



INTERGOVERNMENTAL AGENCY MEETING

June 14, 2004
3:00 PM to 5:00 PM
City Commission Chambers

Chairman: Mark Mustian

Agenda

I. AGENDA MODIFICATIONS

II. INFORMATION ITEMS

- | | | |
|----|--|-------------|
| 1. | FCT Grant Applications | Dave Bright |
| 2. | Capital Circle Southeast-Design/Build Update | Jim Davis |

III. CONSENT

- | | | |
|----|------------------------------------|--------------------------|
| 3. | IA Meeting Minutes: April 26, 2004 | Commissioner Mustian |
| 4. | Cascade Sector Plan Funding | Dave Bright/Wayne Tedder |

IV. PRESENTATIONS/DISCUSSION

- | | | |
|----|------------------------------|----------------------|
| 5. | Election of Vice Chairperson | Commissioner Mustian |
| 6. | FY 2005 Operating Budget | Phil Maher |
| 7. | Items Tasked to the IMC: | Jim Davis |
| | a: Contract for the Director | |
| | b: Appraisers | |
| | c: Commercial Bank Account | |
| | d: Investment Policy | |

V. 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.**

VI. ITEMS FROM MEMBERS OF THE COMMITTEE

VII. ADJOURNMENT



Agenda Item

SUBJECT/TITLE: Florida Communities Trust Grant Applications	
Date: June 14, 2004	Requested By: Staff
Contact Person: Dave Bright	Type of Item: Informational

STATEMENT OF ISSUE: This item is to inform the Board of three Florida Communities Trust (FCT) grant applications which have been submitted for Blueprint projects.

One application, submitted by the City, is for acquisition of Timberlane Ravine Phase II (Blueprint Map 5B), and two project applications prepared by Blueprint 2000 and submitted for Leon County are in the headwaters of the St. Marks River: Copeland Sink and Patty Sink. (Blueprint Map 7).

SUPPLEMENTAL INFORMATION:

- Blueprint 2000 Report Map 5B identifies the acquisition of environmentally sensitive lands in the Lake Jackson basin east of Meridian Road for greenway connections, habitat preservation, and protection of Lake Jackson.
- Blueprint 2000 Report Map 7 identifies floodplain preservation in the headwaters of the St. Marks River, including the Miccosukee Sinks Protection Zone, with the intent of protecting the groundwater supply.
- The Intergovernmental Agency appointed the Sensitive Lands Working Group (SLWG) and charged the Group with identification and prioritization of properties to be preserved in the headwaters of the St. Marks River. The Group has completed their review and has recommended a list of Priority 1 and Priority 2 properties to be targeted.
- The SLWG identified Karst features as a top criterion in selecting properties for preservation and or acquisition. The FCT grant requests are for two key sinkhole parcels identified as Priority 1 by the Working Group:
 - Copeland Sink: 168 Acres
 - Patty Sink: 115 Acres
- The Timberlane Ravine Phase II application is for 126 Acres north of I-10, and complements the Phase I lands south of I-10 which were acquired in 2001.
- Total Blueprint match, if awarded, is \$2,110,100.

RECOMMENDED ACTION:

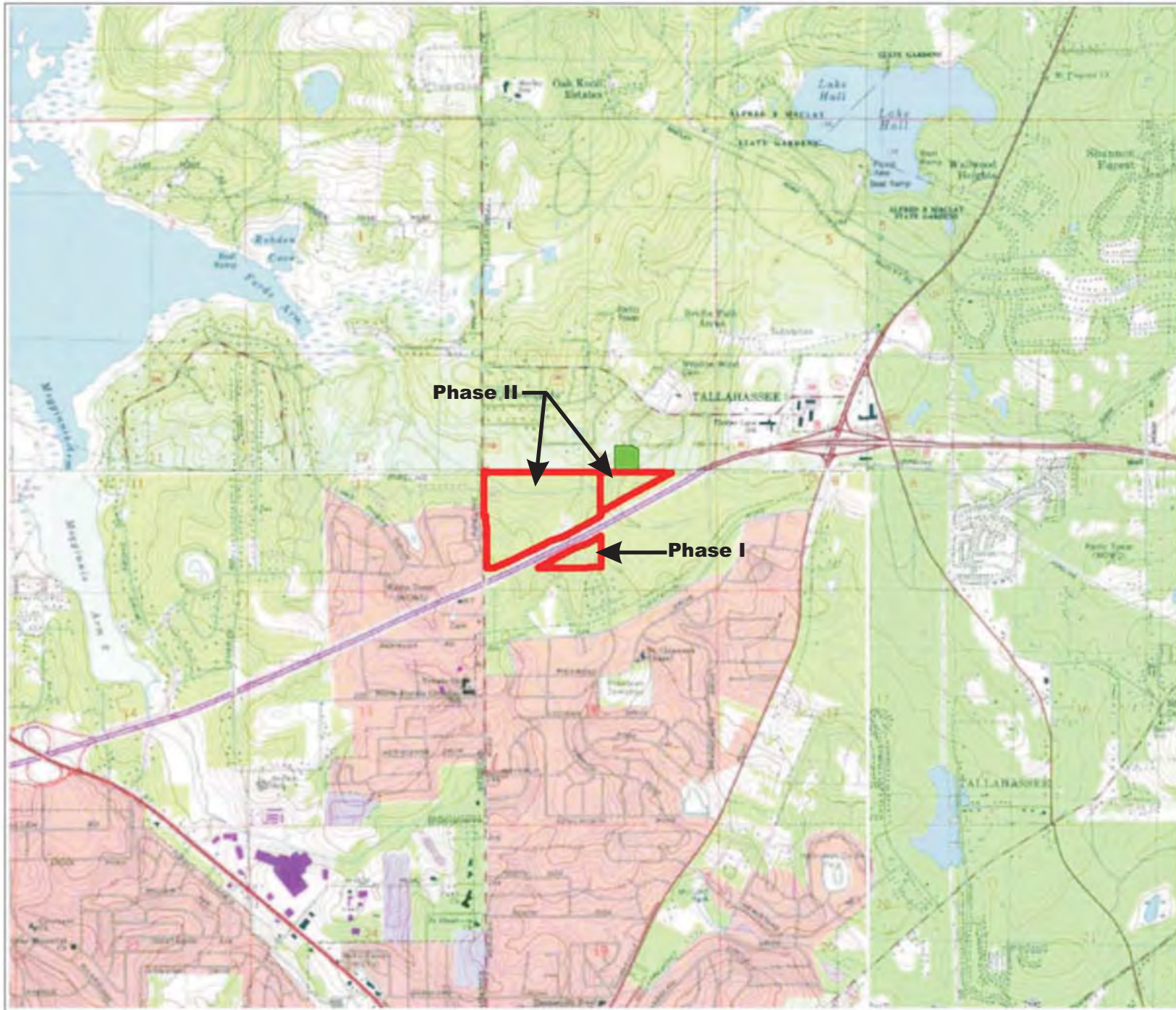
Action by CAC: Presented as informational item.

Blueprint 2000 Intergovernmental Agency Agenda Item
Item Title: Florida Communities Trust Grant Applications
Meeting Date: June 14, 2004
Page 2

ATTACHMENT(S):

Location maps for Timberlane Ravine Phase II, Copeland Sink, and Patty Sink

Timberlane Ravine Phase I & Phase II

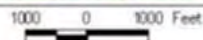


Legend

-  Project Boundary
-  Easement

NOTE: This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom. Any parcel data displayed is considered to be in draft form and the Property Appraiser assumes no responsibility for this layer.

Tallahassee - Leon County Planning Department
May 2003







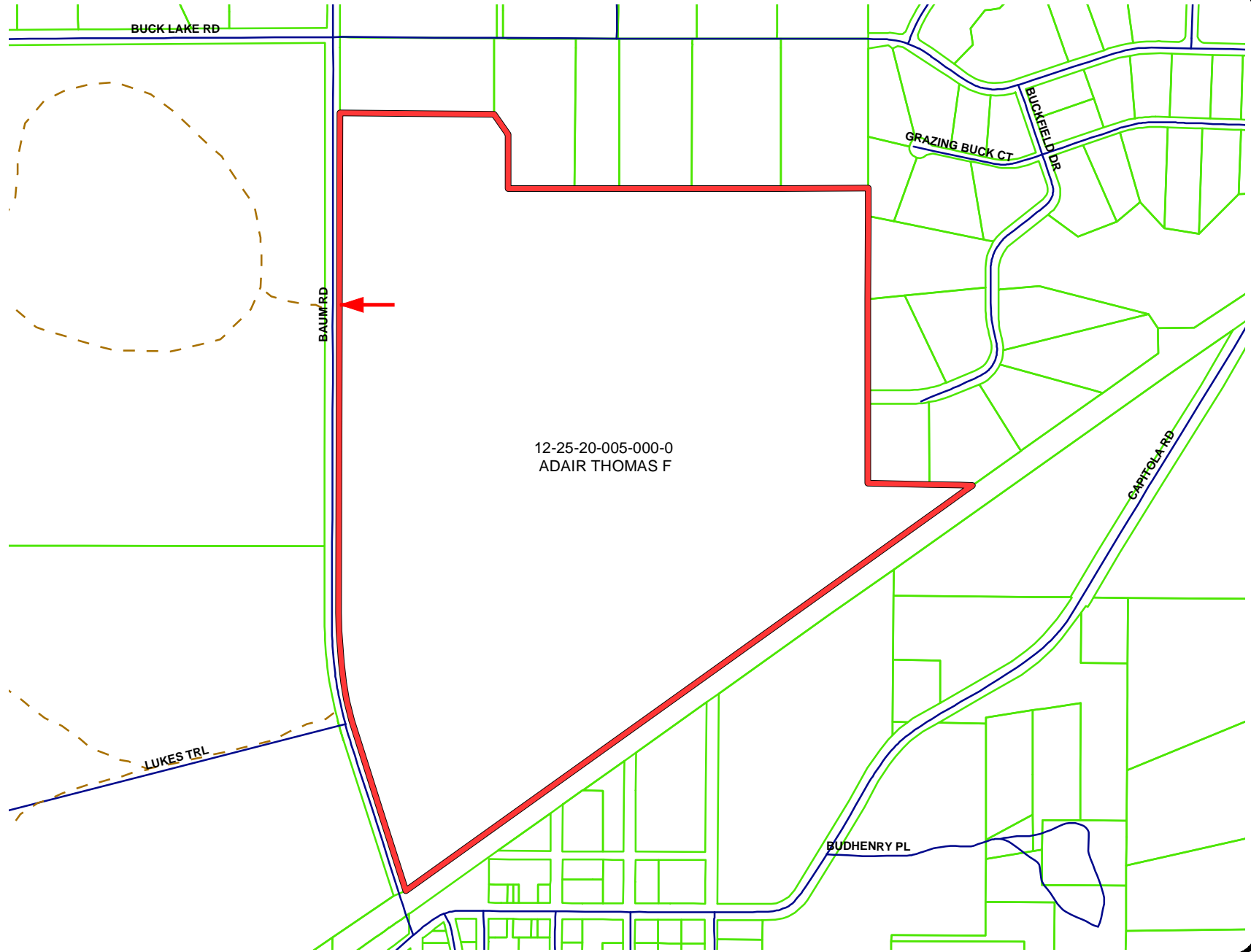


0 290 580 870
Feet

1 inch equals 688.18 feet

Legend

-  Parcels
-  Streets
-  Trails
-  subject



DISCLAIMER
This map was created using data obtained from the Tallahassee/Leon County Enterprise Database. This document was prepared for the presentation of the information shown and is not intended to replace site-specific or use-specific investigations. Tallahassee/Leon County does not guarantee this document to be free from errors or inaccuracies and disclaims any responsibility or liability for inappropriate change of scale or interpretations or decisions based thereon.



