



EXECUTIVE SUMMARY

To: Bahama Village Redevelopment Advisory Committee (BVRAC)

Through: Mark Finigan, Assistant City Manager
Donald Leland Craig, AICP, Director of Community Development Services

From: Nicole Malo, Planner II

Meeting Date: January 2, 2014

Re: Request for Submittal of Late Application for the 2013 - 2014 CRT Application Year

Attachments

- 1 – Adopted 2013-2014 CRT Application Year Schedule
- 2 – Adopted 2013-2014 CRT Application Cover Page
- 3 – Applicant Request

Background

Based on the BVRAC adopted 2013-2014 CRT Application Year Schedule the open application timeframe was from July 8 - September 30, 2013 (Attachments 1 and 2). During this three (3) month timeframe staff was available for pre-application and applications were available on the city's website and in the Planning Department office.

On September 30, 2013 the Planning Department received four (4) complete applications for the Bahama Village Subarea 2014 Community Redevelopment Trust Fund (CRTF aka. TIFF). At the discretion of the City Planner/Director of Community Development Services two (2) applications that were submitted on time, but deemed incomplete, were given deadline extensions of four (4) days.

On December 11, 2013 representatives from the St. James Church submitted a request to the City to allow them to submit a late application (Attachment 3). Staff has been advised by CRA legal council that in order to accept a late application, an amendment to the 2013-2014 CRT Application Cycle Schedule must be approved by the BVRAC and that the application cycle remain open for a specified time frame in order that the changes are noticed and available to the general public.

In response to the request to submit a late application for the 2013-2014 CRTF allocation BVRAC has the following options:

Options:

1. **Option 1** - Deny the request to extend the application cycle based on past practices and the adopted application schedule;
2. **Option 2** - Reopen the 2013-2014 Application cycle by amending the 2013-2014 CRT Application Cycle Schedule in order to allow a minimum of two additional months for application submittal with two weeks for advertisement time, in order to make the public aware of the changes to the adopted application schedule.

Attachments:

- 1 – Adopted 2013-2014 CRT Application Year Schedule**
- 2 – Adopted 2013-2014 CRT Application Cover Page**
- 3 – St. James Request to Submit Late Application**



Community Redevelopment Area Applications for Tax Increment Appropriation 2014 Schedule for Application Cycles and Review

The Bahama Village Community Redevelopment Agency (CRA) will accept and review applications for Tax Increment Appropriations after July 1, 2013 on the following schedule:

- Monday, July 8, 2013: 2014 Application Cycle Open.
New Applications available on-line and at the Planning Department
- Monday, September 30, 2013: 2014 Applications Due to the Planning Department by 5:00 pm
- Friday, October 18, 2013: Staff Review for Completeness (**anticipated**)
- Friday, November 1, 2013: Additional Information Provided by Applicants (**anticipated**)
- Thursday, December 5, 2013: Applicant Presentations to Bahama Village Redevelopment Advisory Committee - *for applications within the Bahama Village Subarea only* (**anticipated**)
- To Be Established for January 2014:
Recommendations for Appropriations by Bahama Village Redevelopment Advisory Committee - *for applications within the Bahama Village Subarea only* (**anticipated**)
- Tuesday, February 4, 2014: Approval appropriations by City Commission sitting as the CRA (**anticipated**)



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Bahama Village Community Redevelopment Area Community Redevelopment Trust Fund Appropriation Application Cover page 2014 Allocation Year

Funding Source

Based on a Finding of Necessity, first adopted in 1995 and updated in 2009, that establishes that the Bahama Village (BV) Redevelopment Area meets the state definitions for blighted districts, a special taxing district was established created from tax increment growth known as the Community Redevelopment Trust Fund (CRTF).

Each year the property tax increment growth generated from within the BV subarea that has accrued above the baseline year (1995), is taken from both the City and the County's general property tax fund base and held in the CRTF. The Community Redevelopment Trust Fund generated by property taxes are allowed to be awarded to projects located within the district boundaries that meet the adopted Community Redevelopment Plan and alleviate blight. In this case, this application is made available to the public in order to compete for those funds. Within the BV subarea, the Bahama Village Redevelopment Advisory Committee reviews the applications, after staff review, and makes recommendations of expenditure to the CRA. The Community Redevelopment Agency is ultimately responsible for directing the expenditure of the fund each year.

As part of the adopted Community Redevelopment Plan and the City's Strategic Plan each of the CRA districts is required to adopt a 5-year capital plan in order to prioritize expenditure of the CRTF Fund which is a taxpayer based fund. The long-range plan is expected to be complete sometime in 2014.

Application Process

Please completely fill out the attached application. Provide additional information on separate sheets of paper labeled according to the corresponding letter of the question. There are inserts attached to this application to assist in better organizing the application attachments. Please submit one (1) signed original paper copy and one (1) copy in electronic format (ie: email, cd, or USB flash drive) of the application to the Planning Department. Applications for funding are accepted between Monday, July 8, 2013 and close of business (5pm), Friday, September 27, 2013. Please contact the Planning Department to make an appointment or for questions regarding the application at 305-809-3778 or nmalo@keywestcity.com.

After staff review, additional information may be requested or required. Incomplete applications may not be considered for award. Please see the 2013 Schedule for Application Cycles and Review for details related to the process. By law funding for the Community Redevelopment Agency occurs after January 1, 2014. The attached Community Redevelopment Agency Use of Community Redevelopment Trust Fund Guidelines includes additional information to assist in the application process. Please note that CRTF awards are processed by the City as **reimbursements** only.

**CRTF Application Cover Page
June 2013**

ST. JAMES FIRST MISSIONARY BAPTIST CHURCH
312 OLIVIA STREET
KEY WEST, FLORIDA 33040

To: The Bahama Village Redevelopment Advisory Community
City Commission Chamber
Old City Hall, 510 Greene Street
December 09, 2013

Greetings:

We the officers and members of St. James First Missionary Baptist Church, located at 312 Olivia, are all sincerely requesting your board to please consider placing our New Proposal for funding on the up coming agenda, allowing submission of a completed 2013-2014 CRT Fund application.

We have been without a Church Home to worship for over two years, as the result of finances being misused. We are presently conducting services in a room at the Martin Luther King Center, provided by the city, which we are ever so grateful.

We have been blessed to have our former Pastor, Rev. Dr. Billy L. Strange Jr. come to our aid as Overseer. And feel we are now at the point as a church to be asking for funding under new leadership, fund raising efforts, and an increase in tithes and offerings.

We thank you all in advance for all consideration given in this matter.

May you all be blessed,

Overseer, Rev. Dr. Billy L. Strange, Jr.
Officers and Members, St. James First Missionary Baptist Church