests shall be reviewed by Blueprint's Capital Programs/Finance Manager to determine if the property is suitable for leasing.
- C. Upon determination that property is suitable for lease, the Director of Blueprint shall make a written recommendation on whether or not to negotiate a lease to the IMC if the annual lease is less than \$100,000.00. If the IMC approves the recommendation to pursue the lease of the Blueprint owned property, the Capital Programs/Finance

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Manager with input from the Real Estate Manager will enter into negotiations to lease the real property.

- D. If the annual rent value is above \$100,000.00, the IMC will review and evaluate the lease request and present its recommendation to the Intergovernmental Agency for consideration as an agenda item.
- E. All lease documents shall be approved as to form and content by the City/County Attorney or his/her designee prior to being submitted for final approval. All leasing activities shall be in accordance with Section 125.35, Florida Statutes.
- F. If bond proceeds were used to acquire any real estate and there is any conflict with the Bond Resolution, then the Bond Resolution shall control, to the extent of that conflict.

107.14 REQUIREMENTS FOR ALL FIRMS PROVIDING APPRAISAL, ACQUISITION AND RELOCATION SERVICES TO BLUEPRINT 2000:

- A. All real estate appraisers and/or review appraisers shall be licensed in Florida as a State Certified General Real Estate Appraiser.
- B. All real estate appraisers and review appraisers shall be Pre-Approved by the Florida Department of Transportation.
- C. All acquisition and relocation firms shall be Pre-Approved by the Florida Department of Transportation to perform all acquisition and relocation functions.
- D. All Appraisal, Appraisal Review, Acquisition and Relocation services will be provided under the auspices of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) as well as all applicable state and federal laws and regulations.

107.15 ABSTRACT AND TITLE REQUIREMENTS:

An independent abstract and Title Certificate with title insurance shall be secured on all acquisitions for the Blueprint 2000 Program. However, any property acquired by virtue of an Order of Taking in a condemnation lawsuit shall not require title insurance.

107.16 REVIEWING AND MAINTAINING CLOSING DOCUMENTS:

A. In addition to the Blueprint 2000 General Counsel, the City/County Attorney or his/her designee shall review all closing documents and title work prior to closing on all real

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property acquisitions by Blueprint. This review shall be documented in writing. The City/County Attorney may authorize licensed agents with contracted acquisition firms, or appropriate Blueprint Staff to close Blueprint purchases, provided a review of the closing documents and title work has been conducted by the City/County Attorney or his/her designee prior to closing on any real property acquisitions.

B. Blueprint 2000 shall be responsible for recording and maintaining all closing documents.

107.17 USE OF FEDERAL FUNDING TO ACQUIRE OR LEASE REAL PROPERTY:

Blueprint 2000 shall comply with the requirements of the Federal Uniform Relocation and Real Property Acquisition Policies Act of 19790, as amended if acquiring right of way for transportation projects or acquiring property on projects where federal funds are being utilized or where federal funding may be secured in the future.

107.18 RELOCATION POLICY FOR LOCALLY FUNDED PROJECTS:

It is the intent of this policy to ensure that Blueprint provides uniform and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds. Under this policy Blueprint shall provide advisory assistance and conduct the relocation program so that no person shall, on the basis of race, color, sex, age, religion, national origin or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or is sub-recipients. The term "person" as defined in this policy refers to any individual (residential or business occupant), family, partnership, corporation, or association.

Relocation assistance activities implemented under this policy involve relocation assistance payments, notices and advisory services. Any benefits afforded by this policy are not intended to create any additional element of compensation if the property is condemned.

A. Residential

1. Homeowner

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Residential relocation payments for home owners may include a **replacement**housing payment. Home owners may also qualify for incidental closing costs
and increased interest costs, if applicable, on the purchase of a replacement
home. Residential home owners may qualify for a **moving cost assistance**payment based on a Fixed Residential Moving Schedule.

2. Tenant

A tenant is defined as a person who has the temporary use and occupancy of real property owned by another. Residential tenants who have been in occupancy at the displacement dwelling for more than 12 months may qualify for a replacement housing payment, residential tenants who have been in occupancy of their displacement dwelling 12 months or less may qualify for a reduced replacement housing payment. All residential tenants may qualify for a moving cost assistance payment based on a Fixed Residential Moving Schedule.

Property owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. It is the goal of Blueprint's relocation program to minimize the impacts to displaced persons and to provide those persons with financial and other assistance in securing suitable replacement property, pursuant to the policy guidelines. The interview will be conducted prior to determining their relocation eligibility, and all interviews will be conducted in person at the displaced person's residence or their place of business. The purpose of the residential interview is to determine the relocation needs and preferences of each person to be displaced and explain the relocation payments and other assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

B. Non-Residential

- Nonresidential relocation payments (businesses / nonprofits) may include reestablishment expenses, moving costs and search expenses.
- 2. Business owners and tenants affected by a Blueprint project will be interviewed to determine if they are eligible for relocation benefits. The purpose of the business interview is to determine the relocation needs and preferences of the business to be displaced and explain the relocation payments and other assistance

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for which the business may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance. At a minimum, interviews with displaced business owners and operators will include a discussion as to the business's replacement site requirements, current lease terms and other contractual obligations and the financial capacity of the business to accomplish the move. There will be a determination of the need for outside specialists that will be required to assist in planning the move, assistance in the actual move, and in the reinstallation of machinery and/or other personal property. At the conclusion of the interview, the relocation agent will be able to provide an estimate of the time required for the business to vacate the site.

C. Notices

All owners and tenants are provided with a General Information Notice which provides a description of Blueprint's relocation program. At or promptly following the initiation of negotiations Blueprint will notify all occupants in writing, either in person or by certified mail, of their eligibility for applicable relocation assistance and payments. The Notice of Eligibility cites the specific relocation payment eligibility for the displaced person and identifies any offer of relocation assistance. No lawful occupant shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The 90 Day Notice shall either state a specific date as the earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. The 30 Day Notice will provide a specific date by which the displaced person/business must vacate and surrender possession of the subject property.

D. Advisory Services

Throughout the relocation program, Blueprint will provide ongoing advisory
services to all affected owners and tenants including, but not limited to, assisting
them in securing replacement properties and filing relocation claims for benefits.

All owners and tenants will have 12 months from the date of their move to file
claims for the reimbursement of eligible payments.

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E. Relocation Policy and Procedures Manual

Implementing procedures have been developed and can be obtained by contacting the Blueprint 2000 Intergovernmental Office at:

2727 Apalachee Parkway, Suite 200

Tallahassee, FL 32301

Telephone No.: (850)219-1060

107.4819 REVISIONS TO THE REAL ESTATE POLICY:

The Director of Blueprint shall recommend amendments, modifications or alterations to this policy to the Intergovernmental Agency as required to maintain its applicability to local, state and federal regulations, laws, and ordinances.

In addition to the Blueprint 2000 General Counsel, the City/County Attorney's office shall review proposed revisions, as needed, to ensure compliance with applicable laws. Any revisions to the Blueprint 2000 Real Estate Policy shall become effective upon approval by the Intergovernmental Agency.

107.1920 EFFECTIVE DATE OF REAL ESTATE POLICY:

This Real Estate Policy shall become effective upon approval of the Intergovernmental
Agency. The effective date of this policy shall be

Effective Date: January 18, 2007 Revised: October 11, 2016

Section 7.3

INCENTIVE OFFERS

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Section 7.3

Effective Date: January 18, 2007

Revised: October 11, 2016

INCENTIVE OFFERS

PURPOSE

This section prescribes procedures for approving and applying incentive offers.

AUTHORITY

Sections 20.23(3)(a), and 334.048(3), Florida Statutes (F.S.)

REFERENCES

Section 7.2, Negotiation Process

Section 7.4, Fees and Costs

Section 7.6, Eminent Domain

Section 9.4, Replacement Housing Payments

SCOPE

This section will be used by District and Central Offices of Right of Way.

7.3.1 Project Selection

- **7.3.1.1** Incentive projects must be approved by the Director, Office of Right of Way, on a case-by-case basis. Approval will be granted upon a certification by the District Right of Way Manager that use of incentive offers is expected to reduce project time and cost, the project has a scheduled production date and condemnation will be pursued for those parcels which cannot be negotiated.
- **7.3.1.2** To ensure consistency and equitable treatment of property owners, the Florida Department of Transportation (Department) will administer incentive offers consistently on an entire transportation corridor. When there are multiple right of way projects included within a single Project Development and Environment (PD&E) study, the study area will be considered a transportation corridor for the purpose of this procedure. If incentive offers are used on the earliest right of way project, they must be used on all right of way projects on the corridor. Similarly, if they are not used on the earliest right of way project, they will not be used on later right of way projects on the corridor. Exceptions may be

allowed where offers on a right of way project will be made one year or more after the

letting date for the construction project associated with the adjacent right of way project.

Effective Date: January 18, 2007

Revised: October 11, 2016

7.3.2 Incentive Offers

- **7.3.2.1** Incentive amounts will be added to initial offers on all parcels on approved projects. All parcel acquisition shall comply with this *Manual*, except as modified herein. Incentives will be an amount of money above established just and full compensation. Incentives will be applied to all parcels on the approved projects except for parcels owned by governmental entities. No incentive will be added to offers to settle business damage claims.
- **7.3.2.2** Parcels with uneconomic remnants identified by the review appraiser will require separate offers pursuant to **Section 7.2**, **Negotiation Process**. Incentives for both offers will be based on the value of the partial taking without consideration of the remnant.

Example:

Appraised value of part taken	\$150,000
Appraised value of uneconomic remnant	\$ 20,000
Incentive (based on \$150,000)	<u>\$ 51,630</u>
Total Offer	\$221,630

7.3.2.3 Incentives for parcels affected by tenant-owned improvements, requiring a separate offer, pursuant to **Section 7.2**, **Negotiation Process**, will be shared between the property owner and the tenant. The incentive will be divided based on the percentage shares of the value for the whole property attributable to the owner and to the tenant respectively.

Example:

Total Parcel Value =	\$200,000
Value of Tenant Improvement =	\$40,000
Percentage of Total Value to Owner =	80%
Percentage of Total Value to Tenant =	20%
Incentive for Whole =	\$66,630
Owner Incentive = 80% of \$66,630 =	\$53,304
Tenant Incentive = 20% of \$66,630 =	\$13,326

7.3.2.4 When there are multiple takings from the same parent tract, for example a fee and an easement, incentives will be provided for each parcel based on the just and full compensation for each parcel.

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Revised: October 11, 2016

- **7.3.2.5** When the established just and full compensation changes prior to filing suit, the District must respond as follows:
- (A) If there is a change in the determination of just and full compensation resulting from an alteration of the parcel which is of such extent that the parcel has become a different parcel from that on which the original offer was made, the District must provide the property owner a new *Form No. 575-030-08, Statement of Offer*, with a new incentive calculated based on the revised just and full compensation.
- (B) If there is a change in the determination of just and full compensation, other than as in **Section 7.3.2.5** (A), and the revised just and full compensation is more than the total previous offer (just and full compensation plus the incentive), a revised offer must be made using **Form No. 575-030-08**, **Statement of Offer**.
- (C) If there is a change in the determination of just and full compensation other than as in **Section 7.3.2.5** (A), and the revised just and full compensation is less than the total previous offer (just and full compensation plus the incentive) no new offer shall be made unless the previous offer had previously been formally withdrawn.

7.3.3 Establishing the Incentive Amount

Incentive amounts will be determined as follows:

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Topic No. 575-000-000 Right of Way Manual Acquisition

Incentive Offer Computation

Approved Compensation is			
Over	But Not Over	Incentive	of Amount Over
\$0	\$1,000	\$1,000	
\$1,000	\$2,500	\$1,000 + 83.3%	\$1,000
\$2,500	\$5,000	\$2,250 + 70%	\$2,500
\$5,000	\$7,500	\$4,000 + 50%	\$5,000
\$7,500	\$10,000	\$5,250 + 45%	\$7,500
\$10,000	\$20,000	\$6,375 + 40%	\$10,000
\$20,000	\$30,000	\$10,375 + 35%	\$20,000
\$30,000	\$100,000	\$13,875 + 32.5%	\$30,000
\$100,000	\$300,000	\$36,625 + 30%	\$100,000
\$300,000	\$513,500	\$96,625 + 25%	\$300,000
\$513,500		\$150,000	

Note: Incentive amount should be rounded to the nearest ten dollars.

7.3.4 Duration of the Incentive

Incentives will be held open to the date of filing suit. Property owners must be clearly advised of the expiration of the incentive.

7.3.5 Negotiations

- **7.3.5.1** Application of incentive offers does not replace the need for aggressive negotiations. The District must consider all property owner counteroffers.
- **7.3.5.2** Negotiations conducted after the Department files suit will be based on established just and full compensation without consideration of an incentive.

7.3.6 Administrative and Legal Settlements

7.3.6.1 Form No. 575-030-24, Settlement Approval, is not required for those parcels settled in an amount equal to the Department's established just and full compensation plus incentive, provided the settlement is achieved prior to expiration of the incentive pursuant to **Section 7.3.4**.

7.3.6.2 All settlements above just and full compensation plus the incentive obtained while the incentive is open or which exceed the Department's established just and full compensation after expiration of the incentive, must be justified on *Form No. 575-030-24*, *Settlement Approval*, in accordance with *Section 7.2*, *Negotiation Process*. The full amount of the increase above established just and full compensation including the incentive must be supported.

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7.3.6.3 If the District Right of Way Manager or the Department's representative at mediation determines that a settlement as described in **Section 7.3.6.2** is necessary, the factors supporting the decision must be documented on **Form No. 575-030-24**, **Settlement Approval**, in addition to support for the amount of the increase.

7.3.7 Effect of Incentive on Relocation Entitlements

Replacement housing payment (RHP) calculations for residential owners who have accepted offers with incentives will be based on the amount determined to be just and full compensation. The incentive will not be considered in the calculation and will not offset the amount of the RHP. However, where settlements exceed just and full compensation plus the incentive, **Section 7.3.6** or the incentive has expired, **Section 7.3.4**, the RHP will be determined based on the requirements of **Section 9.4**, **Replacement Housing Payments**.

7.3.8 Eminent Domain

When parcels on the incentive projects must be acquired by eminent domain, the Department will file suit based on approved just and full compensation. The incentive amount will not be included. Districts should aggressively defend this value throughout the litigation process unless additional information or circumstances arise that alter the Department's determination of just and full compensation, such as a change in design.

7.3.9 Fees and Costs

Payment of fees or costs in addition to an incentive amount should be performed pursuant to **Section 7.4, Fees and Costs**. The District Right of Way Manager will be responsible for determining the reasonableness of any fees and costs to be reimbursed.

7.3.10 IRS Reporting

For parcels settled with incentives, the incentive amount will be included in "Gross Proceeds" when being reported to IRS on *Form 1099-S*.

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TRAINING

None

FORMS

The following forms are available on the Infonet and the Internet:

575-030-08, Statement of Offer 575-030-24, Settlement Approval

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Section 9.1

RELOCATION ASSISTANCE PROGRAM

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Section 9.1 RELOCATION ASSISTANCE PROGRAM

PURPOSE

Establish authority for the Right of Way Relocation Assistance Program and clarify its role in pre-acquisition stages of a project and provide definitions of terms.

AUTHORITY

23 Code of Federal Regulations 49 Code of Federal Regulations, Part 24 Rule Chapter 14-66, Florida Administrative Code Section 20.23(4)(a), Florida Statutes

Section 334.048(3), Florida Statutes

Section 339.09 (2 & 3), Florida Statutes

Section 421.55, Florida Statutes

SCOPE

This section will be used by District and Central Office, Right of Way and Office of the General Counsel Staff.

REFERENCES

23 Code of Federal Regulations, Part 710

49 Code of Federal Regulations, Part 24

Environmental Assessment Document

Federal-Aid Highway Program Manual

Public Law 91-646, Uniform Act

Right of Way Manual, Section 7.10, Acquisition of Right of Way from Governmental Agencies

Guidance Document 11, Temporary Waiver of Methodology for Calculating

Replacement Housing Payment for Negative Equity

Guidance Document 12, Implementation of MAP-21 Uniform Act Benefit and Eligibility

Change Which "Straddle" the Effective Date of October 1, 2014

Right of Way Manual, Section 9.2, General Relocation Requirements Right of Way Manual, Section 9.3, Payment for Moving and Related Expenses

Right of Way Manual, Section 9.4, Replacement Housing Payments

Right of Way Manual, Section 9.5, Relocation Assistance for Mobile Homes

Right of Way Manual, Section 9.6, Last Resort Housing

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Rule Chapter 14-66, Florida Administrative Code Section 339.09(2) & (3), Florida Statutes Section 421.55, Florida Statutes Section 501, Internal Revenue Code, 26 U.S.C. 501

TRAINING

Training for this section is provided to all participants in the *Right of Way Fundamentals Course*, a required element of the Right of Way Training Program.

FORMS

None required

DEFINITIONS

30-Day Notice to Vacate: A written notice furnished to the displacee informing them of the date by which he or she will be required to move from the acquired site.

90-Day Letter of Assurance: A written notice furnished to the displacee explaining that he or she will not be required to move for at least 90 days from the receipt of this notice or a comparable replacement dwelling is made available, whichever is later.

Acquired: The time at which the Department obtains legal possession of the real property; legal possession occurs at closing in negotiated settlements and at the date of deposit in litigated cases.

Appurtenance: Something added as an accessory or adjunct to a more important item, title to which usually passes with title to the principal real property.

Business: Any lawful activity, except a farm operation, conducted:

- (A) Primarily for the purchase, sale, lease and/or rental of personal and/or real property;
- **(B)** Primarily for the manufacture, processing or marketing of products, commodities or any other personal property;
- **(C)** Primarily for the sale of services to the public;
- (D) By a nonprofit organization that has established its nonprofit status under applicable Federal and State law;

(E) Primarily for outdoor advertising display purposes when the display(s) must be moved as the result of a highway project and solely for reimbursement of actual moving expenses, tangible loss of personal property, and eligible search expenses.

Carve Out: The method used in making a typical home-site determination, whereby that portion of the parent tract which is typical for residential use in the area is carved out of, or separated from, the entire tract for the purpose of the replacement housing payment computation.

Citizen: Includes both citizens of the United States and non-citizen nationals.

Conceptual Stage Plan: A relocation plan developed for use in determining the corridor alignment of a project.

Contributes Materially: During the two (2) taxable years prior to the taxable year in which the displacement occurs, a business or farm operation:

- (A) Had average annual gross receipts of a least \$5,000; or
- **(B)** Had average annual net earnings of at least \$1,000; or
- (C) Contributed at least 33 1/3 percent of the owner's or operator's average annual income from all sources.
- (D) If these two (2) years are not representative, an alternate consecutive two year period may be utilized, see the *Right of Way Manual, Section 9.3, Payment for Moving and Related Expenses*.

Decent, Safe And Sanitary Dwelling: A dwelling which conforms to all applicable local housing and occupancy codes or in the absence of such codes the standards prescribed in the *Right of Way Manual, Section 9.2, General Relocation Requirements*.

Department: The Florida Department of Transportation.

Displaced Person: Any person as defined in this procedure, who is required to move or move personal property:

(A) As a direct result of the Department's acquisition of such real property in whole or in part for a project. This includes any person who moved from the real property as a result of the initiation of negotiations or a written notice of intent to

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acquire. In the case of a partial acquisition, the Department shall determine whether the person is displaced as a direct result of the partial acquisition; or

- **B)** As a result of a written order from the Department to vacate such real property for the project; or
- (C) As a result of the Department's acquisition of, or written order to vacate, or a written notice of intent to acquire, other real property for a project on which the person conducts a business, farm operation, or is a nonprofit organization. Eligibility under this definition applies only for purposes of obtaining relocation assistance advisory services as provided in the *Right of Way Manual, Section 9.2, General Relocation Requirements* and moving expenses as provided in the *Right of Way Manual, Section 9.3, Payment for Moving and Related Expenses; or*
- (D) As a direct result of rehabilitation or demolition for a project.

Displacee: A displaced person.

Displacement Dwelling: The dwelling from which a person is required to relocate from due to a transportation project.

Down payment Supplement: A payment initially calculated for use in offsetting increased rent, but used by a tenant displacee in the purchase of a replacement dwelling.

Domicile: The place where a person has his or her true, fixed, principal establishment and to which he or she has, when absent, the intention of returning.

Dwelling: A place to live in, including a single family house; a single family unit in a two family, multifamily, or multipurpose property; a unit of a condominium or cooperative housing project; a non-housekeeping unit; a mobile home; or any other residential unit.

Economic Rent/Market Rent: The Department's determination of the reasonable income expectancy of a dwelling or other property if it were available for rent; and the rent justifiably payable for the right of occupancy of land and/or improvements.

FHPM: Federal Highway Program Manual.

FHWA: Federal Highway Administration.

Family: Two or more individuals who are living together and intend to live together at the replacement dwelling.

Farm Operation: Any activity conducted solely or primarily for the production of one or

ATTACHMENT #4

Topic 575-000-000 Right of Way Manual Relocation

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more agricultural products or commodities, including timber, for sale or home use and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.

Fixed Residential Moving Cost Schedule: A method of reimbursing moving expenses to a residential displacee based on a dislocation allowance schedule developed by the Federal Highway Administration.

Household Income: Total gross income for all household members received for a 12 month period from all sources (earned and unearned) including, but not limited to wages, salary, child support, alimony, unemployment benefits, social security, or the net income from a business. Income received or earned by dependent children or full time students under 18 years of age are not included.

Initiation of Negotiations: The date the initial written offer of just compensation is made by the Department to the owner or the owner's authorized representative to purchase real property for a project, with the following exceptions:

- (A) If the District issues a **Notice of Intent** to acquire the property and a person moves after the date on that notice, but prior to delivery of the initial purchase offer, the initiation of negotiations is the date that person moved from the property.
- (B) In the case of a permanent relocation to protect the public health and welfare, the initiation of negotiations is the date of either the formal announcement of that relocation or of the Federal or federally coordinated health advisory where the Federal Government later decides to conduct a permanent relocation.

In Lieu of Payment: Is commonly referred to as a "fixed payment" for non-residential displacee (business/non-profit). This payment is based on net income.

Inventory: A list of items of personal property to be moved by the displaced person. When required, a pre-move inventory must be taken at the displacement site prior to the move and compared to a post-move inventory taken at the replacement site after the move.

Last Resort Housing: The provision of replacement housing by techniques developed for such purpose, when a highway project cannot proceed to construction because suitable, comparable and/or adequate replacement sale or rental housing is not available and cannot otherwise be made available to displacees within the payment limits

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established by law, see the *Right of Way Manual, Section 9.6, Last Resort Housing*.

Less Than 90-Day Occupant: A displaced person who occupied the property to be acquired for less than 90 days prior to or subsequent to the date of initiation of negotiations, see the *Right of Way Manual, Section 9.6, Last Resort Housing*.

Licenses, Permits and Certifications: Only an item which is paid periodically is considered to be license, permit or certification. These items are renewable and are valid only for a specific period of time.

Major Exterior Attribute: Any major appurtenant structure exterior to the residential dwelling, or an aesthetically valuable view which substantially contributes to the quality or standard of living of the displacee(s), see the **Right of Way Manual, Section 9.4, Replacement Housing Payments**.

Mortgage: An instrument recognized by law in which property is pledged to secure the payment of a debt or obligation; procedure for foreclosure in the event of default is established by statute. Such classes of liens are commonly given to secure advances on the unpaid purchase price of real property.

Nonprofit Organization: A corporation duly registered with the Florida Secretary of State as a Corporation Not for Profit and exempt from paying federal income taxes under **Section 501** of the **Internal Revenue Code**, **(26 U.S.C. 501)**.

Owner: A displaced person is considered to have met the requirement to own a displacement dwelling if the person holds any of the following interests in real property acquired by the Department for a project:

- (A) Fee title, a life estate, a land contract, a 99 year lease, or a lease, including any options for extension, with at least 50 years to run from the date of acquisition; or
- **(B)** An interest in a cooperative housing project which includes the right to occupy a dwelling; or
- **(C)** A contract to purchase any of the interest or estates previously described above; or
- (D) Any other interest, including a partial interest, which in the judgment of the Department warrants consideration as ownership.

Person: Includes a partnership, corporation or association, as well as an individual or

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family.

Personal Property: Generally, moveable items not permanently affixed to and a part of the real estate. With some exceptions, items typically remain personal property if they can be removed without serious injury either to the real estate or to the items themselves.

Purchase Additive: The amount, if any, when added to the acquisition price, equals the selling price of the lesser of: a comparable replacement dwelling or the replacement dwelling actually purchased, see **Right of Way Manual, Section 9.4, Replacement Housing Payments**.

RHP: Replacement Housing Payment. Any of several types of payments to qualifying displaced persons, including purchase additive, increased interest, incidental expense, rent supplement, and down payment supplement. For proper application, see Section 9.4, Replacement Housing Payments.

Relocatee: Displacee.

Relocation Assistance: Advisory and/or financial aid to persons and businesses displaced by a public program to assist them in relocating to available residential replacement dwellings and non-residential replacement sites.

Relocation Needs Assessment Survey: A survey identifying the relocation assistance needs of all occupants within a project area who must relocate as a direct result of the project, see **Right of Way Manual**, **Section 9.1.8**.

Relocation Specialist: A Right of Way Specialist or other Department representative assigned by the District to provide relocation assistance to displaced persons.

Salvage Value: The probable sale price of an item, if offered for sale to knowledgeable buyers with the requirement that it be removed from the property at a buyer's expense (i.e., not eligible for relocation assistance). Included are items for re-use as well as items with-components that can be reused or recycled-when there is no reasonable prospect of sale except on that basis.

Small Business: A business operating lawfully with not more than 500 employees working at the site being acquired and which site is the location of ongoing economic activity.

Substitute Personal Property: A personal property item used as a part of a business or farm operation that is purchased to replace an item having a comparable function that was not moved from the acquired site to the replacement site.

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Tenant: A person who has the lawful temporary use and occupancy of real property owned by another.

Typical Home-site Determination: A determination of what portion of a tract of land is typical for residential use in the area for replacement housing payment computation purposes.

Uniform Act: A phrase which abbreviates reference to *Public Law 91-646* titled The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Unlawful Occupant: A person who occupies real property without property right, title or payment of required rent.

Utility Service Cost: This term means expenses for electricity, gas, other heating and cooking fuels, water and sewer.

9.1.1 Federal Program Authorization

9.1.1.1 On January 2, 1971, the United States Congress enacted *Public Law 91-646*, *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*.

Title II of the Uniform Act establishes a uniform policy for the fair and equitable treatment of persons displaced as a result of federal and federally assisted programs in order that such persons shall not suffer disproportionate injuries as a result of programs designed for the benefit of the public as a whole.

- **9.1.1.2** The Florida Department of Transportation is authorized by **Section 339.09(2)**, **Florida Statutes (F.S.)** and **Section 421.55**, **F.S.** to comply with the Uniform Act on federally assisted projects.
- **9.1.1.3 Federal Regulations 49 Code of Federal Regulations (C.F.R.), Part 24**, regulate the Department's Relocation Assistance Program on federal and federally assisted projects.
- **9.1.1.4** Under **Section 339.09(3) F.S.**, the Department is authorized to implement a Relocation Assistance Program on non-federal aid projects.

The Department's Federal Aid Relocation Assistance Regulations are in Rule Chapter 14-66, Florida Administrative Code (F.A.C.).

9.1.2 Program Assurances

- **9.1.2.1** In accordance with the provisions of **49 C.F.R., Part 24.4**, assurances of compliance with federal regulations have been submitted to the Federal Highway Administration (FHWA) and approved. Updated assurances shall be submitted to FHWA approximately every five (5) years.
- **9.1.2.2** Each time the *Relocation Assistance Procedures* are revised, a copy of the revised procedure shall be submitted to FHWA by the State Relocation Administrator for review and concurrence.

9.1.3 Relocation Program at Conceptual Stage

- **9.1.3.1** A project is in the Conceptual Stage until such time as its location and design concept is accepted.
- **9.1.3.2** A Conceptual Stage Relocation Plan will be developed by the District for each alternate location prior to the corridor public hearing.
- **9.1.3.3** The costs incurred for securing and assembling the required information are charged to preliminary engineering for the appropriate project.

9.1.4 Last Resort Housing Needs at the Conceptual Stage

- **9.1.4.1** If an insufficient supply of comparable replacement housing, see *Right of Way Manual, Section 9.2, General Relocation Requirements*, is anticipated at the time a project is scheduled to be underway, the District should include potential Last Resort Housing options as part of the Conceptual Stage Plan.
- **9.1.4.2** Documented Last Resort Housing methods, *Right of Way Manual, Section 9.6, Last Resort Housing*, will be provided for each alternate route under study.

9.1.5 Conceptual Stage Plan Data Sources

- **9.1.5.1** The Conceptual Stage Plan must reference the sources of data utilized.
- **9.1.5.2** All data must be dated according to its original compilation date.
- 9.1.5.3 The Conceptual Stage Plan is intended to be a brief summary of projected

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relocation activity, not a detailed report. The depth of the report should be directly proportional to the scope of relocation assistance on the project.

9.1.5.4 Types of data sources:

- (A) Primary Data Sources: Any person, such as an individual, family, business, etc. located within the proposed corridor alignment.
- **(B)** Secondary Data Sources: All information sources other than primary.
- **9.1.5.5** Primary sources should be utilized only when secondary sources cannot supply the information needed.

9.1.6 Data to be Obtained for Conceptual Stage Plans

The District Relocation Section will be responsible for providing the following Conceptual Stage Plan Data for inclusion in the *Environmental Document*:

- (A) An estimate of households to be displaced, including an estimate of:
 - (1) The percentage of minority; racial, national origin, or ethnic, households to be displaced;
 - (2) The income range, in dollars, of the affected neighborhoods or communities;
 - (3) The tenure, or age, of the structures which are being displaced, taking into consideration the types, and the effective and chronological ages;
 - (4) The percentage of elderly households to be displaced in relationship to the total households being displaced;
 - (5) The percentage of households containing five or more family members;
 - (6) Handicapped or disabled residential occupants for whom special assistance services may be necessary;
- **(B)** A comparison of available, decent, safe and sanitary, housing in the area with the housing needs of displacees. The comparison should include

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price ranges, size, number of bedrooms, and occupancy status, owner/tenant.

- (C) A description of special relocation advisory services that will be necessary for identified unusual conditions or unique problems. Identify special cases such as handicapped or disabled displacees, problems of the elderly, racial and ethnic considerations, and comment on the availability of governmental and social agencies available to serve these particular needs.
- (C) A discussion of the actions proposed to remedy insufficient relocation housing, including a commitment to Last Resort Housing, if necessary;
- (E) An estimate of the number, type and size of businesses to be displaced, including special business characteristics, services to specialized clientele, or cultural orientation:
 - (1) Include the approximate number of employees for each business and the general impact on the business dislocation(s) on the economy of the community, if ascertainable.
 - (2) Identify sites available in the area to which the affected businesses may relocate, likelihood of such relocation and impacts on remaining businesses, whenever possible.
- (F) A discussion of the results of contacts, if any, with local governments, organizations, groups and individuals regarding residential and business relocation impacts, including any measures or coordination needed to reduce general and/or specific impacts. Specific financial and incentive programs or opportunities (beyond those provided by the **Uniform Act**) to residential and business displaced persons to minimize impacts may be identified, if available, through other agencies or organizations;
- **(G)** A statement that relocation resources are available to all relocatees without discrimination;
- **(H)** A summary of any potential hazardous waste concerns.
- (I) An identification of any publicly owned lands, as defined in the *Right of Way Manual, Section 7.10, Acquisition of Rights of Way from Governmental Agencies*, which may require consideration for functional

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replacement of real property in public ownership. Discussion of the results and decisions of any meetings with property owners or jurisdictional agencies where the potential for functional replacement exists pursuant to 23 C.F.R. 710 and the Right of Way Manual, Section 7.10, shall be documented.

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9.1.7 Data Responsibilities for Conceptual Stage Plan

The District Relocation Section and District Environmental Management Office are jointly responsible for the development and inclusion of socioeconomic data in the environmental document and, as such, should coordinate data collection to avoid duplication of efforts.

9.1.8 Authority for Needs Assessment Survey

- **9.1.8.1** The District is responsible for preparing and conducting the **Relocation Needs Assessment Survey** and for implementing a plan.
- **9.1.8.2** The State Relocation Administrator is responsible for preparing the Department's assurance for submittal to FHWA.

9.1.9 Planning Considerations for Needs Assessment Survey

The **Needs Assessment Survey** should provide the answers to the following questions about the project:

- (A) What are the project's specific objectives?
- **(B)** What is the scope of the project? How many neighborhoods will be impacted?
- **(C)** What are the options for addressing the special needs of those that are displaced?
- (D) What is the most efficient and effective way to accomplish the project goals? How much lead time will be required?
- **(E)** Are there other projects underway in the locality that will be competing for housing resources? Is any of the needed information already available from agencies carrying out related projects?

- **(F)** What resources are available to provide advisory assistance?
- **(G)** Are there any potential hazardous waste concerns on the project?
 - (1) A report must be provided to the District Environmental Management Office any time the presence of hazardous waste is suspected.

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(2) Matters pertaining to hazardous waste will be handled in accordance with the *Right of Way Manual, Section 9.3, Payment for Moving and Related Expenses*.

9.1.10 Requirements for Needs Assessment Survey

- **9.1.10.1** The **Needs Assessment Survey** will contain an inventory of individual and business needs, including the characteristics of families and businesses. This information should be obtained upon a 100% occupancy survey rather than a sampling survey.
- **9.1.10.2** The survey will also contain a review of needs versus resources, including the identification of potential relocation problems. Documentation will include:
 - (A) The estimated amount of lead time required to carry out a timely, orderly and equitable relocation program;
 - **(B)** If relative, identification of resource limitations, zoning issues, financial concerns and functional replacement requirements.
- **9.1.10.3** Business interviews should occur prior to, or at time of the appraisal of the property:
 - **(A)** Obtain information regarding the business's replacement site requirements, current lease terms and other contractual obligations and the financial capacity of the business to accomplish the move.
 - **(B)** Document any expressed need for outside specialists that will be required to assist in planning the move, assist in the actual move, and in the reinstallation of machinery and/or personal property.
 - **(C)** Every effort must be made to coordinate discussion between the appraiser, landowner, tenant and relocation agent in order to identify and resolve personalty/realty issues.

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- **(D)** Estimate the time required for the business to vacate the site.
- **(E)** Estimate the anticipated difficulty in locating a replacement property.
- **(F)** Identify any advance relocation payments required for the move, and the Department's legal capacity to provide them.

9.1.11 Identification of Last Resort Housing Needs

- **9.1.11.1** If research indicates the potential need for Last Resort Housing see *Right of Way Manual, Section 9.6, Last Resort Housing*. The *Needs Assessment Survey* will address the means by which it will be provided.
- **9.1.11.2** A comprehensive discussion of the number of individuals and/or families who will require Last Resort Housing and an estimate of available units should be incorporated into the survey.

9.1.12 Identification of Business Displacees

- **9.1.12.1** During the relocation survey phase, business displacees must be contacted no later than the date negotiations are initiated on the project.
- **9.1.12.2** At the discretion of the District Right of Way Manager, all business displaces will be identified and listed as owner or tenant and their potential eligibility for business damages noted. The completed list will be transmitted to the person in the district responsible for oversight of business damages on or before the date negotiations are initiated on the project.

9.1.13 Uniform Relocation Assistance and Real Property Acquisition Report

- **(A)** The State Relocation Administrator will submit a report annually to FHWA.
- (B) The report will be compiled from data supplied by the Right of Way Management System (RWMS). If the data from the RWMS is inconclusive or incomplete the respective Districts will be required by the State Relocation Administrator to submit the appropriate data.
- (C) The report will be prepared and submitted to FHWA on or before November 1, of each year.

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9.1.14 Special Relocation Reports

- **9.1.14.1** If the Central Office requires a special relocation report of a District, such request will be in writing to the District Right of Way Manager.
- **9.1.14.2** Each request will specify a deadline by which the report must be completed.
- **9.1.14.3** If the District is unclear on the request or if the deadline cannot be met, the District must contact the State Relocation Administrator within three days of receipt of the request.

9.1.15 Relocation Records

- **9.1.15.1** Records of relocation activities will be kept, including:
 - **(A)** Project and parcel identification;
 - **(B)** Names, addresses and telephone numbers of displacees;
 - **(C)** Payments and services offered;
 - **(D)** Payment claim support documentation;
 - **(E)** Contact records documenting each meeting or telephone call with the displacee(s) and involved parties;
 - (F) Contact records documenting the offering of comparable replacement housing in accordance with the *Right of Way Manual, Section 9.2, General Relocation Requirements*.
- **9.1.15.2** The District Records and Funds Management Administrator is responsible for proper maintenance of these records and for assuring their availability at reasonable hours for inspection by representatives of the Federal Government, Central Office and the public.
- **9.1.15.3** All records will be kept neatly, accurately, and thoroughly by the Districts and Central Office.
- **9.1.15.4** All original documentation will be placed in the District permanent file.
- **9.1.15.5** The Right of Way Management System must be kept current.

Effective Date: April 15, 1999

Revised: January 7, 2019

ATTACHMENT #4

Topic 575-000-000 Right of Way Manual Relocation

Effective Date: April 15, 1999 Revised: January 7, 2019

HISTORY

04/15/99; 9/6/2005; 10/02/2007; 7/28/2009; 01/21/11, 10/01/2014

April 15, 1999 Revised: May 19, 2017

Section 9.3

PAYMENT FOR MOVING AND RELATED EXPENSES

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ATTACHMENT #4

Effective Date: April 15, 1999 Revised May 19, 2017

Section 9.3

PAYMENT FOR MOVING AND RELATED EXPENSES

PURPOSE

To set forth the eligibility criteria for move cost payments and establish the process by which payment is made to a displacee.

AUTHORITY

49 Code of Federal Regulations, Part 24 Rule Chapter 14-66, Florida Administrative Code Section 20.23(4) (a), Florida Statutes Section 334.048(3), Florida Statutes

SCOPE

This section will be used by appropriate district and Central Office Right of Way and Office of the General Counsel Staff.

REFERENCES

Chapter 287, Florida Statutes

Chapter 18296, Laws of Florida 1937, Murphy Act

Department of Management Services, Rule 60A

Department of Transportation Procedure No. 375-040-020, Procurement of Commodities and Contractual Services

Dislocation Allowance Schedule, 49 Code of Federal Regulations, Part 24

Florida Resource and Management Act

Generally Accepted Accounting Principles

Resource Conservation and Recovery Act

Guidance Document 11, Temporary Waiver of Methodology for Calculating Replacement Housing Payments for Negative Equity

Guidance Document 12, Implementation of MAP-21 Uniform Act Benefit and Eligibility Change Which "Straddle" the Effective Date of October 1, 2014

Right of Way Manual, Section 7.2, Negotiation Process

Right of Way Manual, Section 9.2, General Relocation Requirements

Right of Way Manual, Section 9.4, Replacement Housing Payments

Rule Chapter 62-761, Florida Administrative Code

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Section 501 of the Internal Revenue Code (26 U.S.C. 501)

TRAINING

Training for this section is provided to all participants in the *Right of Way Fundamentals Course*, a required element of the Right of Way Training Program.

FORMS

The following forms are available on the Florida Department of Transportation's Forms Library or the Right of Way Management System (RWMS):

575-040-08, Hazardous Substance Letter

575-040-09, 90-Day Letter of Assurance

575-040-11, 30-Day Notice to Vacate

575-040-15, Move Cost Estimate

575-040-20, Moving Expense Calculation and Payment Determination

575-040-23, Application and Claim for Reimbursement of Moving Costs

575-040-31, Notice of Eligibility

575-040-34, Notice of Eligibility-Personal Property Move 575-040-31

9.3.1 Eligibility Criteria

- **9.3.1.1** Any displaced owner or tenant of a residence, business, farm, non-profit organization, on premise sign or individual personal property items who is required to move their personal property is entitled to reimbursement of actual, reasonable moving and related expenses. The District Relocation Administrator will determine expenses considered to be reasonable and necessary. A displace will receive moving expense reimbursement for:
 - (A) Moving personal property located within the right of way;
 - **(B)** Costs incurred in moving from a current dwelling or from other real property not acquired when the district determines the acquisition necessitates such a move:
 - (C) Moving personal property of one person from acquired real property which is owned by another, when the Florida Department of Transportation (Department) requires the personal property be moved because of the acquisition.

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(1) Only one move may be eligible for payment, except where more than one move is shown to be in the public interest and approval is obtained from the FHWA Division Administrator on Federally funded projects.

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- (2) A move in and out of storage, when approved by the district, constitutes a single move.
- (D) Roadway Easements: Those displacees listed in **Section 9.3.1(D)** who have personal property on the portion of a parcel affected by a roadway easement reserved by the **Trustees of the Internal Improvement Trust Fund, Murphy Act Reservations** or **Everglades Drainage District Reservations**, are eligible for moving expense payments, provided all other eligibility criteria for payment are met.
- **9.3.1.2** A non-occupant owner of a rented mobile home is eligible for actual cost reimbursement to relocate the mobile home. If the mobile home is not acquired as real estate, but the homeowner-occupant obtains a replacement housing payment under one of the circumstances described at **49 Code of Federal Regulations Part 24.502(a) (3)**, **Replacement Housing Payment for 90-day Mobile Homeowner** and further described in **Section 9.5.4.2**, the home-owner occupant is not eligible for payment for moving the mobile home, but may be eligible for a payment for moving personal property from within or around the mobile home.

9.3.2 Moves from a Dwelling

- **9.3.2.1** A person's actual, reasonable and necessary moving expenses for moving personal property from a dwelling may be determined based on one, or a combination of the following methods:
 - (A) Commercial Move moves performed by a professional mover.
 - At least two estimates from qualified commercial movers must be obtained by the displacee or the Department if the estimated cost to move exceeds \$10,000. If less than \$10,000 the District Relocation Administrator has the discretion to obtain a single estimate or require two estimates. Reimbursement is limited to the lower estimated amount.
 - **(B)** Self-Move moves that may be performed by the displaced person in one or a combination of the following methods:

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(1) Fixed residential moving cost schedule

Any person displaced from a dwelling, seasonal residence or dormitory style room is entitled to receive this payment as an alternative to payment for actual moving and related expenses. This payment shall be determined in accordance to the Fixed Payment Residential Move (Section 9.3.11) approved by the Federal Highway Administration and published in the Federal Register on a periodic basis. The payment to a person with minimal personal possessions who is in occupancy of a dormitory style room, or a person whose residential move is performed by the Department at no cost to the person shall be limited to \$100.00 in accordance with the most recent edition of the Fixed Residential Moving Cost Schedule.

(2) Actual cost move – supported by receipted bills.

When a question exists as to the reasonableness of an expense the Department may obtain estimates prepared by qualified movers. Estimated costs exceeding \$10,000 require two estimates with reimbursement being limited to the lower of the two. If the estimated cost is less than \$10,000 the District Relocation Administrator has discretion to utilize a single estimate. Payment will be based on the lesser of the actual expenses incurred or the low estimate.

- 9.3.2.2 Complete documentation of actual expenses incurred, such as receipted bills, or invoices from the commercial mover must be submitted to the district.
- 9.3.2.3 If unusual or complex items are to be moved, a Department Right of Way Agent/Specialist should be present on a parcel by parcel basis to oversee that the move is performed as specified and all items in the pre-move inventory are moved.
- 9.3.2.4 When the Department determines monitoring is needed the following will be documented:
 - (A) Any equipment used in the move with cost and time used. Equipment rental fees should be based on the actual cost of renting the equipment, but not exceed the cost paid by a commercial mover;
 - Persons involved in the move, type of work performed, hourly wage (B) (should not exceed the cost paid by a commercial mover), and time period of actual work;

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- **(C)** Amount of inventory moved during the monitoring period.
- **9.3.2.5** Pre-Move and Post-Move inventories are required on all types of moves except where reimbursement is based on the Fixed Residential Move Cost Schedule.
- **9.3.2.6** Self-moves based on the lower of two bids or estimates are not eligible for reimbursement under this section.
- **9.3.2.7** Eligible expenses for moves from a dwelling include the expenses described in paragraphs A through G of **Section 9.3.7** (**Eligible Actual Moving Expenses**).

9.3.3 Moves from a Mobile Home

- **9.3.3.1** A displaced person's actual, reasonable and necessary moving expenses for moving personal property from a mobile home may be determined based on the cost of one, or a combination of the following methods:
 - (A) Commercial Move moves performed by a professional mover.
 - At least two estimates from qualified commercial movers must be obtained by the displacee or the Department if the estimated cost to move exceeds \$10,000. If less than \$10,000 the District Relocation Administrator has the discretion to obtain a single estimate or require two estimates.
 - **(B)** Self-Move moves that are performed by the displaced person in one or a combination of the following methods:
 - (1) Fixed residential moving cost schedule Any person displaced from a dwelling, seasonal residence or dormitory style room is entitled to receive this payment as an alternative to payment for actual moving and related expenses. This payment shall be determined in accordance to the Fixed Residential Moving Cost Schedule (Section 9.3.11, Fixed Payment Residential Move) approved by the Federal Highway Administration and published in the Federal Register on a periodic basis.
 - (2) Actual cost move actual, reasonable, and necessary costs supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the rates paid by a commercial mover. Equipment rental fees should be based on the actual cost of renting the equipment, but not exceed the cost paid by a commercial mover.

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- **9.3.3.2** Pre-Move and Post-Move inventories are required on all types of moves except where reimbursement is based on the Fixed Residential Move Cost Schedule.
- **9.3.3.3** Eligible expenses for moves from a mobile home include the expenses described in paragraphs A through G of **Section 9.3.7** (**Eligible Actual Moving Expenses**).
- **9.3.3.4** The owner/occupant of a mobile home that is moved as personal property and used as the person's replacement dwelling, is also eligible for the moving expenses described in paragraphs H through J of **Section 9.3.7** (**Eligible Actual Moving Expenses**).

9.3.4 Moves from a Business, Farm or Non-profit Organization

- **9.3.4.1** Personal property as determined by an inventory from a business, farm or non-profit organization may be moved by one or a combination of the following methods:
 - (A) Commercial move moves performed by a commercial mover.

Reimbursement will be based on the lower of two bids or estimates prepared by a commercial mover. If the estimated cost for a low cost or uncomplicated move is believed to be less than \$10,000, the District Relocation Administrator has the discretion to base the payment on a single bid or estimate.

- **(B)** Self-move moves that may be performed by the displacee. A self-move payment shall be based on one or a combination of the following:
 - (1) The lower of two bids or estimates prepared by a commercial mover or qualified Department staff person. At the District Relocation Administrator's discretion, payment for a low cost or uncomplicated move may be based on a single bid or estimate; or
 - (2) Supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the rates paid by a commercial mover to
 - employees performing the same activity and, equipment rental fees should be based on the actual rental cost of the equipment but not to exceed the cost paid by a commercial mover.
- **(C)** When the displacee uses the combination of the two, the total cost can not exceed the amount of the lowest estimate.

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9.3.5 Personal Property Only Moves

9.3.5.1 Eligible expenses for a person who is required to move personal property from real property but is not required to move from a dwelling (including a mobile home), business, farm or nonprofit organization include those expenses described in paragraphs A through G and R of **Section 9.3.7** (**Eligible Actual Moving Expenses**).

- **9.3.5.2** A displaced person's actual, reasonable and necessary moving expenses for moving personal property shall be based on the cost of one, or a combination of the following methods:
 - (A) Commercial move moves performed by a commercial mover.

Reimbursement shall be based on the lower of two bids or estimates prepared by a commercial mover. At least two estimates from qualified commercial movers must be obtained by the displacee or the Department if the estimated cost to move exceeds \$10,000. If less than \$10,000 the District Relocation Administrator has the discretion to obtain a single estimate or require two estimates.

- **(B)** Self-move moves that may be performed by the displacee. A self-move payment shall be based on one or a combination of the following:
 - (1) The lower of two bids or estimates prepared by a commercial mover or qualified Department staff person. At the District Relocation Administrator's discretion, payment for a low cost or uncomplicated move may be based on a single bid or estimate; or
 - (2) Costs actually incurred, supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the rates paid by a commercial mover to employees performing the same activity and, equipment rental fees should be based on the actual rental cost of the equipment but not exceed the rates paid by a commercial mover.
- (C) Fixed Residential Moving Cost Schedule May be used in situations where a displaced person is eligible for reimbursement of move costs for moving of personal property from a residential dwelling.

9.3.6 On-Premises Signs

Eligibility criteria for on-premises signs are as follows:

location Revised: May19, 2017

(A) On-premises signs are eligible to be moved and the sign owner is entitled to reimbursement for the actual, reasonable and necessary cost of moving the sign to a replacement site. An actual direct loss payment shall be utilized for reimbursing an owner whose sign cannot be relocated without violating Local, State and Federal law or when the sign owner chooses not to relocate the sign. If an actual direct loss payment is claimed for the sign, the District Relocation Administrator may determine that no effort to sell is required in accordance with **Section 9.3.18.1(A) (1)**.

Effective Date: April 15, 1999

(B) An on-premises sign owner or lessee is not eligible for move costs or other related payments if the sign is moved to a site in violation of Federal, State or local regulations.

9.3.6.1 Payment calculation is as follows:

- (A) The moving estimate will be based on the actual, reasonable and necessary cost approved by the District Relocation Administrator.
- **(B)** If the sign owner is entitled to move the on-premises sign, but chooses not to do so, a direct loss payment shall be utilized for reimbursing:
 - (1) The depreciated reproduction cost of the sign as determined by the Department minus the proceeds of its sale; or
 - (2) The estimated cost of moving the sign with no allowance for storage.
- (C) If the sign cannot be re-erected in another location because it is or will be in conflict with Federal, State, or local regulations, reimbursement will be the depreciated reproduction cost of the sign as determined by the District Relocation Administrator minus the proceeds of its sale.
- (D) In the case of a partial taking where the business itself is not required to move, but an on-premises sign must be relocated and it cannot be reerected in another location because it is, or will be in conflict with Federal, State or local regulations, the sign owner shall be eligible for actual, reasonable expenses incurred in obtaining new exterior signing under the provisions of re-establishment expenses up to a maximum payment of \$25,000, in accordance with **Section 9.3.15(A) (3)**. This eligibility is subject to the following:
 - (1) It must be determined that the sign is an integral part of the business and is necessary for the business to continue operating at the site.

Effective Date: April 15, 1999 Revised: May19, 2017

(2) It must be determined that the cost of a conforming replacement sign will exceed the actual direct loss payment for the non-conforming sign in accordance with **Section 9.3.18.1(A)(1)**. The estimated cost should be for a replacement sign that conforms to the existing ordinance and provides a similar function to the business as did the previous sign in terms of visibility, lighting, etc. While this may require a change in the style of the sign, such as a sign mounted on the side of a building may replace a pole sign or a sign may require lighting to provide similar visibility to a larger, unlighted sign, care should be taken to insure that the new sign is not an unnecessary enhancement over the previous one.

- (3) The re-establishment payment shall be based on the actual, reasonable cost of obtaining a conforming replacement sign, less the amount of the actual direct loss payment for the non-conforming sign being replaced, see **Section 9.3.18.(A)(1)**. In no case may the reestablishment payment for the new exterior signing exceed \$25,000.
- (4) The following examples are provided for clarification purposes:

Example No. 1: On-premises sign located in the area of taking cannot be relocated to the remainder because it is non-conforming to the current sign ordinance. The depreciated reproduction cost of the existing sign is \$14,000. A new conforming sign that provides a similar function to the existing sign will cost \$25,000. The sign owner is eligible for a \$14,000 actual direct loss payment for the existing sign and a \$11,000 re-establishment payment for the new sign. The total of the payments \$25,000 is sufficient to pay for the replacement sign.

Example No. 2: The depreciated reproduction cost of the existing sign is \$14,000. The new conforming sign will cost \$48,000. The sign owner is eligible for a \$14,000 actual direct loss payment for the existing sign and a \$25,000 re-establishment payment for the new sign. The total of payments will be \$39,000. The sign owner will be responsible for the additional expense of \$9,000 to obtain the new sign.

If an actual direct loss payment is claimed for the sign, the District Relocation Administrator may determine that no effort to sell is required in accordance with **Section 9.3.18.A.1**.

elocation Revised: May19, 2017

9.3.6.2 Relocation benefits and sign relocation requirements:

(A) The Department will provide the owner of an on premise sign to be acquired with *Form No. 575-040-34*, (Notice of Eligibility-Personal Property Move). The form will notify them of their eligible for relocation benefits. The Agent will provide an explanation of their entitlement of advisory services and what payment types the owner may receive. An explanation of the basis for the payment determination will be provided and the payment amount will be calculated in accordance with **Section 9.3.18.1(A)**. The Department will also advise the sign owner of the claim process and will assist in the preparation and filing of the claim for reimbursement.

Effective Date: April 15, 1999

- (B) The written offer of relocation benefits shall notify the displacee of his/her right to appeal in accordance with the *Right of Way Manual,* Section 9.2, General Relocation Requirements.
- (C) The owner of an on-premises sign will be given Form No. 575-040-09, (90-Day Letter of Assurance), in accordance with the Right of Way Manual, Section 9.2, General Relocation Requirements.
- (D) When property is acquired by Order of Taking and the court does not specify a possession date, the Department will deliver *Form No. 575-040-11, (30-Day Notice to Vacate)*, to the owner of the on-premises sign. This notice will be delivered 30 days in advance of the actual date the sign must be relocated from acquired right of way. The specific vacate date will be included within the notice.
- (E) If the sign is not relocated by the specified vacate date, the District Right of Way Manager may choose to initiate eviction proceedings. If so, the District Right of Way Manager will furnish to the District General Counsel copies of Form No. 575-040-09, (90-Day Letter of Assurance) and Form
 - **No. 575-040-11, (30-Day Notice to Vacate)**, if delivered, and will request in writing that the General Counsel's office will begin the eviction proceedings process.

9.3.7 Eligible Actual Moving Expenses

Actual, reasonable moving and related expenses will be paid as follows (also refer to **Section 9.3.11**):

- (A) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Department determines that relocation beyond 50 miles is justified.
- **(B)** Packing, crating, unpacking, and uncrating of the personal property;
- **(C)** Disconnecting, dismantling, removing, reassembling, and reinstalling household appliances and other personal property.

For businesses, farms or nonprofit organizations this includes machinery, equipment, substitute personal property, and connections to utilities available within the building.

It also includes modifications to the personal property, including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, the replacement site, and modifications necessary to adapt the utilities at the replacement site to the personal property.

- (D) Storage of personal property for a period not to exceed 12 month, unless the District Relocation Administrator determines a longer period is necessary.
- **(E)** Insurance for the replacement value of the property in connection with the move and necessary storage.
- (F) Replacement value of property lost, stolen, or damaged in the moving process (through no fault or negligence of the displacee, his/her agent or employee), where insurance covering such loss, theft or damage is not available. The district must verify that insurance coverage is not available.
- (G) Other moving-related expenses that are not listed as ineligible as the District Relocation Administrator determines to be reasonable and necessary.
- **(H)** The reasonable cost of disassembling, moving and reassembling any appurtenances attached to a mobile home, such as porches, decks, skirting, and awnings, which were not acquired, anchoring of the unit, and utility 'hookup' charges.

- (I) The reasonable cost of repairs and/or modifications so that a mobile home which can be moved and/or made decent, safe and sanitary.
- (J) The cost of a nonrefundable mobile home park entrance fee, to the extent it does not exceed the fee at a comparable mobile home park, if the person is displaced from a mobile home park or the Department determines that payment of the fee is necessary to effect relocation.
- **(K)** Any license, permit, fees or certification required of the displaced person at the replacement location. However, the payment may be limited to the remaining useful life of the existing license, permit, fees or certification as issued through the applicable regulating agency.
- **(L)** Professional services as the Department determines to be actual, reasonable and necessary for:
 - (1) Planning the move of the personal property;
 - (2) Moving the personal property, and;
 - (3) Installing the relocated personal property at the replacement location.
- **(M)** Re-lettering signs and replacing stationary on hand at the time of displacement that is made obsolete as a result of the move.
- **(N)** Actual direct loss of tangible personal property incurred as a result of moving or discontinuing the business or farm operation. The payment shall consist of the lesser of:
 - (1) The fair market value in place of the item, as is for continued use, less the proceeds from its sale. (To be eligible for payment, the claimant must make a good faith effort to sell the personal property, unless the Department determines that such effort is not necessary. When payment for property loss is claimed for goods held for sale, the market value shall be based on the cost of the goods to the business, not the potential selling price.); or
 - (2) The estimated cost of moving the item as is, but not including any allowance for storage; or for reconnecting a piece of equipment if the equipment is in storage or not being used at

the acquired site. If the business or farm operation is discontinued, the estimated cost of moving the item shall be based on a moving distance of 50 miles.

- **(O)** The reasonable cost incurred in attempting to sell an item that is not to be replaced.
- (P) Purchase of substitute personal property. If an item of personal property, which is used as part of a business or farm operation is not moved, but is promptly replaced with a substitute item that performs a comparable function at the replacement site, the displaced person is entitled to payment of the lesser of:
 - (1) The cost of the substitute item, including installation costs at the replacement site, minus any proceeds from the sale or trade-in of the replaced item; or
 - (2) The estimated cost of moving and reinstalling the replaced item, with no allowance for storage. If the estimated cost is less than \$10,000, the District Relocation Administrator has the discretion to base the payment on a single bid or estimate.
- (Q) Searching for a replacement location. A business or farm operation is entitled to reimbursement for actual expenses, not to exceed \$2,500, as the District Relocation Administrator determines to be reasonable, which are incurred in searching for a replacement location, including:
 - (1) Transportation;
 - (2) Meals and lodging away from home;
 - (3) Time spent searching, based on reasonable salary or earnings;
 - (4) Fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of such sites;
 - (5) Time spent in obtaining permits and attending zoning hearings; and

- (6) Time spent negotiating the purchase or lease of a replacement site based on a reasonable salary or earnings.
- (R) Low value/high bulk. When the personal property to be moved is of low value or high bulk, and the cost of moving the property would be disproportionate to its value in the judgment of the Department, the allowable moving cost payment shall not exceed the lesser of: The amount which would be received if the property were sold at the site or the replacement cost of a comparable quantity delivered to the new business location. Examples of personal property covered by this provision include, but are not limited to, stockpiled sand, gravel, minerals, metals and other similar items of personal property as determined by the Department.

9.3.8 **Ineligible Moving and Related Expenses**

- (A) The cost of moving any structure or other real property improvement in which the displaced person reserved ownership. (However, this part does not preclude the computation under 49 C.F.R, Part 24.401(c) (2));
- (B) Interest on a loan to cover moving expenses;
- (C) Loss of goodwill;
- (D) Loss of profits;
- (E) Loss of trained employees;
- (F) Any additional operating expenses of a business or farm operation incurred because of operating in a new location except those actual, reasonable expenses allowed as an eligible re-establishment expenses as provided in 49 C.F.R. Part 24.304(a)(6) also described in Section **9.3.15(a)(6)**;
- (G) Personal injury;
- (H) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Department;
- **(I)** Expenses for searching for a replacement dwelling;

- (J) Physical changes to the real property at the replacement location of a business or farm operation except replacement utility modifications as allowed in 49 C.F.R. Part 24.301(g)(3) and Section 9.3.7(C) and actual,
 - reasonable reestablishment expenses allowed in **Part 24.304(a)** and **Section 9.3.15(A)**;
- **(K)** Costs for storage of personal property on real property already owned or leased by the displaced person, and
- (L) Refundable security and utility deposits.

9.3.9 Notification and Inspection

In order to qualify for move expense reimbursement the following should take place:

- (A) The District will inform the displaced person in writing, within fourteen (14) days from the date of initiation of negotiations, of the following, in order to be eligible for move cost expense reimbursement:
 - (1) The displaced person must provide the Department with a certified pre-move inventory of the items to be moved.
 - (2) In a nonresidential move, the displaced person must provide the Department with at least seven (7) days advance notice of the approximate date of the start of the move or disposition of the personal property.
 - (3) The displaced person must permit the district to make reasonable and timely inspections of the personal property at both the acquired and replacement sites and to monitor the move, if such is deemed necessary by the District Agent or District Relocation Administrator.
 - (4) The Department will make payments based upon the lowest move cost estimate obtained; see **Sections 9.3.2.1(A)& (B)(2)**, **9.3.4.1(A)** & (B), and **9.3.5.2(A) & (B)**, without regard to the mover who actually will accomplish the move.

The Department will not accept any move cost estimates from movers who are not provided in advance with a certified inventory, move specifications, and scope of services, as required.

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(B) The right of way agent's pre-move discussions with the owner(s) of any non-residential operation must emphasize that the Department will reimburse only such costs actually incurred and allowable under these provisions and such payments will be limited to reasonable costs based upon estimates from qualified movers, see **Section 9.3.16**, certified inventories, monitoring or inspections, and receipted bills or other acceptable evidence of expenses incurred.

Effective Date: April 15, 1999

- (C) The displacee must be informed, prior to moving, that the Department has the right and obligation to verify all expenses claimed and that any pre-move discussions regarding moving expenses constitute a conditional amount for reimbursement.
- (D) The displacee must be informed, prior to moving, that any items considered realty in the appraisal, whether included in the Department's acquisition or retained by the owner, are not eligible for move cost reimbursement.

9.3.10 Owner Retention of Dwelling - Move Costs

- **9.3.10.1** When an owner retains his/her dwelling which was not acquired by the Department, see *Right of Way Manual, Section 7.2.25*, *Owner Retention*, the cost of moving it to the remainder or to replacement land is eligible for reimbursement.
- **9.3.10.2** The cost of moving the dwelling shall be based on an estimated cost obtained from a licensed house moving company. (This cost, together with others, will be utilized in the applicable replacement housing payment calculation comparison in accordance with *Right of Way Manual, Section 9.4.30, Owner Retention-Purchase Additive Payment*).
- **9.3.10.3** The cost of moving the personal property is payable as a commercial move, self-move, or fixed payment.
- **9.3.10.4** If the dwelling is used as a means of moving the personal property, the move costs are to be payable under the provisions for a fixed payment, see **Section 9.3.11**.

9.3.11 Fixed Residential Moving Cost Schedule

Effective Date: April 15, 1999 Revised: May19, 2017

- **9.3.11.1** Only persons displaced from a dwelling, mobile home, or seasonal residence may choose to receive a fixed payment in lieu of a payment for a commercial or self-move.
- **9.3.11.2** A room is defined as either of the following:
 - (A) A fully enclosed section of the interior of a structure having access through a door or doorway, exclusive of closets and bathrooms, or
 - (B) An area within a fully enclosed section of a structure which has a separate and distinct function, such as the living area within a great room.
- **9.3.11.3** The Fixed Residential Moving Cost Schedule (FRMCS) is available at: http://edocket.access.gpo.gov/2008/pdf/E8-16893.pdf. The FRMCS is updated every three years. A partial listing follows:

Schedule A: Occupant Owns Furnishings

Number of	Amount of moving expense and
Rooms of furniture	dislocation allowance payments
1	\$ 750
2	\$ 900
3	\$1075
4	\$1250
5	\$1400
6	\$1550
7	\$1600
8	\$1850
Each additional room (after 8 rooms)	\$ 300

Schedule B: Occupant Does Not Own Furnishings

Number of rooms Amount of moving expense and dislocation allowance payment

First room \$550 Each additional room \$150

The Department developed **Schedule C** below for situations where the tenant owns some of the furnishings and the landlord owns some of the furnishings.

Schedule C: Partially Furnished Rooms

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Number of rooms of furniture Owned by landlord and tenant	Amount of moving expense and dislocation allowance payment
1 2 3 4	\$ 500 \$ 625 \$ 775 \$1025
Fach additional room	\$ 150

9.3.11.4 In the case of a mixed situation, for example, the occupant owns all the furnishing in some rooms and the landlord owns all the furnishings in others; the payment should be based on the number of rooms of furnishings owned by the occupant according to **Section 9.3.11.3**, **Schedule C**, plus \$75 for each room of furnishings owned by the landlord or \$75 for each partially furnished room.

9.3.11.5 Modifications to the room count may be made as follows:

- (A) An enclosed area within a structure which is primarily used for storage may be counted as more than one (1) room if the quantity of personalty exceeds that which would reasonably be found in a single room.
- (B) Items of personalty stored in detached structures or in unenclosed areas around the residence may be counted as an additional room or, at the discretion of the District Relocation Administrator, may be approved for actual cost reimbursement in addition to the room count computation for the residence.
- **(C)** Room count determinations shall be documented in the permanent file.

9.3.11.6 Mobile Home Owner Occupants.

Owner occupants who move their mobile home with the personal property still inside, will be reimbursed for the actual cost of moving the mobile home from the site. At the discretion of the District Relocation Administrator the displaced person may be eligible for up to \$550 for packing and securing personal property.

9.3.11.7 Mobile Home Tenant/Occupants.

Displacees who reside as tenants in a mobile home and move only personalty and not the mobile home will be reimbursed according to the Fixed Residential Moving Cost

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Schedule for furnished, unfurnished, or partially furnished dwelling, as appropriate. Please refer to the partial listing in *Section 9.3.11.3*.

9.3.12 Related Non-Residential Eligible Expenses

9.3.12.1 The following expenses, in addition to those provided by **Section 9.3.6** for moving personal property, shall be provided if the Agency determines that they are actual, reasonable and necessary:

- (1) Connection to available nearby utilities from the right of way to improvements at the replacement site.
- (2) Professional services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced person's business operation including but not limited to, soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the purchase or lease of such site). At the discretion of the District Relocation Administrator a reasonable pre-approved hourly rate may be established.
- (3) Impact fees or one time assessments for anticipated heavy utility usage, as determined necessary by the District Relocation Administrator.

9.3.13 Multiple Occupancy

When an acquired dwelling is occupied by more than one occupant, the following applies:

- (A) If two or more occupants of the displacement dwelling move to separate replacement dwellings and the Department determined only one household existed, see *Right of Way Manual, Section 9.2, General Relocation Requirements*. Each occupant is entitled to a prorated share of any move costs that would have been made, had the occupants moved to a single replacement dwelling. The prorated amount shall be based on the personal property actually owned by the individual displacees.
- (B) If the right of way agent determines two or more occupants maintained separate households within the same displacement dwelling, each occupant has a separate entitlement to move cost payments if they move to separate replacement dwellings.

9.3.14 Claim for Payment

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9.3.14.1 A written claim for move costs must be submitted to the Department within 18 months of the later of:

- (A) For owners:
 - (1) The date the displacee moves from real property or moves his/her personalty from real property; or

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- (2) The date of final payment for the acquisition of the real property, closing or final judgment date.
- **(B)** For tenants: The date the displacee moves from the real property or moves his/her personalty from real property.
- **9.3.14.2** The 18 month time frame shall be waived for good cause. Such waiver shall be in writing and approved by the District Relocation Administrator.
- **9.3.14.3** The claim must be submitted on the standard claim form provided by the district, Form No. 575-040-23, (Application and Claim for Reimbursement of Moving Costs).
- **9.3.14.4** Payment will be made after the move is completed, unless a hardship exists, see *Right of Way Manual, Section 9.2.17, General Relocation Requirements*. The following conditions apply:
 - (A) In a hardship situation, advance payment may be made as per the *Right of Way Manual, Section 9.2, General Relocation Requirements*.
 - **(B)** When an advance payment is made, the displacee must affirm in writing:
 - (1) The payment satisfies any further claim for reimbursement of items for which that claim is intended; and
 - (2) The displacee will comply with the applicable provisions of this section in the move of his/her personalty from the acquired property.
- **9.3.14.5** Payment will be made directly to the displacee, unless he/she requests otherwise in writing.
 - (A) A direct payment can be made to a vendor by written agreement among the displacee, the vendor, and the Department.

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(B) The claim form, Form No. 575-040-23, (Application and Claim for Reimbursement of Moving Costs) must be accompanied by the unpaid moving expense bill or move cost estimate when ordered in advance.

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9.3.15 Re-establishment Expenses for Non-Residential Moves

In addition to the payment for moving and related expenses available under **Section 9.3**, a small business, farm or nonprofit organization may be eligible to receive a payment, not to exceed \$25,000, for expenses actually incurred in relocating and reestablishing such small business, farm or nonprofit organization at a replacement site as follows:

- (A) Eligible Expenses. Re-establishment expenses must be actual, reasonable and necessary, as determined by the Department. They may include, but are not limited to, the following:
 - (1) Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
 - (2) Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
 - (3) Construction and installation costs for exterior signing to advertise the business.
 - (4) Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
 - **(5)** Advertisement of replacement location.
 - (6) Estimated increased cost of operation during the first two (2) years at the replacement site for such items as:
 - (a) Lease or rental charges,
 - (b) Personal or real property taxes,
 - (c) Insurance premiums, and
 - (d) Utility charges, excluding impact fees.

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(7) Other items that the District Relocation Administrator determines to be essential to the re-establishment of the business.

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- B) Ineligible re-establishment expenses. The following is a non-exclusive listing of re-establishment expenses not considered to be reasonable, necessary or otherwise eligible:
 - (1) Purchase of capital assets, such as office furniture, filing cabinets, machinery, or trade fixtures.
 - (2) Purchase of manufacturing materials, production supplies, product inventory, or other items used in the normal course of the business operation.
 - (3) Interior or exterior refurbishment at the replacement site which are for aesthetic purposes, except as provided in **Section 9.3.15(A)(4)**.
 - (4) Interest on money borrowed to make the move or to purchase the replacement property.
 - (5) Payment to a part time business in the home which does not contribute materially to the household income.
 - (6) Any re-establishment expense that has already been paid to the displaced person through a business damage claim.

9.3.16 Move Cost Estimates for Non-Residential Moves

9.3.16.1 A move cost estimate is a price guarantee given by a mover to accomplish a specific move within a specific time frame as follows:

- (A) The mover must be ready, willing and able to begin the particular move within a reasonable time from notification, as determined by the District Relocation Administrator and must sign a statement to that effect.
- (B) At the District Relocation Administrator's discretion during industrial and commercial moves, *Form No. 575-040-15, (Move Cost Estimate),* will be completed in detail to be valid.
- **(C)** A certified inventory, scope of services and, when determined necessary by the agent, a complete set of move specifications must be provided to a

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mover submitting a move cost estimate. Each mover must then inspect the acquired and replacement sites with a Department representative prior to submitting *Form No. 575-040-15, (Move Cost Estimate)*.

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- (D) For moves requiring special handling of items to be moved, or subcontracted labor, or specialty work such as electrical or plumbing disconnecting and reconnecting, complete move specifications must be written either by the displacee or his/her designee, or Department representative, and approved by the District Relocation Administrator. These specifications will then be submitted to an appropriate specialist qualified to prepare an estimate.
- **9.3.16.2** When the estimates are owner/tenant obtained the following will apply:
 - (A) A minimum of two move cost estimates must be obtained if estimate exceeds \$10,000. If less than \$10,000, the District Relocation Administrator has the discretion to allow a single estimate or require two estimates.
 - **(B)** All move cost estimates must be submitted to the Department within 45 days from the date of request.
 - **(C)** The Department will reimburse the reasonable cost of obtaining two move cost estimates.
 - (1) At the discretion of the District Relocation Administrator, additional estimates may be obtained.
 - (2) The invoice for preparation of each move cost estimate must include date(s) of services, time of day, and hours per day, and hourly rates for such preparation.
 - (D) The Department will reimburse the reasonable cost of advertising for packing, crating, unpacking, uncrating, and transportation, when such advertisement is determined to be necessary by the Department right of way agent, usually limited to complex or unusual moves where advertising is the only reasonable means of obtaining estimates. Exceptions to this are permissible at the discretion of the District Relocation Administrator.
- **9.3.16.3** When the estimates are Department obtained the following will apply:

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(A) A minimum of two move cost estimates must be obtained if estimated move costs exceed \$10,000. If under \$10,000 the District Relocation Administrator has the discretion to obtain one or more estimates as deemed necessary;

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- **(B)** All move cost estimates should be obtained by the district within 45 days from the date of request;
- **(C)** The Department files must be documented regarding all estimates obtained; and
- (D) The Department must obtain bids or quotes for preparation of a move cost estimate by entering into contracts for such services, as provided for under Chapter 287, Florida Statutes (F.S.); Department of Management Services, Rule 60A, and Topic No. 375-040-020, Procurement of Commodities and Contractual Services.

9.3.17 Low Value, High Bulk Items

- **9.3.17.1** When the personal property to be moved is of low value and high bulk and the cost of moving the property, would be disproportionate to its value in the judgment of the District Relocation Administrator, the allowable moving cost payment shall not exceed the lesser of: The amount which would be received if the property were sold at the site or the replacement cost of a comparable quantity delivered to the new business site. The District shall:
 - (A) Make a written and supported estimate, either by a qualified mover or a qualified Department employee, of the cost of moving the item;
 - (B) Make a written and supported estimate of the liquidation value of the item;
 - (C) Make a written determination of the cost of replacing the item at the replacement site;
 - (D) Examples of personal property covered by this provision include, but are not limited to, stock piled sand, gravel, minerals, metals and other similar items of the personal property as determined by the District Relocation Administrator.
- **9.3.17.2** Low value, high bulk items remain the property of the displacee and he/she may dispose of or abandon them.

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9.3.18 Direct Loss Payment, Purchase of Substitute Personal Property

9.3.18.1 When a displacee elects not to relocate eligible tangible personal property, reimbursement for actual direct losses or purchase of substitute personal property will be offered. These payments are only payable to businesses and farms whose operations must be relocated, or are discontinued.

- (A) In the following scenarios:
 - (1) Actual direct loss of tangible personal property incurred as a result of moving or discontinuing the business or farm operation. The payment will be the lesser of:

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(a) The fair market value in place of the item, as is for continued use, less the proceeds from its sale. (To be eligible for payment, the claimant must make a good faith effort to sell the personal property, unless the Department determines such effort is not necessary; When payment for property loss is claimed for goods held for sale, the market value shall be based on the cost of the goods to the business, not the potential selling prices; or

The estimated cost of moving the item as is, but not including any allowance for storage; or for reconnecting a piece of equipment if the equipment is in storage or not being used at the acquired site; If the business or farm operation is discontinued, the estimated cost of moving the item shall be based on a moving distance of 50 miles.

- (b) If no bona fide effort to sell is made when determined necessary by the Department, and the property is abandoned, the owner of the property is not entitled to payment for move costs or direct loss.
- (c) The cost for removal of abandoned personal property for which an actual direct loss payment was claimed will not be charged against other eligible move cost payments.
- (2) If an item of personal property, which is used as part of a business or farm operation is not moved, but is promptly replaced with a substitute item that performs a comparable function at the

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replacement site, the displaced person is entitled to payment of the lesser of:

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The cost of the substitute item, including installation costs at the replacement site, minus any proceeds from the sale or trade-in of the replaced item; or

The estimated cost of moving and reinstalling the replaced item, but with no allowance for storage. (At the Department's discretion, the estimated cost for a low cost or uncomplicated move may be based on a single estimate).

9.3.18.2 Upon the District Right of Way Manager's request, the displacee shall transfer ownership to the Department of any personal property that has not been moved, sold or traded.

9.3.19 Hazardous Waste and Substances

All non-residential displacees with the exception of on-premises sign owners, shall be notified by *Form No. 575-040-08 (Hazardous Substance Letter)*, of their responsibilities under applicable state law relating to hazardous waste. The district may make a determination that a sign owner should also receive notification. Documentation of such notification shall be included in the file.

- **9.3.19.1** All underground and/or above ground tanks, in service, will be emptied by the owner/operator in accordance with all applicable laws, regulations or ordinances, prior to the subject site being vacated. Refer to *Rule Chapter 62-761 Florida Administrative Code (F.A.C.)*. These tanks and their contents may not be abandoned. Abandoned means a storage system which:
 - (A) Is not intended to be returned to service, or
 - (B) Has been out of service for over three (3) years, or
 - (C) Cannot be tested in accordance with the requirements of *Rule Chapter 62-761 F.A.C.*
- **9.3.19.2** The Department will pay the lesser of the cost of disposal or the cost to move if the displacee chooses to dispose of the tank contents. If the displacee chooses to move the tank contents to the replacement site, the Department will pay the actual, reasonable and necessary costs associated with this move.

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9.3.19.3 All hazardous substances, pollutants or contaminants, which are not hazardous wastes must be disposed of, or moved to the replacement site, by the owner/operator in accordance with all applicable laws, regulations or ordinances. They may not be abandoned but must be addressed as follows:

(A) The Department will pay the lesser of the cost of disposal or the cost to move if the displacee chooses to dispose of the material.

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- (B) If the displacee chooses to move the material to the replacement site, the Department will pay the actual, reasonable and necessary costs associated with this move.
- (C) If the displacee is not permitted under applicable law to move the hazardous material to the replacement site, the Department will pay for the cost of disposal and transportation to the disposal site.
- (D) If disposal of hazardous material is a part of the normal operation, the Department will not pay for the cost of such disposal. If the operation maintains a schedule for the pick-up or transportation of the hazardous material to a disposal site and is required to move the material at an unscheduled time, the Department will pay the actual reasonable and necessary costs associated with this move.
- **9.3.19.4** Under no circumstances is the Department to be considered the owner or shipper of any hazardous material or substance in its transportation to a replacement site or a disposal site.
- **9.3.19.5** Any generator of a solid waste must make a hazardous waste determination under the *Resource Conservation and Recovery Act (RCRA)*, and the *Florida Resource and Management Act*. All hazardous waste, as defined in *RCRA*, must be disposed of by the generator in accordance with all applicable laws, regulations and ordinances at the sole cost of the generator before the subject site is vacated.

9.3.20 Fixed Payments, Non-Residential Moves for Businesses, Farms, and Nonprofit Organizations

A displaced business may be eligible to choose a fixed payment in lieu of the payments for actual moving and related expenses, actual, reasonable re-establishment expenses and search expenses. Such fixed payment shall equal the average annual net earnings of the business, as computed in **Section 9.3.20.1(F) (2)**, but not less than \$1,000, nor more than \$40,000. If the average annual net earnings of the displaced business, farm, or nonprofit organization are determined to be less than a \$1000, even a \$0 or negative

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amount, the minimum payment of \$1000, shall be provided. Landlord businesses are not eligible for this entitlement.