COPELAND SINK Exhibit D Tax Map

Prepared For: Blueprint 2000

Scale = 1: 8,258

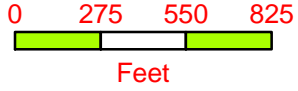
Drawn By: weismans

Sheet No:

Checked by:





Job No:

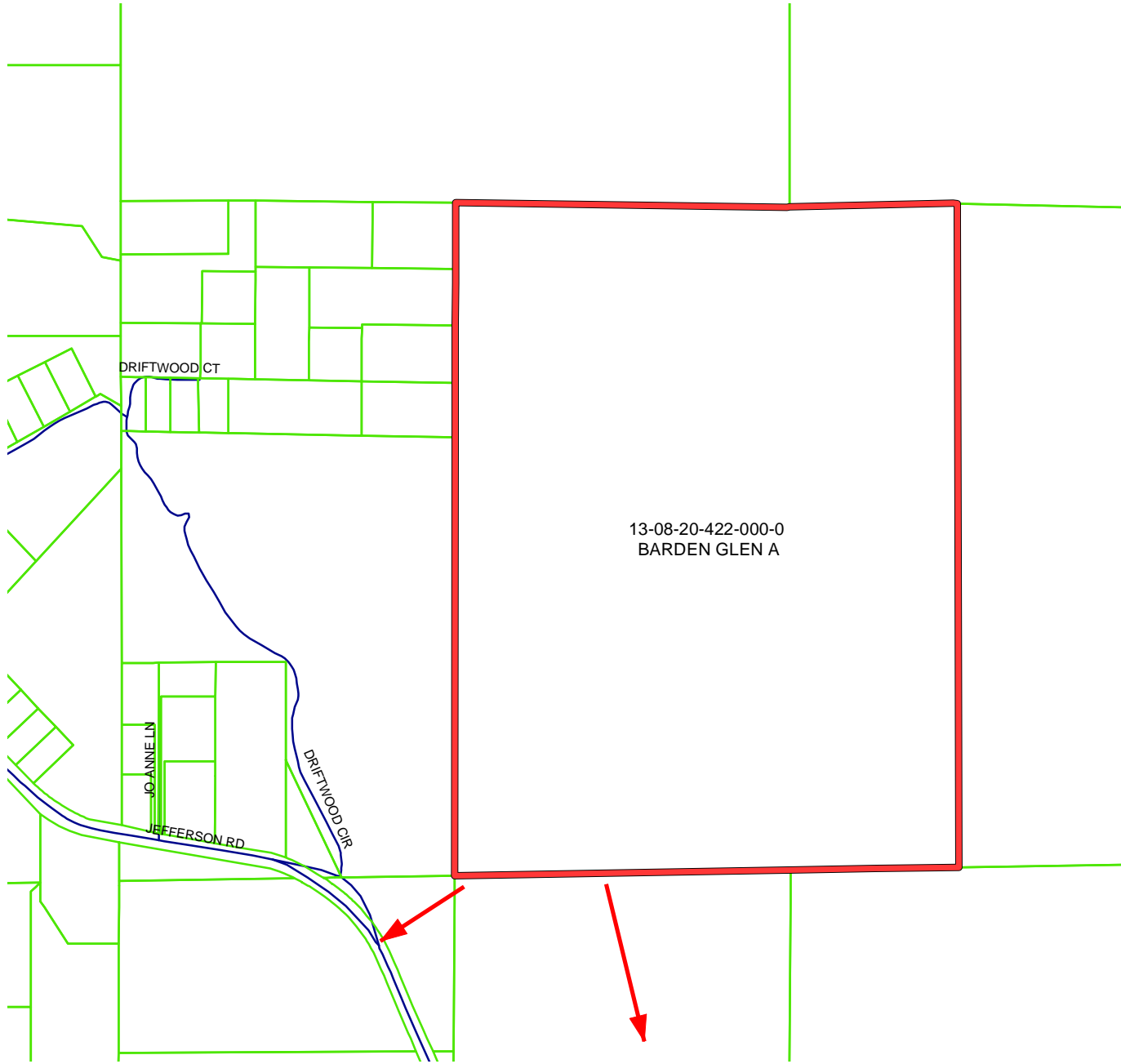
Date Drawn: 04/30/2004



1 inch equals 617.66 feet

Legend

-  Roads
-  Parcels
-  subject
-  Access



13-08-20-422-000-0
BARDEN GLEN A

DRIFTWOOD CT

JOANNE LN

JEFFERSON RD

DRIFTWOOD CIR

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PATTY SINK Exhibit D Tax Map

Prepared For: **Blueprint 2000**

Scale = 1: 5,932

Drawn By: weismans

Sheet No:

Checked by:

Job No:

Date Drawn: 04/30/2004

BLUEPRINT

INTERGOVERNMENTAL AGENCY 2000

Agenda Item

SUBJECT/TITLE: Capital Circle Southeast Design/Build Update	
Date: June 14, 2004	Requested By: Blueprint staff
Contact Person: Jim Davis	Type of Item: Informational

STATEMENT OF ISSUE:

This issue is to update the Board on the status of consultant selection for the Capital Circle Southeast Design/Build process and shortlisted consultants.

SUPPLEMENTAL INFORMATION:

- The Request for Qualifications (RFQ) for the Capital Circle Southeast Design/Build project was advertised on April 6, 2004, and responses were received from five Design/Build teams on April 26.
- Responses were received from:
 - Mitchell Brothers (Contractor)/ Palmer Engineering (Design)/ Volkert (CEI)
 - Coxwell Contracting (Contractor)/ Lochner (Design)/ Peavy (Paving)/Greenhorne and O'Mara (CEI)
 - Lane Construction (Contractor)/ URS (Design)/ Genesis (CEI)
 - M, Inc. and C.W. Roberts (Contractor)/ PBS&J (Design)/ Parsons Brinckerhoff (CEI)
 - Anderson Columbia (Contractor)/ American (Design)/ Metric (CEI)
- The Technical Review Committee and the Selection Committee met the week of May 3 to review and rank the proposals. The top three ranked firms were as listed below, and have been requested to submit full proposals.
- Top 3 shortlisted firms (in order of points)
 1. M, Inc. and C.W. Roberts (Contractor)/ PBS&J (Design)/ Parsons Brinckerhoff (CEI)
 2. Coxwell Contracting (Contractor)/ Lochner (Design)/ Peavy (Paving)/Greenhorne and O'Mara (CEI)
 3. Lane Construction (Contractor)/ URS (Design)/ Genesis (CEI)
- A Pre-proposal Conference is scheduled for Tuesday, June 15, to review the Scope of Services and Proposal submittal requirements with the three shortlisted firms. Full technical proposals are due on August 2.

RECOMMENDED ACTION:

None required.

ATTACHMENT(S)

None

**TALLAHASSEE-LEON COUNTY
BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY**

**Meeting Minutes
April 26, 2004, 3:00 PM
County Commission Chambers**

MEMBERS PRESENT

County

Commissioner Tony Grippa
Commissioner Rudy Maloy
Commissioner Bill Proctor
Commissioner Bob Rackleff, Chair
Commissioner Jane Sauls
Commissioner Cliff Thaell
Commissioner Dan Winchester

City

Commissioner Andrew Gillum
Commissioner Allan Katz
Commissioner Debbie Lightsey
Mayor John Marks
Commissioner Mark Mustian, Vice-Chair

CITY/ COUNTY STAFF

DeLane Adams, County Commission Staff
Parwez Alam, County Administrator
David Bright, Blueprint 2000
Marlon Brown, City Manager's Office
Craig Diamond, Planning Department
Jim Davis, Director, Blueprint 2000
Jim English, City Attorney
Anita Favors, City Manager
Shelonda Gay, Blueprint 2000
Dinah Hart, Mayor's Office
Theresa Heiker, County Public Works
Bob Inzer, County Clerk of Courts

Jennie Khoen, Leon County
Jack Kostrzewa, Metropolitan Planning Organization
Vince Long, Assist. County Administrator
Phil Maher, Blueprint 2000
Sandra C. O'Neal, County Clerk of Courts
Tony Park, Leon County Public Works
Dan Rigo, County Attorney's Office
Debra Schiro, City Attorney's Office
Wayne Tedder, Planning Department
Alan Williams, City Commission Office
Michael Wright, City Manager's Office

OTHERS PRESENT

Frederick L. Bateman, Jr., Bateman Harden
Kathie Beck, Katherine Beck Consulting*
Jeff Burlew, Tallahassee Democrat
Reggie Bouthillier, Greenberg Traurig*
Paco de la Fuente
Jack Diestelhorst, Capital Cascade Council
Donald Downey, Bateman Harden
Chuck Duggar, The LPA Group*
Billy Hattaway, BDI
Terrence Hinson, Citizen's Advisory Committee

Paul Lannom, OLH International*
Bill Little, Jacobs*
Chris Merritt, PBS&J
Jerry Oshesky, The LPA Group*
Daniel Parker, County Commission Candidate
Bonnie Pfuntner, The LPA Group*
R. J. Probst, LPA Group*
Gina Tullo, Moore Bass Consulting*
Sheeba West, Moore Bass Consulting*
Ray Youmans, LPA Group*

* indicates Blueprint 2000 Consultant

CALL TO ORDER

Chairman Bob Rackleff called the meeting to order at 3:10 pm.

