

Blueprint 2000 CAC Meeting Minutes
Wednesday, August 27, 2003
Amtrak Station Conference Room
4:30 pm

The meeting was called to order at 4:40 PM by Kathy Archibald, Chairperson.

Committee Members present:

Kathy Archibald, Chairperson
Kathy Baughman
Anita Davis
Burt Davy
Terrence Hinson

Charles Pattison
Mike Sheridan
Bill Smith, Vice Chairperson
Jess Van Dyke

Staff:

David Bright
DeShaun Carter
Jim Davis
Shelonda Gay
Phil Maher

Guests/Presenters:

Paco de la Fuente
Melanie Knapp
Richard Menasco
Nancy Miller

Agenda Modifications

Shelonda Gay announced that the only modification is the Annual Report that was mailed in the agenda package earlier in the week, should be replaced by the Annual Report Kathy Archibald e-mailed to each member.

General and Administrative

Item #a: Introduction of Blueprint Capital Project and 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.

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: Commercial Banking Services RFP Status

Jim Davis stated that the RFP for Commercial Banking Services is in the works and will be issued in the near future. He also stated that last year Blueprint 2000 only had 24 transactions and may have 60-100 this year. Because of this, there may not be a big response to the RFP.

Item #d: Blueprint 2000 Office Relocation

Jim Davis announced that the Blueprint 2000 Office will be relocating. He stated that previously the office was scheduled to relocate to a building located on Capital Circle N.E. Mr. Davis further stated the new office building is located in the Koger Center, specifically in the Ellis Building. Jim also mentioned the office housed approximately eleven offices and an 800 sq. ft. room that is capable of holding the TCC, CAC and perhaps the IA meetings.

Item #e: 2004 Performance Audit RFP Update

Phil Maher gave an update on the status of the Performance Audit RFP. He stated the Request For 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 its award is currently awaiting approval from the Intergovernmental Management Committee (IMC).

Item #f: Blueprint 2000 Staff Retreat/Minutes

Kathy Archibald gave an overview of the Blueprint 2000 Staff Retreat that took place at the Brokaw-McDougall House on July 31, 2003. Ms. Archibald stated the purpose of the retreat was to get a macro level organizational look at what is expected of Blueprint 2000. Kathy further stated the retreat was very productive and better than she could have imagined. She also stated she is extremely pleased with the GEC that was chosen and feels they truly understand the Blueprint philosophy.

Consent Items

Item #1: Approval of April 10, 2003 Citizen's Advisory Committee Minutes*

Item #2: Intergovernmental Agency By-Law Changes*

Item #3: CAC Bylaw Changes*

Item #4: June 5, 2003 Citizen's Advisory Committee Meeting Minutes

The items noted with an * were voted on at the previous meeting, however there was not a quorum present.

Kathy Archibald asked for a motion to approve all Consent items. Michael Sheridan made a motion, Anita Davis seconded it, and the committee passed it unanimously.

Presentations/Discussion/Action

Item #5: 2003 Blueprint 2000 Performance Report

Kathy Archibald announced that the report was nearly complete. She stated that this report would be used to provide an evaluation of the Program and make an important statement from the CAC. She wanted to make sure the message from the report clearly stated that Blueprint 2000 was doing a good job. She also asked the committee for feedback and any additional ideas to be included in the report. The committee recommended the following additions and changes:

- Include a listing of the members of the CAC and TCC
- Using the report as a tool to inform the public
- Glossary of Acronyms
- Include the initial brochure for Blueprint 2000
- Include the website on the cover

There were also questions regarding the contents of the report and some of the information. The committee had questions about the leveraging of funds and the agreement with the Northwest Florida Water Management District (NFWFMD). After brief discussion, all questions were answered by Kathy and Jim. Michael Sheridan made a motion to approve the report with changes, Charles Pattison seconded, and the committee passed it unanimously.

Item #6: CAC Member Appointments

Shelonda Gay announced that Dr. John Hutchinson, who was nominated by the Tallahassee Senior Citizens Advisory Council and Mr. Albert Trull who was nominated by the Council of Neighborhood Associations and appointed by the Blueprint 2000

Intergovernmental Agency in September 2001 to the Citizens Advisory Committee (CAC), have resigned their membership on the CAC. She stated that she received the following nominations for their replacement and the CAC needed to make a recommendation for appointment to the IA. The nominees were:

1. Representative from the Council of Neighborhood Associations (CONA)
 - Mr. Gregg Patterson
2. Representative from the elderly community
 - Mr. Scott French– AARP
 - Mr. Jerome (Jerry) Conger – Tallahassee Senior Citizens Advisory Council
 - None Provided – Area Agency on Aging

After discussion the committee decided to recommend Gregg Patterson for the CONA appointment and Jerome Conger for elderly community appointment.

Michael Sheridan made the motion, Burt Davy seconded it, and the committee passed it unanimously.

Item #7: Capital Circle NW/SW EPD&E Scope of Services (US 90 to Orange Ave.)

Dave Bright gave an update on the PD&E Study for Capital Circle. He stated that originally the study limits were to be 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 phase would extend from US 90 to SR 20, that would be followed by the PD&E Study from Orange Avenue to Crawfordville Road, and also reevaluate the segment from SR 20 to Orange Ave. Mr. Bright also reviewed the Blueprint philosophy issues discussed by the subcommittee that reviewed the draft scope, and 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 public involvement might extend to grocery stores, churches, and schools within the studied area. Jim Davis and Dave Bright explained the components of the expanded scope and expressed that Blueprint 2000 is pleased. Further discussion followed concerning whether it was reasonable to shorten the length of the Study and what this would cost.

Kathy Archibald made a motion, seconded by Michael Sheridan, indicating a cost increase of \$150-\$200,000 was reasonable. The motion passed unanimously by the committee.

Item #8: BP2K IA Subcommittee Meeting (Springhill Road Issues)/Minutes

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.

Michael Sheridan posed a question regarding the "power" of the Commissioners and their authority to prolong or readdress the issues of Springhill Road. Jim explained that the Commission does have that authority, however it is the hope of the IA subcommittee to eliminate that through the make-up of the sub-committee. Further discussion followed.

Item #9: Capital Circle SE Public Information Meeting: August 28, 2003; 5:30-7:30; New Florida High

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.

Item #10: Sensitive Lands Working Group (Additional Members and First Meeting)

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. He further stated the group is hoping to have its first meeting by mid-September.

V. Items From Members of the Committee

There were none.

VI. Citizens to be Heard

Mr. Richard Menasco, a property owner in Railroad Square, addressed the committee regarding the committee. He stated he was very impressed with the make up of the group and wanted information on their meeting schedule. He also asked when Blueprint 2000 was moving from its current location.

Charles Pattison asked a question regarding the County Commission and the super majority vote for the IA. Jim quoted the amendment in the IA bylaws that directly stated what the super majority vote is and how it is associated to each Commissioned body. Jim also gave a definition of "Significant Changes" which is as follows:

(1) Significant changes to Blueprint 2000 projects 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, or cost beyond 25%, or \$1,000,000, whichever is less, of original cost projections.

Such a vote will not be taken until the Intergovernmental Agency holds at least two (2) public hearings.

Mr. Pattison asked to that this definition be included in the CAC Annual Report. Further discussion followed.

Michael Sheridan asked Shelonda Gay to send the committee a reminder notice of the next meetings for the next several months in 2003. Ms. Gay explained that the 2004 calendar dates have not been set as of yet.

VII. Adjournment

There was no further business and the meeting was adjourned at 7:00 pm.