



## Agenda Item

<b>SUBJECT/TITLE:</b> Blueprint 2000 and Planning Department Restructuring	
<b>Date:</b> June 20, 2011	<b>Requested By:</b> IMC
<b>Contact Person:</b> Anita FavorsThompson/Vincent S. Long	<b>Type of Item:</b> Presentation

**STATEMENT OF ISSUE:**

The purpose of this item is to request the Intergovernmental Agency’s (IA) approval of a Memorandum of Agreement (MOA) between the City Commission and the Board of County Commissioners that recognizes a reorganization of Blueprint 2000 and the Joint Planning Department based on recommendations identified in the recent Joint City-County Management Review of Blueprint 2000’s operations.

**SUPPLEMENTAL INFORMATION:**

**Background and History.**

On November 7, 2000, the citizens of Leon County approved by referendum, the collection (extension) of a one cent sales tax for the purposes of constructing capital projects and protecting sensitive environmental properties. The City and County created the Blueprint 2000 agency to serve as the governing body for the completion of the projects approved by the citizens of Leon County. Both the City and County Commissions administer Blueprint 2000 as a joint agency. Additionally, the City Manager and County Administrator supervise the Executive Director of Blueprint 2000 and the Executive Director supervises the Blueprint 2000 staff and executes the adopted work plan.

Implementation of Blueprint 2000 is guided by an interlocal agreement between the City and County and the interlocal agreement identifies Tier 1 and Tier 2 projects. The goal of Blueprint 2000 is to complete all Tier 1 projects. Most of the Tier 1 projects have been completed or are programmed for completion by 2019.

The Tallahassee-Leon County Planning Department is also a joint agency of the City and County and has developed or assisted both in developing strategies to address community needs. The City and County desire to better integrate planning strategies into Blueprint 2000 projects without the need of filling recently vacated positions. The City and County desire to maximize the expenditure of sales tax revenues for completion of Tier 1 projects.

### **The Case for Change.**

At this time, a majority of the funded BP2000 projects are either complete or near completion. In addition, limited funding resources are available for new projects. One of the purported benefits for structuring the agency with contracted program management was the capability to rapidly reduce program costs consistent with reduced workloads rather than having to lay off permanent full-time government employees. However, as outlined in the General Engineering Consultant Contract section of the Management Review, even though BP2000 projects were being completed, or were under contract, the project management costs have remained fairly consistent since inception.

In addition to the limited number of projects remaining, a number of other factors impact the continued viability of the IA as currently structured. Since inception of the Agency, a number of financial constraints have been placed on both City and County governments due to property tax reform, a decline in property valuations, and slow sales tax growth. Given these circumstances, the Management Review recommended bringing the BP2000 function under the oversight of an existing department such as City/County Planning.

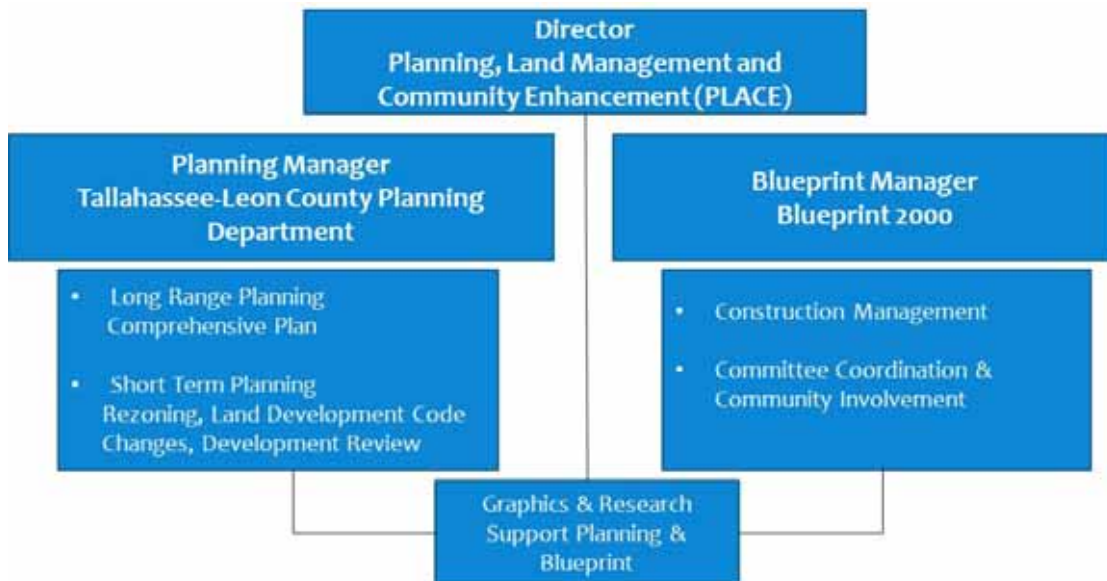
By utilizing existing staff resources, there is the opportunity to reduce recurring overhead charges and performance bonuses that are paid to contracted consultants. Based on information gathered in the management review, staff estimates cost savings will also be realized through downsizing the Public Involvement portion of project management with existing resources of Planning, and City and County Communication and Public Information staff. This change will immediately reduce recurring overhead costs for these program management areas, in addition to operating margins/profits that are not typically levied by local governments. The estimated savings are anticipated to be well over several million dollars that could be then used to further actual construction projects.

