

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

**Meeting Minutes  
June 14, 2004, 3:00 PM  
City Commission Chambers**

**MEMBERS PRESENT**

**County**

Commissioner Tony Grippa  
Commissioner Rudy Maloy  
Commissioner Bob Rackleff  
Commissioner Jane Sauls  
Commissioner Cliff Thaell, Vice-Chair  
Commissioner Dan Winchester  
Commissioner Bill Proctor (arrived approx. 3:30)

**City**

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

**CITY/ COUNTY STAFF**

DeLane Adams, County Commission Staff  
Leticia Adams, County Commission Staff  
David Bright, Blueprint 2000  
Paula Cook, Treasurer Clerk's Office  
Jim Davis, Director, Blueprint 2000  
Shelonda Gay, Blueprint 2000  
Dinah Hart, Mayor's Office  
Vince Long, Assist. County Administrator

Phil Maher, Blueprint 2000  
Gabe Menendez, City Public Works  
Tony Park, Leon County Public Works  
Dan Rigo, County Attorney's Office  
Debra Schiro, City Attorney's Office  
Wayne Tedder, Planning Department  
Karla Weaver, Blueprint 2000  
Michael Wright, City Manager's Office

**OTHERS PRESENT**

Reggie Bouthillier, Greenberg Traurig\*  
Claire Connolly, FSU MPA Program  
Paco de la Fuente  
Billy Hattaway, BDI  
Jolinda Herring, Bryant Miller & Olive, PA  
Leonard B. Horton, WCTV-6

Clay Ketchum, Ketchum Appraisal Group  
Bill Little, Jacobs Civil\*  
Frank Mattmuller, Jacobs Civil\*  
Chris Merritt, PBS&J  
Maribel Nicholson-Choice, Greenberg Traurig\*  
Jerry Oshesky, The LPA Group\*

\* Indicates Blueprint 2000 Consultant

**CALL TO ORDER**

Chairman Mark Mustian called the meeting to order at 3:10 p.m. He also presented Commissioner Rackleff with a Blueprint 2000 shirt for his service as the IA's previous Chairperson.

**I. AGENDA MODIFICATIONS**

There were none.

**II. INFORMATION ITEMS**

**1. FCT Grant Applications**

David Bright announced to the Board that three (3) FCT (Florida Community Trust) Grant applications had been submitted for projects under the Blueprint program. He stated the City of Tallahassee applied for Timberlane Ravine-Phase 2 and Blueprint 2000 applied for two (2) sinkhole properties, Copeland Sink and Patty Sink. If the grants are awarded, the sink properties would be owned by Leon County and the Timberlane Ravine-Phase 2 would be in the City. Blueprint would be notified later this fall if they were successful in the grant requests.

## **2. Capital Circle Southeast/Design-Build Update**

Jim Davis stated that five (5) design/build teams responded to the RFQ (Request for Qualifications) for Capital Circle Southeast (Connie Drive to Tram Road). Three (3) firms were short-listed and would be provided the Request for Proposals package at a pre-proposal conference on June 15, 2004. Those firms were:

1. M, Inc. and C.W. Roberts (Contractor)/ PBS&J (Design)/ Parsons Brinkerhoff (CEI)
2. Coxwell Contracting (Contractor)/ Lochner (Design)/ Peavy (Paving)/Greenhorne and O'Mara (CEI)
3. Lane Construction (Contractor)/ URS (Design)/ Genesis (CEI)

Commissioner Grippa stated that he had looked at the previous meeting minutes and from the design-build, he was under the impression that they were going to be able to look at and potentially design the meandering paths and bicycle and pedestrian ways so that they were hitting the greatest densities and getting the greatest usage out of them and he wanted to make sure that was still the case.

