

## Blueprint 2000 TCC Meeting Minutes

Monday, August 25, 2003

Amtrak Station

2:00 pm

In the absence of Chairperson Gabe Menendez, Tony Park, Vice-Chairperson, called the meeting to order at 2:05 pm.

### Attendees (TCC members in bold):

Kathy Archibald

Kristen Andersen

**Bruce Barrett**

David Bright

**John Buss**

DeShaun Carter

**Jim Davis**

Shelonda Gay

John Gard

Phyllis Gray

Dinah Hart

**Theresa Heiker**

**Val Hubbard**

Mark Llewellyn

Phil Maher

Blair Martin

Jerry Oshesky

**Tony Park**

Bonnie Pfuntner

Debra Schiro

Karla Weaver

**Michael Wright**

### Agenda Modifications

Jim Davis stated there was one agenda modification, which was to delete Item #3, 2003 Blueprint Performance Report (CAC).

### Informational Items

#### **Item #a: Introduction of Blueprint Finance Manager: Phil Maher**

Jim Davis introduced Phil Maher as the newest member of the Blueprint 2000 staff. Mr. Maher will serve as the Capital Projects & Finance Manager. Mr. Davis stated that Phil was a great asset to the team and brought 30 years of knowledge with him. Prior to his employment with Blueprint, Mr. Maher worked for the State of Florida, Department of Education and Department of Management Services.

Jim Davis also introduced Mark Llewellyn of the Genesis Group, Jerry Oshesky and Bonnie Pfuntner of the LPA Group, and Blair Martin of Jacobs Engineering.

David Bright introduced Karla Weaver as the new intern for Blueprint 2000. Karla is a student at Florida State University pursuing her Masters in Urban and Regional Planning.

#### **Item #b: Blueprint General Legal Counsel RFP/Selection Status**

Jim Davis gave an update on the RFP for General Legal Counsel. He stated that three (3) firms submitted proposals. The firms were:

- Lewis, Longman, & Walker
- Williams, Wilson, & Sexton
- Greenburg Traurig

Mr. Davis further stated there was an evaluation committee comprised of two (2) County and two (2) City Attorneys and himself and that since the scoring was so close, they decided oral presentations were necessary. Oral presentations are scheduled for September 10, 2003.

#### **Item #c: Sensitive Lands Working Group**

David Bright gave an update regarding the make-up of the working group. He stated the group was designed to assist Blueprint 2000 in helping develop criteria for land acquisition and conservation easements, and help in prioritization of acquisitions. He also stated the group will help identify funding sources that might be appropriate for key parcels of land. Mr. Bright also stated the City Manager requested that two (2) representatives be added to represent the Sierra Club and 1000 Friends of Florida. He noted that a potential Sierra Club appointment had declined and that the committee structure needed to be discussed again with the IMC for direction.

A question was posed by Teresa Heiker regarding the longevity of the group. Mr. Bright explained that the mission is to only meet five or six times to develop the criteria to be used in developing priorities for acquisition. Once that is accomplished, the group should only meet on an as needed basis. Jim Davis stated that the criteria would also be used for future land purchases.

#### **Item #d: Relocation of the Blueprint 2000 Office**

Shelonda Gay announced that the Blueprint 2000 Office would be relocating. She stated that previously the office was scheduled to relocate to a building located on Capital Circle N.E. Ms. Gay further stated the new office building is located in the Koger Center, specifically in the Ellis Building. Shelonda also mentioned the office housed approximately eleven offices and an 800 square foot room that is capable of housing the TCC, CAC and perhaps the IA meetings.

#### **Item #e: RFP for Performance Audit - Update**

Phil Maher gave an update on the status of the RFP. He stated the proposal was issued on July 19, 2003. He further stated that five firms submitted proposals and of those, three firms were short-listed. The firms were:

- MGT of America
- KPMG
- Grayson Accounting & Consulting

MGT of America was recommended as the top firm, and the award is currently awaiting approval from the Intergovernmental Management Committee (IMC).

#### **Item #f: IA Sub-Committee Meeting**

Jim Davis gave an overview of the meeting. He stated the committee was formed to review the prioritization of segments of the Capital Circle. He also stated that the committee was expressly asked to address improvements to and priority of Springhill Road. The sub-committee met for

the first time on June 5, 2003. The members of the sub-committee are Commissioner Mustian, Commissioner Rackleff, Commissioner Proctor, and Mayor Marks. Commissioner Mustian was elected chair. The committee also agreed that the Vice Chairperson of the IA will serve as Chairperson of the sub-committee and will rotate on an annual basis. Mr. Davis also stated that there was no change to the prioritization for Springhill Road. It will be included within the PD&E Study for Capital Circle (Orange Avenue to Crawfordville Road) and it will currently remain in Tier 2, pending that study. To date, no other sub-committee meetings have been scheduled.