9.3.20.1 To be eligible for a fixed payment, the Department must determine if:

(A) The business has already claimed reimbursement of similar move costs under another allowable option;

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- **(B)** The business owns or rents personal property which must be moved in connection with such displacement; and for which an expense would be incurred in such move; and the business vacates or relocates from its displacement site;
- (C) The business cannot be relocated without a substantial loss of existing patronage, clientele or net earnings. A business is assumed to meet this test unless the Department determines that it will not suffer a substantial loss of its existing patronage. This determination will be made using the following guidelines as applicable. The file must be documented with the reasons for this determination:
 - (1) Nature of the business, business type;
 - (2) Nature of clientele, such as walk-ins, referrals, telephone contacts;
 - (3) If transaction of business occurs on the displacement site or elsewhere;
 - (4) Any other point considered relevant as determined by the District Relocation Administrator.
- (D) The business is not part of a commercial enterprise having more than three other entities which are not being acquired by the Department, and which are under the same ownership and engaged in the same or similar business activities. Other establishments will not be considered if they did not contribute materially to the income of the displaced person;
- **(E)** The business is not operated at the displacement dwelling or site solely for the purpose of renting the dwelling or site to others;
- **(F)** The business contributed materially to the income of the displaced person during the two taxable years prior to the displacement. Contributes

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materially means that during the two taxable years prior to the taxable year in which displacement occurs, a business or farm operation:

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- (1) Had average annual gross receipts of not less than \$5,000; or
- (2) Had average annual net earnings of not less than \$1,000; or
- (3) Contributed at least 33% of the owner's or operator's average annual income from all sources.

9.3.20.2 Average annual net earnings means one-half of the net earnings of the operation at the acquired site, before Federal, State, and local income taxes, during the two taxable years prior to the year of displacement and is determined by considering the following:

- (A) Average annual net earnings include any compensation paid by the operation to the owner, the owner's spouse, or the owner's dependents, during the two year period. In the case of a corporate owner, earnings include any compensation paid to the spouse or dependents of the owner of a majority interest in the corporation, as well as compensation paid to the owner(s) regardless of his/her percentage of ownership in the corporation. For the purpose of determining majority ownership, stock held by a person, his/her spouse and their dependent children shall be treated as one unit.
- (B) If the two tax years prior to displacement are not representative, the District Relocation Administrator may approve an alternate consecutive two-year period during which the business was in operation at the acquired site.
- **(C)** Before using an alternate period, it must be determined that the proposed construction has already caused an outflow of residents, resulting in a decline in net income.
- (D) If this criterion creates an inequity or hardship in any given case and the displaced business can provide other appropriate documentation to show that the prior two years are not representative, the District Relocation Administrator can approve an alternate consecutive two-year period during which the business was in operation at the acquired site. This alternate period must be concurred with in writing by the State Relocation Administrator and coordinated with FHWA on federally funded projects.
- (E) The displacee must furnish the Department with proof of net earnings such as signed tax returns or a financial statement that has been certified as

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conforming to *Generally Accepted Accounting Principles* by a Certified Public Accountant. If signed tax returns are not available, a written statement or affidavit from the displacee attesting that the unsigned tax returns are true and correct copies of the ones submitted to the Internal Revenue Service will be acceptable. The statement should also express the displacee's agreement to request copies of their returns from the Internal Revenue Service in cases where the Department thinks it is necessary.

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9.3.20.3 If the business or farm is in operation on the date of initiation of negotiations, but was not in operation for the full two taxable years prior to displacement, and is otherwise eligible, then the payment shall be computed by dividing the net earnings by the number of months it has operated and multiplying that amount by twelve.

A taxable year is defined as any twelve-month period used by the operation in filing federal income tax returns.

- **9.3.20.4** In determining whether two or more displaced legal entities constitute a single business which is entitled to only one fixed payment, all pertinent factors must be considered, including the extent to which:
 - **(A)** The same premise and equipment are shared;
 - (B) Substantially identical or interrelated business functions are carried out and business and financial affairs are commingled;
 - (C) The entities are held out to the public, and to those customarily dealing with them, as one business;
 - **(D)** The same person or closely related persons own, control, or manage the affairs of the entities.
- **9.3.20.5** A displaced farm operation owner may be eligible to choose a fixed payment in lieu of a payment for actual moving and related expenses and actual reasonable reestablishment expenses equal to the average annual net earnings of the business, but no less than \$1,000 nor more than \$40,000. The determination is as follows:
 - (A) All provisions of **Section 9.3.20.1(F)** apply.

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- (B) In the case of a partial acquisition of land which was a farm operation prior to the acquisition, the fixed payment shall be made only if the district determines that:
 - (1) The acquisition of part of the land caused the operator to be displaced from the farm operation on the remaining land; or

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(2) The partial acquisition caused a substantial change in the nature of the farm operation.

9.3.20.6 A displaced nonprofit organization may be eligible to choose a fixed payment of \$1,000 to \$40,000 in lieu of payment for actual moving and related expenses and actual reasonable re-establishment expenses. A nonprofit organization is a corporation duly registered with the Florida Secretary of State as a Corporation Not for Profit. The corporation must also be exempt from paying federal income taxes under **Section 501** of the **Internal Revenue Code (26 U.S.C. 501)**. The determination is as follows:

- (A) To be eligible for this payment the district must determine that the nonprofit organization cannot relocate without a substantial loss of its existing membership or clientele. A nonprofit organization is assumed to meet this test unless the Department determines that it will not suffer a substantial loss of its existing membership or clientele.
- (B) Any payment in excess of \$1,000 must be supported with financial statements for the two, twelve (12) month periods prior to the acquisition. The amount to be used for the payment is the average of two (2) year's annual gross revenues less administrative expenses, not to exceed \$40,000.
- (C) Gross revenues may include membership fees, class fees, cash donations, tithes, and receipts from sales or other forms of fund collection that enables the nonprofit organization to operate. Administrative expenses are those for administrative support such as rent, utilities, salaries, advertising and other like items as well as fund raising expenses. Operating expenses for carrying out the purposes of the nonprofit organization are not included in administrative expenses. The monetary receipts and expenses amounts may be verified with certified financial statements or financial documents required by public agencies.

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HISTORY

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Section 9.4

REPLACEMENT HOUSING PAYMENTS

PURPOSE

To set forth the eligibility criteria for and establish the process by which replacement housing payments are made to a displacee.

AUTHORITY

Section 20.23(4), Florida Statutes Section 334.048(3), Florida Statutes 49 Code of Federal Regulations, Part 24 Rule Chapter 14-66, Florida Administrative Code

SCOPE

This section will be used by appropriate District and Central Office of Right of Way and Office of the General Counsel Staff.

REFERENCES

Guidance Document 11, Temporary Waiver of Methodology for Calculating Replacement Housing Payment for Negative Equity

Guidance Document 12, Implementation of MAP-21 Uniform Act Benefit and Eligibility Change Which "Straddle" the Effective Date of October 1, 2014

Right of Way Manual, Section 9.2, General Relocation Requirements

Right of Way Manual, Section 9.6, Last Resort Housing

Trustees of the Internal Improvement Trust Fund, Murphy Act Reservations

TRAINING

Training for this section is provided to all participants in the *Right of Way Fundamentals Course*, a required element of the *Right of Way Training Program*.

FORMS

The following forms are available on the Florida Department of Transportation's Forms Library or the Right of Way Management System (RWMS):

575-040-11, 30-Day Notice to Vacate,

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Topic 575-000-000 Right of Way Manual Relocation

Effective Date: April 15, 1999 Revised: January 7, 2019 575-040-12, Income Certification

575-040-14, Application and Claim for Replacement Housing Payment

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Topic 575-000-000 Right of Way Manual Relocation

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9.4.1 Eligibility Criteria

9.4.1.1 A displaced residential owner or tenant is eligible for a replacement housing payment if he/she is displaced from a dwelling as a result of Department acquisition and/or displacement actions.

9.4.1.2 The dwelling from which a person is displaced must be his/her domicile. A domicile is the place of his/her fixed, permanent home and principal establishment and to which place the displacee, when absent, has full intention of returning.

9.4.2 Occupancy Status

A displacee is not required to relocate to the same occupancy status, owner or tenant, as he/she was prior to acquisition, and may choose payment assistance for the alternate occupancy status, if eligible.

- **9.4.2.1** At the displacee's request, a dwelling which changes the owner or tenant status of the displacee will be provided, if such a dwelling is available and can be provided more economically and in accordance with **Section 9.4.24**.
- **9.4.2.2** The replacement housing payment may not exceed the maximum amount that would have been paid had the displacee remained in the same occupancy status.
- **9.4.2.3** The displacee's tenure of occupancy of the acquired property determines the type of replacement housing payment for which he/she may qualify.

9.4.3 Multiple Occupancy

- (A) If two or more eligible occupants of the displacement dwelling move to separate replacement dwellings and the Department determines only one household existed in accordance with *Right of Way Manual*, *Section 9.2*, *General Relocation Requirements*, payment will be as follows:
 - (1) If a comparable replacement dwelling is not available and the displacees are required to relocate separately, a replacement housing payment will be computed for each person separately, based on housing which is comparable to the quarters privately occupied by each individual plus community rooms shared with other occupants.

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(2) If a comparable replacement dwelling is available and the displacees elect to relocate separately, each displacee is entitled to a prorated share of the singular relocation payment(s) allowable had they moved together to a single dwelling.

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(B) If two or more eligible occupants of the displacement dwelling move to separate replacement dwellings and the district determines that separate households were maintained in the acquired property in accordance with the *Right of Way Manual, Section 9.2, General Relocation Requirements*, each occupant will be entitled to separate replacement housing payments.

The replacement housing payment computation will be based on housing which is comparable to the quarters privately occupied by each individual plus community rooms shared with other occupants.

9.4.4 Partial Ownership

When a single family dwelling is owned by several persons, but not occupied by all of the owners, the replacement housing payment for the displaced owner occupants is the lesser of the difference between the total acquisition price of the acquired dwelling and:

- (A) The amount determined by the district as necessary to purchase a comparable replacement dwelling; or
- (B) The actual cost of the replacement dwelling.
- **9.4.4.1** If the non-occupant owners do not reinvest their share of the acquisition price in a replacement dwelling for the occupying owner(s), it may be necessary to re-compute a replacement housing payment to ensure the availability of an affordable comparable replacement dwelling. The provisions under the **Right of Way Manual**, **Section 9.6**, **Last Resort Housing**, may be used, if applicable.
- **9.4.4.2** The displaced owner occupants may choose a rent supplement payment instead of a purchase additive. The rent supplement will be based on the district's determination of the fair market/economic rent of the acquired dwelling.
- **9.4.4.3** To receive the entire replacement housing payment, the owner occupant must purchase and occupy a replacement dwelling for an amount equal to his/her share of

the acquisition payment for the acquired dwelling plus the amount of the replacement housing payment as calculated above.

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9.4.5 Occupancy Requirements for Dwellings

No person shall be denied eligibility for a replacement housing payment solely because the person is unable to meet the occupancy requirements set forth in these procedures for a reason beyond his/her control, including:

- (A) A disaster, an emergency, or an imminent threat to the public health or welfare, as determined by the President, the Federal agency funding the project, or the Department;
- (B) A delay in the construction of the replacement dwelling, military reserve duty, or hospital stay, as determined by the District Relocation Administrator.

9.4.6 Applicability of Last Resort Housing

Whenever a \$31,000purchase additive payment under **Section 9.4.21**, a \$7,200 rental assistance payment under **Section 9.4.26**,or a \$7,200 down payment assistance payment under **Section 9.4.27**, is insufficient to ensure that a comparable replacement dwelling is available on a timely basis to a displacee, the district will provide additional or alternative assistance under the provisions in the **Right of Way Manual**, **Section 9.6**, **Last Resort Housing**.

9.4.7 Typical Home-site Determination

- **9.4.7.1** If the acquired dwelling is located on a tract typical in size for residential use in the area, the maximum purchase additive payment is the probable selling price of a comparable replacement dwelling on another typical tract, less the acquisition price of the acquired dwelling and the tract on which it is situated.
- **9.4.7.2** If an uneconomic remnant remains after a partial taking and the owner declines to sell that remnant to the Department, the fair market value of the remainder will **not** be added to the acquisition cost of the acquired dwelling for purposes of computing the replacement housing payment.

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9.4.8 Large Tract for Area

If the acquired dwelling is located on a tract larger in size than is typical for residential use in the area, the maximum purchase additive payment is the probable selling price of

a comparable replacement dwelling on a typical tract, less the sum of the acquisition price of the acquired dwelling on the portion of land typical in size for residential use in the area, plus any severance damages to the dwelling and/or typical home-site area.

9.4.9 Higher and Better Use Tract

If the acquired dwelling is located on a tract where the fair market value is established on a use higher and better than residential, the maximum replacement housing payment is the probable selling price of a comparable replacement dwelling on a typical tract, less the sum of the acquisition price of the acquired dwelling on the portion of land typical in size for residential use in the area, plus any severance damages to the dwelling and/or typical home-site area.

9.4.10 Joint Residential/Business Use

- **9.4.10.1** If the displacement dwelling was part of a property that contained another dwelling unit and/or space used for nonresidential purposes, only that portion of the acquisition payment which is actually attributable to the displacement dwelling shall be considered its acquisition cost when computing the price differential.
- **9.4.10.2** To determine what constitutes the typical residential home-site, a tract typical in the area must be used. The site should be similar in terms of square footage and normal site improvements.

9.4.11 T.I.I.T.F. Parcels

When an owner occupant resides on a parcel affected by a roadway easement reserved by the *Trustees of the Internal Improvement Trust Fund, Murphy Act Reservations*, the value of the improvements as stated in the approved appraisal shall be the acquisition portion of the Replacement Housing Payment calculation. If the improvements have no value the acquisition portion of the Replacement Housing Payment calculation shall be zero.

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9.4.12 Carve-outs of Home sites

To determine the typical home site portion of the acquisition price, use the actual price paid for the portion of the home site in the taking area plus the value of the residential improvements in the taking area plus any severance damages to either the remainder of the dwelling or home site area. If damages are assigned to the entire remainder without an allocation between the remainder of the home site and the excess land remaining, the damages will be prorated between these remainders to establish the acquisition price of the dwelling, including the structure and land.

9.4.12.1 In areas where a typical home site cannot be determined due to variances of tract sizes within a residential area, the area actually utilized for residential purposes by the displacee will be used to compute the replacement housing payment.

Consideration must be given to locations of driveways and fences, outbuildings, gardens, pools, and to the area maintained, cleared and mowed, for residential usage.

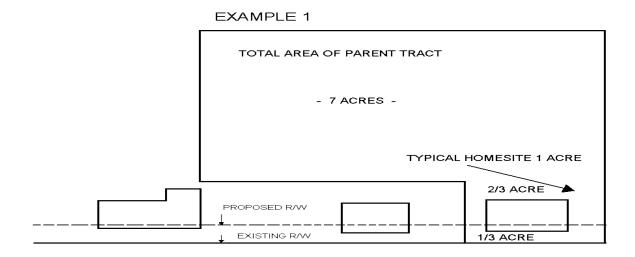
- **9.4.12.2** If all or part of areas occupied by non-residential structures must be included in order to create a home site tract typical of the area, the typical home site will be figured using whatever portion of those areas are necessary.
- **9.4.12.3** For replacement dwellings which are on tracts larger than typical for residential use in the area where the excess land is used for nonresidential purposes, the replacement housing payment will be calculated using the actual cost of the replacement dwelling plus the prorated portion of the site which is typical for residential use.

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9.4.13 Examples of Typical Home site Determinations

The accompanying examples on the next three (3) pages are included here for instructional purposes only.



COMPUTATION OF RHP FOR OWNER OCCUPANT

Value of improvements (residential dwelling)	\$60,000
Appraised Value of land, per acre \$12,000	
Total area of the taking	1/3 acre
Typical home site determination	1 acre
Comparable dwelling on typical tract	\$72,000
Comparable replacement dwelling	\$72,000
LESS: Acquired dwelling	\$60,000
Value of home site area (1/3 acre) in taking	
\$4,000	
\$ <u>64,00</u>	<u>0</u>
Replacement Housing Payment	\$ 8,000

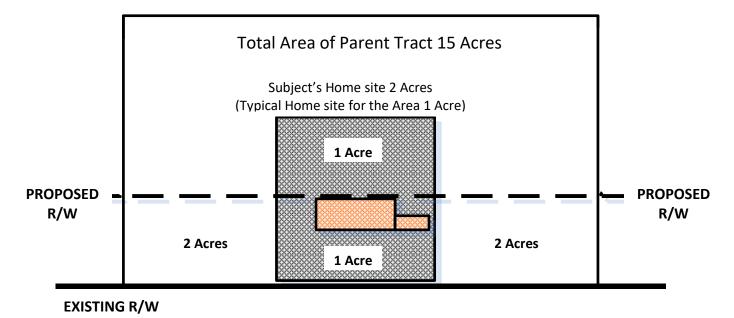
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NOTE: While the typical home site has been determined to be 1 acre, only 1/3 of that area is located within the taking. Therefore, the acquisition price for RHP computation purposes includes only the value of that portion (1/3) of the home site area which lies within the taking.

EXAMPLE NO. 2

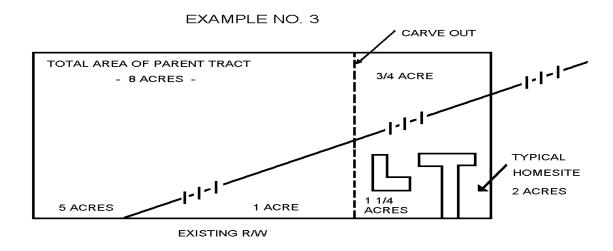


COMPUTATION OF RHP FOR OWNER OCCUPANT

Value of improvements (residential dwelling)	\$60,000
Appraised value of land in taking 5 acres (@\$4,000 per acre)	\$20,000
Total area of the taking	5acres
Subject home site area 2 acres	
Typical home site determination	1 acre
Comparable dwelling on typical tract	
Comparable replacement dwelling	\$72,000
LESS: Acquired dwelling	(\$60,000)
Value of home site area in taking	(\$ <u>4,000</u>)
Replacement Housing Payment	\$8,000

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NOTE: While the typical home site was determined to be 2 acres, only one of those acres actually lies within the area of the taking. Therefore, the acquisition price, for RHP computation purposes, includes only the value of the one acre of home site area within the taking.



COMPUTATION OF RHP FOR OWNER OCCUPANT

Value of improvements (residential dwelling)	
Area of the taking	2 1/4 acres
Typical home site determination	2 acre
Home site area within the taking	11/4 acres
Comparable dwelling on typical tract	\$75,000
Damage to remainder (5 3/4 acres), loss of access & angulations	\$22,000
Comparable replacement dwelling	\$75,000
LESS: Acquired dwelling	(\$60,000)
Value of home site area in taking*	(\$5,625)
Damages to remainder home site area**	(\$2,869.56)
Replacement Housing Payment	\$6,505.44

^{*}Value of home site area in taking access on 1 1/4 acres.

^{**}Damages are computed for the remainder home site area by determining the ratio, or proportion, of the remaining home site area to the total remainder; the ratio, in this case, 3/4 acre to 5 3/4 acres. That ratio (3/4 divided by 5 3/4) is expressed in decimals as

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.1304347. Therefore: Damages to home site remainder = .1304347 X 22,000 = \$2,869.56.

NOTE: Another method of determining the ratio of damages would be: $$22,000/5.75 = $3,826.09 \times .75 = $2,869.57.$

9.4.14 Submitting Application and Claim

Form No. 575-040-14, Application and Claim for Replacement Housing Payment must be submitted to the district within 18 months of:

- (A) For owners, the later of:
 - (1) The date of the move; or
 - (2) The date of final payment for the property acquired.
- **(B)** For tenants:

The date of the move.

(C) This time period shall be waived for good cause. Such waiver shall be in writing and approved by the District Relocation Administrator.

9.4.14.1 The claim must be submitted on *Form No. 575-040-14*, *Application and Claim for Replacement Housing Payment* provided by the district.

- **9.4.14.2** The Application and Claim is subject to the following conditions:
 - **(A)** The displace must certify that:
 - (1) The displacee is a U.S. citizen or is lawfully present in the U.S;
 - (2) The displacee meets the applicable tenure of occupancy requirements;
 - (3) The replacement dwelling is decent, safe, and sanitary; and
 - (4) The replacement dwelling will be the displacees domicile.

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(B) The replacement housing payment will be made payable to the displacee unless written authorization assigning the payment to other parties is given by the displacee in the application.

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(C) It is specified in the application that the warrant be made payable to all eligible claimants, such as all joint owner occupants, or their assigns.

9.4.15 Written Statement of Eligibility

A displacee who qualifies for a replacement housing payment but has not yet purchased or occupied a replacement dwelling will, at his/her request, be provided with a written statement to any interested party, financial institution or lending agency, by the Department, that the displacee will be eligible for the payment of a specific sum subject to the Department's requirements.

- **9.4.15.1** This statement may only be provided when the proposed dwelling has been inspected by a Relocation Specialist and has been determined to be decent, safe, and sanitary.
- **9.4.15.2** If not decent, safe, and sanitary, the statement must specify that all deficiencies will require correction prior to any replacement housing payment being made.

9.4.16 Condemnation Clause

If determination of the acquisition price is delayed pending the outcome of condemnation proceedings, an advance provisional replacement housing payment can be paid.

- **9.4.16.1** Prior to payment, the displacee must agree, in a written condemnation clause within the Application and Claim, that:
 - (A) Upon final determination of the condemnation proceedings, the replacement housing payment will be recomputed using the acquisition price established by the court or by stipulated settlement and the lesser of:
 - (1) A decent, safe, and sanitary replacement dwelling; or
 - (2) The cost of a comparable replacement dwelling.
 - **(B)** If the amount awarded as the fair market value of the property acquired plus the amount of the provisional replacement housing payment exceeds

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the amount in **Section 9.4.16.1(A)**, the displacee will refund to the Department, from the condemnation award or stipulated settlement, an amount equal to the amount of excess. The displacee will refund no more than the amount of the replacement housing payment advanced.

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- **9.4.16.2** If the displacee does not agree with the above provisions, the replacement housing payment will be deferred pending final adjudication or a stipulated settlement.
- **9.4.16.3** The Application and Claim must be signed by all eligible owner-occupants, in the case of condemnation.
- **9.4.16.4** If the value of the acquired dwelling and typical home-site area, including damages to any remainder home-site or to the dwelling, is less than 100% of the acquisition price, the condemnation clause must specify the ratio of the residential area, dwelling and home-site, including appropriate damages, to the total.

Any adjustment made as a result of the court award or stipulated settlement must be made in accordance with this ratio.

EXAMPLE: Typical home-site value on the acquired property equals 75% of the district's offer of $100,000,75\% \times 100,000 = 75,000$ acquisition price, for price differential computation.

Comparable used for computation = \$95,000 \$95,000 - \$75,000 = \$20,000 advance purchase additive After suit, jury awards displacee \$120,000 75% x \$120,000 award = \$90,000 \$95,000 - \$90,000 = \$5,000 actual purchase additive after award

Displacee must refund \$15,000 of \$20,000 advance purchase additive to the Department, per the condemnation clause.

9.4.16.5 In those cases when a different ratio should be applied to the home-site area to reflect the actual terms of the award or settlement (see **Section 9.4.8, 9.4.10**, and **9.4.12**), the District Relocation Administrator shall be responsible for approving the use of a different ratio. Close coordination with the Acquisition Section will be required to ensure files are adequately documented to reflect the reasoning why a different ratio is deemed appropriate for a particular settlement or court award. **Note:** The same responsibility applies for administrative settlements when an eminent domain lawsuit has not been filed.

9.4.17 Inspection and Purchase of Replacement Dwelling

Before making a replacement housing payment or releasing a payment from escrow, a Relocation Specialist must inspect the replacement dwelling and determine that it is decent, safe and sanitary. The following conditions apply:

(A) If it is not, the claim will be denied until the dwelling is brought up to decent, safe and sanitary standards or the displacee occupies a replacement dwelling which is decent, safe and sanitary within the one-year time frame.

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(B) Certification of decent, safe and sanitary replacement housing will be in writing on the approved Department form.

9.4.17.1 A displaced person has met the requirement to purchase a replacement dwelling if the displacee:

- (A) Purchases a dwelling;
- **(B)** Purchases and rehabilitates a substandard dwelling;
- **(C)** Relocates a dwelling which the displacee owns or purchases;
- (D) Constructs a dwelling on a site the displacee owns or purchases; or,
- **(E)** Contracts for the purchase or construction of a dwelling on a site provided by a builder or on a site the person owns or purchases: or,
- **(F)** Currently owns a previously purchased dwelling and site. The valuation of such dwelling shall be the current fair market value.

9.4.18 Payment after Death

A replacement housing payment is personal to the displacee and upon his/her death, the undisbursed portion of any such payment will not be paid to the heirs or assigns, with the following exceptions:

(A) The amount attributable to the displacee's period of actual occupancy of the replacement housing will be paid.

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(B) The full payment will be disbursed whenever a member of a displaced family dies and other family members continue to occupy the replacement dwelling in accordance with relocation procedures.

(C) Any portion of a replacement housing payment necessary to satisfy the legal obligation of an estate in connection with the selection of a replacement dwelling by or on behalf of the deceased shall be disbursed to the estate.

9.4.19 90 Day Homeowner-occupants - Eligibility

A displaced person is eligible to receive replacement housing payments as a 90 day homeowner-occupant if the person:

- (A) Has lawfully owned and actually occupied the displacement dwelling for not less than 90 days immediately prior to the initiation of negotiations;
- **(B)** Purchases and occupies a decent, safe and sanitary replacement dwelling within one year after the later of:
 - (1) The date the owner receives final payment for the displacement dwelling or, in condemnation cases, the date the full amount of the estimate of just compensation is deposited in the court; or
 - (2) The date a comparable replacement dwelling is made available to the displaced person.
 - (3) This time period may be waived for good cause. Such waiver shall be in writing and approved by the District Relocation Administrator.

9.4.20 90 Day Homeowner-occupants - Amount of Payment

The total replacement housing payment may not exceed \$31,000. The payment will be the sum of:

(A) The amount by which the cost of a replacement dwelling exceeds the acquisition cost of the displacement dwelling, in accordance with **Section** 9.4.21; and

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(B) The increased interest costs and other debt service costs incurred by the mortgage(s) on the replacement dwelling, in accordance with **Section** 9.4.22; and

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(C) The reasonable expenses incidental to the purchase of the replacement dwelling, in accordance with **Section 9.4.23**.

9.4.21 Price Differential for a 90 Day Owner Occupant

- **9.4.21.1** A price differential, or purchase additive, is the amount, not to exceed \$31,000, which must be added to the acquisition cost of the displacement dwelling and site to provide a total amount equal to the lesser of:
 - (A) The reasonable cost of a comparable replacement dwelling in accordance with *Right of Way Manual*, *Section 9.2*, *General Relocation Requirements*; or
 - **(B)** The purchase price of the decent, safe and sanitary replacement dwelling actually purchased and occupied by the displaced person.
- **9.4.21.2** At least three comparable replacement dwellings should be documented, if available for each purchase additive computed. The dwelling considered most comparable to the displacement dwelling will be used to compute the price differential.
- **9.4.21.3** In accordance with the *Right of Way Manual, Section 9.6, Last Resort Housing*, the cost new method to construct a comparable dwelling may be used to determine the maximum purchase additive, when no other comparable replacement dwelling is available or when it is most cost effective to do so. The following conditions apply:
 - (A) From qualified home builders and contractors, obtain estimates of the cost to construct a decent, safe and sanitary dwelling in a comparable area and functionally similar to the displacement dwelling.
 - (B) Any variation in size between the acquired and replacement dwellings must be fully explained and documented.

The *Form No. 575-040-11*, *30-Day Notice to Vacate*, may not be delivered unless newly constructed housing will be available for occupancy within 30 days, or existing comparable housing became available for purchase at the

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same amount or less and was made available prior to the displacee's commitment on a new construction.

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- (D) If a displacee chooses to construct a replacement dwelling when existing comparable replacement dwellings are available, the amount of the payment cannot exceed the amount that would have been paid had the comparable used in the replacement housing payment eligibility computation been purchased.
- **9.4.21.4** To avoid duplication of payment, any insurance proceeds a displacee receives in connection with a loss to the displacement dwelling due to a catastrophe; fire, flood, etc., will be included in the acquisition cost of that dwelling when computing the price differential.

9.4.22 Increased Mortgage Interest Differential Payment

- **9.4.22.1** The amount payable as increased mortgage interest costs is the sum of:
 - (A) An amount which will reduce the mortgage balance on the replacement dwelling to an amount which could be amortized with the same monthly payment for principal and interest applicable for the mortgage(s) on the acquired dwelling, and;
 - (B) Other debt services costs not paid as incidental expenses, Section 9.4.23.
- **9.4.22.2** Computation rules are as follows:
 - **(A)** Payment is based on the unpaid balance of all mortgages which:
 - (1) Were valid liens on the property for a minimum of 180 days prior to the initiation of negotiations, and;
 - (2) Had a fixed interest rate lower than the interest rate on the replacement dwelling. If the acquired property is secured with an adjustable rate mortgage, utilize the interest rate that is current on the property as of the date of acquisition.

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(B) The term used for computation shall be the remaining term of the mortgage on the acquired dwelling, or the term of the new mortgage, whichever is shorter.

(1) If the term of the new mortgage is the same as or greater than the term of the existing mortgage, use the monthly payment of the existing mortgage(s) to compute the number of months actually necessary to pay off the existing mortgage.

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- (2) If the term of the new mortgage is less than the term of the existing mortgage(s), use the term of the new mortgage to compute the monthly payment necessary to pay off the existing mortgage using the shorter term.
- (C) The interest rate on the new mortgage shall be the actual rate paid under the mortgage on the replacement dwelling, **except** when the mortgage is an adjustable rate mortgage or when the interest rate exceeds the prevailing fixed rate for conventional mortgages in the area. In such cases, the rate used shall be the prevailing fixed rate for conventional mortgages in the area of the replacement dwelling.
- (D) Debt Services Costs that may be included are, purchaser's points and loan origination or assumption fees provided (1) they have not been paid as incidental expenses, (2) they do not exceed rates normal to similar real estate transactions in the area, (3) the District Relocation Administrator has determined them to be necessary, and (4) the computation of points and fees is based on the mortgage balance as defined in **Section 9.4.22.2 (A)**, less the mortgage reduction amount. Seller's points are not included in the payment.
- **9.4.22.3** The payment amount under this section shall be computed as follows:

Step 1 -- Holding the term and interest rate as defined in **Section 9.4.22.2 (A)** and **(B)**, and using the monthly payment on the current mortgage, as specified in **Section 9.4.22.2 (B)**, calculate the amount which could be financed under these conditions, present value.

Step 2 -- Subtract the amount determined in Step 1 from the balance as defined in **Section 9.4.22.2 (A)**. The result is the mortgage reduction amount, unless step 3 below is applicable.

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Step 3 -- If the amount financed on the replacement dwelling is less than the sum of the current balances on all mortgages existing on the acquired dwelling, the mortgage reduction amount must be adjusted. To do this, divide the amount financed on the replacement dwelling by the sum of the current balances on the acquired dwelling less the mortgage reduction amount calculated in Step 2 above. Multiply the mortgage reduction amount from Step 2 by the resulting factor. The result is the new mortgage reduction amount.

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Step 4 -- Add the amount of debt services costs as defined in **Section 9.4.22.2 (D)**, if any, to the mortgage reduction amount. The result is the total payment for increased interest costs.

9.4.22.4 The displaced person shall be advised of the approximate amount of this payment as soon as the facts relative to the current mortgage(s) are known. Payment shall be made available at the time of closing on the replacement dwelling. The displaced person may elect to have payment made direct to the lender or to him or herself. If this payment is made, a copy of the Agent's worksheet will become a part of the relocation file

9.4.23 Incidental Expenses for a 90 Day Owner Occupant

- **9.4.23.1** Incidental expenses are those necessary and reasonable costs actually incurred by the displaced person due to the purchase of a replacement dwelling and customarily paid by the buyer, including:
 - (A) Legal, closing and related costs, including those for title search, preparing conveyance instruments, notary fees, preparing surveys and plats, and recording fees;
 - **(B)** Lender, FHA, or VA application and appraisal fees:
 - (C) Loan origination or assumption fees that do not represent prepaid interest and are normal to real estate transactions in the vicinity of the replacement dwelling, when a mortgage existed on the acquired dwelling;
 - **(D)** Professional home inspection certification of structural soundness, and termite inspection;
 - **(E)** Credit report;

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- **(F)** Owner's and mortgagee's evidence of title, such as title insurance, not to exceed the costs for a comparable replacement dwelling;
- **(G)** Escrow agent's fee;
- **(H)** State revenue or documentary stamps, sales or transfer taxes, not to exceed the costs for a comparable replacement dwelling;
- (I) Mortgage default insurance;
- (J) Other costs as the district deems incidental to the purchase.
- **9.4.23.1** Reimbursable expenses which are incurred by the origination of a new mortgage for the replacement dwelling will be based upon the lesser of the balance of the mortgage(s) on the acquired dwelling or the balance of the new mortgage on the replacement dwelling. Eligible expenses are reimbursable regardless of the length of time a mortgage has been in effect on the acquired dwelling.
- **9.4.23.2** In order to be reimbursed for eligible incidental expenses, the displacee must provide the district with valid copies of the closing statement and/or other documented evidence of expenses incurred.

9.4.24 Rental Assistance Payment for a 90 Day Owner Occupant

- **9.4.24.1** A 90 day homeowner-occupant who is eligible for a replacement housing payment may opt to rent a replacement dwelling instead.
- **9.4.24.2** When electing to rent rather than purchase, a rental assistance payment may be computed and disbursed in accordance with **Section 9.4.26**.
- **9.4.24.3** The rental assistance payment to a 90 day owner-occupant is based on a determination of market rent for the acquired dwelling compared to a comparable rental dwelling available on the market. Although the payment would be computed in the same manner as for 90 day tenants, the limits of the 90 day tenants would not apply and under no circumstance would the rental amount exceed the amount that could have been received under *Right of Way Manual*, *Section 9.4.20*, had he/she elected to purchase and occupy a comparable replacement dwelling.

9.4.25 90 Day Tenants Eligibility

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A tenant displaced from a dwelling is entitled to a payment not to exceed \$7,200 for rental assistance, in accordance with **Section 9.4.26**, or down payment assistance, in accordance with **Section 9.4.27**, if such displaced person:

- (A) Has lawfully and actually occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and
- (B) Has rented, or purchased, and occupied a decent, safe and sanitary replacement dwelling within one year after the date the tenant moves from the displacement dwelling. This time period may be waived for good cause. Such waiver shall be in writing and approved by the District Relocation Administrator.

9.4.26 Rental Assistance Payment for 90 Day Tenants

- **9.4.26.1** An eligible displaced person who rents a replacement dwelling is entitled to a rental assistance payment, or rent supplement, not to exceed \$7,200.
- **9.4.26.2** This payment will be 42 times the amount obtained by subtracting the base monthly rental amount for the displacement dwelling from the lesser of:
 - (A) The monthly rent and estimated average monthly utility service cost for a comparable replacement dwelling; **or**
 - **(B)** The monthly rent and estimated average monthly utility service cost for the decent, safe and sanitary dwelling actually occupied by the displaced person.
- **9.4.26.3** In calculating the estimated average monthly utility service cost for the displacement dwelling use actual utility service cost paid by the displaced person. For the replacement dwelling refer to the utility service cost schedule utilized by a utility company in the area of the replacement dwelling or use a utility company's past utility service cost history for the replacement dwelling, if available.
- **9.4.26.4** The base monthly rental for the displacement dwelling is the lesser of:
 - (A) The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by the Department. (For an owner/occupant who elects to relocate as a tenant, use an economic or fair market rent. Fair market rent should also be used when the tenant provides a service in lieu of paying rent, the rent paid does

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not represent an arm's length transaction between the tenant and landlord or the tenant pays little or no rent, unless its use would result in a hardship because of the person's income or other circumstances); or

- (B) Thirty (30) percent of the person's average monthly gross household income if the amount is classified as "low income" by the U.S. Department of Housing and Urban Development's Annual Salary of Income Limits for the Public Housing and Section 8 Programs*. The base monthly rental shall be established solely on the criteria in Section 9.4.26.4(A) for persons with incomes exceeding the survey's "low income" limits, for persons refusing to provide appropriate evidence of income, and for persons who are dependents. Income should be documented through a verifiable source, such as pay stubs, signed income tax returns, a statement from the employer, or a bank statement. If complete information cannot be obtained in this manner, the Department may supplement the information provided with a signed statement from the displacee certifying the amount and source of income Form No. 575-040-12, Income Certification, a full-time student or resident of an institution may be assumed to be a dependent unless the person demonstrates otherwise; or
- (C) The total of the amount designated for shelter and utilities if receiving a welfare assistance payment from a program that designates the amounts for shelter and utilities.
 - *NOTE: The U.S. Department of Housing and Urban Development's Public Housing and Section 8 Program Income Limits are updated annually and are available on the FHWA's website at http://www.fhwa.dot.gov/realestate, under "Real Estates Topics of Special Interest", click on "Low Income Calculations".
- **9.4.26.5** The base monthly rent for the displacement dwelling for a 90 day owner-occupant who rents rather than purchases a replacement dwelling will be the economic or fair market rent and average monthly utilities service cost. Monthly income is not a factor in the calculation of this rental assistance eligibility amount.
- **9.4.26.6** The monthly rent for a comparable replacement dwelling will be computed by the three comparable method in accordance with **Section 9.4.21**.
- **9.4.26.7** The rental assistance will be paid in a lump sum, unless the displaced person requests installment payments. The request for installment payments requires approval of the District Relocation Administrator, who can also determine on a case-by-case basis

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if installment payments are warranted. In either case the file must contain documentation to support the district's actions.

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Regardless of payment method, the full amount vests immediately. Adjustments **shall not be made** if the condition, location or choice of the displacee's housing changes or if there is a change in their income or rent.

9.4.27 Down Payment Assistance Payment

9.4.27.1 Any displaced person eligible for a rental assistance payment under **Section 9.4.26**, may choose to use that payment as a down payment supplement, including incidental expenses, to purchase a replacement dwelling.

A displace eligible to receive a replacement housing payment for a 90 day homeowner-occupant under **Section 9.4.19** is not eligible for this payment, with the exception of a mobile home owner who rents or leases the mobile home site.

- **9.4.27.2** If the required down payment on the replacement dwelling exceeds \$7,200 and:
 - (A) The rental assistance payment allowable does not exceed \$7,200; the down payment supplement will be limited to \$7,200;
 - (B) The rental assistance payment allowable exceeds \$7,200, the full amount of the rental assistance payment will be used as the down payment supplement under the provisions of the *Right of Way Manual, Section 9.6, Last Resort Housing*.
- **9.4.27.3** The full amount of the down payment assistance payment must be applied to the purchase price of the replacement dwelling and related incidental expenses and must be shown on a signed closing statement or similar documentation.
- **9.4.27.4** The payment to a 90 day owner-occupant shall not exceed the amount the owner would receive as a purchase additive under **Section 9.4.21**.
- **9.4.27.5** Should the amount of the rental assistance payment exceed the purchase price of the replacement dwelling, the payment will be limited to the cost of the dwelling and related incidental expenses.

9.4.28 Cost of Comparable Replacement Dwelling

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The upper limit of a replacement housing payment will be based on the cost of a comparable replacement dwelling.

- **9.4.28.1** At least three comparable replacement dwellings will be documented for each replacement housing payment computed, unless there are not three available, with the one most equal to, or better than, the displacement dwelling used to compute the payment.
 - (A) When a dwelling is not reflective of the market, it should not be offered as a comparable.
 - (B) If the comparable replacement dwelling used for the computation is similar to but lacks major exterior attributes of the displacement dwelling, such as a garage, pool, outbuilding, or waterfront or golf course lot, a separate computation may be made, as in **Section 9.4.28.1(B)(3)**.
 - (1) A major exterior attribute is any appurtenant structure of substantial value which is exterior to the residential dwelling, or an aesthetically valuable view, or a valuable location which contributes to the value of the property and to the quality or standard of living of the displacee.
 - (2) The following guidelines are to be used in determining whether an adjustment to payment computations needs to be made:
 - (a) The attribute must be currently in use by and part of the lifestyle of the displaced residential owner-occupant.
 - **(b)** The attribute must be used by the displaced residential owner-occupant solely for personal, non-commercial non-profit purposes.
 - **(c)** The attribute must have contributory value of \$100 or more.
 - (3) When the comparable replacement dwelling used for computation purposes is functionally similar to the displacement dwelling, but lacks major exterior attributes which follow the above guidelines, the Relocation Specialist will use the contributory value of those attributes as determined in the approved appraisals and subtract that amount from the acquisition cost of the displacement dwelling when working computations.

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(B) Comparable replacement dwellings will be selected from the neighborhood of the displacement dwelling, whenever possible, or in nearby or similar

neighborhoods where housing costs are the same or higher than the displacement dwelling.

9.4.29 Revising the Replacement Housing Payment Eligibility

When replacement housing, similar in price and comparability to the dwelling used in the initial Replacement Housing Payment (RHP) computation, is no longer available, the Relocation Specialist will revise that offer and refer the displacee to comparables currently available on the market.

No revised offer is necessary when comparables similar in price and comparability to the original comparable used in the RHP computation are available on the market to the displacee.

- **9.4.29.1** The revised offer may not be less than the original offer because a less expensive comparable becomes available.
- **9.4.29.2** A replacement housing payment offer will be revised and may be less than the original offer if:
 - (A) The appraisal is updated and the acquisition offer is increased;
 - **(B)** In condemnation cases, the Department's legal representative settles for an amount greater than the initial acquisition offer; or
 - (C) In the case of an administrative settlement, the settlement is for an amount greater than the initial acquisition offer.

9.4.30 Owner Retention - Purchase Additive Payment

If an owner elects to retain the displaced dwelling and have it relocated to a replacement site, the purchase additive entitlement amount is determined by comparing the acquisition price of the displacement property to the lesser of: the value of a comparable replacement dwelling **or** the value of the retained dwelling on the new site. The value of the retained dwelling on a replacement site is determined by adding the values of the following:

(A) The cost of moving and restoring the retained dwelling to a condition

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comparable to that prior to the move;

- **(B)** The costs of repairs necessary to make the dwelling decent, safe and sanitary;
- (C) The cost of the home-site, including any necessary landscaping, driveways, wells, septic system, etc. If the dwelling is moved onto the displacee's remainder land, the current fair market value of that home-site will be used to compute the purchase additive entitlement; and
- (D) The retention value of the dwelling, if such retention value is reflected in the "acquisition cost" used when computing the purchase additive entitlement.

This amount must not exceed the cost of a comparable dwelling and site.

9.4.31 Conversion of Rental Assistance Payments

A displacee who initially rents a replacement dwelling and receives a rent supplement payment under the provisions of these procedures may subsequently choose to purchase a dwelling.

- **9.4.31.1** If the displacee meets the eligibility criteria described in **Section 9.4.19** or **9.4.25**, the displacee is eligible to receive:
 - **(A)** A replacement housing payment, including:
 - (1) A purchase additive as provided in **Section 9.4.21**;
 - (2) Mortgage interest differential payments as provided in Section 9.4.22 (applies to mortgages valid for 180 days prior to IN for 90 day owner only);
 - (3) Incidental expenses as provided in Section 9.4.23; or
 - (B) A down payment supplement as provided in **Section 9.4.27**.
- **9.4.31.2** Any portion of the rental assistance payment that has been disbursed will be deducted from the replacement housing or down payment supplement payments, as applicable.

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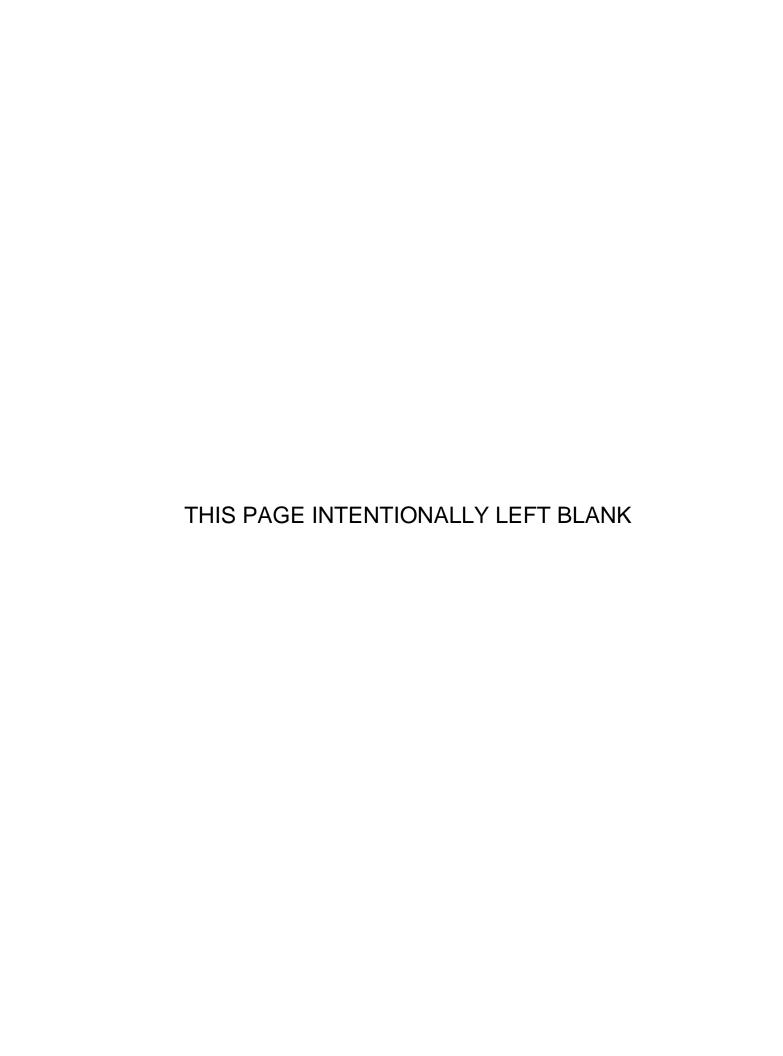
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9.4.32 Protective Rent Agreement

Vacant property scheduled to be acquired by the Department or property which is vacated after initiation of negotiations on the parcel, either residential or non-residential, may be rented by the Department when doing so will be less costly than relocating a potential tenant. Refer to **Section 7.2.31** of the **Right of Way Manual** for guidance in the execution of a protective rental agreement.

HISTORY

04/15/99; 02/21/00; 2/27/02; 01/31/03; 9/27/05; 08/12/08; 07/28/09; 06/29/2011, 10/01/2014





RELOCATION POLICY AND PROCEDURES MANUAL

August 1, 2011

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INTRODUCTION

This Relocation Policy and Procedures Manual (PPM) is being implemented by the Blueprint 2000 Intergovernmental Agency (Blueprint) to ensure that Blueprint projects provide consistent treatment for persons displaced by the acquisition of property, pursuant to Blueprint's Real Estate Policy Section 107.18 as approved by the Intergovernmental Agency on June 20, 2011. Any benefits afforded by this policy are not intended to create any additional element of compensation if the property is condemned. The term "person" as defined in this PPM refers to any individual (residential or business occupant), partnership, corporation or association. Blueprint shall provide advisory assistance and conduct the relocation program so that no person shall, on the basis of race, color, sex, age, religion, national origin or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any of Blueprint's funded programs or activities administered by Blueprint or its sub-recipients.

Relocation assistance activities implemented under these procedures involve relocation planning, information and notices, advisory services and relocation assistance payments. Residential home owners will receive only advisory services benefits. Residential tenants will receive advisory services benefits and may qualify for a rental assistance payment and residential moving costs. Nonresidential owners (businesses and/or nonprofit organizations) will receive only advisory services benefits. Nonresidential tenants (businesses and/or nonprofit organizations) will receive advisory services benefits and may qualify for reestablishment expenses, moving costs and search expenses. The specific procedural requirements for Blueprint to provide the required assistance and payments are detailed further in this Relocation PPM.

Property owners and tenants affected by Blueprint's projects will be interviewed to determine if they are eligible for relocation benefits and what benefits or assistance they are qualified to receive. It is the goal of this PPM to provide eligible displaced persons with either financial and/or advisory services in securing a suitable replacement property. This interview will be conducted prior to determining their relocation eligibility. Blueprint's representative should conduct this interview in person at the displaced person's residence or place of business.

SECTION I

RELOCATION ASSISTANCE

A. Eligibility for Relocation Payments

All persons that are displaced as a result of a Blueprint project may be eligible for relocation benefits and/or relocation assistance payments.

- Displaced Persons. The term "displaced person" as defined in Blueprint's relocation program means, except as provided in Paragraph 2) below, any person who moves from the real property as a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project.
- 2) Persons not displaced. The following is a non-exclusive listing of persons who do not qualify as displaced persons under Blueprint's relocation program:
 - A person who moves before the initiation of negotiations, unless
 Blueprint determines that the person was displaced as a direct result of the program or project; or
 - A person who initially enters into occupancy of the property after the date of its acquisition for the project; or
 - A person who has occupied the property for the purpose of obtaining assistance under Blueprint's relocation program; or
 - A person who is not required to relocate permanently as a direct result of Blueprint's project; or
 - e) A person whom Blueprint determines is not displaced as a direct result of a partial acquisition; or
 - f) A person who, after receiving a notice of relocation eligibility, is notified in writing that displacement from the project will not occur. The notice will not be issued unless the person has not moved and

Blueprint agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility; or

- g) A person who is determined to be in unlawful occupancy prior to or after the initiation of negotiations, or a person who has been evicted for cause. However, advisory assistance may be provided to unlawful occupants at the option of Blueprint in order to facilitate the project; or
- h) A person who is not lawfully present in the United States and who has been determined to be ineligible for relocation benefits in accordance with Paragraph B below.

B. Denial of Relocation Assistance and Payments to Illegal Aliens

No relocation payments or relocation advisory assistance shall be provided to a tenant who has not provided the certification described in this paragraph or who has been determined to be not lawfully present in the United States, unless such tenant can demonstrate to Blueprint satisfaction that the denial of relocation benefits will result in an exceptional and extremely unusual hardship to such person's spouse, parent, or child who is a citizen of the United States, or is an alien lawfully admitted for permanent residence in the United States (see Paragraph 5 below for qualifying hardship criteria).

- 1) Definition. An alien who is not "lawfully present" in the United States as defined in 8 CFR 103.12 and includes:
 - a) An alien present in the United States who has not been admitted or paroled into the United States pursuant to the Immigration and Nationality Act and whose stay in the United States has not been authorized by the United States Attorney General, and
 - b) An alien who is present in the United States after the expiration of the period of stay authorized by the United States Attorney General or who otherwise violates the terms and conditions of admission, parole or authorization to stay in the United States.

2) Self Certification

Each person seeking relocation payments or relocation advisory assistance shall, as a condition of eligibility, CERTIFY:

- a) In the case of an individual, that he or she is either a citizen or national of the United States, or an alien who is lawfully present in the United States.
- b) In the case of a family, that each family member is either a citizen or national of the United States, or an alien who is lawfully present in the United States. The head of the household on behalf of other family members may make the certification.
- c) In the case of an unincorporated business or nonprofit organization, that each owner is either a citizen or national of the United States or an alien who is lawfully present in the United States. The certification may be made by the principal owner, manager, or operating officer on behalf of other persons with an ownership interest.
- d) In the case of an incorporated business or nonprofit organization, that the corporation is authorized to conduct business within the United States.

3) Certification Acceptance

Blueprint will consider the certification provided to be valid, unless Blueprint determines that it is invalid based on a review of an alien's documentation or other information that Blueprint considers reliable and appropriate. Any review by Blueprint of the certifications provided shall be conducted in a nondiscriminatory fashion. Blueprint will apply the same standard of review to all such certifications it receives, except that such standard may be revised periodically.

4) Verification Procedure Required If Certification Is Not Accepted

If, based on a review of an alien's documentation or other credible evidence, Blueprint has reason to believe that a person's certification is invalid (for

example a document reviewed does not on its face reasonably appear to be genuine), and that, as a result, such person may be an alien not lawfully present in the United States, it shall obtain the following information before making a final determination.

- a) If Blueprint has reason to believe that the certification of a person who has certified that he or she is an alien lawfully present in the United States is invalid, Blueprint will obtain verification of the alien's status from the local office of the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). Any request for USCIS verification will include the alien's full name, date of birth and alien number, and a copy of the alien's documentation.
- b) If Blueprint has reason to believe the certification of a person who has certified that he or she is a citizen or national is invalid, they will request evidence of United States citizenship or nationality from such person and, if considered necessary, verify the accuracy of such evidence with the issuer.

5) Exceptional and Extremely Unusual Hardship

For purposes of this paragraph, "exceptional and extremely unusual hardship" to such spouse, parent, or child of the person not lawfully present in the United States means that the denial of eligible relocation payments and advisory assistance to such person will directly result in:

- A significant and demonstrable adverse impact on the health or safety of such spouse, parent, or child;
- A significant and demonstrable adverse impact on the continued existence of the family unit of which such spouse, parent, or child is a member; or
- c) Any other impact that Blueprint determines will have a significant and demonstrable adverse impact on such spouse, parent, or child.

C. Eviction for Cause

Eviction for cause must conform to applicable state and local law. Any person who occupies the real property and is not in unlawful occupancy on the date of the initiation of negotiations, is presumed to be entitled to relocation payments and other assistance set forth in this part unless Blueprint determines that:

- 1) The person received an eviction notice prior to the initiation of negotiations and, as a result of that notice is later evicted; or
- 2) The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease or occupancy agreement; and
- In either case the eviction was not undertaken for the purpose of evading the obligation to make available required relocation assistance and payments.

D. Qualified Relocation Personnel

Blueprint will ensure the availability of sufficient qualified staff / consultants who will be assigned the primary responsibility of administrating the relocation assistance program.

E. Advance Payments

If an eligible displaced tenant demonstrates the need for an advance relocation payment in order to avoid or reduce a hardship, Blueprint may issue the payment, subject to safeguards as are appropriate to ensure the objective of the payment is accomplished.

F. Deductions from Relocation Payments

1) Blueprint will deduct the amount of any advance relocation payment from the relocation payment to which a displaced person is otherwise entitled. Blueprint will not withhold any part of a relocation payment to a displaced person to satisfy an obligation to any other creditor.

2) In the event Blueprint has to legally evict a tenant, the displaced tenant shall have their eligible relocation benefits reduced and/or eliminated by the amount of court costs and expenses incurred by Blueprint to secure and implement the eviction.

G. Claims for Relocation Payments

The displaced tenant shall make claims for relocation payments within 12 months following the later of the date of moving from, or the date of the final payment for the acquired property. Blueprint may extend this time period for good cause. Claims for relocation payments will be signed, dated, and supported by such documentation as may be reasonably required to support expenses incurred. The displaced tenant must be provided reasonable assistance necessary to complete and file any required claim for payment.

SECTION II

RELOCATION ADVISORY ASSISTANCE

A. Replacement Property Listings to be Maintained

On a project wide basis Blueprint shall maintain current listings of potential replacement properties for lease or for sale without regard to race, color, religion, or national origin, drawn from various sources and suitable in price, size, and condition for the individuals and families to be displaced for the project. Listing information should be secured from Multiple Listing Services (MLS) of the local Realtor boards, newspaper and other published listings, and private listings. This information shall be maintained current and will be relied on to document the thoroughness of Blueprint's relocation assistance and advisory efforts. This housing supply information will be relied on to identify possible replacement housing.

To assist displaced businesses or non-profit organizations, Blueprint shall maintain available listings and contacts with commercial real estate brokers, commercial lenders, and government economic development agencies to assist displaced persons in locating suitable replacement sites.

B. Eligibility for Relocation Advisory Services

Relocation advisory services shall be offered to all persons occupying property to be acquired, and may be offered to all persons occupying property immediately adjacent to the real property acquired if Blueprint determines that such person or persons are caused substantial economic injury because of the acquisition.

C. Minimum Advisory Services Requirements

Blueprint's relocation advisory services program shall include, at a minimum, such measures, facilities, and services as may be necessary or appropriate to:

Determine the relocation needs and preferences of each person to be displaced and explain any relocation payments and other assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.

- 2) Provide current and continuing information on the availability, and purchase and rental costs of replacement properties. .
- 3) For residential displacement of a tenant, as soon as feasible, Blueprint shall inform the tenant in writing of the specific comparable replacement dwelling and the rent used for establishing the upper limit of the replacement housing payment. Where feasible, selected replacement housing shall be inspected prior to being made available to assure that it meets comparability requirements and DS&S standards. If such an inspection is not made, the tenant to be displaced shall be notified that a replacement housing payment may not be made unless the replacement dwelling to be rented is subsequently inspected and determined to be decent, safe, and sanitary.
- 4) As necessary, all tenants, especially the elderly and handicapped, shall be offered transportation to inspect housing to which they are referred.
- 5) For non-residential displacement, provide current and continuing information on the availability, purchase and rental costs of suitable commercial properties and locations.
- 6) Minimize hardships to persons in adjusting to relocation by providing counseling and advice as to other sources of assistance that may be available, and such other help as may be appropriate.

D. Coordination with Other Agencies Offering Assistance to Displaced Persons

To conduct a successful relocation program, relocation staff should maintain personal contact and exchange information with other agencies providing services useful to persons being relocated. Such agencies may include urban renewal agencies, redevelopment authorities, public housing authorities, the Department of Housing and Urban Development (HUD), Veterans Administration (VA), and Small Business Administration (SBA). Personal contacts should also be maintained with local sources of information on private replacement properties, including real estate brokers, real estate boards, property managers, apartment owners and operators, and home building contractors.

SECTION III

RELOCATION NOTICES

A. Manner of Notices

Relocation notices shall be personally served or sent by certified or registered first-class mail, return receipt requested and documented in Blueprint's files. Blueprint shall provide notices with appropriate language translation and with adequate interpretative assistance to those displaced persons who may be unable to understand a written English language notice. Each notice shall indicate the name and telephone number of the person who may be contacted for answers to questions or other needed help. Required notices are as follows:

B. General Information Notice

As soon as feasible, persons scheduled to be displaced shall be given a general written description of Blueprint's relocation program. The general information notice will provide at least the following information:

- 1) Informs the person that he or she may be displaced from the project area, describes the type of relocation payments and/or benefits for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining any payments, if applicable.
- Informs the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing qualified payment claims, if applicable, and other necessary assistance to help the person successfully relocate.
- 3) Informs the person that he or she will not be required to move without at least 90 days advance written notice
- 4) Informs the person that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments unless such ineligibility would result in an exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

C. Notice of Eligibility

At or promptly following the initiation of negotiations Blueprint shall notify all occupants in writing of their eligibility for applicable relocation assistance and/or payments. This notice shall cite the specific relocation benefits for the displaced person, and shall identify and offer relocation assistance to the displaced person.

- Tenant occupants are entitled to relocation payments as of the initiation of negotiations, and a tenant occupant shall be advised of relocation payment eligibility on or promptly after this date. At delivery of this notice tenant occupants should be advised that they remain liable to their existing lease with the property owner until Blueprint acquires possession of the property.
- Owner occupants are entitled to only relocation advisory assistance services.
 An explanation of these services will be provided to each owner occupant being displaced.

D. Statement of Eligibility

Each residential tenant shall be delivered a written Statement of Eligibility. The statement shall include:

- 1) The amount of the maximum payment eligibility, if applicable.
- 2) An identification of the comparable replacement rental upon which such amount is based.
- 3) A description of the procedures which the displaced person must follow in order to obtain the full amount of the payment.

E. Ninety-Day Notice

No lawful occupant shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which they may be required to move. The 90-Day Notice shall either state a specific date as this earliest date, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date to vacate the property. Typically for residential property it is recommended that the 90-Day Notice be provided with the notice of relocation eligibility.

F. Thirty-Day Notice

The 30-Day Notice will provide a specific date by which the displaced person/business must vacate and surrender possession of the subject property.

SECTION IV

PAYMENTS FOR MOVING AND RELATED EXPENSES

A. Eligibility

Any tenant who qualifies as a displaced person and who moves from a dwelling (including a mobile home) or who moves from a business or non-profit organization is entitled to payment of his or her moving and related expenses, as Blueprint determines to be reasonable and necessary.

B. Ineligible Moving and Related Expenses

A displaced tenant is not entitled to payment for:

- 1) Interest on a loan to cover moving expenses;
- 2) Loss of goodwill;
- Loss of profits;
- 4) Loss of trained employees;
- 5) Any additional operating expenses of a business or farm operation incurred because of operating in a new location except as an eligible reestablishment expense;
- 6) Personal injury;
- 7) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before Blueprint;
- 8) Expenses for searching for a replacement dwelling (residential displacee);
- 9) Physical changes to the real property at the replacement location of a business operation except as an eligible reestablishment expense;
- 10) Costs for storage of personal property on real property already owned or leased by the displaced person.

11) Refundable security and utility deposits.

C. Moving Claims and Payments

A displaced residential or business tenant may claim moving expenses within 12 months following the date that they move from real property.

Blueprint will promptly pay claims that are determined to be acceptable and will provide the residential or business tenant technical assistance as needed to claim all eligible moving expenses. Blueprint will not pay a moving claim until all personal property is removed from the acquired property. Where a hardship may exist, a partial moving payment may be advanced to assist a displaced tenant to initiate a move.

D. Residential Moving Payments

1) Eligible Moving Expenses for Displaced Residential Tenant Occupants

- a) Transportation of the displaced person and personal property as determined by the Fixed Residential Moving Cost Schedule as described below.
- b) Storage of the personal property for a period not to exceed I2 months, unless Blueprint determines that a longer period is necessary.
- c) Other moving-related expenses that are not listed as ineligible, as Blueprint determines to be reasonable and necessary on a case by case basis.

2) Moving Expense Payment Options

A displaced tenant's moving expenses for moving personal property from a dwelling will be determined based on a Fixed Residential Moving Cost Schedule.

Fixed Residential Moving Cost Schedule.

Any tenant displaced from a dwelling or a seasonal residence or a dormitory style room is entitled to receive a fixed moving cost payment. This payment schedule was determined in accordance with the Fixed Residential Moving Cost Schedule approved by the Federal Highway Administration. The payment to a person with minimal personal possessions who is in occupancy of a dormitory style room or a person whose residential move is performed at no cost to the person shall be limited to the amount stated in the most recent edition of the Fixed Residential Moving Cost Schedule.

The current fixed moving cost schedule for tenant occupants that own their furniture is presented below:

Table VI-1: FIXED RESIDENTIAL MOVING COST SCHEDULE - OCCUPANT OWNS FURNITURE			
Total Number of Rooms	Amount		
1	\$550		
2	\$700		
3	\$875		
4	\$1,050		
5	\$1,200		
6	\$1,350		
7	\$1,500		
8	\$1,650		
Each Additional Room (after 8 rooms)	\$200		

Please note: Due to the variability from dwelling to dwelling of the quantity of items in any given room, it is the responsibility of Blueprint's Relocation Specialist to determine if a single room would actually qualify as two or more rooms due to the volume of personal property located within the space.

The current fixed moving cost schedule for tenant occupants that do not own their furniture is presented below:

Table VI-2: FIXED RESIDENTIAL MOVING COST SCHEDULE - OCCUPANT DOES NOT OWN FURNITURE				
Payment For	Amount			
First Room	\$450			
Each Additional Room	\$125			

A displaced tenant may utilize the services of a commercial mover, but their payment will be limited to the amount determined by the Fixed Residential Moving Cost Schedule. If, due to a hardship, illness or physical limitation, it is determined that a displaced tenant is unable to take responsibility for all or part of their move, Blueprint may negotiate directly with a commercial mover to secure their services on behalf of the displaced tenant. Any hardships or other considerations will be handled on a case by case basis.

E. Non-Residential Moving Payments (Business Tenants)

1) Eligible Moving Expenses for Displaced Business Tenant Occupants or Non-Profit Organizations (NPO) Tenant Occupants

Eligible expenses for non-residential moves include the following:

- a) Transportation of the displaced tenant occupant and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless Blueprint determines that relocation beyond 50 miles is justified.
- b) Packing, crating, unpacking, and uncrating of the personal property.
- c) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated appliances, business machinery, equipment, and other personal property. For businesses, this includes connection to utilities available within the building. It also includes modifications to the personal property, including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, the replacement site, or the utilities at the replacement site,

and modifications necessary to adapt the utilities at the replacement site to the personal property.

- d) Storage of the personal property for a period not to exceed 12 months, unless Blueprint determines that a longer period is necessary.
- e) Insurance for the replacement value of the property in connection with the move and necessary storage.
- f) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced tenant, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- g) Other moving-related expenses that are not listed as ineligible as Blueprint determines to be reasonable and necessary.
- h) Any license, permit, fees or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, fees or certification.
- Professional services as Blueprint determines to be actual, reasonable and necessary for:
 - i. Planning the move of the personal property;
 - ii. Moving the personal property; and
 - iii. Installing the relocated personal property at the replacement location.
- j) Re-lettering signs and replacing stationery on hand at the time of displacement that are made obsolete as a result of the move.

2) Moving Expense Payment Options

Personal property as determined by an inventory from an eligible tenant occupied business or non-profit organization may be moved by one or a combination of the following methods. Eligible expenses for moves from a tenant occupied business or nonprofit organization include those expenses described above in Paragraph E-1.

- a) Commercial Move Option. The eligible moving expense is based on the lower of two bids or estimates prepared by a commercial mover. At Blueprint's discretion, payment for a low cost or uncomplicated move may be based on a single bid or estimate. The general procedure to be used when using a commercial mover is as follows:
 - i. The relocation agent should inspect the displacement and replacement sites and generally determine the extent of personal property to be moved, loading and unloading requirements, and what disconnect/reconnect work will be required. This inspection should be done in company with the displacee or displacee's agent in order to coordinate the move with the business requirements of the displaced operation.
 - ii. Upon establishing the general eligible move requirements with the displaced person, the business tenant shall make an arrangement with qualified commercial moving companies to provide firm bids or estimates of the cost to move the personal property of the displaced business. Where possible, at least two firm bids or estimates should be obtained. If there is a significant amount of plumbing, electrical, carpentry, communications, computer, or other services involved in the disconnect and reconnection of personal property, it may be more cost effective to obtain these services through separate bids arranged independent of the commercial mover.
 - iii. Upon completion of the move, the displaced business tenant shall certify in the claim submitted for payment that the items

listed were actually relocated. The amount claimed and paid by Blueprint must only reflect the "as moved" inventory.

- b) **Self move Option.** A self-move payment may be based on one or a combination of the following:
 - i. Negotiated Self Move (Estimated Cost). The displaced tenant elects to take full responsibility for the move of the business or NPO. Blueprint may make a payment for the tenant's moving expenses in an amount not to exceed the lower of two acceptable bids or estimates obtained by Blueprint. The moving costs are then claimed and paid as follows:
 - (1) Upon satisfactory completion of the move the displaced tenant may claim payment for actual reasonable moving expenses not to exceed the lower of two acceptable firm bids or estimates. If not included in the bid amount secured, a displaced tenant may claim other removal and reinstallation expenses as actual costs upon submitting actual cost invoices or other adequate evidence of actual cost. Blueprint may accept the actual costs that are determined reasonable expenses for the move.
 - (2) At Blueprint's discretion, a payment for a low cost or uncomplicated move may be based on a single bid or estimate obtained by Blueprint or prepared by qualified staff. For this type of move, additional documentation such as receipts of moving expenditures is not necessary as long as the payment is limited to the amount of the lowest acceptable bid or estimate.
 - (3) Upon completion of the move, the displaced business tenant shall certify in the claim submitted for payment that the items listed were actually relocated. The

amount claimed and paid by Blueprint must only reflect the "as moved" inventory.

- ii. **Self Move, Actual Reasonable Cost.** If reliable bids or estimates cannot be obtained, or if circumstances (such as large fluctuations in inventory) prevent reasonable bidding in the opinion of Blueprint, the displaced business tenant may be paid for actual reasonable moving costs when the costs are supported by receipted bills or other evidence of actual expenses incurred. The allowable expenses of a self move under this provision may include:
 - (1) Amounts paid for truck and/or equipment hired.
 - (2) If vehicles or equipment owned by a business being moved are used, a reasonable amount to cover gas and oil, the cost of insurance, and depreciation allocable to hours and/or days the equipment is used for the move.
 - (3) Wages paid for the labor of persons who physically participate in the move. Labor costs shall be computed on the basis of actual hours worked at the hourly rate paid, but the hourly rate shall not exceed that paid by commercial movers or contractors in the locality for each profession or craft involved.
 - (4) If the displaced business tenant proposes to use a working foreman or group leaders regularly employed by the business to supervise services in connection with the move, the amount of their wages covering time spent in actual supervision of the move may be included as a moving expense.
- (3) Upon completion of the move, the displaced business tenant shall certify in the claim submitted for payment that the items listed were actually relocated. The

amount claimed and paid by Blueprint must only reflect the "as moved" inventory.

F. Notification and Inspection

Blueprint will inform the displaced tenant, in writing, of payment eligibility requirements for a non-residential move at or promptly after the initiation of negotiations. To be eligible for moving expense payments the displaced tenant must:

- 1) Provide Blueprint reasonable advance notice of the approximate date of the start of the move or disposition of the personal property and an inventory of the items to be moved. However, Blueprint may waive this notice requirement after documenting its file accordingly.
- Permit Blueprint to make reasonable and timely inspections of the personal property at both the displacement and replacement sites, and to monitor the move.

G. Related Non-Residential Eligible Expenses

The following expenses, in addition to those provided above for moving personal property, shall be provided to non-residential tenants if Blueprint determines that they are actual, reasonable and necessary:

- 1) Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
- Professional services performed prior to the lease of a replacement site to determine its suitability for the displaced tenant's business operation including but not limited to soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the lease of such site).
- 3) Impact fees or one-time assessments for anticipated heavy utility usage, as determined necessary by Blueprint.

H. Searching for a Replacement Location

An eligible displaced business tenant is entitled to reimbursement for actual expenses, not to exceed \$2,500, as Blueprint determines to be reasonable, which are incurred in searching for a replacement location, including:

- 1) Transportation;
- 2) Meals and lodging away from home;
- 3) Time spent searching, based on reasonable salary or earnings;
- 4) Fees paid to a real estate agent or broker to locate a replacement site
- 5) Time spent in obtaining permits and attending zoning hearings.

I. Reestablishment Expenses — Non-Residential Moves

In addition to the eligible moving expense payments, an eligible displaced tenant of a small business or nonprofit organization is entitled to receive a payment, not to exceed \$10,000, for expenses actually incurred in relocating and reestablishing such small business or nonprofit organization at a replacement site.

- Eligible expenses. Reestablishment expenses must be reasonable and necessary, as determined by Blueprint. They include, but are not limited to, the following:
 - a) Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
 - b) Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
 - Construction and installation costs for exterior signage to advertise the business.
 - d) Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.

- e) Advertisement of replacement location,
- f) Estimated increased costs of operation during the first 2 years at the replacement site for such items as:
 - i. Lease or rental charges,
 - ii. Insurance premiums, and
 - iii. Utility charges, excluding impact fees.
- g) Other items that Blueprint considers essential to the reestablishment of the business.
- 2) **Ineligible expenses.** The following is a nonexclusive listing of reestablishment expenditures of a displaced tenant not considered to be reasonable, necessary, or otherwise eligible:
 - a) Purchase of capital assets, such as, office furniture, filing cabinets, machinery, or trade fixtures.
 - b) Purchase of manufacturing materials, production supplies, product inventory, or other items used in the normal course of the business operation.
 - c) Interest on money borrowed to make the move.
 - d) Payment to a part-time business in the home that does not contribute materially to the household income (see definition in Section I-F).

SECTION V

REPLACEMENT HOUSING PAYMENTS

A. Blueprint's Obligation

No residential tenant to be displaced shall be required to move from his or her dwelling unless at least one comparable replacement dwelling, (defined in Paragraph B below), has been made available to the person. A comparable replacement dwelling will be considered to have been made available to a person, if:

- 1) The person is informed of its location; and
- 2) The person has sufficient time to enter into a lease for the property; and
- 3) Subject to reasonable safeguards, the person is assured of receiving the relocation assistance payment to which the person is entitled in sufficient time to complete the lease of the property.

B. Comparable Replacement Dwelling

The term comparable replacement dwelling means a dwelling that is:

- 1) Decent, safe and sanitary as described in Paragraph C of this Section;
- 2) Functionally equivalent to the displacement dwelling. The term functionally equivalent means that it performs the same function, and provides the same utility. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, Blueprint may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling;
- 3) Comparable in size to the displacement dwelling;
 - a) In an area not subject to unreasonable adverse environmental conditions:

- b) In a location generally not less desirable than the location of the displaced person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment;
- 4) On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses.
- 5) Available to the displaced tenant on the private market.
- 6) For a tenant receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance.

C. Decent, Safe, and Sanitary Housing Inspection

The term decent, safe, and sanitary (DS&S) means a dwelling that meets applicable building codes. However, any of the following standards that are not met by an applicable code shall apply unless waived for good cause by Blueprint.

- 1) Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.
- Contain a heating system capable of sustaining a healthful temperature (of approximately 22 degrees C or 70 degrees F) for a displaced person.
- There shall be a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator.

- 5) Contains unobstructed egress to safe, open space at ground level.
- 6) For a displaced tenant who is handicapped and currently occupies an ADA compliant unit, Blueprint will make every effort to provide a comparable that meets the same ADA standards

D. 90-DAY TENANT OCCUPANT

1) Payment Eligibility

A tenant displaced from a dwelling may be entitled to a payment for rental assistance, if such displaced tenant has actually and lawfully occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and has rented, and occupied a decent, safe, and sanitary replacement dwelling within one year (unless Blueprint extends this period for good cause) of moving from the displacement site.

2) Rental Assistance Payment

a) Amount of Payment – Eligible Tenant in Occupancy of the Displacement Dwelling for 12 Months or less

An eligible displaced tenant who rents a replacement dwelling is entitled to a payment not to exceed \$2,625 for rental assistance. Such payment shall be 21 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling.

Example:

Tenant's current rent and utilities	\$	500
Cost of comparable rent / utilities chosen by Blueprint	\$	<u>550</u>
Difference	\$	50
<u>x</u>	21 mc	onths
Rental assistance payment	\$1	.050

b) Amount of Payment – Eligible Tenant in Occupancy of the Displacement Dwelling More than 12 Months

An eligible displaced tenant who rents a replacement dwelling is entitled to a payment not to exceed \$5,250 for rental assistance. Such payment shall be 42 times the amount obtained by subtracting the base monthly rental for the displacement dwelling from the monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling.

Example:

Tenant's current rent and utilities	\$	500
Cost of comparable rent / utilities chosen by Blueprint	\$	550
Difference	\$	50
<u>x</u>	42 mo	<u>nths</u>
Rental assistance payment	\$2	2,100

- c) Base Monthly Rental for Displacement Dwelling. The base monthly rental for the displacement dwelling is:
 - i. The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by Blueprint (for a tenant who paid little or no rent for the displacement dwelling, use the fair market rent, unless its use would result in a hardship);
 - ii. The total of the amounts designated for shelter and utilities if the displaced tenant is receiving a welfare assistance payment from a program that designates the amounts for shelter and utilities.
- d) Selected Comparable Replacement Dwelling. Of the comparable listings searched, the property judged the most comparable shall be used as the "selected" comparable to calculate the replacement housing payment eligibility for the displaced tenant.

e) Manner of Disbursement. A rental assistance payment may, at Blueprint's discretion, be disbursed in either a lump sum or in installments. Prior to the disbursement of any funds, the tenant must provide Blueprint with documentation the tenant has actually rented a decent, safe, and sanitary replacement dwelling. Blueprint will conduct an additional field inspection to verify the tenant is in actual occupancy of the replacement dwelling.

3) **Downpayment Assistance**

a) Application of payment. An eligible displaced tenant can choose to convert their rental assistance payment to a downpayment on the purchase of a replacement dwelling. The full amount of the replacement housing payment for downpayment assistance must be applied to the purchase price of the replacement dwelling, and related incidental expenses.

SECTION VI

REPLACEMENT HOUSING PAYMENT CLAIMS

A. Claims for Replacement Housing Payments

In order to obtain a replacement housing payment, a displaced tenant must file a written claim with Blueprint on a form provided by Blueprint for that purpose. The claim shall be filed within 12 months after the date the applicant moves from the displacement dwelling.

B. Inspection and DS&S Certification of Replacement Dwelling

- 1) Before issuing a replacement housing payment Blueprint or its designated representative shall inspect the replacement dwelling and determine whether it meets the requirements of a decent, safe, and sanitary (DS&S) dwelling. A displaced tenant may NOT be paid any replacement housing payments for a dwelling that does not meet DS&S standards.
- As applicable, Blueprint should advise the displaced tenant that the DS&S certification is based on a visual inspection and certification that the property condition prior to a lease or purchase met the specified DS&S standards. The tenants should further be advised that the contract to lease or purchase a replacement dwelling may be made conditional upon a satisfactory structural inspection of the property. Blueprint will maintain referrals of qualified structural engineers or building inspectors to perform these inspections.

C. Deductions from Relocation Payments

Blueprint shall deduct the amount of any advance relocation payment from the relocation payment to which a displaced tenant is otherwise entitled. Blueprint shall not withhold any part of a relocation payment to a displaced tenant to satisfy an obligation to any other creditor.

In the event Blueprint has to legally evict a tenant, the tenant shall have their relocation benefits reduced or eliminated by the amount of court costs and expenses incurred by Blueprint to secure and implement the eviction.

D. Multiple Occupancy of One Displacement Dwelling

If two or more tenant occupants of the displacement dwelling move to separate replacement dwellings, each occupant is entitled to and may claim a reasonable prorated share, as determined by Blueprint, of any relocation payments that would have been made if the occupants moved together to a comparable replacement dwelling.

DEFINITIONS

A. Alien Not Lawfully Present in the United States

The phrase "alien not lawfully present in the United States" means an alien who is not "lawfully present" in the United States as defined in 8 CFR 103.12 and includes:

- An alien present in the United States who has not been admitted or paroled into the United States pursuant to the Immigration and Nationality Act (8 U.S.C. 1101 et seq.) and whose stay in the United States has not been authorized by the United States Attorney General, and
- 2) An alien who is present in the United States after the expiration of the period of stay authorized by the United States Attorney General or who otherwise violates the terms and conditions of admission, parole or authorization to stay in the United States.

B. Appraisal

The term appraisal means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

C. Business

The term business means any lawful activity that is conducted:

- Primarily for the purchase, sale, lease and/or rental of personal and/or real property, and/or for the manufacture, processing, and/or marketing of products, commodities, and/or any other personal property;
- 2) Primarily for the sale of services to the public;
- Primarily for outdoor advertising display purposes, when the display must be moved as a result of the project; or

4) By a nonprofit organization that has established its nonprofit status under applicable Federal or State law.

D. Citizen

The term citizen includes both citizens of the United States and non-citizen nationals.

