

TALLAHASSEE – LEON COUNTY
BLUEPRINT 2000 INTERGOVERNMENTAL AGENCY

Meeting Minutes

June 20, 2011

3:00 pm, City Commission Chambers

MEMBERS PRESENT

County

Commissioner Akin Akinyemi
Commissioner John Dailey
Commissioner Bryan Desloge, Chair
Commissioner Kristin Dozier
Commissioner Nick Maddox
Commissioner Jane Sauls

City

Commissioner Andrew Gillum
Commissioner Nancy Miller, Vice Chair
Commissioner Mark Mustian

CITY/COUNTY STAFF

Roshaunda Bradley, Leon County OMB
Dave Bright, Blueprint 2000
Kevin Carey, COT
Lisa Comingore, BOCC
Anita Favors Thompson, City Manager
Vince Long, County Administrator
Shelonda Meeks, Blueprint 2000
Gabriel Menendez, COT
Tony Park, Leon County

Cristina Paredis, Leon County
George Reynolds, Blueprint 2000
Harry Reed, CRTPA
Angela Richardson, Blueprint 2000
Alan Rosenzweig, County
Scott Ross, Leon County OMB
Debra Schiro, Blueprint 2000
Wayne Tedder, Planning
Rita Stevens, COT

OTHERS PRESENT

Curtis Baynes
Richard Barr, Kimley-Horn
Antoine Brandon
M. Todd French
Joey Gordon, The LPA Group*
Lauren Hite, The LPA Group*
Carlana Hoffman, Quest*
Amy Hutson
Michael Hutson
Jerry Ingram, Kimley-Horn
Mark Llewellyn, Genesis Group
Maribel Nicholson-Choice, Greenberg Traurig*
Denney Pate, Figg Engineering Group
* Indicates Blueprint 2000 Consultant

Alan Phipps, Figg Engineering Group
Gary Phillips, The LPA Group*
Margie Quillman, The LPA Group*
Marek Romanowski, The LPA Group*
Jim Shepherd, Jacobs Engineering*
Dave Snyder, The LPA Group*
Lamar Taylor, Chair, CAC
Latesa Turner, Jacobs Engineering*
Alisha Wetherell, Kimley-Horn
Ryan Wetherell, Kimley-Horn
Shawn Woodruff, Figg Engineering Group
Ray Youmans, THC*

Commissioner Bryan Desloge called the meeting to order at 3:05 pm and asked that the Citizen Advisory Committee Chairman's report first.

II. CITIZEN'S ADVISORY COMMITTEE (CAC) CHAIRMAN'S REPORT

Mr. Lamar Taylor, Chairman of the CAC, stated that the committee was presented with the information from the Capital Cascade Connector Bridge Charrette results and recommendations. He stated that the CAC supported the bridge design, abutment and lighting concepts recommended by the charrette participants, but several CAC members suggested the bridge deck be wider than the proposed 12-foot width to accommodate those standing, walking, and bicycling across the bridge. Mr. Taylor stated that there was discussion on the naming of the park and that the CAC recommended that the park be named Capital Cascades Park. He further mentioned that there was a public hearing on the Capital Budget and that the committee was made aware that there may be funds that could be reallocated from the projects that were nearly completed. He stated that staff would provide updated details at the August CAC meeting. Mr. Taylor stated that in 2010, when the capital budget was reviewed and cuts were made to projects because of the reduction in revenues due to the economy, that the CAC as well as the Intergovernmental Agency agreed that when funds became available the projects previously cut would be refunded.

I. AGENDA MODIFICATIONS

Mr. Tedder stated that there were two agenda modifications delivered to the Board via e-mail on Friday, June 17, 2011: (A) **Blueprint 2000 Management Review**, and (B) **Blueprint 2000 and Planning Department Restructuring**. He further stated that **Item #4. Capital Circle SW PD&E Study Update** and **Item #15. Revisions to Blueprint Real Estate Policy (No. 107) to Include a Relocation Policy for Locally Funded Projects** needed to be pulled for discussion.

Agenda Modification A: Blueprint 2000 Management Review

Scott Ross, Leon County Office of Management Budget (OMB), stated that in October 2010, the City Manager and County Administrator directed City and County staff to conduct a joint management review of the Blueprint 2000 Agency.

Commissioner Miller pointed out that she preferred Mr. Ross provide the Board with a detailed report because she had not seen the report until she walked into the meeting and that she was uncomfortable voting on an item and making a decision when she hadn't reviewed the information. Commissioner Desloge stated that he felt the same.