I. AGENDA MODIFICATIONS

Jim Davis stated there were no agenda modifications.

II. INFORMATIONAL ITEMS

1. Right of Way (ROW) Acquisition

Debra Schiro and Dan Rigo provided the Board with a presentation regarding the process that would be followed to acquire right of way (ROW). Ms. Schiro stated that the Florida Statutes provide the property owner maximum protection often to the detriment of infrastructure projects. She stated that Florida Law protects the rights of property owners by putting them on equal footing with the government by requiring the government to compensate them for all reasonable fees and costs. Ms. Schiro further stated that ROW was acquired typically in two ways (1) purchase or (2) condemnation. She stated that one method used by DOT was to include an attractive incentive offer in the initial written offer sent to property owners. This incentive was offered to the property owner in an attempt to encourage settlement prior to the initiation of eminent domain litigation. Another method was to use the pre-suit procedures adopted by the legislature in 2000. These procedures encourage settlement prior to the filing of a suit by utilizing aggressive negotiation strategies, such as formal mediation. And the newest acquisition method was to create a land bank to hold the property until it was needed for a project.

Commissioner Lightsey stated that the City currently has a policy to offer 15% above appraised value to try to avoid condemnation. She asked if the Blueprint 2000 Land Banking Policy would be similar to this policy. Mr. Davis stated that it would. Commissioner Lightsey asked if the Board needed to move forward with the corridor management policies through the Comprehensive Plan, and for all transportation corridors, and she asked for an update. Mr. Wayne Tedder stated that the Comprehensive Plan amendments would be going before the City and County Commissions on May 11, 2004, for transmittal to DCA. Commissioner Mustian agreed that corridor management should be applied to non-Blueprint roads.

Commissioner Grippa asked whom Blueprint would be using for appraisals. Mr. Davis replied that there would be a ROW appraisal team with Weigel-Veasey and one additional firm for ROW and condemnation actions. He further stated that there would be other firms used for the appraisal of properties by willing sellers, etc. He stated that this was based upon the advice of counsel with the idea being that the first appraisal would set the tone for the remaining negotiations. He stated that Weigel-Veasey was considered to be one of the best. Mr. Davis stated that the ROW acquisition for CCNW was funded for \$24.5M and as of 30 days ago the estimate was over \$31.M. Mr. Davis stated that there was one parcel in particular that could add an additional \$5M to the cost.

Commissioner Grippa asked where the Weigel-Veasey offices were based. Mr. Oshesky replied that they were from Orlando but they have an office in Jacksonville. Commissioner Grippa

replied that the County had done many appraisals and they had used Mr. Disken, Ketcham Appraisal Group, and also Boutin and he asked why Blueprint was not using a local appraisal company. He said if there was an opportunity to use someone local since they know the environment, the market, etc. He asked if it could be changed or supplemented since it was RFP'd out or was it left for the general consultant to choose the appraisers.

Mr. Davis replied that it could be changed, Weigel-Veasey was part of the team, but they would not be used for everything. One additional appraiser would be chosen for condemnation and possibly two other local appraisers to do other work for Blueprint. Mr. Davis stated that legal counsel stressed the importance in having the best people for the appraisals and who were good in the witness stand in order for the success of the program and to limit cost. Blueprint did not want to go out wholesale with an RFP and select firms that came back with the lowest offer. Mr. Davis stated that this process was very deliberate. Commissioner Grippa stated that the Blueprint projects were more unique than FDOT since all the projects were located in Leon County and that local firms were left out. He further asked when local businesses would benefit from the sales tax. He stated that local appraisers have an advantage since they knew the market, they know when something might spike and they do daily business in Tallahassee.

Commissioner Rackleff stated that he agreed and the challenge for any appraiser would be knowing the body of law and appraisal practice that was specific to road widening. He stated that once negotiations were starting for very expensive pieces of property, they needed to have the best. He said that he did not hear anyone say that the firms mentioned could not participate; it was just that the lead was being taken by Weigel-Veasey. He said if the Board wanted to change that decision they could but he would not recommend it.

Mr. Grippa stated that he was not saying throw anyone out, he just wanted to point out that the Board did not make the decision to hire this appraisal company. This company was not local and they were selected by the general consulting firm rather than the Board. Mr. Davis stated that Blueprint was compiling a real estate team, which would include additional appraisers. He stated that the team would consist of two appraisal firms that would handle condemnation issues. There would be another team that would provide appraisal for willing sellers, a team that would handle the acquisition of greenways, a team that will be relocation specialists, and a demolition team. Many of these firms would be local.

Commissioner Grippa asked how much Mr. Davis anticipated paying the firm and what was the budget. Mr. Davis said that he could not say exactly, it would depend on each job. Commissioner Grippa asked if there were budget parameters. Mr. Davis stated that the appraisals were done by the parcel and until they looked at each parcel the cost would be unknown. He further stated that they were not sure how many parcels there would be.

Commissioner Lightsey stated she did not believe progress could be made at this meeting and that if the Board required a full discussion on the item then it should come back with more information. She stated that if the Board wanted to do anything other than what was contemplated in the item, then they should take a vote to agenda it to have full information.

Commissioner Grippa moved that the item be agended for another meeting and Mr. Davis provide background information to include a potential appraiser budget.

Commissioner Proctor asked if there was a local preference policy being followed. Mr. Davis replied that there was a policy for contracts that were awarded but with the GEC team, they came with a team of experts and Weigel-Veasey was on the team. The local preference was applied to the GEC but they would not apply to every sub-consultant.

Commissioner Proctor then stated that when something was as wide spread as appraising property he could not see any reason that Blueprint would overlook local appraisers.

Commissioner Lightsey asked if the decision to agenda this item would cause the projects to lose ground or delay actions in the interim. She stated that the Board had already approved this item and that any work that needed to be done before the next meeting should not be held up.

Commissioner Grippa amended his motion that nothing should be held up by bringing this item back to the Board for further review. Commissioner Lightsey stated that she wanted to be sure that this action did not override any previous actions; it should refine the actions that the Board previously took. The motion was seconded. The motion carried unanimously.

III. CONSENT ITEMS

2. Minutes of February 16, 2004, Intergovernmental Agency Meeting

3. Bylaws Update

RECOMMENDED ACTION:

Option 1: Approve the By-Laws included as Attachment 1.

4. City and County Water Quality Program Appropriation Amendment and Allocation Methodology

RECOMMENDED ACTION:

Option 1: Allocate the Water Quality funds based on the percentage of the Water Quality funds to the total estimated sales tax receipt with the following conditions:

- A. This amount would be adjusted each year for changes in the sales tax projections.
- B. These funds will be transferred to the City and County on a monthly basis not to exceed \$25 million including consultant and interest costs.
- C. Interest would be charged on funds that are requested early. The interest rate to be applied will be recommended by the Finance Committee and approved by the Intergovernmental Management Committee.

It also recommends approval of an amendment of \$4,123,134 to the current appropriation of \$2 million for City and County water quality projects.

Chairman Rackleff asked if there was motion to move Consent. **Commissioner Lightsey**

moved approval of all consent items. Commissioner Sauls seconded the motion.

Commissioner Grippa stated that because the bylaw agenda item was not provided in a red lined version and he was unable to reference the previous version. He asked that in the future when a policy is being modified that it be provided to the Board in red lined format.

Commissioner Proctor stated that regarding Item #4, City and County Water Quality Program Appropriation Amendment and Allocation Methodology, that the residents of Frenchtown did not want a stormwater facility in the community and that he would like to request that the funds be used on another project. He stated that the citizens did not want the \$10 million dollars even though the majority of his district supported Blueprint for approval, however one of the elements was the \$10 million stormwater facility in Frenchtown that the citizens did not want.

Commissioner Proctor moved that the funds be moved from the Frenchtown Area to Lake Munson or any other place. Commissioner Grippa seconded the motion for discussion. Mr. Davis stated that this was a policy decision that was not addressed in the agenda item. He further stated that when the water quality money was established, \$10 million was set aside by the City of their \$25 million for specific projects. The County set aside \$5 million of their \$25 million for specific projects. He stated that if the Board elected to change this decision that it would be a policy decision. He further stated that the agenda item addressed how the money would be disbursed. At what rate does the City and the County accumulate the water quality money.

Commissioner Lightsey stated that it was procedurally incorrect to address this motion. She stated that the study was underway and that Mayor Marks was the liaison for the project and that one government did not get to reallocate another's money without discussion and staffing. Commissioner Rackleff called for the vote on Commissioner Proctor's amendment to the motion to approve the consent items. Commissioner Proctor stated that the majority of people in Frenchtown did not want that project and that the money would be better spent elsewhere. Commissioner Grippa withdrew his second to the motion. He stated that he would like Commissioner Proctor to discuss that issue with Mayor Marks and that he did not want to assert the county's authority over the city. Mayor Marks stated that he had knowledge to the contrary on this issue but that he was more than willing to discuss it with Commissioner Proctor.

The motion to approve the Consent items carried unanimously.

IV. PRESENTATIONS/ACTIONS/DISCUSSIONS

5. Change 1 to the Interlocal Agreement (Planning Department and MPO Reorganization)

Mr. Davis stated that the current Interlocal Agreement, dated February 1, 2003, tasks the Planning Department to be the liaison with the MPO. With the recent separation of those two organizations, this task to the Planning Department was no longer viable.

Commissioner Grippa moved approval of the change to the Interlocal Agreement. The motion was seconded. The motion carried unanimously.

The Board adjourned as the Intergovernmental Agency and convened as the County Commission.

Chairman Sauls called for the motion by the County Commission to approve the change to the Interlocal Agreement. Commissioner Grippa moved approval of the change to the Interlocal Agreement. The motion was seconded. The motion carried unanimously.

The Board of County Commissioners adjourned.

The Board convened as the City Commission.

Mayor Marks called for the motion by the City Commission to approve the change to the Interlocal Agreement. Commissioner Lightsey moved approval of the change to the Interlocal Agreement. Commissioner Gillum seconded the motion. The motion carried unanimously.

The City Commission adjourned. The Board reconvened as the Intergovernmental Agency.

6. CAC Performance Report Recommendations

Mayor Marks moved approval of the recommendations as presented. Commissioner Grippa stated that he understood that the CAC did not recommend an employment contract for Mr. Davis.