E. Comparable Replacement Dwelling

The term comparable replacement dwelling means a dwelling that is:

- Decent, safe and sanitary (DS&S) as described in Paragraph G of this section;
- 2) Functionally equivalent to the displacement dwelling. The term functionally equivalent means that it performs the same function, and provides the same utility. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, Blueprint may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling;
- Comparable in size to the displacement dwelling;
- 4) In an area not subject to unreasonable adverse environmental conditions;
- In a location generally not less desirable than the location of the displaced tenant's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the tenant's place of employment;
- On a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings, swimming pools, or greenhouses;
- 7) For a tenant receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance.

F. Contribute Materially

The term contribute materially means that during the 2 taxable years prior to the taxable year in which displacement occurs, or during such other period as Blueprint determines to be more equitable, a business operation:

- 1) Had average annual gross receipts of at least \$5,000; or
- 2) Had average annual net earnings of at least \$1,000; or
- 3) Contributed at least 33 1/3 percent of the owner's or operator's average annual gross income from all sources.
- 4) If the application of the above criteria creates an inequity or hardship in any given case, Blueprint may approve the use of other criteria as determined appropriate.

G. Decent, Safe, and Sanitary (DS&S) Dwelling

The term decent, safe, and sanitary dwelling means a dwelling that meets local building codes. However, any of the following standards that are not met by the local code shall apply unless waived for good cause by Blueprint. A DS&S dwelling shall:

- 1) Be structurally sound, weather tight, and in good repair;
- Contain a safe electrical wiring system adequate for lighting and other devices;
- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced tenant;
- There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage

system, and adequate space and utility service connections for a stove and refrigerator;

5) Contains unobstructed egress to safe, open space at ground level.

H. Displaced person

- The term "displaced person" as defined in Blueprint's relocation program means, except as provided in Paragraph 2) below, any person who moves from the real property or moves personal property from the real property as a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project.
- 2) Persons not displaced. The following is a non-exclusive listing of persons who do not qualify as displaced persons under Blueprint's relocation program:
 - A person who moves before the initiation of negotiations, unless
 Blueprint determines that the person was displaced as a direct result of the program or project; or
 - b) A person who initially enters into occupancy of the property after the date of its acquisition for the project; or
 - A person who has occupied the property for the purpose of obtaining assistance under Blueprint's relocation program; or
 - d) A person who is not required to relocate permanently as a direct result of Blueprint's project; or
 - e) A person whom Blueprint determines is not displaced as a direct result of a partial acquisition; or
 - f) A person who, after receiving a notice of relocation eligibility, is notified in writing that displacement from the project will not occur. The notice will not be issued unless the person has not moved and

Blueprint agrees to reimburse the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility; or

- g) A person who is determined to be in unlawful occupancy prior to or after the initiation of negotiations, or a person who has been evicted for cause. However, advisory assistance may be provided to unlawful occupants at the option of Blueprint in order to facilitate the project; or
- h) A person who is not lawfully present in the United States and who has been determined to be ineligible for relocation benefits as prescribed under Blueprint's relocation program.

I. Dwelling

The term dwelling means the place of permanent or customary and usual residence of a tenant, according to local custom or law, including a single family house; a single family unit in a two-family, multi-family, or multi-purpose property; a unit of a condominium or cooperative housing project; a non-housekeeping unit; a mobile home; or any other residential unit.

J. Dwelling site

The term dwelling site means a typical site upon which a dwelling is located.

K. Initiation of Negotiations

The initiation of negotiations means the delivery of the initial written offer of just compensation by Blueprint to the owner or the owner's representative to purchase the real property for the project. If Blueprint issues a Notice of Intent to Acquire, and a person moves after that notice, but before delivery of the initial written purchase offer, the initiation of negotiations means the actual move of the person from the property.

L. Mobile Home

The term mobile home includes manufactured homes and recreational vehicles used as residences.

M. Mortgage

The term mortgage means such classes of liens as are commonly given to secure advances on, or the unpaid purchase price of, real property, under the laws of the State in which the real property is located, together with the credit instruments, if any, secured thereby.

N. Nonprofit Organization

The term nonprofit organization means an organization that is incorporated under the applicable laws of a State as a non-profit organization, and exempt from paying Federal income taxes under section 501 of the Internal Revenue Code (26 U.S.C. 501).

O. Notice of Intent to Acquire

This is an explicit written notice Blueprint provides a person to be displaced for a project that establishes eligibility for relocation benefits and/or relocation assistance payments prior to the initiation of negotiations. This is not a required notice but when justified, may be used in lieu of the subsequently required notice of relocation eligibility. This "early" eligibility notice may be beneficial to assist the successful relocation of displaced persons or expedite project clearance. This notice should also provide the anticipated date of the initiation of negotiations, how additional information pertaining to relocation benefits and/or relocation assistance payments can be obtained, and the effective date of the notice. If a property is tenant-occupied, both the owner and the tenant will be provided a notice of intent to acquire.

P. Owner of a Dwelling

The term owner of a dwelling means a person who is considered to have met the requirement to own a dwelling if the person purchases or holds any of the following interests in real property;

- Fee title, a life estate, a land contract, a 99 year lease, or a lease including any options for extension with at least 50 years to run from the date of acquisition; or
- An interest in a cooperative housing project which includes the right to occupy a dwelling; or
- 3) A contract to purchase any of the interests or estates described above; or
- 4) Any other interest, including a partial interest, which in the judgment of Blueprint warrants consideration as ownership.

Q. Person

The term person means any individual, family, partnership, corporation, or association.

R. Salvage Value

The term salvage value means the probable sale price of an item offered for sale to knowledgeable buyers with the requirement that it be removed from the property at a buyer's expense (i.e., not eligible for relocation assistance). This includes items for re-use as well as items with components that can be re-used or recycled when there is no reasonable prospect for sale except on this basis.

S. Small Business

A small business is a business having not more than 500 employees working at the site being acquired or displaced by Blueprint's project, which site is the location of economic activity. Sites occupied solely by outdoor advertising signs, displays, or devices do not qualify as a business for purposes of reestablishment expenses.

T. State

Any of the several States of the United States or the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or a political subdivision of any of these jurisdictions.

U. Tenant

The term tenant means a person who has the temporary use and occupancy of real property owned by another.

V. Uneconomic Remnant

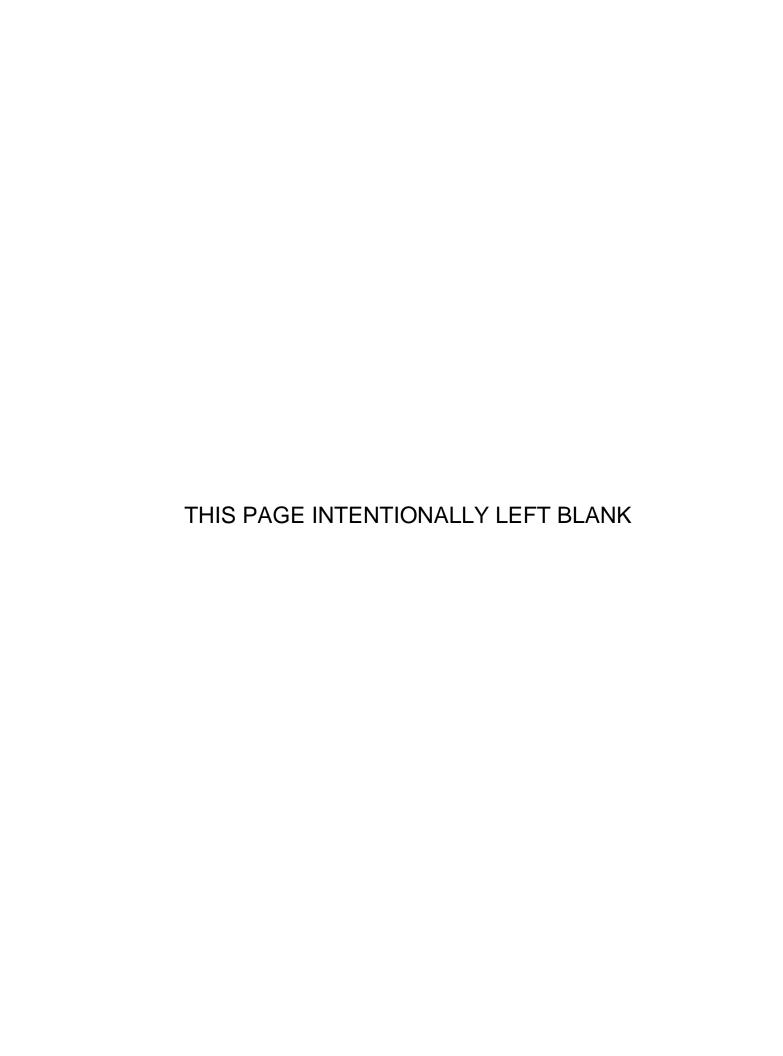
The term uneconomic remnant means a parcel of real property in which the owner is left with an interest after the partial acquisition of the owner's property, and which Blueprint has determined has little or no value or utility to the owner.

W. Unlawful Occupant

A person who occupies without property right, title or payment of rent or a person legally evicted, with no legal rights to occupy a property under State law. Blueprint, at its discretion, may consider such person to be in lawful occupancy.

X. Utility Costs

The term utility costs means expenses for electricity, gas, other heating and cooking fuels, water and sewer.



MEMORANDUM

TO:

Anita Fayors Thompson, City Manager

Parwez Alam, County Administrator

FROM:

Jim Davis, Executive Director, Blueprint 2000

DATE:

March 21, 2007

RE:

Requested Revisions to Incentive Offer Matrix

With our ongoing acquisition of right-of-way for our various projects, we have found an inconsistency between our Real Estate Policy and our Incentive Offer Matrix.

The Blueprint Real Estate Policy, Section 107.06 A. 1., describes the Executive Director's authority to approve real estate transactions involving the purchase of property for land banking purposes or the payment of legal settlements for property acquired under the threat of condemnation. Essentially, the Executive Director may approve these real estate acquisitions provided the purchase price, exclusive of attorney fees and costs and business damages, if applicable, does not exceed \$750,000 or 20% above the appraised value, whichever is greater.

The Executive Director has also been authorized to include an incentive offer on property being acquired under the threat of condemnation. The incentive offers are calculated based upon a matrix, which is similar, but not identical to the matrix used by FDOT. Under the Blueprint's Incentive Offer Matrix all incentive offers on appraisals of property to be acquired valued at over \$300,000 must go to the IMC for approval. This process is inconsistent with the Executive Director's settlement authority under the Real Estate Policy, since it would appear the Executive Director's authority to make an incentive offer **could** exceed the \$300,000 threshold, as long as it did not violate the approval limits in the policy, and the offer resulted in a settlement.

In an effort to resolve this inconsistency, I am asking the IMC to adopt changes to the existing Incentive Offer Matrix, so it is comparable to the one FDOT has approved for use in its districts. If approved the new matrix would be as follows:

Memo: Anita Favors Thompson Parwez Alam March 21, 2007 Page 2

Highlighted are the recommended additions to the current matrix:

Approved Cor	npensation is		
Over	But Not Over	Incentive	Of Amount Over
\$0	\$1,000	\$1,000	
\$1,000	\$2,500	\$1,000 + 83%	\$1,000
\$2,500	\$5,000	\$2,250 + 70%	\$2,500
\$5,000	\$7,500	\$4,000 + 50%	\$5,000
\$7,500	\$10,000	\$5,250 + 45%	\$7,500
\$10,000	\$20,000	\$6,375 + 40%	\$10,000
\$20,000	\$30,000	\$10,375 + 35%	\$20,000
\$30,000	\$100,000	\$13,875 ± 32.5%	\$30,000
\$100,000	\$300,000	\$36,625 + 30%	\$100,000
\$300,000	\$513,500	\$96,625 + 25%	\$300,000
\$513,500		\$150,000	

If you have any questions about this information please contact me at 701-2740.

Approved:	Approved:
See EMail Atthehed	See AttAched
Anita Favors Thompson, City Manager	Parwez Alam, County Administrator
Date:	Date:

cc: Bill Little, Blueprint 2000 Engineering Manager Randall Matheny, Blueprint 2000 Right of Way Manager Debra Schiro, Blueprint 2000 Legal Counsel

General Information File

FLORIDA DEPARTMENT OF TRANSPORTATION

Incentive Offer Program Interim Analysis
July 29, 2005

In addition to federal requirements, the Florida Department of Transportation acquires rights of way in Florida under somewhat unique state laws. Florida law provides for payment of property owner attorney fees and costs, appraiser fees and other expert fees by the condemning agency. Since the amount of attorney fees is computed on the difference between the Department's initial offer and the final closing or settlement amount, it is important that the Department make the highest initial offer that can be supported. Litigation must be avoided whenever possible in order to minimize the size and amount of the defendant's expert witness fees.

In November 2001, the Florida DOT received approval to conduct a <u>pilot project</u> on incentive offers in amounts exceeding the fair market value. The objective of the Department's Incentive Offer Pilot Project is to assess the potential for incentive offers to reduce overall project costs and delivery time of right of way projects by encouraging early settlements and minimizing litigation and associated costs. The Department applied incentive amounts to initial offers on three separate right of way projects (pilot projects) in Districts Two, Four and Five. Separate but similar projects (control projects) in each District, produced under existing procedures with no incentive offers, were tracked as well. The pilot and control projects selected in each district were to the extent possible, similar in size, makeup, staff and project management. Details about each of the projects are attached.

During the second quarter of 2004, FDOT Right of Way Central Office and FHWA conducted field reviews of both the pilot and control projects in all three districts. The team collected information pertaining to the projects, and interviewed district management and staff to identify potential program strengths, areas of concern, and overall reception to the incentive offer program. Several parcels, on both pilot and control projects, have not been completed. In recognition of this fact, this report is considered to be an interim analysis of the incentive offer program. Further monitoring and tracking of projects will be performed until all parcels have been completed.

In addition to comparing the results of the pilot projects to the control project, a comparison to both District and statewide historical information was developed from the Right of Way Management System. The pilot projects were analyzed for the Cost of Land, Fees and Costs, Time Savings and Customer Satisfaction.

I. Measure of Cost for Land

Percentages shown below were calculated by taking the project's total dollar amount expended for land, improvements, and severance damages divided by the project's total initial appraisal amount.

	<u>Pilot</u>	<u>Control</u>	District	State
District 2	145%	147%	151%	155%
District 4	131%	143%	197%	155%
District 5	138%	160%	158%	155%

Percentages shown above have been rounded to the nearest whole number.

These results indicate a savings on all pilot projects when compared to the control, district or statewide averages. Over the past ten (10) years, the Department averaged expenditures of \$272.6 million per year for land, improvements and severance damages. Average percentages of the pilot project when compared to the historical statewide average produced a cost savings for land varying from 10% in District 2 to 24% in District 4. When applied to the total average land, improvements and severance damage expenditures, this translates into a potential monetary savings ranging from \$27.3 million to \$65.4 million per year.

II. Measure of Fees and Costs

Percentages shown below were calculated by taking project's total amount paid for fees and costs divided by the project's total dollar amount for land, improvements, and severance damages.

	<u>Pilot</u>	<u>Control</u>	District	State
District 2	1%	11%	16%	20%
District 4	20%	21%	29%	20%
District 5	9%	10%	17%	20%

Percentages shown above have been rounded to the nearest whole number.

The range of pilot project savings for fees and costs above the statewide average were from 11% (District 5) to 19% (District 2). Over the past ten (10) years, the Department averaged annual payments of \$54.8 million for fees and costs. Therefore, statewide implementation of the pilot process could potentially generate annual savings ranging from \$6 million to \$10.4 million in the amount of fees and costs paid by the Department.

III. Measure of Time Savings

Time required to obtain title to the subject property was determined by averaging the total number of days which elapsed from initiation of negotiations to the date of closing or date order of taking deposit was made. This is compared to the control project and to the district and statewide historical averages.

	<u>Pilot</u>	<u>Control</u>	District	State
District 2	89	238	216	235
District 4	383*	380	364	235
District 5	212	358	208	235

^{*} Time from initiation of negotiations to title transfer impacted by the county's proposed design changes.

The pilot process shows great promise in allowing for a reduction in project delivery time. Although late design changes can always delay project delivery, the pilot process can allow for quicker recovery, even in those circumstances.

IV. Pilot and Control Project Parcel Information

Shown below is specific parcel production information for each project (i.e. total number of parcels on a project, number of parcels currently open on the project, number of parcels that were negotiated, condemned or voided).

	Pilot-D2	Control-D2	Pilot-D4	Control-D4	Pilot-D5	Control-D5
Parcels Open			m en			5
Parcels Voided	5	4	2	11	7	10
Parcels Negotiated	41	44	48	55	60	93
Parcels Condemne	d 5	19	39	57	34	28
OT Deposit		12	13	3	3	3
Final Judgment.	s 2	7	26	54	31	25
Total Parcels	51	67	89	123	101	136

V. Customer Satisfaction

Customer satisfaction was measured by an opinion survey of property owners on the pilot and control projects conducted by FDOT Central Office staff. The opinion survey consisted of the following seven questions rated from 0 to 5 with 5 being the highest rating:

- 1. How well did we answer your questions about the project?
- 2. How well did we explain the process used to acquire your property?
- 3. Was the offer fair and reasonable?
- 4. Were you given adequate time to make a decision about the offer?
- 5. Was the Right of Way Agent informed and helpful?
- 6. Was the Right of Way Agent courteous?
- 7. How would you rate the usefulness of the printed material provided?

Questions 3 and 4 are not included on the Department's standard Acquisition survey therefore no responses are available for districts or statewide. Listed below are the average responses from the opinion survey for both pilot and control projects, along with district and statewide averages.

	Pilot	Control	District 2	District 4	District 5	Statewide
Question 1	4.68	4.56	4.51	4.54	4.80	4.58
Question 2	4.72	4.51	4.62	4.79	4.60	4.64
Question 3	4.65	4.52	NA	NA	NA	NA
Question 4	4.64	4.63	NA	NA	NA	NA
Question 5	4.54	4.65	4.51	4.83	4.50	4.69
Question 6	4.68	4.69	4.76	4.87	4.90	4.81
Question 7	4.68	4.61	4.41	4.23	4.30	4.41

The responses for questions 1, 2 and 7 are higher for the pilot projects than the statewide average. This indicates excellent acceptance by the landowners. This is further enhanced by the responses to questions 3 and 4 which indicate strongly that owners feel no coercion under the pilot process. The responses to questions 5 and 6 are slightly lower than the statewide average, although still very strong. This may be due to the fewer contacts typically occurring under the pilot process. Overall, the landowner surveys show very favorable results for the pilot.

VI. Comments

During the field review of the pilot and control projects, the review team interviewed each District's Right of Way Manager or designee for their impression of the incentive offer pilot. Overall, opinions were positive but did vary in some regards. One manager expressed that, although successful in acquiring parcels, such a program may be better suited for less complicated parcels. While another manager expressed a desire to fully implement the incentive offer program district-wide. Collectively all participating districts positively received the incentive program and implemented it in adherence with procedures.

VII. Interim Conclusions

Based on the information collected thus far, the incentive offer program appears to decrease project costs, shorten time required to acquire title, to reduce fees and costs, and maintain landowner satisfaction. While the pilot projects are not yet final, we believe the currently available data indicates a very strong potential for this process. We would expect the final information from these projects to confirm what we find to date.

The findings on these pilot projects strongly indicate that wider application of the process in Florida should be undertaken.



LEON COUNTY, FLORIDA

STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2017-2018, 2018-2019 and 2019-2020

As Revised by the Leon County Board of County Commissioners on March 12, 2019



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SECTION I. PROGRAM DETAILS:

A.	Name of the participating local government	t: <u>Leon County</u>
	Is there an Interlocal Agreement: Yes	No: <u>X</u>

- B. Purpose of the program:
 - 1. To meet the housing needs of the extremely low, very low, low and moderate income households:
 - 2. To expand production of and preserve affordable housing; and
 - 3. To further the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020
- D. Governance: The State Housing Initiatives Partnership (SHIP) Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.
- F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation (FHFC) programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers, local lenders, neighborhood associations, and convening Leon County's citizen Affordable Housing Advisory Committee. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability, when applicable.
- H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status annually. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.



The following priorities for funding described/listed here apply to all strategies except Disaster Mitigation:

The County will accept applications during the advertised "Application Period" which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

- 1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
- 2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
- 3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate
- J. Discrimination: In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling: Support services are available from various sources. The County will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling through qualified HUD approved agencies.
- L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be



lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

X
U.S. Treasury Department
Local HFA Numbers

M. Income Limits, Rent Limits and Affordability: The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance, whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as <u>Exhibit A</u>. Leon County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately



pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."

The applicable local jurisdiction has adopted the above findings in the resolution attached as <u>Exhibit E.</u>

- Q. Program Administration: Administration of the local housing assistance plan will be wholly performed and maintained by Leon County.
- R. Project Delivery Costs: In addition to the administrative costs listed above, the County will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
- S. Essential Service Personnel Definition: For the purpose of SHIP funding, the County considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, and National Guard stationed in the county.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:

The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

- 1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
- 2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less;
- 3. Energy Star qualified refrigerator;
- 4. Energy Star qualified dishwasher, if provided;
- 5. Energy Star qualified washing machine, if provided in units;
- 6. Energy Star qualified exhaust fans in all bathrooms; and
- 7. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The County will partner with social service agencies serving the designated special needs population to achieve the goal of the special needs set-aside. The goal will be met through owner occupied housing rehabilitation and housing replacement, down payment assistance, emergency repair, and rental assistance strategies.
- V. Describe efforts to reduce homelessness: The County will work with agencies serving the homeless populations primarily through Leon County's Housing Rental Strategy



(Strategy H) to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for twelve (12) months.



SECTION II. HOUSING STRATEGIES:

A. Purchase Assistance for Existing Units Without Repair

Code 2

a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs associated with the purchase of a home that does not require repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: Very Low: \$10,000

Low: \$10,000 Moderate: \$7,500

- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 10 years
 - 4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
 - 5. Repayment: Not required as long as this loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence:
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;



- ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
- iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
- iv. for payment of outstanding bills with no cash out to homeowner.
- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: Sub-recipient(s) may administer a portion or this entire program for which a SHIP service delivery fee is paid for this activity. Sub-recipients would be selected in accordance with Leon County's Purchasing Policy. A sub-recipient must be a licensed mortgage broker and have staff that are licensed mortgage loan originators. A sub-recipient's past experience and performance with similar programs, personnel and financial capacity to administer the program, and ability to leverage funds or additional services will be taken into consideration as part of the selection process.
- h. Additional Information: Applicants must complete a homebuyer education program with a HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible to receive assistance from this program.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.



B. Purchase Assistance for Existing Units Needing Repair

Code 1

a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs to purchase the home in need of repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: Very low: \$15,000 (up to \$1,500 for temporary relocation)

Low: \$10,000 (up to \$1,500 for temporary relocation)
Moderate: \$10,000 (up to \$1,500 for temporary relocation)

- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 10 years
 - 4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
 - 5. Repayment: Not required as long as this loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the



- interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
- iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
- iv. for payment of outstanding bills with no cash out to homeowner.
- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups. Applicants must secure an FHA 203K Loan.
- g. Sponsor/Developer Selection Criteria: Sub-recipient(s) may administer a portion or this entire program for which a SHIP service delivery fee is paid for this activity. Sub-recipients would be selected in accordance with Leon County's Purchasing Policy. A sub-recipient must be a licensed mortgage broker and have staff that are licensed mortgage loan originators. A sub-recipient's past experience and performance with similar programs including the FHA 203K Loan Program, personnel and financial capacity to administer the program, and ability to leverage funds or additional services will be taken into consideration as part of the selection process.
- h. Additional Information: Applicants must complete a homebuyer education program with HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible to receive assistance from this program.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.



C. Home Rehabilitation Code 3

a. Summary of Strategy: SHIP funds will be awarded to owner-occupied households in need of repairs for health, safety, insurability, and to correct code violations. This will include structural improvements, accessibility rehabilitation, and water and sewer connections including tap fees.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: \$50,000 for rehabilitation

\$1,500 for temporary relocation

- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years: \$0 \$15,000 Ten (10) years: \$15,001 - \$50,000
 - 4. Forgiveness: Loans are forgiven in the following manner:
 - (1) Five-year loans on a prorated basis of 20% per year
 - (2) Ten-year loans on a prorated basis of 10% per year
 - 5. Repayment: Not required as long as this loan is in good standing
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official



through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.

Rehabilitation projects of \$20,000 or more will be eligible for relocation assistance.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.



D. Home Replacement Code 4

- a. Summary of Strategy: SHIP funds will be awarded for the removal and replacement of existing owner-occupied single family homes if the county finds that rehabilitation of the home surpasses 50% of the current value of the home.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$125,000 for stick built and modular homes

\$108,000 for mobile homes located in a flood plain

\$75,000 for mobile homes not located in a flood plain

\$1,500 for temporary relocation assistance

e. Terms:

- 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
- 2. Interest Rate: 0%
- 3. Years in loan term: 20 years
- 4. Forgiveness: Loan is forgiven on a prorated basis of 5% per year
- 5. Repayment: Not required as long as the loan is in good standing.
- 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official



through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement, rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.



E. Disaster Mitigation Code 5

a. Summary of Strategy: SHIP funds may be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President of the United States or Florida Governor.

Eligible expenses include repairs to damage associated with a disaster, including but not limited to: the purchase of emergency supplies for eligible households, weather proofing of damaged homes, repairs to prevent further damage, tree and debris removal to make housing units habitable, relocation expenses, insurance deductible reimbursements, and post-disaster repairs. Post disaster rehabilitation activity may include repairing structural damage, roof repair/replacement, demolition costs, and retrofitting activities such as waterproofing or elevating a structure to meet requirements of the National Flood Insurance Program.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low, and Moderate
- d. Maximum award: \$125,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years: \$0 \$10,000

Ten (10) years: \$10,001 - \$50,000 Twenty (20) years: \$50,001 - \$125,000

- 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
- 5. Repayment: Not required as long as the loan is in good standing.
- 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to



homeowner.

- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with other sources of funding to cover the cost of repairs described under this strategy.

All eligible units must be located in unincorporated Leon County.

Applicants who have homeowner's insurance in place at the time of the storm event must submit a claim to the insurer and use proceeds for disaster-related home repairs. SHIP funds may be used to pay homeowner deductibles.

All assisted households must obtain and maintain homeowner's insurance for the duration of the lien period.



F. Emergency Housing Repair

Code 6

- a. Summary of Strategy: SHIP Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately via a short term and/or permanent repair. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, electrical, plumbing or septic problems that could cause damage to the home or is an immediate health hazard to the occupants. When an applicant is assisted with emergency repairs, they will not lose their place on the waiting list. However, the amount of funds expended for the emergency repairs will be counted towards the maximum award if the applicant receives subsequent assistance. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's policy.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$15,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years
 - 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.



- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

All eligible units must be located in unincorporated Leon County.



G. Foreclosure Avoidance Code 7

- a. Summary of Strategy: SHIP Funds will be awarded to applicants to bring current the existing first mortgage of their primary residences to avoid foreclosure.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: \$7,500
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years
 - 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria:
 - 1. Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.



- 2. Applicant(s) must be at least 2 months in arrears in mortgage payments and have received notification in writing from their lender that proceeding to foreclosure is eminent. The maximum arrears for eligibility will be determined by the Lender's willingness to accept program maximum award to solve the client's issue via direct payment, modification, repayment plan, reinstatement, or any other viable solution acceptable to the client and Lender.
- 3. Applicant(s) must have received in writing, from their lender, a denial of default resolution, forbearance, or payment arrangement.
- 4. Applicant(s) have sufficient income required to maintain their mortgage after foreclosure assistance is received.
- 5. A hardship letter, as detailed in the Qualification Criteria must demonstrate the nonpayment of the mortgage is due to: sudden loss of income, sudden medical expenses, divorce or separation, death of spouse or joint-property owner, or unforeseen home repair bills.
- 6. If approved to receive assistance, the applicant(s) must demonstrate:
 - (1) Their ability to pay the affordable mortgage after receiving program assistance. Affordable means that monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), F.S.
 - (2) The enrollment in a credit counseling/budgeting course offered by an approved local provider.
 - (3) Proof of residency in the unincorporated area of Leon County.
 - (4) Assistance being sought is for the applicant(s) primary residence.
 - (5) Applicant(s) must demonstrate proof of extraordinary hardship.
 - i. Assistance will be provided where an extraordinary hardship exists and has been demonstrated through adequate documentation, resulting in the delinquency on the first mortgage. If the applicant(s) has a variable rate mortgage, they must agree and be approved for a modified fixed rate mortgage. Examples of an extraordinary hardship are listed below but not limited to:
 - a. Loss of employment, through no fault of the applicant; however, the applicant has regained employment.



- b. Substantial decrease in the household income, through no fault of the applicant(s).
- c. Temporary or permanent disability that reduces income.
- d. Changes in the household composition that reduces income.
- e. Demonstrated medical hardship.
- f. Weather events such as fire, hurricane, or other disaster, resulting in unforeseen home repair bills not covered by the Federal Emergency Management (FEMA).
- g. Substantial increase to the mortgage payment due to participation in an adjustable rate mortgage or "ramp up" mortgage.
- h. Substantial increase to payments due to escrow shortages.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.



H. Housing Rental Assistance Code 13

- a. Summary of Strategy: SHIP Funds will be awarded to renter households that are in need of assistance for:
 - 1. Security and utility deposit assistance;
 - 2. Eviction prevention not to exceed 6 months' rent; and/or
 - 3. Rent subsidies for up to 12 months. To be eligible for rent subsidies, the household receiving assistance must include at least one adult who is a person with special needs, as defined in s. 420.0004, Florida Statutes.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
 - Interest Rate: N/A
 Years in loan term: N/A
 - 4. Forgiveness: N/A5. Repayment: N/A6. Default: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred to the Leon County Housing Division by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly to the Leon County Housing Division or may be referred by a special needs service provider. If applications are received simultaneously, priority will be given to the household with the lowest income.
- g. Sponsor/Developer Selection Criteria: Sponsors may be selected to administer the Rental Assistance program. Criteria for selection of sponsor organization will include:
 - 1. past experience working with the target population;
 - 2. past experience administering similar rental assistance programs;
 - 3. financial and human resource capacity to administer the program;
 - 4. participation in the Continuum of Care Coordinated Entry system; and
 - 5. such other criteria as may be determined appropriate.
- h. Additional Information:

Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

All eligible units must be located in unincorporated Leon County.



III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Expedited Permitting

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects

Provide a description of the procedures used to implement this strategy: Leon County expedites permitting of affordable housing projects by administrative direction, close coordination and team work. Specific processes that have been established include:

- 1) Using pre-permitting review to determine project status, identify and resolve potential legal problems that might preempt permitting, and otherwise expedite affordable housing.
- 2) Obtain assistance and cross-training from Building Inspection with the initial inspection of rehabilitation projects to ensure all code compliance issues are addressed in write-ups and permit applications. This expedites plan review and minimizes changes that delay permitting and project completion.
- 3) The Director of the Office of Human Services & Community Partnerships and the staff are the designated liaisons with the Affordable Housing Program and assists with the resolution of difficult permitting issues. These processes will promote a reduction in building permitting time for affordable housing projects by 50% from the average of ten (10) days to an average of five (5) days.

B. Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption

Provide a description of the procedures used to implement this strategy: By administrative direction, all Local Comprehensive Plan and Land Development Regulations (LDR) with the potential to impact the cost of affordable housing are referred to the Leon County Division of Housing Services. Any of these Plan or LDR amendments potentially affecting affordable housing costs can be brought up to a meeting of the Department of Development Support and Environmental Management, the Planning Department, and the Division of Housing Services for modification and transmittal to the Board of County Commissioners or other appropriate review or approval entities.



C. Other Incentive Strategies Adopted:

Modification of Impact Fee Requirements

The County eliminated its transportation impact fee in 1995; therefore housing developers do not pay any county impact fees. The Public Works Department supports affordable housing by waiving landfill dumping (tipping) fees for disposal of construction debris by the County's affordable housing contractors.

Modification of Site Plan Requirements (Reduction of Parking Setbacks)

Site design modifications such as reduced lot size, street layout and design, setback reductions, and decreased parking requirements can be obtained by the developers of affordable housing subdivisions under Articles X and XI of the current Leon County land development code. The Building Plans Review and Inspection Division administratively allows developers to utilize master building permits consistent with the provisions outlined in F.S. 55.794 as a methodology for reducing the cost of home design and minimizing the associated time frames required for building plans review and permit approval.

Inventory of Public Lands Suitable for Affordable Housing

When foreclosing on Code Enforcement Board liens, the County considers the use of foreclosed property for affordable housing.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance No change
- G. Interlocal Agreement N/A

LHAP 2009-001

Exhibit A

Revised: 6/2016

Leon County

Fiscal Year: 2017	-2018	
Estimated Allocation for Calculating:	\$	642,950.00
Salaries and Benefits	\$	17,295.00
Office Supplies and Equipment	\$	4,855.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	2,000.00
Other*	\$	35,000.00
Total	\$	64,150.00
Fiscal Year: 2018	-2019	
Estimated Allocation for Calculating:	\$	655,475.00
Salaries and Benefits	\$	40,997.00
Office Supplies and Equipment	\$	1,003.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	3,000.00
Other*	\$	15,000.00
Total	\$	65,000.00
Fiscal Year 2019-	2020	
Estimated Allocation for Calculating:	\$	710,020.00
Salaries and Benefits	\$	43,002.00
Office Supplies and Equipment	\$	5,000.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	3,000.00
Other*	\$	15,000.00
Total	\$	71,002.00

^{*}All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document. Details: \$35,000 in Fiscal Year 2017-2018 to develop an automated system for managing the SHIP program. The proposed system will be designed to facilitate processes while streamlining operations. \$15,000 in subsequent fiscal years for system maintenance and enhancements.

Exhibit B Timeline for SHIP Expenditures

<u>Leon County Government</u> affirms that funds allocated for these fiscal years will

meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not	2 nd Year AR Not	Closeout AR Not
		•	Submitted	Submitted	Submitted
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

- 1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal vear
- 2. The amount of funds that is not expended.
- 3. The amount of funds that is not encumbered or has been recaptured.
- 4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

Total Units Total Units Please check applicable box 6.22% 15.23% 8.59% 1.17% 2.33% 3.59% 6.22% 0.00% 0.00% 0.00% 6.22% %00.0 0.00% 46.66% 83.80% 100.00% \$0.00 Percentage Percentage Total Total \$23,100.00 \$538,800.00 \$0.00 \$0.00 74.62% \$97,950.00 \$300,000.00 \$15,000.00 \$0.00 \$642,950.00 \$204,000 \$55,250.00 \$40,000.00 \$40,000.00 \$40,000.00 \$7,500.00 \$64,150.00 Max Amount Program Income For Admin: Fiscal Yr. Closeout: SHIP Dollars **SHIP Dollars** Total Total Amendment: ۵ New Plan: \$0.00 \$0.00 \$0.00 \$0.00 \$40,000.00 \$99,050,00 \$59,050.00 \$40,000.00 \$40,000.00 \$7,500.00 \$11,550.00 Construction SHIP Dollars Construction **SHIP Dollars** Without Existing Without Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. \$0.00 \$0.00 \$0.00 \$0.00 \$117,000.00 \$204,000 \$642,950.00 \$642,950.00 \$97,950.00 \$0.00 \$7,500.00 \$117,000.00 \$642,950.00 \$11,550.00 Rehab/Repair Rehab/Repair SHIP Dollars **SHIP Dollars** \$0.00 \$0.00 \$0.00 \$0.00 \$362,750.00 \$0.00 \$0.00 \$55,250.00 \$300,000.00 \$7,500.00 \$362,750.00 **New Construction New Construction** ATTACHMENT #8 SHIP Dollars **SHIP Dollars** Allocation Projected Recaptured Funds New Projected Program Income: Fotal Available Funds: \$ Distribution: \$7,500 \$10,000 \$7,500 Max. SHIP Max. SHIP \$50,000 Award Award HOUSING DELIVERY GOALS CHART 2017-2018 0 Units Units Ξ Ξ %0.06 \$10,000 Max. SHIP Max. SHIP \$7,500 \$108,000 \$125,000 \$10,000 \$2,500 39.4% \$50,000 \$10.000 Award Award 0 0 4 15 Units Units = ⊐ \$15,000 \$10,000 \$578,800.00 \$7,500 \$108,000 \$125,000 \$50,000 \$2.500 Max. SHIP Max. SHIP Award Award Amount Leon County 0 0 9 က 9 0 21 Units Units 7 7 Subtotal 2 (Non-Home Ownership GRAND TOTAL Add Subtotals 1 & 2, plus all Adn STRATEGIES (strategy title must be same as the title used in plan Home Replacement (Demolition Purchase Assistance for Exisiting Units Needing Repair Admin. From Program Income Home Ownership Counseling Subtotal 1 (Home Ownership) Name of Local Government: Allocation Breakdown Housing Rental Assistance HOME OWNERSHIP mergency Housing Repair Exisiting Units w/o Repair urchase Assistance for Maximum Allowable STRATEGIES Foreclosure Avoidance Home Rehabilitation Administration Fees Construction/Rehab Purchase Price: Diaster Mitigation Very-Low Income Moderate Income Reconstruction) Percentage Low Income TOTAL Code

				RORID,	ATTACHMENT #8 FORDA HOUSING FINANCECORPORATION	ATT/ NCE CO	ACHME! RPORATION	8# LN			Please ch	Please check applicable box	ĕ
				H	HOUSING DELIVEY	Y GOALSCHART	CHART				New Plan:		
					2018-20						Amendment:		0048 0040
	Name of Local Government:	Leon County	Intv					Estimated Funds	\$655.475.00		HSCall Yr. Closeout:		2018-2019
								A	В	3	D	В	ш
	HOMEOWNERSHIP	ПЛ	Max. SHIP	٦	Max. SHIP	M	Мах. ЭНІР	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
7	Foreclosure Avoidance	3	\$7,500	_	\$7,500	0	\$7,500	\$0.00	\$0.00	\$30,000.00	\$30,000.00	4.58%	4
3	Home Rehabilitation	1	\$50,000	2	\$50,000	0	\$50,000	\$0.00	\$104,025.00	\$0.00	\$104,025.00	15.87%	3
2	Diaster Mitigation	0	\$75,000	0	\$75,000	0	\$0	\$60,000.00	\$0.00	\$0.00	\$60,000.00	9.15%	0
4	Home Replacement (Demolition Reconstruction)	9	\$125,000	9	\$125,000	0	0\$	\$300,000.00	00'0\$	00'0\$	\$300,000.00	45.77%	1
1	Purchase Assistance for Exisiting Units Needing Repair	0	\$15,000	2	\$10,000	0	\$10,000	\$0.00	\$20,000.00	00.0\$	\$20,000.00	3.05%	2
2	Purchase Assistance for Exisiting Units w/o Repair	0	\$10,000	2	\$10,000	0	\$7,500	\$20,000.00	\$15,000.00	00'0\$	\$35,000.00	5.34%	2
9	Emergency Housing Repair	7	\$15,000	9	\$15,000	0	\$0	\$0.00	\$11,550.00	\$9,900.00	\$21,450.00	3.27%	13
	Subtotal 1 (Home Ownership)	17		18		0		\$380,000.00	\$150,575.00	00'006'68\$	\$570,475.00	82.03%	35
	RENTAL	ПЛ	Max. SHIP	П	Max. SHIP	MI	Мах. ЭНІР	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
	STRATEGIES	Units	Award	Units	Award	Units	Award	S HIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
13	Housing Rental Assistance	3	\$10,000	1	\$10,000	0	0	\$0.00	00.0\$	\$20,000.00	\$20,000.00	3.05%	4
											\$0.00		0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownership)	3		1		0		\$0.00	\$0.00	\$20,000.00	\$20,000.00	3.05%	4
	Administration Fees										\$65,000.00	9.92%	
	Admin. From Program Income Home Ownership Counseling											0.00% 0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Admir	20		19		0		\$380,000.00	\$150,575.00	\$59,900.00	\$655,475.00	100.00%	39
	Percentage Construction/Rehab		Calculate C	onstr./Reh	Calculate Constr./Rehab Percent. by ad		nd Total Colun	ding Grand Total Columns A&B, then divide by	y Annual Allocation Amt.	Amt.	81%		
	Maximum Allowable												
	Purchase Price:							New	\$204,000	Existing	\$204,000		
					,						::- 		
	Allocation Breakdown Verv-Low Income		Amount \$280,089,00		% 42.7%		Projected Prog	Projected Program Income: Projected Recaptured Funds:		Max Amount Hogra	Max Amount Hogram Income For Admin:	\$0.00 \$	
	Low Income		\$310,386.00		47.4%		Distribution:		\$655,475.00				
	Moderate Income		\$0.00		0.0%		Total Available Funds:	le Funds:	\$655,475.00				
	TOTAL		\$590,475.00		90.1%								

35 Units Units Total Total Please check applicable box 5.28% 18.67% 11.27% 42.25% 2.82% 3.87% 3.02% 2.82% 0.00% 0.00% 0.00% 2.82% 10.00% 0.00% \$0.00 87.18% 0.00% 100.00% Percentage Percentage Total Total \$0.00 Max Amount Program Income For Admin \$37,500.00 \$132,550.00 \$300,000.00 \$27,500.00 \$21,450.00 \$619,000.00 \$20,000.00 \$0.00 \$0.00 \$20,000.00 \$710,020.00 81% \$204,000 \$80,000.00 \$20,000.00 Fiscal Yr. Closeout: \$71,020.00 SHIP Dollars SHIP Dollars Total Total ۵ New Plan: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$42,450.00 \$62,450.00 \$20,000.00 \$37,500.00 \$4,950.00 \$20,000.00 SHIP Dollars SHIP Dollars Construction Construction Existing Without Without Calculate Constr / Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt. **\$710,020.00** \$710,020.00 \$0.00 \$204,000 \$132,550.00 \$0.00 \$0.00 \$176,550.00 \$0.00 \$176,550.00 \$710,020.00 \$20,000.00 \$7,500.00 \$16,500.00 SHIP Dollars SHIP Dollars Rehab/Repair Rehab/Repair \$0.00 \$400,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$300,000.00 \$0.00 \$80,000.00 \$20,000.00 \$400,000.00 New Construction New Construction Estimated Funds SHIP Dollars SHIP Dollars Projected Recaptured Funds: Projected Program Income: Total Available Funds: FLORIDA HOUSING FINANCE CORPORAMORNT #8 Distribution: Max. SHIP \$7,500 \$0 \$0 \$7,500 8 Max. SHIP \$50,000 \$10,000 Award Award HOUSING DELIVERY GOALSCHART 0 0 0 0 0 Units Units Ξ Ξ %0.06 \$75,000 \$10,000 \$10,000 48.4% \$7,500 \$50,000 \$125,000 \$10,000 0.0 \$15,000 41.6% Max. SHIP Max. SHIP Award Award 2 0 5 9 0 9 Units Units \neg \Box \$639,000.00 \$75,000 \$15,000 \$7,500 \$125,000 \$10,000 \$15,000 SO 08 \$50,000 \$10,000 \$295.506.00\$343,494.00 Max. SHIP Max. SHIP Award Award Amount Leon County 17 2 19 0 9 0 0 Units Units 7 7 GRAND TOTAL Add Subtotals 1 & 2. plus all Admin. Purchase Assistance for Exisiting STRATEGIES (strategy title must be same as the title used in plan text.) urchase Assistance for Exisiting Percentage Construction/Rehab Subtotal 2 (Non-Home Ownership) **Home Replacement (Demolition** Admin. From Program Income Subtotal 1 (Home Ownership) Home Ownership Counseling Allocation Breakdown HOMEOWNERSHIP **Emergency Housing Repair** Housing Rental Assistance Name of Local Government: STRATEGIES Maximum Allowable Foreclosure Avoidance RENTAL Jnits Needing Repair Home Rehabilitation Purchase Price: Administration Fees Diaster Mitigation Moderate Income TOTAL Jnits w/o Repair Very-Low Income Reconstruction) Low Income Code 5

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida.

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing Finance Corporation for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S. shall be provided to Florida Housing by June 30 of the applicable year.

Exhibit D

- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.

(18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).



LEON COUNTY, FLORIDA

Vincent S. Long, County Administrator

Date: 5.30.14

ATTEST:

Gwendolyn Marshall, Clerk & Comptroller

Leon County, Florida

APPROVED AS TO FORM:

Leon County Attorney's Office

Herbert W.A. Thiele

County Attorney

RESOLUTION NO. 18-36

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING AMENDMENTS TO THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP **PROGRAM** ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE COUNTY ADMINISTRATOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, on May 23, 2017 the County Commission approved the submittal of the Local Housing Assistance Plan for fiscal years 2018, 2019, and 2020 as well as adopted an associated Resolution to the Florida Housing Finance Corporation; and

WHEREAS, the Local Housing Assistance Plan was subsequently approved by the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Leon County Government to submit amendments to the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

WHEREAS, Rule Chapter 67-37, Florida Administrative Code requires amendments to an approved local housing assistance plan be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA that:

- 1. The Board of County Commission of Leon County hereby approves the amendments to the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2018, 2019 and 2020.
- 2. The County Administrator is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.
 - 3. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 23rd day of October, 2018.

BY

LEON COUNTY, FLORIDA

Nick Maddox, Chairman

Board of County Commissioners



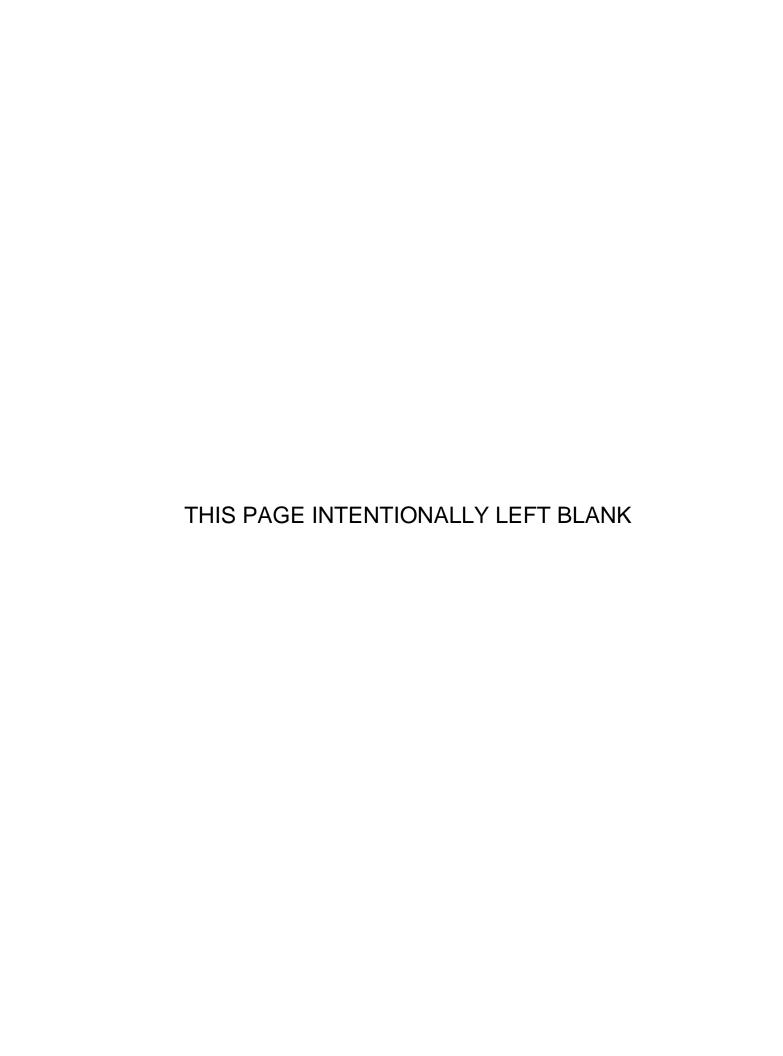
ATTEST: Gwendolyn Marshall, Clerk of the Court Leon County, Florida

APPROVED AS TO FORM:

Leon County Attorney's Office

Herbert W. A. Thiele

County Attorney



State Housing Initiatives Partnership (SHIP) Program Annual Report and Local Housing Incentives Certification

On Beha	lf of Leon County		_ (Local Government), I hereby certify that:
			Illy to Florida Housing Finance Corporation is true and interim years 2016-17, 2017-18
	The local housing incentives or lo process of being implemented. In		plan have been implemented or are in the im:
	expedited to a greater de	gree than other projess for review of loca	l policies, ordinances, regulations, and plan
	The cumulative cost per newly cope \$ 0.00	nstructed housing pe	er housing unit, from these actions is estimated to
	The cumulative cost per rehabilita 0.00	ated housing per hou	ising unit, from these actions is estimated to be
Staff Me	mber responsible for submitting	annual report to FHF	C: Kevin C. McCarthy, AICP
Witne	Signature	9 4 18 Date	9-4-201 Chief Elected Official or Designee Signature Date
St	rington Lamy		Nick Maddox, Chairman
Witne	ss Printed Name		Chief Elected Official or Designee Printed Name
Witne	ss Signature	9-4-2019 Date	
	ss Printed Name		
or			ATTEST (Seal)
Signat	ure	Date	

420.9075 (10) Each county or eligible municipality shall submit to the corporation by September 15 of each year a report of its affordable housing programs and accomplishments through June 30 immediately preceding submittal of the report. The report shall be certified as accurate and complete by the local government's chief elected official or his or her designee. Transmittal of the annual report by a county's or eligible municipality's chief elected official, or his or her designee, certifies that the local housing incentive strategies, or, if applicable, the local housing incentive plan, have been implemented or are in the process of being implemented pursuant to the adopted schedule for implementation

Title: SHIP Annual Report

Report Status: Unsubmitted

w/Extension

Leon County FY 2015/2016 Closeout

Form 1

SHIP Distribution Summary:

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
3	Housing Rehabilitation	\$187,140.40	10				
4	Housing Replacement	\$364,299.75	4				

Homeownership Totals: \$551,440.15 14

Rentals

		Expended		Encumbered		Unencumbered	
Cod	Strategy	Amount	Units	Amount	Units	Amount	Units

Rental Totals:

Subtotals: \$551,440.15 14

Additional Use of Funds

Use			
Administrative			
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

Expende	d
	\$.01

Encum	bered

Unencumbered

Totals: \$551,440.16 14 \$.00 \$.00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$472,650.00
Program Income (Interest)	\$8,332.97
Program Income (Payments)	\$70,429.70
Recaptured Funds	\$.00
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$27.49
Total:	\$551,440.16

^{*} Carry Forward to Next Year: \$.00

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed

√

No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$551,440.15	92.60%
Public Moneys Expended	\$44,075.00	7.40%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$595,515.15	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$551,440.15	\$472,650.00	116.67%	65%
Construction / Rehabilitation	\$551,440.15	\$472,650.00	116.67%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$201,362.91			\$201,362.91	36.52%
Very Low	\$154,001.05			\$154,001.05	27.93%
Low	\$196,076.19			\$196,076.19	35.56%
Moderate	\$.00			\$.00	.00%
Over 120%-140%	\$.00			\$.00	.00%
Totals:	\$551,440.15	\$.00	\$.00	\$551,440.15	100.00%

Project Funding for Expended Funds Only

	•					
Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$201,362.91	4			\$201,362.91	4
Very Low	\$154,001.05	4			\$154,001.05	4
Low	\$196,076.19	6			\$196,076.19	6
Moderate					\$.00	0
Totals:	\$551,440.15	14	\$.00	0	\$551,440.15	14

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Housing Rehabilitation	Unincorporated Leon County	2	3	5	0	10
Housing Replacement	Unincorporated Leon County	2	1	1		4
	Totals:	4	4	6	0	14

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Housing Rehabilitation	Unincorporated Leon County	0	0	7	3	10
Housing Replacement	Unincorporated Leon County			1	3	4
	Totals:	0	0	8	6	14

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Housing Rehabilitation	Unincorporated Leon County	3	7	0	10
Housing Replacement	Unincorporated Leon County	2	2	0	4
	Totals:	5	9	0	14

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp- anic	Asian	Amer- Indian	Other	Total
Housing Rehabilitation	Unincorporated Leon County	4	5	0	0	0	1	10
Housing Replacement	Unincorporated Leon County	0	4	0	0	0	0	4
	Totals:	4	9	0	0	0	1	14

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Dis- abled	Home- less	Elderly	Other	Other	Total
Housing Rehabilitation	Unincorporated Leon County				4	2		6

Housing Replacement	Unincorporated Leon County		3	2	5
	Totals:		7	4	11

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

	Special Target		Total # of	
Description	Group	Expended Funds	Expended Units	

Form 4

Status of Incentive Strategies

Incentive Strategy:

The following incentives strategies are ongoing:

- A. Expedited Permitting Permits as defined in s.163.3164(7) and (8) for affordable housing project are expedited to a greater degree than other projects.
- 1) Using permitting review to determine project status, identify and resolve potential legal problems that might preempt permitting, and otherwise expedite affordable housing. Specifically, section 2.605 of the Leon County Land Development Code provides expedited permitting and streamlined review of proposed developments determined to be eligible for the Quality Development Program. Provision of affordable housing is one of the criteria that may make a development eligible for the program.
- 2) The Director of the Office of Human Services & Community Partnerships and Housing Services Manager are designated liaisons

for the Affordable Housing Program and assist with the resolution of difficult permitting issues.

B. Ongoing Review Process:

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

C. Inventory of Public Lands Suitable for Affordable Housing:

When foreclosing on Code Enforcement Board liens, the County has agreed to consider the possible sue of foreclosed property for affordable housing. In addition, the County established a Real Estate Division whose responsibility includes compilation of "The County List of Lands" per State Statute. Annually, the Real Estate Division presents and the Board of County Commissioners approves a County List of Lands designated for affordable housing.

Adopting Ordinance or Resolution Number or identify local policy:

SHIP Local Housing Assistance Plan FY 2017-2020, amended as adopted by the Board of County Commissioners on on July 10, 2018

Implementation Schedule (Date):

Adopted by Board July 10, 2018 Submitted to Florida Housing July 2018

Has the plan or strategy been implemented? If no, describe the steps that will be taken to implement the plan:

Yes

Status of Strategy - (is the strategy functioning as intended, i.e. are the time frames being met, etc.):

Strategies are functioning as intended.

Support Services

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

N/A

Other Accomplishments

The Spring Home Expo provides homebuyer education, credit repair, home maintenance and down payment assistance through the Leon County Housing Finance Authority. Leon County Housing Services assists with the Annual September 11 Day of Service Event, a community service project rehabilitating homes in an unincorporated Leon County neighborhood.

In 2018 Leon County, in collaboration with the City of Tallahassee, facilitated a community-wide housing work group. Two ongoing initiative which have grown out of that process are creation of a community land trust, and organization of a housing leadership council.

Availability for Public Inspection and Comments

The SHIP Annual Report is made available for public inspection and comments at the Leon County Office of Human Services and Community Partnerships located at 918 Railroad Ave., Tallahassee, FL 32310. Staff is available to respond to inquiries and comments relating to the Annual Report. Staff will document all responses and add to the Annual Report as supporting documentation.

Homeownership Default & Foreclosure

Mortgage Foreclosures

A. Very low income households in foreclosure:
B. Low income households in foreclosure:
C. Moderate households in foreclosure:
0

Foreclosed Loans Life-to-date: 0

SHIP Program Foreclosure Percentage Rate Life to Date: 0

Mortgage Defaults

A. Very low income households in default:
B. Low income households in default:
C. Moderate households in default:
Defaulted Loans Life-to-date:

SHIP Program Default Percentage Rate Life to Date: 0

Welfare to Work Programs

N/A

Strategies and Production Costs

Strategy	Average Cost
----------	--------------

Expended Funds

Total Unit Count: 14 Total Expended Amount: \$551,440.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Housing Rehabilitation	CAROLYN FRYSON	6332 PROCTOR RD	Tallahassee	32309	\$9,850.00	

Housing Rehabilitation	TINA PASQUARELL I	1917 SHADY OAKS	Tallahassee	32303	\$14,862.72	
Housing Rehabilitation	ANNIE & LEONARD BROWN	281 WATER OAK DR	Tallahassee	32305	\$38,642.62	
Housing Rehabilitation	ELIZABETH SALTER	8425 LULA LN	Tallahassee	32309	\$40,756.99	
Housing Rehabilitation	JOSEPH HEAFY	11619 KELLI LOOP	Tallahassee	32305	\$2,225.00	
Housing Replacement"	ANNIE MADISON	13058 DRIFTWOOD CT	Tallahassee	32317	\$108,017.34	
Housing Replacement"	BOBBIE SNELLING	1638 LONNIE RD	Tallahassee	32317	\$106,751.34	
Housing Replacement"	HELEN BARRON (KITCHEN)	9517 AMARETTA DR 32305	Tallahassee	32305	\$70,838.50	
Housing Rehabilitation	ALBERT BELLINI	1433 TIMBER RIDGE DR	Tallahassee	32311	\$12,428.00	
Housing Replacement"	MARVA COVERDALE	12590 WATERFRONT DR	Tallahassee	32312	\$78,692.57	
Housing Rehabilitation	JACQUELINE DEAN-MILLER	6759 VETERANS MEMORIAL	Tallahassee	32309	\$5,600.00	
Housing Rehabilitation	CYNTHIA GRAHAM	4709 CENTER DR	Tallahassee	32305	\$2,305.00	
Housing Rehabilitation	RUTHIE JAMES	2680 PINENOLL DR	Tallahassee	32305	\$15,000.00	2014-2015
Housing Rehabilitation	MARY ROWE	2312 SOUTHHAMPTON DR	Tallahassee	32311	\$25,081.91	
Housing Rehabilitation	CAROLYN WALKER	8516 GRAY FOREST DR	Tallahassee	32305	\$20,388.16	

Administrative Expenditures

No SHIP funds were expended for SHIP program implementation. This cost was instead paid by county general revenue.

Sub Recipients and Consultants

ne Business Type	e Strategy Covered	Responsibility
------------------	--------------------	----------------

Program Income

Program Income Funds	
Loan Repayment:	\$70,429.70
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	\$8,332.97
Other ():	

Total: \$78,762.67

Description					Amount			
				Total:		\$.00)	
ntal Developr	nonte							
Development	Owner	Address	City	Zip Code	SHIP Amount		Compliance Monitored By	
		Address	City	Zip Code	SHIP Amount	SHIP Units	Compliance Monitored By	Additiona Notes
Development		Address	City			Units		
Development	Owner					Units	Monitored By	
Development Name	Owner rea Purch			Code	Leon Cou	Units	Monitored By	
Development Name	Owner rea Purch	nase Price		Code	Leon Cou	Units	Monitored By	

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units
3	Housing Rehabilitation	\$114,171.00	3		
4	Housing Replacement	\$106,836.00	1		

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(3) Housing Rehabilitation	Receiving Social Security Disability Insurance	\$6,313.00	2		
(3) Housing Rehabilitation	Receiving Social Security Disability Insurance	\$107,858.00	1		
(4) Housing Replacement	Receiving Supplemental Security Income	\$106,836.00	1		

Provide a description of efforts to reduce homelessness:

The County is an active participant in the Continuum of Care. Through the Community Human Service Partnership (CHSP) collaboration, Leon County and the City of Tallahassee fund various organizations which provide permanent supportive housing to individual and families experiencing homelessness or at risk of homelessness. Through the SHIP rehab and replacement programs, Leon County helps Low and Very Low income households maintain their homes in habitable condition, and therefore avoid homelessness.

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

LG Submitted Comments:		

Title: SHIP Annual Report

Report Status: Unsubmitted

w/Extension

Leon County FY 2016/2017 Interim-1

Form 1

SHIP	Distribution	Summary:
------	---------------------	-----------------

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance with Rehab			\$37,500.00	4		
2	Purchase Assistance without Rehab			\$37,500.00	4		
3	Housing Rehabilitation	\$67,100.00	4	\$401,016.53	9		
4	Housing Replacement	\$132,797.47	2				
5	Disaster Repair/Mitigation	\$29,651.80	3				

Homeownership Totals: \$229,549.27 9 \$476,016.53 17

Rentals

		Expended		Encumbered		Unencumbered	
Code	Strategy	Amount	Units	Amount	Units	Amount	Units

Rental Totals:

Subtotals: \$229,549.27 9 \$476,016.53 17

Additional Use of Funds

Use
Administrative
Homeownership Counseling
Admin From Program Income
Admin From Disaster Funds

Expended	
\$14,618.73	
	1

Encumbered	
\$13,899.0	0

Unencumbered			

Totals: \$244,168.00 9 \$489,915.53 17 \$.00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$634,620.00
Program Income (Interest)	\$11,324.00
Program Income (Payments)	\$43,869.00
Recaptured Funds	
Disaster Funds	\$44,270.53
Other Funds	

Total:	\$734,083.53
Carryover funds from previous year	\$.00

* Carry Forward to Next Year: \$.00

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed

√

No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$229,549.27	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$229,549.27	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$705,565.80	\$664,991.53	106.10%	65%
Construction / Rehabilitation	\$705,565.80	\$664,991.53	106.10%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$101,212.16	\$200,999.25		\$302,211.41	41.96%
Very Low	\$85,791.00	\$37,500.00		\$123,291.00	17.12%
Low	\$42,546.11	\$237,517.28		\$280,063.39	38.89%
Moderate				\$.00	.00%
Over 120%-140%				\$.00	.00%
Totals:	\$229,549.27	\$476,016.53	\$.00	\$705,565.80	97.97%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$101,212.16	3			\$101,212.16	3
Very Low	\$85,791.00	3			\$85,791.00	3
Low	\$42,546.11	3			\$42,546.11	3
Moderate					\$.00	0
Totals:	\$229,549.27	9	\$.00	0	\$229,549.27	9

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Disaster Repair/Mitigation	Unincorporated Leon County	2	1	0		3
Housing Replacement	Unincorporated Leon County	0	1	1		2
Housing Rehabilitation	Unincorporated Leon County	1	1	2		4

Totals: 3 3 9

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Disaster Repair/Mitigation	Unincorporated Leon County			1	2	3
Housing Replacement	Unincorporated Leon County		1		1	2
Housing Rehabilitation	Unincorporated Leon County	-	1	-	3	4

Totals: 2 1 6 9

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Disaster Repair/Mitigation	Unincorporated Leon County	3			3
Housing Replacement	Unincorporated Leon County		2		2
Housing Rehabilitation	Unincorporated Leon County	3	1		4

Totals: 6 3 9

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp- anic	Asian	Amer- Indian	Other	Total
Disaster Repair/Mitigation	Unincorporated Leon County	1	1				1	3
Housing Replacement	Unincorporated Leon County	1	1					2
Housing Rehabilitation	Unincorporated Leon County	2	2			-		4

Totals: 4 4 1 9

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Dis- abled	Home- less	Elderly	Other	Other	Total
Disaster Repair/Mitigation	Unincorporated Leon County				2			2
Housing Replacement	Unincorporated Leon County				1			1
Housing Rehabilitation	Unincorporated Leon County				3	2		5

Totals: 6 2 8

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

	Special Target		Total # of
Description	Group	Expended Funds	Expended Units

Form 4

Expended Funds

\$229,549.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Housing Replacement	MARVA COVERDALE	12590 WATERFRONT DR	Tallahassee	32312	\$28,823.36	2015-2016
Housing Replacement	Jennifer Hair	8618 Wakulla Springs Rd	Tallahassee	32305	\$29,951.11	
Housing Replacement	Charles Lacombe	2080 Natural Wells DR	Tallahassee	32305	\$74,023.00	
Disaster Repair/Mitigation	Delphine Simpkins-Hill	1250 Sandy Acres Trail	Tallahassee	32317	\$3,966.00	
Disaster Repair/Mitigation	Frances Smith	4117 N MONROE ST	Tallahassee	32303	\$19,972.80	
Disaster Repair/Mitigation	Jammes Beck	1129 VIRGIL RD	Tallahassee	32311	\$5,713.00	
Housing Rehabilitation	Florida Hawkins	15342 Kitty Hawk Lane	Tallahassee	32309	\$48,450.00	
Housing Rehabilitation	EVELYN TRUEWORTH Y	2112 LONGVIEW DR	Tallahassee	32303	\$5,645.00	
Housing Rehabilitation	Deborah Denison	5403 Isabelle Drive	Tallahassee	32305	\$6,950.00	
Housing Rehabilitation	Kiamanie & Veira Christian	8749 Cabin Hill Road	Tallahassee	32311	\$6,055.00	

Leon County 2016 Interim-1

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units		Encumbered Amount	Units
1	Purchase Assistance with Rehab					
2	Purchase Assistance without Rehab			Г		
3	Housing Rehabilitation			Г		
4	Housing Replacement			Г		

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
Julialegies	popediai Needs Calegory	Aillouit	l Ollica l	Aillouit	Ullita

Provide a description of efforts to reduce homelessness:

LG Submitted Comments:	

Title: SHIP Annual Report

Report Status: Unsubmitted

w/Extension

Leon County FY 2017/2018 Interim-2

Form 1

SHIP Distribution Summary:

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance with Rehab			\$37,500.00	4		
2	Purchase Assistance without Rehab			\$37,500.00	4		
3	Housing Rehabilitation					\$212,498.62	6
4	Housing Replacement	\$86,144.98	2	\$125,000.00	1		
	Homeownership Totals:	\$86,144.98	2	\$200,000.00	9	\$212,498.62	6

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
	Dantal Tatala						

Rental Totals:

Subtotals: \$86,144.98 2 \$200,000.00 9 \$212,498.62 6

Additional Use of Funds

Use
Administrative
Homeownership Counseling
Admin From Program Income
Admin From Disaster Funds

Expen	ded
	\$.01

	Encumbered
ſ	

Unencumbered

Totals: \$86,144.99 2 \$200,000.00 9 \$212,498.62 6

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$427,938.00
Program Income (Interest)	
Program Income (Payments)	\$70,705.61
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$.00
Total:	\$498,643.61

^{*} Carry Forward to Next Year: \$.00

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
Description	L-11.	i Deu	Z Deu	J Dea	+ Dea

√

No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$86,144.98	36.48%
Public Moneys Expended	\$150,000.00	63.52%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$236,144.98	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$427,938.00	\$427,938.00	100.00%	65%
Construction / Rehabilitation	\$348,938.00	\$427,938.00	81.54%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$22,357.50	\$125,000.00		\$147,357.50	29.55%
Very Low		\$37,500.00		\$37,500.00	7.52%
Low	\$63,787.48	\$37,500.00	\$212,498.62	\$313,786.10	62.93%
Moderate				\$.00	.00%
Over 120%-140%				\$.00	.00%
Totals:	\$86,144.98	\$200,000.00	\$212,498.62	\$498,643.60	100.00%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Funds Unit #s Expended		Total # Units
Extremely Low	\$22,357.50	1			\$22,357.50	1
Very Low				·	\$.00	0
Low	\$63,787.48	1		·	\$63,787.48	1
Moderate				·	\$.00	0
Totals:	\$86,144.98	2	\$.00	0	\$86,144.98	2

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Housing Replacement	Unincorporated Leon County	1		1		2

Totals: 1 1 2

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Housing Replacement	Unincorporated Leon County			1	1	2

Totals: 1 1 2

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Housing Replacement	Unincorporated Leon County	2			2

Totals: 2

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp- anic	Asian	Amer- Indian	Other	Total
Housing Replacement	Unincorporated Leon County	1	1					2

Totals: 1 1 2

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Dis- abled	Home- less	Elderly	Other	Other	Total
Housing Replacement	Unincorporated Leon County					1		1

Totals: 1 1

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

	Special Target		Total # of	
Description	Group	Expended Funds	Expended Units	

Form 4

Expended Funds

\$86,145.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Housing Replacement	Jennifer Hair	8618 Wakulla Springs Rd	Tallahassee	32305	\$43,663.23	2016-2017
Housing Replacement	Gary Paul	2433 Silver Lake Road	Tallahassee	32310	\$22,357.50	
Housing Replacement	Marilyn Smith	549 Tall Top Drive	Tallahassee	32305	\$20,124.25	

Leon County 2017 Interim-2

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

		Expended		Encumbered	
Code(s)	Strategies	Amount	Units	Amount	Units

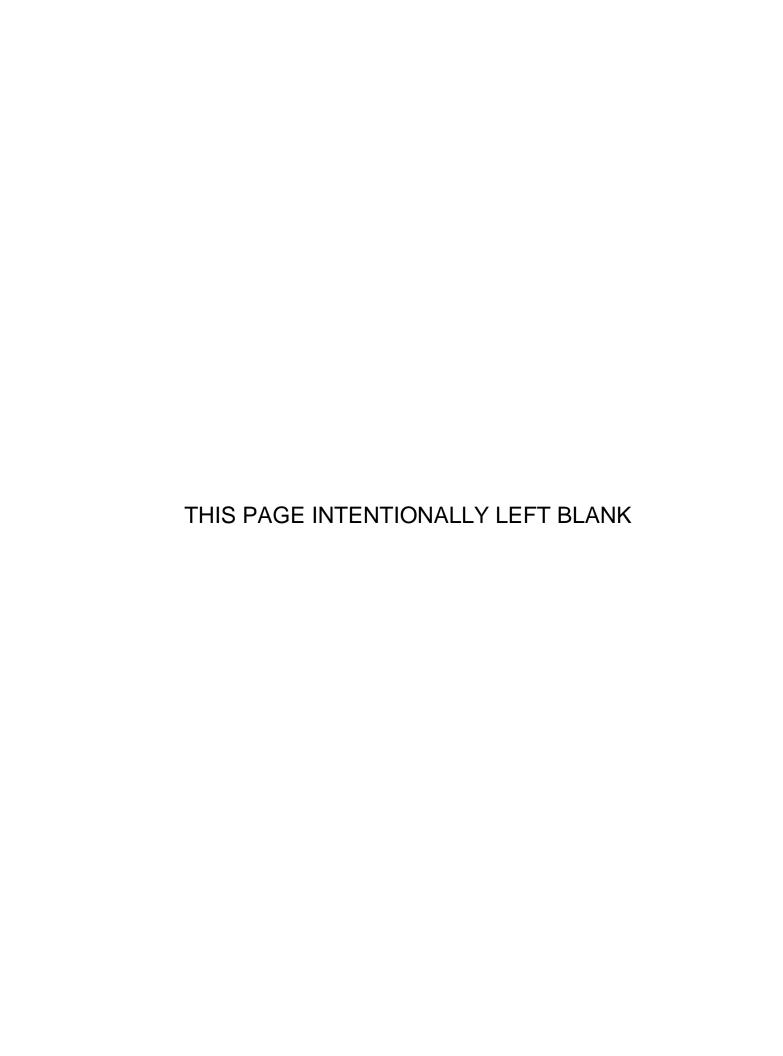
Special Needs Category Breakdown by Strategy

		١	Expended		Encumbered		l
Strategies	Special Needs Category	١	Amount	Units	Amount	Units	l

Provide a description of efforts to reduce homelessness:

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

100 1 110 10 110	
LG Submitted Comments:	
\$258,246 of SHIP Disaster funds returned to FHFC on October 2, 2018.	



Leon County Fiscal Year 2019 Adopted Budget

Grants (125)

Appropriations by Department/Division	Acct #	Actual FY 2017	Adopted FY 2018	Requested FY 2019	Budget FY 2019	Planned FY 2020	Planned FY 2021	Planned FY 2022	Planned FY 2023
Grants - Risk	495-595	1,690	1,702	1,787	1,787	1,787	1,787	1,787	1,787
Emergency Management	864-525	32,182	121,155	121,155	121,155	121,155	121,155	121,155	121,155
DEP Storage Tank	866-524	152,874	166,722	170,487	170,487	175,399	180,479	185,737	191,177
Patron Donations- Library	913023-571	28,487	-	-	=	-	-	-	-
Capeloute Donation	913024-571	856	-	-	=	-	-	-	-
Friends Literacy Contract 2005	913045-571	11,082	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Slosberg Drivers Education Grant	915013-529	84,835	84,835	84,835	84,835	84,835	84,835	84,835	84,835
Community Foundation of N Florida	915058-519	163	-	-	=	-	-	-	-
Leon Works/Junior Apprentice	915068-551	51,242	-	-	=	-	-	-	-
Boating Improvement	921043-572	177,666	-	-	=	-	-	-	-
BP Horizon Oil Spill	925017-559	80,000	-	-	=	-	-	-	-
Woodville Height Sewer Project	926155-535	2,668	-	-	=	-	-	-	-
Florida Hardest Hit Program	932016-554	2,866	-	-	=	-	-	-	-
CDBG 2013 Community Development Block Grant	932077-554	234,754	-	-	-	-	-	-	=
DCF Drug Court Grant	943085-622	39,585	-	-	-	=	-	-	-
Veteran's Court	944010-601	117,600	125,000	138,838	125,000	125,000	125,000	125,000	125,000
Emergency Mgmt(EMPG) Base Grant-Federal	952001-525	45,053	85,801	-	-	-	-	-	=
Emergency Mgmt(EMPA) Base Grant-State	952002-525	62,651	121,506	-	-	-	-	-	=
EM-SHSGP Federal Grant	952003-525	18,496	-	-	-	-	-	-	-
FDLE JAG Grant	982061-521	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000
FDLE JAG Pre-Trial FY17	982062-521	38,355	-	-	=	-	-	-	-
EDC/Qualified Targeted Industry	983016-541	500,000	-	-	-	-	-	-	-
Grant Match Funds	991-595	-	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total App	oropriations _	3,379,592	883,261	844,570	680,732	685,644	690,724	695,982	701,422
Revenues Less App	oropriations =	(624,836)	-	(159,518)	-	-	-	-	-

Note:

Due to accumulation of fund balance, a general revenue transfer was not required for grant match funding in FY 2019.

Fiscal Year 2019 Budget By Fund

Leon County Fiscal Year 2019 Adopted Budget Department of PLACE **Business Plan** Statement Mission The mission of the Department of PLACE (Planning, Land Management, and Community Enhancement) is to serve the citizens of Tallahassee and Leon County by providing the City and County Commissions, the Planning Commission, numerous boards, committees, residents and businesses with accurate information, creative solutions, effective planning recommendations and expertise in the areas of long range, land use, environmental and transportation planning. **Environment** Strategic Priorities EN3 - Promote orderly growth and sustainable practices. Quality of Life Q1 – Maintain and enhance our parks and recreational offerings and green spaces. Q5 - Support strong neighborhoods. Q6 - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people. Governance G1 - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. In Progress 1. In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (EN3) In Progress Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (EN3) In Progress Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (Q5) In Progress Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Captial City Amphitheater stage, inclusive of potential sound mitigation elements. (EC4) Strategic Initiatives October 1, 2017 – September 30, 2021 In Progress Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmantal Agency. (EC2) In Progress Complete the joint County/City disparity study and enhancements to MWSBE program. (EC2) In Progress Work with partners to utilitize rights-of-way and utility easements to further expand the trail system. (Q1, Q6) In Progress Explore ways to expand how local businesses can do business outside of the community. In Progress Evaluate expanding Leon Works as a regional event and to different segments of the community. (EC2) In Progress 10. Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (EC2) In Progress 11. Continue to partner with Shop Local 850 to promote Leon County's local businesses and enrepreneurs and develop new data sources to analyze the conomic impacts of shopping local. (EC2, EC3) In Progress 12. As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (Q1, Q5, Q6) Establishment of the Elevate Florida's Captial for Business: Catalyzing Workfroce **Planning** Development Opportunities program. **Actions** Presented an implementation plan for the Blueprint 2020 infrastructure and economic **Planning** development program to the BlueprintIntergovernmental Agency Board of Directors. **Planning**

Fiscal Year 2019 Department of Place

Complete MWSBE disparity study.

City of Tallahassee

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP) 2016-2017, 2017-2018 and 2018-2019

Approved by the Florida Housing Finance Corporation on November 20, 2018

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*	

Exhibits A. Administrative Budget for each fiscal year covered in the Plan B. Timeline for Estimated Encumbrance and Expenditure C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan D. Signed LHAP Certification E. Signed, dated, witnessed or attested adopting resolution F. Information Sheet G. Ordinance and Interlocal Agreement

I. Program Details:

A. Name of the participating local government:

City of Tallahassee	
Is there an Interlocal Agreement: Yes	No _X_

B. Purpose of the program:

- 1. To meet the housing needs of the very low, low and moderate income households;
- 2. To expand production of and preserve affordable housing; and
- 3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2016-2017, 2017-2018 and 2018-2019

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership:

The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging:

The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input:

Public input was solicited through publicly noticed, face-to-face meetings with housing providers, social service providers, and local lenders on March 2, 2016 and March 23, 2016. The LHAP was made available on the City of Tallahassee website for comment. Public input and recommendations are also received from affordable housing providers throughout the year.

H. Advertising and Outreach:

SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities:

A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan. Priorities for funding are described in each strategy.

J. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation and gender identity, or any other class protected by law, in the award application process for eligible housing.

K. Support Services and Counseling:

Support services are available from various sources. Available support services may include, but are not limited to, the following:

- · Pre- and post-homeownership counseling
- Credit counseling
- Foreclosure prevention counseling
- Tenant counseling
- Transportation
- Providing a continuum of care to the homeless and those threatened with homelessness, including coordination with the Big Bend Homeless Coalition (the lead agency for the local Continuum of Care) in the provision of shelter, transitional housing, addiction treatment, case management and employment training and/or placement
- Human and social services (including housing-related support services) by non-profit
 agencies funded by the Community Human Services Partnership, an innovative
 collaboration between the City, County and United Way
- Home maintenance training for residents who have received home rehabilitation assistance
- Lead-based paint testing and removal
- Energy efficiency home audits and low-interest loans provided by the City's Utility
 Department to assist people to lower home energy costs by replacing old appliances with more energy efficient models

L. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

_ <u>X</u> _	_U.S. Treasury Department
	Local HFA Numbers

The sales price or value of new or existing eligible housing will be the lesser of 90% of the average area purchase price in the statistical area in which the eligible housing is located, or

the existing and new HUD HOME homeownership sales price limits.

M. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

N. Welfare Transition Program:

Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ persounel from the Welfare Transition Program will be given preference in the selection process.

O. Monitoring and First Right of Refusal:

In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

P. Administrative Budget:

A line-item budget of proposed Administrative Expenditures is attached as <u>Exhibit A</u>. The City of Tallahassee finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.905 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund,

except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The City has adopted the above findings in the resolution attached as Exhibit E.

Q. Program Administration:

Administration of the local housing assistance plan will be wholly performed and maintained by the City of Tallahassee.