Jim Davis explained that every new segment of the road would come back to the IA for their approval for the sidewalks and the meandering paths. For the section of Capital Circle from Connie to Tram, the sidewalks and path had been approved as part of the IA's approval of the Multi-modal Design Guidelines. Commissioner Grippa asked if that was what had been stated at the meeting. Mr. Davis replied that what was stated at the meeting got a little confused, but the agenda item itself specifically said in the statement of issue, "this item request approval of the multi-modal aesthetic design guidelines to be used as part of the design build for CCSE and future Blueprint projects." Mr. Davis stated that was the agenda item and then discussions centered on whether they bring the sidewalk issue back, they had said that they would, and they would but he stated that when the item passed at the vote, the assumption was made that CCSE from Connie to Tram was approved with the meandering sidewalks and the straight sidewalks.

Commissioner Grippa then asked that regardless of density, it would be the same from one area to another and if there was no house for five miles, it would be the same as if it was right in front of Southwood. Mr. Davis stated that no, to clarify, the first segment of the road was from Apalachee Parkway to Tram Rd and that would have the meandering sidewalk. The next segment would be Tram to Woodville and that had not been decided and would come back to the IA, likewise, Woodville to Crawfordville, and all the way around, they would all be brought back. The only two elements that had been established

were the SE Section to Tram and the NW section that FDOT was doing down to 90. The rest would be up to their decision.

Mr. Grippa then asked that when they do the design-build, did they take the product that came forward, and they would have no ability to manipulate it, they would have to take it as it looked. Mr. Davis said no and then Commissioner Grippa then asked why they would not be able to change or move or effectuate the sidewalks or paths the same way as the road when it came back. Mr. Davis asked if he was speaking of the design-build just for the segment down to Tram and Commissioner Grippa said that was correct.

Commissioner Mustian then asked what was the process with the design-build, did it come back to them for final approval of the actual design. Mr. Davis stated it did. Commissioner Mustian said that they would then get an opportunity to do whatever they wanted to do with it but they had given the direction to the team to do the meandering sidewalk on one side and the straight on the other. Commissioner Grippa then stated that they would ultimately get a final say on it and take a look at it once it was done. Mr. Davis stated that they were the approving authority for the contract and they would get the whole thing, it would come back to them.

The motion was moved by Commissioner Katz and seconded by Commissioner Lightsey. The motion passed unanimously.

### **III. CONSENT**

#### **3. IA Meeting Minutes: April 26, 2004**

#### **4. Cascade Sector Plan Funding**

#### **RECOMMENDED ACTION:**

##### **Option 1**

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

Commissioner Katz made a motion, Commissioner Lightsey seconded and both items under the Consent portion of the agenda were approved, 11-0.

### **IV. PRESENTATIONS/ACTIONS/DISCUSSIONS**

#### **5. Election of Vice Chairperson**

Commissioner Grippa made a motion to nominate Commissioner Cliff Thael as the new Vice-Chairperson of the IA. The motion was seconded and passed unanimously.

#### **6. FY 2005 Operating Budget**

Phil Maher explained that the budget request was relatively standard and straight forward, and noted that the increases in some categories from FY 2004 to FY 2005 were due to the addition of the GEC staff. He noted that the office staff had grown from five (5) FTE's (Full Time Equivalents) to thirteen (13) FTEs. He further stated that some of the increases were salaries, temporary wages, and Unclassified Contractual Services.

Mayor Marks asked that the budget include the percentage increase for any line items that changed. Commissioner Grippa asked if there was a salary cap for the GEC. Mr. Maher answered no. Jim Davis added that the GEC's time was used judiciously and was watched closely. Commissioner Grippa asked that the GEC expense be removed from the Unclassified Contractual Services line item and shown as a separate item so the IA could keep an eye on it.

Commissioner Grippa made a motion to accept the Proposed Budget, Commissioner Lightsey seconded and it was approved unanimously 11-0.

**7. Items Tasked to the IMC:**

Jim Davis stated that at the last meeting while discussing the recommendations by MGT of America related to the Performance Audit, the IA collectively tasked the IMC with several items.

**7a. Contract for the Director**

Jim Davis stated that the issue had not yet been resolved and would be discussed at a later date. Commissioner Katz asked for clarification on the issue. He further stated that it was his intention to have this item back before the Board today and would like to know in advance when issues would not be addressed as planned and an explanation as to why not.