Commissioner Lightsey stated that the recommendation stated that with the incumbent City Manager and County Administrator that the employment contract for the Director was not a critical issue however that should either of these individuals depart and be replaced, then this issue could be addressed again at that time. She also stated that the recommendation of the Performance Audit was to expand the membership on the CAC to up to 20 members. She stated that the CAC recommended that it be expanded to only 13 voting members. Mr. Davis stated that this was correct.

Commissioner Thaelle stated that the CAC recommended that the number of Intergovernmental Agency meetings be reduced to once every four months to consider matters of policy and critical issues as specified in the Interlocal Agreement. Mr. Davis confirmed that this was the recommendation. Commissioner Thaelle stated that he assumed that additional meetings could be scheduled as needed. Mr. Davis stated that the Chairman could call additional meetings. Mr. Thaelle asked if the IA had addressed delegating authority for issuing contracts and if there was a policy. Mr. Davis stated that the delegation policy and real estate policy would be developed.

There was further discussion of each recommendation.

Recommendation # 1. Report Recommendation: Create a management contract for the position of Staff Director.

CAC Recommendation: A contract for the Director offers advantages as articulated in the report. The CAC supports this recommendation however we also realize that a contract with the Director would establish a precedent that may be undesirable. Further we believe that with the

incumbent City Manager and County Administrator that this is not a critical issue however we are concerned that should either of these individuals depart and be replaced, then there is the potential for the Director and the Program to be adversely affected.

Implementing Action # 1: None

Commissioner Katz stated that he understood the need for the position of staff director to have a contract. Blueprint was a major project that was being overseen by both governments and he was not clear why there should not be a contract. He said that the comment of the reason why not, was that Mr. Davis had confidence in the city manager and county administrator, this was true, but if they were no longer in their position, then that could alter the decision. He felt either there should be a contract for Mr. Davis's position that outlines what was expected or the group should decide that he would not be held accountable. The city manager and county administrator would be held accountable for his behavior, yet he was to be held accountable for other things. He stated that there should be a delineation specifically on what he was expected to do.

Commissioner Grippa wanted clarification on if they were discussing severance pay and things like that. Commissioner Katz said his concern was that the expectations should be clearly stated. Commissioner Grippa commented that was in the job description. Commissioner Katz stated that a job description was generic and was not very specific in nature, where a contract would be specific.

Mr. Davis said that it was recommended by MGT that he have a management contract in order for him to have more independence, etc. In his conversations with the Management Committee, Anita Favors and Parwez Alam, he stated that he was very comfortable not having one. He stated that with these two administrators, he felt that they provided the guidance and support that he needs, however should either of them leave, the question could resurface at that time. Mr. Davis stated that Item #1's implementing instructions reflected his personal preference after discussions with the Management Committee. Commissioner Katz replied that he felt these decisions should be institutional in nature, not individually motivated. He felt that either there should or should not be a contract, regardless of who was the city manager or county administrator.

**Commissioner Katz made a substitute motion to have a management contract.
Commissioner Thael seconded the motion.**

Commissioner Grippa further discussed the employment contract versus a job description. He stated that if Mr. Davis were provided an employment contract then other staff would also like to have that luxury. He stated that he would not support a contract that included things like six month severance, car allowance, can only be fired for a felony, etc. He further stated that Mr. Davis serves at the will of the county administrator and city manager. He further understands that the city has a charter that specifically prohibits city commissioners from interfering in employment issues. Commissioner Grippa stated that he trusted Mr. Alam and Ms. Favors to manage Mr. Davis, who works directly for them. He pointed out that Mr. Davis did not want the contract and if the council made a decision, it would be going against whatever Mr. Alam, Ms. Favors, and Mr. Davis had discussed on the issue.

Commissioner Thael stated that he agreed that the position and the role of the staff director of that agency was an institutional matter and it was larger than an individual person. He pointed out that the Intergovernmental Agency was a separate agency and that the position was not akin to a public works director, etc. He stated that both the City of Tallahassee and Leon County Board of County Commissioners created the position, however it was outside of both governments. He stated that he disagreed and that the contract was like a job description and he believed that when they met twice a year, they would have less interaction as a policy making body with the director or the staff.

Terence Hinson spoke briefly on why the Citizen's Advisory Committee made that recommendation. He stated there were quality people in place and they did not want to set precedence since no other employees had contracts. He further stated that Mr. Davis felt comfortable working under Ms. Favors and Mr. Alam and therefore they agreed not to recommend a contract.

Mayor Marks agreed that they should do one method or the other and he agreed with Commissioner Grippa that they should keep it as it was since Mr. Davis had faith in the two administrators. He did not think that the issue should be brought up again, if either of the two administrators left, if there was a policy then that policy should be adhered to regardless of who the parties were.

Ms. Favors stated that she wanted to clarify that she and Mr. Alam had spoken with Mr. Davis on the issue and were comfortable with the current arrangement. She also wanted to point out that neither she nor Mr. Alam added the caveat that should either of them leave that the contract would come forward. It was added by Mr. Davis and the Citizen's Advisory Committee.

Commissioner Katz said that if there was a contract negotiated, it should be between Ms. Favors, Mr. Alam, and Mr. Davis and then it should be presented to the IA. He stated that the issue was that there was an enormous amount of money being overseen over a long period of time and it was irresponsible not to have the person charged with the responsibility to have a clearly delineated contract on his role and responsibility. Mr. Davis would report to the City Manager and the County Administrator and they should have the luxury of having such a contract and even though they may not feel they wanted one today. The decision should not be based on who was sitting on the Intergovernmental Agency Board, in the City Manager's seat, in the County Administrator's seat, or the Blueprint Director's seat. Over the next 15 years, \$700M dollars of the citizens money was being collected and he believed a contract should be in place for the person in charge of overseeing the projects.

Commissioner Grippa stated that the Citizen's Advisory Committee recommended no contract and Mr. Davis was comfortable without a contract. Mr. Davis concurred. Commissioner Grippa asked that the Board vote against the substitute motion. He stated that the bylaws said that Ms. Favors and Mr. Alam would hire and fire the person in this position. He asked how would they get out of the contract and would the Board have to amend the bylaws to reflect the contract.

Commissioner Gillum stated that nothing had been discussed as to the details of the contract and anything in that direction would be an assumption. He stated that what he did take issue with was the discussion of a management contract under the parameters that personalities would

change, and the policy should not be based on personalities. He said also that the original Citizen's Advisory Committee supported having the contract. He wanted to know what kind of parameters could be expected to come from a management contract.

Mr. Hinson stated that in their discussions that if the Director felt comfortable not having a contract then they supported his decision. He stated that the tax extension only lasted for 15 years; therefore, that was considered a temporary position.

Commissioner Lightsey stated that that was a significant procedural issue and having a management contract would take away any uncertainty and that this was the most appropriate action. She said MGT made the recommendation based on the fact that they conduct audits all over the country. She further stated that it should not be left to the director to place it back on the agenda if his boss were to change because that would place him in a difficult position.

Commissioner Rackleff called the question on the **substitute motion to have a contract. The motion carried 7-5 (38-32, weighted vote)**

Commissioner Grippa moved that the contract should not come back to the Intergovernmental Agency; they should trust Anita and PA to negotiate and handle it. Ms. Favors stated that she opposed having a contract, there were many adverse issues that could arise, and she would like to bring the issue back before the Board when it could be staffed better and the Board could be provided more information. She stated that she felt it set dangerous precedence for other staff in the city and county even though the position was a little different. She further stated that she would like the opportunity to spend more time talking about it. Ms. Favors stated that if the Board felt that it needed to move forward with the action that they should move to remove the part that deals with one of the managers leaving because she did not agree with that part of the recommendation. She stated that establishing a contract for an employee would have other repercussions with both organizations. Commissioner Rackleff asked Ms. Favors if she disagreed with the motion that was made and she said yes, she did not support it.

Commissioner Katz said that he still felt a contract was appropriate but he believed that it should be negotiated with the management team, Ms. Favors and Mr. Alam, and they could send off a copy for review, just to see if there were any big issues or concerns but it should not have to require approval.

After the further discussion, **Commissioner Mustian moved to reconsider the motion.** The motion passed unanimously. **Commissioner Mustian moved to take the city managers' recommendation and bring the issue back before the Board with full information.** Commissioner Grippa seconded the motion. The motion passed unanimously.

Commissioner Proctor stated that he would like to discuss recommendation #3 and #7.

Recommendation #3. Report Recommendation: Prepare a Revenue Leveraging Policy and Plan

CAC Recommendation: We agree that this needs to be done. We further recommend that *all assets of the City and County be coordinated in the efforts to leverage Blueprint funds.*

Currently both the City and County have resources that are dedicated to the acquisition of, and management of, grants and other leveraging vehicles. These resources as well as the Blueprint Staff should be mobilized to pursue leveraging opportunities. This economy of scale offers the greatest payoff.

Implementing Action #3: Blueprint staff is currently developing the Leveraging Policy. Each Commission must direct its staff to assist Blueprint in identifying leveraging opportunities.

Recommendation # 7. Report Recommendation: Create specific sub-workgroups, or Task Forces, with limited duration, for the purpose of developing practical action steps on critical issues, such as identifying leveraging opportunities.

CAC Recommendation: We agree with the caveat that these entities must be *streamlined and void of the administrative burdens* currently imposed on committees. A standard set of By-Laws could be adopted and the Director should be authorized to form and approve the membership.

Implementing Action #7: Blueprint Staff to develop a policy with a standard set of By-Laws (each set of By-Laws will be modified to reflect the purpose of the work group).

Commissioner Proctor stated Blueprint had the opportunity to leverage funds by investing in local banks that score high in the Community Redevelopment Act (CRA). He stated that Blueprint had the opportunity to bank with banks that showed favor to our community. He stated that these two recommendations did not deal with banking, however they did deal with leveraging funds and resources. He stated that Blueprint funds should not go out of state and where no money was invested in this community.

Mr. Davis stated that the leveraging policy had to do with how to get funding from other sources, whether that be the state, Florida Community Trust, Ted Turner Foundation, etc. He further stated that these recommendations stated that rather than Blueprint staff doing this unilaterally that they would be better served working with City and County staff to obtain these funds.

Commissioner Proctor asked that Mr. Hinson have the Citizen's Advisory Committee to request that Blueprint funds be invested in local banks.

Commissioner Lightsey asked if there was an approved investment policy. Commissioner Rackleff stated that there was a policy. Commissioner Lightsey pointed out that there had been several discussions of this issue and that if the group wished to revisit the investment policy that it be done separate from these recommendations.