R. Project Delivery Costs:

Under the Owner-Occupied Rehabilitation Strategy, the City incurs project delivery costs related to outside contractors providing lead-based paint testing, wood destroying organism inspections, structural engineering services, and related services. These are generally incurred when combining funds with federal funding in order to ensure compliance with federal regulations. They are unpredictable, but lead based paint inspection, assessment and clearance testing generally does not exceed \$850; wood destroying organism inspections generally do not exceed \$500 and structural engineering services and other types of services are rare.

S. Essential Service Personnel Definition:

Pursuant to Section 420.9075 (3)(a), Florida Statutes, essential services personnel are persons in need of affordable housing who are employed in occupations or professions in which they are considered essential to the community as defined by each county or municipality. The City of Tallahassee defines essential services personnel as: any household earning 80% area median income (AMI) or less and, if employed in the education system, city or county government, medical and health services, public safety, or skilled building trades.

T. Describe efforts to incorporate Green Building and Energy Saving products and processes:

Tallahassee will monitor compliance with Chapter 11 of the 2007 Florida Building Code for Residential development regarding Energy Efficiency. The standards relate to doors, windows, walls, floors, heating and cooling, and more. The City is committed to the production of energy efficient housing for long term affordability. The City and all contracted agencies shall adhere to all energy requirements of HUD and the State of Florida Energy Efficiency Code for Building Construction. To the maximum extent possible, the City and all contracted agencies shall encourage the incorporation of energy efficiency features, such as building layout and Energy Star rated appliances, into rehabilitation or construction projects. When possible, rehabilitation and redevelopment activities will attempt to take advantage of the Tallahassee Utility Services Department rebates for natural gas water heaters, ovens, and clothes dryers; ceiling insulation; Energy Star rated appliances; and solar water heaters. Deconstruction and Recycling (D & R) is a better green building technique than new construction, because existing building materials are saved and re-used. Tallahassee will attempt to re-use building materials or purchase "green" building materials to the greatest extent possible with fiscal limitations.

In building design for redevelopment activities, green-building principles will be considered in addition to energy efficiency features. The City will encourage green design features such as native plant landscaping to conserve water; pervious parking surfaces; use of natural gas where available; orientation of buildings to reduce energy demand; and bicycle, pedestrian, and bus amenities to encourage alternatives to automobile transportation. The City will also encourage housing developers to reduce on-site impact on natural resources and preserve

patriarch trees (36" diameter).

U. Describe efforts to meet the 20% Special Needs set-aside:

- 1. Each year, the City contracts with Ability 1st, the Center for Independent Living of North Florida, a community-based nonprofit organization that provides services to persons with varying disabilities. Through this contract, Ability 1st identifies income-eligible homeowners with varying disabilities (or a family member with a disability) in need of accessibility modifications to their homes. Ability 1st hires qualified contractors to complete needed modifications. The City inspects these modifications and pays for the work with SHIP funds.
- 2. Applications to other SHIP-funded programs, including the Emergency Home Repair and Homeowner Rehabilitation programs, ask if any household member is handicapped. Eligible households with a special needs household member receive priority for income qualification and for completion of home repairs.

V. Describe efforts to reduce homelessness:

- 1. Each year, the City provides funding to the Big Bend Homeless Coalition to assist with staffing and operation of HOPE Community, an emergency shelter facility.
- 2. The City annually contracts with one or more local non-profit agencies to administer a Rapid Rehousing Program which serves approximately 30 homeless families each year.
- 3. City staff provides referrals to nearby emergency shelter housing for those who are homeless or at risk of homelessness.
- 4. For those who are looking for affordable rental housing, City staff refers callers to the website www.floridahousingsearch.org.
- 5. SHIP funding and other funding sources are available through the City to construct or rehabilitate emergency and transitional shelters for homeless individuals and families.
- 6. Finally, the City provides an Emergency Home Repair Program that helps keep homeowners in structurally secure homes, which also reduces their risk of becoming homelessness.

Section II. LHAP Strategies:

A. Purchase Assistance Program

Code: 2

- Summary of Strategy: The purpose of the Purchase Assistance Program is to promote home ownership. SHIP funds will be awarded for downpayment and closing costs to households to purchase a newly constructed or existing home. Funds will be made available to assist first-time homebuyers. Funds may also be available to persons who are not first time homebuyers if they are purchasing an Inclusionary Housing Unit¹. The definition of first-time homebuyer is the same as the Federal Housing Administration (FHA) definition: an individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property; a single-parent who has only owned with a former spouse while married; an individual who is a displaced homemaker and has only owned with a spouse; an individual who has only owned a principal residence not permanently affixed to a permanent foundation; or an individual who has only owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure. Eligible activities under this strategy shall include down payment assistance, closing cost assistance, and deep subsidy. Mobile homes are not eligible for purchase under this program. In addition, the City provides homeownership counseling which is managed by a sub-recipient. The City also pays a fee to a sub-recipient for purchase assistance program services related to each loan funded as part of the award. The fee is currently \$1,000.
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Very low- and Low
- 4. Maximum Award: \$15,000
- 5. Terms:
 - a. Loan/Grant: Assistance is provided in the form of a loan secured by a subordinate recorded mortgage and note for the term of the first mortgage.
 - b. Interest Rate: 0% interest
 - c. Term: Coterminous with first mortgage not to exceed 30 years.
 - d. Forgiveness/Repayment: The loan requires no payment during the term of the loan except in the event of default. The loan is due at maturity.
 - e. Default/Recapture: The loan will be determined to be in default and becomes due and payable if any of the following occurs:
 - 1) sale, transfer or conveyance of property;
 - 2) conversion to a rental property;
 - 3) loss of homestead exemption status;
 - 4) failure to occupy the home as a primary residence;
 - 5) the property is no longer occupied by the program beneficiary; or
 - 6) the property is refinanced (See the Housing Division Policies and Procedures Manual for exemptions).

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an heir who is on the loan and who will occupy the home as a primary residence. If the legal heir is not on the loan or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the City will make an effort to

recapture funds through the legal process if it is determined that funds may be available after satisfaction of superior mortgages.

- 6. Recipient Selection Criteria: Applications for assistance under this program will be reviewed and approved on a first-qualified, first-ready-to-close basis. The Applicant must be able to obtain first mortgage financing.
- 7. Sponsor/Developer Selection Criteria: N/A
- 8. Additional Information: Applicants must secure a first mortgage by an approved lender. See the Housing Division Policy and Procedures manual for more specific information on each of the activities to be funded under this strategy.

¹"Inclusionary unit" means a newly constructed dwelling unit offered to an eligible household at or below the maximum purchase price (MPP) such that the average sales price of all the required inclusionary units within the development are at or below the average sales price (ASP) established by this article. *Tallahassee, Florida Land Development Code, Chapter 9, Article VI, Section 9-241.*

B. Employee Purchase Assistance Program

Code: 2

- Strategy Summary: In an effort to stabilize targeted neighborhoods, SHIP funds shall be made available to eligible City employees who purchase a home within the designated target neighborhoods, as determined by the Housing Division, to assist with down payment, closing costs and/or reduction of the primary mortgage loan. Maps of the target neighborhoods are available in the Housing Division Policy and Procedures Manual.
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019
- 3. Income Categories to Be Served: Very low-, Low-, and Moderate
- 4. Maximum Award: \$5,000
- 5. Terms:
 - a. Loan/Grant: Assistance is provided in the form of a loan secured by a subordinate recorded mortgage and note for the term of the first mortgage.
 - b. Interest Rate: 0% interest
 - c. Term: 5 years.
 - d. Forgiveness/Repayment: The loan requires no payment during the term of the loan and is forgiven at the end of the term. There is no pro-rata forgiveness.
 - e. Default/Recapture: The loan will be determined to be in default and becomes due and payable if any of the following occurs:
 - 1) sale, transfer or conveyance of property;
 - 2) conversion to a rental property;
 - 3) loss of homestead exemption status;
 - 4) failure to occupy the home as a primary residence;
 - 5) the property is no longer occupied by the program beneficiary; or

6) the property is refinanced (see the Housing Division Policies and Procedures Manual for exemptions).

In cases where the qualifying homcowner(s) die(s) during the loan term, the loan may be assumed by an heir who is on the loan and who will occupy the home as a primary residence. If the legal heir is not on the loan, or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior mortgages.

- 6. Recipient Selection Criteria: Applications for assistance under this program will be reviewed and approved on a first-qualified, first-ready-to-close basis. The applicant must be a non-probationary employee in good standing and purchase a home in one of the City Commission designated target neighborhoods and be able to obtain first mortgage financing. Mobile homes are not eligible for purchase under this program.
- 7. Sponsor Selection Criteria: The City's Housing Division staff shall administer this program.
- 8. Additional Information: First-time buyer employees with Very low and Low household incomes may also qualify for assistance under the Purchase Assistance Program. See the Housing Division Policy and Procedures Manual for more specific information.

Code: 3

C. Owner-Occupied Home Rehabilitation

- 1. Strategy Summary: This strategy is designed to provide assistance to income eligible households with repairs, alterations, and/or additions in order to improve the health, safety and well-being of the household, or to contribute to the structural integrity and preservation of the unit. Repairs will address an emergency, make the home accessible, connect the home to the City water and sewer system, correct code violations, make the home less susceptible to major storm damage, and/or substantially rehabilitate the home. Priority shall be given for life threatening hazards, code violations, and health and safety issues as determined by program staff. To the maximum extent possible, the City and all contracted agencies shall encourage the incorporation of energy efficiency features, green building and design techniques into rehabilitation or construction projects for sustainability and affordability. There are the following programs under this strategy as follows:
 - a. Emergency Home Repair
 - b. Substantial/Major Rehab/Reconstruction
 - c. Water and Sewer Connections
 - d. Accessibility Rehabilitation
 - e. Code Enforcement Rehabilitation
 - f. Homeowner Storm Damage Mitigation Program
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Extremely Low-, Very Low- and Low
- 4. Maximum Award:
 - a. Emergency Home Repair \$12,500
 - b. Substantial/Major Rehab/Reconstruction \$40,000

- c. Water and Sewer Connections \$10,000
- d. Accessibility Rehabilitation \$12,500
- e. Code Enforcement Rehabilitation \$2,500
- f. Homeowner Storm Damage Mitigation-\$10,000

5. Terms:

- a. Loan/Grant:
 - 1) Emergency Home Repair

(a) less than 15-year lifespan Grant
(b) 15-year or more lifespan Loan

Emergency repairs provided as a loan and subject to a lien are the following:

- New roof
- New heating/air conditioning system
- Water line
- Sewer line

2)	Substantial/Major Rehab/Reconstruction	Loan
3)	Water and Sewer Connections	Loan
4)	Accessibility Rehabilitation	Grant
5)	Code Enforcement Rehabilitation	Loan
6)	Homeowner Storm Damage Mitigation	Grant

- b. Interest Rate: 0%
- c. Term:

1)	Emergency Repair loans	5 years
2)	Substantial Rehab/Reconstruction liens	10 years
3)	Water & sewer connection liens	7 years
4)	Code enforcement rehabilitation liens	5 years

d. Forgiveness/Repayment: The loans will be forgiven over the five, seven, or ten-year term of the loan as follows:

1)	Emergency Repair loans	1/60 th monthly
2)	Substantial Rehab/Reconstruction liens	1/120th monthly
3)	Water & Sewer Connection liens	1/84th monthly
4)	Code enforcement liens	1/60th monthly

- e. Default/Recapture: The unforgiven balance of the loan becomes due and payable if one of the following occurs within the five-, seven-, or ten-year period:
 - 1) the property is sold;
 - 2) the property is rented;
 - 3) the property is no longer occupied by the program beneficiary; or
 - 4) the property is refinanced (see Policies and Procedures Manual for exemptions)

In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by an heir who is on the loan and who will occupy the home as a primary residence. If the legal heir is not on the loan, or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

If the home is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior mortgages

6. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis, with priority given to Special Needs individuals and households. Criteria for waiting lists and priorities are described in section I.(I) of this plan. For life threatening health or safety hazards, application review will be prioritized. Applicants must be owner-occupants of the home for which assistance is sought. Mobile homes are not eligible for rehabilitation under this program.

7. Sponsor Selection Criteria:

Applications may be reviewed on an ongoing basis by the Housing Division staff or by Agencies selected using the criteria above in Part I. Program Description Section Q. Program Administration. Contracted agencies that perform the home rehabilitation activities will be selected through a competitive process. The contracted agencies are selected based on criteria including, but not limited to, the following:

- Financial strength of the sponsor
- Up-to-date status of sponsor's license and insurance
- Ability of the sponsor to complete the rehabilitation projects in a timely manner
- The capacity of the sponsor
- The experience of the sponsor
- Willingness of the sponsor to contractually commit to SHIP and other City requirements
- Preference for sponsors who employ personnel from Welfare Transition Program
- 8. Additional Information: See the Housing Division Policy and Procedures manual for more specific information on each of the activities to be funded under this strategy. Programs may be combined.

D. Strategy Name: Multifamily Construction and Rehabilitation Program Codes: 21, 14

- Strategy Summary: This program is designed to assist non-profit or for-profit developers with
 the construction and/or rehabilitation of multifamily rental housing. Funds may be used as part
 of the Local Contribution for Florida Housing programs. Formerly assisted rental housing is
 eligible. To the maximum extent possible, the City and all contracted agencies shall encourage
 the incorporation of energy efficiency features, green building and design techniques into
 rehabilitation or construction projects for sustainability and affordability.
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Extremely low-, Very low- and Low
- 4. Maximum Award: \$20,000 per unit.
- 5. Terms:
 - a. Loan/grant: SHIP funds will be provided to for-profit developers in the form of a loan.

Assistance to non-profit agencies and for-profit agencies will be in the form of a below-market rate loan.

- b. Interest Rate: The maximum interest rate will be 3%.
- c. Term: the loan term will be no less than 15 years or a period that is coterminous with the first mortgage loan.
- d. Forgiveness/Repayment:
 - 1) For-profit developers must repay the loan after 15 years or a period that is coterminous with the first mortgage loan.
 - 2) The loan may be forgiven or deferred for an additional term for non-profit agencies at the end of the term based on the following:
 - financial strength and ability to pay based on review of the operating proforma an review of existing assets
 - · populations being served
 - existing capacity of the organization
 - history of compliance with the terms of the loan
 - other relevant issues such as the availability of the housing and services through other agencies.
- e. Default/Recapture: The loan will be due and payable before the end of the term only if the units are sold or become no longer occupied by income-eligible households. Units must remain affordable for at least 15 years as required in Section 420.9075(4)(f), F.S. Units will be subject to resale provisions as described in Rule 67-37.007(10), F.A.C., as amended.
- f. Monitoring: The City shall conduct annual monitoring visits or rely on the monitoring reports resulting from monitoring visits conducted as a requirement for other federal, state, or local funding sources to verify that development is in compliance with SHIP affordable housing rules and requirements.
- 6. Recipient Selection Criteria: Applications from potential tenants will be reviewed for eligibility by the program sponsors and will be approved on a first-qualified, first-served basis.
- 7. Sponsor Selection Criteria: Applications from potential sponsors will be reviewed on an ongoing basis. Sponsors used to implement this program will be selected based on criteria including, but not limited to, the following:
 - Consistency of the project with basic goals and objectives of the City
 - The financial strength of the sponsor
 - The ability of the sponsor to complete the project by the deadlines established by the City
 - The capacity of the sponsor
 - The level of experience in affordable housing development
 - Proof of site control
 - Willingness of the sponsor to contractually commit to SHIP and other City requirements
 - Agreement to select tenants on the basis of compliance with all eligibility requirements imposed by the program
 - Preference for sponsors that employ personnel from the Welfare Transition Program

8. Additional Information: See the Housing Division Policy and Procedures manual for more specific information on this strategy.

E. Strategy Name: Housing for Persons who are Homeless

1. Strategy Summary: This program is designed to assist for-profit or non-profit sponsors with the construction or rehabilitation of permanent housing for households or persons who are homeless as defined in s. 420.621, F.S. To the maximum extent possible, the City and all contracted agencies shall encourage the incorporation of energy efficiency features, green building and design techniques into rehabilitation or construction projects for sustainability and affordability.

Codes: 14, 21

- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Extremely low-, Very low-, and low-income
- 4. Maximum Award as Noted on the Housing Delivery Goals Charts: \$50,000 per unit.
- 5. Terms:
 - a. Loan/Grant: Assistance will be provided in the form of a loan.
 - b. Interest Rate: The maximum interest rate will be 3%.
 - c. Term: Minimum 15 years, or a period that is coterminous with the first mortgage loan.
 - d. Forgiveness/Repayment:
 - 1) For-profit developers must repay the loan after 15 years or a period that is coterminous with the first mortgage loan.
 - 2) The loan may be forgiven or deferred for an additional term for non-profit agencies at the end of the term based on the following:
 - financial strength and ability to pay based on review of the operating pro forma and review of existing assets
 - populations being served
 - existing capacity of the organization
 - history of compliance with the terms of the loan
 - other relevant issues such as the availability of the housing and services through other agencies.
 - e. Default/Recapture: The loan will be due and payable within its term if the property is sold, or is no longer used to house cligible households or persons who are homeless.

If the property is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior liens.

In the event the sponsor ceases to use the property to house eligible households or persons who are homeless, or if the sponsor offers the property for sale prior to the end of the term of the loan, the agency must give a right of first refusal to an eligible non-profit for purchase at the current market value for continued occupancy by eligible persons.

- 6. Recipient Selection Criteria: Applications for assistance under this program will be reviewed for eligibility and approved based on a first-qualified, first-served basis and may be referred by other agencies. Recipients must provide documentation proving the need for housing for persons who are homeless, and must meet income qualification guidelines.
- 7. Sponsor Selection Criteria: Applications from potential sponsors will be reviewed on an ongoing basis. Non-profit sponsors administering this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit must have in its mission statement, in its Articles of Incorporation, or in its bylaws that it is dedicated to the provision of housing and services for persons who are homeless. For-profit sponsors administering the program must have experience performing housing activities for persons who are homeless. The criteria to select for-profit or non-profit agencies may include, but is not limited to, the following:
 - The financial strength of the sponsor
 - The ability of the sponsor to complete the project by the deadlines established by the SHIP rule and statute
 - The experience of the Board or Staff with matters related to persons who are homeless
 - Willingness to contractually commit to SHIP and other City requirements
 - Agreement to select tenants on the basis of compliance with all eligibility requirements imposed by the program
 - Preference for sponsors that employ personnel from the Welfare Transition Program
- 8. Additional Information: See the Housing Division Policy and Procedures Manual for more specific information on this strategy. Mobile homes are not eligible.

F. Strategy Name: Acquisition-Rehabilitation Program

Code: 9

- 1. Strategy Summary: In order to preserve the City's housing stock, to reduce the City's number of vacant, boarded-up and blighted properties, and to provide an additional resource for the provision of affordable housing, this program is designed to provide assistance to non-profit or for-profit sponsors for acquisition and rehabilitation of vacant single family housing units for resale to an income eligible buyer. Rehabilitation units may include those units that have been acquired by the City because of extensive code violation fines, for resale to income eligible households. Rehabilitation must be completed either within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year. Mobile homes are not eligible for rehabilitation under this program. To the maximum extent possible, the City and all contracted agencies shall encourage the incorporation of energy efficiency features, green building and design techniques into rehabilitation or construction projects for sustainability and affordability.
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Extremely low-, Very low- and low
- 4. Maximum Award: \$40,000
- 5. Terms:
 - a. Loan/deferred loan/grant: Funds will he made available in the form of a deferred-payment loan secured by a mortgage and note.

- b. Interest Rate: The maximum interest rate will be 3%.
- c. Term: Loan terms vary. Rehabilitation must be completed and the unit occupied either within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year.
- d. Forgiveness/Repayment: The loan is due upon the sale of the unit. If multiple units are financed, the amount due is pro-rated per unit.
- e. Default/Recapture: If a unit is not sold to an eligible household within program expenditure timelines, the borrowing agency shall be required to pay back the amount of the loan in full. In the event the sponsor ceases to use the property for housing eligible households, or if the sponsor offers the property for sale prior to the end of the term of the loan, the agency must give a right of first refusal to an eligible non-profit for purchase at the current market value for continued occupancy by eligible persons.

If the unit is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior mortgages.

- Recipient Selection Criteria: Applications for assistance under this program will be reviewed and approved on a first-qualified, first-served basis. The applicant must be able to obtain mortgage financing.
- 7. Sponsor Selection Criteria: Applications for assistance may be reviewed on an ongoing basis. Non-profit sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit must have in its mission statement, in its Articles of Incorporation, or in its bylaws that it is dedicated to the provision of this service. For-profit sponsors administering the program must have experience performing the activities.

The criteria to select for-profit or non-profit agencies may include, but is not limited to, the following:

- The financial strength of the sponsor
- The ability of the sponsor to complete the projects by deadlines established by the City
- The capacity of the sponsor
- Willingness to contractually commit to SHIP and other City requirements
- Agreement to select recipients on the basis of compliance with all eligibility requirements imposed by the program
- Preference for Community Housing Development Organizations (CHDOs) who acquire land and rehabilitate housing units located in the City's targeted neighborhoods
- Preference for sponsors who employ personnel from the Welfare Transition program
- 8. Additional Information: See the Housing Division Policy and Procedures manual for more specific information on this strategy.

G. Strategy Name: Acquisition-New Construction

1. Strategy Summary: This program is designed to provide assistance to non-profit or for-profit sponsors for acquisition and new construction of single-family housing units. The agencies will

Code: 10

offer the new units for sale to income-eligible households. New construction must be completed and the unit must be occupied either within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year. To the maximum extent possible, the City and all contracted agencies shall encourage the incorporation of energy efficiency features, green building and design techniques into rehabilitation or construction projects for sustainability and affordability.

Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.

3. Income Categories to Be Served: Extremely low-, Very low- and low

4. Maximum Award: \$40,000

5. Terms:

- a. Loan/deferred loan/grant: Assistance will be provided in the form of a deferred payment loan secured by a mortgage and note.
- b. Interest Rate: The maximum interest rate will be 3%.
- c. Term: Loan terms vary. Rehabilitation must be completed either within one year immediately preceding the date of conveyance of title (i.e., closing) or within 24 months of the close of the applicable State fiscal year.
- d. Forgiveness/Repayment: Loans will be due and payable upon the sale of the unit. If a unit is not sold to an eligible household within program expenditure timelines, the borrowing agency shall be required to pay back the amount of the loan in full. The loan is due upon the sale of the unit. If multiple units are financed, the amount due is prorated per unit.
- e. Default/Recapture: Loans will be due and payable upon the sale of the unit. If a unit is not sold to an eligible household within program expenditure timelines, the borrowing agency shall be required to pay back the amount of the loan in full. If the unit is foreclosed on by a superior mortgage holder, the City will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior mortgages.
- Recipient Selection Criteria: Applications for assistance under this program will be reviewed and approved on a first-qualified, first-served basis. The applicant must be able to obtain mortgage financing.
- 7. Sponsor Selection Criteria: Applications for assistance may be reviewed on an ongoing basis. Sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit must demonstrate relevant experience, and have in its mission statement, in its Articles of Incorporation, or in its bylaws that it is dedicated to the provision of this service. For-profit sponsors administering the program must have experience performing the activities. The criteria to select for-profit or non-profit agencies may include, but is not limited to, the following:
 - The financial strength of the sponsor
 - The ability of the sponsor to complete the projects by deadlines established by the SHIP rule

and statute

- The capacity of the sponsor
- Willingness to contractually commit to SHIP and other City requirements
- Agreement to select recipients of funding assistance on the basis of compliance with all
 eligibility requirements imposed by the program
- Preference for Community Housing Development Organizations (CHDOs) who acquire land and construct housing units located in the City's targeted neighborhoods
- Preference for sponsors who employ personnel from the Welfare Transition program
- 8. Additional Information: See the Housing Division Policy and Procedures Manual for more specific information on this strategy.

H. Strategy Name: Disaster Relief and Preparedness Code: 5

- Strategy Summary: This strategy will be utilized in the event of a federal or state disaster, or a state
 of emergency, declared by Executive Order. SHIP funds will be made available to provide
 emergency disaster assistance to income eligible homeowners for the purpose of repairing eligible
 housing as defined in Section 420.9071, Florida Statutes.
 - a. Eligible repairs may include repairs to damage associated with a disaster, including, but not limited to: the purchase of emergency supplies for eligible households to weatherproof damaged homes, repairs to prevent further damage, tree and debris removal to make housing units habitable, relocation expenses, insurance deductible reimbursements, and post-disaster repairs. Post-disaster repairs may include elevation of the structure and rehabilitation to comply with local housing code and with Chapter 553, Florida Statutes. Post disaster rehabilitation may include repairing structural or non-structural damages, roof repair/replacement, demolition costs, and retrofitting activities in conjunction with disaster-related repairs, such as waterproofing or elevating a structure to meet requirements of the National Flood Insurance Program.
 - b. Funds may be used for retrofitting activities including waterproofing, elevating structures, clevating water heaters, heating and cooling units in flood prone areas; installing back-flow valves on sewer lines; demolition; tree and limb removal which represent a hazard during high winds; or other approved improvements. Post-disaster rehabilitation and mitigation activities will meet requirements of the National Flood Insurance Program.
 - c. Funds may also be used to provide assistance with relocation expenses.
- 2. Fiscal Years Covered: FY 2016/2017, 2017/2018, 2018/2019.
- 3. Income Categories to Be Served: Extremely low-, Very low-, Low- and Moderate-income.
- 4. Maximum Award: \$125,000
- 5. Terms:
 - a. Loan/grant: Assistance will be provided in the form of a zero-percent (0%) interest, forgivable loan involving a security instrument (lien.) The lien shall be forgiven as follows:
 - i. For a five-year lien, the value of the improvement will equal \$0 to \$14,999.99. The lien shall be forgiven at 20% each year for five years.

- ii. For a ten-year lien, the value of the improvement will equal \$15,000.00 to \$40,000.00. The lien shall be forgiven at 10% each year for ten years.
- iii. For a fifteen-year lien, the value of the improvement will exceed \$40,000.00. The lien shall be forgiven at 6.667% each year for 15 years.
- b. Repayment is made only upon the first to occur of any of the following events:
 - 1. Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.;
 - 2. Homeowner no longer occupies the unit as his/her principal residence;
 - 3. Homeowner dies, or if a married couple, the survivor dies. Income-eligible heirs shall be considered for assumption of the Agreement terms;
 - 4. Refinancing:
 - a. Loans must fully amortize;
 - b. No additional debt may be incurred beyond closing costs unless they are for home improvements (and the cost estimates are provided);
 - c. Borrower may not receive any cash at refinance closing.
 - 5. If none of these events occurs during the term of the lien period then no repayment is required and the lien is forgiven at the end of the term.
 - 6. Recipient Selection Criteria: Applications for assistance under this program will be reviewed and verified for eligibility and approved on a first-qualified, first-served basis. Applicants must own and occupy the home. Mobile homes are not eligible. No more than 20% of the annual SHIP allocation may be expended on manufactured homes.
 - 7. Sponsor Selection Criteria: Applications from potential sponsors will be reviewed on an ongoing basis. Sponsors may assist in screening applicants, determining what disaster-resistant measures are necessary and assisting applicants with the installation and construction of disaster-resistant mitigation measures listed above. Eligible sponsors may employ the assistance of subcontractors for the installation and/or construction of disaster-resistant mitigation measures. The City shall announce the availability of funding for this strategy in the local newspaper. Sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit agency must have in its mission statement, its Articles of Incorporation or in its bylaws that it is dedicated to provision of these services. In reviewing proposals from potential sponsors, the City shall consider the criteria listed below:
 - a. The financial strength of the sponsor;
 - b. The ability of the sponsor to complete the repairs by the deadlines established by the SHIP rule or statute;
 - c. The capacity of the sponsor;
 - d. The level of experience;
 - e. Willingness to contractually commit to SHIP and other City requirements;
 - f. Agreement to select recipients on the basis of compliance with all eligibility requirements imposed by the program;
 - g. Preference for sponsors that employ personnel from the Welfare Transition program.

8. Additional Information:

a. The City will strongly encourage all eligible sponsors to attend appropriate training workshops that may be sponsored by the City, Florida Department of Economic Opportunity, Florida Housing Coalition or Florida Housing Finance

- Corporation. SHIP disaster awards must be directly related to assisting persons affected by a declared disaster.
- b. SHIP disaster funds may be used for the interim repair and rehabilitation of eligible housing.
- c. See the Housing and Community Redevelopment Division Policy and Procedures manual for more specific information on this strategy.

III. LHAP Incentive Strategies

In addition to the required Incentive Strategy A and Strategy B, all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S. are listed below. City Commission Policy 710.03 implements incentives that are unique to affordable housing projects and are applicable to all land development projects certified as affordable housing projects.

A. Strategy Name: Expedited Permitting

Permits as defined in s. 163.3164 (7) and (8), F.S., for affordable housing projects are expedited to a greater degree than other projects.

Established policy and procedures: The City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process (City Commission Policy 710.03). The Growth Management Department will give first priority to certified affordable housing projects in the processing of applications for Limited Partition subdivisions; Type A site plans; and all certificates, permits and approvals issued by Growth Management.

B. Strategy Name: Ongoing Review Process

A review of local policies, ordinances, regulations and plan provisions examines whether they will increase the cost of housing prior to their adoption.

Established policy and procedures: Housing Policies 2.1.5 and 2.1.6 in the Housing Element of the City's Comprehensive Plan requires local government to perform a fiscal impact analysis of any proposed policies, programs, ordinances, regulations, or plan provisions that might have an impact on affordable housing development costs or housing preservation. The analyses must be completed prior to submission to the City Commission for review and subsequent action. A statement showing the potential fiscal impact each proposed item may have on future development or preservation of affordable housing shall also be submitted to the Commission for consideration.

C. Strategy Name: Technical Assistance

Staff members from various city departments are available to consult, on an informal basis, on project feasibility at the outset of project planning.

Established policy and procedures: An interdepartmental team of City staff will be available to certify a project as affordable and/or to consult on an informal basis with applicants for potential affordable housing projects regarding the feasibility of the project and issues of land use approvals, permitting and utility service (City Commission Policy 710.03).

D. Strategy Name: Natural Area Inventory

Staff services are offered to perform a Natural Area Inventory for small certified affordable housing projects.

Established policy and procedures: Upon the receipt of a complete application and a map of the property in question showing two-foot contours, the Growth Management Department will perform the Natural Areas Inventory for small (20 units or less) certified affordable housing projects, as required by Section 61 of the Environmental Management Ordinance (City Commission Policy 710.03).

E. Strategy Name: Water and Sewer Connection Fee Exemption

Affordable housing units receive water and sewer connection fee exemptions.

Established policy and procedures: City Code of Ordinances Chapter 21, Article V. Section 21-152 exempts developers from water and sewer systems charges, and residential tap fees for new affordable housing developments.

F. Strategy Name: Density Bonus for Inclusionary Housing

Under the Inclusionary Housing Ordinance, residential developments of 50 units or more in specific geographic areas, Target Planning Areas, Critical Planning Areas, and Developments of Regional Impact, are required to build 10% of their units as affordable housing. In return for building the affordable units, developers may construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Established policy and procedures: Developers who agree to build affordable housing units under the Inclusionary Housing Ordinance may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Housing Element Policy 2.1.4 and Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan; and Land Development Code Chapter 9, Article VI, Section 9-246).

G. Strategy Name: Regulation Reduction for Inclusionary Housing

Under the Inclusionary Housing Ordinance, residential developments of 50 units or more in specific geographic areas, Target Planning Areas, Critical Planning Areas, and Developments of Regional Impact, are required to build 10% of their units as affordable housing. In return for building the affordable units, developments may benefit from reductions in setbacks, lot sizes, buffering, and screening. Inclusionary housing units are exempt from transportation concurrency fees.

Established policy and procedures: Developers who agree to build affordable housing units under the Inclusionary Housing Ordinance may receive design flexibility, deviation from design standards and a transportation concurrency exemption (Land Development Code, Chapter 9, Article VI, Section 9-246.)

H. Strategy Name: Density Bonus for Affordable Housing

Housing developers that commit to sell or rent homes to households earning less than 80% AMI would be eligible to construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Established policy and procedures: Developers who agree to build affordable housing units in Planned Unit Developments may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences

(Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

I. Strategy Name: Regulation Reduction for Affordable Housing

As an incentive to build affordable housing developments to maximum allowable density, regulation reductions are provided for any housing units constructed in Planned Unit Developments for households earning 80% AMI or less.

Established policy and procedures: Housing developers that commit to sell or rent homes to households earning less than 80% AMI in Planned Unit Developments are eligible to receive reductions in urban forest and landscape requirements (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

J. Strategy Name: Allowance of Accessory Dwelling Units in Residential Districts

The City allows attached and detached accessory dwelling units in residential zoning districts.

Established policy and procedures: Attached accessory dwelling units and detached garage dwelling unit conversions are allowed based on Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Estimated Encumbrance and Expenditure. A separate timeline for each fiscal year covered in this plan is attached as **Exhibit B.** Program funds will be encumbered by June 30th one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan. Completed HDGC for each fiscal year is attached as **Exhibit C.**
- D. Signed LHAP Certification. Exhibit D.
- E. Signed, dated, witnessed or attested adopting resolution. Exhibit E.
- F. Ordinance: (If changed from the original creating ordinance). Not applicable.
- G. Interlocal Agreement. Not applicable
- H. Other Documents Incorporated by Reference, Not applicable.

Exhibit A Revised: 9/2018

City of Tallahassee

			1
Fiscal Year: 201	6-2017		
Estimated Allocation for Calculating:		\$1,198, <u>083.00</u>	
Salaries and Benefits	\$	119,808.30	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$		
Other*	\$_		
Total	\$_	119,808.30	0.1
Fiscal Year: 201	7-2018		
Estimated Allocation for Calculating:		\$825,065.00	
Salaries and Benefits		\$82,506.50	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$		
Other*	\$		
Total	\$	82,506.50	0.1
Fiscal Year 201	8-2019		
Estimated Allocation for Calculating:		\$322,928.00	
Salaries and Benefits		\$32,292.80	
Office Supplies and Equipment	\$		
Travel Per diem Workshops, etc.	\$		
Advertising	\$		
Other*	\$		
Total	\$	32,292.80	0.1

^{*}All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details:

Exhibit B Timeline for SHIP Expenditures

The City of Tallahassee affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2016-2017	6/30/2018	6/30/2019	9/15/2017	9/15/2018	9/15/2019
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2016-2017	3/30/2018	3/30/2019	6/15/2017	6/15/2018	6/15/2019
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org are a hread and a hread are a

- 1. A statement that "(city/county) requests an extension to the expenditure deadline for fiscal year ______.
- 2. The amount of funds that is not expended.
- The amount of funds that is not encumbered or has been recaptured.
- 4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government by **December 31** of the year prior to the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

Exhibit C

		FLORIDA	A HOU	RIDA HOUSING FINANCE CORPORATION	CORP	OHATION				Please check applicable box, & if Amendment, enter number	ase check applicable box, & Amendment, enter number	, & if
		HOUSI	NG DE	HOUSING DELIVERY GOALS CHART#2002	CHA	RT#2002				New Plan:		
STRATEGE	ES FO	STRATEGIES FOR THE LOCAL HOU	SING	HOUSING ASSISTANCE PLAN FOR STATE FISCAL YEAR: 2016-2017	LANF	OR STATE FISA	CAL YEAR: 20]	16-2017		Ameadment:		X
Vamo of Local Covernments	CITV	CITY OF TALL A HAGGER	5-				Available Funds \$1 756 871 00	\$1 756 871 00		Fiscal Yr. Closeout:		2018-2019
ANDE OF LACK COVECTION		TO THE PROPERTY OF	a				The state of the s	on't solve the				
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HOME OWNERSHIP	ALI	Max, SHIP	n	Max, SHIP	M	Max. SHIP	ew Construction	Reliab/Repair	Without	Total	Total	Total
STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Purchase Assistance	0	\$15,000	0	\$15,000	0	\$0		\$27,090,00		\$27,090.00	1.54%	0
Employee Purchase Assistance	0	\$5,000	0	\$5,000	0	\$5,000				\$0.00	%00'0	0
Owner Occupied Home Rehab.	-	\$75,000	1	875,000	_	\$0				00'0\$	%00'0	
Emergency Repair	55	\$10,000	0	\$10,000	0	\$0		\$450,000.00		\$450,000.00	25.61%	55
Handicap Accessibility	5	\$15,000	v	\$15,000	0	\$0		\$100,000,00		\$100,000.00	8.69%	10
Water-Sewer Expansion	0	\$7,500	0	\$7,500	0	\$0				20.00	%00.0	0
Code Enforcement Rehab	3	\$2,500	2	\$2,500	0	\$0		\$12,500,00		\$12,500.00	0.71%	S
Major Rehabilitation	-	\$40,000	F	\$40,000	0	\$0		\$300,000.00		\$300,000.00	17.08%	2
Storm Damage Mitigation	3	\$10,000	2	\$10,000	1	\$0		\$69,330,79		\$69,330.79	3.95%	9
Acquisition-Rehabilitation	0	\$40,000	0	\$40,000	0	30		\$150,000.00		\$150,000.00	8.54%	0
Acquisition-New Construction	0	\$40,000	0	\$40,000	0	\$0	\$242,715.76			\$242,715.76	13.82%	0
Disaster Relief and Preparedness	5	\$125,000	5	\$125,000	3	\$125,000		\$170,000.00		\$170,000.00	%89.6	
									\$0.00	\$0.00	%00.0	0
Subtotal 1 (Home Ownership)	7.5		15		4		\$242,715.76	\$1,278,920.79	\$0.00	\$1,521,636,55	%19'98	78
			t									
	1				1							
RENTAL	VLI	7	3	Max. SIIIP	Ä	Max. SIIIP	ew Constructio	ew Constructio Rehab/Repair	Without	Total	Total	Total
Man STRATEGIES	Units	Award		Award	- Bits	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Housing for Persons/Homeless	0	\$200	0	\$200,000	0	0				\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownershi	L		0		0		\$0.00	\$0.00	\$0.00		0.00%	0
Administration Fees	L									\$142,2	8,10%	
Admin. From Program Income											%00.0	
Home Ownership Counseling										\$110,000,00	6.26%	
GRAND TOTAL Add Subtotals 1 & 2, plus all Add	72		15		4		\$242,715.76	\$1,278,920.79	\$0.00	\$1,773,871,15	100.97%	78
Percentage Construction/Rehab		Calculate Constr/Reh	ah Pen	Rehah Percent, by adding Grand Total Columns A&R, then divide by	rand 1	otal Columns A	&R, then divide		Annual Allocation Amt.	87%		
Maximum Allowable Purchase Price:	Ш						New	CO24 000	Exietino	\$147,000		
								DOO'LETTO	1	000412-10		

Allocation Breakdown	Amount	%	Projected Program Inco
Very-Low Income	\$1,089,260,02	62.0%	Projected Recaptured F
Low Income	\$662,340.37	37.7%	Distribution:
Moderate Income	00:0\$	%0.0	Total Available Funds
TOTAL	\$1,751,600.39	961.66	

ojected Program Income:	00.08	Max Amount Program Income For A	\$0.00
ojceted Recaptured Funds:			
stribution:	\$0.00	2016-2017	
stal Available Funds:	00 03		

		FLOJ	UDA HO	FLORIDA HOUSING FINANCE CORPORATION	CE COR	PORATION				Please check	Please check applicable box, & if Ancadment, enter number	ox, & if
STRATE	CIES E	HOUSTRAIRE HOR THE LOCAL H	USING	ISING DELIVERY GOALS CHART#2002 DISING ASSISTANCE DI AN DOD STATE DISCALLYDAD: 2017-2018	ALS CH	ART#2002 FOR STATE EP	SCAL VEAD: 2	017.2018		New Plan:		
										Fiscal Yr. Closeout:		2019-2020
Name of Local Government:	CILY	CITY OF TALLAHASSEE	ы			7	Available Fund	\$825,065.00				
							¥	В	3	D	E	F
HOME OWNERSHIP	ALI	Max, SHIP	П	Max. SHIP	М	Max. SHIP	ew Constructi	Rehab/Repair	Without Construction	Total	Total	Total
STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Per	Units
Purchase Assistance	5	\$15,000	0	\$15,000	0	\$0		\$83,287.20		\$83,287.20	10.09%	5
Employee Purchase Assistance	0	\$5,000	0	\$5,000	0	\$5,000				\$0,00	0.00%	0
Owner Occupied Home Rehab.	Ĭ	\$75,000	-	\$75,000	-	\$0				\$0.00	%00.0	
Emergency Repair	55	\$12,500	0	\$12,500	0	0\$		\$350,000.00		\$350,000.00	42.42%	55
Handicap Accessibility	5	\$15,000	0	\$15,000	0	\$0		\$90,000.00		\$90,000.00	10.91%	S
Water-Sewer Expansion	0	\$7,500	0	\$7,500	0	0\$				80.00	%00'0	0
Code Enforcement Rehab	0	\$2,500	0	\$2,500	0	0\$				80.00	%00.0	0
Major Rehabilitation	5	\$40,000	0	\$40,000	0	\$0		\$109,271,30		\$109,271.30	13.24%	S
Storm Damage Mitigation	0	\$10,000	0	\$10,000	0	\$0				\$0.00	%00'0	0
Acquisition-Rehabilitation	0	\$40,000	0	\$40,000	0	\$0				\$0,00	0.00%	0
Acquisition-New Construction	0	\$40,000	0	\$40,000	0	\$0				\$0.00	%00.0	0
Disaster Relief and Preparedness	0	\$125,000	0	\$125,000	a	\$125,000			00.0\$			
									\$0.00	\$0.00	0,00%	0
Subtotal 1 (Home Ownership)	70		0		0		\$0.00	\$632,558.50	00'0\$	\$632,558,50	76.67%	70
RENTAL	VLi	Max. SHIP	2	Max, SHIP	IW	Max. SHIP	ew Constructi	Rehab/Repair	Without	Total	Total	Total
STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHUP Dollars	SHIP Dellars	Percentage	Units
Multi-family Const. & Rehab.	0	\$20,000	0	\$20,000	0	0				00.0\$	%00'0	0
Housing for Persons/Homeless	0	\$50,000	0	\$50,000	0	0				\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	00.03	0.00%	0
Administration Fees										\$82,506,50	10.00%	
Admin. From Program Income											0.00%	1
Home Ownership Counseling										\$110,000.00	13.33%	
GRAND TOTAL Add Subtotals 1 & 2, plus all Adm	70		0		0		\$0.00	\$632,558.50	\$0.00	\$825,065.00	100.00%	70
Percentage Construction/Rehab		Calculate Constr.	Rehab I	Percent, by addin	g Grand	Total Columns	A&B, then divid	Calculate Constr. Rehab Percent. by adding Grand Total Columns A&B, then divide by Anonal Allocation Amt.	stion Amt	77%		
Maximum Allowable Purchase Price:							New	000 CF13	Existing	\$224 000		
								VUV _E (TIM	1	Mary Land		

Allocation Breakdown	Amount	%
/ery-Low Income	\$511,540.30	62.0%
Low Income	\$311,049.51	37.7%
Aoderate Income	\$0.00	%0.0
TOTAL	\$822,589.81	99.7%

Projected Program Income:	\$0.00 Max Amount Program Income For A	\$0.00
Projected Recaptured Funds:		
Distribution:	80.00	
Fotal Available Funds:	\$6.00	

	STRA'	ji U		MISOO	HOUSING DELIVERY COALS CHART	OALS	THABT				Amendmen New Plan:	Amendment, enter number	rper
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O Code o code	e of Local Government:										Fiscal Vr. Closeout:		2020-2021
		CITY 6	CITY OF TALLAHASSEE					Available Fustds:	\$825,065.00				
								¥	8	S	Q	з	Œ
Text	HOME OWNERSHIP					_		New Construction	Rehab/Repair	Without	Total	Total	Total
ര്വ്ന്ന് നെ നെ ന	STRATEGIES	VLI	Max. SHIP Award	i i	Max, SHIP	MI	Max. SHIP	SHIP Dollars	SHIP Dollare	SHIP Dotlare	SHIP Dollars	Percentuos	Linite
വ ക ക ക ക ക ക	Purchase Assistance	3	\$15,000	0	g	0	0\$		\$83,287.20		13	%60.01	S
ത്ത്ത്ത് ത്ര	Employee Purchase Assistance	0	\$5,000	0	\$5,000	0	\$5,000				\$0.00	0.00%	0
mmmme	Owner Occupied Home Rehab.	Ť	\$75,000	٠	\$75,000	+	\$0				\$0.00	%00'0	
m m m c	Emergency Repair	55	\$12,500	0	\$12,500	0	\$0		\$350,000.00		\$350,000.00	42.42%	55
mme	Handicap Accessibility	5	\$15,000	5	\$15,000	0	\$0		\$90,000,00		\$90,000,00	%16.01	10
_	Water-Sewer Expansion	0	\$7,500	0	\$7,500	0	0\$				\$0.00		0
	Code Enforcement Rehab	0	\$2,500	2	\$2,500	0	80				\$0.00		2
0	Major Rehabilitation	S	\$40,000	2	\$40,000	0	0\$		\$109,271.30		\$109,271.30		2
m	Disaster Mit. Prevention	0	\$10,000	0	\$10,000	0	\$0				\$0.00		0
m	Acquisition-Rehabilitation	0	\$40,000	0	\$40,000	0	0\$				00:0\$		0
rPi	Acquisition-New Construction	0	\$40,000	0	\$40,000	0	0\$				\$0.00		٥
	Storm Damage Mitigation	0	\$125,000	٥	\$125,000	0	\$125,000			\$0.00	\$0.00		
				1		1				\$0.00		┙	٥
Subfo	Subtotal I (Home Ownership)	2		6		0		\$0,00	\$632,558.50	\$0.00	\$632,558.50	76.67%	79
				ľ		+							
				1		+							
	RENTAL	VL1	Max. SIIIP	13	Max. SHIP	M	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Fotal
	STRATEGIES	Units	Award	Units	-	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Multi	Multi-family Const. & Rehab.	0	\$20,000	0	\$20,000	٥	0				\$0.00		0
Hous	Housing for Persons/Homeless	0	\$20,000	0	\$50,000	0	0				\$0.00	%00'0	٥
Subte	Subtotal 2 (Non-Home Ownership)	0		0		0		\$0.00	\$0.00	\$0.00	\$0,00	Ц	Ĭ
Admi	Administration Fees										\$82,506.50	10.00%	
Admi	Admin. From Program Income											%00.0	
Home	Home Ownership Counseling			1		ŀ					\$110,000.00	13.33%	
GRA	GRAND TOTAL Add Subtotals I & 2, plus all Adm	70		6		0		\$0.00	\$632,558,50	\$0.00	\$825,065.00	100,00%	79
	8							4 4 6 7					
Perc	Percentage Construction/Kehab		Calculate Constr.	/Rehab !	tr/Rehab Percent, by adding Grand Total Columns A&B,	Grant	d Total Column:	is A&B, then divide by	by Annual Allocation Amt.	tion Amt.	77%		
	Maximum Allowable									Ц			
_	Purchase Price:							*to	\$224,090	Kxisting	\$147,000		
	Allocation Breakdown	L	Amostot		%	Ī _Q	Projected Program Income	n Income.	000	\$1.00 Max Amount Program Income For Adm	m Income For Adm	\$0.00	
Vorte	Vors. I am Income		6511 540 30		760 69	. 10	Deninged December Dender	and Dunder		Go		I	
Low	Low Income		\$311 049 51		37.7%	10	Distribution	near miles.	00.08				
Mode	Moderate Income		\$0.00		0.0%	1=	Total Available Funds:	Funds:	\$0.00				
TOTAL	'AI'.		4822 589 81		790 00	J			(Marchicotti)	_			

EXHIBIT D

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Name of Local Government: CITY OF TALLAHASSEE

- The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, cotor, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The City of Tallahassee has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Flouring Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHP funds as well as moneys generated from activities such as interest carned on loans.
- (14) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue tand in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

- (14)SHIP funds will not be piedged for debt service on bonds or as rent subsidies.
- (15)Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements. Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- I caus shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18)The Plan meets the requirements of Sections 420,907 through 9079, F.S., and Rule Chapter 67-37 F.A.C., and how each of those requirements shall be met.
- (19)The provisions of Chapter 83-220, Laws of Florida has or X has not been implemented.

Date: April 27, 2016

CITY OF TALLAHASSEE

Mayor

ATTEST:

APPROVED AS TO FORM:

Treasurer-Clerk

City Automey

EXPIBIT E

Resolution No. 16-R-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TALLAHASSEE, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PROGRAM ACT, SUBSECTIONS 420,907-420,9079, FLORIDA STATUTES, AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420,907-420,9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; the methodology and purchase prices used are defined in the anached Local Housing Assistance Plan; and

WHEREAS, as required by Section #20.9073 (?). F.S., it is found that 5% of the local housing distribution plus 5% of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10% of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10% of program income for administrative costs; and

WHEREAS, the Community Housing and Human Services Department has prepared a threeyear Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the City Commission finds that it is in the best interest of the public for the City of Tallahassee to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEL, FLORIDA (Bat):

Section 1: The CTTY COMMISSION of the CITY OF TALLAHASSEE hereby approves the Local

Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907 through 420.9079,

Florida Statutes, for fiscal years FY 2016/2017, 2017/2018, 2018/2019.

Section 2: The Mayor is hereby designated and authorized to execute any documents and

certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term

and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

ADOPTED by the City Commission of the City of Tallahassee this 27th day of April, 2016.

CITY OF TALLAHASSEE

Andrew D. Gillum

Mayor

ATTEST:

James O. Cooke, IV

ty Treasurer-Clerk

APPROVED AS TO FORM:

Lewis E. Shelles

City Attorney

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

Title: SHIP Annual Report

Tallahassee FY 2015/2016 Closeout

Report Status: Approved

Form 1

SHIP Distribution Summary:

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance with Rehab	\$12,473.00	2				
2	Purchase Assistance without Rehab	\$18,375.00	7				
3	Owner-Occupied Rehab- Emergency Home Repair	\$417,146.72	74				
3	Owner Occupied Rehab- Accessibility Rehab	\$169,756.04	18				
3	Owner Occupied Rehab- Code Enforcement Rehab	\$12,558.50	6				
3	Owner Occupied Rehab- Major Rehab & Reconstruction	\$19,500.00	1				
10	New Construction-Habitat for Humanity	\$92,715.76	3				

Homeownership Totals:

\$742,525.02

111

Rentals

Journal Julia Ju	Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
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Rental Totals:

Subtotals: \$742,525.02 111

Additional Use of Funds

Use
Administrative
Homeownership Counseling
Admin From Program Income
Admin From Disaster Funds

Expended
\$91,954.30
\$110,000.00

	Encumbered
Г	

Unencumbered	

Totals: \$944,479.32 111 \$.00 \$.00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$919,543.00
Program Income (Interest)	-\$58,280.42
Program Income (Payments)	\$102,004.39
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$19,270.41
Total:	\$943,996.56

* Carry Forward to Next Year: -\$482.76

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
2000p				0 - 0 u	

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No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$742,525.02	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$742,525.02	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$742,525.02	\$919,543.00	80.75%	65%
Construction / Rehabilitation	\$724,150.02	\$919,543.00	78.75%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$206,735.17			\$206,735.17	21.90%
Very Low	\$302,435.39			\$302,435.39	32.04%
Low	\$233,354.46			\$233,354.46	24.72%
Moderate				\$.00	.00%
Over 120%-140%				\$.00	.00%
Totals:	\$742,525.02	\$.00	\$.00	\$742,525.02	78.66%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$113,919.09	18	\$92,816.08	16	\$206,735.17	34
Very Low	\$178,393.69	28	\$124,041.70	18	\$302,435.39	46
Low	\$116,897.70	18	\$116,456.76	13	\$233,354.46	31
Moderate					\$.00	0
Totals:	\$409,210.48	64	\$333,314.54	47	\$742,525.02	111

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Purchase Assistance with Rehab	Tallahassee		1	1		2
Purchase Assistance without Rehab	Tallahassee		2	5		7
Owner-Occupied Rehab-Accessibility Rehab	Tallahassee	6	8	4		18
Owner-Occupied Rehab-Code Enforcement Rehab	Tallahassee	3	3			6
Owner-Occupied Rehab-Major Rehab & Reconstruction	Tallahassee			1		1
Owner-Occupied Rehab-Emergency Home Repair	Tallahassee	25	31	18		74
New Construction- Habitat for Humanity	Tallahassee	0	1	2		3
·	Totals	: 34	46	31		111

Characteristics/Age (Head of Household)

Paradottan	List Unincorporated and Each	0.05	00 40	44 04	00	Tatal
Description	Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Purchase Assistance with Rehab	Tallahassee	0	2	0	0	2
Purchase Assistance without Rehab	Tallahassee	2	3	1	1	7
Owner-Occupied Rehab-Accessibility Rehab	Tallahassee	0	0	3	15	18
Owner-Occupied Rehab-Code Enforcement Rehab	Tallahassee	0	1	2	3	6
Owner-Occupied Rehab-Major Rehab & Reconstruction	Tallahassee				1	1
Owner-Occupied Rehab-Emergency Home Repair	Tallahassee	0	4	26	44	74
New Construction- Habitat for Humanity	Tallahassee		2	1		3
	Totals:	2	12	33	64	111

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Purchase Assistance with Rehab	Tallahassee	1		1	2
Purchase Assistance without Rehab	Tallahassee	2	3	2	7
Owner-Occupied Rehab-Accessibility Rehab	Tallahassee	13	5	0	18
Owner-Occupied Rehab-Code Enforcement Rehab	Tallahassee	4	2	0	6
Owner-Occupied Rehab-Major Rehab & Reconstruction	Tallahassee		1		1
Owner-Occupied Rehab-Emergency Home Repair	Tallahassee	42	29	3	74
New Construction- Habitat for Humanity	Tallahassee		3		3

Totals: 62 43 6 111

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp- anic	Asian	Amer- Indian	Other	Total
Purchase Assistance with Rehab	Tallahassee	1	1					2
Purchase Assistance without Rehab	Tallahassee	2	5					7
Owner-Occupied Rehab-Accessibility Rehab	Tallahassee	2	16					18
Owner-Occupied Rehab-Code Enforcement Rehab	Tallahassee	4	2					6
Owner-Occupied Rehab-Major Rehab & Reconstruction	Tallahassee		1					1
Owner-Occupied Rehab-Emergency Home Repair	Tallahassee	15	59					74
New Construction- Habitat for Humanity	Tallahassee		3					3

Totals: 24 87 111

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Dis- abled	Home- less	Elderly	Other	Other	Total
Purchase Assistance with Rehab	Tallahassee							0

Purchase Assistance without Rehab	Tallahassee		1		1
Owner-Occupied Rehab-Accessibility Rehab	Tallahassee		15		15
Owner-Occupied Rehab-Code Enforcement Rehab	Tallahassee		3		3
Owner-Occupied Rehab-Major Rehab & Reconstruction	Tallahassee		1		1
Owner-Occupied Rehab-Emergency Home Repair	Tallahassee		46		46
New Construction- Habitat for Humanity	Tallahassee				0

Totals: 66 66

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

	Special Target		Total # of
Description	Group	Expended Funds	Expended Units

Form 4

Status of Incentive Strategies

Incentive Strategy:

Strategy A: Expedited Permitting.

Strategy B: Ongoing Review Process

Strategy C: Technical Assistance.

Strategy D: Natural Area Inventory

Strategy E: Water and Sewer Connection Fee Exemption.

Strategy F: Density Bonus for Inclusionary Housing.

Strategy G: Regulation Reduction for Inclusionary Housing.

Strategy H: Density Bonus for Affordable Housing.

Strategy I: Regulation Reduction for Affordable Housing.

Strategy J: Allowance of Accessory Dwelling Units in Residential Districts.

Adopting Ordinance or Resolution Number or identify local policy:

Strategy A: City Commission Policy 710.03

Strategy B: Housing Element Policies 2.1.5 and 2.1.6 of the adopted Comprehensive Plan

Strategy C: City Commission Policy 710.03

Strategy D: City Commission Policy 710.03

Strategy E: City Code of Ordinances Chapter 21, Article V, Section 21-152

Strategy F: Housing Policy 2.1.4, Land Use Policy 2.1.14, Land Development Code Chapter 9, Article VI, Section 9-246.

Strategy G: Land Development Code Chapter 9, Article VI, Section 9-246.

Strategy H: Land Use Element Policy 2.1.14

Strategy I: Land Use Element Policy 2.1.14

Strategy J: Land Development Regulation Chapter 10, Zoning, Article VII Supplementary Regulations, Section 10 -412.

Implementation Schedule (Date):

Strategies A, C and D: Policy 710 was adopted by the City Commission in February of 1993 and revised in May of 2000.

Strategy B: Housing Element Policies 2.1.5 and 2.1.6 were adopted on 4/10/09.

Strategy E: The water and sewer fee exemption was adopted in June of 1989 and was revised in 2008.

Strategies F and G: The Inclusionary Housing Ordinance was adopted in 2005 amended in 2008.

Implementation began in October 2005.

Strategy H: Land Use Element Policy 2.1.14 was revised in July 2006 to give incentives for building affordable housing in Planned Unit Developments.

Strategy I: Regulation reduction for affordable housing was implemented through Land Use Policy 2.1.14, effective 6/07/01, and revised in 7/26/06.

Strategy J: The Land Development Code 10-412 allowing Accessory Dwelling Units was adopted October 2001.

Has the plan or strategy been implemented? If no, describe the steps that will be taken to implement the plan:

Strategy A: Expedited Permitting, is being implemented.

Strategy B: Ongoing Review Process, is being implemented.

Strategy C: Technical Assistance, is being implemented

Strategy D: Natural Area Inventory, is being implemented.

Strategy E: Water and Sewer Connection Fee Exemption, is being implemented.

Strategy F: Density Bonus for Inclusionary Housing, is being implemented. Ten inclusionary units have been built, with an additional 62 inclusionary units planned for construction. The City will continue to publicize this strategy on its website.

Strategy G: Regulation Reduction for Inclusionary Housing, is being implemented.

Strategy H: Density Bonus for Affordable Housing is being implemented.

Strategy I: Regulation Reduction for Affordable Housing is being implemented.

Strategy J: Allowance of Accessory Dwelling Units in Residential Districts is being implemented.

Status of Strategy - (is the strategy functioning as intended, i.e. are the time frames being met, etc.):

Strategy A: Expedited Permitting, continues to function as a means of prioritizing affordable housing projects. The time frame is ongoing.

Strategy B: Ongoing Review Process, continues to function as a means of streamlining the housing development process. The time frame is ongoing.

Strategy C: Technical Assistance, continues to function as intended by providing City staff to assist applicants with project feasibility, understanding the land use approval process, etc. The time frame is ongoing.

Strategy D: Natural Area Inventory, continues to function by providing City staff to perform Natural Area Inventories for small certified affordable housing projects. The time frame is ongoing.

Strategy E: Water and Sewer Connection Fee Exemption, continues to function as intended by exempting new affordable housing developments from water and sewer system charges and residential tap fees. The time frame is ongoing.

Strategy F: Density Bonus for Inclusionary Housing, continues to function as intended by giving increased densities to developers of inclusionary housing. The timeframe is ongoing.

Strategy G: Regulation Reduction for Inclusionary Housing, continues to function as intended by providing reduced requirements for setbacks, lot sizes, etc., to developers of inclusionary housing. The timeframe is ongoing.

Strategy H: Density Bonus for Affordable Housing, continues to function as intended by giving increased densities to developers of affordable housing. The timeframe is ongoing.

Strategy I: Regulation Reduction for Affordable Housing, continues to function as intended by providing reduced requirements for affordable housing units in Planned Unit Developments. The timeframe is ongoing.

Strategy J: Allowance of Accessory Dwelling Units in Residential Districts, continues to function as intended with accessory dwelling units constructed periodically in residential zoning districts. The timeframe is ongoing.

Support Services

- · Homebuyer education, financial counseling and credit counseling for first time homebuyers.
- Foreclosure counseling for current homeowners.
- Landlord and tenant mediation program to provide supportive services and conflict resolution to tenants.
- Home maintenance training for residents who receive assistance through the Homeowner Rehabilitation Program.
- Lead-based paint testing and mitigation.
- Temporary relocation services for residents displaced due to major repairs on their homes.
- Permanent relocation services for income eligible families displaced by natural disasters such as fires, floods, or hurricanes; or through code enforcement action.
- Low interest loans to people who want to improve the energy efficiency of their homes by upgrading their appliances.
- Weatherization assistance to help low-income households in target neighborhoods for better energy efficiency and lower utility demand.
- Public services through the Human Services Division: childcare services, accessibility services for the disabled, emergency services for disasters, crisis counseling, health care services, senior and elderly services, youth afterschool services, and basic needs programs.
- Network of services for the homeless and those threatened with homelessness, including provision of shelter, transitional housing, addiction treatment, case management and employment training or placement.

Other Accomplishments

The City of Tallahassee maintains partnerships to preserve the affordable housing stock, allow disabled persons to remain in their homes, increase affordable homeownership opportunities, and provide emergency shelter for the homeless. Through the Emergency Home Repair Program, City staff used SHIP funding to hire contractors to make repairs to the homes of very-low income homeowners. The City contracted with Ability 1st to use SHIP funds to make accessibility modifications to the homes of lower-income, disabled homeowners. The City also contracted with Habitat for Humanity to use SHIP to help fund the construction of affordable single-family homes.

Availability for Public Inspection and Comments

Availability for Public Inspection and Comments. The SHIP Annual Report for FY 15-16 was advertised in the local newspaper, the Tallahassee Democrat, and on the Community Housing and Human Services Division Web Page, and made available for public comment from August 23, 2018 through September 7, 2018. The report is available to the public in the Department of Community Housing and Human Services, which is located in the Renaissance Building, a centrally located neighborhood center where residents frequently come to pay their utility bill. This report is also available by email or by contacting the Housing Division.

Homeownership Default & Foreclosure

Mortgage Foreclosures

A. Very low income households in foreclosure:
B. Low income households in foreclosure:
C. Moderate households in foreclosure:
0
Foreclosed Loans Life-to-date:
40

SHIP Program Foreclosure Percentage Rate Life to Date: 7.23

Mortgage Defaults

A. Very low income households in default:
B. Low income households in default:
C. Moderate households in default:
0

Defaulted Loans Life-to-date: 6

SHIP Program Default Percentage Rate Life to Date: 1.08

Welfare to Work Programs

N/A

Strategies and Production Costs

Strategy	Average Cost
Purchase Assistance with Rehab	\$6,235.50
Purchase Assistance without Rehab	\$2,625.00
Owner-Occupied Rehab-Emergency Home Repair	\$5,348.03
Owner Occupied Rehab-Accessibility Rehab	\$9,430.89
Owner Occupied Rehab-Code Enforcement Rehab	\$2,099.08
Owner Obbupied Rehab-Major Rehab & Reconstruction	\$19,500.00
New Construction-Habitat for Humanity	\$30,905.25

Expended Funds

Total Unit Count: 111 Total Expended Amount: \$742,525.00

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Purchase Assistance with Rehab	Session, Florie	525 Laura Lee Avenue	Tallahassee	32301	\$8,473.00	
Purchase Assistance with Rehab	Martin, Shannon	2502 Tupelo Terrace	Tallahassee	32303	\$4,000.00	
Purchase Assistance without Rehab	Manning, Wilbur	238 Ayers Court	Tallahassee	32305	\$4,000.00	
Purchase Assistance without Rehab	Dalton, Rowan	128 S. Whetherbine Way	Tallahassee	32301	\$1,450.00	
Purchase Assistance without Rehab	Peters, Bryce	2347 Skyland Drive	Tallahassee	32303	\$2,000.00	
Purchase Assistance without Rehab	Abdullahi, Abdulganiyu	4513 Wimbledon Ct.	Tallahassee	32303	\$4,000.00	
Purchase Assistance without Rehab	King, Laquanta	6084 Greenon Ln.	Tallahassee	32304	\$1,675.00	
Purchase Assistance without Rehab	Ralph, Mervin	903 Coble Drive	Tallahassee	32301	\$3,500.00	
Purchase Assistance without Rehab	Thompson, Deshown	3001 Wainwright St.	Tallahassee	32310	\$1,750.00	
Owner-Occupied Rehab-Emergency Home Repair	Easom, Robin	2920 Terry Road	Tallahassee	32312	\$1,823.80	

Owner-Occupied Rehab-Emergency Home Repair	Harris, Benjamin	3804 Maurice St.	Tallahassee	32305	\$760.00	2014-2015
Owner-Occupied Rehab-Emergency Home Repair	Green, Candace	309 Lancaster Drive	Tallahassee	32304	\$450.00	2014-2015
Owner-Occupied Rehab-Emergency Home Repair	Danzy, Hattie	2422 Country Club Drive	Tallahassee	32301	\$2,306.58	
Owner-Occupied Rehab-Emergency Home Repair	Davenport, Barbara	1202-B Carrin Drive	Tallahassee	32311	\$7,908.26	
Owner-Occupied Rehab-Emergency Home Repair	Davis, Debra	914 Millard St.	Tallahassee	32301	\$5,935.00	
Owner-Occupied Rehab-Emergency Home Repair	Jones, Patricia	601 Okaloosa St	Tallahassee	32310	\$7,982.06	
Owner-Occupied Rehab-Emergency Home Repair	Singleton, Calvin	3076 Honor Court	Tallahassee	32301	\$4,970.00	
Owner-Occupied Rehab-Emergency Home Repair	Gavin, Della	1634 Hernando Dr.	Tallahassee	32304	\$910.90	
Owner-Occupied Rehab-Emergency Home Repair	Jenkins, Ralph & Sonia	1219 Basin St.	Tallahassee	32304	\$4,030.00	
Owner-Occupied Rehab-Emergency Home Repair	Cuyler, Tuwana D.	3217 Windward Ln	Tallahassee	32305	\$3,710.00	
Owner-Occupied Rehab-Emergency Home Repair	Sykes, Henrietta	1018 Joe Louis St	Tallahassee	32304	\$6,651.12	
Owner-Occupied Rehab-Emergency Home Repair	Bryant, Dorothy	409 Dupont Drive	Tallahassee	32305	\$6,924.38	
Owner-Occupied Rehab-Emergency Home Repair	Peavy, Sandra J.	3979 Gaffney Loop	Tallahassee	32303	\$5,010.00	
Owner-Occupied Rehab-Emergency Home Repair	Baity, Cincia	721 Dunn St.	Tallahassee	32304	\$4,760.00	
Owner-Occupied Rehab-Emergency Home Repair	Beard, Corine	3112 Farivew Drive	Tallahassee	32301	\$370.00	
Owner-Occupied Rehab-Emergency Home Repair	Bryant, Lorene	3410 Blue Jay Drive	Tallahassee	32305	\$5,941.40	
Owner-Occupied Rehab-Emergency Home Repair	Carter, Lela & Frank T.	923 Coble Drive	Tallahassee	32301	\$2,244.55	
Owner-Occupied Rehab-Emergency Home Repair	Castaline, Benson	3968 Pinta Ct.	Tallahassee	32303	\$8,226.68	

Owner-Occupied Rehab-Emergency	Charlton, Gloria	823 Bahama Drive	Tallahassee	32305	\$9,715.00	
Home Repair	Ciona					
Owner-Occupied Rehab-Emergency Home Repair	Clayton, Ben L.	3489 Sedona Loop	Tallahassee	32308	\$7,382.50	
Owner-Occupied Rehab-Emergency Home Repair	Coster, David L.	1311 Callen St.	Tallahassee	32310	\$6,291.26	
Owner-Occupied Rehab-Emergency Home Repair	Donate Macias, Blanca	3105 Garfield St.	Tallahassee	32301	\$6,967.00	
Owner-Occupied Rehab-Emergency Home Repair	Edwards, Patricia	3606 Shoreline Drive	Tallahassee	32305	\$9,125.00	
Owner-Occupied Rehab-Emergency Home Repair	Fitzgerald, Delores	901 Dewey Street	Tallahassee	32304	\$8,355.00	
Owner-Occupied Rehab-Emergency Home Repair	French, Marlene	1927 Nanticoke Circle	Tallahassee	32303	\$8,728.00	
Owner-Occupied Rehab-Emergency Home Repair	Gay, Carrie	1616 Gibbs Drive	Tallahassee	32303	\$4,818.01	
Owner-Occupied Rehab-Emergency Home Repair	Geradine, Jodie K	507 Lynndale St.	Tallahassee	32301	\$7,913.71	
Owner-Occupied Rehab-Emergency Home Repair	Gosby, Laverne	1027 Joe Louis St.	Tallahassee	32304	\$3,665.00	
Owner-Occupied Rehab-Emergency Home Repair	Graham, Katrine	1013 Bob White Drive	Tallahassee	32305	\$6,551.25	
Owner-Occupied Rehab-Emergency Home Repair	Grant, Evelyn H.	702 Simmons St.	Tallahassee	32303	\$1,152.85	
Owner-Occupied Rehab-Emergency Home Repair	Griffin, Sampson	710 Dent St.	Tallahassee	32304	\$980.30	
Owner-Occupied Rehab-Emergency Home Repair	Hackley, Andre F.	1305 Colemant St	Tallahassee	32310	\$4,565.00	
Owner-Occupied Rehab-Emergency Home Repair	Hill, Verdell Peace	3321 Sunnyside Drive	Tallahassee	32311	\$9,570.00	
Owner-Occupied Rehab-Emergency Home Repair	Howard, Eddie E.	521 Putnam Drive	Tallahassee	32301	\$1,950.00	
Owner-Occupied Rehab-Emergency Home Repair	Howard, Norma Baxter	3176 Huntington Woods	Tallahassee	32303	\$3,878.50	
Owner-Occupied Rehab-Emergency Home Repair	Jackson, Mamie	1419 Colorado St.	Tallahassee	32304	\$4,911.00	

James, Dorothy A.	1820 Hartsfield Rd.	Tallahassee	32303	\$10,685.50	
Jefferson, Dennis	1513 Hernando Drive	Tallahassee	32304	\$8,530.65	
Johnson, Bettie Jean	639 Shalom Lane	Tallahassee	32310	\$149.80	2014-2015
Johnson, Ora D.	1490 Orange Avenue West	Tallahassee	32310	\$4,810.00	
Kidder, Santiago	2906 Oakwood Drive	Tallahassee	32304	\$10,485.00	
Little, TiffanyL.	1222 Central Street	Tallahassee	32305	\$9,286.46	
Martin, Steven W.	2306 Spoonwood Lane	Tallahassee	32303	\$9,985.00	
Miller, Brittney	1833 Larett Drive	Tallahassee	32301	\$1,120.00	
Murphy Jr., Henry	804 Delaware St.	Tallahassee	32304	\$8,110.00	
Nelson, Leroy	1539 Paul Russell Road	Tallahassee	32301	\$8,588.24	
Newry, Jacqueline	404 Piney Road	Tallahassee	32305	\$6,440.10	
Parland, Lynette	2811 Southwood Drive	Tallahassee	32301	\$6,216.69	
Paul, Rebecca	1328 Kitt St., Ste.1	Tallahassee	32304	\$4,929.25	
Rieara, Juanita	2818 Jim Lee Road	Tallahassee	32303	\$2,150.00	
Robinson, Raynardia	4408 Westover Drive	Tallahassee	32303	\$5,290.20	
Rogan, Anita	3966 Gaffney Loop	Tallahassee	32303	\$4,816.38	
Rollins, Bonita	2060 Hillsborough St.	Tallahassee	32310	\$5,766.80	
Sands, Thomas F.	1426 Stevenson Drive	Tallahassee	32301	\$5,730.00	
	Dorothy A. Jefferson, Dennis Johnson, Bettie Jean Johnson, Ora D. Kidder, Santiago Little, TiffanyL. Martin, Steven W. Miller, Brittney Murphy Jr., Henry Nelson, Leroy Newry, Jacqueline Parland, Lynette Paul, Rebecca Rieara, Juanita Robinson, Raynardia Rogan, Anita Rollins, Bonita Sands,	Dorothy A. Jefferson, Dennis Johnson, Bettie Jean Johnson, Ora D. Kidder, Santiago Little, TiffanyL. Martin, Steven W. Miller, Brittney Murphy Jr., Henry Nelson, Leroy 1539 Paul Russell Road Newry, Jacqueline Parland, Lynette Paul, Rebecca 1328 Kitt St., Ste.1 Rieara, Juanita 2818 Jim Lee Road Rogan, Anita 3966 Gaffney Loop Rollins, Bonita 2060 Hillsborough St. Sands, 1426 Stevenson	Dorothy A. Jefferson, Dennis Johnson, Bettie Jean Johnson, Ora D. Kidder, Santiago Little, TiffanyL. Little, TiffanyL. Martin, Steven W. Miller, Brittney Murphy Jr., Henry Nelson, Leroy Jacqueline Parland, Lynette Parland, Lynette Paul, Rebecca Rieara, Juanita Rogan, Anita Johnson, Offa G39 Shalom Lane Tallahassee Dorothy A. Jefferson, Dennis Johnson, Bettie Jean Johnson, Ora D. Johnson, Ora D. Johnson, Ora D. Kidder, Santiago Little, TiffanyL. Little, Tiflahassee 32304 Rallahassee 32305 Tallahassee 32301 Martin, Steven Lattle, Tiflahassee 32301 Martin, Steven Lattle, Tiflahassee 32301 Tallahassee 32301 Robinson, Robinson, Raynardia Rogan, Anita Lattle, Tiflahassee 32303 Rollins, Bonita Little, Tiflahassee 32304 Tallahassee 32301 Tallahassee 32303 Rollins, Bonita Little, Tiflahassee 32304 Tallahassee 32305 Tallahassee 32303 Rollins, Bonita Little, Tiflahassee 32304 Tallahassee 32305 Tallahassee 32303 Tallahassee 32303 Rollins, Bonita 2060 Hillsborough St. Sands, Little, Tiflahassee Little, Tillahassee 32304 Little, Tillahassee 32305 Little, Tillahassee 32301 Tallahassee 32301 Little, Tillahassee 32301 Little, Tillahassee 32301 Little, Tillahassee 32301 Tallahassee 32301 Little, Tillahassee 32301 Little, Tillahassee 32301 Little, Tillahassee 32	Dorothy A. Jefferson, Dennis 1513 Hernando Drive Tallahassee 32304 \$8,530.65 Johnson, Bettie Jean 639 Shalom Lane Tallahassee 32310 \$149.80 Johnson, Ora 1490 Orange Avenue Tallahassee 32310 \$4,810.00 Johnson, Ora 1490 Orange Avenue Tallahassee 32304 \$10,485.00 Kidder, Santiago 2906 Oakwood Drive Tallahassee 32304 \$10,485.00 Little, TiffanyL. 1222 Central Street Tallahassee 32305 \$9,286.46 Martin, Steven 2306 Spoonwood Tallahassee 32303 \$9,985.00 W. W. Tallahassee 32301 \$1,120.00 Murphy Jr., Henry 804 Delaware St. Tallahassee 32304 \$8,110.00 Newry, Jacqueline 404 Piney Road Tallahassee 32301 \$8,588.24 Newry, Jacqueline 2811 Southwood Tallahassee 32301 \$6,216.69 Parland, Lynette Drive Tallahassee 32301 \$6,216.69 Rieara, Juanita 2818	

Owner-Occupied Rehab-Emergency Home Repair	Sanks, Mary M.	3522 Sunburst Court	Tallahassee	32305	\$10,295.99	
Owner-Occupied Rehab-Emergency Home Repair	Shaw Pendleton Rosemarie	437 Mercury Drive	Tallahassee	32305	\$1,534.45	
Owner-Occupied Rehab-Emergency Home Repair	Speed, Geneva	702 Stafford St.	Tallahassee	32305	\$9,160.00	
Owner-Occupied Rehab-Emergency Home Repair	Williams, Laurine	1003 Taylor St.	Tallahassee	32310	\$6,198.58	
Owner-Occupied Rehab-Emergency Home Repair	Williams, Mary Sue	2812 Southwood Dr.	Tallahassee	32301	\$135.50	2014-2015
Owner-Occupied Rehab-Emergency Home Repair	Wolfe, John D.	639 West 8th Ave.	Tallahassee	32303	\$5,209.00	
Owner-Occupied Rehab-Emergency Home Repair	Yancey, Edith W.	2643 Lonnbladh Rd.	Tallahassee	32308	\$5,095.77	
Owner-Occupied Rehab-Emergency Home Repair	Young, Lula Pearl	706 West 7th	Tallahassee	32303	\$5,010.00	
Owner-Occupied Rehab-Emergency Home Repair	Kimble, Lamar	806 Cochran Drive	Tallahassee	32301	\$1,968.45	
Owner-Occupied Rehab-Emergency Home Repair	Harrison, Robert P.	413 Oakland Ave E	Tallahassee	32301	\$8,308.39	
Owner-Occupied Rehab-Emergency Home Repair	Reason, Tina	3217 Earl Drive	Tallahassee	32309	\$5,431.50	
Owner-Occupied Rehab-Emergency Home Repair	Williams, Morgan	1000 Dade St.	Tallahassee	32304	\$9,696.50	
Owner-Occupied Rehab-Emergency Home Repair	Barnes, Jacquelyn	602 W. Brevard St.	Tallahassee	32304	\$6,450.00	
Owner-Occupied Rehab-Emergency Home Repair	Watson, Robert	2722 Raintree Cir	Tallahassee	32308	\$10,395.00	
Owner-Occupied Rehab-Emergency Home Repair	Szelong, Robert and Cynthia	3231 Mound Dirve	Tallahassee	32305	\$1,157.10	
Owner-Occupied Rehab-Emergency Home Repair	Thomas, Betty Jean	1110 Basin St	Tallahassee	32309	\$2,720.70	
Owner-Occupied Rehab-Emergency Home Repair	Chambers, Mary	1426 Calloway St.	Tallahassee	32304	\$1,584.00	
Owner-Occupied Rehab-Emergency Home Repair	Austion, Homer	833 Volusia St.	Tallahassee	32304	\$220.00	

Owner-Occupied Rehab-Emergency	Webb, Dorothy	133 SE Villas Ct A	Tallahassee	32303	\$538.05	
Home Repair Owner-Occupied Rehab-Emergency Home Repair	Jefferson, Diane	614 Brookridge Drive	Tallahassee	32305	\$9,621.91	
Owner-Occupied	Tolbert, Sherlina	2059 Holmes St.	Tallahassee	32310	\$4,872.15	
Owner-Occupied Rehab-Emergency Home Repair	Walker, Geneva	3193 Notre Dame St.	Tallahassee	32305	\$1,029.50	
Owner-Occupied Rehab-Emergency Home Repair	Stalworth, Timothy	2929 Pontiac Drive	Tallahasse	32310	\$9,990.00	
Owner Occupied Rehab- Accessibility Rehab	Richardson, Mary	741 Westcott St.	Tallahassee	32303	\$10,485.00	
Owner Occupied Rehab- Accessibility Rehab	Tolbert, Sherlina	2059 Holmes St.	Tallahassee	32310	\$9,329.00	
Owner Occupied Rehab- Accessibility Rehab	Jones, Patricia	601 Okaloosa St.	Tallahassee	32310	\$10,950.00	
Owner Occupied Rehab- Accessibility Rehab	Macia, Beatriz	2632 Bedford Way	Tallahassee	32308	\$3,445.00	
Owner Occupied Rehab- Accessibility Rehab	Telfair, Rebecca	1115 Basin St.	Tallahassee	32304	\$10,490.00	
Owner Occupied Rehab- Accessibility Rehab	Edwards, Patricia	3606 Shoreline Drive	Tallahassee	32305	\$7,400.00	
Owner Occupied Rehab- Accessibility Rehab	Sykes, Henrietta	1018 Joe Louis St.	Tallahassee	32304	\$11,300.00	
Owner Occupied Rehab- Accessibility Rehab	Beard, Sherman and Corine	3112 Fairview Drive	Tallahassee	32301	\$12,500.00	
Owner Occupied Rehab- Accessibility Rehab	Davis, Rosa Lee	805 Old Bainbridge Rd	Tallahassee	32303	\$11,850.00	
Owner Occupied Rehab- Accessibility Rehab	Johnson, Charles Henry	1405 Disston St.	Tallahassee	32310	\$10,850.00	

Owner Occupied Rehab- Accessibility Rehab	Grant, Evelyn H.	702 Simmons Street		32303	\$7,475.00	
Owner Occupied Rehab- Accessibility Rehab	Kelly, Gwendolyn D.	1416 Hernando Drive	Tallahassee	32304	\$9,737.04	
Owner Occupied Rehab- Accessibility Rehab	Wolfe, John D.	639 W. 8th Ave	Tallahassee	32303	\$11,800.00	
Owner Occupied Rehab- Accessibility Rehab	Hill, Roscoe	1327 Ford Street	Tallahassee	32303	\$5,060.00	
Owner Occupied Rehab- Accessibility Rehab	Green, Susie	1312 Alabama Street	Tallahassee	32304	\$9,650.00	
Owner Occupied Rehab- Accessibility Rehab	Williams, Morgan	1000 Dade Street	Tallahassee	32304	\$10,895.00	
Owner Occupied Rehab- Accessibility Rehab	McGee, Jeroldine	1413 Arkansas Street	Tallahassee	32304	\$7,590.00	
Owner Occupied Rehab- Accessibility Rehab	Coleman, Flora	412 Sable Court	Tallahassee	32304	\$8,950.00	
Owner Occupied Rehab-Code Enforcement Rehab	Watson, Robert	2722 Raintree Circle	Tallahassee	32308	\$630.38	
Owner Occupied Rehab-Code Enforcement Rehab	Martin, Steven and Tiffany	2306 Spoonwood Drive	Tallahassee	32301	\$2,371.00	
Owner Occupied Rehab-Code Enforcement Rehab	Geradine, Jodie	507 Lynndale St.	Tallahassee	32301	\$2,468.50	
Owner Occupied Rehab-Code Enforcement Rehab	Charlton, Gloria	823 Bahama Drive	Tallahassee	32305	\$2,460.00	
Owner Occupied Rehab-Code Enforcement Rehab	Fitzgerald, Delores	901 Dewey St.	Tallahassee	32304	\$2,480.00	
Owner Occupied Rehab-Code Enforcement Rehab	Kidder, Santiago	2906 Oakwood Dr	Tallahassee	32304	\$2,148.62	

Owner Occupied Rehab-Major Rehab & Reconstruction	Young, Jonathan and Zunever	2881 Baltic Avenue	Tallahassee	32308	\$19,500.00	
New Construction- Habitat for Humanity	Smith, Sejal	3005 Wainwright St	Tallahassee	32310	\$30,012.67	
New Construction- Habitat for Humanity	Knight, Janine	1712 Nininger St	Tallahassee	32310	\$35,664.19	
New Construction- Habitat for Humanity	Browning, Fontella	2702 McArthur St	Tallahassee	32310	\$27,038.90	

Administrative Expenditures

The City of Tallahassee expended \$91,954.30 in SHIP administrative funds for SHIP staff salaries.