**Item #g: Land Bank Policy – Update**

Debra Schiro gave an update regarding the land bank policy that will be drafted for the Blueprint 2000 Program. Ms. Schiro stated CUTR would do the background research to assess land banking policies and programs statewide and perhaps beyond state boundaries. Debra stated a phone conference has been scheduled on August 27, 2003 to discuss the parameters of the research. She stated that CUTR provided a preliminary list of topics areas they proposed to review. She also asked Jim Davis and David Bright to assist her with inquiries that may define the scope of their research. Ms. Schiro further stated that once the research is started, a technical report would be submitted within 60 days. Once the report is received Herb Thiele, Jim Davis, David Bright and herself will develop a policy to present to the IA for approval and adoption. Ms. Schiro also gave a brief description of a typical Land Bank Policy. She explained that the Land Bank is designed to acquire land in advance for future projects and bank it to protect against inflation and development. Tony Park asked if the policy can be used by the City or County. Debra stated that the policy is being developed now for the IA and may need modification to be used by the City or County. She also stated the City currently has a Land Bank policy that is not elaborate and is very brief. Further discussion followed.

**Item #h: Blueprint 2000 Staff Retreat**

Jim Davis gave an overview of the staff retreat that took place at the Brokaw-McDougall House on July 31, 2003. Mr. Davis stated the purpose of the retreat was to get a macro level organizational look at what is expected of Blueprint 2000. Mr. Davis further stated the retreat was very productive and better than he imagined. He also stated that he was pleased to hear the CAC is extremely pleased with the GEC that was chosen and feels they truly understand the Blueprint philosophy.

Consent Items

**Item #1: June 2, 2003 Technical Coordinating Committee Meeting Minutes**

Michael Wright made a motion to approve the items under consent. Jim Davis seconded the motion and the committee approved the minutes unanimously without discussion.

Presentations/Action

**Item #2: Capital Circle NW/SW Scope of Services – 90 to Orange Avenue**

Dave Bright gave an update on the upcoming PD&E Study for Capital Circle Northwest. He stated that originally the study was proposed from US 90 to SR 20. However, the Federal Highway Administration indicated they would not help fund future phases of the project unless the PD&E study continues to Orange Avenue. He further stated that when initiated, the design will be done from US 90 to SR 20; that would be followed by the PD&E from Orange Avenue to Crawfordville Highway, and also reevaluate the segment from SR 20 to Orange Avenue, incorporating the potential realignment and issues related to FSU's University Park. Mr. Bright also stated the cost of the PD&E study is estimated at \$1.0 to \$1.5 million and will include public involvement on several levels. He went on to state that in order to inform the target audience, public involvement may extend to grocery stores, churches, and schools within the studied area. He stated that a subcommittee of the TCC had reviewed the draft scope and had made revisions to incorporate the Blueprint philosophy and design components in the study, and to assure that the proper level of MPO involvement and public notification was provided to fully meet FHWA requirements. Jim Davis stated he wanted to have an MPO representative involved in this project. Further discussion followed.

**Items From Members of the Committee**

Val Hubbard wanted to discuss the Sector Plan and how it would be affected by the CCNW Scope of Services. She stated that the study for the sector plan is not the same as the Scope of Services. She also mentioned that funding would not be available for them if they have to expand the study. She further mentioned that the monies might come from Blueprint 2000. David Bright stated that some of the issues reviewed in a Sector Plan would be addressed in the Concept Report being developed by the consultant to FDOT. John Buss raised a question about funding and question why such a large area was being studied versus a more defined width along the St. Augustine Branch.

David Bright announced the Capital Circle SE PD&E Public Information Meeting and a CCSE/Apalachee Parkway Meeting would take place on Thursday, August 28, 2003. The PD&E meeting will be held at Florida High School, and the second meeting will be at the Department of Agriculture auditorium. He further stated that the CCSE from Park Avenue to south of Apalachee Parkway would begin construction in the near future. He also announced that Blair Stone Road would open tomorrow (August 26) from Park Avenue to Mahan Drive.

Val Hubbard also announced that a consultant should be chosen by mid-September for the Capital Cascades Sector Plan.

Jim Davis discussed the Killlearn Lakes water quality issue put forth by Commissioner Tony Grippa. He stated he has asked the County to submit the required technical data, and describe the specific projects they want addressed.

John Buss mentioned that on the agenda for the August 27<sup>th</sup> City Commission meeting, two items will be discussed regarding the Federal Total Maximum Daily Load Program and the City's stormwater pollution reduction program. He discussed the gist of the program and how it affects Tallahassee from the statewide lawsuit. He further stated that several Tallahassee lakes and stormwater will have to be brought into compliance and will cost several million dollars.

There being no further business, Michael Wright made a motion, Bruce Barrett seconded and the meeting adjourned at 3:00 p.m.