Commissioner Proctor moved to revisit the investment policy. Commissioner Rackleff stated that Blueprint does not hold money in any bank. He stated that the funds are invested according to the City's investment policy as directed by the Intergovernmental Agency. The motion failed due to lack of a second.

Recommendation # 2. Report Recommendation: Require a majority vote of the IA in order to task Blueprint staff for work outside of the program objectives.

CAC Recommendation: The organizational concept for Blueprint was to have a very small staff augmented with a General Engineering Consultant (GEC). Tasking to the staff must be considered by the Agency as a whole since such taskings have a direct impact on the projects. Additionally, taskings that impact the GEC have a direct cost to the program. For this reason a methodology must be implemented to ensure that no Member of the Board can unilaterally direct the staff. The Staff must take direction from the Intergovernmental Management Committee, IMC, or from the Board, but not from individual Board Members. It is recommended that the *Agency adopt a policy requiring any tasking to the Blueprint Staff by any member of the Board be supported by a vote of at least three other Directors* thus ensuring that staff time is protected and can be devoted to the Tier 1 projects. Implied in the recommendations is a clear identification that any tasking is directly related to Blueprint Projects only.

Implementing Action #2: Amend the Agency By-Laws to reflect the recommendation.

Mr. Davis stated that MGT recommended that in order for a member of the IA to task Blueprint staff with a project that was outside of the program objectives that it would require a majority vote. He further stated that the Citizen's Advisory Committee had recommended that it should require 4 votes, however in a subsequent meeting with the Technical Coordinating Committee, they recommend that this should take a majority vote.

Commissioner Lightsey asked for clarification on this issue. She stated that she understood the recommendation to say that between meetings, Blueprint staff could not be tasked with projects unless it had been approved at an IA meeting.

Commissioner Grippa stated that he did not agree with this recommendation. He stated that the task should go directly through Ms. Favors and Mr. Alam. **Commissioner Grippa moved to have all tasking go through the Intergovernmental Management Committee, IMC (Ms. Favors and Mr. Alam) or that if the Board tasked the staff, that it would be done at an IA meeting with a majority vote.** He further stated that the IMC would determine if the tasking would be within program parameters. Commissioner Lightsey seconded the motion. The motion carried unanimously.

Recommendation #4. Report Recommendation: The IA should meet once every four months to consider matters of policy and critical issues as specified in the Interlocal Agreement. During the year 2005 and beyond the IA should meet once every six months.

CAC Recommendation: We strongly agree with this recommendation. This is a difficult issue requiring the Board to delegate authority to the IMC and the Director. This methodology is radically different to the normal course of business conducted by the two Commissions. Meeting twice monthly affords each Commission the opportunity to be decision makers as compared to policy makers. *Operational decisions for Blueprint need to be made by the IMC and the Director* to move the program forward at a rapid rate. Meeting five times per year, as the IA currently does, is not conducive to timely decision-making. A timely decision cycle is mandatory for the success of this program. We cannot continue with "business as usual".

Implementing Action #4: Revise the schedule

Commissioner Mustian stated that he was concerned that the Board would not meet very often. **Commissioner Mustian moved that the Board should have 3 meetings in 2005 instead of only 2.** Commissioner Lightsey seconded the motion. It carried unanimously.

Commissioner Proctor moved that the IA instruct the CAC to review the investment policy so that when Blueprint begins receiving the sales tax money there would be a standard for the investment of the \$700M of the people's money with a local bank that favors the community and does business with the community.

Commissioner Rackleff asked if Commissioner Proctor was referring to an investment policy that the CAC would develop. Commissioner Proctor replied that he did not know what type of policy it would be. Commissioner Grippa stated that he would have to make a motion to put the item on the agenda. Commissioner Proctor said that he was not sure what procedure this needed to take. The CAC had made some recommendations to the IA and that there may be a conflict because Mr. Smith was the chair of this committee. He stated that he felt strongly on this issue and however if the if the board felt that this item needed to come from the CAC to be agendaed then he would go that route.

Commissioner Rackleff then asked Mr. Davis if the current investment policy addressed those concerns. Mr. Davis stated that the current investment policy said that the City of Tallahassee invested Blueprint money, along with their own. If the City's policy was to invest money out of state then that would be where Blueprint's money would go also. Blueprint was looking at other methodologies to invest the dollars. Commissioner Proctor interjected that Blueprint needed to stop the sales tax money from leaving the state.

Mr. Maher stated that what Mr. Davis said was correct and he recalled that right before he started work at Blueprint that there was talk about a banking policy, however what was being discussed currently was the investment policy not the banking policy.

Commissioner Proctor moved to favor a banking policy that would have criteria that weighs banks that do business with the community. Commissioner Rackleff asked for clarification from Commissioner Proctor. He wanted to know if he meant Blueprint money that goes into a bank. Does Blueprint put money into a bank? Mr. Maher replied that currently they use the City for the accounting system and the City uses a particular bank. He stated that there was money that would come in through the sales tax that would be invested and there was also money in the operating budget.

Mr. Davis said that there was no Blueprint 2000 bank account in any bank anywhere. Commissioner Rackleff asked Mr. Davis if there would be a banking account in the future. Commissioner Proctor wanted to know what would be done with the money and how would it work. Mr. Davis stated that every dime that was collected from revenue went into the City's investment account and the finances were managed by the City in accordance with the City's investment policy. He further stated that the City paid Blueprints bills, salaries, they handled the money, and invested in the same accounts as its own. The Blueprint investment policy was the city's investment policy. Commissioner Proctor then stated that they would have an opportunity to set a standard with this. He stated that he understood that this sales tax would generate \$700M, they have not begun to collect any of it, but this was the opportunity at the front end to

keep the funds in the community. Commissioner Rackleff then stated that he was trying to understand the motion because if they passed it, there would be no practical effect on anything because Blueprint would not have any money in any bank at any time.

Commissioner Lightsey said that she could not support a motion that directed a change in procedure until they knew what the impact would be, so she could not support it. **She stated that the maximum she could support would be to ask Ms. Favors, Mr. Alam, and the Blueprint Finance Committee to look at the issue and decide whether there was any benefit, implications, or any negative aspects associated with changing the policy and setting up Blueprint accounts. She stated that this was a substitute motion.** Commissioner ThaeLL seconded the motion. Commissioner Lightsey restated that she could not go the route that was being suggested since there was no information and they would be directing something to happen that may have an adverse impact on the program.

Commissioner Grippa stated that he had two points to make. He stated that Commissioner Proctor brought up a worthwhile point and as for a banking relationship, when eventually checks were cut, which was different then an investment relationship. They would have to write a check or checks would be written to general contractors and they were going to be written from some account, from somewhere. He further stated that he would be fine with writing checks from the City's accounts but the City would be liable for anything that goes wrong.

He further stated that from an investment standpoint the SPIA account was now earning 4.5%. He stated that he had asked Mr. Davis six months ago to investigate this account. The City's investment fund was currently earning 1.5% - 2%. He further stated that he had requested that Mr. Alam and others also investigate this account. He mentioned that the fund was earning 4.5% and that it is 100% liquid and money could be removed immediately. Commissioner Grippa stated that the Blueprint program qualified for this fund and he had yet to see an agenda item to review this information. He stated that this bothered him because this could mean earnings of \$500,000.00 based on \$20M or \$30M in the bank. Mr. Davis stated that in regarding the SPIA account, there was a problem with the insurer and whether or not Blueprint could invest in that account. He further stated that they had been working on that issue very intensely. He stated that bond council had advised against investing in that account.

Mr. Grippa replied that it was a state treasury account with \$10 billion in assets and it was the State Board of Administration. Mr. Davis agreed with this assessment, however it invests in BAA securities, which was the problem. He stated that this was a problem with the insurer of the Blueprint bonds, and that it needed to be resolved. Mr. Davis stated it was a great idea and it looked very promising but there was a "hiccup" they were trying to get over. Commissioner Grippa then asked if they could bring back the whole investment policy, not the judging the policy but have Ms. Favors and Mr. Alam to take a look. (Commissioners are saying "NO" in the background) Commissioner Grippa then says, "so they did not want the SPIA account and they did not want to look at that"? (There were additional background comments) and Mr. Grippa said that he wanted it on the record that they did not care about the \$500,000. Several Commissioners spoke that "no that was not what was being said, that was his interpretation." There was a call for order.

Commissioner Lightsey said that she had made a substitute motion that they task Ms. Favors, Mr. Alam, and the Finance Committee with a task of coming back and staffing them on the issue, of the implications of establishing a separate banking relationship. Specifically for any funds that were Blueprint funds that would not undo the whole approved investment strategy, the banking relationship, and whether the Board should change the policy and to bring that back to the June 14, 2004 meeting.

Commissioner Proctor stated that he would like the CAC to work conjunctively with the group. Commissioner Thael asked if he was asking that the CAC work with work with Mr. Alam and Ms. Favors? Commissioner Proctor replied in the affirmative. Commissioner Lightsey stated that the general procedure was that Ms. Favors and Mr. Alam would work with the Finance Committee, and like all major policy issues, it would go before the CAC before the it came back before Intergovernmental Agency. Commissioner Rackleff agreed that the CAC would see it.

Commissioner Rackleff called for the question. The motion passed 9-2, with Mr. Maloy not voting.

Recommendation #5. Report Recommendation: Expand the membership of the CAC to no more than 20 members, following recommendations from the IMC and the Blueprint Staff Director.

CAC Recommendation: We agree, however, the current 12 members the CAC is a workable size and we do not recommend expanding the Committee with the exception of *one addition; a representative from the Education community including the two universities, TCC, and the Leon County School Board.* What we recommend is one new voting member to be selected from the afore-mentioned organizations. The three non-voting institutions would be encouraged to attend all CAC meetings and become involved in the Blueprint program. This voting position would rotate every three years, as do all members of the CAC. Initial conversations with Dr. Bill Law indicate that Dr. Law is agreeable to discuss this concept with the university presidents and the Director will approach Superintendent Montford if this concept is approved.

Implementing Action #5: Blueprint Staff to contact the Leon County School Board and Dr. Law to implement this recommendation

Recommendation #6 Report Recommendation: Invite the *Florida Department of Transportation to serve as a non-voting member of the Technical Coordinating Committee*, to ensure ongoing positive communications and coordination.