Sub Recipients and Consultants

Name	Business Type	Strategy Covered	Responsibility
The Tallahassee Lenders Consortium (TLC)	Not-for-profit	Purchase Assistance with Rehab and Purchase Assistance without Rehab	On behalf of the City, TLC provides subordinate mortgage loans as down payment assistance to first-time homebuyers with incomes at or below 80% of AMI. Responsibilities include income certification, underwriting and loan closing.

Program Income

<u></u>	
Program Income Funds	
Loan Repayment:	\$102,004.39
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	-\$58,280.42
Other ():	

Total: \$43,723.97

Explanation of Recaptured funds

Description	Amount

				Total:	•	\$.00	-	
ntal Developn	nents							
Development Name	Owner	Address	City	Zip Code	SHIP Amount	SHIP Units	Compliance Monitored By	Additional Notes
ala Familia A	D. wal	one Duine			Tallahas	see 201	5 Closeout	
gle Family A	rea Purci	nase Price						
Т	he average	area purcha	se price c	of single family	units:		96,833.33	
0	r							
No	t Applicable	е						

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units
2	Purchase Assistance without Rehab				
3	Owner-Occupied Rehab-Emergency Home Repair	\$181,902.63	33		
3	Owner Occupied Rehab-Accessibility Rehab	\$169,756.04	18		
3	Owner Occupied Rehab-Code Enforcement Rehab	\$2,468.50	1		
3	Owner Occupied Rehab-Major Rehab & Reconstruction	\$19,500.00	1		
10	New Construction-Habitat for Humanity				

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(3) Owner-Occupied Rehab-Emergency Home Repair	Person with Disabling Condition (not DD)	\$127,115.71	21		
(3) Owner-Occupied Rehab-Emergency Home Repair	Receiving Social Security Disability Insurance	\$18,295.62	3		
(3) Owner-Occupied Rehab-Emergency Home Repair	Receiving Supplemental Security Income	\$36,491.30	9		
(3) Owner Occupied Rehab-Accessibility Rehab	Person with Disabling Condition (not DD)	\$169,756.04	18		
(3) Owner Occupied Rehab-Code Enforcement Rehab	Person with Disabling Condition (not DD)	\$2,468.50	1		
(3) Owner Occupied Rehab-Major Rehab & Reconstruction	Person with Disabling Condition (not DD)	\$19,500.00	1		

Provide a description of efforts to reduce homelessness:

- 1. The City provides Emergency Solutions Grant (ESG) funding to the Big Bend Homeless Coalition for rapid rehousing, homeless prevention and case management services. The City provides ESG funding to ECHO and Catholic Charities of Northwest Florida for rapid rehousing and homeless prevention services. The City provides ESG funding to the Comprehensive Emergency Services Center, an emergency shelter, for case management services to residents. Each of these agencies is required to use a portion of their ESG funding for participation in the Homeless Management Information System.
- 2. The City provides Community Development Block Grant funds to the Big Bend Homeless Coalition, to support their emergency shelter operations and personnel expenses, provide matching funds in support of the Continuum of Care, and to support permanent housing for homeless persons.
- 3. The City of Tallahassee is a member of the Big Bend Continuum of Care.

LG Submitted Comments:	
Edits made to the report by the LG resulted in report status being changed back to "Unsubmitted"	

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

Title: SHIP Annual Report Tallahassee FY 2016/2017 Interim-1

Report Status: Approved

Form 1

SHIP Distribution Summary:

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
1	Purchase Assistance with Rehab	\$4,090.00	1	\$.00			
2	Purchase Assistance without Rehab	\$23,000.00	5	\$25,256.70	5		
3	Owner Occupied Rehabilitation-Emergency Home Repair	\$31,114.48	6	\$424,676.52	66		
3	Owner Occupied Rehabilitation-Homeowner Rehabilitation	\$134,925.00	10	\$135,575.00	13		
3	Owner Occupied Rehabilitation-Code Enforcement Rehabilitation	\$2,536.38	1	\$9,963.62	4		
3	Owner Occupied Rehabilitation-Accessibility Rehabilitation	\$82,251.25	8	\$153,747.97	15		
3	Owner Occupied Rehabilitation-Storm Damage Mitigation	\$63,957.25	14	\$5,373.54	2		
5	Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	\$29,787.26	8	\$128,747.36	2		
	Homeownership Totals:	\$371,661.62	53	\$883,340.71	107		

Rentals

		Expended		Encumbered	Unencumbered		
Code	Strategy	Amount	Units	Amount	Units	Amount	Units

Rental Totals:

Subtotals: \$371,661.62 53 \$883,340.71 107

Additional Use of Funds

Use
Administrative
Homeownership Counseling
Admin From Program Income
Admin From Disaster Funds

Expended
\$120,977.40
\$77,090.90
\$.00

Encumbere	ed
\$15,85	3.46

Unencumbered	

Totals:	\$560 720 02	53	\$899 194 17	107	\$ 00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$1,236,864.00
Program Income (Interest)	\$18,023.93
Program Income (Payments)	\$35,300.00
Recaptured Funds	
Disaster Funds	\$174,388.08
Other Funds	
Carryover funds from previous year	-\$482.76
Total:	\$1,464,093.25

^{*} Carry Forward to Next Year: -\$4,830.84

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
2000				UU	

√

No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	\$371,661.62	100.00%
Public Moneys Expended		.00%
Private Funds Expended		.00%
Owner Contribution		.00%
Total Value of All Units	\$371,661.62	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$1,255,002.33	\$1,384,162.08	90.67%	65%
Construction / Rehabilitation	\$1,232,002.33	\$1,384,162.08	89.01%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low	\$78,890.48	\$325,478.77		\$404,369.25	28.14%
Very Low	\$134,453.13	\$324,529.46		\$458,982.59	31.94%
Low	\$153,178.01	\$233,332.48		\$386,510.49	26.90%
Moderate	\$5,140.00			\$5,140.00	.36%
Over 120%-140%				\$.00	.00%
Totals:	\$371,661.62	\$883,340.71	\$.00	\$1,255,002.33	87.33%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	\$25,740.68	4	\$53,149.80	10	\$78,890.48	14
Very Low	\$87,256.00	9	\$37,232.13	6	\$124,488.13	15
Low	\$110,170.50	12	\$52,972.51	10	\$163,143.01	22
Moderate			\$5,140.00	2	\$5,140.00	2
Totals:	\$223,167.18	25	\$148,494.44	28	\$371,661.62	53

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Total
Purchase Assistance with Rehab	Tallahassee			1		1
Purchase Assistance without Rehab	Tallahassee		1	4		5
Owner Occupied Rehab-Emergency Home Repair	Tallahassee	4	2			6
Owner Occupied Rehab-Homeowner Rehab	Tallahassee	0	5	5		10
Owner Occupied Rehab-Code Enforcement Rehab	Tallahassee		0	1		1
Owner Occupied Rehab-Accessibility Rehab	Tallahassee	3	2	3		8
Owner Occupied Rehab-Storm Damage Mitigation	Tallahassee	6	4	4		14
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Tallahassee	1	1	4	2	8
	Totals:	14	15	22	2	53

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Purchase Assistance with Rehab	Tallahassee		1			1
Purchase Assistance without Rehab	Tallahassee		4		1	5
Owner Occupied Rehab-Emergency Home Repair	Tallahassee		1	2	3	6
Owner Occupied Rehab-Homeowner Rehab	Tallahassee		1	6	3	10
Owner Occupied Rehab-Code Enforcement Rehab	Tallahassee			1	0	1
Owner Occupied Rehab-Accessibility Rehab	Tallahassee				8	8
Owner Occupied Rehab-Storm Damage Mitigation	Tallahassee			3	11	14

Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Tallahassee	1	5	2	8
	Totals:	8	17	28	53

Family Size

	List Unincorporated and Each	4	2- 4	5 +	
Description	Municipality	Person	People	People	Total
Purchase Assistance with Rehab	Tallahassee	1			1
Purchase Assistance without Rehab	Tallahassee	2	3		5
Owner Occupied Rehab-Emergency Home Repair	Tallahassee	4	2		6
Owner Occupied Rehab-Homeowner Rehab	Tallahassee	4	6		10
Owner Occupied Rehab-Code Enforcement Rehab	Tallahassee	0	1		1
Owner Occupied Rehab-Accessibility Rehab	Tallahassee	4	4		8
Owner Occupied Rehab-Storm Damage Mitigation	Tallahassee	12	2		14
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Tallahassee	5	3		8

Totals: 32 21 53

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp- anic	Asian	Amer- Indian	Other	Total
Purchase Assistance with Rehab	Tallahassee	1						1
Purchase Assistance without Rehab	Tallahassee		5					5
Owner Occupied Rehab-Emergency Home Repair	Tallahassee	1	5					6
Owner Occupied Rehab-Homeowner Rehab	Tallahassee	1	9					10
Owner Occupied Rehab-Code Enforcement Rehab	Tallahassee	0	1					1

Owner Occupied Rehab-Accessibility Rehab	Tallahassee	1	7			8
Owner Occupied Rehab-Storm Damage Mitigation	Tallahassee	10	4			14
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Tallahassee	4	4			8

Totals: 18 35 53

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Devel. Dis- abled	Home- less	Elderly	Other	Other	Total
Purchase Assistance with Rehab	Tallahassee							0
Purchase Assistance without Rehab	Tallahassee							0
Owner Occupied Rehab-Emergency Home Repair	Tallahassee							0
Owner Occupied Rehab-Homeowner Rehab	Tallahassee							0
Owner Occupied Rehab-Code Enforcement Rehab	Tallahassee							0
Owner Occupied Rehab-Accessibility Rehab	Tallahassee							0
Owner Occupied Rehab-Storm Damage Mitigation	Tallahassee							0
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Tallahassee							0

Totals:

0

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

	Special Target		Total # of
Description	Group	Expended Funds	Expended Units

Form 4

Expended Funds

\$371,662.0	0					
Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Purchase Assistance with Rehab	Padilla, Jasmine	402 Shoreline Dr.	Tallahassee	32305	\$4,090.00	
Purchase Assistance without Rehab	Miller, Brittany	1847 Meriadoc Rd	Tallahassee	32303	\$4,000.00	
Purchase Assistance without Rehab	Harris, Kimi L.	2506 Lindsey Ct.	Tallahassee	32310	\$8,000.00	
Purchase Assistance without Rehab	Turral, Shakyra	3113 Chalfont Ln.	Tallahassee	32303	\$3,500.00	
Purchase Assistance without Rehab	Cooper, Bertha L.	2258 Paul Russell Cir.	Tallahassee	32301	\$4,000.00	
Purchase Assistance without Rehab	Croom, Ebony S.	258 Ayers Ct.	Tallahassee	32305	\$3,500.00	
Owner Occupied Rehabilitation- Emergency Home Repair	Tucker, Tammy	828 Medical Commons Ct.	Tallahassee	32310	\$5,860.00	
Owner Occupied Rehabilitation- Emergency Home Repair	Ganey, Dawn D.	1520 Pullen Rd Ste 13	Tallahassee	32303	\$280.50	
Owner Occupied Rehabilitation- Emergency Home Repair	Davis, Rosa Lee	805 Old Bainbridge Rd	Tallahassee	32303	\$5,962.00	
Owner Occupied Rehabilitation- Emergency Home Repair	Kimble, Michael	347 Wilson Green Blvd	Tallahassee	32305	\$6,069.18	
Owner Occupied Rehabilitation- Emergency Home Repair	Campbell, Eula Jones	636 W 7th Avenue	Tallahassee	32303	\$9,965.00	
Owner Occupied Rehabilitation- Emergency Home Repair	Roberts, Charles	1221 Gibbs Drive	Tallahassee	32303	\$2,977.80	

Owner Occupied Rehabilitation- Homeowner Rehabilitation	Williams, Marla Nicole Morris	503 Gore Ave	Tallahassee	32310	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Johnson, Calvin B. Sr.	1009 Central St	Tallahassee	32303	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Shaw, Rosemarie	437 Mercury Dr	Tallahassee	32305	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Morgan, Nancy	1321 Lowell St	Tallahassee	32303	\$13,250.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Little, Tiffany L.	1222 Central St	Tallahassee	32303	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Lamb, Catherine	3748 Roswell Dr	Tallahassee	32310	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Washington, Shirley	2105 Ridgetop Drive	Tallahassee	32303	\$13,500.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Vangates, Agnes	793 Arkansas St.	Tallahassee	32304	\$13,450.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Thomas, Cynthia & Rodier, Chris	1128 Abraham St.	Tallahassee	32304	\$14,200.00	
Owner Occupied Rehabilitation- Homeowner Rehabilitation	Harris, Theresa	837 Delaware St.	Tallahassee	32304	\$13,025.00	
Owner Occupied Rehabilitation- Code Enforcement Rehabilitation	Kidder, Santiago	2906 Oakwood Dr	Tallahassee	32303	\$326.38	2015-2016
Owner Occupied Rehabilitation- Code Enforcement Rehabilitation	Jackson, Harriet	2753 Vassar Rd	Tallahassee	32309	\$2,210.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Allen Dixon, Renita	1001 Paul Russell Rd	Tallahassee	32301	\$11,475.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Barnes, Jacquelyn P.	802 Dent St	Tallahassee	32304	\$7,491.25	

Owner Occupied Rehabilitation- Accessibility Rehabilitation	Peace, Verdell	3321 Sunnyside Drive	Tallahassee	32305	\$11,325.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Givens, Lorea	411 Dupont Drive	Tallahassee	32305	\$11,145.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Northern, Cora	2612 Brighton Rd	Tallahassee	32301	\$11,075.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Griffin, Jerome	3194 Notre Dame St.	Tallahassee	32305	\$8,995.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Chambers, Mary	1426 Calloway St	Tallahassee	32304	\$9,895.00	
Owner Occupied Rehabilitation- Accessibility Rehabilitation	Jones, Jessie	2562 Eddie Rd.	Tallahassee	32308	\$10,850.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Jones, Patricia	601 Okaloosa St.	Tallahassee	32310	\$7,046.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Mann, Mattie	1940 Keith St.	Tallahassee	32310	\$1,428.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Bell, Rose	836 W. Brevard St.	Tallahassee	32304	\$1,050.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Harris, Veronica W.	2810 Jim Lee Road	Tallahassee	32301	\$9,350.25	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Ruddock, Nancy	3483 B Bear Creek Road	Tallahassee	32308	\$6,680.50	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Flowers, Amy	2302 Cumberland Drive	Tallahassee	32303	\$3,050.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Smith, Rosa	1419 California Street	Tallahassee	32304	\$2,800.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Page, Eva	329 Whetherbine Way East	Tallahassee	32301	\$2,600.00	

Owner Occupied Rehabilitation- Storm Damage	Englehart, Gladys	1113 Missionwood Lane	Tallahassee	32304	\$9,510.00	
Mitigation Owner Occupied Rehabilitation- Storm Damage Mitigation	Perman, Arnold	2918 Rackley Drive	Tallahassee	32305	\$2,681.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Underhill, Brenda & Willie Northern	2612 Brighton Rd	Tallahassee	32301	\$8,681.50	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Wolfe, John	639 West 8th Ave.	Tallahassee	32303	\$2,200.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Lawrence, Mildred	2924 Harwood St	Tallahassee	32301	\$5,130.00	
Owner Occupied Rehabilitation- Storm Damage Mitigation	Bennett, Johnnie Mae	1321 Alabama Street	Tallahassee	32304	\$1,750.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Ingram, Emma	3012 Prospect St	Tallahassee	32301	\$8,812.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Bush, Shelby	103 Barbara St.	Tallahassee	32304	\$1,000.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Dittmar, Nancelyn	301 Chestnut Drive	Tallahassee	32301	\$3,900.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Garcia, Daisy	2732 McFarlane Ct	Tallahassee	32303	\$3,540.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Kilpatrick, Algrecia	3186 Notre Dame St.	Tallahassee	32305	\$7,630.00	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Mango, Viola	2307 Delgado Dr.	Tallahassee	32304	\$1,600.00	

•	McCrea, Michael	1753 Brookside Blvd	Tallahassee	32301	\$1,860.26	
Disaster Repair/Mitigation- Hurricane Hermine Disaster Assistance	Nicholas, Jane	910 Yuma Ct.	Tallahassee	32301	\$1,445.00	

Tallahassee 2016 Interim-1

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units
3	Owner Occupied Rehabilitation- Emergency Home Repair	\$15,008.98	3	\$128,529.63	26
3	Owner Occupied Rehabilitation- Homeowner Rehabilitation	\$13,500.00	1	\$.00	0
3	Owner Occupied Rehabilitation-Code Enforcement Rehabilitation	\$.00	0	\$.00	0
3	Owner Occupied Rehabilitation- Accessibility Rehabilitation	\$82,251.25	8	\$153,747.97	15
3	Owner Occupied Rehabilitation-Storm Damage Mitigation	\$28,551.00	7	\$.00	0

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(3) Owner Occupied Rehabilitation-Emergency Home Repair	Person with Disabling Condition (not DD)	\$8,939.80	2	\$57,653.09	12
(3) Owner Occupied Rehabilitation-Emergency Home Repair	Receiving Supplemental Security Income	\$6,069.18	1	\$60,876.54	13
(3) Owner Occupied Rehabilitation-Emergency Home Repair	Receiving Veterans Disability Benefits			\$10,000.00	1
(3) Owner Occupied Rehabilitation-Homeowner Rehabilitation	Receiving Supplemental Security Income	\$13,500.00	1	\$.00	0
(3) Owner Occupied Rehabilitation-Accessibility Rehabilitation	Person with Disabling Condition (not DD)	\$82,251.25	8	\$153,747.97	15
(3) Owner Occupied Rehabilitation-Storm Damage Mitigation	Person with Disabling Condition (not DD)	\$21,221.00	5	\$.00	0
(3) Owner Occupied Rehabilitation-Storm Damage Mitigation	Receiving Supplemental Security Income	\$5,130.00	1	\$.00	0
(3) Owner Occupied Rehabilitation-Storm Damage Mitigation	Receiving Veterans Disability Benefits	\$2,200.00	1	\$.00	0

Provide a description of efforts to reduce homelessness:

LG Submitted Comments:		

Form SHIP AR/2009 67-37.008(3)(f), F.A.C. Effective Date: 11/2009

Title: SHIP Annual Report

Report Status: Approved

Tallahassee FY 2017/2018 Interim-2

Form 1

SHIP	Distribution	Summary:
------	--------------	-----------------

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	Purchase Assistance without Rehab			\$58,030.50	10		
3	Owner Occupied Rehabilitation-Emergency Home Repair					\$350,000.00	70
3	Owner Occupied Rehabilitation-Storm Damage Mitigation					\$76,280.99	15
3	Owner Occupied Rehabilitation-Homeowner Rehabilitation			\$138,771.30	5		
3	Owner Occupied Rehabilitation-Accessibiity Rehabilitation			\$65,220.78	7		

Homeownership Totals:

\$262,022.58

22 \$426,280.99

85

Rentals

		Expended		Encumbered		Unencumbered	
Code	Strategy	Amount	Units	Amount	Units	Amount	Units

Rental Totals:

Subtotals:

\$262,022.58

22

\$426,280.99

85

Additional Use of Funds

Use
Administrative
Homeownership Counseling
Admin From Program Income
Admin From Disaster Funds

Expended						
\$142,909.10						

Encumbered	
\$82,811.7	70

Unencumbered

Totals: \$142,909.10 \$344,834.28 22 \$426,280.99 85

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$828,117.00
Program Income (Interest)	\$26,309.91
Program Income (Payments)	\$64,428.30
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$4,830.84
Total:	\$914,024.37

* Carry Forward to Next Year: \$.00

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed

√

No rental strategies are in use

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended		
Public Moneys Expended		NaN
Private Funds Expended		NaN
Owner Contribution		NaN
Total Value of All Units	\$.00	NaN

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	\$688,303.57	\$828,117.00	83.12%	65%
Construction / Rehabilitation	\$644,273.07	\$828,117.00	77.80%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds Expended	SHIP Funds Encumbered	SHIP Funds Unencumbered	Total of SHIP Funds	Total Available Funds % *
Extremely Low		\$34,000.00	\$180,777.00	\$214,777.00	23.50%
Very Low		\$164,492.08	\$125,647.52	\$290,139.60	31.74%
Low		\$63,530.50	\$119,856.47	\$183,386.97	20.06%
Moderate				\$.00	.00%
Over 120%-140%				\$.00	.00%
Totals:	\$.00	\$262,022.58	\$426,280.99	\$688,303.57	75.30%

Project Funding for Expended Funds Only

	•					
Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low					\$.00	0
Very Low					\$.00	0
Low					\$.00	0
Moderate					\$.00	0
Totals:	\$.00	0	\$.00	0	\$.00	0

Form 3

Number of Households/Units Produced											
	Strategy	an	incorporated nd Each nicipality	ELI	VL	ı	Low	Mod	Total		
			Totals:							5	
Char	racteristics/Age (I	Head of	Household))						_	
	Description	an	incorporated nd Each nicipality	0 - 25	26 -	40	41 - 61	62+	Total		
!			Totals:							วี	
Fam	ily Size										
	Description	an	incorporated nd Each nicipality	1 Person	2- 4 Peop		5 + People	Total			
	<u> </u>		Totals:					0	l		
Race	e (Head of Housel	nold)									
	Description	an	incorporated nd Each nicipality	White	Black	Hisp anio		Amer-	Other	Total	
			Totals:							0	
Dem	ographics (Any M	lember	of Househo	ld)							
			incorporated and Each	Farm	Deve		Home-				
	Description	Mu	nicipality	Worke	able	d	less	Elderly	Other	Other	Total
Totals: 0											
Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside											
	Description		Special Tai Group	rget	Expe	nded	l Funds		Fotal # of ended U		

Form 4

Exp	ended Funds								
	Strategy	Full Nan	ne Address		City	Zip E Code	Expended Funds	FY if U Alread Count	dy
					Tallaha	assee 2017	Interim-2		
Form	1 5								
Speci	al Needs Break	down							
SHIF	Expended and	d Encum	bered for Specia	l Nee	ds Applicants				
	Code(s)	Stra	tegies		Expended Amount	Units	Encumb Amou		Units
Spe	cial Needs Cate	egory Bre	eakdown by Stra	tegy					
	Strategies	s s	Special Needs Categ	jory	Expended Amount	Units	Encum Amo		Units
Provide a description of efforts to reduce homelessness:									

LG Submitted Comments:		



ANNUAL ACTION PLAN

(October 1, 2018 - September 30, 2019)

Michael Parker, Director Community Housing & Human Services

> Joyce Olaves, Administrator Housing Division

ATTACHMENT #13 FY 2018-2019 Funding Summary **CDBG 2019 HOME 2019 SHIP 2019 ESG 2019 TOTAL 2018/2019 Anticipated Revenue Anticipated Award** 322,928.00 160,982.00 1,887,892.00 983,614.00 3,355,416.00 \$ Reprogrammed Funding 28,465.71 28,465.71 Program Income 14,971.99 188,949.92 39,340.19 \$ 243,262.10 Addt'l Funds prior year (16-17) 11,693.00 \$ 11,693.00 **Total Revenue** 1,931,329.70 \$ 1,172,563.92 373,961.19 160,982.00 \$ 3,638,836.81 **Administrative & Public Services** \$ \$ Administration 377,578.40 98,361.40 \$ 32,292.80 508,232.60 Addt'l Admin prior year (16-17) \$ \$ \$ 1.169.30 \$ \$ 1,169.30 -**Total Administration** \$ \$ 377,578.40 98,361.40 33,462.10 \$ 509,401.90 \$ Public Services @ 15% 283,183.80 \$ \$ 283,183.80 **Public Facilities Service Center Renovations** \$ 500,000.00 \$ 500,000.00 **Public Facilities Other** \$ 65,000.00 \$ 65,000.00 **Total Public Facilities** 565,000.00 \$ \$ \$ 565,000.00 **Rehabilitation Expenditures** \$ Major Rehab & Reconstruction \$ 68.250.00 542.144.01 17.638.65 \$ 628.032.66 \$ **Temporary Relocation** \$ \$ \$ 7,350.00 7,350.00 **Emergency Repair** \$ \$ \$ \$ 322,860.44 322,860.44 \$ \$ \$ Accessibility Rehabilitation \$ 13,700.00 \$ Lead Based Paint Testing \$ \$ 13,700.00 **Total Rehabilitation** 89,300.00 \$ 542,144.01 \$ 340,499.09 \$ 971,943.10 **Acquisition & Construction** Down Payment Assistance Services \$ \$ \$ Down Payment Assistance Loans & DS \$ \$ \$ 384,516.41 \$ 384,516.41 \$ \$ Permanent Relocation 20,267.50 \$ _ \$ 20,267.50 CHDO Set-Aside @15% \$ 147,542.10 \$ \$ 147,542.10 **Total Acquisition & Construction** 532,058.51 \$ \$ \$ 552,326.01 20,267.50 **Neighborhood Revitalization** \$ \$ \$ \$ Big Bend Homeless Coalition 165,000.00 \$ 165,000.00 **HOPE Community** \$ 431,000.00 \$ -\$ _ \$ _ \$ 431,000.00 **Total Neighborhood Revitalization** \$ \$ 596.000.00 \$ \$ 596,000.00 **Emergency Solutions Grant (ESG)** ESG All activities inc Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outrach and HMIS 160,982.00 160,982.00 Total ESG 160,982.00 \$ 160,982.00

\$1,931,329.70

\$1,172,563.92

\$373,961.19 \$

160,982.00

3,638,836.81

TOTAL

^{***}These categories are level funded in the next program year using reprogrammed SHIP funding.

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing & Urban Development (HUD) requires Community Development Block Grant (CDBG) entitlement communities receiving funds through its Community Planning and Development Division (CPD) to prepare a five-year Consolidated Plan describing how these federal funds will be allocated and used during this timeframe. To that end, on July 8, 2015, the City of Tallahassee (City) approved a Consolidated Plan covering the period from October 1, 2015, through September 30, 2020. This plan serves as the strategic plan for the use of CDBG, HOME Investments Partnership Program (HOME), and the Emergency Solutions Grant (ESG) programs. This plan is integral to the accomplishment of the City's goals for neighborhood revitalization, creation and rehabilitation of public facilities, the provision of public services, and the development and preservation of affordable housing.

City general revenue and Leon County funds, through a joint Community Human Services Program (CHSP), are combined with CDBG funds to support human services activities in the Tallahassee community in an effective and efficient manner. However, the demand always far outpaces the available funding. The City also leverages State Housing Initiatives Partnership funding (SHIP) with CDBG and HOME funds for affordable housing priorities as reflected in this fourth year Annual Action Plan. The SHIP funds are allocated to local governments through the Florida Housing Finance Corporation. For fiscal year 2018-2019, the City will receive \$322,928.00 which is approximately 60 % less than in the prior year.

In an effort to achieve the goals stated in the Consolidated Plan, the Community Housing and Human Services Department (CHHS) has identified a number of objectives. For the program year covered by this 2018-2019 Annual Action Plan, CHHS anticipates achieving the following: supporting the acquisition of affordable housing through increased homeownership programs such as the down payment and closing cost assistance programs that include both loans and counseling; preservation of local affordable housing stock through programs such as the rehabilitation; support of public facilities and public improvements primarily through the renovation of services centers serving eligible populations; supporting the development of affordable housing for low and moderate income households; and support of efforts to reduce and prevent homelessness.

CHHS will continue to focus on the Neighborhood Revitalization Strategy Area (NRSA) as approved by HUD in 1999. This is a geographic area within the community that is primarily residential and has a high percentage of low and moderate-income households. Currently, it includes the Greater Frenchtown, Bond, and Southside neighborhoods. Additionally, the Consolidated Plan approved in 2015 included the proposed Promise Zone as a target for activities during the five-year period. While the funds are not targeted specifically for only those areas, the City has and will continue its focus funds on those areas. This focus, however, does not preclude the City from providing services to other eligible areas.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Objectives and outcomes identified in the plan are:

- Improve public facilities and make public improvements
- Fund rehabilitation or new construction of public facilities
- Increase access to public services
- Fund projects and activities that provide supportive services to low- and moderate-income households as well as persons with special needs
- Increase access to and expand opportunities for making housing affordable to low-income households and improve housing conditions
- Expand the useful life, preserve affordable housing, and assist seniors to age in place through repair and rehabilitation programs
- Fund activities to assist first-time homebuyers with purchasing a home through down payment assistance loans and related financial activities such as counseling
- Provide match funding to leverage other public and private resources to expand the supply of affordable housing
- Assist Community Housing Development Organizations (CHDOs) and other nonprofit providers by providing technical assistance
- Support of efforts to prevent and reduce homelessness

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City, as required, submits the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD each year prior to the deadline. The CAPER highlights the City's progress toward meeting the goals and objectives set forth in the Consolidated Plan and each year's Annual Action Plan. The City has consistently satisfied this HUD requirement and has expended funds in a timely manner. Moreover, the City supplements CPD grant funding with State Housing Initiatives Program (SHIP) funding, in the years those funds are provided by Florida Housing Finance Corporation (FHFC), as a means of expanding and leveraging grant opportunities. SHIP funds are also used for programs that are a better fit than federal funding.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Preparation of the 2018-2019 Annual Action Plan began in February 2018. Prior to notice of HUD funding to be provided for the subject fiscal year, a public meeting was appropriately advertised and held on March 8, 2018, at 6 PM. At that time, neither the amount of federal funding nor FHFC SHIP funding was known; however, a proposed budget was presented for discussion. The meeting was held in the Renaissance Building located in both Frenchtown and the Neighborhood Revitalization Strategy Area. A second public meeting was held on May 8, 2018, at 2pm in the Renaissance Building. For this meeting, the final funding amounts were known and a revised proposed budget was presented.

In addition, a consultation was held on March 7, 2018, with the executive director of the Continuum of Care to discuss ESG and solicit their input as part of the process. City staff educated those present on the eligible uses of ESG as well as the limitations of the program. The CoC provided input on the use of and the priorities for use of the ESG funding.

Solicitation of input has been consistently sought from Leon County through meetings such as the affordable housing task force meetings being facilitated by the Florida Housing Coalition, a non-profit technical provider, at the request of both the City and the County. Commissioners from both the County and the City have demonstrated an increased interest in affordable housing for this community. In addition, Leon County and the City have formed an Affordable Housing Workgroup that produced a report of recommendations approved by both the City and County Commissions at a joint workshop held on October 26, 2017. One recommendation was that Leon County's and the City's Affordable Housing Advisory Committees meet jointly at least once per year to address issues and coordinate efforts in the service areas.

From May 26, 2018 to June 29, 2018, the draft of the FY2018-2019 budget and Annual Action Plan was available for public comment. A notice was placed in the Tallahassee Democrat on May 26, 2018. The notice contained contingency language to allow optimal time for citizen input. No comments were received during the 30-day public comment period. A final public hearing was held on June 20, 2018, in conjunction with the City Commission meeting. At that time, the City Commission approved the Annual Action Plan. No public comments were received at the June 20 final public hearing.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of public comments as well as those from both public meetings is summarized and provided as an attachment to this document. Attendees provided both oral and written comments. No comments

(written or oral) were received at the final public hearing nor during the 30 days during which the document and budget was available for comment.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted and considered if timely submitted.

7. Summary

The five-year Consolidated Plan identified the City's affordable housing, community development, and economic development needs and provided a strategy for addressing these needs using available funding. This fourth year Annual Action Plan provides a budget and detailed goals to be achieved for the 2018-2019 fiscal year. In the event that changes are necessary to either the Consolidated Plan or the Annual Action Plan, these may be amended. Depending on the nature and extent of the changes, the Citizen Participation Plan, as amended and approved by the City Commission on April 5, 2017, defines whether or not citizen feedback is required as provided in the Citizen Participation Plan.

Using CDBG, HOME, and ESG funding, as well as other funding and resources available to the City, the City will:

- Increase access to affordable housing
- Preserve affordable housing stock
- Increase access to public services
- Support efforts to decrease homeless through support of the Continuum of Care and other homeless resources
- Renovate public facilities and infrastructure

Priorities were identified through a process involving consultation with community stakeholders, the review of needs assessment data identified through the Consolidated Plan, and other feedback received from service recipients and sub-recipients or contractors assisting the City in providing services to low-and moderate-income households.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TALLAHASSEE	Community Housing and Human Services
HOME Administrator	TALLAHASSEE	Community Housing and Human Services
ESG Administrator	TALLAHASSEE	Community Housing and Human Services

Table 1 - Responsible Agencies

Narrative (optional)

The City of Tallahassee's Community Housing & Human Services Department is responsible for preparing the Consolidated and Annual Action Plans, in addition to the administration of the CDBG, HOME, and ESG programs. In that role, the City monitors these funds and develops goals, priorities, and plans for effective use of the funds. In addition to City staff, the City contracts with a number of non-profit organizations for the administration of essential programs and services.

Consolidated Plan Public Contact Information

The contact person is Jean Amison, Special Projects Coordinator, Community Housing & Human Services Department, 300 South Adams Street, B-27, Tallahassee, FL 32301. Email address: Jean.Amison@talgov.com.

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

This section describes the City's efforts to reach out and consult with other public and private organizations to better understand the needs of the community which will result in better, more effective use of HUD and state housing and community development funding provided through the available sources. It is a summary of the consultation process and includes the list of participating agencies as well as the City's efforts to enhance coordination between public and private agencies where possible.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City has recently put an increased focus on housing and formed an Affordable Housing Work Group made up of representatives from the following organizations: Leon County Housing Finance Authority, Tallahassee Housing Authority, Beatitude Foundation, Tallahassee Lenders' Consortium, Big Bend Continuum of Care, Big Bend Homeless Coalition, Ability First, Bethel Community Development Corporation, Habitat for Humanity of the Big Bend, Tallahassee Urban League, Leon County Schools, Leon County Housing Services, and the City of Tallahassee Housing Division, an affordable housing consumer representative, and an affordable housing developer.

Also, the Big Bend Homeless Coalition holds periodic meetings of it Homeless Network providers which is a very effective way of disbursing information among service providers. All providers using ESG funding or CoC funding are required to participate in HMIS. This has been even further enhanced through HUDs latest CoC requirements regarding coordinated entry.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City continues to be actively involved with the Continuum of Care and provides funding in support of its expansion and operation. The Big Bend Continuum of Care holds network meetings with its members during which time priority needs are discussed and information is shared.

During this past year, the City provided training to ESG subrecipients to train them on the ESG program and solicit their input into the Annual Action Plan relative to priority needs for homelessness and the use of ESG funding. The City also, using non-federal funding, has provided funding to support the needs of the Comprehensive Emergency Services Center. Through interaction with that organization, feedback

on needs and priorities is solicited. The ESG funding is provided to support priority homeless needs as identified by these agencies.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

In Program year 2011, the City convened an ESG subcommittee that consisted of homeless service providers and homeless individuals forth purpose of determining how to allocate the ESG funding and develop performance standards, evaluate outcomes, policies and procedures. The City continues to meet regularly with the CoC agency to solicit feedback from the service providers as to the best use of the ESG funding and changes that would more effectively serve the homeless population and provide the best service to this population. ESG funding outlines the eligible use of the funding and through consultation as described in this document, the City identifies in the Annual Plan how these funds will be allocated. The CoC through consultation with the service providers set the parameters for performance objectives, terms and amount of assistance to be provided, as well as the type of assistance that will be provided. All ESG agencies that receive ESG funding are required to participate and report through HMIS so that annual ESG reporting can be comprehensive.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

ĺ		
1	Agency/Group/Organization	BIG BEND HOMELESS COALITION, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
		Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of	This agency has served as the lead agency of the Continuum of Care and continued to serve in that capacity until the new CoC agency, as required by
	the consultation or areas for improved coordination?	HUD rule, was established and received its non-profit IRS status. Therefore, this organization was consulted with respect to homeless needs as it is the most
		knowledgeable organization with respect to the homeless needs of the community. It is anticipated that this consultation will provide the City better
_		understanding of these homeless needs as well as where the gaps are in the
		community. It will help to target resources for eligible activities better based on priorities and effectiveness.
2	Agency/Group/Organization	Bethel Community Development Corporation
_	Agency/Group/Organization Type	Housing
		Civic Leaders Neighborhood Organization
_	What section of the Plan was addressed by	Housing Need Assessment
_	Consultation?	Anti-poverty Strategy

l	-	
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization is a Community Housing Development Organization providing rental and ownership opportunities. Therefore, it provides input regularly with respect to housing needs. Additionally, this organization is very active in the Southside area of the City. The anticipated outcome is better understanding of local housing needs and resources necessary to better provide for these needs, particularly in the areas of the City that this organization serves.
3	Agency/Group/Organization	TALLAHASSEE LENDERS CONSORTIUM
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Non-profit Lending Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization serves as a sub recipient providing the City's down payment and closing cost assistance along with homebuyer education and counseling. The Consortium's members include banks, credit unions, and other approved lenders. Therefore, this organization provides valuable input regularly with respect to the housing market, loan trends and requirements, and needs of first-time homebuyers. They also serve as a CHDO producing low-income housing for eligible homebuyers. The anticipated outcomes are improved coordination with CHDOs and those needs as well as continuous improvement of the first-time homebuyer programs and services provided.
4	Agency/Group/Organization	TALLAHASSEE URBAN LEAGUE, INC
	Agency/Group/Organization Type	Housing Non Profit Rehabilitation Provider

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization is one of the City's owner-occupied rehabilitation providers, as well as a member of the City's Affordable Housing Workgroup. Therefore, it provides feedback relative to the needs seen in the low-income areas it serves. Anticipated outcomes are for improvement of the owner-occupied rehabilitation program though better understanding of the challenges and needs encountered. This will help the City to evaluate the effectiveness of its programs and make adjustments or design changes if necessary.
5	Agency/Group/Organization	Big Bend Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency serves as the Continuum of Care. This agency was consulted with respect to homeless needs as it is the most knowledgeable organization with respect to the homeless needs of the community. It is anticipated that this consultation will provide the City better understanding of these homeless needs as well as where the gaps are in the community. It will help to target resources for eligible activities better based on priorities and effectiveness.

Identify any Agency Types not consulted and provide rationale for not consulting

incorporated municipality within Leon County and two-thirds of the total Leon County population within the City limits. Therefore interaction The City of Tallahassee solicits feedback and encourages consultation with all interested parties. The City is in an unusual position as the only

with Leon County is frequent. Also, access to Florida Housing Finance Corporation is not uncommon with that agency located just blocks from the City's Housing Division and City Hall.

Since the City does not receive the HOPWA funding, interaction with HIV/AIDS agencies are limited to feedback from service providers of this type of special needs population relative to human service and homeless needs.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuing of Care	Big Bend Continuum of	of The City assists in developing goals for the homeless relative to funding it provides to
	Care	support homeless services, housing, and operations.
وهزيراط احتوا		This is the plan required to receive State Housing Initiatives funding. The goals of the AAP
Actic+appo Plan	City of Tallahassee	are determined in coordination with what can be accomplished through the use of SHIP
Assistance rian		funding in accordance with this LHAP.
paising oldebyothy	City of	This is a report of recommendations approved and adopted by both the City and County
Morkeyin Boogt	Tallahassee/Leon	commissions in October 2017. This report and workgroup were consulted about their efforts
workgroup report	County	to further affordable housing.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

County's population resides within the City limits. Tallahassee is the only incorporated municipality within Leon County. Florida Housing Finance The City of Tallahassee interacts with both Leon County and the Florida Housing Finance Corporation on a regular basis. Two-thirds of the Corporation is only blocks from the City offices in Tallahassee and provides affordable housing funding through the SHIP Program.

AP-12 Participation – 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

the public to reflect on recent accomplishments and make comments as to priorities for future activities, providing city staff with an indication of Performance Evaluation Report (CAPER) and to solicit input into the development of the 2018-2019 Annual Action Plan. These meetings allowed Tallahassee Democrat on February 20, 2018, and April 19, 2018 (respectively), and were held in the Renaissance Center. The Renaissance Center meetings and one final public hearing was conducted this year to allow full participation in development and review of the City's use of federal activities that should receive emphasis and consideration in the development of the Annual Action Plan. The meetings were advertised in the grant funds. The first two meetings were held on March 8, 2018 and May 8, 2018, to review the accomplishments in the Consolidated Annual is located at 435 North Macomb Street, Tallahassee, in the City's Frenchtown area which is part of the Neighborhood Revitalization Strategy In addition to the consultations identified previously, as provided in the Citizen Participation Plan and required by federal rule, two public area. No requests for special accommodations were received. Comments were received as provided in the summary of public comments provided as an attachment to this Annual Action Plan. After development of the Annual Action Plan and proposed budget was available for review in accordance with the Citizen Participation Plan, the second public hearing was held on June 20, 2018, during a City Commission meeting providing citizens with an opportunity to present comments to the City's highest level of authority. No comments (oral or written) were received during the 30-day comment period.

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on May 26, 2018. In addition, the meetings were posted to the City's official website, TalGov.com.

A copy of the Citizen Participation Plan is included in this Annual Plan as an attachment.

Citizen Participation Outreach

Sort Order	Sort Order Mode of Outreach Target of Outreach	Target of Outreach	Summary of	Summary of	Summary of comments	URL (If
			response/attendance	comments received	not accepted	applicable)
					and reasons	
			Five participants			
			attended the first			
			meeting; three	See summary of		
		2	participants attended	comments from		
	Dublic Mocting	+2750+04/br020	the second meeting.	public input	All comments were	
-	במחור ואופפרווו פ	comminity	Details are provided	provided as an	accepted.	
		community	in the minutes of the	attachment to this		
			meetings provided as	document.		
			an attachment to this			
			document.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of	Summary of	Summary of comments	URL (If
			response/attendance	comments received	not accepted and reasons	applicable)
			The notice of the			
			March 8, 2018, public			
			meeting was			
			published in the			
			Tallahassee			
			Democrat on			
			February 20, 2018.			
			There were no			
			comments received			
			as a result of this			
			advertisement and	See comment		
		Non-	five participants	section for the		
2	Newspaper Ad	targeted/broad	attended the	March 8 and May 8,	Not applicable.	
		community	meeting. The notice	2018, public		
			of the May 8, 2018,	meetings.		
			public meeting was			
			published in the			
			Tallahassee			
			Democrat on April			
			19, 2018. No			
			comments were			
			received as a result of			
			the notice, and three			
			people attended the			
			second meeting.			

ts URL (If	applicable)											
Summary of comments	not accepted	and reasons					0 400	NOT applicable.				
Summary of	comments received				,	see comment	March 9 and May 9	2018 Sublic	zote) public	illedriigs.		
Summary of	response/attendance		The notice the May 8,	2018 public meeting	was placed on the	City of Tallahassee's	official website	(talgov.com) in an	effort to reach more	than just the	readership of the	newspaper.
Target of Outreach						\$ (+0747 +04/kg+	taigeteu/bioau	collinainty			
Sort Order Mode of Outreach Target of							40003+110 +003.0+01	ווונפו וופר סמנו פמכון				
Sort Order							C	n				

URL (If applicable)		
Summary of comments not accepted	and reasons	Not applicable.
Summary of comments received		No comments were attributed to these emails. However, there was greater attendance from social service type agencies than in prior years.
Summary of response/attendance		An email was sent to the Big Bend Continuum of Care (CoC) for distribution to their members in an effort to encourage attendance and/or comments.
Target of Outreach		Minorities Non-English Speaking - Specify other language: All requesting accommodation Persons with disabilities Non- targeted/broad community Residents of Public and Assisted Housing All interested parties
Sort Order Mode of Outreach		Emails to Homeless Coalition Network Members
Sort Order		4

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
ις	Public Hearing	Non- targeted/broad community	Attendance at the third and final public hearing was representative of attendance during City meetings.	No public comments were received at the June 20, 2018 public hearing in connection with the City Commission meeting.	Not Applicable - No comments received.	
9	Newspaper Ad	Non- targeted/broad community	No responses, written or oral, were received following the May 26, 2018, newspaper ad which included the budget for the AAP.	None Received	Not applicable - No comments were received.	
7	Internet Outreach	Non- targeted/broad community	Not applicable.	No comments were received as a result of this May 26, 2018 notice inviting comments on the draft annual action plan when it was placed on the City's website (talgov.com).	Not applicable - No comments were received.	

Sort Order	Sort Order Mode of Outreach Target of	Target of Outreach	Summary of	Summary of	Summary of comments	URL (If
			response/attendance	comments received	not accepted	applicable)
					and reasons	
			An email was sent to			
			interested parties for			
			distribution to their			
			members in an effort			
		Minorities	to encourage			
			attendance and/or			
		Persons with	comments.			
		disabilities	Organizations	See the summary of		
0	Emails to		included contractors,	written comments) 	
0	Interested Parties	Residents of Public	United Way, the	received as a result	NOT applicable.	
		and Assisted	Tallahassee Housing	of this outreach.		
		Housing	Authority, Leon			
			County, Human			
		Contractors	Services providers,			
			ESG provider			
			agencies, and the			
			City's Fair Housing			
			Unit.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2) Introduction

challenge. The funding situation is exacerbated because the state often uses the Housing Trust Fund, dedicated to providing affordable housing, The City of Tallahassee's fiscal year runs from October 1st through September 30 of the following year. While the timing of the City's fiscal year funding, it might be totally lost. SHIP has not been fully funded in many years and the extent of funding to be made available is unknown from for other purposes. If not for the Sadowski Coalition fighting to retain affordable housing and pushing local governments to advocate for this year to year. Some years, the state has provided no funding at all, and in other years the state decreases its funding because Florida Housing Finance Corporation has funding on hand that it intends to provide through the SHIP program. The amount of SHIP funding provided for works well with the federal funding, the uncertainty of federal funds and the decreasing amount of federal funding available has been a previous years had improved but the award amount for this fiscal year is a decrease of approximately 60% from the prior year.

target needs that would otherwise not be addressed. The level of HOME allocation the City will receive may impact the City's ability to address The City continues to provide general funding to complement the CDBG funding and these funds are combined with Leon County resources to

local housing and community development needs as well.

Anticipated Resources

Program	Source of	Uses of Funds	Expe	cted Amoun	Expected Amount Available Year 1	ar 1	Expected	Narrative Description
	Funds		Annual	Program	Prior Year	Total:	Amount	
			Allocation:	Income:	Resources:	‹	Available	
			ጭ	₩	Ϋ́		Remainder	
							\$	
9800	- public -	Acquisition						Expected amount for the
	federal	Admin and Planning						remainder of plan is based on
		Economic						federal funding and program
		Development						income levels remaining the
		Housing						same
		Public						
		Improvements						
		Public Services	1,887,892	14,972	28,466	1,931,330	1,788,243	
HOME	- public -	Acquisition						Expected amount for the
	federal	Homebuyer						remainder of plan is based on
		assistance						federal funding and program
		Homeowner rehab						income levels remaining the
		Multifamily rental						same
		new construction						
		Multifamily rental						
		rehab						
		New construction						
		for ownership						
		TBRA	983,614	188,950	0	1,172,564	699,184	

Program	Source of	Uses of Funds	Expe	cted Amoun	Expected Amount Available Year 1	ar 1	Expected	Narrative Description
	Funds		Annual	Program	Prior Year	Total:	Amount	
			Allocation:	Income:	Resources:	\$	Available	
			❖	φ.	Ϋ́		Remainder	
							of ConPlan	
							\$	
ESG	public -	Conversion and						Expected amount for the
	federal	rehab for						remainder of plan is based on
		transitional housing						federal funding and program
		Financial Assistance						income levels remaining the
		Overnight shelter						same
		Rapid re-housing						
		(rental assistance)						
		Rental Assistance						
		Services						
		Transitional housing	160,982	0	0	160,982	159,895	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City leverages its federal funds by using them in conjunction with state and local funding. SHIP is often used to fund activities that are of an provides funding to pay these fees as provided by ordinance allowing the developers of affordable housing to decrease their costs and pass this general revenue and Leon County funds are combined with the public services funded with federal funds to support human service activities in the community. General revenue funding is also used for affordable housing programs such as the water and sewer fee waiver program which emergency nature and are too difficult to complete timely with the restrictions attached to the federal funds. In addition, the City has a local matching funds from past years, both SHIP and AHT funding is often used as matching funds for HOME-like and other eligible projects. City savings on to the homebuyer. In addition, the City Commission is considering a policy to dedicate funding from land sales and general fund budget surpluses to the Affordable Housing Trust Fund, providing a regular, dedicated source of funding to be used for affordable housing. Affordable Housing Trust fund (AHT) which is used for affordable housing activities. While the City currently has a large amount of excess

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City currently owns property acquired under the NSP program funded through the State of Florida. That property may be used in conjunction with other property subsequently acquired with nonfederal funds or federal funds to target the area for CDBG/NSP eligible activities. The City periodically acquires land through various means such as surplus parcels acquired for public improvements, foreclosures associated with outstanding code enforcement liens and violations and through donations. The City's process for disposal of surplus property includes a review by City departments to determine whether the property has a City related use. The Community and Human Services Department reviews these parcels and determines if the property can serve a community development or housing purpose. Approximately four years ago, the City provided a long-term lease on a City parcel to a non-profit organization to construct a comprehensive emergency services center which serves the homeless population and includes the homeless shelter. The Tallahassee Community Redevelopment Agency (CRA) can acquire property to facilitate redevelopment objectives and provides funding for affordable housing. The City has coordinated with the CRA to advance their common objectives which include the construction and preservation of affordable housing. The CRA has also provided funding for the purchase of land when it would be amenable to future development of affordable housing or neighborhood revitalization or improvement, in addition to the consideration of establishing a Community Land Trust.

Discussion

The use of anticipated resources and other funds used to leverage these resources is provided above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort	Goal Name	Start	End	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome
,	-	ב בים	_	ما با جات م 120				Hairatol
-	нотериуег	2015	7070	Attordable	FRENCHIOWN	Increase Homeownership	HOIME:	Direct Financial
	Down Payment			Housing	NEIGHBORHOOD		\$384,516	Assistance to
	Assistance Loans				REVITALIZATION			Homebuyers: 35
					STRATEGY AREA			Households Assisted
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			
2	Homeowner -	2015	2020	Affordable	FRENCHTOWN	Preserve Owner-Occupied	CDBG:	Homeowner Housing
	Single Family			Housing	NEIGHBORHOOD	Housing	\$68,250	Rehabilitated: 21
	Rehabilitation			Non-Homeless	REVITALIZATION		HOME:	Household Housing
				Special Needs	STRATEGY AREA		\$542,144	Unit
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			

Sort	Goal Name	Start	End	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome
Order		Year	Year					Indicator
3	Temporary	2015	2020	Affordable	FRENCHTOWN	Preserve Owner-Occupied	:DBG:	Homeowner Housing
	Relocation for			Housing	NEIGHBORHOOD	Housing	\$7,350	Rehabilitated: 21
	Owner-Occupied				REVITALIZATION			Household Housing
	Rehab				STRATEGY AREA			Unit
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			
4	CHDO Activities	2015	2020	Affordable	FRENCHTOWN	Increase Homeownership	HOME:	Homeowner Housing
				Housing	NEIGHBORHOOD		\$147,542	Added: 1 Household
					REVITALIZATION			Housing Unit
					STRATEGY AREA			
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			
2	Public Facilities	2015	2020	Non-Housing	FRENCHTOWN	Public Facilities	:DBG:	Other: 7 Other
	Service Center			Community	NEIGHBORHOOD	Improvements/Construction	\$565,000	
	Renovations			Development	REVITALIZATION			
					STRATEGY AREA			
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Lead Paint	2015	2020	Affordable	FRENCHTOWN	Preserve Owner-Occupied	CDBG:	Homeowner Housing
	Testing			Housing	NEIGHBORHOOD	Housing	\$13,700	Rehabilitated: 21
					REVITALIZATION			Household Housing
					STRATEGY AREA			Unit
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			
7	Homeless -	2015	2020	Affordable	City of Tallahassee	Emergency Shelter &	ESG:	Tenant-based rental
	Essential Services			Housing	(citywide)	Transitional Housing	\$160,982	assistance / Rapid
	& Rapid			Homeless		Rapid Rehousing		Rehousing: 20
	Rehousing							Households Assisted
								Homeless Person
								Overnight Shelter:
								45 Persons Assisted
								Homelessness
								Prevention: 24
								Persons Assisted
8	Permanent	2015	2020	Homeless	FRENCHTOWN	Homeless Prevention	CDBG:	Homelessness
	Relocation			Relocation	NEIGHBORHOOD		\$20,268	Prevention: 15
					REVITALIZATION			Persons Assisted
					STRATEGY AREA			
					Tallahassee Promise			
					Zone			
					City of Tallahassee			
					(citywide)			

Sort	Goal Name	Start	End	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome
Order		Year	Year					Indicator
6	CBDO Activities -	2015	2020	Affordable	FRENCHTOWN	Public Services	:58G)	Public service
	Frenchtown Area			Housing	NEIGHBORHOOD		\$596,000	activities other than
				Non-Housing	REVITALIZATION			Low/Moderate
				Community	STRATEGY AREA			Income Housing
				Development	Tallahassee Promise			Benefit: 425 Persons
				Economic	Zone			Assisted
				Development	City of Tallahassee			
					(citywide)			
10	Public Services -	2015	2020	Non-Homeless	FRENCHTOWN	Public Services	CDBG:	Public service
	Senior Services			Special Needs	NEIGHBORHOOD		\$62,699	activities other than
					REVITALIZATION			Low/Moderate
					STRATEGY AREA			Income Housing
					Tallahassee Promise			Benefit: 350 Persons
					Zone			Assisted
					City of Tallahassee			
					(citywide)			
11	Public Services -	2015	2020	Non-Homeless	FRENCHTOWN	Public Services	:58Q)	Public service
	Physical Health			Special Needs	NEIGHBORHOOD		\$59,752	activities other than
					REVITALIZATION			Low/Moderate
					STRATEGY AREA			Income Housing
					Tallahassee Promise			Benefit: 100 Persons
					Zone			Assisted
					City of Tallahassee			
					(citywide)			

Sort	Goal Name	Start	End	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome
Order		Year	Year					Indicator
12	Public Services -	2015	2020	Non-Homeless	FRENCHTOWN	Public Services	CDBG:	Public service
	Persons with			Special Needs	NEIGHBORHOOD		\$42,194	activities other than
	Disabilities				REVITALIZATION			Low/Moderate
					STRATEGY AREA			Income Housing
					Tallahassee Promise			Benefit: 360 Persons
					Zone			Assisted
					City of Tallahassee			
					(citywide)			
13	Public Services -	2015	2020	Non-Housing	FRENCHTOWN	Public Services	CDBG:	Public service
	Childrens			Community	NEIGHBORHOOD		\$37,380	activities other than
	Services			Development	REVITALIZATION			Low/Moderate
					STRATEGY AREA			Income Housing
					Tallahassee Promise			Benefit: 128 Persons
					Zone			Assisted
					City of Tallahassee			
					(citywide)			
14	Public Services -	2015	2020	Non-Housing	FRENCHTOWN	Public Services	CDBG:	Public service
	Youth Services			Community	NEIGHBORHOOD		\$78,158	activities other than
				Development	REVITALIZATION			Low/Moderate
					STRATEGY AREA			Income Housing
					Tallahassee Promise			Benefit: 175 Persons
					Zone			Assisted
					City of Tallahassee			
					(citywide)			

Sort	Goal Name	Start	End	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome
Order		Year	Year					Indicator
15	Program	2015	2020	2020 Administration	FRENCHTOWN	Public Services	CDBG:	Other: 1 Other
	Administration				NEIGHBORHOOD	Emergency Shelter &	\$377,578	
					REVITALIZATION	Transitional Housing	HOME:	
					STRATEGY AREA	Preserve Owner-Occupied	\$98,361	
					Tallahassee Promise	Housing	ESG: \$0	
					Zone	Public Facilities		
					City of Tallahassee	Improvements/Construction		
					(citywide)	Increase Homeownership		
						Rapid Rehousing		
						Homeless Prevention		
						Neighborhood Impv -		
						Demolition and Clearance		
						Contingency Funds		

Table 6 – Goals Summary

Goal Descriptions

н	Goal Name	Homebuyer Down Payment Assistance Loans
	Goal	This program provides direct financial assistance for purchase of a home. It is paired with homebuyer education and
	Description	counseling using federal or non-federal resources.
2	Goal Name	Homeowner - Single Family Rehabilitation
	Goal	Funding is used for single family rehabilitation of owner-occupied homes for low and moderate income households. This
	Description	program is used in conjunction with the temporary relocation and lead paint testing programs and uses both federal
		funding and non-federal funding.

က	Goal Name	Temporary Relocation for Owner-Occupied Rehab
	Goal	This program is used in conjunction with the Owner-Occupied Rehabilitation program serving low and moderate income
	Description	households. It covers necessary expenses as allowed by our temporary relocation policy for those households receiving
		rehabilitation services. These expenses consist primarily of storage of household goods and sometimes temporary lodging when deemed necessary when other options are not available.
4	Goal Name	CHDO Activities
	Goal	In accordance with HOME requirements, this funding is set aside and awarded only to eligible CHDO organizations for
	Description	construction or rehabilitation of affordable housing for low income households (at or below 80% AMI) or make rental housing affordable.
5	Goal Name	Public Facilities Service Center Renovations
	Goal	This funding is used for renovations and improvements to public facilities in low- and moderate-income
	Description	neighborhoods. These service centers are often used in conjunction with the provision of public services to low and moderate-income households funded through federal or non-federal funding.
9	Goal Name	Lead Paint Testing
	Goal	This program is used primarily with the owner-occupied rehabilitation program to ensure that all pre-1978 housing that is not exempt is tested for lead paint hazards
	<u>.</u>	
7	Goal Name	Homeless - Essential Services & Rapid Rehousing
	Goal	The breakout of the ESG funding for the period covered by this AAP will be determined based on the needs assessment
	Description	provided by the Big Bend Continuum of Care. Eligible categories for funding will include Rapid Rehousing, Homeless
		Prevention, Emergency Sneiter, Street Outreach, and Hivils.
∞	Goal Name	Permanent Relocation
	Goal	This program provides assistance to households displaced through code action to enable them to be relocated into
	Description	permanent housing.

6	Goal Name	CBDO Activities - Frenchtown Area
	Goal Description	In an effort to continue to revitalize the NRSA consisting of the Frenchtown, Bond, and Southside areas, the funds will be used City will continue support of the HOPE Shelter and assist those at risk of homelessness through the services provided in the Comprehensive Emergency Services Center and HOPE Shelter.
10	Goal Name	Public Services - Senior Services
	Goal Description	The program will provide a variety of health programs and accessing that focus on prevention and health maintenance for those 55 and older living in the target areas.
11	Goal Name	Public Services - Physical Health
	Goal Description	This program addresses basic needs such as food, transportation and utility assistance. It also provides medical case management, mental health and substance abuse counseling, housing assistance, preventative education, support groups and medical transportation.
12	Goal Name	Public Services - Persons with Disabilities
	Goal Description	The goal of this program is to provide persons with disabilities the opportunity to achieve, maintain, and strengthen their level of independence by providing a range of services such as environmental modifications, and medical supplies and equipment.
13	Goal Name	Public Services – Children's Services
	Goal Description	The goal is to create suitable living environments by assisting with enrollment into Head Start and Early Head Start. The focus is on families with special needs children, children born to teen mothers, foster care children, and families receiving TANF.
14	Goal Name	Public Services - Youth Services
	Goal Description	An after-school, summer enrichment and girls mentoring program providing structured enrichment activities for youth, K-12. Supportive services provided include homework assistance, cultural enrichment, social skills development, reading initiatives, literacy skills, and nutrition and health education.

15	Goal Name	Program Administration
	Goal	
	Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

In this fourth year Annual Action Plan, the City of Tallahassee will continue to fund activities that it has funded in the past in an effort to accomplish the following:

- Increase access to affordable housing through down payment assistance and other support to first-time homebuyers and potential first-time homebuyers
- Expand and improve the condition of housing affordable to lower income households
- Extend the useful life of existing affordable housing through repair and rehabilitation programs
- Leverage other public and private resources to expand the supply of affordable housing
- Assist non-profit providers and community housing development organizations (CHDOs) by providing technical assistance
- Increase access to public services by providing 15% of the CDBG entitlement funding for public services
- Fund improvements to public facilities or new construction of public facilities
- Continue to build capacity through support of CBDOs

Projects

#	Project Name
1	Administration
2	Public Services
3	Public Facilities
4	Housing Rehabilitation
5	Acquisition and Construction
6	Neighborhood Revitalization
7	Emergency Solutions Grant

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Tallahassee's City Commission have indicated that affordable housing is a priority for the City. A newly-formed Affordable Housing Workgroup produced a report of recommendations that, if implemented, will further affordable housing, both new construction, rental and preservation of the current stock of affordable housing. The Commission has expressed their intent to ensure funds are budgeted for high priority affordable housing activities whether provided through federal or non-federal

funding such as SHIP. The largest obstacle to addressing underserved needs is funding in general, especially since the underserved tends to be those with disabilities. There is lack of funding available for the services that need to be in place for permanent supportive housing.

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Program Administration
	Needs Addressed	Preserve Owner-Occupied Housing Emergency Shelter & Transitional Housing Increase Homeownership Public Facilities Improvements/Construction Public Services Rapid Rehousing Homeless Prevention
	Funding	CDBG: \$377,578 HOME: \$98,360
	Description	These funds are used to cover CDBG and HOME administrative costs including personnel expenses, training, materials and supplies, and fair housing activities. Funds are used to fund all of the CDBG eligible and HOME activities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A This is administration.
	Location Description	Citywide
	Planned Activities	CDBG eligible and HOME program administration.
2	Project Name	Public Services
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Public Services - Senior Services Public Services - Physical Health Public Services - Persons with Disabilities Public Services - Youth Services Public Services - Children's Services

	Needs Addressed	Public Services
	Funding	CDBG: \$283,183
	Description	These funds equal 15% of the CDBG allocation and are used for public services.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	1,185 low and moderate income families.
	Location Description	Citywide
	Planned Activities	Provision of a variety of public services such as healthcare, senior services, youth services, children's services, and services to the disabled.
3	Project Name	Public Facilities
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Public Facilities Service Center Renovations
	Needs Addressed	Public Facilities Improvements/Construction
	Funding	CDBG: \$565,000
	Description	These funds will be used for service center renovations and other public facilities which may be funded through a competitive process.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	These public facilities are located in or serve primarily low or moderate income households or populations presumed to be low or moderate income. These centers are also used to provide public services. The number of families served will be reported in the public services data. However, it is anticipated that at least seven (7) public facilities will be assisted.
	Location Description	All public facilities assisted are anticipated to be located in low income census tracts or serving primarily low or moderate-income households or households presumed to be low or moderate income; the determination of which ones will be dependent on the cost of the improvements as prioritized.

	Planned Activities	Improvements to low/moderate income area parks and neighborhood service centers.
4	Project Name	Housing Rehabilitation
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Homeowner - Single Family Rehabilitation Temporary Relocation for Owner-Occupied Rehab Lead Paint Testing
	Needs Addressed	Preserve Owner-Occupied Housing
	Funding	CDBG: \$89,300 HOME: \$542,144
	Description	These funds will be used for rehabilitation of owner-occupied housing to bring homes into compliance with current codes and to address all health and safety issues.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Twenty-one (21) low and moderate income households will be assisted through rehabilitation, lead paint testing, and temporary location.
	Location Description	The addresses of these are unknown at this time as the homes are identified as they apply and are accepted to the program.
	Planned Activities	Rehabilitation of owner-occupied housing, including lead paint testing and relocation activities.
5	Project Name	Acquisition and Construction
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	Homebuyer Down Payment Assistance Loans Permanent Relocation CHDO Activities
	Needs Addressed	Increase Homeownership
	Funding	CDBG: \$20,269 HOME: \$532,060

	Description	These funds are used to provide loans for down payment assistance and closing cost loans for income-eligible homeowners and delivery costs as well as CHDO activities and permanent relocation activities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Thirty-five (35) low income households are anticipated to be assisted with the down payment and closing cost assistance; and one family is anticipated to be assisted with the CHDO activity of acquisition and construction/rehabilitation; and 15 families are anticipated to be assisted through permanent relocation.
	Location Description	The location of these activities is unknown as they are identified as applicants are approved for assistance.
	Planned Activities	Down payment and closing cost assistance to first-time homebuyers and assistance to one or more CHDOs to acquire and/or rehabilitate/construct one or more homes to be sold to low income households.
6	Project Name	Neighborhood Revitalization
	Target Area	FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA Tallahassee Promise Zone City of Tallahassee (citywide)
	Goals Supported	CBDO Activities - Frenchtown Area
	Needs Addressed	Public Services
	Funding	CDBG: \$596,000
	Description	Funds provided for a Community Based Development Organizations (Big Bend Homeless Coalition) to affect change in a NRSA.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	425 families are anticipated to be assisted.
	Location Description	In an effort to continue to revitalize the NRSA consisting of Frenchtown, Bond, and Southside areas, the funds will be used to continue to support the movement of the homeless populations from and those at risk of homeless ness through the services provided through the services available through the Continuum of Care.
	Planned Activities	Support for the CBDO organization to revitalize the NRSA.

7	Project Name	Emergency Solutions Grant
	Target Area	City of Tallahassee (citywide)
	Goals Supported	Homeless - Essential Services & Rapid Rehousing
	Needs Addressed	Emergency Shelter & Transitional Housing Homeless Prevention
	Funding	ESG: \$160,982
	Description	These funds will be used to provide essential services to households residing in homeless facilities or transitional housing. Funds will also be used to cover housing relocation/stabilization services, short-term rental assistance.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	89 low income families are estimated to be assisted through the ESG Programs.
	Location Description	These activities will be City wide but through Continuum of Care organizations.
	Planned Activities	Rapid Rehousing, Homeless Prevention, Emergency Shelter, and Street Outreach.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City has identified two geographic areas which are the focus of comprehensive redevelopment and revitalization efforts. These areas are the Tallahassee Promise Zone, and the Tallahassee Neighborhood Revitalization Strategy Area which overlap to a significant extent. However, the City's federal grant funded programs for affordable housing, public services, and public facilities are available Citywide. The City promotes these programs to residents, businesses, and non-profit organizations that reside in or provide services to these targeted areas more heavily and has targeted some non-federal funding for public services to those areas in the past. However, the City does not reserve its federal grant funds for the exclusive use in these geographic areas.

Geographic Distribution

Target Area	Percentage of Funds
FRENCHTOWN NEIGHBORHOOD REVITALIZATION STRATEGY AREA	
Tallahassee Promise Zone	
City of Tallahassee (citywide)	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

As discussed above, the City does not allocate its resources based on geographic targets. The City seeks to encourage the use of its grant programs in these identified target areas through promotion and outreach.

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

This section provides the goals for the number of homeless, non-homeless, and special households to be provided affordable housing during the program year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	57
Special-Needs	0
Total	57

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	21
Acquisition of Existing Units	35
Total	57

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The above table indicates the number of non-homeless households that will be assisted with affordable housing through rehabilitation of owner-occupied homes (21) and down payment assistance loans (35), and one unit through CHDO activities with the production of one affordable unit. In addition, 89 households/persons will be assisted through the ESG programs funded programs within the program year. It also indicates the number of affordable housing units that will be provided by program type. "Affordable housing" is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. These numbers in Table 12 do not include emergency shelter, transitional housing, permanent relocation program, or social services but are reflective of our owner-occupied rehabilitation program, our down payment assistance program, and our CHDO activities. It is through the CHDO activities that the City is able to better serve the special needs populations because CHDOs are allowed to retain their proceeds which makes it much more financially feasible to reach the special needs populations.

While the City does not target the special populations (other than perhaps through additional outreach of our CHDOs), staff do work with these special populations to determine what programs will best fit their needs. We appropriate non-federal funds to provide accessibility repairs to persons with

accessibility needs and through non-federal funding other special needs may be served. For example, SHIP funding may target special needs as determined by the legislature. We also currently allow higher income levels (up to 80% AMI) as an exception to the general rules in some of our non-federally funded programs such as our Emergency Home Repair Program.

AP-60 Public Housing – 91.220(h)

Introduction

This section describes the actions the City will take in FY 2018-2019 to carry out the public housing portion of the strategic plan.

Actions planned during the next year to address the needs to public housing

The City will continue to be an active partner with the Tallahassee Housing Authority (THA) and, whenever possible, provide financial support for the THA's competitive applications for funding such as low income housing credits, State Apartment Housing Incentive Loan Program, other FHFC funds, as well as competitive HUD funding.

The City will continue to facilitate the THA (or their representative) in an effort to obtain the necessary supporting forms required to be executed by the City/County/State as needed for applications to HUD, FHFC, Federal Home Loan Bank, and others. This includes the Certification of Consistency forms needed to verify that the funding is consistent with the Consolidated Plan (strategic plan).

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City staff will continue to be actively involved with the local housing authority in whatever ways possible including the Family Self-Sufficiency Program and develop resources to support program planning initiatives designed to encourage housing authority residents to become more self-sufficient, to explore opportunities, when appropriate, to be active in management.

The City will continue to encourage the use of the City's down payment assistance, water and sewer fee waiver, the City's housing and financial counseling, and other programs as might be applicable to low-and moderate-income potential homebuyers who are residents of public housing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

The Tallahassee Housing Authority (THA) was set up by the City but now operates as an independent, highly successful organization. The Mayor appoints members of the THA board and the City reviews funding requests to be submitted to HUD for consistency with the City's strategic plan goals prior to THA's submission of such requests. In the past, the THA has successfully competed for and been awarded LIHTC (tax credits) from the Florida Housing Finance Corporation. In conjunction with the

funding provided form the Tallahassee-Leon Community Redevelopment Agency, THA produced Goodbread Hills, a successful, attractive multifamily development located in the Frenchtown target area which is a part of the Neighborhood Revitalization Strategy Area (NRSA). This development replaced an existing, outdated, problem-ridden public housing development. THA continues to use this strategy in its efforts to modernize, update, or redevelop existing developments. The current focus of the THA is the redevelopment of the Orange Avenue Apartments. They have hired a consultant and developed a master plan for this endeavor.

In addition, the THA Executive Director was a member of the Affordable Housing Workgroup and, based upon recommendations from the Workgroup, dedicated 81 Section 8 vouchers to assist eligible persons to secure permanent supportive housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i) Introduction

This section describes the City's FY 2018-2019 goals and specific action steps it will undertake to carry out the homeless strategy outlined in the previous section. The members of the CoC have identified the priorities for use of the ESG funding to include both Rapid Rehousing and Homeless Prevention as the highest priority. While the amount of ESG funding the City receives is very low, these funds will be used to fund Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach and HMIS expenditures.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City supports the activities of the Big Bend Continuum of Care, the lead agency of the Continuum of Care (CoC). The BBCoC is the agency that conducts the annual point-in-time study at which time outreach is done for those unsheltered persons on the streets and in camps. Also, as provided above, the CoC has identified part of the ESG funding to be used for street outreach.

With the recent success of the Big Bend Homeless Coalition's role in improving the Frenchtown portion of the Neighborhood Revitalization Strategy Area (NRSA) and the relocation of the Shelter and the Comprehensive Emergency Services Center (CESC), efforts will continue in other portions of the NRSA. In addition, Capital City Youth Services has a Going Places Street Outreach with a drop-in center. It provides outreach to runaway and homeless youth up to the age of 21.

The Apalachee Center Homeless Project provides outreach, case management, psychiatric/medication management, and supportive services. It has an outpatient mental health treatment program providing services to individuals who are homeless, have no insurance, and have a major mental illness.

Finally, the new CESC provides services, including case management, to all homeless persons, sheltered or unsheltered. Information regarding these services is provided to all service providers at the regular CoC Network meetings. The City supports the CESC with general revenue funding each year.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to support the efforts of the Big Bend Continuum of Care as the CoC in its efforts whether through federal or non-federal funding. The BBCoC maintains an inventory of emergency shelter and transitional housing. The CESC has, as part of its facility, a homeless shelter. Through the coordination and efforts of these organizations, referrals to other facilities are made as appropriate. In

addition, when the weather is such that it is hazardous to unsheltered persons, a cold night shelter is opened and staffed. In addition, the Big Bend Homeless Coalition operates the HOPE Shelter year-round, also operating as a CBDO.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The members of the BBCoC have identified the priorities for use of the ESG funding to include both Rapid Rehousing and Homeless Prevention as the highest priority. While the amount of ESG funding the City receives is very low, these funds will be used to fund Rapid Rehousing, Homeless Prevention, Emergency Shelter, Street Outreach and HMIS expenditures.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Although the amount of ESG funding the City receives is very small, Homeless Prevention is identified as a high priority.

In addition, the City often refers callers to the 211 system or to other known resources such as non-profit organizations or other organizations that provide emergency assistance for items that may result in the caller becoming homeless.

Discussion

The goals and action steps the City will undertake to carry out the homeless strategy are discussed above. The City does not receive any HOPWA funding. However, the organization that does receive HOPWA funding is a member of the CoC.

AP-75 Barriers to affordable housing – 91.220(j) Introduction:

As provided in the Consolidated Plan, the City is not aware of any policies or regulations that have been barriers to affordable housing which have not or are not being addressed. There are several incentive policies for affordable housing as provided in the LHAP required to receive SHIP funding. The City will update as needed its Analysis of Impediments to Fair Housing to ensure any barriers are addressed. In addition, the Leon County and City of Tallahassee Commissions established an Affordable Housing Workgroup. The Affordable Housing Workgroup is a thirteen-person body composed of representatives from local government, non-profit housing and homeless service providers, and affordable housing clients. The Workgroup was charged with developing recommendations which: (a) develop a plan for a multifamily affordable housing project which utilized multiple funding sources, (b) provide for coordination and collaboration for local government, non-profit and for-profit resources, (c) encourage housing designs that considered the needs of residents and enhances the overall community, (d) leverage the financial resources of local, state, and federal resources to address permanent supportive housing for the homeless population, (e) engage organizations that promote best practices in affordable housing models, and (f) recommend a structure that would sustain the collaborative effort of the Affordable Housing Workgroup. A final report of recommendations was released in October 2017.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the event any policies or regulations are identified as barriers to affordable housing, staff and the advisory committee will review those policies or regulations. In addition, the City will continue to reduce possible regulatory and barriers to the development of affordable housing in the next year as follows:

- Continued use of general revenue or other government funds for the payment of water and sewer connection fees under the local ordinance;
- Fast-tracking the permitting process for affordable housing developments;
- Maintain and implement those incentives to affordable housing as recommended by the Affordable Housing Advisory Committee to the extent possible; and
- Continued partnership with the County through the Affordable Housing Workgroup to address recommendations regarding barriers to affordable housing.