In order to accomplish this type of consolidation, a detailed analysis of each Letter of Authorization associated with project management and general engineering must be done to see which functions can be distributed among existing City and County staff. Also, it is likely that some specific consulting resources may need to be maintained to preserve the continuity of active construction projects such as Cascade Park, the segment of Capital Circle Southwest between Crawfordville Road and Woodville Highway and the segment of Capital Circle Northwest between Orange Avenue and US 90.

Since the start of this review, the BP2000 Executive Director has resigned and Capital Program and Finance Manager retired from their positions in December 2010 and March 2011, respectively. (The Capital Program and Finance Manager served as Interim Executive Director from January 2011 – March 2011.) The turnover of the Executive Director and Capital Project and Finance Manager positions provides a unique opportunity to reorganize the structure of BP2000 utilizing the existing resources of both local governments, as described above, to achieve the goals of the BP2000 Interlocal Agreement.

**Recommendation:**

Based on the Management Review recommendations, the City Manager and City Administrator have worked together to develop a structure that streamlines Blueprint operations and more effectively integrates City and County Public Works Departments into the BP2000 activities by creating a new Department and realigning the reporting of the Executive Director and the Planning Director. It is important to note that several meetings regarding potential reorganization have been held with original members of the EECC. The group expressed general support of the reorganization, however they did state that they wanted to see an adherence to the original Blueprint philosophy by continuing independent action through the IA structure as well as retaining the ability to move rapidly on projects and acquisitions without being hindered by local government procedures and policies. Fundamentally, the group did not want to deviate from the Blueprint philosophy as envisioned by the community. The Planning Department is currently jointly funded and managed by the City and County and would offer similar oversight and reporting as the current BP2000 structure. The proposed reorganization will entail shifting the current Planning Director, Wayne Tedder, to the Director of the Tallahassee-Leon County Department of Planning, Land Management and Community Enhancement (PLACE) and creating a Planning Department Manager and a Blueprint 2000 Manager in place of the old director positions. Both of these manager positions are expected to run the day to day operations for their respective divisions, while giving autonomy to the Blueprint agency as originally desired by the founding (EECC) members. No additional positions will be created within the Planning Department and one position will be eliminated in the Blueprint Department for a cost reduction in staffing. It is anticipated that all position changes within the Planning Department will be filled in the interim by internal employees. Roxanne Manning will assume the position of Interim Planning Manager while the Blueprint Manager position is anticipated to be filled within two months. The organizational structure appears as follows:



In order to achieve the proposed organizational structure, the City and County would need to concur to the proposed agreement between the City and County that includes the following highlights (see Attachment):

- The Term of the agreement shall end on December 31, 2019 (the end of the current one cent sales tax collection) unless otherwise modified by the City and County.
- Creates a new Department that encompasses both Blueprint 2000 and The Tallahassee-Leon County Planning Department. The proposed department name is the Tallahassee-Leon County Department of Planning, Land Management and Community Enhancement in an effort to more closely describe the functions of the Planning Department in Blueprint 2000. The Department will oversee functions of both the Tallahassee-Leon County Planning Department and Blueprint 2000. The Director of the Department will report to the City Manager and County Administrator or their designee.
- The director position will be funded as follows: 50 percent by Sales Tax revenue and the remaining balance shall be paid by the City and County consistent with the allocation prescribed in the Interlocal Agreement between Leon County, Florida and the City of Tallahassee for The Joint City/County Planning and Zoning Department Planning dated September 23, 2009.
- The duties and responsibilities of the director shall be those duties as stated for the Director in the Interlocal Agreement Between Leon County, Florida and the City of Tallahassee for The Joint City/County Planning and Zoning Department September 23, 2009 AND the Staff Director of Blueprint 2000 as stated in the Amended and Restated Intergovernmental Agreement Blueprint 2000 Intergovernmental Agency dated February 1, 2003

The Interlocal Agreements between Leon County and the City of Tallahassee for The Joint City/County Planning and Zoning Department dated September 23, 2009 and the Amended and Restated Intergovernmental Agreement Blueprint 2000 Intergovernmental Agency dated February 1, 2003 shall remain in full affect unless amended according to the provisions of the agreements.

**OPTIONS:**

1. Approve the proposed reorganization structure for Blueprint and the Planning Department and the Implementing Tallahassee-Leon County Department of Community Design and Implementation MOU.
2. Do not approve the proposed reorganization structure for Blueprint and the Planning Department and the Implementing Tallahassee-Leon County Department of Community Design and Implementation MOU and provide alternative direction.

**RECOMMENDED ACTION:**

1. Approve the proposed reorganization structure for Blueprint and the Planning Department and the Implementing Tallahassee-Leon County Department of Community Design and Implementation MOU.