CAC Recommendation: We agree

Implementing Action #6: Blueprint Staff to contact FDOT to implement this recommendation

Recommendation #8. Report Recommendation: *Assign an MPO staff position specifically to coordinate with Blueprint.*

CAC Recommendation: Strongly agree. This is the second year this recommendation has been made. Coordination between the MPO and Blueprint is critical to ensure that MPO policies and

procedures are followed. Blueprint projects will be the major construction projects in our community for the next several years, thus Blueprint must be a point of emphasis for the MPO. Frankly we are disappointed that this relationship between the MPO and Blueprint has not previously been adopted.

Implementing Action #8:

- a. Chairperson of the MPO to direct the MPO Staff Director to designate a member of his staff to be the liaison with Blueprint. *Note: Action Completed; MPO Acting Director Jack Kostrzewa has agreed to serve in this capacity.*
- b. Amend the Interlocal Agreement to:
 - a. Reflect the Planning Department reorganization with the creation of the MPO as a separate entity.
 - b. Add the MPO and its responsibilities to the Interlocal, including the designation of a liaison person.

RECOMMENDED ACTION:

1. That the Agency Board approves the recommendations as presented in the letter from the Chairman of the CAC, attached.
2. That the Implementing Actions be executed.

TCC: The TCC approved the Performance Audit recommendations and actions with the following exceptions: For Recommendation #2, the TCC voted to require a “majority” vote for tasking Blueprint staff (vs. the CAC sub-committee recommendation of “three other directors”). No vote was taken by the TCC on Recommendation #4 related to changing the IA meeting schedule.

CAC: The full CAC reviewed the item, and concurred with recommendations and actions included within.

Mayor Marks moved to approve the recommendations of the CAC as amended.

Commissioner Grippa seconded the motion. The motion carried unanimously.

7. Capital Circle Northwest Regional Stormwater Facility Tri-Party Agreement between Blueprint 2000, Leon County and the Department of Transportation

RECOMMENDED ACTION:

Option 1:

Approve the Tri-party Agreement among Blueprint 2000, Leon County, and the Florida Department of Transportation. Appropriate \$2,000,000 (inclusive of settlement cost, contingencies, and an amount to acquire a less than fee title of a portion of the property southwest of the pond) to fund the initial deposit and authorize the Intergovernmental Management Committee to amend the appropriation for any subsequent funding that may be required.

The TCC and CAC both approved Option 1.

There was no discussion.

Commissioner Thael moved approval of Option 1. Commissioner Lightsey seconded the motion. The motion carried unanimously.

8. Headwaters of the St. Marks River: Recommendations of the Sensitive Lands Working Group

RECOMMENDED ACTION:

Option 1:

1. Accept the recommendations of the Sensitive Lands Working Group as related to prioritization of parcels recommended for acquisition of conservation easements and submit the list to the Water Management District for action.
2. Authorize Blueprint staff to work with Planning Department staff in preparing and submitting an FCT grant application for the Blueprint Major Sinks project.

The TCC and CAC both approved Option 1.

Commissioner Proctor asked how these recommendations compared to the study of the south Leon County Woodville Area being conducted by Mr. Sean McGlynn. Mr. Bright stated that Mr. McGlynn assisted with this committee as well. He stated that the process of using several weighted criteria and applying it to specific parcels was the same, however the criteria for the headwaters area was different than that which was used for the Woodville study area. Jim Davis noted that the methodology used by this Working Group was presented at a workshop held in Bay County recently.

Commissioner Thael moved approval of Option 1. Commissioner Sauls seconded the motion. The motion carried unanimously.

9. Multi Modal Design Guidelines

RECOMMENDED ACTION:

Option 1. Approve the Multi-Modal Design guidelines and the typical section as depicted on Attachment 1.

The TCC approved the Design Guidelines (Option 1) with the recommendation that an additional pedestrian refuge be considered when crossing more than four lanes and noted that the Guidelines should be presented to FDOT for acceptance.

The CAC approved the Design Guidelines (Option 1). The discussion included a recommendation that the title reflect the guidelines are “for Blueprint Projects” versus just Capital Circle Southeast. A suggestion was made that the street light poles be of a similar color (rust/brown) as proposed for the signal mast arms.

Mayor Marks moved approval of Option 1. Commissioner Lightsey seconded the motion.

Commissioner Grippa stated that he would vote against this motion because these guidelines prevented the Board from spending bike pedestrian money inside the city limits to connect the universities and neighborhoods to schools. He further stated that meandering trails along Capital Circle SW do not make sense. **Commissioner Grippa made a substitute motion to approve the guidelines, however to allow staff to put the bicycle paths and the natural trail where they feel they would be used and to dedicate the other money to connect the universities and neighborhoods to schools.** Commissioner Rackleff asked for clarification from Commissioner Grippa on the motion. He asked if Commissioner Grippa did not want bicyclists to use Capital Circle SW. Commissioner Grippa stated that he supported their use of it, however he did not believe that anyone would be using it. Commissioner Proctor seconded the motion.

Commissioner Mustian stated that the bike lane would be a part of the roadway, however he disagreed with him because with a curb and gutter six-lane road, the additional space allows a driver to pull off of the road if necessary. It also provides a sloping area to get water off of the road. He further stated that the trails would be attractive and would tie into Southwood's facilities. He stated that there should be more of this type of design and less straight and narrow design.

Commissioner Rackleff stated that about 50 years ago the County Commission stated that Capital Circle was only a rural area and that they only needed to purchase enough property for two lanes. He further stated that we are now going to spend millions of dollars to expand the roadway and that this roadway will be used for 50 to 100 more years. It looks rural now but that is changing but it would be foolish thinking that it will always be the same way.

Commissioner Lightsey stated that she was reminded today that there will be a new development on Capital Circle near the Woodville Highway. She stated that these roadways were interconnections.

Commissioner Thaelle stated that he was reminded of the cost savings to maintain the roadbed and that without this type of construction the edges of the road ravel and require more maintenance. He stated that he agreed somewhat with Commissioner Grippa, however because of the cost of maintenance, the removal of the bike lane would be a-wash cost wise.

Commissioner Grippa stated that he did not agree with the meandering trails in this area. He stated that these guidelines would apply to all roads, not just the Southwood area. He stated that this would take money away from bike trails in the areas of schools and universities and that it would be poor planning to have this type of trail on all roads constructed by Blueprint. He further stated that the Board should not move forward to prioritize the bike/ped. process without consulting the Bicycle/Pedestrian master plan. He stated that the reason that the ROW costs are high is because Blueprint is trying to put meandering trails all the way around Capital Circle.

Commissioner Rackleff pointed out that this was only a guideline and not a standard. It was the desired way to do the construction, however if it does not make sense it will not be done. Commissioner Proctor stated that it would be cheaper to make a special policy for Southwood and the other special neighborhoods that we would like to do this for. He stated that what would end up happening was that Blueprint would find a way to waive it for other areas that were deemed undesirable and the southern part of the county would not get the meandering sidewalks.

Commissioner Sauls asked who would make the decision on who would decide where the meandering paths would go. Mr. Davis stated that the IA would decide. Each segment of the road would be brought back to the Board for review. Commissioner Sauls stated that this was a guideline and she supported the motion. Mr. Davis stated that every segment would be brought back before the IA.

Commissioner Grippa withdrew his motion. Commissioner Rackleff called for the question on the original motion to approve Option 1. The motion passed unanimously.

V. CITIZENS TO BE HEARD

There were none.

VI. ITEMS FROM MEMBERS OF THE COMMITTEE

There were no items.

VII. ADJOURNMENT

There being no further business, Chairman Rackleff adjourned the meeting at 4:55 pm.

APPROVED:

ATTEST:

Bob Rackleff
Chairman of Blueprint 2000 IA

Shelonda Gay
Secretary to Blueprint 2000 IA



Agenda Item

SUBJECT/TITLE: Cascade Sector Plan Funding	
Date: June 14, 2004	Requested By: Planning Department
Contact Person: Dave Bright	Type of Item: Consent

STATEMENT OF ISSUE:

This item requests Board direction on funding of the Capital Cascade Sector Plan being conducted by a consultant to the Planning Department. Previous Board action authorized Blueprint to fund the Sector Plan study with reimbursement. This item readdresses the reimbursement requirement.

SUPPLEMENTAL INFORMATION:

- Initiative 1 of the Blueprint Report recommends sector plans be prepared for identified lands within watersheds which have potential for new development and infill redevelopment. The Comprehensive Plan also addresses the preparation of sector plans such as the South Monroe Sector Plan and the Gaines Street Revitalization Plan adjacent to the Capital Cascades Sector Planning area.
- The Planning Department has selected W. K. Dickson and Co., Inc., to prepare the sector plan for the Capital Cascade area. Total Plan contract cost is \$167,000, of which the Planning Department has \$127,000 currently available. The Planning Department is requesting \$40,000 in Blueprint funds and requesting that reimbursement be waived.
- On September 9, 2003, the IA authorized Blueprint to advance fund the Sector Plan at a cost not to exceed \$150,000, plus a 10% contingency (\$15,000), with reimbursement to Blueprint at a later date.
- In discussions with the City Manager, County Administrator, and Planning Department personnel, no provision exists for the Planning Department to reimburse Blueprint without a specific appropriation from the City and or County as part of the yearly budget process.

OPTIONS

Option 1

Provide \$40,000 to the Planning Department for the Capital Cascade Sector Study and waive the previous requirement for reimbursement.

Advantages:

- The Sector Plan will provide future land use recommendations and design standards for the area adjacent to the Capital Cascade Trail project.
- Funding from Blueprint will allow this project to be initiated without further delay.

Disadvantages:

- Sets precedent for Blueprint to fund sector studies.

Option 2

Provide \$40,000 to the Planning Department for the Capital Cascade Sector Plan with reimbursement to Blueprint as previously directed.

Advantages:

- The Sector Plan will provide future land use recommendations and design standards for the area adjacent to the Capital Cascade Trail project.
- Funding from Blueprint will allow this project to be initiated without further delay.
- Does not set a funding reimbursement precedent.

Disadvantages:

- Requires the Planning Department to secure funding reimbursement which may further delay the start of the study.

Option 3

Provide Agency guidance

RECOMMENDED ACTION:

Option 1

Provide \$40,000 to the Planning Department for the Capital Cascade Sector Study and waive the previous requirement for reimbursement.

Action by TCC and CAC:

Not presented to the TCC.

The CAC approved Option 1, however, noted that they did not want this to set a precedent of Blueprint funding sector plans.

ATTACHMENT(S):

None



ITEM #5

Agenda Item

SUBJECT/TITLE: Election of Vice Chairperson	
Date: June 14, 2004	Requested By: Jim Davis
Contact Person: Jim Davis	Type of Item: Discussion

STATEMENT OF ISSUE: This issue addresses the election of a Vice Chairperson for the Intergovernmental Agency.