For a complete list of affordable housing incentive policies that are applicable to affordable housing project, see strategies contained in the Local Housing Assistance Plan (LHAP) provided as an attachment

(AP-75 Attachment) to this AAP.

Discussion:

The actions the City would take to remove or ameliorate negative effects of public policies that pose barriers to affordable housing are discussed above.

AP-85 Other Actions – 91.220(k)

Introduction:

This section describes the City's planned actions to carry out the strategies outlined in the Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

Over the timeframe covered by this AAP, the following actions will take place in an effort to address obstacles to meeting the underserved needs:

- Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development in an attempt to alter negative perceptions
- Continue to develop and nurture relationships with stakeholders in an effort to better identified needs
- Continue to enhance the level of coordination among stakeholders to maximize outputs and deliver more efficient and effective services
- Promote programs in targeted areas more heavily than City-wide

Actions planned to foster and maintain affordable housing

- Continue to encourage and reward collaborative projects that are consistent with the City's priorities and objectives
- Continue to educate affordable housing providers about funding sources and incentives available through the City or elsewhere
- Continue to monitor the condition of affordable housing to which the City has provided funding or incentives
- Joint meetings of the City and County's Affordable Housing Advisory Committees to address barriers to affordable housing

Actions planned to reduce lead-based paint hazards

- Continue to test all houses built prior to 1978 that are rehabilitated under the owner-occupied rehabilitation program for lead-based paint and, if found be sure the necessary mitigation work is incorporated into the rehabilitation work and clearance tests indicate the home is safe before allowing homeowner to occupy the home
- Require all agencies or sub-recipients contracted for the rehabilitation work follow the lead

paint rules and abide by the City's process

Actions planned to reduce the number of poverty-level families

- Support the provision of public services such as child care, health services, after-school programs, etc., for low and moderate-income households
- Support the provision of homebuyer and financial education to low and moderate-income households
- Support the provision of permanent affordable and decent housing for homeownership or lease

Actions planned to develop institutional structure

- Provide opportunities for capacity building through the provision and coordination of training opportunities for local organizations
- Participate in training opportunities available to City staff
- Provide technical assistance when staff has the capacity to do so (e.g., HOME or HOME CHDO, CDBG, ESG, etc.)
- Take advantages of opportunities to receive technical assistance and training

Actions planned to enhance coordination between public and private housing and social service agencies

- Participation in the City/County workgroup on affordable housing
- Continue participation with the Big Bend Continuum of Care in the regular network meetings
- Continue participation in neighborhood meetings to determine their needs and obtain input relative to City activities and projects funded

Discussion:

The actions the City plans to carry out the strategies outlined in the Consolidated Plan are described in detail above.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.220(I)(1,2,4)

Introduction:

This section addresses program-specific requirements for the Annual Action Plan.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	14,971
2. The amount of proceeds from section 108 loan guarantees that will be used during the	,
year to address the priority needs and specific objectives identified in the grantee's strategic	;
plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use	
has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	14,971
Other CDBG Requirements	
1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that	
benefit persons of low and moderate income.	
Overall Benefit - A consecutive period of one, two or three years may be used to	
Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit	

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Tallahassee does not anticipate providing forms of investment not described in 24 CFR 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

In anticipation of using home funds to support homebuyers, the City adopts the recapture of the entire unforgiven amount in cases where the assisted unit fails to be the principal residence of the assisted household for the duration of the affordability period. When the recapture is triggered by sale of the unit, either voluntarily or involuntarily, the amount recaptured shall not exceed net proceeds of the sale as defined by HUD methodology. Additional information on the City's recapture policy is included as an attachment.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City requires that a HOME agreement, as well as a note and mortgage, be executed by the beneficiary of the funds (homebuyer). These are recorded in the public records. If the homebuyer requests subordination for refinancing of superior mortgages, the City has a process to review the new financing. If it meets the subordination requirements, which are structured to ensure the protection of the homebuyer and the City's lien position, then the City provides a subordination to allow the new mortgage to again be superior to the City mortgage.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not anticipate using HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds for the period covered by this AAP.

Emergency Solutions Grant (ESG) Reference 91.220(I)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

See attached Written Standards for Providing ESG Assistance.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

As of January 2015, the Big Bend Continuum of Care has adopted the use of the VI-SPDAT (The Vulnerability Index - Service Prioritization Decision Assistance Tool) to use as our community's coordinated intake and assessment tool. The VI-SPDAT is a pre-screening, or triage tool that is designed to be used by all providers within the community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available.

This tool is comprised of questions pertaining to four areas of the client's life:

History of Housing and Homelessness;

Risks - risk of harm to self or others, involvement in high-risk and/or exploitative situations, interactions with emergency services, legal issues, managing tenancy;

Socialization and Daily Functions - self-care and daily living skills, personal administration and money management, meaningful daily activities, social relations and networks; Wellness - mental health and wellness and cognitive functioning, physical health and wellness, medication, substance use, experience of abuse and/or trauma;

After a caseworker has completed a VI-SPDAT on a client, it is then entered into HMIS (Homeless Management Information System) and scored to determine which intervention is best for the client.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City anticipates an RFP process to select non-profit organizations to carry out the activities identified for the use of ESG funding. The basis for the selection is performance-based and supports the City's objectives of supporting the continued development, operation, and expansion of CoC services and operations. Responding entities will be evaluated in the following areas: experience and ability; past experience; past performance; case management capacity; and fiscal capacity. The organization must demonstrate relevant experience in emergency responsiveness, client eligibility determination and case management. The organization must participate and report into HMIS.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

In an effort to comply with 24 CFR 576.205(a), the City will ensure the continued participation of a homeless or formerly homeless individual on the ESG Planning Committee. This committee will continue to be consulted regarding policy and decision making pertaining to the use of ESG funding on an annual basis. The organization acting as lead agency for the CoC is currently the Big Bend Continuum of Care. This organization holds regular meetings with its network of service providers and obtains feedback in that way. City staff also regularly attends these network meetings.

5. Describe performance standards for evaluating ESG.

The goal of ESG-funding is to reduce the number of persons who are homeless in the community and reduce the length of time the persons are homeless. Therefore, the specific ESG-RRP performance outcomes will be a measure of the number of persons or households that move out of homelessness into permanent housing as well as whether the move to permanent or permanent supportive housing has been successful at the 3 month, 6 months, or other intervals. If not, what are the factors that resulted in the lack of success.

See above.

GRANTEE-SPECIFIC ATTACHMENTS

Citizen Participation Comments

Citizen Participation Plan

Affordable Housing Incentive Strategies

HOME Recapture and Resale Policy

Written Standards for Providing ESG Assistance

SF424s

Certifications

Public Comments

March 8, 2018
First Public Meeting for
Development of 2018-2019 Annual Action Plan

The meeting was opened by Jean Amison, Special Projects Coordinator for the Housing Division, at 6:05pm. Ms. Amison provided updates on funding expectations, last year's accomplishments, and proposed activities for the 2018-2019 year. There were five people in attendance. Ms. Amison ended the presentation and asked for public comments. The following comments were received:

- One attendee how much the City would receive in SHIP funding with the recent budget cuts by the State Legislature. The amount is about \$400,000. The City's priorities remain the same although staff stated the City might look to amend some program caps or fund programs with other funds. The City also has about \$188,000 in HOME program income that will be available for use.
- Another attendee had a question regarding the funding for public facilities and how it
 will be allocated in the new program year. This attendee is from the HOPE shelter and is
 looking at the sustainability of the shelter and the repairs and maintenance needed long
 term. She expressed interest in using either ESG funding for shelter renovation or using
 some of the CDBG public facilities funds out for RFQ.
- The attendee from HOPE shelter also expressed an interest in using a larger portion of ESG for rapid rehousing and homeless prevention as those seem to be the biggest needs she sees in the community.

The meeting was closed by Ms. Amison at 6:40pm.

Public Comments

May 8, 2018
Second Public Meeting for
Development of 2018-2019 Annual Action Plan

Jean Amison, Special Projects Coordinator for the Housing Division, opened the meeting at 2:00pm. Ms. Amison provided updates on funding expectations, last year's accomplishments, and proposed activities for the 2018-2019 year, including explaining the amount of funding the City will receive. There were three people in attendance. Ms. Amison ended the presentation and asked for comments. The following comments were received:

- o Freddy Branham, Executive Director, ECHO, made a comment relative to the amount of funding set aside each year for Permanent Relocation. Right now it's \$20,000 per year, with a maximum of \$4,000 available per client, and a target goal of 8 clients served. In order to achieve the 8 clients, ECHO has had to reduce the maximum amount they can spend per client. They would like to see the amount increased to \$32,000 if it's possible because of the funding increases. Mr. Branham also commented that for the ESG funding, he believed the emphasis on Rapid Rehousing and Homelessness Prevention should remain, that there are enough of other types of funds for shelter operations, but these two categories are largely underfunded and in high demand.
- O Bill Wilson, Graceful Solutions, commented that the current housing market in Tallahassee is short on affordable housing. He noted that there are no funds set aside for unit production. He also commented that the Affordable Housing Workgroup has not met since October and that they have not been invited to the table since to discuss current goals, comment on the budget, or otherwise be involved in planning. He also asked if the AHAC was going to have the opportunity to review the AAP and budget prior to the public hearing. Ms. Amison explained the AHAC and AAP processes and noted that the AHAC would have a chance to comment on the budget and AAP, but that there is not a specific meeting set for the AHAC to review the AAP. Their roles and responsibilities lie in reviewing the City's affordable housing policies and procedures.

With no further comments or questions, Ms. Amison closed the meeting at 2:40pm.

Public Comments

June 20, 2018

Third and Final Public Hearing for Development of 2018-2019 Annual Action Plan

Meeting: June 20, 2018

Category: Public Hearing

Subject: Third and final public hearing of the Adoption of the Annual Action

Plan for FY 2018-2019; authorization of submission of the plan to HUD; appropriation of funding; and authorization of contracts for

implementation of approved activities.

Recommended Action: Option 1. Conduct the final public hearing on the FY 2018-2019

Annual Action Plan; Adopt the 2018-2019 plan with the inclusion of public comments and approve its submission to HUD. Appropriate the funding and authorize staff to negotiate and execute contracts for the activities and programs listed in the FY 2018-2019 Proposed Funding

Summary.

No comments received verbally or in writing in response to the public hearing.

CoC Meeting – ESG Use for FY2018-2019 Wednesday, March 7, 2018 2:00 PM Planning Conference Room, 3rd Floor Renaissance Center Building

COMMENTS

Meeting began at 2pm. In attendance were Joyce Olaves and Jean Amison representing the City of Tallahassee, and Mia Parker, representing the Big Bend Continuum of Care. Jean went through the agenda talking points, indicating current funding and contracts, and number of people served last year with ESG funding. Jean also talked about next year's funding and what it may mean depending on the amount the City receives.

Mia Parker will meet with her board/committee on recommendations for the City's use of the ESG funding and provide feedback and comments no later than May 1st to be included and considered as part of the Annual Action Plan.

The meeting ended around 2:30pm.

Summary of Written Comments Received

Development of City of Tallahassee 2018-2019 Annual Action Plan

Written comments were received from two participants.

- Mr. Taylor from Tallahassee Urban League sent a letter outlining the difficulties facing the major rehabilitation program, such as rising costs, lack of available contractors, and the increasing number of seniors who need more extensive work on their homes than can be covered under the City's other rehabilitation programs. Mr. Taylor suggested increasing the amount available to spend per home (currently set at \$25,000), and also suggested increasing the amount of funding available overall for the major rehabilitation program.
 - City staff responded in writing to Mr. Taylor's comments, thanking him for the comments and that the city is taking them under advisement for possible future annual plans should funding increase or remain steady.
- O Ms. Smith, Executive Director of the Big Bend Homeless Coalition, responded to an email requesting specific comments in regards to the Continuum of Care's priorities for use of the ESG funding for the coming year. Ms. Smith reiterated the comments she provided at the March 8, 2018, public meeting whereby there is a larger need in the community for the ESG funds to be allocated for shelter operations and renovations.
 - City staff responded verbally and in writing to Ms. Smith, thanking her for the comments and that the city, through the increase in CDBG realized for this coming year, made a commitment to provide additional dollars to public facilities.

City of Tallahassee Citizen Participation Plan

INTRODUCTION

Each year, the City of Tallahassee (City) receives funding from the U.S. Department of Housing and Urban Development (HUD). These funding sources include Community Development Block Grant (CDBG), Home Investments Partnership Program (HOME), and Emergency Solutions Grant (ESG). As a condition of receiving these allocations, the City must satisfy annual planning and reporting requirements as provided in 24 CFR Part 91 which includes the development and preparation of a Consolidated Plan, Annual Action Plans for each year of the Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and an Assessment of Fair Housing (AFH) which replaces the previously entitled Analysis of Impediments to Fair Housing.

Definitions

Consolidated Plan – This is a five-year strategic plan which describes the needs and goals for the community planning and development programs and housing programs during the designated five-year period. The City must submit it to HUD by August 15 prior to the start of the first year of the five-year period covered. This allows the City to apply for federal funding and make annual application for funding for the federal entitlement funding identified above.

Annual Action Plan – This plan is prepared each year of the Consolidated Plan and identifies the amount of funding the City expects to receive from HUD as well as the anticipated program income and reprogrammed funds. It describes the activities and projects expected to be undertaken in the subject year to address the needs and priorities that were identified in the Consolidated Plan. It is submitted to HUD by August 15 and covers the year beginning October 1 and ending September 30. Other than the first year of each 5-year plan when it is submitted simultaneously with the Consolidated Plan, it is an amendment to the Consolidated Plan.

Consolidated Annual Performance Evaluation Report (CAPER) – This is the annual report of what the City completed in the most recently program year (October 1 – September 30) and how that compares with what was anticipated to be completed as set forth in that year's Annual Action Plan. It reports on the progress made toward goals set forth in the Consolidated Plan. It describes how the funds were used and the extent to which low and moderate-income persons benefitted. It is submitted to HUD within 90 days of the program year end. Therefore, the City's deadline is December 29.

Assessment of Fair Housing (AFH) – This is an assessment done which replaces the Analysis of Impediments to Fair Housing. Using a prescribed format, the City must identify fair housing issues and related contributing factors in its jurisdiction and sets goals to overcome these. The goals must inform subsequent housing and community development planning processes. The first AFH for the City is due to HUD on or before January 5, 2020 (270 days prior to the beginning of the first program year of the first Consolidated Plan that begins on or after January 1, 2017).

Purpose of the Citizen Participation Plan (CPP)

The purpose of the CPP is to ensure compliance with 24 CFR 91.105 and provide policies and procedures for encouraging citizen input in the planning processes associated with the use of federal entitlement funds and the preparation of these plans and documents. These citizen participation policies and procedures shall be followed for the development of the Consolidated Plan, CAPERs **as well as for the City's** AFH and substantial or material amendments to those plans as well as substantial amendments to this CPP.

This CPP consists of a description of the public participation process to ensure opportunities for affected and other interested parties to be involved in the process, provide transparency of the process, provide access to the information and draft plans and reports, and to provide instructions to guide public submission of comments and **the City's response**.

The federal programs addressed in this document are primarily for the benefit of low- and moderate-income persons defined by CDBG as those households at 80% or less of area median income based on family size as provided by HUD and adjusted annually. The focus of this CPP is to encourage participation from the following populations:

Low- and moderate-income persons

Residents of slums, blighted areas, predominantly low and moderate-income areas

Non-English speaking persons

Persons with disabilities

Public housing residents and other low-income residents of targeted revitalization areas

Other populations that may be specifically identified by HUD

OUTREACH AND ACCOMMODATIONS

It is the City's goal to encourage participation across as many citizens as possible through outreach and accommodation of special needs, transparency of the process, and easily accessible information as described herein.

Non-English Speaking Persons

Each time a five-year plan is completed, the City will use information obtained from the American Community Surveys (ACS) or other reliable source that originates from census data to analyze the level of non-English speaking persons in Tallahassee and, therefore, make every effort to accommodate non-English speaking persons and encourage participation in the processes covered by this CPP. Currently, the American Community Survey data indicates the City is made up of primarily English-speaking citizens with approximately 12.5% speaking another language. Most of the 12.5% also speak English very well with approximately 3% of the population that does not speak English very well. This group is made up primarily of Spanish speaking citizens. Therefore, the City will make Spanish or other translators for non-English speaking citizens available if reasonably possible to do so if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Persons with Disabilities

While all meetings are held in accessible facilities, in the event there is a need for other special accommodations for persons with disabilities, the City will, to the extent that it is reasonably possible, make arrangements to accommodate those needs if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Notices, Times, and Locations of Meetings

Notices for meetings and workshops associated with the development of or substantial amendment to the Consolidated Plan, Annual Action Plan or AFH, will be placed in the local newspaper of general circulation and placed on the City's website (talgov.com) at least 14 days prior to the event. Notices provide information on the purpose of the meeting and how to receive additional information as well as contact information. If the notice solicits comments, the notice includes how and when to submit comments and access documents.

Public meetings will be held at times and locations convenient to potential and actual beneficiaries. Generally, every attempt is made to hold the first meeting in a targeted area such as the Neighborhood Revitalization Strategy Area (NRSA) location. The City's Housing Division is currently located in the City's only NRSA in an ADA compliant building with generous parking. The final public hearing, which is held in conjunction with the City Commission meeting, is held at 6:00 PM at City Hall, an accessible, central location, unless otherwise noted in the notice placed in the local newspaper of general circulation and on the City's official website.

Reports and Materials Availability

All reports and materials subject to the CPP will be made available to the public, including in an accessible form for persons with disabilities, upon request and when reasonably feasible to do so. These documents are available at the City's Housing Division and are posted on the City's official website. They are available in electronic or printed form. A reasonable number of printed copies will be available upon request.

Access to Records

Residents of the community, public agencies, and other interested parties shall be provided timely access to information and records relating to the AFH, Consolidated Plan, Annual Action Plan, and substantial amendments related to the use of the funds providing assistance under programs which are subject to this Citizen Participation Plan for as much as the preceding five years.

Consultation

The City must consult with adjacent local governments with regard to non-housing community development needs; agencies with metropolitan-wide planning responsibilities; and the local public housing authority.

Consultation with Leon County, the only adjacent unit of government, is accomplished through routine meetings throughout the year as well as a joint process to award the CDBG used for public services and other funds received through United Way or other sources. Additionally, the City has a number of advisory

boards that provide feedback regarding housing and human service needs. There is an Affordable Housing Advisory Board that produces a triennial report and provides valuable feedback regarding housing policies, ordinances, etc. that may hinder the production of affordable housing.

The City supports the lead agency of the Continuum of Care (CoC) and regularly meets with that agency especially as it relates to the Emergency Solutions Group and homelessness issues. The lead agency of the CoC and member agencies meet monthly. City Staff attends those meeting to share information and to encourage and receive feedback. In addition to the notices identified in the *Notices, Times, and Locations of Meetings* section of this document, notices of public meetings and hearings are disbursed through the lead agency of the CoC and as many other networks as possible to encourage participation in the meetings and hearings.

Although the City does not administer public housing, it encourages participation from the Tallahassee Housing Authority and its residents as well as from agencies that provide special needs housing and human services to provide input relative to community needs and improvements. The City provides timely notification as well as appropriate information concerning these meetings to encourage such participation.

Required consultations include public and private agencies that provide assisted housing, health and human services, and fair housing services for children, veterans, youth, elderly persons with disabilities, persons living with HIV/AIDS, and their families. This is accomplished through constant contact and consultation with the CoC) and the lead agency CoC network meetings.

Provision of Technical Assistance

The City works with non-profits and interested parties to provide guidance and interpretation of relevant federal regulations, strategies, and objectives of the Consolidated Plan. The City will refer these agencies to other agencies or other organizations, if necessary. This assistance may come in the form of individual technical assistance at the request of an organization, staff attendance at meetings to provide direct technical assistance, or through responses to verbal questions or concerns at meetings.

Displacement

The City makes every effort to minimize relocation and displacement of persons, families, and businesses in activities funded by HUD funds. It will carry out its activities in accordance with the Uniform Relocation Act of 1970, as amended, the applicable federal regulations (49 CFR Part 24), and the requirements of the Section 104(3) of Title 1 of the Housing and Community Development Act of 1974, as amended.

When health and safety concerns are an issue, the City will make efforts to resolve the issues by helping property owners to bring properties up to local codes, removing substandard housing, or recommending temporary or permanent displacement of persons residing in the substandard units. In such events, the City will provide relocation assistance to the extent permitted, to families displaced as a direct result of programs funded by HUD programs.

However, there are times in areas such as targeted districts when the City may carry out revitalization efforts aimed at removing urban blight or to foster redevelopment. These initiatives may sometimes require relocation. In those cases, the City will notify all affected residents of the action which may cause

displacement as well as the benefits that will be available to all persons impacted as provided in 42 U.S.C. 4601 AND 5304(d), and 49 24 CFR 24 as amended, and all applicable state laws.

PUBLIC HEARINGS & COMMENTS ON PLANS & AMENDMENTS

First Public Hearing

Before developing the Consolidated Plan (or Substantial Amendment such as the Annual Action Plan), the City will hold at least one public hearing to:

- report on the accomplishments of the previous fiscal year
- allow citizens to make comments on what was accomplished and suggest priorities for future
 activities, thereby providing City staff with an indication of needs and activities that should receive
 emphasis in the development of the next Annual Action Plan;
- discuss the funding the City expects to receive from HUD as well as any anticipated program
 income and funds to be reprogrammed and the amount of this funding anticipated to benefit low
 and moderate income persons and households
- examine the range of eligible activities
- discuss CoC priorities with regard to ESG or other funding

Or in the case of a substantial amendment:

- explain the need for the substantial amendment
- provide information as to how the funds became available
- examine the eligible uses of available funds
- allow comment on the proposed use of the funds or change in use of the funds

Development of the Consolidated Plan (or Substantial Amendment)

After development of the Consolidated Plan or Substantial Amendment, the City provides a minimum of 30 days for comments prior to submission to HUD.

The City will use the following criteria to determine if a change to the Consolidated Plan is considered a "Substantial Amendment":

- Federal funds are proposed for an activity not previously described in the plan
- Changes are proposed for the use of CDBG funds from one eligible activity to another [24 CFR.105(c)(1)] if such change exceeds 25% of the total allocation of the City for the year

Second Public Hearing

A minimum of one additional public hearing is held after the proposed plan is published for public comment. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.

CONSOLIDATED ANNUAL EVALUATION AND PERFORMANCE REPORTS

The City's CAPER is due by December 29 of each year.

Citizen Input

The City will publish a notice on its official website and in the local newspaper of general circulation that that the CAPER is available for comment, the purpose of the CAPER, how and where it can be accessed, and how comments may be submitted. Additionally, the CAPER is reviewed and the City's performance discussed in conjunction with the first public hearing held prior to development of the Annual Action Plan or Consolidated Plan process. The City's official website will be used to make the draft CAPER available for review and allow access of the document electronically.

The comment period for the CAPER is a minimum of 15 days to submission to HUD. Notice is published in the local newspaper of general circulation and placed on the **City's official website (talgov.com)**. Notice includes how to access the CAPER as well as instructions on submission of comments.

A reasonable number of printed copies will be available at no cost upon request during this time as well as after submission of the document to HUD and notice of acceptance by HUD when the final document will be made available.

CITIZEN PARTICIPATION PLAN (CPP)

The substantial revisions to the CPP will be available for public comment for a minimum of 14 days through the City's official website (talgov.com). The City will publish a notice that includes the same information as provided in the section identified as *Notice, Time, and Location of Meetings*. However, the CPP will be available no later than the day after the notice is placed in the newspaper. A reasonable number of printed copies will be available at no cost upon request during this time. The final document, as amended, will be public and available on the official website of the City or available upon request in printed form.

Determination of a Substantial Amendment to the CPP

The City will consider the following as significant material changes that will require a substantial revision to the CPP

- HUD's written notification specifying a significant material change that requires an amendment
- timelines for public hearings, comment periods, or other notice or review periods are decreased

ASSESSMENT OF FAIR HOUSING (AHF)

First Public Meeting

Before developing the AFH, the City will hold at least one public hearing to obtain the views of residents of the community on AFH-related data and affirmatively furthering fair housing in the City's housing and community development programs.

Determination of a Substantial Revision to the AFH

The City will consider the following as significant material changes in circumstances that will require a substantial revision to the AFH:

- presidentially declared disasters that significantly impact the steps a program participant may need to take to affirmatively further fair
- significant demographic changes, including a change in population of more than 10%
- significant policy changes that include those that result from the adoption of an updated comprehensive plan or land use policy if they affect the information on which the AHF was based such that the AHF no longer reflects actual circumstances
- significant civil rights findings, determinations, or other legal settlement where the City is a party
- HUD's written notification specifying a significant material change that requires an amendment.

ALL COMPLAINTS AND COMMENTS

All comments will be considered whether received in writing or orally. A summary of these comments or views and those not accepted with the reasons why will be submitted to HUD with the final document.

The City will respond to complaints received from the public with regard to the consolidated plan, substantial amendments, AFH, AFH substantial revisions, and the CAPER in writing within 15 working days, where practicable.

III. LHAP Incentive Strategies

In addition to the required Incentive Strategy A and Strategy B, all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S. are listed below. City Commission Policy 710.03 implements incentives that are unique to affordable housing projects and are applicable to all land development projects certified as affordable housing projects.

A. Strategy Name: Expedited Permitting

Permits as defined in s. 163.3164(7) and (8), F.S., for affordable housing projects are expedited to a greater degree than other projects.

Established policy and procedures: The City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process (City Commission Policy 710.03). The Growth Management Department will give first priority to certified affordable housing projects in the processing of applications for Limited Partition subdivisions; Type A site plans; and all certificates, permits and approvals issued by Growth Management.

B. Strategy Name: Ongoing Review Process

A review of local policies, ordinances, regulations and plan provisions examines whether they will increase the cost of housing prior to their adoption.

Established policy and procedures: Housing Policies 2.1.5 and 2.1.6 in the Housing Element of the City's Comprehensive Plan requires local government to perform a fiscal impact analysis of any proposed policies, programs, ordinances, regulations, or plan provisions that might have an impact on affordable housing development costs or housing preservation. The analyses must be completed prior to submission to the City Commission for review and subsequent action. A statement showing the potential fiscal impact each proposed item may have on future development or preservation of affordable housing shall also be submitted to the Commission for consideration.

C. Strategy Name: Technical Assistance

Staff members from various city departments are available to consult, on an informal basis, on project feasibility at the outset of project planning.

Established policy and procedures: An interdepartmental team of City staff will be available to certify a project as affordable and/or to consult on an informal basis with applicants for potential affordable housing projects regarding the feasibility of the project and issues of land use approvals, permitting and utility service (City Commission Policy 710.03).

D. Strategy Name: Natural Area Inventory

Staff services are offered to perform a Natural Area Inventory for small certified affordable housing projects.

Established policy and procedures: Upon the receipt of a complete application and a map of the property in question showing two-foot contours, the Growth Management Department will perform the Natural Areas Inventory for small (20 units or less) certified

affordable housing projects, as required by Section 61 of the Environmental Management Ordinance (City Commission Policy 710.03).

E. Strategy Name: Water and Sewer Connection Fee Exemption

Affordable housing units receive water and sewer connection fee exemptions.

Established policy and procedures: City Code of Ordinances Chapter 21, Article V. Section 21-152 exempts developers from water and sewer systems charges, and residential tap fees for new affordable housing developments.

F. Strategy Name: Density Bonus for Inclusionary Housing

Under the Inclusionary Housing Ordinance, residential developments of 50 units or more in specific geographic areas, Target Planning Areas, Critical Planning Areas, and Developments of Regional Impact, are required to build 10% of their units as affordable housing. In return for building the affordable units, developers may construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Established policy and procedures: Developers who agree to build affordable housing units under the Inclusionary Housing Ordinance may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Housing Element Policy 2.1.4 and Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan; and Land Development Code Chapter 9, Article VI, Section 9-246).

G. Strategy Name: Regulation Reduction for Inclusionary Housing

Under the Inclusionary Housing Ordinance, residential developments of 50 units or more in specific geographic areas, Target Planning Areas, Critical Planning Areas, and Developments of Regional Impact, are required to build 10% of their units as affordable housing. In return for building the affordable units, developments may benefit from reductions in setbacks, lot sizes, buffering, and screening. Inclusionary housing units are exempt from transportation concurrency fees.

Established policy and procedures: Developers who agree to build affordable housing units under the Inclusionary Housing Ordinance may receive design flexibility, deviation from design standards and a transportation concurrency exemption (Land Development Code, Chapter 9, Article VI, Section 9-246.)

H. Strategy Name: Density Bonus for Affordable Housing

Housing developers that commit to sell or rent homes to households earning less than 80% AMI would be eligible to construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Established policy and procedures: Developers who agree to build affordable housing units in Planned Unit Developments may increase the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

I. Strategy Name: Regulation Reduction for Affordable Housing

As an incentive to build affordable housing developments to maximum allowable density, regulation reductions are provided for any housing units constructed in Planned Unit Developments for households earning 80% AMI or less.

Established policy and procedures: Housing developers that commit to sell or rent homes to households earning less than 80% AMI in Planned Unit Developments are eligible to receive reductions in urban forest and landscape requirements (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

J. Strategy Name: Allowance of Accessory Dwelling Units in Residential Districts

The City allows attached and detached accessory dwelling units in residential zoning districts. Established policy and procedures: Attached accessory dwelling units and detached garage dwelling unit conversions are allowed based on Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412.

HOME Recapture and Resale Policy

Recapture

City of Tallahassee HOME funding is used primarily for down payment assistance loans, owner-occupied rehabilitation, and CHDO set-aside funding.

For the down payment assistance program, it is the City of Tallahassee Housing Division's policy (City) to use the recapture the entire amount of HOME funding in cases where the unit fails to meet the affordability period as provided in the HOME agreement signed by the borrower. However, in the event of a sale, the City may not be able to recapture the entire amount because of the HOME limitations that the repayment cannot exceed the net proceeds.

In order to ensure control of the recapture provision, the City requires a note, mortgage, and HOME agreement be executed by the homebuyer. The note and mortgage as well as the form of the HOME agreement, which clearly identifies the affordability period based on the HOME funding amount and type, are recorded in the public records. If the homebuyer tries to sell or refinance, the title work shows that this mortgage is in place.

The City has a subordination process to review new financing, and if the subordination requirements (which are structured to protect the borrower and the City) are met, the City will provide a subordination agreement which allows the new superior debt but keeps the subordinate debt in place.

CHDO funded housing is provided additional recapture flexibility. Assistance may be provided by the CHDO in the form of down payment assistance by allowing some of the HOME CHDO funding to remain in the property as direct subsidy. The same process with the note and mortgage in favor of the City as provided above is used. However, the CHDO is allowed to use a combination of recapture methods. They may require recapture of the full amount or based on a prorata reduction for the time the homeowner occupies the housing vs. the affordability period or a combination these methods as long as the affordability period is still secured. The proposed prorata recapture must be reviewed and approved by the City. These provisions are included in the HOME agreement.

If HOME funds are provided for a rental property, at a minimum, a land use restriction will be executed and recorded in the public records to ensure the affordability period is met. There is no affordability period for owner-occupied rehabilitation loans so recapture does not apply.

All recaptured funding is treated as such in accordance with the HOME requirements with no administrative fees allowed to be taken. Recaptured funding is used with the affordability period starting anew with its next use.

Resale

The City has not used the resale restriction to date with federal funding. In the event that the resale restriction is necessary, it will require revision to this policy and approval by HUD.

- I. General Requirements for Rapid Rehousing (ESG-RRH) & Homeless Prevention (ESG-HP)
 - A. Centralized or coordinated assessment and HMIS All organizations provided funding must use the CoC centralized or coordinated assessment system and HMIS (or comparable database as allowed for victim services providers).
 - B. Documenting eligibility determinations All documentation on all households seeking assistance must be maintained. If determined ineligible, documentation must reflect reasons.
 - C. Terminating assistance All organizations accessing ESG funding must establish a formal process which includes written notice to the program participant; review of decision with an opportunity to object; and prompt written notice of final decision. Additionally, judgement must be exercised and all extenuating circumstances evaluated in determining when violations warrant termination so termination is only in the most severe cases.
 - D. All units for beneficiaries assisted with ESG funding must meet habitability standards; be visually inspected for lead base paint if a child under age of 8 will be living in the unit and it was constructed before 1978; meet rent reasonable test in comparison to rents of similar unassisted units and at or below Fair Market Rent as set by HUD annually.
 - E. All participants assisted must have a written lease with the property manager/owner.
- II. Written standards for providing ESG-RRH assistance
 - F. Standard policies and procedures for evaluating eligibility for assistance under ESG-RRH
 - 1. Program participants must meet the definition of "homeless" as defined in CFR 576.2, category (1) for rapid rehousing.
 - 2. All households seeking RRH assistance must have initial evaluation with re-evaluation at least annually.
 - 3. Individuals/families who have received assistance through ESG in the past 3 years are not eligible.
 - 4. Program participants' households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion.
 - 5. There is no income threshold at initial evaluation ESG-RRH assistance.
 - 6. Participants' household income must be at or below 30% AMI (Area Median Income) at annual re-evaluation, must have no appropriate subsequent housing options, and must lack sufficient resources and support networks to retain housing.
 - 7. Participants must have consultation with ESG-RRH staff for assessment, evaluation, eligibility determination, and housing stabilization services.
 - G. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments.

- H. Determination of type, amount, and duration of ESG-RRH assistance
 - 1. The ESG-RRP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500 per household, including case management, based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance does not exceed \$2,500
 - 2. Total ESG assistance may not exceed \$2,500 in a three year time-frame.
- III. Written standards for providing ESG-HP assistance
 - A. Standard policies and procedures for evaluating eligibility for assistance under ESG-HP
 - 1. Program participants must meet the definition of "at risk of homeless" as defined in CFR 576.2, category (2), (3), or (4) for homeless prevention assistance
 - 2. All households seeking ESG-HP assistance must have initial evaluation with re-evaluation at least every 3 months.
 - 3. Program participants' households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion ESG-HP assistance.
 - 4. Participants' household income must be at or below 30% AMI (Area Median Income) at initial assessment and lack the resources and support networks to prevent them from moving into homelessness (as defined by category 1).
 - 5. At re-evaluation, income must be at or below 30% AMI and participant must lack resources and support networks to retain housing without the ESG assistance.
 - 6. Participants must have consultation with ESG-HP staff for assessment, evaluation, eligibility determination, and housing stabilization services.
 - B. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments

C. Determination of type, amount, and duration of ESG-HP assistance

- 1. The ESG-HP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,000 per household based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance (from any program) does not exceed \$2,000.
- 2. Total ESG assistance may not exceed \$2,000 in a three year time-frame.
- IV. Street Outreach For specific requirements and eligible costs, see 24 CFR 576.101.
- V. Emergency Shelter For specific requirements and eligible costs, see 24 CFR 576.102.
- VI. HMIS For Homeless Management Information System (HMIS) and comparable database costs, see 24 CFR 576.107.

OMB Number: 4040-0004 Expiration Date: 12/31/2019

Application for Federal Assista	ince SF-424	
* 1. Type of Submission: Preapplication Application Changed/Corrected Application	* 2. Type of Application: New Continuation Revision	* If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received:		
07/02/2018	Applicant Identifier:	
5a. Federal Entity Identifier:		5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application	Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Tallaha		
* b. Employer/Taxpayer Identification Num		t a Outside and DUNG
59-6000435	inder (Eliv/ filv).	* c. Organizational DUNS:
d. Address:	-	
*Street1: 300 S. Adams S	Street	
Street2:		
* City: Tallahassee		
County/Parish: Leon		
* State:		FL: Florida
Province: * Country:		
* Zip / Postal Code: 32303-1721		USA: UNITED STATES
e. Organizational Unit:		
Department Name:		Division Name:
Comm Housing & Human Svcs		Housing Division
f. Name and contact information of pe	erson to be contacted on m	natters involving this application:
Prefix: Mrs.	* First Name	11 14 2 C 1 18 3 1 14 1 14 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Middle Name:		
* Last Name: Amison	7	
Suffix:		
Title: Special Projects Coordin	ator	
Organizational Affiliation: City of Tallahassee		
* Telephone Number: 850-891-6547		Fax Number: 850-891-6597
*Email: Jean.Amison@talgov.com	ı	

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
C: City or Township Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Department of Housing and Urban Development (HUD)
11. Catalog of Federal Domestic Assistance Number:
14.231
CFDA Title:
Emergency Solutions Grant - Entitlement Grants
* 12. Funding Opportunity Number:
N/A
* Title:
N/A
13. Competition Identification Number:
10. Sompedaton identification number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Attachment Delete Attachment View Attachment
Accomment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Annual Action Plan 2018
Attach supporting documents as specified in agency instructions.
Add Attachments

1

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant FL-002	*b. Program/Project FL-002
Attach an additional list of Program/Project Congressional Dis	tricts if needed.
	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date: 10/01/2018	* b. End Date: 09/30/2019
18. Estimated Funding (\$):	
*a. Federal 160,982.0	0
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
*g. TOTAL 160,982.0	0
* 19. Is Application Subject to Review By State Under Ex	ecutive Order 12372 Process?
a. This application was made available to the State un	
b. Program is subject to E.O. 12372 but has not been	colorted by the State for anxious
c. Program is not covered by E.O. 12372.	selected by the State for review.
* 20. Is the Applicant Delinquent On Any Federal Debt?	If "Yes," provide explanation in attachment.)
Yes No	
If "Yes", provide explanation and attach	
	Add Attachment Delete Attachment View Attachment
comply with any resulting terms if I accept an award. I ar subject me to criminal, civil, or administrative penalties.	ments contained in the list of certifications** and (2) that the statements my knowledge. I also provide the required assurances** and agree to a aware that any false, fictitious, or fraudulent statements or claims may (U.S. Code, Title 218, Section 1001)
** I AGREE	
** The list of certifications and assurances, or an internet site specific instructions.	where you may obtain this list, is contained in the announcement or agency
Authorized Representative:	
Prefix: Mr. * Fi	rst Name: Reese
Middle Name:	
* Last Name: Goad	
Suffix:	
*Title: Interim City Manager	
Telephone Number: 850-891-8576	Fax Number: 850-891-8669
Email: Reese.Goad@talgov.com	
Signature of Authorized Representative:	* Date Signed: 7/3/18
	L bate Signed: 7/3/18

OMB Number: 4040-0004 Expiration Date: 12/31/2019

Application for Federal Assistance SF-424				
* 1. Type of Submis Preapplicatio Application Changed/Con		* 2. Type of Application New Continuation Revision		If Revision, select appropriate letter(s): Other (Specify):
* 3. Date Received:		Applicant Identifier.		
5a. Federal Entity I	dentifier:			5b. Federal Award Identifier:
State Use Only:				
6. Date Received b	y State:	7. State App	olication Ide	lentifier:
8. APPLICANT IN	FORMATION:			
* a. Legal Name:	City of Tallaha	ssee		
* b. Employer/Taxp	ayer Identification Nur	nber (EIN/TIN):		* c. Organizational DUNS: 0732451930000
d. Address:				
* Street1: Street2:	300 S. Adams	Street		
* City:	Tallahassee			and the second s
County/Parish: * State:	Leon			
Province:				FL: Florida
* Country:				USA: UNITED STATES
* Zip / Postal Code:	32303-1721			COAL GRITIS STATES
e. Organizational	Unit:			
Department Name:				Division Name:
Comm Housing	& Human Svcs	-		Housing Division
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix: Mr Middle Name: Am * Last Name: Am Suffix:	ison	* Fir	st Name:	Jean
Title: Special Projects Coordinator				
Organizational Affili				
* Telephone Number	er: 850-891-6547			Fax Number: 850-891-6597
* Email: Jean.Am	nison@talgov.com	n.		

CABG

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
C: City or Township Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Department of Housing and Urban Development (HUD)
11. Catalog of Federal Domestic Assistance Number:
14.218
CFDA Title:
Community Development Block Grant - Entitlement Grants
* 12. Funding Opportunity Number:
N/A
* Title:
N/A
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Attachment Delete Attachment View Attachment
* 15. Descriptive Title of Applicant's Project:
Annual Action Plan 2018
Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

7

Application for Federal Assistance SF-424	
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* a. Applicant FL-002	* b. Program/Project FL-002
Attach an additional list of Program/Project Congressional Distr	icts if needed.
	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date: 10/01/2018	* b. End Date: 09/30/2019
18. Estimated Funding (\$):	
*a. Federal 1,887,892.00	
* b. Applicant	
* c. State	
* d. Local	
*e. Other	
* f. Program Income * g. TOTAL 1.887.892.00	
* 19. Is Application Subject to Review By State Under Exe	
a. This application was made available to the State und b. Program is subject to E.O. 12372 but has not been s c. Program is not covered by E.O. 12372.	selected by the State for review.
* 20. Is the Applicant Delinquent On Any Federal Debt? (I	If "Yes," provide explanation in attachment.)
If "Yes", provide explanation and attach	
	Add Attachment Delete Attachment View Attachment
comply with any resulting terms if I accept an award. I am subject me to criminal, civil, or administrative penalties. (nents contained in the list of certifications** and (2) that the statements my knowledge. I also provide the required assurances** and agree to a aware that any false, fictitious, or fraudulent statements or claims may U.S. Code, Title 218, Section 1001) where you may obtain this list, is contained in the announcement or agency
Authorized Representative:	
Prefix: Mr. *Fin	st Name: Reese
Middle Name:	
* Last Name: Goad	
Suffix:	
* Title: Interim City Manager	
* Telephone Number: 850-891-8576	Fax Number: 850-891-8669
* Email: Reese.Goad@talgov.com	
* Cignotius of Authorized B	6L 6 * Date Signed: 7/3/18

OMB Number: 4040-0004 Expiration Date: 12/31/2019

							Expiration date. 1210 1120 11
Application for	Federal Assista	ince SF-424					
* 1. Type of Submiss Preapplication Application Changed/Corr		* 2. Type of Appli New Continuation Revision		If Revision, Other (Spe	, select appropriate lette	er(s):	5
* 3. Date Received: 07/02/2018		Applicant Iden	tifier:				
5a. Federal Entity Id	entifier:			5b. Fede	eral Award Identifier:		
State Use Only:							
6. Date Received by	State:	7. State	Application Id	dentifier:			
8. APPLICANT INF	ORMATION:						
* a. Legal Name:	City of Tallaha	assee					
	yer Identification Nu			* c. Orga	nizational DUNS:		
59-6000435	14 3000 1100 100				1930000		
d. Address:							
* Street1: Street2:	300 S. Adams	Street					
* City:	Tallahassee	1					
County/Parish:	Leon						
* State:				F	FL: Florida		
Province:							
* Country:	20202 1701			USA:	UNITED STATES		
* Zip / Postal Code:	32303-1721						
e. Organizational l	Unit:						
Department Name:				Division			
Comm Housing &					ng Division		
	ct information of p	erson to be cont			lving this applicatio	n:	
Prefix: Mrs	s.		* First Name:	Jean	1		
Middle Name:							
* Last Name: Am:	ison	1					
	rojects Coordi						
		nacor					
Organizational Affilia							
					l e a nace l		
* Telephone Number	1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3				Fax Number: 850	0-891-6597	
* Email: Jean.Am	ison@talgov.com	m					

Application for Federal Assistance SF-424
* 9. Type of Applicant 1: Select Applicant Type:
C: City or Township Government
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Department of Housing and Urban Development (HUD)
11. Catalog of Federal Domestic Assistance Number:
14,239
CFDA Title:
HOME Investment Partnership Program - Entitlement Grants
* 12. Funding Opportunity Number:
N/A
* Title:
N/A
13. Competition Identification Number:
Title:
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* a. Start Date: 10/01/2018	*b. End Date: 09/30/2019
18. Estimated Funding (\$):	
* a. Federal 983,614.0	
* b. Applicant	
* c. State	=
*d. Local	
* e. Other	
* f. Program Income	
*g. TOTAL 983,614.0	0
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b. Program is subject to E.O. 12372 but has not been c. Program is not covered by E.O. 12372. * 20. Is the Applicant Delinquent On Any Federal Debt? Yes No	
If "Yes", provide explanation and attach	
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nerein are true, complete and accurate to the best of comply with any resulting terms if I accept an award. I a subject me to criminal, civil, or administrative penalties. ** AGREE	ments contained in the list of certifications** and (2) that the statements my knowledge. I also provide the required assurances** and agree to maware that any false, fictitious, or fraudulent statements or claims may (U.S. Code, Title 218, Section 1001) te where you may obtain this list, is contained in the announcement or agency
	First Name: Reese
Middle Name:	
* Last Name: Goad	
Suffix:	
* Title: Interim City Manager	
* Telephone Number: 850-891-8576	Fax Number: 850-891-8669
* Email: Reese.Goad@talgov.com	
* Signature of Authorized Representative:	b Gr * Date Signed: 7/3/8

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 — It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement — To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy - The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or s	systems of care (such as health care facilities, mental health outh facilities, or correction programs and institutions) in order
to prevent this discharge from in	mmediately resulting in homelessness for these persons.
0.	
1 11 6.	

Signature/Authorized Official

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation — It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan — Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan — It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

- 1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
- Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
- 3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

 A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws — The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws - It will comply with applicable laws.

Signature/Authorized Official

Dat

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance — If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs — it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance — before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Ast. Clhy Manys



Agenda Item Details

Meeting Jun 19, 2019 - City Commission Meeting & Summary

Category 13. POLICY FORMATION AND DIRECTION

Subject 13.04 Authorization for the City Manager or his designee to enter into agreement with

Tallahassee Lenders Consortium to serve as Community Land Trust -- Michael Parker,

Community Housing and Human Services

Type Action

Fiscal Impact No

Budgeted No

Budget Source No direct budget impact from this action. It is anticipated that the proposed agreement will

involve a method for the City to donate surplus properties to the Tallahassee Lenders Consortium serving in the capacity of a community land trust. The donation of surplus properties may impact potential revenue which the City could obtain from the sale of donated properties. Any allocation of funds would come through future project specific agreements and depending on the dollar value and source of funds may require

independent City Commission approval.

Recommended Action Option 1: Authorize the City Manager or his designee to enter into an agreement with the

Tallahassee Lenders Consortium Inc. to serve in the capacity of a community land trust, and to receive donated city property for the purpose of developing and maintaining affordable

housing.

Goals Quality of Life

For more information, please contact: Michael Parker, Director, Community Housing and Human Services, 850-891-6457.

Statement of Issue

In 2017, the City and County Commissions accepted recommendations from the Affordable Housing Work Group regarding actions, which could expand affordable housing efforts. One recommendation was to explore the possibility of establishing a Community Land Trust (CLT) in Leon County. A CLT is a device, which communities use to expand and preserve affordable housing through the use of land leases. The CLT retains ownership of the land so as to ensure that the housing remains affordable. Community Land Trusts have also proven to be effective in reducing the impact of gentrification of neighborhoods that experience redevelopment.

On June 19, 2018, the City Commission authorized staff to release a Request for Qualifications (RFQ) to determine if there was a local non-profit entity, which had the interest and capacity to serve as a CLT in Tallahassee/Leon County. The RFQ was released in 2018, and there were three respondents. Two of the respondents (Tallahassee Lenders Consortium Inc. (TLC) and Graceful Solutions Inc., were invited to make presentations before the RFQ Evaluation Committee. The Evaluation Committee unanimously ranked TLC as the top respondent.

The recommended action is to authorize the City Manager or his designee to establish an agreement with TLC to serve as a Community Land Trust. This agreement would include a process for the City to provide properties to the Land Trust to be used for affordable housing. The Leon County Commission will take up a similar request at their July 9th meeting.

Recommended Action

8/1/2019 BoardDocs® Pro

Option 1: Authorize the City Manager or his designee to enter into an agreement with the Tallahassee Lenders Consortium Inc. to serve in the capacity of a community land trust, and to receive donated city property for the purpose of developing and maintaining affordable housing.

Fiscal Impact

No direct budget impact from this action. It is anticipated that the proposed agreement will involve a method for the City to donate surplus properties to the Tallahassee Lenders Consortium serving in the capacity of a community land trust. The donation of surplus properties may impact potential revenue which the City could obtain from the sale of donated properties. Any allocation of funds would come through future project specific agreements and depending on the dollar value and source of funds may require independent City Commission approval.

Supplemental Material/Issue Analysis

History/Facts & Issues

The City of Tallahassee supports a comprehensive program for affordable housing. This includes programs to rehabilitate and maintain existing affordable housing, affordable home purchase assistance, new construction of affordable housing and housing assistance for special needs populations such as the homeless, the disabled, elderly and children. The City maintains individual programs and projects to address affordable housing objectives through partnerships with non-profit agencies, builders and developers, and community organizations.

On October 26, 2017, the City and County Commissions accepted the recommendations of the Affordable Housing Work Group to promote the development and preservation of affordable housing. Included in those recommendations was a request to evaluate the feasibility of establishing a Community Land Trust (CLT).

A CLT is an entity, typically a non-profit organization, that acquires and retains ownership of the real property through a long-term ground lease and makes that property available for affordable housing development. In effect it separates the land from the affordable housing improvements for the purpose of allowing for the construction and ownership of the affordable housing without selling the land. This arrangement between the owner and the CLT protects housing affordability in perpetuity by ensuring that the housing is affordable to those who meet the low- and moderate-income criteria. A CLT can also limit the impacts of gentrification by preserving the access to affordable housing in areas that are experiencing redevelopment.

On April 13, 2018, the Florida Housing Coalition (FHC) conducted a workshop with City and County staff to review the pros and cons of establishing a CLT. One of the major challenges to the CLT model is the restrictions which are placed on the equity appreciation, which an eligible homeowner can enjoy when selling a home, which is part of a CLT. To ensure that the land trust homes remain affordable, the resale price of a CLT home is restricted. This could limit the success of a CLT, if eligible low-income homebuyers have access to affordable housing through the traditional market.

To better determine the feasibility of the CLT model in Tallahassee, The City Commission authorized the release of a "Request for Qualifications "(RFQ) to determine if there are qualified non-profit entities, which have the capacity to implement and operate a CLT in Leon County. The RFQ was developed jointly by City and County staff and sought information that demonstrated that a responding agency had the capacity (in terms of staffing levels and expertise and access to financial resources) to effectively function as a CLT. The RFQ also asked that respondents submit a business plan on how they would implement and maintain a CLT.

The City received three responses to the RFQ. Two of the respondents, TLC and Graceful Solutions Inc., addressed all the elements of the RFQ and were invited to make presentations to the RFQ Evaluation Committee. The Evaluation Committee was composed of: Brenda Williams, Executive Director of the Tallahassee Housing Authority; Antione Wright, Executive Director of Habitat for Humanity of the Big Bend; Shington Lamy, Director of Leon County Office of Human Services & Community Partnerships; and Michael Parker, Director of Community Housing and Human Services. TLC was ranked first by the Evaluation Committee with a score of 81.25 out of a possible 100 points. Graceful Solutions Inc. filed a bid protest over the rankings. Amy Toman, Deputy City Attorney, held a bid protest hearing and took testimony from Graceful Solutions Inc., TLC and City staff. Ms. Toman dismissed the protest and upheld the recommendations of the evaluation committee.

The recommended action is to authorize the City Manager to enter into an agreement with TLC to serve as a Community Land Trust and to make selected City properties available for the development of affordable housing. The intent is that the City will

8/1/2019

donate properties, which will be made available for affordable housing using the community land trust model. The Leon County Commission will consider a similar proposal on July 9th.

BoardDocs® Pro

Department(s) Review

Options

1. Authorize the City Manager or his designee to enter into an agreement with the Tallahassee Lenders Consortium Inc. to serve in the capacity of a community land trust, and to receive donated city property for the purpose of developing and maintaining affordable housing.

Pros:

- Will support the City's affordable housing objectives and lead to the construction of new affordable housing.
- Will provide a mechanism to preserve property for affordable housing and reduce the impact of gentrification.
- Will implement the recommendation of the Affordable Housing Workgroup.

Cons:

- May result in lost City revenue due to donation of properties to CLT.
- 2. Do not authorize the City Manager or his designee to proceed with the designation of a Community Land Trust and provide further direction.

Pros:

• Properties will not be donated to Community Land Trust and maybe available for sale.

Cons:

- Failure to establish Community Land Trust will not provide the City with that mechanism to promote development of affordable housing and to deter neighborhood gentrification.
- Failure to establish Community Land Trust will not implement recommendation of Affordable Housing Workgroup.

Attachments/References

N/A

Leon County Board of County Commissioners Cover Sheet for Agenda #21

July 9, 2019

To:	Honorable Chairman and Members of the Board	
From:	Vincent S. Long, County Administrator	
Title:	Agreement with Tallahassee Lenders? Consortium to Operate as the Community Land Trust	

Review and Approval:	Vincent S. Long, County Administrator
Department/Division Review and Approval:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services and Community Partnership Matthew G. Wyman, Housing Services Manager

Statement of Issue:

This item seeks Board authorization to negotiate an agreement with Tallahassee Lender's Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Authorize the County Administrator to negotiate an agreement with the Tallahassee Lender's Consortium, in a form approved by the County Attorney, to serve as the Community Land Trust for Leon County and bring back the proposed Agreement to the Board for final consideration and approval.

Report and Discussion

View Agenda

Background:

This item is essential to the following FY2017-FY2021 Strategic Initiative:

• Implement the Joint County-City Affordable Housing Workgroup's recommendations to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)

This particular Strategic Initiative aligns with the Board's Quality of Life Priorities:

- (Q4) Support and promote access to basic health and welfare services to our community members most in need
- (Q5) Support strong neighborhoods

This item seeks Board authorization to negotiate an agreement with Tallahassee Lender's Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County. At the October 26, 2018 Joint Affordable Housing Workshop, the County and City Commissions accepted the Affordable Housing Workgroup's final report and approved 13 recommendations aimed at promoting the development and preservation of affordable housing in the community. One of the recommendations directed staff to explore the feasibility of establishing a community land trust. The Board subsequently ratified the workshop actions during the November 14, 2017 regular Board meeting and formally adopted the recommendations as a strategic initiative during the 2018 Annual Board Retreat.

A Community Land Trust (CLT) is a tool used to promote affordable housing. Under the CLT model a non-profit organization acquires, manages and retains ownership of the land. A CLT sells the home or rents the multi-family housing development units located on that land to lower income households. The land is preserved under a 99-year ground lease held by the nonprofit CLT. Because the land is leased by the CLT and held separately from the home, the price of the home is limited to the value of the structure which ensures the home remains affordable. Since the CLT model restricts the sale price of single-family homes to ensure that they remain affordable regardless of market price increases. Multi-family housing units would be leased at rates that do not exceed 30% of the tenant's household income. CLTs can serve a specified neighborhood or region. Currently, there are no organizations that operate a nonprofit CLT in this area.

View Agenda ATTACHMENT #14

On June 18, 2018, following a presentation of County and City staff analysis regarding the feasibility of establishing a CLT, the Board authorized the County Administrator to issue a joint request for qualifications in conjunction with the City of Tallahassee and the Housing Finance Authority of Leon County (HFA) to identify a nonprofit organization that could serve as a CLT. In November 2018 a joint Request for Qualification (RFQ) was issued through the City's Purchasing Division. The analysis section of this item discusses the RFQ review and selection process and the Evaluation Committee's final recommendation.

Analysis:

An RFQ Evaluation Committee comprised of representatives from the County, City, the Tallahassee Housing Authority, and the Big Bend Habitat for Humanity was established and approved in accordance with the City's Purchasing procedures.

Responses to the RFQ were received from the following three organizations:

- Farwest Helping Foundation Corp
- Graceful Solutions, Inc.
- Tallahassee Lender's Consortium

After reviewing the responses, the RFQ Evaluation Committee invited two organizations: Tallahassee Lenders' Consortium (TLC) and Graceful Solutions Inc., to present their proposal for establishing and administering the CLT. Following the presentations, the Evaluation Committee ranked TLC as number one with a high score of 81.25 and ranked Graceful Solutions number two with a score of 51.50 out of a possible 100 points (Attachment #1).

The Evaluation Committee assessed that TLC's written response and presentation demonstrated the organization's 25 years of experience in providing affordable housing and their access to financing options which is essential in establishing and maintaining a viable community land trust. In its proposal TLC outlined the resources they currently have in place to support a community land trust as well as build and maintain both affordable single-family homes and mixed-income multi-family housing units. CLT homeowners and tenants would have access to TLCs programs and services including financial literacy courses, credit counseling, and home buyer education classes. TLC currently administers the County and City's respective down payment assistance programs funded through Florida's SHIP program.

On June 19, 2019, the City Commission unanimously approved staff's recommendation and authorized the City Manager to enter into agreement with the Tallahassee Lenders Consortium to serve as the City's Community Land Trust.

It should be noted that Graceful Solutions filed a bid protest through the City's Purchasing Division disputing the evaluation committee's recommendation. In compliance with its Purchasing Grievance Procedures, the City Attorney set a hearing to provide Graceful Solutions

View Agenda

and opportunity to present its concerns. After hearing the argument, the City Attorney found that the RFQ Committee properly followed the established process and therefore upheld the Evaluation Committee's recommendation (Attachment #2).

County Housing Services is recommending that the Board authorize the County Administrator to negotiate an agreement with TLC to serve as the CLT for Leon County. The agreement will provide the framework for the County to support the CLT through the conveyance of County-owned parcels the Board has deemed appropriate for affordable housing. The framework will include identifying County-owned properties for the development of affordable single-family homes and multi-family homes; partnering with the HFA to identify construction financing resource including bonds, tax credits, or other capital; coordinating with the Housing Leadership Council of Tallahassee-Leon County, Big Bend Continuum of Care, Tallahassee Housing Authority, Habitat for Humanity, Ability 1st, and other affordable housing community partners to identify income eligible citizens in need of housing.

Additionally, as the County's CLT, TLC would be required to coordinate with human service agencies to ensure homeowners and tenants have access to essential support services such as afterschool programs, healthcare services, financial literacy courses, and job and skills training opportunities. The agreement will provide down payment assistance preference to Leon County residents who purchase homes that are part of the CLT.

Although the County and City Commissions directed that the RFQ be issued jointly, the two governments will each enter into a separate agreement with TLC. Separate agreements will allow each government to independently convey its respective properties to the CLT and establish other terms that may be necessary to support their respective Housing Services Divisions. County and City Housing Services staffs will work collaboratively by holding regular joint meetings to evaluate the CLT's project status and efforts in achieving the objective of increasing the stock of affordable housing in the community.

County Housing Services and the HFA will work together to develop a process for identifying the properties to be conveyed to the CLT for development. The process will generally consider options such as establishing specific timelines for the CLT to develop each property before it reverts back to the County. The proposed Agreement will not prohibit the County from donating or selling parcels deemed appropriate for affordable housing to other organizations. County Housing staff will regularly review the CLT's proposed housing projects and those of other affordable housing partners that require the donation of County-owned properties to ensure that the housing will remain affordable in perpetuity for low-to-moderate-income residents. The terms and conditions of the Agreement will be negotiated with TLC and presented to the Board for final consideration and approval.

Options:

1. Authorize the County Administrator to negotiate an agreement with Tallahassee Lender's Consortium, in a form approved by the County Attorney, to serve as the Community Land

Trust for Leon County and bring back the proposed Agreement to the Board for final consideration and approval.

- 2. Do not authorize the County Administrator to negotiate an agreement with Tallahassee Lender's Consortium to serve as the Community Land Trust for Leon County.
- 3. Board direction.

Recommendation:

Option #1

Attachments:

- 1. Community Land Trust RFQ Evaluation Committee Score Sheet
- 2. City of Tallahassee City Attorney's Office Ruling on Graceful Solutions, Inc. Bid Protest

SCORES/RANKING

REQUEST FOR QUALIFICATIONS No:

011-19-KM

Community Housing Development Organization (CHDO) TITLE/DESCRIPTION: Non-Cost Description of Approach Capacity as
Housing
Support
Organization
Capacity to
Access
Finacial Qualify as a CHDO **Total Points Maximum Points for Category** 30 20 20 30 Respondents Tallahassee Lenders' Consortium 28.50 15.25 15.75 21.75 81.25 Inner Harbor (Graceful Solutions) 15.00 8.5 11.50 16.50 51.50 M.C & M Construction (Farwest Helping Foundation Corp) 4.50 0.50 0.50 0.75 6.25

Recommended Firm: Tallahassee Lenders Consortium

3-42019

Data

Posted

Chairperson: Michael Parker

Date Signed

Date

(signing on behalf of the committee)

Committee Members: Brenda Williams, Antoine Wright, Shington Lamy

CITY OF TALLAHASSEE PROTEST HEARING SOLCITATION NO. RFQ-011-19-KM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)¹

FINAL DECISION

As designee of the City Attorney, and pursuant to the grievance procedures set forth in Section 1.9(d) of the above-referenced Request for Qualifications ("RFQ"), I conducted an informal hearing on the formal bid protest filed by Graceful Solutions, Inc. ("Graceful")², to the recommendation that Tallahassee Lenders' Consortium, Inc. ("TLC") be awarded the opportunity to serve as a Community Land Trust ("CLT") for the City of Tallahassee and Leon County. The hearing was conducted on April 12, 2019 in City Hall. Bill Wilson appeared and presented on behalf of Graceful. Libby Lane appeared and presented on behalf of TLC. Also present were Rex Ware, Chairman of the Board of Directors of Graceful, and Bobby Tedder and Gwen Lightfoot of TLC. Keith Milton and Fran Shewan from the City's Procurement Department were present, as were Jean Amison and Skip Burnside from the City's Department of Community Housing and Human Services. Shington Lamy, a Leon County employee who served on the selection committee for the RFQ, appeared, as did Mickey Bahr, a law clerk with the City Attorney's Office.

At the outset of the hearing, in response to an inquiry by Ms. Lane, I noted that the grievance procedures outlined in Section 1.9 of the RFQ allow an aggrieved bidder to protest

¹ This title is imprecise, if not incorrect, but the substance of the RFQ clearly states that its purpose is to determine the capacity of respondents to operate a Community Land Trust.

² The BidSync system defaulted to identify Mr. Wilson's submission on behalf of Graceful as coming from "Inner Harbor Partners," another corporate (for-profit) entity in which Mr. Wilson is a principal. As such, the scoring sheets reference Inner Harbor Partners, but all parties agreed that the response to the RFQ was submitted on behalf of Graceful Solutions, Inc., a non-profit corporation.

the evaluation (*i.e.*, scoring) of bids or proposals, as well as the staff recommendation regarding an award. As such, I explained that I would not limit the scope of the hearing to the threshold legal issue raised by Graceful, but that I would allow the parties the opportunity to present evidence and argument on all the issues raised in Graceful's formal protest letter.

ISSUES

This RFQ sought written Statements of Qualifications ("SOQ") from non-profit organizations, to determine their capacity to operate a Community Land Trust (CLT) in Leon County. Three entities responded to the RFQ, but this opinion is limited to the proposals submitted by TLC (the highest-scoring vendor) and Graceful (the second highest-scoring vendor). In its formal protest letter, Graceful argued as a threshold issue that, pursuant to s. 193.018, F.S., TLC is not qualified to be the trustee of a CLT and, therefore, its response to the RFQ should not have been considered at all. Graceful also raised several issues relating to the "structure" of the RFQ, as well as to the ultimate evaluation of the proposals. Procurement staff (Fran Shewan) noted that the issues raised by Graceful in its protest were not posed as questions during the procurement process; Addendum 2 to the RFQ (questions received and answered during the bid comment period) confirms this observation.

ANALYSIS

Section 193.018, Florida Statutes

Under Florida law, a CLT is defined as "a nonprofit entity that is qualified as charitable under s. 501(c)(3) of the Internal Revenue Code and has as one of its purposes the acquisition of land to be held in perpetuity for the primary purpose of providing affordable homeownership." Graceful's Articles of Incorporation identifies several "Corporate Purposes,"

one of which is that it may acquire land to be held in perpetuity to providing affordable housing. In its protest letter and at the hearing, Graceful noted that the Articles of Incorporation filed with TLC's proposal do not specifically state that its mission is to acquire land to be held in perpetuity for the primary purpose of providing affordable housing and argued that, as such, TLC is not "currently capable" of being a trustee for a CLT. It is Graceful's position that the RFQ was intended to find a firm qualified to fill the role of trustee, that TLC is not qualified and that, therefore, TLC should not have been recommended for the role.

At the hearing, TLC noted that the purpose of this RFQ was to obtain information, not to immediately award a contract to a "qualified" bidder. TLC argued that nothing in the RFQ required a respondent to have specific language in its Articles of Incorporation or to be currently qualified to serve as a CLT. TLC's Articles of Incorporation do reflect that its primary purpose is to advance affordable housing. At the hearing, TLC stated that if it were the entity recommended for operating a CLT in Leon County pursuant to this RFQ, it would immediately seek an amendment to its Articles of Incorporation to meet any requirements of Florida law.

Section 193.108(a), F.S., defines a CLT, but it does not require a CLT to include the language at issue in its Articles of Incorporation or its mission statement. Likewise, the RFQ did not specify that a responding entity was required to have the language in its governing documents nor did it require a responding entity to currently meet the definition of a CLT. Indeed, the stated purpose of the RFQ was to obtain information from non-profit organizations to determine their *capacity* to operate a CLT in Leon County. (See RFQ Section 3.1, *Scope of Service Project Descriptions.*) Qualification and capacity are different concepts, and the RFQ

sought the latter rather than the former. I find that Graceful's threshold argument cannot be sustained and that TLC is not "disqualified" from this RFQ.

CHDO Eligibility

In its protest letter and at the hearing, Graceful objected to the "structure" of the RFQ. Graceful questioned why respondents were required to complete a CHDO application as part of the response, since CHDO designations are annual and project specific and this was an RFQ to identify a firm with capacity to serve as a trustee for a CLT, not to qualify as a CHDO. Graceful further argued that the actual CHDO process is "pass/fail" and that subjective scoring of the CHDO application in the context of the RFQ was, therefore, inappropriate.

TLC suggested, and Mr. Lamy, as well as procurement staff (Keith Milton), confirmed, that the CHDO application was used in the RFQ to obtain information to demonstrate capacity, not to show that an entity could qualify as a CHDO. The RFQ explains, "The CHDO requirements include documentation regarding the organizational structure and staff expertise which are consistent with the anticipated role of the CLT." (See RFQ Section 2.4.1, Tab 1 – Capacity to Qualify as a Community Housing Development Organization (CHDO).) It appears that the CHDO application was deemed to be an efficient and effective way to obtain some of the information sought by the RFQ, and its use in this context was appropriate.

Scores

Graceful's remaining arguments centered on its belief that its proposal was "superior to TLC's as it relates to the development and management of a [CLT] . . ." and that, therefore, it should have been recommended for the award of the RFQ. Essentially, in its protest letter and at the hearing, Mr. Wilson argued that Graceful has more experience than TLC in developing

and managing a land trust, that TLC's access to financial support was "speculative" as opposed to Graceful's "firm" loan commitment, and that Graceful's proposal focusing on single-family housing would offer more expedient results in line with City and County goals for affordable housing. Ms. Lane countered each of Graceful's criticisms, essentially summarizing TLC's proposal and offering justification for TLC's multi-family housing approach to the RFQ. Mr. Lamy noted that, because SHIP funding is available for single-family affordable housing, the need for multi-family solutions in Leon County is critical and the CLT is intended to address that need. It is true, as Mr. Wilson stated, that the RFQ did not specify that the CLT was intended to solicit information regarding multi-family housing. I would recommend, in the future, the use of more precise language in solicitations which will, in turn, produce more directly responsive proposals.

However, the specific scoring in each category of an RFQ falls within the Evaluation Committee's wide discretion, and I did not receive any evidence which indicated bias or preconceived ill will on behalf of any member of the Committee. Therefore, I impute none. As such, I do not find that Graceful's argument with respect to the actual scoring of the responses has merit.

Splitting the Award

Referring to Section 1.6.2 of the RFQ, Mr. Wilson suggested that the award be "split" between Graceful and CLT, allowing Graceful to serve as trustee for a CLT focused on single-family housing and TLC to serve as trustee for multi-family housing. While the referenced section would appear to authorize such an approach, it certainly does not mandate it. Mr. Lamy opined that Graceful did not sufficiently demonstrate the capacity to serve as a trustee

for a CLT, regardless of the housing solution being considered and that, therefore, splitting the award was not an option.

Again, I defer to the expertise of, and the broad discretion afforded to, the evaluation committee in this context, since they had the authority to recommend such an approach but chose not to do so.

DECISION

Based on the foregoing, the protest of Graceful Solutions, Inc. is denied, and the City should proceed with the recommended award pursuant to Solicitation No. RFQ-011-19-KM to Tallahassee Lenders' Consortium, Inc.

Amy McKeever Toman Deputy City Attorney

April 25, 2019



Blueprint Intergovernmental Agency Citizens Advisory Committee

Agenda Item #11

August 22, 2019

Title: First Public Hearing on the Fiscal Year 2020 Operating Budget and

Fiscal Year 2020 – 2024 Capital Improvement Program Budget

Category: Public Hearing

Intergovernmental

Management Committee: Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE

Lead Staff/Project Autumn Calder, Director, Blueprint

Team: Cristina Paredes, Director, Office of Economic Vitality

STATEMENT OF ISSUE:

In compliance with Florida law and Blueprint Budget Policy, this agenda item requests that the Blueprint Intergovernmental Agency Citizens Advisory Committee's (CAC) conduct the first public hearing for the Proposed Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Five-Year Capital Improvement Program Budget for the Blueprint Intergovernmental Agency. The second and final public hearing to adopt the proposed budget will be held at the September 5, 2019 Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting.

For CAC consideration, please find included as Exhibit #1 the Workshop Agenda Item on the Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency and Fiscal Year 2020 Proposed Capital Projects and Economic Vitality Program Budget. This workshop agenda item was published on August 14, 2019 ahead of the IA Board workshop scheduled for August 20, 2019. In addition, included as Exhibit #2 is the draft Fiscal Year 2020 – 2024 Five-Year Blueprint Infrastructure Capital Improvement Program. Exhibits 3 and 4 contain the draft FY 2020 Operating and Capital Budget Resolutions.

FISCAL IMPACT

This item does have a fiscal impact as the IA Board's approval will allocate the FY 2020 Blueprint Intergovernmental Agency Budget.

Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Item Title: First Public Hearing on the Fiscal Year 2020 Operating Budget and Fiscal Year 2020 – 2024 Capital Improvement Program Budget Page 2 of 2

CAC OPTIONS:

Option 1: Conduct the first public hearing to adopt the Proposed Fiscal Year 2020 Operating

Budget and Fiscal Year 2020 - 2024 Five-Year Capital Improvement Program

Budget for the Blueprint Intergovernmental Agency.

Option 2: CAC direction.

CAC RECOMMENDED ACTION:

Option 1: Conduct the first public hearing to adopt the Proposed Fiscal Year 2020 Operating

Budget and Fiscal Year 2020 - 2024 Five-Year Capital Improvement Program

Budget for the Blueprint Intergovernmental Agency.

Exhibits

1. Draft August 20, 2019 Workshop Agenda Item on the Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency and Fiscal Year 2020 Proposed Capital Projects and Economic Vitality Program Budget

2. Draft FY 2020-2024 Blueprint Infrastructure Capital Improvement Program

3. Draft FY 2020 Operating Budget Resolution

4. Draft FY 2020 Capital Budget Resolution



INTERGOVERNMENTAL AGENCY

Exhibit #1















BOARD BUDGET WORKSHOP - 1:00 PM AUGUST 20, 2019 THIS PAGE INTENTIONALLY LEFT BLANK





BOARD OF DIRECTORS MEETING

August 20, 2019 1:00 pm City Commission Chambers

Chair: Bryan Desloge

Workshop Agenda

- I. AGENDA MODIFICATIONS
- II. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS
 Citizens desiring to speak must fill out a Speaker Request Form; the
 Chair reserves the right to limit the number of speakers or time
 allotted to each

III. WORKSHOP/ PRESENTATIONS

- 1. Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection for the Office of Economic Vitality
- IV. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS
 Citizens desiring to speak must fill out a Speaker Request Form; the
 Chair reserves the right to limit the number of speakers or time
 allotted to each
- V. ADJOURN

NEXT BOARD OF DIRECTORS MEETING: September 5, 2019 at 5:00 PM

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to attend this meeting should contact Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.

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Blueprint Intergovernmental Agency Board of Directors Workshop Agenda Item

August 20, 2019

Workshop on Fiscal Year 2020 Proposed Operating Budget for Title:

the Blueprint Intergovernmental Agency (Infrastructure and

Office of Economic Vitality) and 20-Year Projection

Intergovernmental

Management **Committee:**

Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager

Benjamin H. Pingree, Director, Department of PLACE Lead Staff/

Cristina Paredes, Director, Office of Economic Vitality **Project Team:** Autumn Calder, Director, Blueprint Infrastructure

STATEMENT OF ISSUE:

As the Blueprint Intergovernmental Agency Board of Directors (IA Board) requested at the June 27, 2019 IA Board Meeting, this item presents the Fiscal Year (FY) 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency and 20-Year Projection with analysis for the Office of Economic Vitality. The first public hearing for the budget will be advertised and conducted at the August 22, 2019 Citizens Advisory Committee (CAC) meeting. The second and final public hearing will be advertised and conducted at the September 5, 2019 IA Board Meeting.

FISCAL IMPACT:

This item does have fiscal impact as it presents information regarding the proposed budget for Fiscal Year 2020.

RECOMMENDED ACTION:

Option #1: Accept the Workshop Item on the Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and OEV) and 20-Year Projection for the Office of Economic Vitality.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year

Projection Page 2 of 22

This item is arranged in the following sections:

- I. Executive Summary
- II. Agency-Wide Projection of Sales Tax Revenues, Other Sources, and Uses of Funds
- III. Blueprint Infrastructure
 - A. Proposed FY 2020 Infrastructure Operating Budget (Attachment #2)
 - B. Proposed FY 2020-2024 Infrastructure Capital Improvement Plan Summary
- IV. Office of Economic Vitality
 - A. Twenty-Year Projection of Funds (Attachment #1)
 - B. OEV Proposed FY 2020 Operating Budget (Attachment #3)
 - C. OEV Proposed FY 2020-2024 Capital Projects and Economic Vitality Programs Budget (Attachment #4)
 - D. Summary of OEV's Proposed Uses of Funds
- V. Conclusion

I. EXECUTIVE SUMMARY:

This workshop item presents information on the FY 2020 proposed operating budget for both Blueprint Infrastructure and the Office of Economic Vitality. In addition, this item presents a schedule of 20-year sales tax revenue projections, other sources of funds, and a detailed explanation of the previously approved programmed uses of the Office of Economic Vitality funds.

The proposed FY 2020 Budget builds upon the IA Board approved prioritization and implementation processes. Over the last four years, the IA Board has prioritized the Blueprint 2020 Infrastructure projects, approved an implementation plan that includes bonding to advance key community projects, and provided direction to expedite construction on key infrastructure projects. Over the next five years, over \$257 million dollars is expected to be allocated to Infrastructure projects within the community, investing funds back into our local economy, creating jobs and enhancing the quality of life for all of Leon County's citizens.

Over the last three years, the IA Board laid the groundwork for growing our economy in a strategic, leveraged, and sustainable manner through the IA Board-adopted Economic Development Strategic Plan and Targeted Industry Study. This budget builds on prior IA Board direction providing the resources necessary to implement Economic Development projects and programs. Over the next five years, approximately \$33.75 million dollars is expected to be allocated to Economic Development projects within the community. OEV will be focusing on 18 Economic Development programs to move our local economy forward, create jobs, and stimulate economic growth. The Tallahassee-Leon County community is one of the few metropolitan areas of the state to invest sales tax dollars in this manner.

The Agency staff prepares a budget development calendar for each fiscal year. Section 102.07(3) of the Blueprint Budget Policy provides that the PLACE Director must develop a proposed budget then submit to the Intergovernmental Management Committee (IMC) for review by April 30. The proposed budget and five-year Capital Improvement Plan was presented to the IA Board on June 27, 2019, at which time the Board accepted the report and directed the scheduling of

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection Page 3 of 22

this workshop to discuss the 20-year projections for expenditures by the Agency. This workshop item covers the Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and OEV) and 20-Year Projection for the Office of Economic Vitality.

The budget may only be adopted at the close of two advertised public hearings, per Blueprint policy. The first will occur during the Citizens Advisory Committee (CAC) meeting on August 22, 2019. The IA Board will hold the second public hearing on September 5, 2019, during which time the IA Board will consider the FY 2020 Proposed Budget. The adopted budget will appropriate funds necessary for the operation of the Agency and the FY 2020 - 2024 capital program allocations. Each of the requirements described above are carried out each year as part of the normal budget development process, as approved by the IA Board.

The Second Amended & Restated Interlocal Agreement between Leon County and the City of Tallahassee, which authorizes the existence of the Blueprint Intergovernmental Agency, divides the Blueprint 2020 sales tax among the Blueprint Intergovernmental Agency, Leon County, and the City of Tallahassee in the following proportions (Table 1, below):

Table 1: FY 2020 - FY 2040 Sales Tax Allocations

Table 1.11 2020 11 2040 Sales 1ax Anocations					
	% of Sales		FY 2020 -	FY 2020 -	
	Tax	FY 2020	FY 2024	FY 2040	
Blueprint Infrastructure	66%	31,534,266	158,663,600	723,287,210	
Office of Economic Vitality	12%	4,083,574	27,197,998	129,856,836	
City of Tallahassee	10%	4,537,305	23,799,325	109,348,359	
Leon County	10%	4,537,305	23,799,325	109,348,359	
Livable Infrastructure for Everyone (L.I.F.E.)	2%	680,596	4,533,000	21,642,808	
Total, Blueprint 2020 Sales Tax Funds	100%	45,373,046	237,993,247	1,093,483,571	

The Blueprint 2000 sales tax provided 80% funding to the Blueprint Intergovernmental Agency, and 10% funding each to Leon County and the City of Tallahassee. The Blueprint 2000 tax was authorized to commence on January 1, 2004, and it will expire on December 31, 2019. The Blueprint 2020 sales tax commences on January 1, 2020 and will expire on December 31, 2039. The FY 2020 Proposed Budget will fund the final three months of the Blueprint 2000 Program and the initial nine months of the Blueprint 2020 Program.