**ATTACHMENTS:**

1. Tallahassee-Leon County Department of Community Design and Implementation MOU

**INTERLOCAL AGREEMENT  
BETWEEN CITY OF TALLAHASSEE, FLORIDA AND  
LEON COUNTY, FLORIDA CONCERNING ESTABLISHING  
JOINT EXECUTIVE DIRECTOR FOR BLUEPRINT 2000  
AND TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT**

THIS AGREEMENT, made and entered into on this \_\_\_\_ day of June, 2011, by and between the CITY OF TALLAHASSEE, Florida, a Florida municipal corporation (hereinafter referred to as "City") and LEON COUNTY, Florida, a political subdivision of the State of Florida and charter county (hereinafter referred to as "County"),

WHEREAS, on November 7, 2000, the citizens of Leon County approved at referendum the collection (extension) of a one cent sales tax for the purposes of constructing capital projects and other necessary infrastructure which protects sensitive environmental features within the County; and,

WHEREAS, the City and County created, by Interlocal Agreement, the Blueprint 2000 entity to serve as the governing body for the implementation of the referendum ordinance and expenditure of funds in furtherance of the infrastructure projects which were approved by the citizens of Leon County; and,

WHEREAS, the City Commission and the County Commission, sitting as the Blueprint 2000 agency constitutes the legislative body of said agency; and,

WHEREAS, the position of Executive Director of Blueprint 2000 is established by said Interlocal Agreement, and is supervised by the City Manager and the County Administrator; and,

WHEREAS, by separate Interlocal Agreement, the City and the County have established the Tallahassee-Leon County Planning Department, which has as its head the position of Planning Director; and,

WHEREAS, the Planning Director is likewise hired by and supervised by the City Manager and the County Administrator, and serves to supervise all planning functions within the City and the County; and,

WHEREAS, the planning functions for infrastructure improvements and the planning functions for the City and County Capital Improvements Element are inter-related and thus are better supervised by one single individual; and,

WHEREAS, the City and the County desire to better integrate the Planning functions into the Blueprint 2000 projects and infrastructure planning without the need of filling both positions, including the currently vacant Blueprint 2000 Executive Director position; and,

WHEREAS, the recent vacancy of the Executive Director position in Blueprint 2000 has created an opportunity to consolidate the executive functions of these two positions and thus reduce administrative overhead and expenses so that more dollars may be applied to the Blueprint 2000 projects.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises, the receipt and sufficiency of which is being acknowledged, the City and the County hereby agree as follows:

1. Term. The term of this Agreement shall commence on the date on which this Agreement has been fully executed by the parties, and shall end on December 31, 2019, unless otherwise terminated or modified by the City and County in accordance with the terms hereof.
2. Position of Director Created. The City and the County hereby create the joint position of Planning Director and Executive Director of Blueprint 2000, to hereafter be known as the Director of Planning Land Management and Community Enhancement (“P.L.A.C.E.”).

3. Funding. The newly created Director of P.L.A.C.E. position shall be funded as follows: fifty (50%) percent by sales tax revenues collected and remitted to Blueprint 2000; and, the remaining balance shall be paid by the City and County consistent with the allocation methodology set forth in the Interlocal Agreement between the City and the County establishing the Joint Tallahassee-Leon County Planning Department dated December 23, 2009.

4. Duties and Responsibilities. The duties and responsibilities of the Director of P.L.A.C.E. shall be those duties as stated in the Interlocal Agreement between the City and County for the Tallahassee-Leon County Planning Department and as set forth in the Blueprint 2000 Interlocal Agreement, and as made be specified from time-to-time jointly by the City Manager and the County Administrator.

5. Benefits. The Director of P.L.A.C.E. may elect benefits as provided for by either the Tallahassee-Leon County Planning Department Interlocal Agreement or the Interlocal Agreement providing for the creation of Blueprint 2000, as may be amended from time to time. The Director of P.L.A.C.E. shall serve at-will and may be terminated by either the City Manager or the County Administrator unilaterally.

6. Location. The Director of P.L.A.C.E. shall have offices located in such facilities as shall be decided jointly by the City Manager and the County Administrator.

7. Conflict. In the event of a conflict between the provisions set forth herein with any provisions set forth in the Interlocal Agreement between the City and County establishing the Joint Tallahassee-Leon County Planning Department and the Interlocal Agreement providing for the creation of Blueprint 2000 and the Executive Director position specified therein, the provisions in this Agreement shall supersede and be binding upon all parties, including Blueprint 2000, to the extent of any such conflict.



**IN WITNESS WHEREOF**, the parties cause this Interlocal Agreement to be executed by their duly authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2009.

**CITY OF TALLAHASSEE**

APPROVED AS TO FORM:

By: \_\_\_\_\_  
James R. English, City Attorney  
City of Tallahassee

By: \_\_\_\_\_  
John Marks, Mayor

ATTEST:

By: \_\_\_\_\_  
James Cooke, III, Interim  
City Treasurer-Clerk

APPROVED AS TO FORM:

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_  
Herbert W. A. Thiele, County Attorney  
Leon County, Florida

By: \_\_\_\_\_  
John Dailey, Chairman  
Board of County Commissioners

ATTEST:

By: \_\_\_\_\_  
Bob Inzer, Clerk of Courts