SUPPLEMENTAL INFORMATION: The By-Laws of the Agency specify:

1. The Vice-Chairperson shall be elected for a term of two years, the second of which will be as Chairperson
2. The election of a Vice Chairperson shall be at the first meeting after June 1.
3. The Chair of the Agency shall rotate annually between the City and County Commissions.

The newly elected Vice Chairperson should be a County Commissioner.

RECOMMENDED ACTION: That the Agency conduct an election for a Vice Chairperson in accordance with the approved By-Laws.

Action by TCC and CAC: none

ATTACHMENT(S):



Agenda Item

SUBJECT/TITLE: Proposed Fiscal Year 2005 Operating Budget	
Date: June 14, 2004	Requested By: Blueprint 2000 Staff
Contact Person: Phil Maher	Type of Item: Discussion

STATEMENT OF ISSUE:

The Blueprint 2000 Budget Policy, approved by the Board of Directors of the Intergovernmental Agency on June 17, 2002, provides a procedure for the annual adoption of the operating budget. This agenda item presents for Agency review the proposed FY2005 operating budget.

SUPPLEMENTAL INFORMATION:

In accordance with Blueprint 2000's Budget Policy, the Staff Director shall develop a proposed operating budget for the upcoming fiscal year. Once the budget has been developed and approved by the Intergovernmental Management Committee, the Director shall place the proposed budget on the agenda for the next Citizen Advisory Committee Meeting. Concurrently the Staff Director shall schedule an opportunity for preliminary public comment on the proposed budget. The public comment meeting took place during the Blueprint 2000 CAC meeting on June 1, at 5:30. At the September 20, 2004, Intergovernmental Agency meeting, a public hearing on the recommended budget will be conducted prior to adoption of the budget and approval of the budget resolution. This action will formally appropriate the funds for the FY2005 operating budget, which commences October 1, 2004.

RECOMMENDED ACTION:

Accept the proposed budget; no action required.

Action by CAC: The CAC approved the Proposed FY 2005 Operating Budget at their June 1 meeting. A public hearing was held at the CAC meeting to review the FY 2005 Operating Budget; there were no speakers.

ATTACHMENT(S):

- FY 2005 Budget Detail
- FY 2005 Budget Comparison
- FY 2005 Budget Justification
- FY 2005 Letter of Authorization Number One.

Blueprint 2000 FY2005 Budget Detail
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**ITEM #6
Attachment 1**

Total Personnel Expenses	\$477,347	
Operating Expenses		
Advertising	2,500	
Reproduction	7,000	
Unclassified Professional Fees		
Performance Audit, Financial Audit, Financial Advisor, Bond Information Services, Bond Counsel, ERD, and Center for Urban Transportation Research	90,000	
Equipment Repairs	2,500	
Legal Services	60,000	
Unclassified Contractual Services	854,700	
General Engineering Consultant - Administration Information Technology Services & contingency		
Computer Software	5,800	
Telephone	3,600	
Food	1,000	
Postage	750	
Office Supplies	8,000	
Journals and Books	1,000	
Unclassified Supplies	2,000	
Travel/training	8,000	
Rental of Office Space	63,932	
Unclassified Charges	1,000	
Total Operating Expenses	\$1,111,782	
Insurance liability premium	\$35,000	
Office Equipment	2,000	
Computer Equipment	3,000	
Unclassified Equipment	29,500	
Total Capital Outlay	\$34,500	
Human Resource Exp	2,625	
Accounting Exp	8,400	
Purchasing Exp	5,250	
Information Systems Exp	26,250	
Total Allocated Expenses	\$42,525	
Vehicle Garage Expense	\$3,600	
Debt Service Interest	1,506,954	
Debt Service Principal	3,490,000	
Total Debt Service	\$4,996,954	
Total Budget	\$6,701,708	

ITEM # 6
Attachment 2

Expenses

	FY2003 Actual	FY2004 Budget	FY 2005 Request
511000 Salaries	\$249,010	\$336,814	\$334,496
511500 Temp wages	\$10,024	\$23,000	\$41,700
512000 Overtime		\$1,000	\$1,000
512400 Other Salary Items	\$4,394	\$6,741	\$9,720
515000 Pension-current	\$14,325	\$24,823	\$33,722
515100 Pension-MAP	\$19,187	\$26,911	\$25,666
515500 Social Security		\$1,760	
515600 Mandatory Medicare	\$2,560	\$5,217	\$4,826
516000 Health Benefits	\$16,242	\$10,005	\$16,377
516100 Flex Benefits	\$6,421	\$8,640	\$9,840
Total Personnel Services	\$322,163	\$444,911	\$477,347
521010 Advertising	\$1,411	\$2,500	\$2,500
521030 Reproduction	\$2,022	\$5,000	\$7,000
521040 Professional Fees/Services	\$1,547	\$100,000	\$90,000
Perf.Audit, Fin. Audit, Fin. Advisor			
Bond Disclosure Serv. ERD, Center			
for UrbanTransportation Research			
and Internal Control Review			
521100 Equipment Repairs	\$2,452	\$2,000	\$2,500
521160 Legal Services	\$0	\$60,000	\$60,000
521180 Uncl. Contractual Services	\$142,463	\$511,830	\$854,700
GEC- Administration, IT services and			
Contingency			
521190 Computer Software	\$1,000	\$3,000	\$5,800
522080 Telephone	\$2,653	\$3,000	\$3,600
523020 Food	\$665	\$1,000	\$1,000
523050 Postage		\$750	\$750
523060 Office Supplies	\$4,967	\$4,000	\$8,000
524020 Journals and Books	\$91	\$1,000	\$1,000
523080 Unclassified Supplies	\$1,429	\$2,000	\$2,000
524010 Travel and Training	\$3,602	\$7,000	\$8,000
524050 Rental of Office Space	\$32,268	\$40,000	\$63,932
524080 Unclassified charges			\$1,000
Misc. Operating Expenses	\$196,570	\$743,080	\$1,111,782
540040 Liability Insurance Premium	\$7,697	\$13,500	\$35,000
Total Other Svcs/Charges	\$7,697	\$13,500	\$35,000

550030 Office Equipment	\$1,385	\$4,000	\$2,000
550040 Computer Equipment	\$6,552	\$5,000	\$3,000
550060 Unclassified Equipment		\$5,500	\$29,500
Total Capital Outlay	\$7,937	\$14,500	\$34,500
560010 Human Resource Expense	\$2,496	\$2,625	\$2,625
560020 Accounting Expense	\$7,186	\$8,400	\$8,400
560030 Purchasing Expense	\$5,764	\$5,250	\$5,250
560040 Information Systems Exp.	\$24,996	\$26,250	\$26,250
Allocated Costs	\$40,442	\$42,525	\$42,525
560090 Vehicle Garage Expense			\$3,600
612400 Inter-fund Transfer	\$404,000		
710030 Debt Services Interest			\$1,506,954
710040 Debt services Principal			\$3,490,000
TOTAL	\$574,809	\$1,258,516	\$6,701,708

2005 Budget Justification

- 511000 Salaries: Reflects a 3.5% pay raise for all staff and a .5% bonus \$12,866
- 511500 Includes Planning Intern @ \$16,700 (\$8,000 + \$8,700 full time summer) and Administrative Assistant \$25,000
- 512000 Overtime For Admin Asst and OPS staff
- 521010 Same as last year's public hearing notices, etc
- 521030 Copies, letterhead, flyers etc. Flyer \$2,600
- 521040 Unclassified Professional fees; Financial Audit \$13,500, Performance Audit \$22,000, Financial Advisor \$20,000, Bond Information Services \$5,500, ERD \$4000, CUTR \$15,000, and \$10,000 Internal Controls Review.
- 521100 Equip repairs, copier maintenance contract and copies, recording equipment, power point projector no longer on warranty, fax machine.
- 521160 Legal services, General Counsel
- 521040 Unclassified Contract Services: Information Technology Services \$ 64,000, General Engineering Consultant Administration \$750,000 & 5% contingency.
- 521190 Computer Software \$1,800 VPN \$3,000 on line grant service, and \$1,000 miscellaneous
- 522080 7 lines at \$23 each per month & 4 cell phones \$ 140 per month
- 523020 Same as last year 6 CAC meeting and workgroup meeting i.e. sensitive lands
- 523060 Office supplies, paper, toner, etc. estimated expenditure for this fiscal year is \$7000, full year with GEC staff \$8000.
- 524020 Journals and Books; same as last year
- 523080 Unclassified. Supplies, items such as surge protectors, safety vests, etc.
- 524010 Travel, 3 out of state trips \$2,250, 8 in state trips \$3,000, 6 trips to Chipley \$750, registration fees \$1,000 and Office Manager's mileage \$1,000.
- 524050 Rental of Office Space 4311 sq ft 3mo at \$14.50 9mo at \$14.94
- 524080 Unclassified Charges, Paying Agent charges etc
- 540040 Liability Insurance Premium: The amount is an estimate currently developing a RFP, which includes a risk assessment and risk management strategy.
- 550030 Office equipment, additional file cabinets, OPS Admin Asst, and other miscellaneous equipment
- 550040 Computer equipment, OPS Admin Asst, and miscellaneous
- 550060 Unclassified equipment: plotter, and light duty 4-door-2 wheel drive utility vehicle to be used for trips to City Hall, County Court House, and various projects
- 560010-560040 Blueprint's share of Allocated Costs. This amount will be revised once the City's final amounts are received. Information System expense will be substantially reduced if IT services item is approved.
- 560090 Vehicle Garage Expense – Operating and Maintenance Cost associated with new vehicle. The amount was estimated by the City's Fleet Management Department.
- 710030 & 710040 The October 1, 2005 principal and interest payment is made on September 30, 2005

Letter of Authorization Number One
Specific Scope October 1, 2004 – September 30, 2005 (FY05)
General Program Management and Support

Task 1.1 Program Setup - This task is to provide maintenance of the initial program set up functions of the Blueprint Office. This will include billing, reporting, program management methodologies, data processing requirements and other operational requirements needed to properly manage the Blueprint 2000 program.

NO ACTIVITY THIS PERIOD

Task 1.2 Program Management Support - This task will provide support to the Blueprint 2000 office. This includes support of and attendance at Blueprint committees and staff as required. This task includes Blueprint staff augmentation as authorized.

Scope of Work for Period Includes:

Subtask 1.2a - Staff Augmentation, Program Manager at 65% utilization rate for this LOA.