The Proposed FY 2020 Budget was developed based on a review of project timelines to determine the level of resources that would be required over each of the five years of the Blueprint Infrastructure Capital Improvement Program and OEV Capital Projects and Economic Vitality Programs. In accordance with Blueprint budget policy, these documents were provided to City and County budget staff and to the IMC on April 30. The City and County reviewed the draft documents and provided feedback, which improved the proposed budget presented herein.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection Page 4 of 22

II. PROJECTION OF SALES TAX REVENUES, OTHER SOURCES OF FUNDS, AND USES OF FUNDS:

Attachment #1, the Agency's sales tax revenue projections, other sources of funds, and uses of funds, provides an estimate of sales tax revenues, other revenues, and expenditure estimates for fiscal years 2019 through 2040. Blueprint staff developed the sales tax revenue estimate in cooperation with Leon County and City of Tallahassee budget offices and the estimate is based on the base year, FY 2019, with estimated growth rates thereafter. As presented, and based on present analysis, staff anticipates \$1.02 billion in total revenues generated over the next 20 years.

Table 2: Summary of Projected Sources and Uses of Funds

	Table 2: Summary of Projected Sources and Uses of Funds BLUEPRINT INTERGOVERNMENTAL AGENCY					
	Summary of Projected Sources and Uses of Funds					
First Year, Five Years, and All Years						
	FY 2020	% of Total	FY 2020 - FY 2024	% of Total	FY 2020 - FY 2040	% of Total
Sources of Funds, Infrastructure						
Sales Tax Revenue	31,534,266	96.10%	158,663,600	54.04%	723,287,210	84.28%
Bond Funding	-	0.00%	100,000,000	34.06%	100,000,000	11.65%
Loan Funding	-	0.00%	28,650,000	9.76%	28,650,000	3.34%
Grant Funding	1,280,000	3.90%	6,266,000	2.13%	6,266,000	0.73%
Total, Sources of Funds, Infrastructure	32,814,266	100.00%	293,579,600	100.00%	858,203,210	100.00%
Sources of Funds, OEV						
Sales Tax Revenue	4,083,574	74.98%	27,197,998	53.84%	129,856,836	80.45%
MWSBE City/County Funding	852,928	15.66%	2,812,911	5.57%	11,044,256	6.84%
Bond Funding	-	0.00%	20,000,000	39.59%	20,000,000	12.39%
Grant Funding	510,000	9.36%	510,000	1.01%	510,000	0.32%
Total, Sources of Funds, OEV	5,446,502	100.00%	50,520,909	100.00%	161,411,092	100.00%
Total, Sources of Funds, Blueprint IA	38,260,768		344,100,509		1,019,614,302	
Uses of Funds, Infrastructure						
Debt Service	2,183,977	6.66%	18,613,201	6.34%	174,141,157	20.29%
Operating Expenses	3,541,362	10.79%	18,064,507	6.15%	78,089,678	9.10%
Capital Projects & Reserve	27,088,927	82.55%	256,901,892	87.51%	605,972,375	70.61%
Total, Uses of Funds, Infrastructure	32,814,266	100.00%	293,579,600	100.00%	858,203,210	100.00%
Uses of Funds, OEV						
Debt Service	-	0.00%	4,407,000	8.72%	27,937,750	17.31%
Operating Expenses	2,045,047	37.55%	9,366,581	18.54%	39,957,920	24.76%
Capital Projects & Reserve	3,401,455	62.45%	36,747,328	72.74%	93,515,422	57.94%
Total, Uses of Funds, OEV	5,446,502	100.00%	50,520,909	100.00%	161,411,092	100.00%
Total, Uses of Funds, Blueprint IA	38,260,768		344,100,509		1,019,614,302	

At this time, the revenues generated from the sales tax and other sources are not sufficient to fully fund all of Infrastructure's Blueprint 2020 projects, however leveraging from external sources is a key component of Blueprint's strategy to meet project funding goals. Blueprint Policy 104 defines project leveraging as "the creation of collaborative relationships or formal agreements with others outside of the Blueprint Intergovernmental Agency and is not limited to the pursuit of grants and other available funding opportunities." The purpose of leveraging is to

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection Page 5 of 22

maximize the resources, both financial and nonfinancial, available to Infrastructure and Economic Vitality programs. Examples of leveraging within the Infrastructure program include the federal grant funding that became available for Capital Cascade Trail, Segment 1. As part of a disaster recovery program, the IA Board made the decision to reprioritize this segment because of the significant amount of funding that became available specifically for this project. Planned leveraging may occur when a funding opportunity is anticipated for a future fiscal year, but matching funds from a partner agency have not been specified in the agency's capital improvement plan. A leveraging opportunity specific to OEV would be the Leon County Research and Development Authority Incubator project that came before the IA Board in September 2018.

Sales Tax Revenue

Available revenues for budgeting purposes are calculated at 95% of expected total revenues. The Blueprint Infrastructure program receives 80% of expected revenues for FY 2019 and the first three months of FY 2020, with the remaining 20% of revenues divided evenly between the City and County. The Blueprint 2020 sales tax, which begins in January 2020, allocates 66% of revenue to Blueprint Infrastructure, 12% to the Office of Economic Vitality, 10% each to the City and County, and 2% to the County to fund Livable Infrastructure for Everyone (L.I.F.E.) programs.

The last year of the Blueprint 2000 sales tax (beginning with FY 2019 as presented in Attachment #1) and all years of the Blueprint 2020 sales tax are preliminarily projected to provide \$1.07 billion in revenue to Blueprint Intergovernmental Agency, Leon County and the City of Tallahassee. Of this total amount, Blueprint Infrastructure is projected to receive \$759 million and OEV is projected to receive \$130 million from sales tax revenues. It should be noted that these preliminary revenue forecasts are based off the most recently available data on future projections on sales tax revenues. The first five years show an average growth of 2.4% per year and the following 15 years estimate the growth of revenue at 1.5% annually.

Bond and Loan Funding

Additionally, Blueprint Infrastructure and OEV have planned to receive funds from two bond issues based on prior actions by the IA Board. At the June 21, 2018 IA Board meeting, the IA Board adopted the Blueprint Infrastructure Implementation Plan, which calls for \$100 million of bond funding to be issued in FY 2022. At the September 20, 2018 OEV Workshop, the IA Board authorized staff to commence the bond financing process for the issuance of up to \$20 million toward the convention center as early as October 2020 (FY 2021), subject to the IA Board's final approval of the scope, size, and operations plan for the hotel and convention center. State Infrastructure Bank Loan funding is anticipated to fund approximately \$28.7 million of costs associated with the Northeast Gateway: Welaunee Boulevard project.

Grant Funding

Blueprint Infrastructure also anticipates \$6.3 million in the grant funding category over the fiveyear Capital Improvement Plan beginning in FY 2020. It is likely that Blueprint Infrastructure will receive additional grants or other funding from state or federal sources during fiscal years 2020-2039. However, those sources and leveraging opportunities are not known at this time. This fund category also includes Significant Benefit District funds from the City for the Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection Page 6 of 22

Bannerman Road and Tharpe Street projects and the \$3,000,000 partnership with FSU for the Airport Gateway.

MWSBE Funding

OEV presents a budget that shares the costs of the MWSBE division between OEV, City, and County, as detailed on page 13. MWSBE's procurement services and programs benefit all three local governments, therefore the budget presents sharing costs of the program among the governments. MWSBE expenses during the twenty-year projection period total \$16.5 million, with the City and County contributing \$11 million and OEV absorbing \$5.5 million. Expenses for the program are expected to grow at one percent annually.

III. BLUEPRINT INFRASTRUCTURE

At the June 21, 2018 meeting, the IA Board approved a FY 2019 – 2024 Implementation Plan (Attachment #7). The proposed FY 2020 Blueprint Operating Budget for the Infrastructure Program (Attachment #2) results from an analysis of project and programmatic needs to implement the approved plan. The proposed FY 2020 Operating Budget of \$3.54 million for the Infrastructure Program reflects not only the growth in number of projects managed compared to prior years (7 beginning projects in FY2020 compared to 3 ending projects in FY 2019 resenting a net growth of 4 projects), but also the additional staff required to manage and to implement those projects. The Budget Narrative, which provides additional information on line items, is included as Attachment #5.

BLUEPRINT INFRASTRUCTURE Summary of Projected Sources and Uses of Funds, FY 2020-2024 FY 2020 FY 2021 FY 2022 FY 2023 FY 2024 **Sources of Funds Total** 31,534,266 30,844,596 Sales Tax Revenue 31,461,488 32,090,718 32,732,532 158,663,600 **Bond Funding** 100,000,000 100,000,000 Loan Funding 14,325,000 14,325,000 28,650,000 **Grant Funding** 1,280,000 3,000,000 1,500,000 486,000 6,266,000 Total, Sources of Funds 32,814,266 30,844,596 148,786,488 33,590,718 47,543,532 293,579,600 FY 2020 FY 2021 FY 2022 FY 2023 **Uses of Funds** FY 2024 **Total** 11,694,000 Debt Service, Bonds 3,899,000 7,795,000 2,183,977 2,367,612 2,367,612 6,919,201 Debt Service, Loans 18,064,507 **Operating Expenses** 3,541,362 3,576,776 3,612,544 3,648,669 3,685,156 9,902,500 7,426,875 9,902,500 9,902,500 47,036,875 **Annual Allocations** 9,902,500 **Infrastructure Projects** 19,662,052 15,031,889 134,776,055 12,013,388 23,779,038 205,262,422 Addition to Reserve 2,333,431 495,389 1,759,549 14,226 4,602,595 Total, Uses of Funds 32,814,266 30,844,596 148,786,488 33,590,718 47,543,532 293,579,600

Table 3: Infrastructure Sources and Uses of Funds

Listed below are key highlights of this budget:

- 8.96 percent increase compared to the adopted FY 2019 operating budget.
- Average Merit pay increases for employees is budgeted with final amount determined by the approved budget for the jurisdiction in which the employee's benefits are provided.

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- Provides for a new Right of Way manager to replace ROW services currently under contract to meet growing project needs. The cost of this position will be offset by the elimination of service contracts that currently provide these services.
- The budget eliminates the web support technician position because the City of Tallahassee's IT services department will be providing the service in future years.
- Continuation of key service provisions provided by the City of Tallahassee (Allocated Costs in Blueprint Operating Budget) with an increase for IT services as Blueprint transitions to a shared service model with the City of Tallahassee.

A. Proposed FY 2020 Infrastructure Operating Budget

The FY 2020 Proposed Operating Budget for the Infrastructure Program supports the implementation of the Blueprint 2020 FY 2019 – 2024 Implementation Plan (Attachment #7) as directed by the IA Board at the June 21, 2018 meeting. The approved Implementation Plan includes the administration of 18 infrastructure projects and a total capital investment of \$257 million through FY 2024.

Table 4: Infrastructure Operating Budget

BLUEPRINT INFRASTRUCTURE				
Proposed FY 2020 General Fund Operating Budget				
	FY 2020			
	Proposed			
Sources of Funds				
Sales Tax Revenue	31,534,266			
City/County Funding	1,280,000			
Interest Income	-			
Miscellaneous Revenue	-			
Total, Sources of Funds	32,814,266			
Uses of Funds				
Debt Service	2,183,977			
Personnel Services	2,603,475			
Operating Expenses	812,791			
Other Services/Charges	50,000			
Capital Outlay	55,000			
Allocated Costs	159,289			
Administrative Allocations	(139,193)			
Capital Projects Transfer	27,088,927			
Total, Uses of Funds	32,814,266			
Sources Less Uses of Funds -				

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Throughout FY 2020, the Blueprint Infrastructure Program will also continue the transition from the 2000 program to the 2020 program. This entails closing out the 2000 program projects (primarily Capital Cascades Trail Segments 3 and 4, and Magnolia Drive) and implementation of 2020 projects, including the Northeast Gateway: Welaunee Boulevard, Airport Gateway, Northeast Connector Corridor: Bannerman Road, Orange Avenue/Meridian Road Placemaking, Market District, Monroe-Adams Corridor Placemaking, Lake Lafayette and St. Marks Regional Park, and two greenways projects.

Blueprint Infrastructure Program, FY 2020 Personnel Services

The FY 2020 Proposed Operating Budget for the Infrastructure Program currently reflects an 12.4% increase in personnel costs, primarily due to the creation of 1 new position. This singular position will assist in the management and implementation of Blueprint 2020 infrastructure projects. These proposed staffing changes support the IA Board approved Implementation Plan and provide for the advancement of 18 projects through FY 2024. The following section provides detail regarding new proposed position necessary for the successful implementation of the approved Implementation Plan. Infrastructure will share five positions with OEV, for which the two divisions will allocate total personnel and operating costs. The proposed FY 2020 Operating Budget identifies one OPS position, a part time web support position, for elimination (see Allocated Costs section on following page for further description of IT costs).

New Position to Support the Blueprint 2020 Infrastructure Program

The following new position is required for successful implementation of the Blueprint infrastructure projects approved through the Implementation Plan. Attachment #6 provides the proposed FY 2020 Staffing Table. The purpose and duties of the new proposed position are below.

• Right of Way Manager: The primary responsibilities of this new position in FY 2020 will be to manage right-of-way acquisition services for the remaining Blueprint 2000 project, Cascades Trail Segment 4, and the Blueprint 2020 projects. This position would replace professional services contracts for right-of-way acquisition services and would be offset by the cost of those contracts. The primary responsibilities of this position is to be a single point of contact for right-of-way acquisition for all Blueprint 2020 projects, including property analysis, valuation, compliance, acquisition, and property disposition, including transfer of property as may be appropriate to the maintaining entity and surplus of available property at the conclusion of projects. In FY 2020, this position will manage the right-of-way needs for the Market District, Bike Route, and Greenways projects, assist with easement negotiations with the property owners for the Northeast Gateway: Welaunee Boulevard project, and develop an acquisition program for the Airport Gateway and Northeast Corridor Connector: Bannerman Road projects.

Additional Personnel Expenses

The FY 2020 proposed budget will include pay adjustments for City or County benefit-based employees consistent with the final budget of jurisdiction providing the employees' benefits. The FY 2020 Proposed Infrastructure Operating Budget reflects a pay increase of 3% that will adjust according to action by the City and County, respectively.

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Allocated Costs

The City of Tallahassee provides several services to Blueprint including Technology, Human Resources, City Auditor, Records Management, and Purchasing. Blueprint provides a payment to the City of Tallahassee based on the services provided from each department, as determined by the City of Tallahassee. The total budgeted allocated costs for FY 2020 is \$159,289, which is a \$82,324 increase from the FY 2019 budget. In FY 2018, allocated costs were \$116,958 due to the allocation of accounting services.

The proposed FY 2020 Operating Budget for the Infrastructure Program implements IA Board direction at the September 20, 2018 meeting to transition Information Technology (IT) services to the City of Tallahassee. Blueprint anticipates that the transition will be complete by the end of FY 2020. Benefits achieved from this transition include enhanced information security, 24-hour operational support, and increased business continuity due multiple backups in hardware and personnel.

Blueprint staff is currently reviewing the City's proposed allocated cost of \$72,262 for IT services to ensure there is no duplication between Blueprint services and City services in FY 2020. Any duplication in software licensing and related IT expenses will reduce the allocation made to the City by an amount equal to Blueprint's direct vendor payments. The proposed budget includes an allocation to the City and the continuation of the part-time IT Manager position to assist with desktop and application support during the transition to City services.

Elimination and Reclassification of Existing Positions

The transition to City IT, as discussed above, results in a move from internal staff managing information technology infrastructure to a City IT managed system beginning FY 2020. As a result of the transition, one, part time OPS position, web support, is proposed for elimination through the FY 2020 proposed budget.

B. Proposed FY 2020-2024 Infrastructure Capital Improvement Plan Summary

Annual Allocations

Capital Project Allocations for Blueprint Infrastructure include annual funding for projects implemented by the City and County identified in the Interlocal Agreement as well as funding for Bike Routes and Greenways programs administered by Blueprint. These project costs were evenly spread over the 20 year period.

Infrastructure Projects

The infrastructure project funding is dedicated to projects that are not funded on an annual basis. The funding schedule reflects the IA Board approved FY 2019-2024 Implementation Plan approved at the June 21, 2018 meeting.

Addition to Reserve

The IA Board approved a creation of a reserve account for Blueprint Infrastructure in 2005 to fund unanticipated project expenditures related specifically to infrastructure projects (current balance is \$2,000,000). The reserve fund will be a resource as the original 2013 project cost estimates are updated, market conditions fluctuate (construction costs, sales tax revenues, and

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financing costs), and new leveraging or project opportunities rise. However, each year as part of the budget process, the IA Board will consider and approve the annual project allocations, which will be based on the full use of sales tax revenues for the applicable year. As seen in the proposed FY 20 allocation of sales tax funds, there is no allocation to the Reserve Fund.

IV. OFFICE OF ECONOMIC VITALITY

Section IV address the A) twenty-year preliminary projection of funds; B) the proposed FY 2020 proposed operating budget; C) the FY 2020-2024 proposed capital projects and economic vitality program budget and; D) a summary of OEV's proposed usage of funds.

A. Twenty-Year Preliminary Projection of OEV's Uses of Funds:

Over the 20-year planning horizon, OEV preliminarily projects \$161 million in available resources. Of this amount, \$56 million (35%) is projected to be available for economic vitality grant programs, business expansion/recruitment, and incentives, \$20 million bond funding for the convention center (12%), \$14 million (8%) has been identified for annual allocations to the International Airport, \$28 million (17%) will be used to service debt on the FY 2021 bond issue for the convention center, and \$3 million will be used to repay advance funding from Leon County and the City of Tallahassee. These projects represent \$122 million (or 75%) of total program expenses over the next 20 years. Operating costs of the program are projected to be \$41 million (equal to approximately 25% of total program expenses) over the 20-year period.

Table 5: OEV Summary of Projected Sources and Uses of Funds

			MIC VITALITY				
Sum	Summary of Projected Sources and Uses of Funds						
	First Year	, Five Year	s, and All Year	'S			
		% of	FY 2020 - FY	% of	FY 2020-FY	% of	
Sources of Funds	FY 2020	Total	2024	Total	2040	Total	
Sales Tax Revenue	4,083,574	74.98%	27,197,998	53.84%	129,856,836	80.45%	
City/County Funding	852,928	15.66%	2,812,911	5.57%	11,044,256	6.84%	
Bond Funding	-	0.00%	20,000,000	39.59%	20,000,000	12.39%	
Other Funding	510,000	9.36%	510,000	1.01%	510,000	0.32%	
Total, Sources of Funds	5,446,502	100.00%	50,520,909	100.00%	161,411,092	100.00%	
Uses of Funds							
Debt Service	-	0.00%	4,407,000	8.72%	27,937,750	17.31%	
Operating Expenses	2,045,047	37.55%	9,366,581	18.54%	39,957,920	24.76%	
Capital Projects Allocations	528,750	9.71%	23,348,750	46.22%	34,100,000	21.13%	
Economic Development Programs	1,872,705	34.38%	10,398,578	20.58%	56,415,422	34.95%	
Repayment of Advance Funding	1,000,000	18.36%	3,000,000	5.94%	3,000,000	1.86%	
Total, Uses of Funds	5,446,502	100.00%	50,520,909	100.00%	161,411,092	100.00%	

OEV presents a budget that shares the costs of the MWSBE division between OEV, City, and County, as discussed in detail on page 14. MWSBE's procurement services and programs benefit all three local governments, therefore the budget presents sharing costs of the program among the governments. MWSBE expenses during the twenty-year projection period total \$16.5

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million, with the City and County contributing \$11 million and OEV absorbing \$5.5 million. Expenses for the program are expected to grow at one percent annually.

Similar to the Blueprint Infrastructure, OEV is committed to searching for opportunities to leverage funds when available, such as through Florida Jobs Growth Grant Fund. Staff anticipates that additional grants or other funding sources will become available during fiscal years 2025-2040; however, those leveraging opportunities are not known at this time. In addition, staff regularly research and evaluate industry best practices and listen to local business needs in order to position Tallahassee-Leon County as Florida's Capital for Business.

Approximately \$34 million is available over the next 20 years for future investment in the International Airport and Convention Center and \$56 million is available for Economic Development Programs (includes Future Opportunity Leveraging Fund totaling \$40 million). Forecasts will change over the life of the sales tax extension as the strategic plan is implemented, business expansion opportunities arise, and new programs are developed. The IA Board may direct changes over the next twenty years of the program.

B. FY 2020 Proposed OEV Operating Budget

In accordance with the terms of the First Addendum to the Second Amended and Restated Interlocal Agreement, as approved July 13, 2016, funding for the Office is split evenly between the City and County. In the budget schedules presented as attachments to this item, the Leon County and City of Tallahassee annual budgets generate funding for OEV until January of FY 2020 when the local option sales tax extension proceeds are available to fund OEV. The City and County will continue to fund OEV during the first three months of FY 2020. Attachment #3 provides the detail budget. The analysis is on the following page.

For FY 2019, the City and County funded OEV's \$1.26 million of operating costs. The IA Board approved this budget during the September 20, 2018 IA Board meeting. The proposed FY 2020 OEV budget is \$2.05 million and represents a 61.73% increase from the FY 2019 adopted budget, which directly corresponds to a total of \$730,415 in budgeted costs for office space and shared employees. The budgeted costs align directly with the beginning of the first year of Blueprint 2020 sales tax revenues. Funding is included for all division activities: business vitality, research, and minority, women, and small business enterprise programs.

The FY 2020 Operating Budget accomplishes the following:

- Provides funding for health and retirement costs and merit-based salary increases
- Assumes personnel and operating costs associated with shared positions to support OEV as detailed above in the amount of \$139,193.
- Relocation costs of office space to the first floor of the Leon County Government Annex building which is in progress and anticipated to be complete in January 2020.
- Assumes rent and equipment for office space in the amount of \$163,542 as well as \$25,000 for direct legal services.
- Assumes that the MWSBE program will be funded equally by contributions from the City, County, and through OEV's share of the 2020 Sales Tax.

30,000

163,542

27,020

139,193

3,401,455

5,446,502

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 Staff continues to research and track industry standards and listen to business needs in order to position all resources for promoting Tallahassee – Leon County as Florida's Capital for Business.

Table 6: OEV Proposed Operating Budget
OFFICE OF ECONOMIC VITALITY

Proposed FY 2020 General Fund Operating Budget FY 2020 **Proposed Sources of Funds** Sales Tax Revenue 4,083,574 City/County Funding 852,928 **Interest Income** Miscellaneous Revenue 510,000 Total, Sources of Funds 5,446,502 **Uses of Funds** Personnel Services 1,229,722 **Operating Expenses** 455.570

Office of Economic Vitality Personnel Services

Other Services/Charges

Administrative Allocations

Sources Less Uses of Funds

Capital Projects Transfer

Total, Uses of Funds

Capital Outlay

Allocated Costs

Personnel Services budget is \$1.23 million. This represents an increase of \$159,261, or 14.88%, from the FY 2019 adopted budget. The increase in salaries is a result of the addition of 2 positions (an Administrative Assistant and a Business Outreach and Marketing Coordinator). Attachment #6 includes the proposed FY 2020 Staffing Table. The FY 2020 proposed operating budget will include pay adjustments for Agency employees consistent with the final budget of jurisdiction providing employees' benefits. The proposed FY 2020 OEV Operating Budget reflects a pay increase of 3% that will adjust according to action by the City and County, respectively. This proposed budget also includes a request for two additional positions, detailed below:

• Administrative Assistant: This position will directly support OEV upon the relocation of offices to the Leon County Government Annex lobby. This position will be responsible for reception and administrative functions to support the entire OEV team.

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Business Outreach and Marketing Coordinator: This position will directly support the communications and marketing needs for OEV, which include the cross-cutting strategy identified in the economic development strategy plan to market and promote the six cornerstones and four target industries. In the last two years, OEV has sponsored or partnered in events ranging in scale from site visit hosting with fifteen attendees to Leon Works with 450 attendees. OEV hosted the Americas Competitiveness Exchange (ACE) 8, which included 50 global economic leaders who participated in cross-sector dialogue and partnership building throughout north Florida and our community. Additionally, OEV has led many engagements including the Training Our Talent series, Power Forward events, Working Class Wednesdays, Opportunity Zone Workshops, International Economic Development/Small Business Week activities, MSWBE Industry Academies and Workshops and the recently held Entrepreneurial Expo. In addition to live events, OEV staff launched an electronic newsletter and a full social media platform during this time to promote and celebrate economic growth and diversity in Florida's Capital community. OEV staff is developing a robust marketing plan to project Tallahassee-Leon County into the regional, national, and international marketplace. The position will be responsible for all day-to-day communications and marketing efforts for the Business Vitality and Intelligence department and Minority Women Small Businesses Enterprise department, which includes: distribution of newsletters, social and digital media, website updates, coordination of OEV events, and special projects. This position will work closely with City, County, and community partners to promote and evaluate Tallahassee-Leon County's diverse and vibrant economy, businesses, and workforce development efforts. Currently this work is performed by four different people. This addition maximizes the efficiency of staff and aligns the activities under one position.

Office of Economic Vitality Operating Expenses

OEV's operating expense budget for FY 2020 is \$455,570 and represents a 169.0% increase over the FY 2019 adopted budget. The budgeted costs align directly with the beginning of the first year of Blueprint 2020 sales tax revenues. Funding is included for all division activities such as business vitality, research, and minority, women, and small business enterprise programs. As noted previously, the increase in costs is primarily due to OEV's lease of office space on the first floor of the Leon County Government Annex (Bank of America building). Annual rent expense is approximately \$111,500, equipment and furnishings total \$163,542, additional insurance totals \$30,000, and the remainder includes equipment rental, telephones, supplies, software, and services to bring the program online for FY 2020. The cost of equipment and furnishings, \$163,542, is a one-time expense in FY 2020.

Minority, Women and Small Business Enterprise Program Funding:

It is important to note that in the spring of 2016 when the City and the County consolidated their MWSBE offices under the OEV, the City and County agreed that the IA Board may wish to consider utilizing future economic development sales tax proceeds to fund the MWSBE program. In FY 2019 (and for the last two fiscal years) the City and County funded all the costs associated with the program at 50% each. The total FY 2020 proposed personnel and operating costs of the MWSBE program is \$716,891. Staff recommend that the IA Board consider committing funds for the operations of the MWSBE program by contributing 1/3 of annual operating costs each

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paid by the City, the County, and OEV in the amount of \$238,964 per entity. This FY 2020 Proposed Operating Budget assumes that the MWSBE program will be funded equally by contributions from the City, County, and through OEV's share of the 2020 Sales Tax. Future year funding shall also be divided equally in this manner. Currently, MWSBE staff is working with County and City staff to develop consolidated MWSBE procurement policies and procedures which could lead to staffing efficiencies and streamlining of resources.

In addition to supporting local businesses as part of OEV, the MWSBE program serves as a shared service for the City, County, and the Intergovernmental Agency by acting as a procurement and contract management service. The MWSBE program staffing levels are predicated on the procurement needs of each participating entity. The City and County award a substantial number of contracts that require MWSBE participation and compliance, so it follows that the costs of the program would be borne by the entities participating in the program.

C. FY 2020 – 2024 Proposed OEV Capital Projects and Economic Vitality Programs Budget

Attachment #4 provides the FY 2020–2024 Proposed OEV Capital Projects and Economic Vitality Programs Budget (CPEVP), which serves as the basis for project funding allocations for the next five years. The OEV CPEVP budget reflects projected sales tax revenues through the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. Once approved, the CPEVP budget will allocate funding for OEV capital projects for FY 2020. Table 7 on the following page shows the proposed capital funding allocations/deallocations for the capital projects in FY 2020:

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Table 7: OEV Detail of Capital Projects and Economic Vitality Programs

Table 7: GEV Betail of		CONOMIC VIT		v receive, y r	20824222	
Detail of Annual Alloc	cations, Capit	al Projects, & I	Economic Vit	ality Progran	ıs	
Annual Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
International Airport	528,750	705,000	705,000	705,000	705,000	3,348,750
Capital Projects						
Convention Center Bond	-	20,000,000	-	-	-	20,000,000
1) Economic Vitality Programs						
Incentives, Grants and Programs						
Qualified Target Industry Tax Refund	14,000	38,500	42,000	42,000	31,500	168,000
Target Business Program	194,705	156,631	172,294	188,536	206,370	918,536
Urban Vitality Job Creating Pilot Program	25,000	25,000	-	-	-	50,000
ARPC EDA Revolving Loan Fund	225,000	25,000	25,000	25,000	25,000	325,000
Magnetic Technologies Recruitment	121,000	121,000	121,000	121,000	121,000	605,000
Business Development: Attraction/Expansion	48,000	33,000	33,000	33,000	33,000	180,000
FSU Partnership for Business Intelligence	10,000	-	-	-	-	10,000
Business2Business Engagement Actions						
Workforce Development	100,000	100,000	100,000	100,000	100,000	500,000
Business and Workforce Engagement Events	40,000	40,000	40,000	40,000	40,000	200,000
MWSBE Academies and B2B Outreach	10,000	10,000	10,000	10,000	10,000	50,000
Economic Vitality Sponsorships	35,000	35,000	35,000	35,000	35,000	175,000
Economic Vitality Studies						
MWSBE Disparity Study	-	-	-	-	500,000	500,000
Target Industry Study	-	-	-	100,000	-	100,000
Updates to Economic Vitality Studies	-	-	120,000	-	-	120,000
2) Future Opportunity Leveraging Fund	1,050,000	2,498,529	1,014,824	1,118,650	815,039	6,497,042
Total, OEV CPEVP Budget	2,401,455	23,787,660	2,418,118	2,518,186	2,621,909	33,747,328

1. FY 2020 Proposed Capital Projects and Economic Vitality Programs Budget Allocations by Project

- Qualified Target Industry Tax Refund The Qualified Target Industry Tax Refund is a state incentive that is available for companies that create high wage jobs in targeted high value-added industries. The state provides 80% of funds and requires a 20% local match. This state incentive includes refunds on corporate income, sales, ad valorem, intangible personal property, insurance premium, and certain other taxes. New or expanding businesses in selected targeted industries or corporate headquarters are eligible. This project provides funding for companies who qualify for this incentive. Current obligations notwithstanding, staff anticipates future expansion and recruitment efforts may lead to increased funding in this incentive program. (\$14,000 allocated for FY2020)
- Target Business Program This local program seeks to incentivize businesses to locate in designated target areas for economic growth and development; build environmentally sensitive projects; work with other local businesses; and that practice good corporate citizenship while ensuring a sound return on investment to the public. Awarded funds may reimburse 100% of the cost of development fees and a portion of the capital investment of the business project based on ad valorem taxes paid. This project provides funding for companies who qualify for this incentive. Current obligations notwithstanding, staff anticipate future expansion and recruitment efforts may lead to increased funding in this incentive program. (\$194,705 allocated for FY2020)

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- Urban Vitality Job Creation Pilot Program The Urban Vitality Job Creation Program is a locally-based program designed to spur job creation, encourage employment stability, and promote economic vitality in the Promise Zone area. The Program is designed to give eligible businesses that create jobs a pay-for-performance refund by the number of jobs they create and the average annual wage of the created jobs. Businesses must submit an application to determine if they are eligible for the refund, and each approved firm can receive no more than \$7,000 per fiscal year. This project provides funding for companies who qualify for this incentive. (\$25,000 allocated for FY 2020)
- Magnetic Technologies Recruitment This project covers costs associated with the
 contract for services rendered by Research on Investment (ROI), who on behalf of OEV is
 conducting targeted business outreach in the magnetic and applied sciences field to better
 identify, connect with, and recruit prospective companies to the Tallahassee-Leon County
 area. ROI also provides ongoing recruitment efforts on behalf of OEV and the Magnetics
 Taskforce. (\$121,000 allocated for FY 2020)
- Business Development: Attraction/Expansion This project includes costs associated
 with targeted outreach programs and initiatives focused on the remaining targeted
 industries, including healthcare, logistics, and information technology. The project
 covers business recruitment for prospective businesses considering the Tallahassee-Leon
 County market, as well as supporting the expansion efforts of existing businesses.
 (\$48,000 allocated for FY 2020)
- Tallahassee International Airport As stated in the Interlocal Agreement, up to \$14.1 million for the International Airport Growth and Development Project (Parts 1 and 2), may help upgrade existing hangar facilities, provide the necessary utility infrastructure to construct additional hangars, and develop 1,000 acres of Airport property for lease. In addition, funding would help to create an international passenger processing facility, support international user fee expenses, and provide additional training support to Airport staff in accordance with Tallahassee International Airport's 20-year Growth and Development Plan. (\$528,750 allocated for FY 2020)
- LCRDA Incubator: \$2.5 Million Pledge On September 20, 2018, IA Board pledged \$2.5 million as matching funds toward Leon County Research and Development Authority's (LCRDA) grant application to construct a business incubator at Innovation Park. This pledge, combined with all other commitments, and a matching award from the EDA will provide the \$17 million necessary to build a 40,000 GSF, mixed use (wet and dry lab) incubator to serve the region. (\$0 allocated for FY 2020)
- Workforce Development This project covers funding for the Elevate Fund. The Elevate
 Fund provides funding to local organizations that demonstrate new, innovative strategies
 or replicate effective, evidence-based strategies that align available assets, organizations,
 and resources toward shared economic growth objectives and strengthen the foundation
 for future growth and opportunities. (\$100,000 allocated for FY 2020)
- Business and Workforce Engagement Events This project provides funding for major workforce engagement events, wherein OEV provides a platform for job seekers and

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employers to connect and to create synergies between our educational entities and local businesses. These events include Training Our Talent and Leon Works, held annually. (\$40,000 allocated for FY 2020)

- MWSBE Industry Academies and B2B Outreach This project funds a series of workshops designed to provide instruction and capacity building for OEV-Certified Minority and Women Small Business Enterprises (MWSBE). Through their participation, certified MWSBEs can operate with the greatest efficiency and efficacy to meet the supplier diversity targets of the City of Tallahassee, Leon County, the Blueprint IA, and other organizations within local government and private industry. (\$10,000 allocated for FY 2020)
- Economic Vitality Sponsorships Funding for activities created and managed by local partners and organizations, including small business, entrepreneurship, and the creative economy. These events and awards help support the community's role in creating economic vitality for all businesses. (\$35,000 allocated for FY 2020)
- Repayment to City and County for Advance Funding The City and County contributed approximately \$2 million each to fund the operations of the Office of Economic Vitality. The City and County will be repaid the amounts that were advanced over the first five years of the Blueprint 2020 sales tax. The repayment amount programmed for FY 2020 is \$1,000,000. Future repayments in the amount of \$500,000 will be made annually through FY 2024.

2. Creation of a Future Opportunity Leveraging Fund for the Office of Economic Vitality

The proposed FY2020 budget seeks creation of a Future Opportunity Leveraging Fund for OEV. The primary purpose of the Fund would be to provide a funding source in the event that leveraging opportunities arise, triggering a project to be funded earlier than anticipated. The fund would also serve as a risk management vehicle in the event of unforeseen claims, contingencies, or legal actions. IA Board direction would be required to use Fund resources. For example, The IA Board pledged matching funds up to \$2.5 million for the Leon County Research and Development Authority Incubator at the September 20, 2018 OEV Workshop. If the remaining required funding were to materialize for this project, the Q Fund could be used, under IA Board direction, as OEV's funding source for the Incubator project. The Fund could also provide capital to opportunities that arise and are in alignment with local business expansion, the Strategic Plan, and the Target Industries.

D. FY 2020 – 2024 Proposed OEV Budget Summary

In summary, the proposed FY 2020 Operating Budget for the OEV is for \$2.05 million and represents a 61.73% increase from the FY 2019 adopted budget, which directly corresponds to a total of \$730,415 in budgeted costs for dedicated office space designed to serve the business community and ecosystem partners and two new positions.

The FY 2020-2024 Proposed Capital Projects and Economic Vitality Programs Budget for the Office of Economic Vitality is built upon prior direction from the IA Board. Over the next five years, approximately \$33.75 million dollars is expected to be allocated to Economic

Exhibit #1

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Development projects within the community. OEV will focus on 20 Economic Development programs (Attachment #4) to move our local economy forward in an equitable manner, create jobs, invest funds back into our local community, and enhance the quality of life for all Leon County citizens.

Of the \$163 million in total revenue projected to be available to the Office through FY 2040, \$91 million, or 56% of revenue, is programmed directly into Capital Project allocations and Economic Development programs. Debt service on the bond issue for the convention center project totals \$28 million, or 17% of revenue, over the twenty-year period. Operating expenses to support all of OEV's programs utilize 25% of revenues over the period and the remaining \$3 million is programmed to repay the City and County for advance funding of the BRIF Fund and initial operating expenses. Additional information and details are provided in Attachment #1.

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Table 8, below, provides an alternative way of understanding the projected sources and uses of funds over the five-year FY 2020-2024 OEV Capital Projects and Economic Vitality Programs Budget. This table excludes the matched inflow and outflow of \$20 million for the Convention Center project that is budgeted for FY 2021, and the debt service for the bond in future years is included. Specific details of the Office of Economic Vitality FY 2020 Operating Budget and FY 2020-2024 Capital Projects and Economic Vitality Programs Budget may be found on pages 12 and 15, respectively.

Table 8: OEV Summary of Projected Sources and Uses of Funds

	OFFICE O	F FCONO	MIC VITA	ITV		
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Summary of Projected Sources and Uses of Funds, FY 2020-2024 (Excluding Convention Center Bond Equal Revenue & Expenditure)						
(Excluding Conve	ention Cen	iter Bond	Equal Rev	venue & E	xpenditur	·e)
Projected Revenues	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Sales Tax Revenue	4,083,574	5,608,108	5,720,271	5,834,676	5,951,369	27,197,998
City/County Funding	852,928	482,707	487,534	492,409	497,333	2,812,911
Other Funding	510,000	-	-	-	-	510,000
Total, Sources of Funds	5,446,502	6,090,815	6,207,805	6,327,085	6,448,702	30,520,909
Projected Expenses	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Amounts Previously Com	mitted					
International Airport	528,750	705,000	705,000	705,000	705,000	3,348,750
Advance Funding	1,000,000	500,000	500,000	500,000	500,000	3,000,000
QTI & TBP Programs	208,705	195,131	214,294	230,536	237,870	1,086,536
Total, Budgetary Commitments	1,737,455	1,400,131	1,419,294	1,435,536	1,442,870	7,435,286
Future Plan Updates	-	-	120,000	100,000	500,000	720,000
Estimated Debt Service	-	-	1,468,500	1,469,500	1,469,000	4,407,000
Total, Previously Committed	1,737,455	1,400,131	3,007,794	3,005,036	3,411,870	12,562,286
Amounts for Future Alloc	ation					
Recruitment & Development	169,000	154,000	154,000	154,000	154,000	785,000
Workforce Development	100,000	100,000	100,000	100,000	100,000	500,000
Urban Vitality Program	25,000	25,000	-	-	-	50,000
Business Engagement	85,000	85,000	85,000	85,000	85,000	425,000
Total, Existing Programs	379,000	364,000	339,000	339,000	339,000	1,760,000
Available for New Incenti	ves					
ARPC EDA Revolving Loan Fund	225,000	25,000	25,000	25,000	25,000	325,000
FSU Partnership for BI	10,000	-	-	-	-	10,000
Future Program Leveraging Fund	1,050,000	2,498,529	1,014,824	1,118,650	815,039	6,497,042
Total, Available Funds	1,285,000	2,523,529	1,039,824	1,143,650	840,039	6,832,042
Operating Expenses to Ac	dminister	Programs	<u> </u>			
Economic Vitality	1,328,155	1,157,952	1,169,532	1,181,227	1,193,039	6,029,905
MWSBE Program	716,892	645,203	651,655	658,172	664,754	3,336,676
Total, Operating Expenses	2,045,047	1,803,155	1,821,187	1,839,399	1,857,793	9,366,581
Total, Uses of Funds	5,446,502	6,090,815	6,207,805	6,327,085	6,448,702	30,520,909

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V. CONCLUSION

The budget development process, informed by the FY 2019-2024 Infrastructure Implementation Plan adopted by the IA Board in June 2018 as well as the Long-Term Economic Development Strategic Plan adopted by the IA Board in October 2016, generated this proposed operating budget, five-year CPEVP budget, and twenty-year projection. The operating budget presented herein sets the agency on the path to achieve the IA Board's goals of implementing 18 infrastructure projects and 18 economic development projects over the next five years.

At their core, successful Blueprint projects have rigorous engagement and input from the public, such that the end product is a true reflection of the community's vision. The operating budget presented herein provides the resources necessary for Infrastructure and OEV to effectively engage with the public and facilitate public involvement in the development of all planned projects and economic development programs.

Over the last three years, the IA Board provided clear direction regarding the prioritization of Infrastructure projects through the Infrastructure Implementation Plan (Attachment #7) and also laid the groundwork for growing our economy in a strategic, leveraged, and sustainable manner through the IA Board-adopted Economic Development Strategic Plan and Targeted Industry Study. This budget seeks to build on prior Board direction by providing the resources necessary to implement Blueprint Infrastructure and Economic Development projects and programs. This proposed budget is designed to leverage and maximize job creation opportunities, and empower community responsiveness for future job creation and economic development opportunities as related to the implementation of strategic/work plan and target industry. Moreover, the strategic plan contemplates flexibility for capitalizing on emerging prospects as a living document in order maintain competitive for future economic development opportunities.

Recognizing the need for investing in and cultivating the evolving economic landscape through a sales tax initiative, on February 29, 2016 the IA Board directed the County Administrator and City Manager to establish the Tallahassee-Leon County Office of Economic Vitality by consolidating the City and County's economic development offices within the Blueprint structure and under the direction of the Department of Planning, Land Management, and Community Enhancement (PLACE). In addition, OEV was designated as the economic development organization of record for Tallahassee and Leon County effective March 1, 2016. Since inception OEV, under the leadership and guidance of the IA Board, has taken significant action to strategically advance economic development efforts in Tallahassee-Leon County, act as the front door for business development opportunities, assist minority and women business enterprises, and create a data center that tracks key economic indicators and business intelligence. Finally, staff continues to research and track industry standards and listen to business needs in order to best position all resources for promoting Tallahassee – Leon County as Florida's Capital for Business.

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Since that time, the IA Board has created a series of programs, initiatives, and incentives to match state dollars, incentivize local job creation in targeted industry sectors, such as Magnetic Technologies, stimulate job growth in urban areas, grow minority and women owned businesses, leverage workforce development, and incubate emerging technologies. All of this has been conducted before the first dollar of the new sales tax has been received, and as OEV establishes itself as the hub of the economic ecosystem focused on enhancing vitality for all citizens by growing our shared economic engine.

Therefore, staff recommends that the IA Board accept the Workshop Item on the FY 2020 Proposed Operating Budget and FY 2020-2024 Office of Economic Vitality Capital Projects and Economic Vitality Programs Budget.

Action by CAC and EVLC: The CAC and the EVLC received a presentation on the proposed budget at their meeting on June 13, 2019, but no action was taken. The first public hearing for the proposed FY 2020 Blueprint Intergovernmental Agency Operating Budget and proposed FY 2020 – 2024 Capital Budget is scheduled to be held at the August 22, 2019 CAC meeting. The EVLC will also review the budget at their August 22, 2019 meeting.

Next Steps: The information incorporated in this FY 2020 proposed budget will be presented at two public hearings, the August 22, 2019 CAC meeting and at the IA Board meeting scheduled for September 5, 2019. The FY 2020 proposed budget will be updated to include any modifications made by the IA Board at this workshop.

Blueprint Intergovernmental Agency Board of Directors Meeting Item Title: Workshop on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic Vitality) and 20-Year Projection Page 22 of 22

OPTIONS:

Option 1: Accept the Workshop Item on Fiscal Year 2020 Proposed Operating Budget for the

Blueprint Intergovernmental Agency (Infrastructure and Office of Economic

Vitality) and 20-Year Projection for the Office of Economic Vitality

Option 2: IA Board Direction

RECOMMENDED ACTION:

Option #1 Accept the Workshop Item on Fiscal Year 2020 Proposed Operating Budget for the Blueprint Intergovernmental Agency (Infrastructure and Office of Economic

Vitality) and 20-Year Projection for the Office of Economic Vitality

Attachments

Attachment #1: Draft Sales Tax Revenue Projections, Sources of Funds, Uses of Funds

Attachment #2: Blueprint Infrastructure Operating Budget

Attachment #3: Office of Economic Vitality Operating Budget

Attachment #4: OEV Capital Projects and Economic Vitality Programs

Attachment #5: Budget Narrative

Attachment #6: Proposed FY 2020 Staffing Table

Attachment #7: FY 2019 – 2024 Implementation Plan, Approved June 21, 2018

BLUEPRINT INTERGOVERNMENTAL AGENCY PROPOSED SALES TAX REVENUE PROJECTIONS, OTHER SOURCES OF FUNDS, AND USES OF FUNDS **FISCAL YEARS 2019 - 2040 SALES TAX REVENUE PROJECTIONS** 3.00% 3.00% 2.00% 2.00% 2.00% Total 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50% FY20-40 irowth Rate FY2021 FY2022 FY2023 FY2024 FY2020 FY20-24 FY2025 FY2026 FY2028 FY2029 FY2030 FY2031 FY2032 FY2033 FY2034 FY2035 FY2036 FY2037 FY2038 FY2039 FY2040 Projected Sales Tax Funds (A) FY2019 FY2027 Total 46,370,000 47,761,100 49,193,933 50,177,812 51,181,368 52,204,995 250,519,208 52,988,070 53,782,891 54,589,634 55,408,479 56,239,606 57,083,200 57,939,448 58,808,540 59,690,668 60,586,028 61,494,818 62,417,240 63,353,499 64,303,801 65,268,358 16,561,846 1,151,035,33 Base Year 44,051,500 45,373,045 46,734,236 47,668,921 48,622,300 49.594.74 237.993.247 50,338,667 51.093.746 51.860.152 52.638.055 53,427,626 54,229,040 55,042,476 55,868,113 56,706,135 57,556,727 58,420,077 59,296,378 60,185,824 61.088.611 62,004,940 15,733,754 1.093.483.568 934,685 L.I.F.E. (Leon County) Sales Tax Funds (2%) 680,596 953,378 972,446 991,895 1,006,773 1,021,875 1,037,203 1,068,553 1,084,581 1,100,850 1,117,362 1,134,123 1,151,135 1,168,402 1,185,928 1,203,716 1,221,772 1,240,099 21,642,808 4,673,424 4,766,892 4,862,230 4,959,47 1,573,375 Leon County Sales Tax Funds (10%) 4,405,150 4,537,305 23,799,325 5,755,673 109,348,359 4,673,424 1,573,375 4,405,150 4,537,305 4,766,892 4,862,230 4,959,475 23,799,325 5,033,867 5,109,375 5,263,806 5,342,763 5,422,904 5,504,248 5,586,811 5,670,614 5,755,673 5,842,008 5,929,638 6,018,582 6,108,861 6,200,494 109,348,359 City of Tallahassee Sales Tax Funds (10%) 5,186,015 Blueprint Infrastructure: (B) 35,241,200 9,074,609 9,074,609 9,074,609 80% of Blueprint 2000 Tax 33.223.520 33.721.872 34.227.700 34.741.116 35.262.233 66% of Blueprint 2020 Tax 22.459.657 30.844.596 31,461,488 32,090,718 32,732,532 149.588.991 35,791,166 36,328,034 36,872,955 37,426,049 37,987,440 38,557,251 39,135,609 39,722,644 40,318,483 40,923,260 10,384,278 Total, Blueprint Infrastruture 35,241,200 31,534,266 31,461,488 32,090,718 32,732,532 723,287,210 5,951,369 4,083,574 5,608,108 5,720,271 5,834,676 27,197,998 6,507,485 6,605,097 6,704,174 6,804,736 7,115,565 7,222,299 7,330,633 129,856,830 **Economic Vitality (12% of Blueprint 2020 Tax)** 6,131,250 6,411,315 6.906.807 7.010.409 36.452.704 37.181.759 37.925.394 38.683.901 185.861.598 43.577.129 44.230.785 44.894.247 45.567.660 46.251.174 46.944.943 47.649.116 853,144,046 Total, Blueprint Intergovernmental Agency 35.241.200 35.617.840 39.853.122 40.450.918 41.057.683 41.673.548 42.298.651 42.933.131 Total, All Sales Tax Funds 44.051.500 45.373.046 46.734.237 47.668.921 48.622.300 49.594.746 237,993,247 50.338.667 51.093.747 51.860.151 52.638.056 53.427.627 54.229.040 55.042.477 55.868.113 56.706.136 57.556.728 58.420.078 59.296.378 60.185.823 61.088.610 62.004.940 15.733.753 1.093.483.571 BLUEPRINT INTERGOVERNMENTAL AGENCY, SOURCES OF FUNDS Total, 20-24 FY2019 FY2020 FY2021 FY2022 FY2023 FY2024 FY2031 FY2032 FY2033 FY2034 FY2035 FY2036 FY2037 FY2038 FY2039 FY2040 Total 2020-40 FY2027 FY2029 FY2030 35,241,200 31,534,266 30,844,596 31,461,488 32,732,532 33,223,520 36,328,034 39,135,609 39,722,644 40,318,483 40,923,260 723,287,210 Infrastructure Sales Tax Revenue (from Line 12) 32.090.718 Known Federal Grants Known State Grants 1,500,000 1,500,000 Known Local Grants 1,280,000 3,000,000 4,766,000 750,000 Known Other Grants 75,000 Transfers In From Other Funds (C) 8,417,675 Bond Funding (D) - 100,000,000 100,000,000 100,000,000 14,325,000 14,325,000 28,650,000 28,650,000 SIB Loan Funding 148,786,488 33,590,718 47,543,532 Total, Infrastructure, Sources of Funds 293,579,600 858.203.210 44 483 875 32.814.266 33.223.520 33.721.872 34 227 700 34 741 116 36.328.034 36.872.955 38,557,251 39,135,609 39,722,644 30.844.596 35.262.233 35.791.166 37.426.049 37.987.440 40.318.483 OEV Sales Tax Revenue (from Line 13) 5,608,108 5,720,271 5,951,369 6,040,640 6,605,097 7,115,565 129,856,830 482,707 577,387 145,790 852,928 487,534 492,409 497,333 502,306 507,329 517,526 533,207 543,924 549,363 554,857 560,406 571,670 11,044,256 City/County Funding (Operating & MWSBE) 2,812,913 527,928 1,264,541 Known Local Grants Known Other Grants 510,000 510,000 510,000 Bond Funding (D) 20,000,000 20,000,000 Total, OEV, Sources of Funds 5.446.502 26.090.815 6,448,702 50.520.909 161,411,092 1.264.541 6.207.805 6.327.085 6.542.946 6.638.579 6.735.620 6.834.093 6.934.016 7.035.413 7.138.304 7.242.713 7.348.660 7.456.170 45,748,416 1,019,614,302 32 Total, Agency-Wide Sources of Funds 56,935,411 154,994,293 39,917,803 53,992,234 344,100,509 39,766,466 40,360,451 40,963,320 41,575,209 42,196,249 42,826,579 43,466,338 44,115,668 44,774,709 45,443,610 **BLUEPRINT INTERGOVERNMENTAL AGENCY, USES OF FUNDS** FY2022 FY2023 FY2024 Total, 20-24 FY2028 FY2029 FY2030 FY2031 FY2032 FY2037 FY2040 Total 2020-40 nfrastructure, Uses of Funds FY2019 FY2020 14,693,900 3,899,000 7,795,00 11,694,000 7,795,000 7,796,500 7,799,000 7,797,000 7,795,250 7,798,250 7,795,250 7,796,000 7,799,750 7,795,750 7,798,750 7,797,750 7,797,250 7,796,500 7,794,750 7,794,750 136,441,500 Debt Service, Bonds (D) 2,183,977 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 2,367,612 Debt Service, SIB Loans 3,941,685 6,919,201 2,367,612 37,698,157 174,141,157 18,635,585 2,183,977 6,266,612 10,162,612 18,613,201 10,162,612 10,164,112 10,166,612 10,162,862 10,162,862 10,163,612 10,163,362 10,166,362 10,165,362 10,164,862 7,796,500 7,794,750 Total, Debt Service 3,612,544 3,648,669 3,250,269 3,541,362 3,576,776 3,685,15 18,064,507 4,235,992 4,278,352 78,089,678 Operating Expenses (E) 3,722,008 3,759,228 3,796,820 3.834.788 3.873.136 3.950.986 3.990.496 4.030.401 4,070,705 4,111,412 4,152,526 4,194,051 9,902,500 9,902,500 47.036.875 9.902.500 2,475,625 198,050,000 300.000 7,426,875 9.902.500 9,902,500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9.902.500 9,902,500 Annual Allocations (F) 9.902.500 9.902.500 9.902.500 Blueprint Infrastructure Projects 22,298,021 19,662,052 15,031,889 134,776,055 12,013,388 23,779,03 205,262,422 9.436.400 10.839.216 11.323.735 11.810.937 12.311.686 12.816.347 13.325.786 13.850.873 14.376.977 14,915,221 15,461,231 18,383,491 403,319,780 2,333,431 495,389 1,759,549 4,602,595 4,602,59 Addition to Reserve Fund 14,226 44,483,875 32,814,266 30.844.596 148,786,488 33,590,718 47,543,532 293,579,600 33,223,520 33,721,872 34,227,700 34,741,116 35,262,233 35,791,166 36,328,034 36,872,955 37,426,049 37,987,440 38,557,251 39,135,609 39,722,644 40,318,483 40,923,260 10,384,278 858,203,210 Total. Infrastructure. Uses of Fund FY2019 FY2020 FY2021 FY2022 FY2023 FY2024 Total, 20-24 FY2025 FY2026 FY2027 FY2028 FY2029 FY2030 FY2031 FY2032 FY2033 FY2034 FY2035 FY2036 FY2037 FY2038 FY2039 FY2040 Total 2020-40 conomic Development, Uses of Funds 1,469,000 1,468,250 1,470,750 1,471,750 1,472,500 1,470,000 1,470,250 1,468,250 1,470,750 1,470,250 1,470,000 1,468,500 1,469,500 4,407,000 1,472,000 1,473,000 1,470,750 1,472,750 1,468,000 1,471,500 27,937,750 Debt Service, Bonds (D) 1,821,187 1,857,793 9,366,581 2,135,485 2,156,840 1,264,541 2,045,047 1,803,155 1,839,399 1,876,371 1,895,135 1,914,086 1,933,227 1,952,559 1,972,085 1,991,806 2,011,724 2,031,841 2,052,159 2,072,681 2,093,408 2,114,342 39,957,920 Operating Expenses (E) 528,750 20,705,000 705,000 705,000 705,000 23,348,750 705,000 705,000 705,000 705,000 705,000 705,000 705,000 705.000 705,000 705,000 705,000 705,000 705,000 705,000 34,100,000 Capital Projects Allocations (F) 705,000 Economic Development Programs Incentives, Grants & Programs (G) 399,131 393,294 409,536 416,870 2,256,536 470,000 477,050 484,206 491,469 498,841 506,324 513,919 521,628 529,452 537,394 545,455 553,637 561,942 570,371 578,927 10,097,151 185,000 185,000 185,000 185,000 925,000 212,273 215,457 218,689 225,299 228,678 232,108 235,590 239,124 242,711 246,352 Business2Business Engagement (H) 185,000 200,000 203,000 206,045 209,136 221,969 4,261,431 Economic Vitality Studies (I) 120,000 500,000 720,000 150,000 150,000 150,000 150,000 150,000 150,000 100,000 150,000 150,000 150,000 2,070,000 2.165.797 2.236.140 Future Opportunity Leveraging Fund (J) 1.050.000 2.498.529 1.014.824 1.118.650 815.039 6.497.042 1.819.575 1.890.144 1.943.593 2.237.068 2.312.689 2.542.022 2.620.086 2.547.151 2.709.361 1.803.283 1.874.511 2.159.892 39.986.840 1,916,909 2,804,707 2,887,578 2,968,748 Total, Economic Development Programs 2,725,116 3,053,489 3,228,761 epayment of Advance Funding (1,000,000 500,000 500,000 500,000 500,000 3,000,000 3,000,000 Total, OEV, Uses of Funds 6,207,805 6,327,085 6,448,702 50,520,909 6,542,946 6,638,579 6,735,620 6,834,093 6,934,016 7,035,413 7,138,304 7,242,713 7,348,660 7,456,170 7,565,266 7,675,971 7,788,309 7,902,303 8,017,980 2,033,840 1,264,541 5,446,502 26,090,815 161,411,092 45,748,416 38,260,768 56,935,411 154,994,293 39,917,803 53,992,234 344,100,509 39,766,466 40,360,451 40,963,320 41,575,209 42,196,249 42,826,579 43,466,338 44,115,668 44,774,709 45,443,610 46,122,517 46,811,580 47,510,953 48,220,786 48,941,240 12,418,118 1,019,614,302 61 Total, Agency-Wide Uses of Funds

- (A) Projected sales tax funds are based on sales tax collections estimates made during the current fiscal year. County staff prepared revenue estimates based on actual revenue collections and Blueprint staff developed growth estimates in conjunction with County and City staff for fiscal years 2020-2024. For FY 2025 and beyond, the revenue growth estimate is limited to 1.5% per year.
- (B) The Blueprint 2000 sales tax, which ends on December 31, 2019, provided 80% of the sales tax revenue to Blueprint and 10% of the revenue to both the City and County. The Blueprint 2020 sales tax, which begins on January 1, 2020, provides 66% of revenue to Blueprint Infrastructure, 12% to the Office of Economic Vitality, 10% each to the City and County, and 2% to the County for livable infrastructure programs.
- (C) Transfer is the result of liquidation of the bond reserve fund. Ten percent of bond proceeds were placed in a SPIA investment account at the time of issuance. Blueprint 2000 sales tax revenue bonds will be paid in full on October 1, 2019. Proceeds from the liquidation of the SPIA investment will be used to pay the remaining debt service.
- (D) Bond issues include OEV's \$20 million in FY 2021 for the Convention Center in conjunction with FSU as approved during the September 2018 OEV Workshop and \$100 million to be issued in FY 2022 in accordance with the Infrastructure Implementation Plan approved by the IA Board in June 2018. The final debt service payments for both will occur in FY 2040 during the last three months of the sales tax.
- (E) Operating expenses are projected to grow at 1% annually through FY 2039. OEV operating expenses are significantly higher in FY 2020 due to the acquisition of new office space and purchase of operating equipment and furnishings. The expense declines in FY 2021 for OEV after initial capital purchases.
- (F) Capital Project Allocations for Blueprint Infrastructure include annual funding for City and County projects identified in the Interlocal Agreement as well as funding for Bike Routes and Greenways programs administered by Blueprint. OEV allocation is for improvements to the International Airport.
- (G) Programs include: Business Recruitment and Incentive Fund (BRIF), Qualified Target Industry Tax Refund, Target Business Program, Urban Vitality Job Program, Magnetic Technologies Recruitment, FSU BI Partnership and Business Development Programs.
- (H) Programs include: Workforce Development (Leon Works), Business and Workforce Engagement Events, MWSBE Industry Academies and B2B Outreach, Strategic Marketing and Communication, and Economic Vitality Sponsorships.
- (I) Studies that are required to be performed or updated on a regular basis include: MWSBE Disparity Study, Target Industry Study and five-year progress updates, and ad-hoc or scheduled updates to the Strategic Plan, Target Industries, and Disparity Updates.
- (J) The annual project allocations displayed above (lines 49-55) are in accordance with prior IA Board direction and/or represent the anticipated required amounts to fund the ongoing programs. The remaining future opportunity leveraging funds represent anticipated available funds for future allocation by the IA Board.
- (K) The Office of Economic Vitality was initially funded by contributions from Leon County and the City of Tallahassee. Some of these funds were contributed with the expectation of repayment to the City and County after the Blueprint 2020 sales tax commences. Additional repayment of advance funds may occur.

Proposed FV 2020 G	NFRASTRUCTURE PRO ENERAL FUND OPERAT			
	FY 2018	FY 2019	FY 2020	Percent
	Actual	Adopted	Proposed	Change
urces of Funds:				
310000-Sources of Funds				
312600-Sales Tax	35,643,079	34,808,000	31,534,266	
337400-County Transportation Proj.	-	375,000	-	
337402-City Transportation Proj.	-	375,000	1,280,000	
361001-Interest Income	250,673	-	-	
362008-Rental of Buildings	28,800	-	-	
366901-Donations	-	75,000	-	
369940-Fund Balance Transfer	2,970,371	8,417,675	-	
310000-Sources of Funds Total	38,892,923	44,050,675	32,814,266	-25.51%
es of Funds: 611300-Debt Service Transfer 611300-Debt Service Transfer	18,634,223	18,635,585	2,183,977	
611300-Debt Service Transfer Total	18,634,223	18,635,585	2,183,977	-88.28%
510000-Personnel Services	10,034,223	10,033,303	2,103,377	00.2070
511000-Salaries	994,739	1,509,241	1,740,131	
511200-Capitalized Wages	(732)	-	1), 10,101	
511300-Salary Enhancements	-	13,000	44,288	
511500-Temporary Wages	173,842	174,637	63,440	
512000-Overtime	663	3,000	3,000	
512100-Capitalized Overtime	(27)	5,555	5,555	
512400-Other Salary Items	7,717	15,000	13,580	
515000-Pension- Current	136,428	299,184	392,502	
515100-Pension- MAP	31,054	83,383	92,919	
515500-Social Security	14,852	7,000	3,933	
515600-Mandatory Medicare	16,444	21,439	24,808	
516000-Health Benefits	100,838	135,867	162,949	
516001-Health Benefits-Retirees	19,425	20,396	25,000	
516100-Flex Benefits	14,703	34,198	36,925	
510000-Personnel Services Total	1,509,947	2,316,345	2,603,475	12.40%
520000-Operating Expenses				
521010-Advertising	12,856	15,000	10,000	
521030-Reproduction	10,711	12,000	10,000	
521040-Unclassified Professional Fees	110,481	134,150	238,581	
521100-Equipment Repairs	720	1,500	2,000	
521130-Engineering Services	4,500			
521160-Legal Services	3,487	45,000	45,000	
521180-Unclassified Contractual Srvcs	19,400	100,600	77,000	
521190-Computer Software	49,745	55,280	75,000	
522080-Telephone	46,723	48,000	50,000	
523020-Food	2,875	4,000	5,000	
523030-Gasoline	1,550	2,000	1,500	
523050-Postage	815	1,000	1,000	

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BLUEPRINT IN	NFRASTRUCTURE PRO	GRAM		
Proposed FY 2020 G	ENERAL FUND OPERAT			
	FY 2018	FY 2019	FY 2020	Percent
	Actual	Adopted	Proposed	Change
523080-Unclassified Supplies	3,896	5,500	5,000	
523100-Vehicle- Non-Garage	1,724	4,000	4,000	
524010-Travel & Training	23,441	50,500	35,000	
524020-Journals & Books	10,095	3,450	8,000	
524030-Memberships	5,391	10,050	11,000	
524040-Certificates & Licenses	-	750	2,000	
524050-Rent Expense- Building & Offic	144,334	200,979	200,000	
524070-Rent Expense- Machines	4,925	8,500	8,500	
524080-Unclassified Charges	9,221	10,000	11,000	
520000-Operating Expenses Total	476,299	730,159	812,791	11.32%
540000-Other Services/Charges				
540040-Liability Insurance Premium	32,784	42,800	50,000	
541040-Insurance		-		
540000-Other Services/Charges Total	32,784	42,800	50,000	16.82%
550000-Capital Outlay				
550040-Computer Equipment	2,000	59,000	55,000	
550060-Unclassified Equipment		25,000		
550000-Capital Outlay Total	2,000	84,000	55,000	-34.52%
560000-Allocated Costs				
560010-Human Resource Expense	13,368	13,368	23,229	
560020-Accounting Expense	30,679			
560030-Purchasing Expense	28,859	28,947	31,536	
560040-Information Systems Expense	5,306	5,307	72,262	
560070-Revenue Collection	,	,	1,012	
560120-Indirect Costs	38,747	29,343	31,250	
560000-Allocated Costs Total	116,958	76,965	159,289	106.96%
611100-Admin Allocations	·	•	, , , , , , , , , , , , , , , , , , ,	
611100-Admin Allocations			(139,193)	
611100-Admin Allocations Total			(139,193)	
Total Operating Costs	2,137,987	3,250,269	3,541,362	8.96%
612400-Capital Projects Transfer	2,207,307	3,230,233	3,3 :2,332	0.5070
612400-Inter-Fund Ops Transfer	18,193,981	22,164,821	27,088,927	
612400-Capital Projects Transfer Total	18,193,981	22,164,821	27,088,927	22.22%
012-700 Capitai i Tojecto Transier Totai	10,193,961	22,104,021	21,000,321	۷۷.۷۷/٥
Fotal Uses of Funds	38,966,191	44,050,675	32,814,266	-25.51%
	,			
Sources of Funds Less Uses of Funds	(73,268)	-	-	

⁽¹⁾ Blueprint administrative staff members will be shared between the infrastructure program and the Office of Economic Vitality. These staffing costs are classified as an internal service transfer and are listed in a separate line item. These expenses reduce the overall costs of the infrastructure program and increase the costs of the business development and MWSBE programs.

		OF ECONOMIC VITALIT			
	Proposed FY 2020 GI	ENERAL FUND OPERA		EV 2020	Daysant
		FY 2018 Actual	FY 2019 Adopted	FY 2020 Proposed	Percent Change
Sources	of Funds:	Actual	Auopteu	гторозеа	Change
	310000-Sources of Funds				
	312600-Sales Tax			4,083,574	
	341902-County OEV Funding	718,282	1,264,540	4,003,374	
	361001-Interest Income	(6,632)	-		
	369901-Miscellaneous Revenue	(0,032)		510,000	
	337412-County OEV Funding			426,464	
	337411-City OEV Funding			426,464	
310	0000-Sources of Funds Total	711,650	1,264,540	5,446,502	330.71%
Jses of		1 == 7000		2,110,000	
	510000-Personnel Services				
	511000-Salaries	625,860	717,662	855,042	
	511300-Salary Enhancements	-	21,530	22,352	
	511500-Temporary Wages	20,741	14,000	,	
	512000-Overtime	36	-		
	512400-Other Salary Items	10,821	21,372	1,560	
	514100-Unemployment Compensation	-			
	515000-Pension- Current	96,307	136,242	201,349	
	515100-Pension- MAP	26,788	34,777	39,920	
	515500-Social Security	8,182			
	515600-Mandatory Medicare	9,220	8,941	10,263	
	516000-Health Benefits	86,754	102,161	81,224	
	516100-Flex Benefits	11,293	13,777	18,012	
510	0000-Personnel Services Total	896,002	1,070,462	1,229,722	14.88%
5	520000-Operating Expenses				
	521010-Advertising	12,916	8,000	19,840	
	521030-Reproduction	5,297	15,000	15,400	
	521040-Unclassified Professional Fees	2,427	10,000	68,000	
	521130-Engineering Services		-		
	521160-Legal Services			25,000	
	521180-Unclassified Contractual Srvcs	7,850	31,450	24,750	
	521190-Computer Software	49,422	44,360	27,870	
	522080-Telephone	2,048	2,880	30,000	
	523020-Food	5,641	1,000	18,500	
	523030-Gasoline	52	300		
	523050-Postage	58	600		
	523060-Office Supplies	135	2,000	15,000	
	523080-Unclassified Supplies	1,496	-	11,700	
	523100-Vehicle- Non-Garage	463	-		
	524010-Travel & Training	50,318	35,600	54,500	
	524020-Journals & Books	1,151	-		
	524030-Memberships	3,822	7,100	7,450	
	524040-Certificates & Licenses			860	
	524050-Rent Expense- Building & Offic			111,500	
	524070-Rent Expense- Machines			8,500	

OFFICE	OF ECONOMIC VITALIT	Υ		
Proposed FY 2020 G	ENERAL FUND OPERA	TING BUDGET		
	FY 2018	FY 2019	FY 2020	Percent
	Actual	Adopted	Proposed	Change
524080-Unclassified Charges	10,635	11,066	16,700	
520000-Operating Expenses Total	153,730	169,356	455,570	169.00%
540000-Other Services/Charges				
540040-Liability Insurance Premium		-	30,000	
541040-Insurance		2,020		
540000-Other Services/Charges Total		2,020	30,000	1385.15%
550000-Capital Outlay				
550040-Computer Equipment			62,000	
550060-Unclassified Equipment			101,542	
550000-Capital Outlay Total			163,542	100.00%
560000-Allocated Costs				
560010-Human Resource Expense	6,684	7,000	14,934	
560020-Accounting Expense	8,431	7,020		
560030-Purchasing Expense	8,354	8,630	8,146	
560040-Information Systems Expense			3,804	
560070-Revenue Collection	2		136	
560000-Allocated Costs Total	23,470	22,650	27,020	19.29%
611100-Admin Allocations				
611100-Admin Allocations			139,193	
611100-Admin Allocations Total			139,193	
Total Operating Costs	1,073,202	1,264,488	2,045,047	61.73%
612400-Capital Projects Transfer				
612400-Inter-Fund Ops Transfer	-	-	3,401,455	
612400-Capital Projects Transfer Total	-	-	3,401,455	100.00%
Total Uses of Funds	1,073,202	1,264,488	5,446,502	330.73%
Sources of Funds Less Uses of Funds	(361,552)	52		

- (1) Blueprint administrative staff members will be shared between the infrastructure program and the Office of Economic Vitality. These staffing costs are classified as an internal service transfer and are listed in a separate line item. These expenses reduce the overall costs of the infrastructure program and increase the costs of the business development and
- (2) This is the first year that OEV will generate its own revenue to make capital projects transfers. Prior project funding came from contributions from Leon County and the City of Tallahassee. These funds will be allocated to OEV's Capital Projects and Economice Vitality Programs Budget.
- (3) The significant increase in total uses of funds is a direct result of the increase in total sources of funds due to the initiation of the Blueprint 2020 sales tax on January 1, 2020. Over \$3.4 million will be transferred to OEV's programs. The initial setup of OEV's offices, a one-time expense, totals \$164,000 for FY 2020.

·	2020 Office of Economic	•				FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total,	
	Sources of Funds						Blueprint 2020 Program Funding			FY 2020-2024		
2 Allocation of Net Sales Tax Revenues						2,038,527	3,804,953	2,430,584	2,525,777	2,624,576	13,424,417	
3 City, County, State and Federal Funding (1)						852,928	482,707	487,534	492,409	497,333	2,812,911	
4 Bond Proceeds						-	20,000,000	-	-	-	20,000,000	
5 Grants and Miscellaneous Funding						510,000	-	-	_	_	510,000	
6 Total Sources of Funds for Office of Economic Vitality Projects						3,401,455	24,287,660	2,918,118	3,018,186	3,121,909	36,747,328	
						, ,	,	, ,			, ,	
7 Uses of Funds	А	В	С	D	A - B		Blu	eprint 2020 Progra	ım			Amount
7 OSES OF Fullus												Remaining to
					Estimated							Complete Project
	Estimated Cost	Amounts	Project Expenses	Project Balance	Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total Projected	,
		Allocated in Prior	Through	as of	Required to	Projected	Projected	Projected	Projected	Projected	FY 2020-2024	Estimated Cost
8 Incentives, Grants and Programs	Project (2)	Years	April 30, 2019		Complete Project	Allocations	Allocations	Allocations	Allocations	Allocations	Allocations	to Complete
9 Business Recruitment and Incentive Fund (BRIF)	665,000	665,000	180,918	484,082	-	-	-	-	-	-	-	-
10 Qualified Target Industry Tax Refund	168,000	-	-	-	168,000	14,000	38,500	42,000	42,000	31,500	168,000	_
11 Target Business Program	918,536	_	_	-	918,536	194,705	156,631	172,294	188,536	206,370	·	_
12 Urban Vitality Job Creating Pilot Program	50,000	_	_	_	50,000	25,000	25,000		-		50,000	_
13 ARPC EDA Revolving Loan Fund for Small Businesses	325,000				325,000	225,000	25,000	25,000	25,000	25,000	325,000	_
14 Land, Labor, Capital Incentives	-				-	-	-				-	
15 Magnetic Technologies Recruitment	605,000	_	_	-	605,000	121,000	121,000	121,000	121,000	121,000	605,000	_
16 Business Development: Attraction/Expansion	180,000	-	-	-	180,000	48,000	33,000	33,000	33,000	33,000	180,000	-
17 FSU Partnership for Business Intelligence	10,000	-	_	-	10,000	10,000	-	-	-	-	10,000	_
18 Capital Projects Allocations	,				,	,					,	
19 Convention Center	20,000,000	-	-	-	20,000,000	-	20,000,000	-	-	-	20,000,000	-
20 Tallahassee International Airport	3,348,750	-	-	-	3,348,750	528,750	705,000	705,000	705,000	705,000	3,348,750	-
21 LCRDA Incubator: \$2.5 million Pledge	2,500,000	-	-	-	2,500,000	-	-	-	-	-	-	2,500,000
22 Business2Business Engagement Actions												
23 Workforce Development	500,000	-	-	-	500,000	100,000	100,000	100,000	100,000	100,000	500,000	-
24 Business and Workforce Engagement Events	200,000	-	-	-	200,000	40,000	40,000	40,000	40,000	40,000	200,000	-
25 MWSBE Industry Academies and B2B Outreach	50,000	-	-	-	50,000	10,000	10,000	10,000	10,000	10,000	50,000	-
26 Strategic Marketing and Communication	160,000	160,000	35,154	124,846	-	-	-	-	-	-	-	-
27 Economic Vitality Sponsorships	200,000	25,000	16,700	8,300	175,000	35,000	35,000	35,000	35,000	35,000	175,000	-
28 Economic Vitality Studies												
29 MWSBE Disparity Study	1,050,000	550,000	470,482	79,518	500,000	-	-	-	-	500,000	500,000	-
30 Target Industry Study	255,300	155,300	149,299	6,001	100,000	-	-	-	100,000	-	100,000	-
31 Strategic Plan/Target Industries/Disparity Updates	120,000	-	-	_	120,000	-	-	120,000	-	-	120,000	-
32 Repayment of Advance Funding to City and County	3,000,000	-	-	-	3,000,000	1,000,000	500,000	500,000	500,000	500,000	3,000,000	_
34 Future Opportunity Leveraging Fund	-	-	-	-	-	1,050,000	2,498,529	1,014,824	1,118,650	815,039	6,497,042	-
35 Total Uses of Funds for Office of Economic Vitality Projects	34,305,586	1,555,300	852,553	702,747	32,750,286	3,401,455	24,287,660	2,918,118	3,018,186	3,121,909	36,747,328	2,500,000
36 Sources of Funds less Uses of Funds						-	-	-	-	-	-	

NOTE: The Capital Improvement Program allocates net sales tax and other sources of funds to capital infrastructure projects and economic development projects; only funding identified in FY 2020 will be allocated toward any projects. Funding identified in the outlying years (2021 - 2024) is based on current estimates of future net sales tax revenues for capital projects and other anticipated funding sources.

⁽¹⁾ Budgeted revenue from City, County, State and Federal funding consists of equal funding shares from the City of Tallahassee and Leon County to support the operations of the Minority, Women and Small Business Enterprise program. Each government has committed to fund one-third of the program's operating costs while the Office of Economic Vitality will fund the remaining amount from its dedicated sales tax revenue.

⁽²⁾ The estimated costs to complete each project is based on the five-year time horizon presented in this Capital Projects Budget. Many of OEV's projects are of an ongoing nature and will not be considered "complete" until the IA Board provides direction to discontinue the project. Other projects, such as contributions to the Convention Center and LCRDA Incubator will be complete upon OEV's provision of funding. The annual airport allocation is ongoing for the life of the Blueprint 2020 sales tax.

Fiscal Year 2020 Budget Narrative

Sources of Revenues

312600	Sales Tax - Revenues collected for the local option surtax.
337400	County Transportation Proj. – Funds received from Leon County for joint
	projects or projects that will benefit Leon County.
337402	City Transportation Proj. – Funds received from City of Tallahassee for
	joint projects or projects that will benefit the City of Tallahassee.
361001	Interest Income – Blueprint's share of interest collected on funds held in
	banking and investment accounts by the City of Tallahassee.
362008	Rental of Buildings – Blueprint currently owns a church building that is
	leased to a local congregation. The building is in the process of being
	transferred to surplus property in order to sell in an open market transaction.
366901	Donations – Additional revenues, such as grants, and community partnerships for
	Blueprint Intergovernmental Agency projects and programs.
369940	Fund Balance Transfer – Transfers from Blueprint's prior year remaining fund balance
	or from the Debt Service Fund to the Operating Fund after retirement of Blueprint
	2000's debt obligations.

Personnel S	Services
511000	Salaries- Includes all permanent, full time positions. Changes from the previous year include the seven new positions as outlined in the agenda item
	and pay increases as determined by the jurisdiction in which the employee's benefits are provided (i.e., if the employee receives City benefits, then City salary adjustments would control).
511200	Capitalized Wages- Reduction for amounts paid in current year for the previous year's wages.
511300	Salary Enhancements- This cost is related to pay increases for employees relating to promotions during the fiscal year.
511500	Temporary Wages- Wages for temporary employees: One part-time IT support staff, EDMS Technician, Graduate Intern during the school breaks, Summer Youth Intern, and Summer law clerk.
512000	Overtime - Administrative staff and para-professional overtime compensation.
512100	Capitalized Overtime- Reduction for amounts paid in current year for the previous year's overtime.
512400	Other Salary Items- These costs are determined by the City and County to cover the cost of their respective senior management fringe benefit packages.
515000	Pension-Current- Amount of expense in the current year owed to the employee pension fund. Agency employees may choose employment with the City of Tallahassee or Leon County and both governments contribute to pension funds on behalf of their respective employees.
515100	Pension-MAP- Employees of the City of Tallahassee have the option to contribute up to 5% of their salary to a pension plan that is matched by the employer. This expense is for the employer's share of the match.
515500	Social Security- Permanent employees are exempt from contributing to Social Security because of the local government option to contribute to defined benefit retirement programs. Temporary employees are not

	exempt and this account includes the employer share of Social Security.
515600	Mandatory Medicare- Employees are not exempt from contributing to
	the Medicare Trust Fund through payroll taxes. This account captures
	the employer's share of Medicare expense.
516000	Health Benefits- This account captures health insurance premium
	expenses paid for by the employer. Employee premiums are deducted
	from employee compensation.
516001	Health Benefits-Retirees- Employees of the City of Tallahassee are
	covered by an Other Post-Employment Benefits Plan (OPEB) that
	provides assistance with health insurance premiums during retirement.
	This expense covers the annual contribution to the OPEB trust.
516100	Flex Benefits - Benefits for all full time, permanent City of Tallahassee employees to help offset healthcare and insurance expenditures.