**7b. Appraisers**

Jim explained that he submitted a letter to the IMC regarding the use of Weigel-Veasey, an out-of-town appraiser part of the GEC team, and additionally, local appraisers. He further stated that an organization chart was included in the item and showed the IA that Blueprint 2000 intended to use local appraisers and real estate staff. He stated that the organization chart was approved by the IMC and a letter was sent to the City and County requesting that each entity identify two (2) local appraisal firms that were currently under contract to be used on the appraisal team.

Staff recommendation was moved, seconded, and approved unanimously 11-0 by the Board.

**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.

Commissioner Grippa stated that he received an e-mail from the County Attorney's Office regarding potential concerns about the Organization Chart and the proposed Real Estate Committee. He further stated that the committee might fall under the Sunshine Law. Commissioner Katz asked Reggie Bouthillier, Agency Counsel, to look into the issue and provide a response at the next meeting.

#### **7c. Commercial Bank Account**

Jim Davis stated this issue dealt with Blueprint 2000 using the City's commercial bank (Wachovia Bank) and using the City's accounting, payroll, and other financial systems. Mr. Davis explained that the perception of large amounts of Blueprint's money being stored in an account in Wachovia was not true. The money in the account was deposited and dispersed by the City of Tallahassee on a daily basis, keeping only the amount in the account needed for the City's daily needs. Mr. Davis also explained that it was not feasible to look into an independent commercial bank account because Blueprint's low number of yearly transactions would not be lucrative to their bidding for the business. The IMC and the CAC have both approved Blueprint keeping its current commercial banking methods.

Commissioner Grippa asked if Blueprint was paying a pro-rata share of the expenses and fees the City of Tallahassee pays Wachovia and if Blueprint had its own account. Phil Maher answered that Blueprint was not paying pro rata and does not have an account, but uses the City's account. Commissioner Grippa asked to have a confirmation in writing, regarding Blueprint not paying the City.

Commissioner Grippa made a motion, Commissioner Lightsey seconded and it was approved unanimously 11-0.

#### **RECOMMENDED ACTION:**

Approve Blueprint 2000's current banking relationship.

Commissioner Proctor arrived at the meeting at this time.

#### **7d. Investment Policy**

Jim Davis explained this item was regarding Blueprint 2000's investments, and specifically potential use of the State Treasurer's Special Purpose Investment Account (SPIA). He stated that Commissioner Grippa brought the SPIA account to Blueprint's attention, and after review, Blueprint would like to use it. Jim further explained that the rate of return was better than the current account, but there were hurdles surrounding using the Special Purpose account. The primary hurdles dealt with the Blueprint bond resolution and certain restrictions placed on the investment of bond proceeds by the insurer FSA. Mr. Davis also stated that Blueprint had written to FSA requesting clarification and permission to use the SPIA. He asked for the Board's permission to put funds in the SPIA once the hurdles were cleared.

Commissioner Gillum asked for further clarification on the issue. Jim explained that the bond insurer did not allow that particular account. Commissioner Grippa

further explained that Government entities were not allowed to invest in that account, only quasi-governmental entities. He also explained that the money was untouchable by the Legislature through the SPIA. Commissioner Lightsey asked about the arbitrage issue. Jolinda Herring of Bryant, Miller, & Olive explained that the rules surround the timeliness in which the money was spent. She further stated that if the money was spent right away, then the arbitrage rule was not a concern.

Commissioner Maloy asked about the letter sent to FSA regarding the account and wanted to know when we should receive notice as to whether or not Blueprint would be allowed to use the SPIA. Jolinda explained that the letter was sent in April and staff at FSA was moving slowly on the issue. She also stated that FSA had asked for further information including rating letters on the investment. The letters had been requested and were expected to be available the following day. Ms. Herring stated she hoped for a decision by the end of the week.

Commissioner Grippa made a motion, Commissioner Maloy seconded and it passed unanimously 12-0 by the Board.

**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.

**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 Mustian adjourned the meeting at 3:40 pm.

**APPROVED:**

**ATTEST:**

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**Mark Mustian**  
**Chairman of Blueprint 2000 IA**

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**Shelonda Gay**  
**Secretary to Blueprint 2000 IA**