Subtask 1.2b - Engineering Manager to assist Program Manger in leading engineering efforts for project management and other GEC staff as directed by the Program Manager

Subtask 1.2c – Project Controls system maintenance by Project Controls Manager

Task 1.3 Planning and Budget - This task is to provide the planning functions required to implement the Blueprint 2000 Program. This function is for general planning, not project specific planning. Inclusive in this task is the development and maintenance of the Blueprint 2000 Master Plan and preparation of the Capital Budget. Planning support to the Blueprint 2000 Planning Manager is included in this task.

Scope of Work for Period Includes:

Subtask 1.3a – Annual update of Blueprint Master Plan.

Subtask 1.3b – Part time support to the Blueprint Planning Manager

Subtask 1.3d – Assist with the development of the capital budget

Task 1.4 Communications and Public Relations - This task is to implement the Blueprint 2000 Communication and Public Relations Program. This Plan will include the maintenance of a Blueprint 2000 Web site and other media requirements as required as well as periodic public meetings and attendance at specific public events.

Scope of Work for Period Includes:

- Subtask 1.4a – Staff augmentation for Blueprint Public Involvement/Public Information Specialist at 50% utilization.**
- Subtask 1.4b – Maintenance of Blueprint Web Site**
- Subtask 1.4d – Assist with the development of the capital budget**
- Subtask 1.4e – Attendance at non-project specific meetings (organizational, CAC, TCC, etc.)**

Task 1.5 Land Acquisitions and Land Management - This task is to maintain and support the Blueprint Management Systems, which will be utilized during the acquisition of all real property for the Program. This property acquisition will include the Headwaters of the St. Marks, Lake Lafayette, Lake Jackson, Advance Right of Ways acquisitions for both roadway and non-roadway projects.

Scope of Work for Period Includes:

- Subtask 1.5a - Staff Augmentation for ROW Manager at 25% utilization.**

Task 1.6 Environmental Management Support - This task is inclusive all non-roadway elements of the Blueprint 2000 philosophy as articulated in the Blueprint 2000 and Beyond report. Inclusive in this task are the planning for, acquisition of, design, construction and management of greenways and trails.

Scope of Work for Period Includes:

- Subtask 1.6a – Develop Greenway Liaison Plan to coordinate Blueprint Greenway efforts with other City/County and State Greenway Plans**

Task 1.7 Storm water and Water Quality - This task includes the planning, acquisition of; design, construction and management of retrofit storm water facilities and water quality ponds as identified in the Blueprint 2000 and Beyond Project Definitions Report.

Scope of Work for Period Includes:

Subtask 1.7a - Assist with the update of the Master Plan

Subtask 1.7b – Coordination with City and County Stormwater Staff

Task 1.8 Intelligent Transportation Systems - This task includes the integration of Intelligent Transportation Systems within the Blueprint 2000 program. Such items as enhanced signalization, lighting, pavement markings, variable message signage and other technology items that enhance the driver information, safety or convenience.

Scope of Work for Period Includes:

Subtask 1.8a – Develop ITS Master Plan and coordinate this plan with City and County staff.

Task 1.9 Alternative Forms of Transportation - This task includes the development of recommendations for alternative forms of transportation that may be constructed in the Blueprint right of way as articulated in the Blueprint 2000 and Beyond report.

Scope of Work for Period Includes:

Subtask 1.9a – Gather data and alternate transportation plans and investigate initial approach for Blueprint projects.

Task 1.10 Financial Services - This task includes support for the Blueprint 2000 Financial Manager. Specific support will include fund-leveraging activities including grant and loan applications, standard contract language for use by the Agency. This task also includes coordination with the Finance Committee and the Financial Advisor.

Scope of Work for Period Includes:

Subtask 1.10a - Assist the Blueprint Financial Manager grant development and the creation of a grant source master list,

completing grant loan applications and the implementation of fund leveraging policy.

Task 1.11 Other Duties - Other duties as required supporting the program not to exceed \$50,000.

Scope of Work for Period Includes:

Subtask 1.11a – General duties as assigned by the Director.

BLUEPRINT
INTERGOVERNMENTAL AGENCY **2000**

Agenda Item

SUBJECT/TITLE: Contract for the Director	
Date: June 14, 2004	Requested By: Intergovernmental Agency
Contact Person: Jim Davis	Type of Item: Informational

STATEMENT OF ISSUE: This item address the current status of a contract for the Blueprint Staff Director.

SUPPLEMENTAL INFORMATION: The Agency tasked the Intergovernmental Management Committee to investigate a recommendation from the FY 2003 Blueprint 2000 Performance Audit to have an employment contract for the Director. At the April meeting of the Agency there was much discussion regarding this subject. No resolution was reached, except to task the City Manager and the County Administrator to develop a recommendation for the Agency.

The City Manager and the County Administrator continue to work this issue. There is no recommendation for this issue, however, it continues to be discussed by the IMC.

RECOMMENDED ACTION: Pending, no recommendation at this time

Action by TCC and CAC: N/A

ATTACHMENT(S):

NONE



Agenda Item

SUBJECT/TITLE: Appraisers	
Date: June 14, 2004	Requested By: Board of Directors
Contact Person: Jim Davis	Type of Item: Discussion

STATEMENT OF ISSUE: This item addresses the concept for the utilization of local resources in the acquisition of property for Blueprint 2000.

SUPPLEMENTAL INFORMATION: At the April 2004 meeting of the Agency the subject of the use of local appraisers was discussed. At issue was the use of Weigle-Veasey, a non local member of the General Engineering Consultant team, as part of the appraisal team. The Agency tasked the Intergovernmental Management Committee to review the issue and return it to the board of Directors.

Attachment 1 is a letter written to the Intergovernmental Management Committee that explains the organization for the acquisition of real estate for Blueprint. The organization chart clearly identifies that 80% of the appraisal team is local. Further, the members of this team are designees, 2 from the City and 2 from the County.

Option 1:

- a. Approve the organization chart at attachment 1.
- b. Authorize the Director of Blueprint to contract for the remaining members of the Real Estate team.

Advantages:

1. Utilizes the best appraisal firms with 80% being local
2. Provides for an organization that maximizes local participation
3. Uses the already approved GEC team members

Disadvantages

1. Not 100% local

Option 2: Board Guidance

RECOMMENDED ACTION:

Option 1

- a. Approve the organization chart at attachment 1.
- b. Authorize the Director Blueprint to contract for the remaining members of the Real Estate team.

Blueprint 2000 Intergovernmental Agency Agenda Item

Item Title: Appraisers

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Action by TCC and CAC: Not presented to the TCC or CAC

ATTACHMENT(S):

Memo – Real Estate Acquisition Policy
Organizational Chart

BLUEPRINT
INTERGOVERNMENTAL AGENCY **2000**

Agenda Item

SUBJECT/TITLE: Commercial Bank Account	
Date: June 14, 2004	Requested By: Blueprint 2000 Staff
Contact Person: Jim Davis	Type of Item: Discussion

STATEMENT OF ISSUE:

At the last Intergovernmental Agency meeting the Intergovernmental Management Committee and Finance Committee were requested to report back to the Intergovernmental Agency the implications of establishing a separate commercial bank account.

SUPPLEMENTAL INFORMATION:

The IMC and the Finance Committee met on May 20, 2004 to discuss Blueprint's participation in the City's commercial banking contract with Wachovia Bank. The following points were evaluated:

- There are no Blueprint 2000 funds on deposit with Wachovia Bank. The City's daily banking process is to invest all funds with the exception of the amount needed by Wachovia Bank to cover that day's activities.
- Wachovia Bank was selected under the competitive bid process.
- The City pays a fee for the services that are provided.
- The use of Wachovia Bank facilitates Blueprint's use of the City's accounting, procurement, payroll, and all other fiscal functions of the City that support Blueprint 2000 operations.

For the reasons stated above, the IMC and Finance Committee recommended no change to the previously approved policy.

RECOMMENDED ACTION:

Approve Blueprint 2000's current banking relationship.

Action by the CAC: The Citizen Advisory Committee recommended no change to Blueprint 2000's current banking relationship.

ATTACHMENT (S)

City's Banking Services Memorandum



Agenda Item

SUBJECT/TITLE: Blueprint 2000's Investment Policy	
Date: June 14, 2004	Requested By: Blueprint 2000 Staff
Contact Person: Jim Davis	Type of Item: Discussion

STATEMENT OF ISSUE:

At the last Intergovernmental Agency meeting the Intergovernmental Management Committee and Finance Committee were requested to report back to the Intergovernmental Agency to address Blueprint's Investment strategy

SUPPLEMENTAL INFORMATION:

In the establishment of the Blueprint organization, one of the primary tenets was to minimize the staff and overhead and not to create redundant administrative services, but to use City and County systems wherever possible. In keeping with this the Agency elected to utilize the City's accounting and finance procedures. The Blueprint's Budget Policies and Procedures were adopted on June 17, 2002 and states "All funds received by the Agency be invested like all other public funds received by the appropriate fiscal officers of the City of Tallahassee. Blueprint receives the same blended rate of interest as all funds in the City portfolio. The Board at the October 2003 meeting reviewed the policy and no changes were made to the policy.

It has been recommended that Blueprint 2000 consider the addition of the State Treasurer's Special Purpose Investment Account (SPIA) to their Investment Strategy. The SPIA account is blended with the state funds so participating organizations can have both liquidity and favorable returns of a large investment portfolio. The Intergovernmental Management Committee and the Finance Committee has reviewed the SPIA and has tentatively recommended the addition SPIA as one of the options available to Blueprint's investment strategy under the following conditions:

1. Bond Counsel has determined that investment in the SPIA requires the consent of the Bond Insurer, Financial Security Assurance Inc., of the Blueprint 2000 Series 2003 bonds and our approval is predicated upon receipt of their consent.
2. The ability to convert SPIA's portfolio book value at September 30th to fair market value.
3. Since SPIA consists of longer term investments the account is continually monitor for increases in the interest rates.
4. The overall portfolio blend of investment instruments, including the SPIA, should be set with the objective of minimizing or eliminating negative arbitrage on bond proceeds at the lowest level of risk. The associated risk should be balanced with the arbitrage limitations.

Blueprint 2000 Intergovernmental Agency Agenda Item
Item Title: Blueprint 2000's Investment Policy
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RECOMMENDED ACTION:

Approve the addition of the SPIA as a Blueprint investment vehicle, subject to final approval by the Intergovernmental Management Committee and Finance Committee.

ATTACHMENT (S)

None