Operating Expenses

521010	Advertising- Public hearing notices, news releases, and neighborhood outreach
	materials.
521030	Reproduction- Printing of Annual Financial Reports, letterhead, agenda items, copies, etc.
521040	Unclassified Professional Fees –Annual Financial Audit, Performance
02.0.0	Audit, Bond Services and Counsel, strategic communications services, and
	misc.
521100	Equipment Repairs - Recording equipment, Office equipment
5 5	repairs and maintenance.
521130	Engineering Services- Services provided by engineers for items that
	are not directly related to current agency projects.
521160	Legal Services - Contract attorney services for Blueprint
521180	Unclassified Contract Services –FSU Graduate Intern contract, Westlaw,
	development of a new Blueprint website, and misc. services.
521190	Computer Software - Annual software maintenance and licenses, including records
	retention software for emails and text messages.
522080	Telephone- Blueprint office telephone / internet services, telephone
	equipment maintenance, and cell phone.
523020	Food - Five CAC meetings, workgroup meetings, lunch meetings, and one
	evening IA Board meeting.
523030	Gasoline- Fuel purchases for Blueprint's three vehicles.
523050	Postage- Postage expense for routine mail unrelated to projects.
523060	Office supplies – Office supplies, printer toner, paper, and general office
	needs.
523080	Unclassified Supplies- Office space supplies (lights, kitchen supplies, etc.),
	service awards, computer peripherals, and safety supplies such as work
	boots and vests.
523100	Vehicle - Non Garage - Repairs and service on three vehicles.
524010	Travel and Training –Continuing education training to maintain professional
	planning and engineering certification, professional development of staff, and
	professional association conferences, including conferences where staff are
	asked to present on Blueprint projects and best practices.
524020	Journals and Books – Professional books and subscriptions to support

	staff development and access to relevant information.
524030	Memberships – Legal, engineering, planning, and other professional association dues for 20 staff members.
524040	Certifications and Licenses- Cost for professional certifications and engineering license renewals.
524050	Rental Expense-Building & Office- The amount reflected is based on lease with Leon County for 315 South Calhoun Street, including parking.
524070	Rent Expense-Machines- Lease for two copiers.
524080	Unclassified Charges – Office photographs, promotional items, office events.
540040	Liability Insurance - Workers Compensation and General Liability premiums.
550060	Unclassified Equipment- Office assets (equipment and Furniture above \$1,000)
550640	Computer Equipment – Cost of new computers associated with new positions as outlined in the agenda item, as well as the costs of transitioning IT services to the City of Tallahasssee throughout FY 2019.
560010-40	transitioning it convices to the only of ranahaceess throughout it 2010.
and 560120	Blueprint's share of Allocated Costs to the City of Tallahassee for services provided by the City.
611100	Admin Allocations - Costs of shared employees split evenly between Blueprint Infrastructure and Office of Economic Vitality.
612400	Capital Projects Transfer- Transfer of sales tax revenue to Capital Projects Budget.

Existing and Proposed Staffing for the Blueprint Intergovernmental Agency FY 2018 – 2020

Table A. Blueprint Infrastructure Staffing Summary: Full-Time Employees

Staffing Summary (FTE)		FY 2018 Actual	FY 2019 Adopted	FY 2020 Budget	# of In/Decrease
Director		1.0	1.0	1.0	0.0
Design and Construction Manager		1.0	1.0	1.0	0.0
Planning Manager		1.0	1.0	1.0	0.0
Planner I		0.0	1.0	1.0	0.0
Right-of-Way Support		0.0	1.0	1.0	0.0
Public Information Officer		1.0	1.0	1.0	0.0
Project Manager		1.0	5.0	5.0	0.0
Right of Way Manager		0.0	0.0	1.0	1.0
Executive Assistant		1.0	1.0	1.0	0.0
Principal Planner		1.0	1.0	1.0	0.0
	Total	7.0	13.0	14.0	1.0

Note: FY 2018 budgeted for three General Engineering Consultant staff.

Table B. Joint Infrastructure and OEV Staffing Summary: Full-Time Employees

Staffing Summary (FTE)		FY 2018 Actual	FY 2019 Adopted	FY 2020 Budget	# of In/Decrease
Attorney		1.0	1.0	1.0	0.0
Assistant Attorney		0.0	1.0	1.0	0.0
Legal Secretary		1.0	1.0	1.0	0.0
Administration Supervisor		1.0	1.0	1.0	0.0
Senior Accountant		1.0	1.0	1.0	0.0
	Total	4.0	5.0	5.0	0.0

Note: Shared positions are included above and indicate those employees shared between Blueprint Infrastructure and the Office of Economic Vitality. FY 2020 includes 9 months of 50/50 ratio for cost sharing.

Table C. Office of Economic Vitality Staffing Summary: Full-Time Employees

Staffing Summary (FTE)	2018 Actual	2019 Adopted	2020 Budget	# of In/Decrease
Director	1.0	1.0	1.0	0.0
Deputy Director, Business Vitality and Intelligence	1.0	1.0	1.0	0.0
Deputy Director, MWSBE	1.0	1.0	1.0	0.0
Business Vitality Manager	1.0	1.0	1.0	0.0
Business Development Manager	1.0	1.0	1.0	0.0
Business Intelligence Manager	1.0	1.0	1.0	0.0
Research Coordinator	1.0	1.0	1.0	0.0
MWSBE Coordinator	1.0	1.0	1.0	0.0
MWSBE Coordinator	1.0	1.0	1.0	0.0
Marketing and Business Outreach Coordinator	0.0	0.0	1.0	1.0
Administrative Assistant	0.0	0.0	1.0	1.0
Total	9.0	9.0	11.00	2.0

Table D. Staffing Summary – OPS/Temporary Positions

Tallite 21 Claiming Callinnary	0 : 0 : 0 : i p :			
Staffing Summary OPS/Temporary	FY 2018	FY 2019	FY 2020	# of
Staff	Actual	Adopted	Budget	In/Decrease
IT Manager*	0.5	0.5	0.5	0.0
Web Support	0.5	0.5	0.0	-0.5
Administration Support	0.5	0.5	0.5	0.0
Communications Intern	0.5	0.5	0.5	0.0
Planning Intern	0.5	0.5	0.5	0.0
Attorney	1.0	0.0	0.0	0.0
Certified Legal Extern	0.0	0.5	0.5	0.0
Total	3.5	3.0	2.5	-0.5

Blueprint FY 2019 -2024 Funding Schedule and Implementation Plan

Option C: SIB Loan (\$28.7 M) FY2022 Bond (\$100 M) | Total Debt Service (18 years): \$53.8 M

1	Blueprint Infrastructure Program - I	ncome¹							
2	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
3	Sales Tax Revenues ²	\$ 34,808,000	\$ 30,885,900	\$ 30,244,000	\$ 31,151,200	\$ 32,085,500	\$ 33,047,900	\$ 192,222,500	
4	Additional Funding				•				
5	Bond Proceeds				\$100,000,000			\$ 100,000,000	
6	Significant Benefit District Funds	\$ 750,000	\$ 1,280,000				\$ 486,000	\$ 2,516,000	
7	State Infrastructure Bank (SIB) Loan ⁴				\$ 14,325,000		\$ 14,325,000	\$ 28,650,000	
8	Other Funding Sources ⁵				\$ 3,000,000			\$ 3,000,000	
9	Subtotal - Available Funding	\$ 35,558,000	\$ 32,165,900	\$ 30,244,000	\$148,476,200	\$ 32,085,500	\$ 47,858,900	\$ 326,388,500	
10	Blueprint Infrastructure Program - E								
11	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
12	Debt Service - BP2000 Bond & FY2022 Bond	\$ 9,957,094	\$ 2,183,977	11 2021	11 2022	\$ 3,902,000		\$ 23,852,821	
	SIB Loan Payment	7 3,337,034	Ţ 2,103,377			\$ 2,367,612		\$ 4,735,224	
	Infrastructure Program - Operating Expenses	\$ 3,300,000	\$ 3,600,000	\$ 3,700,000	\$ 3,800,000	\$ 3,900,000	\$ 4,000,000	\$ 22,300,000	
15	Contingency Funds for Infrastructure Projects	φ σ,σσσ,σσσ	φ σ,σσσ,σσσ	\$ 2,000,000	7 2,223,232	φ 3,500,000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$ 2,000,000	
	Annual Allocations ^{6,7} - City of Tallahassee		\$ 3,365,625	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 4,487,500	\$ 21,315,625	
	Annual Allocations ⁶ - Leon County		\$ 2,906,250		\$ 3,875,000			\$ 18,406,250	
18	Subtotal - Expenses	\$ 13,257,094	\$ 12,055,852	\$ 14,062,500	\$ 12,162,500	\$ 18,532,112	\$ 22,539,862	\$ 92,609,920	
	Blueprint Infrastructure Program -				ψ 12,102,300	Ψ 10,002,112	ψ <i>LL</i> ,333,662	φ 32,003,320	
20	Description	FY2019	FY2020 ³	FY 2021	FY 2022	FY 2023	FY2024	FY19-24 Total	
	•								
	Projected Funding - Blueprint Capital Projects	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 233,778,580	
	Blueprint 2000 -Infrastructure Projects 8								
	Water Quality Project/City	\$ 2,207,360						\$ 2,593,195	
	Headwaters of St. Marks	\$ 2,617,303	\$ 982,831					\$ 3,600,134	
25	Capital Cascades Trail - Segment 2	ć 4.427.470						\$ -	
	Capital Cascades Trail - Segments 3 & 4	\$ 4,437,178	A 2 204 752		d 0.353.435			, , , -	
	Capital Cascades Trail - Segment 4	\$ 4,787,365 \$ 2.476,700	\$ 3,891,763		\$ 8,262,126			\$ 16,941,254 \$ 2,476,700	
28	Magnolia Drive Trail	\$ 2,476,700						3 2,470,700	Adjusted
29	Blueprint 2020 - Infrastructure Projects							FY19-24 Total	Project Cost ¹²
	Annual Allocations ⁶ - Blueprint 2020								Project cost
30	- Bike Route Network (\$750k annually)	\$ 300,000	\$ 1,155,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 1,540,000	\$ 7,615,000	\$ 30,800,000
	- Greenways Plan (\$790k annually)								
	Regional Mobility & Gateway Projects (listed in order p	er the CRTPA's P	Proposed Project	Priority List)	1	T	T		
	(State) Southside Gateway: Woodville Highway ^{9,10}							\$ -	\$ 36,204,134
	(State) Capital Circle Southwest (W1) ⁹					\$ 2,500,000	\$ 2,500,000	\$ 5,000,000	\$ 5,000,000
34	(State) Orange Avenue: Adams to Springhill ⁸⁹ (State) Westside Student Gateway: Pensacola Street ^{9,10}							\$ -	\$ 40,348,715
	Airport Gateway	\$ 1,000,000	\$ 3,500,000	\$ 2,200,000	\$ 61,532,194			\$ 68,232,194	\$ 36,492,792 \$ 68,232,194
	Northwest Connector: Tharpe Street ¹⁰	3 1,000,000	\$ 3,300,000	\$ 2,200,000	\$ 01,332,194		\$ 486,000	\$ 486,000	\$ 64,850,503
	Northwest Connector: Tharpe Street Northeast Connector: Bannerman Road 10	\$ 750,000	\$ 3,300,000	\$ 2,500,000	\$ 33,246,583		\$ 480,000	\$ 39,796,583	\$ 39,796,583
38	Northeast Gateway: Welaunee Boulevard ⁸	\$ 1,725,000	\$ 2,394,619	\$ 2,731,889	\$ 24,185,152	\$ 7,263,388	\$ 17,119,441	\$ 55,419,489	\$ 55,419,489
	North Monroe Gateway ⁸	Ţ 1,723,000	\$ 2,334,013	\$\tau_{1}\tau	Ţ Z4,103,13Z	7,203,300	7 17,113,441	\$ -	\$ 11,458,548
	CCQ Projects (in rank order)							Ψ	Ψ 11, 130,3 10
	Orange Avenue/Meridian Placemaking	\$ 1,000,000	\$ 1,500,000	\$ 2,209,611				\$ 4,709,611	\$ 4,709,611
	Market District ⁹	\$ 1,000,000	\$ 1,500,000	\$ 3,500,000	\$ 4,797,645			\$ 10,797,645	\$ 10,797,645
	Lake Lafayette and St. Marks Regional Park	, ,	\$ 500,000	. , ,	\$ 750,000	\$ 500,000		\$ 1,750,000	\$ 19,260,112
	Monroe-Adams Corridor Placemaking		\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 1,000,000	\$ 3,201,616	\$ 8,201,616	\$ 8,201,616
46	Midtown Placemaking					\$ 750,000	\$ 471,981	\$ 1,221,981	\$ 26,817,877
47	Fairgrounds Beautification & Improvement							\$ -	\$ 14,627,933
48	Northeast Park							\$ -	\$ 12,189,944
49	College Avenue Placemaking							\$ -	\$ 8,532,961
50	Florida A&M Entry Points							\$ -	\$ 1,828,492
51	Alternative Sewer Solutions							\$ -	\$ 2,838,842
52	Tallahassee-Leon County Animal Service Center							\$ -	\$ 8,532,961
53	DeSoto Winter Encampment ¹¹			\$ 500,000				\$ 500,000	\$ 500,000
54	Total Allocated	\$ 22,300,906	\$ 20,110,048	\$ 16,181,500	\$136,313,700	\$ 13,553,388	\$ 25,319,038	\$ 203,730,119	\$ 507,440,950
55	Remaining Funds to Be Allocated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Total Active Blueprint-Managed Projects by Year	11 Projects	12 Projects	12 Projects	10 Projects	12 Projects	12 Projects		
50	The state of the s	1 10,000			23110,000				
57	Notes						Project Phases	- Legend	
	1/ Income includes sales tax revenues (80% for Bluepri		•	•				Planning /PD&E	
	2/ Projections based on 3% increases for FY20-22; FY2							Design	
	3/ FY20 reflects BP2000 revenue collection (Oct. 1 - De				-			Right-of-Way Acq	uistion
	4/ SIB (State Infrastrucutre Bank) Loan will be applied				iee Boulevard		Note: Project	Construction	nato and roflest
	5/ Other Funding Sources: FY2022 - \$3 million FSU con							hases are approximical timeframes for t	
	6/ Annual allocations for FY2020 prorated to reflect or 7/ StarMetro only difference in annual allocations bety	•			venues)			phases will likely o	
	8/ Total FY 19-24 expenditures & project cost does not	•	• • •	•	•		adjacent years.	Funding is not nec	essarily
	9/ Portions of these projects in progress and funded by	y the City, Count	y, CRTPA, or FDC	DT .				o the project phase	identified in
	10/ Significant Benefit Project; City & County funds inc	•	ar of project - as	of May 2018			that year.		
	11/ Project Complete - Repayment to the City of Tallah 12/ Project estimates increase 2% annually through the		nstruction for as	ich nroiect ar EV	2024				
	±_/ + roject estimates increase 4/0 amidally tillough til		Ī						

13/ Assume state funding for capacity projects on state roads; any remaining local improvements will be funded thru Bluperint

Exhibit 2: Proposed FY 2020-2024 Blueprint Infrastructure Capital Improvement Program

The following section presents the draft FY 2020–2024 Five Year Capital Improvement Program (CIP) budget for the Blueprint Infrastructure Program. The FY 2020–2024 CIP allocates net sales tax and other sources of funds to infrastructure project implementation based on the IA Board direction for the Blueprint 2020 Infrastructure Program at the June 21, 2018 IA Board meeting for the implementation of 18 infrastructure projects and capital investment totaling \$257 million over the next five years. Blueprint will reimburse all advance funding of the Blueprint 2020 infrastructure projects to the Blueprint 2000 program.

Exhibit 2, Attachment #1 provides the draft FY 2020–2024 CIP, which serves as the basis for project funding allocations for the next five years. The CIP reflects projected sales tax revenues through the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. The CIP will allocate funding for Blueprint capital infrastructure projects for FY 2020.

1. Accounting Summary and Existing and Estimated Net Sales Tax Revenues

The Accounting Summary Budget is included as Exhibit 2, Attachment #2 and provides current (as of June 30, 2019) information regarding funding sources, IA Board allocations to date, Agency encumbrances and expenditures for all Blueprint projects, and remaining fund balances. Existing and Estimated Net Sales Tax Revenues are included as Exhibit 2, Attachment #3 and provides an up to date (as of June 30, 2019) accounting of sales tax revenues as well as the estimated net revenues through the remainder of the Blueprint 2000 program.

2. Annual Allocations of City and County Project Funding

At the April 1, 2015 IA Board meeting, the Board directed the City of Tallahassee and Leon County to complete a number of sales tax funded projects and directed that Blueprint provide the projects' funding through an annual allocation from Blueprint to each government. The annual allocations are presented in Table 3 below:

Table 37 minute 7 modulo in to city of Tananassee and Beon County								
Allocations	FY 2020	Thereafter						
Blueprint 2020 Projects								
Water Quality & Stormwater Improvements/City	\$1,593,750	\$2,125,000						
Water Quality & Stormwater Improvements/County	\$1,593,750	\$2,125,000						
Sidewalk Projects/City	\$937,500	\$1,250,000						
Sidewalk Projects/County	\$937,500	\$1,250,000						
Operating Costs for Parks Built with Sales Tax/City	\$375,000	\$500,000						
Operating Costs for Parks Built with Sales Tax/County	\$375,000	\$500,000						
StarMetro Enhancements/City	\$459,375	\$612,500						

Table 3 Annual Allocations to City of Tallahassee and Leon County

The Blueprint 2020 sales tax begins in January 2020, while fiscal year 2020 begins in October 2019; therefore, the above programs are funded at 75% during FY 2020 and will be funded at 100% of the agreed upon annual allocations thereafter. Blueprint will request an Intergovernmental Agency Action Item to program the allocations directly so that an annual transfer can be completed without the need for the City or County to complete portions of those projects and then seek reimbursement from Blueprint. This Action Item request is included with the operating and capital budgets and presented at the August 22, 2019 Citizens Advisory Committee meeting and the September 5, 2019 IA Board meeting.

3. Reimbursement to Blueprint 2000 Program for Advance Funding of Blueprint 2020 Project Allocations

A number of projects, listed in Table 4 below, received advance funding as a result of IA Board direction. The advance funding initiated studies and provided immediate solutions to issues associated with Blueprint 2020 projects. Prior to groundbreaking on any project, due diligence is required to understand the scope of the project and to determine the resources needed for project completion. In order to prepare to begin Blueprint 2020 projects as quickly as possible, pre-project due diligence was funded for eight projects for a total of \$10,682,242.

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Table 4 Kliighrint 2020 Pro	Λιδετε Καραίνηι	no Advanca Hiin <i>i</i>	ding trom Kli	IANTINT OAAA
Table 4 Blueprint 2020 Pro	Olocia Merciali	is huvance run	anng mom bit	

Advance Funding	Total
Blueprint 2020 Projects	·
Airport Gateway	\$1,000,000
Orange Avenue Corridor Study	\$350,000
Orange Avenue/Meridian Placemaking	\$1,000,000
Market District Placemaking	\$1,000,000
Northeast Gateway: Welaunee Boulevard	\$5,182,242
Northeast Corridor Connector: Bannerman Road	\$750,000
Comprehensive Wastewater Treatment Plan	\$500,000
2020 Sales Tax Extension: Bike Route and Greenways	\$900,000
Total Advance Funding	\$10,682,242

Blueprint 2000 funds advanced to Blueprint 2020 projects must be reimbursed to the Blueprint 2000 program once funding becomes available from the new sales tax that begins in January 2020. After the Blueprint 2000 program is closed in FY 2021, advance funding repayment will be directed to the remaining Blueprint 2000 project(s) that have not been completed. Capital Cascades Trail Segment 4 will be the project for which to direct the majority of advance funding repayment.

4. Draft FY 2020 Capital Improvement Program Allocations by Project

Table 5 on the following page shows the draft capital funding allocations for the capital projects in FY 2020:

Table 5: Draft Capital Funding Allocations FY 2020

Allocations	FY 2020
Blueprint 2000 Projects	
Water Quality & Stormwater Improvements/City	\$385,835
Water Quality & Stormwater Improvements/County	\$1,209,421
Headwaters of St. Marks	\$982,831
Capital Cascade Segment 4	\$3,383,965
Blueprint 2020 Projects	
Implement Greenways Master Plan	\$592,500
Build the Bike Route System	\$562,500
StarMetro (City)	\$459,375
Water Quality and Stormwater Improvements (City)	\$1,593,750
County/City Sidewalk Projects (City)	\$937,500
Operating Costs for Parks Built with Surtax Funds (City)	\$375,000
Water Quality and Stormwater Improvements (County)	\$1,593,750
County/City Sidewalk Projects (County)	\$937,500
Operating Costs for Parks Built with Surtax Funds (County)	\$375,000
Airport Gateway	\$3,500,000
Northeast Corridor Connector: Bannerman Road	\$3,300,000
Northeast Gateway: Welaunee Boulevard	\$2,400,000
Orange Avenue/Meridian Road Placemaking	\$1,500,000
Market District	\$1,500,000
Lake Lafayette and St. Marks Regional Park	500,000
Monroe-Adams Corridor Placemaking	\$1,000,000
Draft FY 2020 Capital Projects Allocations	\$27,088,927

The original Blueprint 2000 sales tax began on January 1, 2004 and will expire on December 31, 2019. Projects that were identified during the planning phase through public meetings and citizen input and funded from this sales tax are categorized below as *Blueprint 2000 Program* projects. The sales tax that will take effect on January 1, 2020 and expire on December 31, 2039, categorized below as the *Blueprint 2020 Program*, will fund projects that were also identified through substantial public input during the planning phase of the program.

Blueprint 2000 Program

• Water Quality (City) – The Blueprint 2000 program includes a \$25,000,000 project for the City to implement water quality enhancement projects. Over the course of the Blueprint 2000 program, the City received annual allocations for this project. The proposed FY 2020 allocation of \$385,835 completes the fulfillment of funding for this project through the Blueprint 2000 program.

- Water Quality (County) The Blueprint 2000 program includes a \$25,000,000 project for the County to implement water quality enhancement projects. The proposed FY 2020 allocation of \$1,209,421 completes the fulfillment of funding for this project through the Blueprint 2000 program. In 2004, the IA Board approved the condition that should funds be requested early by either the City or the County, an interest rate would be applied. Due to this condition, the total allocation to the County reduced due to interest charged for advanced appropriations. However, Blueprint did not incur any direct costs related to the early payment, and in order to fulfill Blueprint's commitment to the environment and more specifically preserving our community's water quality, the draft FY 2020 budget includes a funding approach to bring the Leon County Water Quality project up to the designated \$25 million.
- Headwaters of St. Marks Leon County administers this project and the proposed FY 2020 allocation is \$982,831, completing the Blueprint 2000 funding for this project. Blueprint funded the properties purchased in the St. Marks Headwaters Floodplain using Florida Communities Trust (FCT) grant funding as match. A requirement of the grant was the implementation of an FCT approved management plan. Leon County has been working towards the fulfillment of the FCT Management Plan commitments utilizing Blueprint funds previously allocated in 2012. Consistent with previous IA Board direction, the FY 2020 Blueprint 2000 funds are for the remaining tasks in the management plan. Blueprint will continue to work with Leon County staff to refine the budget needs based on the cost estimates and schedule for the improvements at St. Marks Headwaters. After cost estimates are complete, funds will apply to the Fred George Basin project, another previously funded Blueprint and FCT grant sensitive lands project. The funds would help complete the management plan and support infrastructure that will ensure that stormwater entering the sink complex has been treated to significantly reduce any potential impacts to groundwater, which is consistent with the project definitions in the original Blueprint 2000 Project Definitions Report. The allocation of the remaining funds will complete these projects, ensure compliance with the FCT management plans, and fully open these environmentally significant properties to the public.
- <u>Capital Cascades Trail Segment 4</u> This is the final project in the Blueprint 2000 program, and the proposed FY 2020 allocation of \$3,383,965 builds the funds for this last segment of the Capital Cascades Trail.

Blueprint 2020 Program

• Water Quality and Stormwater Improvements (City and County) - The Blueprint 2020 program includes an \$85,000,000 project to be used for stormwater, sewer and/or water quality retrofit and to be split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and County to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$1,593,750 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$2,125,000 to both the City and County.

- County/City Sidewalk Projects (City and County) The Blueprint 2020 program includes a \$50,000,000 project to be used for sidewalks and split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and the County to implement this project and provided for its funding it through an annual allocation. The proposed FY 2020 allocation of \$937,500 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$1,250,000 to both the City and County.
- Operating Costs for Parks Built with Surtax Funds (City and County) The Blueprint 2020 program includes a \$20,000,000 project for the operation and maintenance of parks split 50/50 between County and City. At the April 1, 2015 meeting, the IA Board directed the City and the County to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocations of \$\$375,000 to both the City and County reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$500,000 to both the City and County.
- StarMetro (City) The Blueprint 2020 program includes a \$12,250,000 project to be used to provide bus stop amenities (including bench, shelter, or other structure), as well as make bus stops ADA compliant and enhance service for customers at major transfer points. At the April 1, 2015 meeting, the IA Board directed the City to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$459,375 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$612,500.
- Build the Bike Route System The Blueprint 2020 program includes a \$15,000,000 project for continued implementation of a bicycle and pedestrian master plan. At the April 1, 2015 meeting, the IA Board directed Blueprint to implement this project and provided for its funding through an annual allocation. The proposed FY 2020 allocation of \$562,500 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$750,000.
- Implement Greenways Master Plan The Blueprint 2020 program includes a \$15,800,000 project to for the implementation of the Greenways Master Plan. At the April 1, 2015 meeting, the IA Board directed Blueprint to implement this project and provided for its funding through an annual allocation. In 2017, the IA Board directed staff to proceed in planning, design, and permitting for the following projects: Bike Route and Greenways Implementation Plan, Capital Circle Southwest Greenway, Lake Jackson South Greenway, Thomasville Road Trail, and University Greenway. The proposed FY 2020 allocation of \$592,500 reflects nine months of revenue collection through the Blueprint 2020 program to support this project. Beginning in FY 2021, the programmed annual allocation for this project will be \$790,000.
- <u>Airport Gateway</u> The proposed allocation of \$3,500,000 will fund preliminary engineering and design services for the Airport Gateway project in FY 2020. This project creates a network of interconnected roadways with enhancements, including

pedestrian and bicycle facilities, landscaping, and other aesthetic improvements, throughout the seven-mile project area in southwest Tallahassee-Leon County. The FY 2019 budget included \$1 million to support further planning and environmental studies following the conclusion of the Southwest Area Plan (SATP), which completed in September 2019. Agenda Item #17 seeks Blueprint IA Board approval to advertise and negotiate a contract for professional preliminary engineering and planning services for the Airport Gateway project and to award and execute the negotiated contract upon approval of the Intergovernmental Management Committee (IMC).

- Northeast Connector Corridor: Bannerman Road The project is comprised of numerous greenway, trail, and sidewalk improvements, as well improvements to Bannerman Road between Thomasville and Meridian Road, which includes widening the roadway to four lanes from Thomasville to Tekesta and constructing a multi-use trail along the entire length of the corridor. The proposed allocation of \$3,300,000 for this project will fund the design phase of this project. Agenda Item #16 seeks Blueprint IA Board approval to negotiate and award a contract for the Northeast Corridor Connector Project Development and Environment (PD&E) Study and Design Services, including the feasibility study of widening Bannerman Road to four lanes from east of Tekesta Drive to Bull Headley Road, upon approval of the Intergovernmental Management Committee (IMC). The proposed allocation includes \$1,280,000 in funding is available through the City's "District 1 Significant Benefit Project" fund. Following approval of the FY 2020 Capital Improvement Plan in September 2019, Blueprint will work with the City to secure this funding.
- Northeast Gateway: Welaunee Boulevard This project includes the planning, design, and construction of Welaunee Boulevard north from Fleischmann Road to the proposed Shamrock Street extension intersection with Centerville Road, as well as the Welaunee Greenway. The proposed allocation of \$2,400,000 will be used to fund the design of Welaunee Boulevard Phase 1 following the conclusion of the PD&E, which is currently underway and scheduled for completion in summer 2020. The design will include the roadway from the eastern edge of the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. Blueprint anticipates that design will complete in 2021.

Consistent with IA Board direction at the September 12, 2016 meeting, during FY 2020 Blueprint will also submit an application to the FDOT State Infrastructure Bank (SIB) Loan program with a request for 50% of total project costs.

Orange Avenue/Meridian Road Placemaking – This project is a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting). The proposed allocation of \$1,500,000 for this project will fund construction services for the East Drainage Ditch component of this project. Blueprint is currently advertising planning and design for the two components of this placemaking project: The East Drainage Ditch and Orange Avenue stormwater facility amenities. Blueprint anticipates design for the East Drainage Ditch to be complete by early 2020 and planning and design of the Orange Avenue stormwater facility amenities, including community engagement activities, is anticipated to be complete

by summer 2020. Plans provide funding for construction for the Orange Avenue stormwater facility amenities in FY 2021.

- Market District The Market District project is also a top priority project for the Blueprint 2020 program (tied for #1 priority Community Enhancement, Connectivity, and Quality of Life project as ranked by the IA Board at the September 19, 2017 meeting). The proposed allocation of \$1,500,000 will fund design services for the public space component of this placemaking project. Blueprint is currently coordinating with the City regarding the public space component of this placemaking project to align the design and construction activities with the completion of the City's Market District Stormwater project.
- <u>Lake Lafayette and St. Marks Regional Park</u> This project will connect 7,200 acres of public recreation lands east of Capital Circle Southeast, as well as provides ecosystem restoration and flooding analysis. Consistent with these project objectives, the proposed allocation of \$500,000 will fund initial environmental studies for this project.
- Monroe-Adams Corridor Placemaking This placemaking project will create safe, comfortable streets for pedestrians, transit users, and cyclists along the Monroe-Adams corridor. The proposed FY 2020 allocation of \$1,000,000 will fund preliminary engineering and design services for this placemaking project. Blueprint will coordinate with the public and private sector partners, including Florida A&M University, members of the Monroe-Adams Placemaking citizens group, FDOT, the City of Tallahassee, Leon County, and area businesses to develop the implementation plan for this project.

5. Estimated 2020-2024 Infrastructure Capital Improvement Program Expenditures

The estimated 2020-2024 Blueprint Infrastructure Capital Improvement Program Expenditures detail is included as Exhibit 2, Attachment #3 and reflects the projected expenditures for the remaining three months of the Blueprint 2000 program and the first four years and nine months of the Blueprint 2020 program. These project expenditures detail the projected expenses of each Blueprint Infrastructure capital improvement project. More specifically, during the upcoming fiscal year, the Agency is projecting to infuse \$51 million into the local economy for the planning, design, construction, and project close out of 13 infrastructure projects.

Attachment #1

DRAFT FY 2020 Blueprint Infrastructure Capital Improvement Program					FY 2	2020	TOTAL FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total,			
	Сарісаі ії	iprovement Frogra	···				Blueprint 2000	Blueprint 2020			Blueprint 2020 Pr	ogram Funding		FY 2020-2024	
1 S o	purces of Funds						Program Funding								
2	Allocation of Net Sales Tax Revenues						5,962,052	19,846,875 1,280,000	25,808,927	27,267,820	27,848,944 3,000,000	22,175,437 1,500,000	18,884,764 486,000	121,985,892	
4	City, County, State and Federal Funding (1) Bond Proceeds							1,280,000	1,280,000		100,000,000	1,300,000	480,000	6,266,000 100,000,000	
5	State Infrastructure Bank Loan								-		14,325,000		14,325,000	28,650,000	
6 T c	otal Sources of Funds for Capital Infrastructure Projects						5,962,052	21,126,875	27,088,927	27,267,820	145,173,944	23,675,437	33,695,764	256,901,892	
		Α	В	С	D	A - B	Blueprint 2000	Blueprint 2020			Blueprint 2020 Prog	gram Funding (3)			Amount
7 Us	ses of Funds						Program	Program			Bideprint 2020 110	Gram Funding (3)			Remaining to
		Estimated Cost	Amounts	Project Expenses	Project Balance	Estimated Allocations	Program Allocations	Program Allocations	Total	FY 2021	FY 2022	FY 2023	FY 2024	Total Projected	Complete Project Based on
			Allocated in Prior	Through	as of	Required to	(3 Months of	(9 Months of	Allocations for	Projected	Projected	Projected	Projected	FY 2020-2024	Estimated Cost
8 Pr	rojects	Project (2)	Years	April 30, 2019	April 30, 2019	Complete	Blueprint 2000)	Blueprint 2020)	FY 2020	Allocations	Allocations	Allocations	Allocations	Allocations	to Complete
	ueprint 2000 Program														
11	Water Quality Project: City	25,000,000	24,614,165	11,929,752	12,684,413	385,835	385,835	-	385,835	-	-	-	-	385,835	-
12 13	Water Quality Project: County Northwest Florida Water Management District Partnership	25,000,000 775,000	23,790,579 775,000	17,557,251 697,420	6,233,328 77,580	1,209,421	1,209,421	-	1,209,421		-	-	-	1,209,421	-
14	Headwaters of the St. Marks	8,920,221	7,937,390	4,487,390	3,450,000	982,831	982,831	-	982,831	-	-	-	-	982,831	-
15	Lake Lafayette Floodplain	2,800,000	2,800,000	1,496,948	1,303,052	-	-	-	-	-	-	-	-	-	-
16	Blueprint 2000 Land Bank	1,900,034	1,900,034	1,320,263	579,771	-	-	-	-	-	-	-	-	-	-
18	Capital Circle Northwest/Southwest (N-2)	126,997,806	126,997,806	124,144,854	2,852,952	-	-	-	-	-	-	-	-	-	-
19 20	Capital Circle Southeast and Subprojects (E-2) Capital Circle Southwest (W-1)	37,040,455 4,554,895	37,040,455 4,554,895	37,040,455 4,264,732	290,163	-	-	-	-	-		-	-	-	-
21	Capital Circle Southwest (W-1) Capital Circle Southwest (W-1) ROW Acquisition	8,539,400	8,539,400	1,756,753	6,782,647	-	-	-	-		-	-	-	-	-
22	Capital Circle Southwest (W-1) Enhanced Lighting	2,800,000	2,800,000		2,800,000	-	-	-	-		-	-	-	-	
23	Capital Cascades Trail Segment 1 (Franklin Boulevard)	19,248,610	19,248,610	19,048,916	199,694	-	-	-	-	-	-	-	-	-	-
24	Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	51,038,148	51,038,148	50,420,075	618,073	-	-	-	-	-		-	-	-	-
25	Capital Cascades Crossing (Connector Bridge & Subprojects)	8,421,212	8,421,212	8,407,348	13,864	-	-	-	-	-	-	-	-	-	-
26 27	Capital Cascades Trail Segment 3 (FAMU Way & Subprojects) Capital Cascades Trail Segment 4	67,776,617 18,505,847	67,776,617 6,859,756	51,314,772 17,601	16,461,845 6,842,155	11,646,091	3,383,965		3,383,965	-	8,262,126	-	-	11,646,091	-
28	LPA Group Engineering Services	9,456,474	9,456,474	8,533,680	922,794	11,040,031	3,383,903		3,383,303	-	8,202,120		-	11,040,091	_
29	Magnolia Drive Trail and Subprojects	11,404,818	11,404,818	2,167,818	9,237,000	-	-			-		-	-	-	-
30	Advance Funding for Blueprint 2020 Projects														
31	Airport Gateway	1,000,000	1,000,000	-	1,000,000	-	-	-				-	-	-	-
32	Orange Avenue Corridor Study	350,000	350,000	47,974	302,026	-	-	-		-	- '	-	-	-	-
33	Orange Avenue/Meridian Placemaking	1,000,000	1,000,000	63,388	936,612	-	-	-	-		-	-	-	-	-
34 35	Market District Placemaking Northeast Gateway: Welaunee Boulevard	1,000,000 5,182,242	1,000,000 5,182,242	60,745 3,510,790	939,255 1,671,452	-	-	-				-	-	-	-
36	Northeast Corridor Connector: Bannerman Road	750,000	750,000	57,573	692,427	-	-		-	-	-	-	-	-	-
37	Comprehensive Wastewater Treatment Plan	500,000	500,000	-	500,000	-		-	-	-	-	-	-	-	-
38	2020 Sales Tax Extension: Bike Route and Greenways	900,000	900,000	101,909	798,091	-	-	-	-	-	-	-	-	-	-
	ueprint 2020 Program														
40 41	Annual Allocations Blueprint: Greenways Master Plan							592,500	592,500	750,000	750,000	750,000	750,000	3,592,500	
42	Blueprint: Bike Route System					-	-	562,500	562,500			790,000	790,000	3,722,500	
43	City of Tallahassee: StarMetro Enhancements				-	-	-	459,375		612,500		612,500	612,500	2,909,375	
44	City of Tallahassee: Water Quality and Stormwater Improvements				-	-	-	1,593,750	1,593,750			2,125,000	2,125,000	10,093,750	
45	City of Tallahassee: Sidewalks Improvements				-	-	-	937,500				1,250,000	1,250,000	5,937,500	
46 47	City of Tallahassee: Operating Costs of Blueprint Funded Parks				-		-	0.0,000	375,000 1,593,750			500,000	500,000	2,375,000	
48	Leon County: Water Quality and Stormwater Improvements Leon County: Sidewalks Improvements						-	1,593,750 937,500		2,125,000 1,250,000		2,125,000 1,250,000	2,125,000 1,250,000	10,093,750 5,937,500	
49	Leon County: Operating Costs of Blueprint Funded Parks							375,000				500,000	500,000	2,375,000	
	Regional Mobility and Gateway Projects							3,130	1	111,130		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	,	
51	Southside Gateway: Woodville Highway	36,204,134			-	36,204,134	-	-	-	-	-	-	-	-	36,204,134
52	Capital Circle Southwest (W-1)	5,000,000			-	5,000,000	-	-	-	-	-	2,500,000	2,500,000	5,000,000	-
53	Orange Avenue: Adams to Springhill	40,348,715			-	40,348,715	-	-	-	-	-	-	-	-	40,348,715
54 55	Westside Student Gateway: Pensacola Street Airport Gateway	36,492,792 67,232,194			-	36,492,792 67,232,194	-	3,500,000	3,500,000	2,200,000	61,532,194	-	-	67,232,194	36,492,792
56	Northwest Connector: Tharpe Street	64,850,503			-	64,850,503		3,300,000	3,300,000	2,200,000		-	486,000	486,000	64,364,503
57	Northeast Corridor Connector: Bannerman Road	39,046,583				39,046,583	-	3,300,000	3,300,000	2,500,000	33,246,583	-	-	39,046,583	- ,221,300
58	Northeast Gateway: Welaunee Boulevard	50,237,247			-	50,237,247	-	2,400,000	2,400,000	2,731,889		7,263,388	17,119,441	53,699,870	(3,462,623
59	North Monroe Gateway	11,458,548				11,458,548	-	-	-	-	-	-	-	-	11,458,548
	CCQ Projects	2 700 411				2 702 5::		4 500 000	4	2 500 555				4 400 000	(200 522
61 62	Orange Avenue/Meridian Placemaking Market District Placemaking	3,709,611 9,797,645			-	3,709,611 9,797,645	-	1,500,000 1,500,000	1,500,000 1,500,000	2,600,000 3,500,000		-	-	4,100,000 9,800,000	(390,389 (2,355
63	Lake Lafayette and St. Marks Regional Park	19,260,112			-	19,260,112	-	500,000	500,000	3,300,000	750,000	500,000	-	1,750,000	17,510,112
64	Monroe-Adams Corridor Placemaking	8,201,616			-	8,201,616	-	1,000,000	1,000,000	1,000,000		1,000,000	3,201,616	8,201,616	,,
65	Midtown Placemaking	26,817,877			-	26,817,877	-	-	-	-	-	750,000	471,981	1,221,981	25,595,896
66	Fairgrounds Beautification and Improvement	14,627,933			-	14,627,933	-	-	-	-	-	-	-	-	14,627,933
67	Northeast Park	12,189,944				12,189,944	-	-	-	-	-	-	-	-	12,189,944
68 69	College Avenue Placemaking Florida A&M Entry Points	8,532,961 1,828,492			-	8,532,961 1,828,492	-	-	-	-	<u>-</u>	-	-	-	8,532,961 1,828,492
70	Alternative Sewer Solutions	2,338,842				2,338,842	-	-	-	-	-	-	-	-	2,338,842
71	Tallahassee-Leon County Animal Service Center	8,532,961			-	8,532,961	-	-	-	-	-	-	-	-	8,532,961
72	DeSoto Winter Encampment	500,000			-	500,000	-	-	-	500,000	-	-	-	500,000	
	Reserve Fund, Blueprint Infrastructure	-			-	-	-		-	2,333,431		1,759,549	14,226	4,602,595	
74 To	otal Uses of Funds for Capital Infrastructure Projects	908,070,489	426,637,601	348,448,407	78,189,194	481,432,888	5,962,052	21,126,875	27,088,927	27,267,820	145,173,944	23,675,437	33,695,764	256,901,892	276,170,466
										I					

NOTE: The Capital Improvement Program allocates net sales tax and other sources of funds to capital infrastructure projects; only funding identified in FY 2020 will be allocated toward any projects. Funding identified in the outlying years (2021 - 2024) is based on current estimates of future net sales tax revenues for capital projects and other anticipated funding sources.

- (1) City, County, State, and Federal Revenues (Line 3) include the following funding in designated years:
 a. FY 2020: Significant Benefit District Funds (District 1) from the City for the Northeast Corridor Connector:
 Bannerman Road project
 b. FY 2022: Florida State University project contribution for the Airport Gateway project (consistent with IA Board direction at March 1, 2018 meeting)
 c. FY 2023: FDOT TRIP funding for the Northeast Gateway: Welaunee Boulevard project
 d. FY 2024: Significant Benefit District Funds (District 4) from the City and County for the Northwest Corridor: Tharpe Street project
- (2) Project costs were estimated as a component of Blueprint's approved Funding Schedule and Implementation Plan, which received IA Board approval on June 21, 2018. Project cost estimates (Line 8) increase 2% annually through the first year of construction for each project or through FY 2024, the final year of this projection.
- (3) Projects funded after FY 2020 will only include Bluprint 2020 projects with the exception of Capital Cascades Trail Segment 4 (Line 27). Funding for this project during FY 2022 will come from funds paid back to the Blueprint 2000 program for advance payments made on behalf of the Blueprint 2020 program prior to the start of the 2020 sales tax. The projects that recieved advance funding are included on lines 31-38.

Section 1,200,000 2,800,	Encumbrances	Expenses to Date 11,929,752	
Blueprint 2000 Program Funds 1,478,578 2,451,416 1,478,577 2,451,416 1,478,577 1,070,070 1,101,9611 2,379,577 1,770,577 1,000,000 1,101,9611 2,379,577 1,770,5		11 929 752	Balance
March Country Project Country 11,770,777 1,000,000 11,013,812 23,790,779 1478,692 11,023 11,000,000 11,000,000 12,0		11 929 752	
Second Control Contr		11,323,732	12,684,413
Section		17,715,454	6,075,125
Labe Lafrayeter Foodpoin 2,800,000 2,800,000 3,000,000 3		697,420	77,581
Separation 1,771,153 1,100,0034 1,276,151 1,177,152 1,100,0034 1,000,004 1,000,005 1		4,487,390	3,450,000
Section Compiler (Content Northwest (No.) 12,75,121 - 70,419,183 43,30,20 126,97,806 10,000 10,		1,496,948	1,303,052
10 Capital Circle Southwest (N-1) 2,070,131 2,070,455 2,484,739 1,650,532 0,110,338 37,044,855 12 Capital Circle Southwest (N-1) ROW Acquisition 2,070,131 2,070,1		1,320,263	579,771
12 Capital Circle Southwest (W-1) ROW Acquisition	52,311	124,090,499	2,844,796
2		37,040,455	-
13 Capital Cracke Southwest (W.) I Enhanced Lighting	- 17,468	4,247,316	290,111
15 Capital Cascades Trail Segment Grandin Boulevard 15,728,484 - 5,166,082 9,533,044 19,748,610	5 340,368	1,384,752	6,768,935
15 Capital Cascades Frail Regiment 2 (Cascades Farl & Subprojects) 16,779,357 -		-	2,800,000
15 Capital Cascades Crossing (Connector Pridge & Subprojects) 3,779 3,779,000 4,779,051 5,756,070 1,776,617 1,	- 8,908	19,040,008	199,694
1	- 26,848	50,287,093	619,349
1. Capital Cascades Trail Segment 4	- 5,622	8,506,584	13,864
19 LPA Group Engineering Services 3,378,320	- 897,336	50,780,403	16,098,878
Mayanolla Drive Trail and Subprojects from Bluepirnt 2000 Funds		17,601	6,842,155
2 Alyance Funding for Blueprint 2020 Projects from Blueprint 2020 Funds	- 29,795	8,503,885	922,794
2 Alyance Funding for Blueprint 2020 Projects from Blueprint 2020 Funds	- 203,636	1,975,384	9,225,798
23 Orange Avenue Corridor Study - - 350,000 350,000 25 4 100,0000 10			-
24 Orange Avenue/Meridian Placemaking		-	1,000,000
Market District Placemaking		47,974	302,026
Northeast Cateway: Welaunee Boulevard - - 5,182,742 5,182,742 5,182,742 7,750,000 750,000	- 376,681	5,528	617,791
Northeast Cateway: Welaune Boulevard - - 5,182,242 5,182,242 75,000 - 750,000 -	- 60,745	-	939,255
Comprehensive Wastewater Treatment Plan	- 1,098,639	2,448,601	1,635,002
2020 Sales Tax Extension: Bike Route and Greenways	- 57,573	-	692,427
10 Closed Projects - Blueprint 2000		-	500,000
Both Property Purchase	- 82,969	18,940	798,091
Blueprint 2000 LIDAR			-
38 Blueprint 2000 Building Rennovations		584,755	-
34 Mahan Drive Widening		349,817	-
Lafayette Heritage Bridge	-	48,180	-
36 Capital Circle Northwest (N-1) 45,287,879 22,605,003 - 1,337,280 69,230,162 37 Fred George Basin 1,682,226 - - - 1,087,774 2,770,000 38 Sensitive Lands Project Management 373,041 - - - 21,658 394,699 39 Capital Circle Southeast (E-1) 3,624,329 26,692,338 - - 8,912,108 38,628,775 40 Capital Circle Southeast (E-3) 1,152,849 - - 8,951,599 1,482,781 11,587,229 42 Blueprint 2020 Program Funds - - - 2772,249 2772,429 42 Blueprint: Greenways Master Plan -		4,825,731	-
37 Fred George Basin 1,682,226 - - 1,087,774 2,770,000 38 Sensitive Lands Project Management 373,041 - - 2,1558 394,699 40 Capital Circle Southeast (E-1) 3,624,329 26,692,338 - 8,951,599 1,482,781 11,587,229 41 Lake Jackson Basin/Ford's Arm 175 - - 772,254 272,429 42 Blueprint 2020 Program Funds - - - 772,254 272,429 43 Annual Allocations - - - - - - - 44 Blueprint: Bike Route System -		500,000	-
37 Fred George Basin 1,682,226 - - 1,087,774 2,770,000 38 Sensitive Lands Project Management 373,041 - - 2,1558 394,699 40 Capital Circle Southeast (E-1) 3,624,329 26,692,338 - 8,951,599 1,482,781 11,587,229 41 Lake Jackson Basin/Ford's Arm 175 - - 772,254 272,429 42 Blueprint 2020 Program Funds - - - 772,254 272,429 43 Annual Allocations - - - - - - - 44 Blueprint: Bike Route System -		69,230,162	-
39 Capital Circle Southeast (E-1) 3,624,329 26,692,338 - 8,312,108 38,628,775 40 Capital Circle Southeast (E-3) 1,152,849 - - 8,951,599 1,482,781 11,587,229 41 Lake Jackson Basin/Ford's Arm 175 - - 272,254 272,429 42 Blueprint 2020 Program Funds - - - 272,254 272,429 43 Annual Allocations -		2,770,000	-
40 Capital Circle Southeast (F-3) 1,152,849 - 8,951,599 1,482,781 11,587,229 1,482,781 12,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,482,781 1,587,229 1,582,782 1,587,249 1,587,24		394,699	-
40 Capital Circle Southeast (F-3)		38,628,775	-
41 Lake Jackson Basin/Ford's Arm 175 - - 272,254 272,429 42 Blueprint 2020 Program Funds - - - - 43 Annual Allocations - - - - - 44 Blueprint: Greenways Master Plan - - - - - - 45 Blueprint: Bike Route System -		11,587,229	-
Annual Allocations 44 Blueprint: Greenways Master Plan 45 Blueprint: Bike Route System 46 City of Tallahassee: StarMetro Enhancements 47 City of Tallahassee: Water Quality and Stormwater Improvements 48 City of Tallahassee: Sidewalks Improvements 49 City of Tallahassee: Operating Costs of Blueprint Funded Parks 50 Leon County: Water Quality and Stormwater Improvements 51 Leon County: Sidewalks Improvements 52 Leon County: Operating Costs of Blueprint Funded Parks 53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway 55 Capital Circle Southwest (W-1) 56 Orange Avenue: Adams to Springhill 57 Westside Student Gateway: Pensacola Street 58 Airport Gateway 59 Northwest Connector: Tharpe Street		272,429	-
44 Blueprint: Greenways Master Plan 45 Blueprint: Bike Route System 46 City of Tallahassee: StarMetro Enhancements 47 City of Tallahassee: Water Quality and Stormwater Improvements 48 City of Tallahassee: Sidewalks Improvements 49 City of Tallahassee: Operating Costs of Blueprint Funded Parks 50 Leon County: Water Quality and Stormwater Improvements 51 Leon County: Sidewalks Improvements 52 Leon County: Sidewalks Improvements 53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway 55 Capital Circle Southwest (W-1) 56 Orange Avenue: Adams to Springhill 57 Westside Student Gateway: Pensacola Street 58 Airport Gateway 59 Northwest Connector: Tharpe Street			-
45 Blueprint: Bike Route System		4	-
46 City of Tallahassee: StarMetro Enhancements		-	-
47 City of Tallahassee: Water Quality and Stormwater Improvements 48 City of Tallahassee: Sidewalks Improvements 49 City of Tallahassee: Operating Costs of Blueprint Funded Parks 50 Leon County: Water Quality and Stormwater Improvements 51 Leon County: Sidewalks Improvements 52 Leon County: Operating Costs of Blueprint Funded Parks 53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway 55 Capital Circle Southwest (W-1) 56 Orange Avenue: Adams to Springhill 57 Westside Student Gateway: Pensacola Street 58 Airport Gateway 59 Northwest Connector: Tharpe Street		-	-
48 City of Tallahassee: Sidewalks Improvements		-	-
49 City of Tallahassee: Operating Costs of Blueprint Funded Parks		-	-
50 Leon County: Water Quality and Stormwater Improvements		-	-
51 Leon County: Sidewalks Improvements 52 Leon County: Operating Costs of Blueprint Funded Parks 53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway 55 Capital Circle Southwest (W-1) <td></td> <td>-</td> <td>-</td>		-	-
52 Leon County: Operating Costs of Blueprint Funded Parks -		-	-
53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway -		-	-
53 Regional Mobility and Gateway Projects 54 Southside Gateway: Woodville Highway -		-	-
54 Southside Gateway: Woodville Highway -			-
55 Capital Circle Southwest (W-1)		-	-
56 Orange Avenue: Adams to Springhill		-	-
57 Westside Student Gateway: Pensacola Street		-	-
58 Airport Gateway		-	-
59 Northwest Connector: Tharpe Street		-	-
		-	-
60 Northeast Corridor Connector: Bannerman Road		-	-
61 Northeast Gateway: Welaunee Boulevard		-	-
62 North Monroe Gateway		-	-
63 CCQ Projects			-
64 Orange Avenue/Meridian Placemaking		-	-
65 Market District Placemaking		-	-
66 Lake Lafayette and St. Marks Regional Park		-	-
67 Monroe-Adams Corridor Placemaking		-	-
68 Mildown Placemaking		_	_
69 Fairgrounds Beautification and Improvement		-	-
70 Northeast Park			_
70 Notification 71 College Avenue Placemaking		-	-
72 Florida A&M Entry Points		_	
72 Florida Addit Entry Points	-	-	
75 Completiensive Wastewater Treatment Plant 76 Tallahassee-Leon County Animal Service Center 77 Tallahassee-Leon County Animal Service Center 78		-	
74 Idialanassee-Leon County Animal Service Center	_	-	
75 Desoto Winter Encampment	-	-	-
76 Grand Total 133,276,553 54,082,080 6,777,229 126,277,263 235,416,254 555,829,379 55,54	3,258,899	475,234,027	77,280,908

0	ffice of Economic Vi	itality A	Accounting	g Summar	y as of 06/3	0/2019				
				Joint Project						
				Agreements,	Sales Tax,				_	
A. Butter Brendarie	B. 1		Advance	Grants &	Interest & Other	Allocated to	Pre		Expenses to	D.1
1 Project Description	Bonds Loa	ans	Repayment	Donations	Sources	Date	Encumbrance	Encumbrances	Date	Balance
2 Business Recruitment and Incentive Fund (BRIF)	-	-	-	665,000	-	665,000	-	26,829	154,089	484,082
3 Qualified Target Industry Tax Refund	-	-	-	-	-	1	-			-
4 Target Business Program	-	-	-	-	-	-	-			-
5 Urban Vitality Job Creating Pilot Program	-	-	-	-	-	-	-			-
6 Magnetic Technologies Recruitment	-	-	-	-	-	-	-			-
7 Business Development: Attraction/Expansion	-	-	-	-	-	1	-			-
8 Convention Center	-	-	-	-	-	-	-			-
9 Tallahassee International Airport	-	-	-	-	-	-	-			-
10 LCRDA Incubator: \$2.5 million Pledge	-	-	-	-	-	-	-			-
11 Workforce Development	-	-	-	-	-	-	-			-
12 Business and Workforce Engagement Events	-	-	-	-	-	-	-			-
13 MWSBE Industry Academies and B2B Outreach	-	-	-	-	-	-	-			-
14 Strategic Marketing and Communication	-	-	-	160,000	-	160,000	-	14,896	28,265	116,839
15 Economic Vitality Sponsorships	-	-	-	25,000	-	25,000	-	-	19,245	5,755
16 MWSBE Disparity Study	-	-	-	550,000		550,000	-	115,505	372,477	62,018
17 Target Industry Study	-	-	-	155,300	-	155,300	-	11,280	138,020	6,000
18 Strategic Plan/Target Industries/Disparity Updates	-	-	-	-	-	-	-			-
19 Closed Projects - OEV										-
20 Americans Competitiveness Exchange	-	-	-	10,650	-	10,650	-	-	10,650	-
21 Leveraging and Contingency Fund, Office of Economic Vitality	-	-	-		-	-	-			-
22 Grand Total	-	-	-	1,565,950	-	1,565,950	-	168,510	722,746	674,694

	DRAFT FY 2020 Blueprint Infrastructure	Amounts	Project Balance	Proposed	Estimated						FY 2020-2024	FY 2021-2024	Ending FY 2024
	Estimated Project Expenditures	Allocated in	as of	FY 2020	FY 2020			d Project Expendi			Estimated	Projected	Estimated
	ojects	Prior Years	June 30, 2019	Allocation	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Expenditures	Additions	Remaining Balance
2 B	lueprint 2000 Program												
3	Water Quality Project: City	24,614,165	12,684,413	385,835	13,070,248	385,835	-	-	-	-	385,835	-	12,684,413
4	Water Quality Project: County	23,790,579	6,075,125	1,209,421	7,284,546	1,209,421	-	-	-	-	1,209,421	-	6,075,125
5	Northwest Florida Water Management District Partnership	775,000	77,580	-	77,580	-	-	-	-	-	-	-	77,580
6	Headwaters of the St. Marks	7,937,390	3,450,000	982,831	4,432,831	982,831	-	-	_	-	982,831	-	3,450,000
7	Lake Lafayette Floodplain	2,800,000	1,303,052	-	1,303,052	-	-	4	-	-	-	-	1,303,052
8	Blueprint 2000 Land Bank	1,900,034	579,771	-	579,771	-	-	_	-	-	-	-	579,771
9	Capital Circle Northwest/Southwest (N-2)	126,997,806	2,844,797	-	2,844,797	-	-	- Y	-	-	-	-	2,844,797
10	Capital Circle Southeast and Subprojects (E-2)	37,040,455	-	-	-	-	-	-	-	-	-	-	
11	Capital Circle Southwest (W-1)	4,554,895	290,110	-	290,110	-	-	-	-	-	-	-	290,110
12	Capital Circle Southwest (W-1) ROW Acquisition	8,539,400	6,768,936	-	6,768,936	6,782,647	-	-	-	-	6,782,647	-	(13,711
13	Capital Circle Southwest (W-1) Enhanced Lighting	2,800,000	2,800,000	-	2,800,000	-	1,400,000	-	1,400,000	-	2,800,000	-	
14	Capital Cascades Trail Segment 1 (Franklin Boulevard)	19,248,610	199,694	-	199,694	-	-	-	-	-	-	-	199,694
15	Capital Cascades Trail Segment 2 (Cascades Park & Subprojects)	51,038,148	619,349	-	619,349	500,000	-	-	-	-	500,000	-	119,349
16	Capital Cascades Crossing (Connector Bridge & Subprojects)	8,421,212	13,864	-	13,864	-	-	-	-	-	-	-	13,864
17	Capital Cascades Trail Segment 3 (FAMU Way & Subprojects)	67,776,617	16,098,878	-	16,098,878	9,070,000	3,120,000	-	-	-	12,190,000	-	3,908,878
18	Capital Cascades Trail Segment 4	6,859,756	6,842,155	3,383,965	10,226,120	1,000,000	1,000,000	5,400,000	5,400,000	5,400,000	18,200,000	8,262,126	288,246
19	LPA Group Engineering Services	9,456,474	922,794	· · ·	922,794	-	-	-	-	-	-	-	922,794
20	Magnolia Drive Trail and Subprojects	11,404,818	9,225,799	-	9,225,799	7,350,000	1,887,000	-	-	-	9,237,000	-	(11,201
	dvance Funding for Blueprint 2020 Projects	,	5,225,755		,==,==	.,,	_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				2,223,200		(==,==
22	Orange Avenue Corridor Study	350,000	302,026		302,026	-	-		-	-	-	-	302,026
23	Orange Avenue/Meridian Placemaking	1,000,000	617,791	_	617,791		-		-	-	-	-	617,791
24	Market District Placemaking	1,000,000	939,255	_	939,255		_		_	-	-	_	939,255
25	Northeast Gateway: Welaunee Boulevard	5,182,242	1,635,002	_	1,635,002					_	_	_	1,635,002
26	Northeast Corridor Connector: Bannerman Road	750,000	692,427	_	692,427					_	_	_	692,427
27	Comprehensive Wastewater Treatment Plan	500,000	500,000	_	500,000					_	_	_	500,000
28	2020 Sales Tax Extension: Bike Route and Greenways	900,000	798,091		798,091								798,091
	lueprint 2020 Program	900,000	790,091		738,031	-			-	_	_	_	756,051
	Annual Allocations												
				E02 E00	E02 E00	432,500	790,000	790,000	790,000	700 000	2 502 500	3,000,000	
31	Blueprint: Greenways Master Plan		-	592,500	592,500	722,500				790,000	3,592,500		
32	Blueprint: Bike Route System		-	562,500	562,500		750,000	750,000	750,000	750,000	3,722,500	3,160,000	
33	City of Tallahassee: StarMetro Enhancements		-	459,375	459,375	459,375	612,500	612,500	612,500	612,500	2,909,375	2,450,000	•
34	City of Tallahassee: Water Quality and Stormwater Improvements		-	1,593,750	1,593,750	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750	8,500,000	
35	City of Tallahassee: Sidewalks Improvements			937,500	937,500	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500	5,000,000	
36	City of Tallahassee: Operating Costs of Blueprint Funded Parks		-	375,000	375,000	375,000	500,000	500,000	500,000	500,000	2,375,000	2,000,000	
37	Leon County: Water Quality and Stormwater Improvements		-	1,593,750	1,593,750	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750	8,500,000	•
38	Leon County: Sidewalks Improvements		-	937,500	937,500	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500	5,000,000	
39	Leon County: Operating Costs of Blueprint Funded Parks		-	375,000	375,000	375,000	500,000	500,000	500,000	500,000	2,375,000	2,000,000	
40 R	egional Mobility and Gateway Projects												
41	Southside Gateway: Woodville Highway		-	-			-	-	-	-	-	-	
42	Capital Circle Southwest (W-1)		-		-	-	-	-	2,500,000	2,500,000	5,000,000	5,000,000	
43	Orange Avenue: Adams to Springhill		-	-	-	-	-	-	-	-	-	-	
44	Westside Student Gateway: Pensacola Street		-	-	-	-	-	-	-	-	-	-	
45	Airport Gateway		-	3,500,000	4,500,000	2,417,500	9,702,500	12,035,000	15,750,000	15,000,000	54,905,000	63,732,194	13,327,194
46	Northwest Connector: Tharpe Street		-	-	-	-	-	-	-	486,000	486,000	486,000	
47	Northeast Corridor Connector: Bannerman Road		-	3,300,000	3,992,427	3,000,000	9,000,000	7,500,000	8,150,000	8,150,000	35,800,000	35,746,583	
48	Northeast Gateway: Welaunee Boulevard		-	2,400,000	4,035,002	4,100,000	2,900,000	13,100,000	13,100,000	13,100,000	46,300,000	51,299,870	9,034,872
49	North Monroe Gateway		-	-	-	-	-	-	-	-	-	-	
50 C	CQ Projects												
51	Orange Avenue/Meridian Placemaking		-	1,500,000	2,117,791	3,100,000	1,000,000	-	-	-	4,100,000	2,600,000	617,791
52	Market District Placemaking		-	1,500,000	2,439,255	3,270,000	3,270,000	3,260,000	-	-	9,800,000	8,300,000	939,255
53	Lake Lafayette and St. Marks Regional Park		-	500,000	500,000	-	-	750,000	500,000	-	1,250,000	1,250,000	500,000
54	Monroe-Adams Corridor Placemaking		-	1,000,000	1,000,000	-	-	-	750,000	470,000	1,220,000	7,201,616	
55	Midtown Placemaking		4	-	-	-	-	-	-	-	-	1,221,981	1,221,981
56	Fairgrounds Beautification and Improvement		-	-	-	-	-	-	-	-	-	-	
57	Northeast Park		_	_	-	-	-	-	-	_	_	_	
58	College Avenue Placemaking			-	-	-	-	-	-	-	-	-	
59	Florida A&M Entry Points			_	_	_	_	_	_	_	_	_	
60	Comprehensive Wastewater Treatment Plan		-	-	500,000	500,000	-	-	-	-	500,000	-	
61	Tallahassee-Leon County Animal Service Center			-	555,000	-	_	_	_	_	-	_	
~-	DeSoto Winter Encampment			_	_	-	-	-	-	-	_	500,000	500,000
62	Desoto willer elicalibilieni											31,71,1,71,1	

FY 2020 Operating Budget RESOLUTION NO. 2019-02

WHEREAS, the Blueprint Intergovernmental Agency's Budget Policy 102.06.B.2., and Section 189.016(3), Florida Statues, requires the Board of Directors ("Board") to adopt an annual operating budget and appropriate funding for the upcoming year by resolution; and

WHEREAS, the Board has acknowledged the receipt of sales tax revenue and other sources of revenue to fund operating expenses for the Fiscal Year 2020 beginning October 1, 2019, and ending September 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board, hereby adopts the Operating Budget for Fiscal Year 2020 as set forth in "Exhibit A", which is attached hereto and incorporated herein, and authorizes the carryover of any fund balance, including all operating fund balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

Adopted this 5th day of September, 2019.

Leon County-City of Tallahassee Blueprint Intergovernmental Agency	Attest:
By: Commissioner Brian Desloge Chair, Board of Directors	By:
	Approved as to Form:
	By: Kirsten Mood Assistant Blueprint Attorney

			EX	HIBIT A						
BLU	BLUEPRINT INTERGOVERNMENTA		L AGENCY I	Y 2020 OF	PERATING					
Funds:		306		306 Total		_	90	1	890 Total	Grand Total
Departments:	440101	440102	306 Revenue		440201	440202	440301	890 Revenue		
310000-Sources of Funds										
312600-Sales Tax			31,534,266	31,534,266				4,083,574	4,083,574	35,617,840
337402-City Transportation Proj.			1,280,000	1,280,000					-	1,280,000
369901-Miscellaneous Revenue				-	10,000			500,000	510,000	510,000
337412-County OEV Funding				-	187,500		238,964		426,464	426,464
337411-City OEV Funding				-	187,500		238,964		426,464	426,464
Total Sources of Funds	-	-	32,814,266	32,814,266	385,000	-	477,928	4,583,574	5,446,502	38,260,768
510000-Personnel Services										
511000-Salaries	1,150,288	589,843	-	1,740,131	509,480	143,566	201,996	-	855,042	2,595,173
511300-Salary Enhancements	28,757	15,531	-	44,288	12,737	4,170	5,445	-	22,352	66,640
511500-Temporary Wages		63,440	-	63,440	-		-	-		63,440
512000-Overtime	3,000	-	-	3,000	-		4.550	-	4.500	3,000
512400-Other Salary Items	8,886	4,694	-	13,580	400.077	50.474	1,560	-	1,560	15,140
515000-Pension- Current	234,023	158,479	-	392,502	102,877	50,174	48,298	-	201,349	593,851
515100-Pension- MAP 515500-Social Security	66,487	26,432	-	92,919	29,448	2,639	7,833	-	39,920	132,839
,	17.002	3,933	-	3,933	7.571	C70	2,014	-	10.202	3,933
515600-Mandatory Medicare 516000-Health Benefits	17,093 133,418	7,715 29,531	-	24,808 162,949	7,571 47,975	678 12,911	2,014	-	10,263 81,224	35,071 244,173
516000-Health Benefits-Retirees	25,000	25,531	-	25,000	47,975	12,911	20,338	-	01,224	25,000
5161001-Health Benefits	28,753	8,172	-	36,925	12,108	1,968	3,936	-	18,012	54,937
510000-Personnel Services Total	1,695,705	907.770	_	2,603,475	722,196	216,106	291.420	_	1,229,722	3,833,197
520000-Operating Expenses		307,770	_	2,003,473	722,130	210,100	231,420	_		3,033,137
521010-Advertising	10,000	_		10,000	16,840		3,000	_	19,840	29,840
521030-Reproduction	10,000	_		10,000	5,400	10,000	-	_	15,400	25,400
521040-Unclassified Professional Fees	30,000	208,581		238,581	68,000	-0,000	-	-	68,000	306,581
521100-Equipment Repairs	2,000	, -	-	2,000		-	-	-	· -	2,000
521160-Legal Services	45,000	-	-	45,000	10,000	-	15,000	-	25,000	70,000
521180-Unclassified Contractual Srvcs	60,000	17,000	_	77,000	5,750	-	19,000	-	24,750	101,750
521190-Computer Software	55,000	20,000	-	75,000	27,870	-	-	-	27,870	102,870
522080-Telephone	50,000	-	-	50,000	A -	30,000	-	-	30,000	80,000
523020-Food	5,000	-	-	5,000	14,500	-	4,000	-	18,500	23,500
523030-Gasoline	•	1,500	-	1,500	-	-	-	-	-	1,500
523050-Postage	1,000	-	-	1,000	-	-	-	-	-	1,000
523060-Office Supplies	13,210	-	-	13,210	-	15,000		-	15,000	28,210
523080-Unclassified Supplies	5,000	-	-	5,000	2,700	-	9,000	-	11,700	16,700
523100-Vehicle- Non-Garage	-	4,000	-	4,000	-	-	-	-	-	4,000
524010-Travel & Training	10,000	25,000	-	35,000	40,000	500	14,000	=	54,500	89,500
524020-Journals & Books	2,000	6,000	-	8,000	4.050	2 500		-		8,000
524030-Memberships	6,000	5,000	-	11,000	1,950	2,500	3,000	-	7,450	18,450
524040-Certificates & Licenses	1,000 200,000	1,000	-	2,000 200,000	860	111,500	-	-	860	2,860
524050-Rent Expense- Building & Offic 524070-Rent Expense- Machines	8,500			8,500	-	8,500	-	-	111,500 8,500	311,500 17,000
524070-Kent Expense- Machines 524080-Unclassified Charges	10,000	1,000	_	11,000	10,700	8,300	6,000	_	16,700	27,700
520000-Operating Expenses Total	523,710	289,081	_	812,791	204,570	178,000	73,000	_	455,570	1,268,361
540000-Other Services/Charges	523,710		_	-				_	.55,570	
540040-Liability Insurance Premium	50,000	_	_	50,000	_	30,000	_	_	30,000	80,000
540000-Other Services/Charges Total	50,000	-	-	50,000	_	30,000	-	-	30,000	80,000
550000-Capital Outlay	-	-	-	-	_	-	-	-	-	-
550040-Computer Equipment	50,000	5,000	-	55,000	22,000	20,000	20,000	-	62,000	117,000
550060-Unclassified Equipment			-		61,542	20,000	20,000	-	101,542	101,542
550000-Capital Outlay Total	50,000	5,000	-	55,000	83,542	40,000	40,000	=	163,542	218,542
560000-Allocated Costs	-	-	-	-	-	-	-	-	-	-
560010-Human Resource Expense	15,099	8,130	-	23,229	7,467	2,987	4,480	-	14,934	38,163
560030-Purchasing Expense	29,536	2,000	-	31,536	4,073	1,629	2,444	-	8,146	39,682
560040-Information Systems Expense	46,970	25,292	-	72,262	1,902	761	1,141	-	3,804	76,066
560070-Revenue Collection	1,012	-	-	1,012	-	136	-	-	136	1,148
560120-Indirect Costs	31,250	-	-	31,250	-	-	-	-	-	31,250
611100-Admin Allocations	1,098,080	(1,237,273)	-	(139,193)	304,406	(469,619)	304,406	-	139,193	
560000-Allocated Costs Total	1,221,947	(1,201,851)	-	20,096	317,848	(464,106)	312,471	-	166,213	186,309
Operating Expenses Total	3,541,362	-	-	3,541,362	1,328,156	-	716,891	-	2,045,047	5,586,409
Transfers	-	-	2 102 077	2 102 077	-	-	-	-	-	2 102 077
611300-Debt Service Transfer	-	-	2,183,977	2,183,977	-	-	-	2 401 455	2 401 455	2,183,977
612400-Inter-Fund Ops Transfer	-	-	27,088,927	27,088,927	-	-	-	3,401,455	3,401,455	30,490,382
Transford Total										
Transfers Total	-	-	29,272,904	29,272,904		-	_	3,401,455 3,401,455	3,401,455	32,674,359

FY 2020 Capital Budget RESOLUTION NO. 2019-03

WHEREAS, the Blueprint Intergovernmental Agency's Budget Policy 102.06.B.2, and Section 189.016(3), Florida Statues, requires the Board of Directors ("Board") to adopt an annual capital budget and appropriate funding for the upcoming year by resolution; and

WHEREAS, the Board has acknowledged the receipt of bond proceeds, sales tax revenue and other sources of revenue to fund capital expenses for the Fiscal Year 2020 beginning October 1, 2019, and ending September 30, 2020; and

WHEREAS, the Board hereby approves the five-year Capital Improvement Program for Fiscal Year 2020 through Fiscal Year 2024, in accordance with Budget Policy 102.07.3.

NOW, THEREFORE, BE IT RESOLVED, that the Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board hereby adopts the Capital Budget for Fiscal Year 2020 as set forth in "Exhibit A," which is attached hereto and incorporated herein, and authorizes the carryover of any capital fund balance, including all capital fund balances, requisitions, and encumbrances from prior years which will automatically be re-appropriated.

Adopted this 5th day of September, 2019.

Leon County-City of Tallahassee
Blueprint Intergovernmental Agency

Attest:

By:
Commissioner Brian Desloge
Chair, Board of Directors

By:
James O. Cooke, Treasurer-Clerk
City of Tallahassee

Approved as to Form:

By:
Kirsten Mood
Assistant Blueprint Attorney

BLUEPRINT INTERGOVERNMENTAL	(HIBIT A . AGENCY FY 2	2020 - 2024 CA	APITAL BUDGET	•		
BLUEPRINT INFRASTRUCTURE	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Blueprint 2000 Program						
Water Quality Project: City	385,835	-	-	-		385,835
Water Quality Project: County	1,209,421	-	-	-	,	1,209,421
Headwaters of the St. Marks	982,831	-	-	-	-	982,831
Capital Cascades Trail Segment 4	3,383,965	-	8,262,126	_	-	11,646,091
Blueprint 2020 Program						
Annual Allocations						
Blueprint: Greenways Master Plan	592,500	750,000	750,000	750,000	750,000	3,592,500
Blueprint: Bike Route System	562,500	790,000	790,000	790,000	790,000	3,722,500
City of Tallahassee: StarMetro Enhancements	459,375	612,500	612,500	612,500	612,500	2,909,375
City of Tallahassee: Water Quality and Stormwater Improvements	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750
City of Tallahassee: Sidewalks Improvements	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500
City of Tallahassee: Operating Costs of Blueprint Funded Parks	375,000	500,000	500,000	500,000	500,000	2,375,000
Leon County: Water Quality and Stormwater Improvements	1,593,750	2,125,000	2,125,000	2,125,000	2,125,000	10,093,750
Leon County: Sidewalks Improvements	937,500	1,250,000	1,250,000	1,250,000	1,250,000	5,937,500
Leon County: Operating Costs of Blueprint Funded Parks	375,000	500,000	500,000	500,000	500,000	2,375,000
Regional Mobility and Gateway Projects						·
Capital Circle Southwest (W-1)	-	-	-	2,500,000	2,500,000	5,000,000
Airport Gateway	3,500,000	2,200,000	61,532,194	-	-	67,232,194
Northwest Connector: Tharpe Street	-	-		-	486,000	486,000
Northeast Corridor Connector: Bannerman Road	3,300,000	2,500,000	33,246,583	-	-	39,046,583
Northeast Gateway: Welaunee Boulevard	2,400,000	2,731,889	24,185,152	7,263,388	17,119,441	53,699,870
CCQ Projects		· ·				
Orange Avenue/Meridian Placemaking	1,500,000	2,600,000		-	-	4,100,000
Market District Placemaking	1,500,000	3,500,000	4,800,000	-	-	9,800,000
Lake Lafayette and St. Marks Regional Park	500,000	-	750,000	500,000	-	1,750,000
Monroe-Adams Corridor Placemaking	1,000,000	1,000,000	2,000,000	1,000,000	3,201,616	8,201,616
Midtown Placemaking	-		-	750,000	471,981	1,221,981
DeSoto Winter Encampment		500,000		-	-	500,000
Reserve Fund, Blueprint Infrastructure	-	2,333,431	495,389	1,759,549	14,226	4,602,595
Total, Blueprint Infrastructure Capital Allocations	27,088,927	27,267,820	145,173,944	23,675,437	33,695,764	256,901,892
OFFICE OF ECONOMIC VITALITY	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Incentives, Grants and Programs	14,000	20 500	42,000	42,000	24 500	160,000
Qualified Target Industry Tax Refund	14,000	38,500	42,000	42,000	31,500	168,000
Target Business Program	194,705	156,631 25,000	172,294	188,536	206,370	918,536
Urban Vitality Job Creating Pilot Program	25,000	*	3E 000	25 000	35.000	50,000
ARPC EDA Revolving Loan Fund for Small Businesses	225,000	25,000	25,000	25,000 121,000	25,000 121,000	325,000 605,000
Magnetic Technologies Recruitment Business Development: Attraction/Expansion	121,000 48,000	121,000 33,000	121,000 33,000	33,000	33,000	180,000
FSU Partnership for Business Intelligence	10,000	33,000	33,000	33,000	33,000	10,000
Capital Projects Allocations	10,000	-	-	-	-	10,000
Convention Center		20.000.000	_	_	_	20.000.000
Tallahassee International Airport	528,750	705,000	705,000	705,000	705,000	3,348,750
Tallallassee litterilational Aliport	320,730	703,000	703,000	703,000	703,000	3,346,730
Pusinger 2 Pusinger Engagement Actions					100,000	500,000
Business2Business Engagement Actions Workforce Development	100 000	100 000	100 000	100 000		500.000
Workforce Development	100,000	100,000	100,000	100,000		
Workforce Development Business and Workforce Engagement Events	40,000	40,000	40,000	40,000	40,000	200,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach	40,000 10,000	40,000 10,000	40,000 10,000	40,000 10,000	40,000 10,000	200,000 50,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships	40,000	40,000	40,000	40,000	40,000	200,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies	40,000 10,000	40,000 10,000	40,000 10,000	40,000 10,000	40,000 10,000 35,000	200,000 50,000 175,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study	40,000 10,000	40,000 10,000	40,000 10,000	40,000 10,000 35,000	40,000 10,000	200,000 50,000 175,000 500,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study Target Industry Study	40,000 10,000	40,000 10,000	40,000 10,000 35,000	40,000 10,000	40,000 10,000 35,000	200,000 50,000 175,000 500,000 100,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study Target Industry Study Strategic Plan/Target Industries/Disparity Updates	40,000 10,000 35,000	40,000 10,000 35,000	40,000 10,000 35,000 - - 120,000	40,000 10,000 35,000 - 100,000	40,000 10,000 35,000 500,000	200,000 50,000 175,000 500,000 100,000 120,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study Target Industry Study Strategic Plan/Target Industries/Disparity Updates Repayment of Advance Funding to City and County	40,000 10,000 35,000 - - - 1,000,000	40,000 10,000 35,000 - - - 500,000	40,000 10,000 35,000 - - 120,000 500,000	40,000 10,000 35,000 - 100,000 - 500,000	40,000 10,000 35,000 500,000 - 500,000	200,000 50,000 175,000 500,000 100,000 120,000 3,000,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study Target Industry Study Strategic Plan/Target Industries/Disparity Updates Repayment of Advance Funding to City and County Unallocated to Projects	40,000 10,000 35,000	40,000 10,000 35,000	40,000 10,000 35,000 - - 120,000	40,000 10,000 35,000 - 100,000	40,000 10,000 35,000 500,000	200,000 50,000 175,000 500,000 100,000 120,000
Workforce Development Business and Workforce Engagement Events MWSBE Industry Academies and B2B Outreach Economic Vitality Sponsorships Economic Vitality Studies MWSBE Disparity Study Target Industry Study Strategic Plan/Target Industries/Disparity Updates Repayment of Advance Funding to City and County	40,000 10,000 35,000 - - - 1,000,000	40,000 10,000 35,000 - - - 500,000	40,000 10,000 35,000 - - 120,000 500,000	40,000 10,000 35,000 - 100,000 - 500,000	40,000 10,000 35,000 500,000 - 500,000	200,000 50,000 175,000 500,000 100,000 120,000 3,000,000