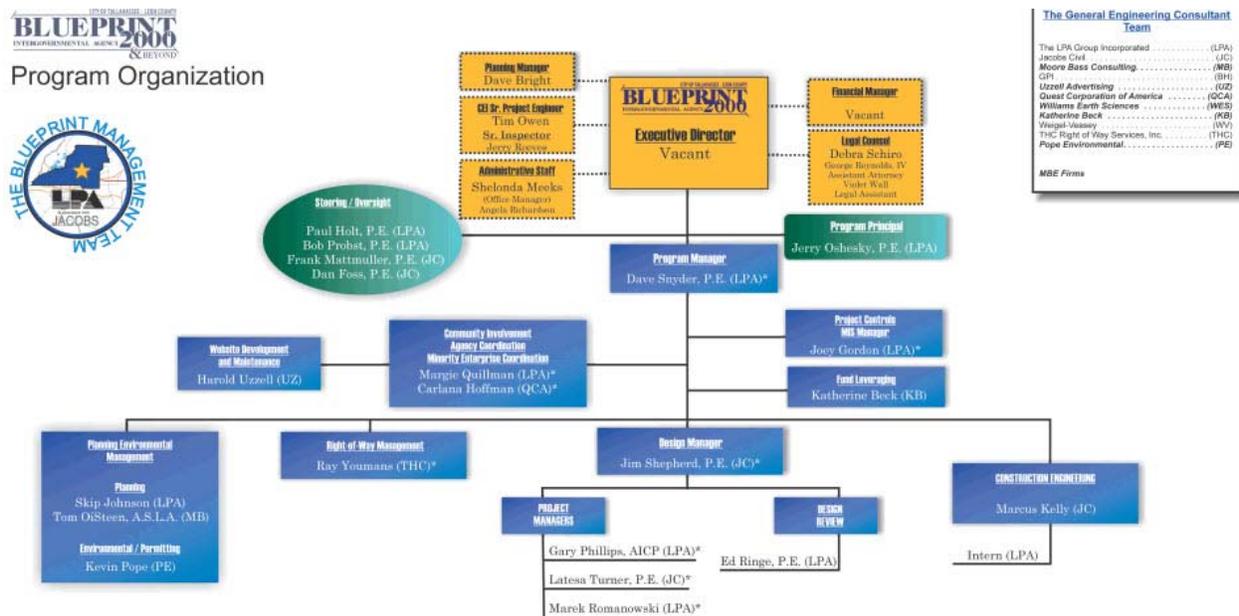
Mr. Ross provided the names of those who assisted in compiling and creating the report from both city and county staff. He stated that interviews were conducted with key staff at Blueprint 2000. He further stated that the report contains the following sections as outlined in the report:

- A. Methodology
- B. Background
- C. Organizational Overview
- D. Blueprint 2000 Policies
- E. General Engineering Consultant Contract

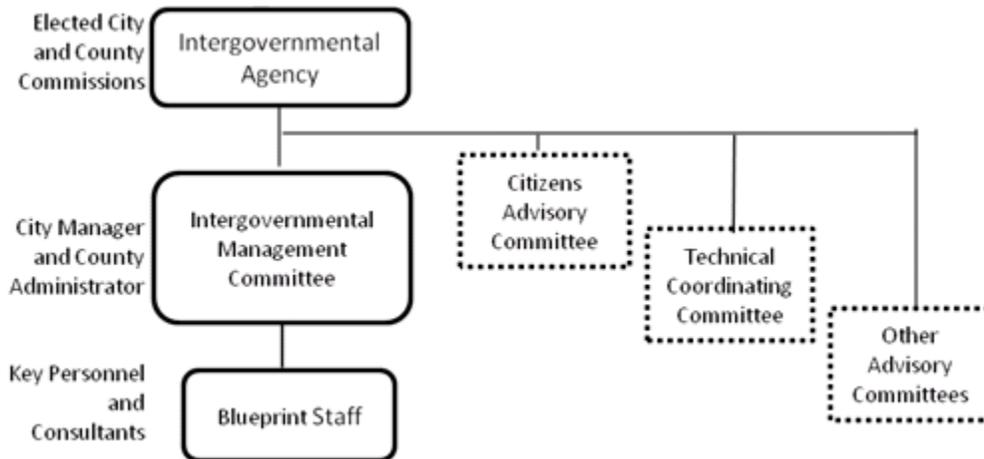
F. Projects Overview
 G. Conclusion
 H. Options and Recommendations

Mr. Ross stated that when the Executive Director of BP2000 resigned and the Capital Project Finance Manager retired, the management review team suggested that this would be an opportunity to restructure the organization and make it more efficient. He stated that it was their idea to place Blueprint under the auspices of the Planning Department and not hire a new director. Mr. Ross stated that the Planning Department was involved in Blueprint and that the director reports to the City Manager and County Administrator, similar to the structure of Blueprint 2000. He stated that most Blueprint 2000 projects are well under way and a lot of them have been constructed. He mentioned that there isn't enough money to complete the projects before the sales tax extension runs out and that the Planning Department would play an integral role in the sales tax extension. He reiterated that it was a great opportunity to place Blueprint 2000 under the Planning Department.

Mr. Ross stated that the team studied Blueprint 2000 methodology, engineering consulting contracts, adherence to City and County policy and Blueprint 2000's policies, reviewed their reporting and record keeping, and interviewed various staff and consultants. He reviewed Blueprint 2000's current organizational structure (as shown below, which is on page 6 of the Management Review report); the yellow boxes indicate Blueprint 2000 staff, green boxes indicate the General Engineering Contract (GEC) and the blue boxes indicate the GEC staff.



Mr. Ross reviewed the governing structure of Blueprint 2000 (as shown below, which is on page 3 of the Management Review report).



Mr. Ross stated that generally Blueprint follows many of the City's policies due to the fact that Blueprint 2000 uses the City's personnel and financial systems in order to keep track of all day-to-day finances. He stated that the team could not find any deficiencies in the way that the policies were applied.

Mr. Ross stated that there was a difference in the real estate policies between Blueprint 2000, the City of Tallahassee, and Leon County. He referenced Table #1 (as shown below, which is on page 8 of the Management Review report), which highlights the thresholds for independent appraisals of each entity. Mr. Ross stated that Blueprint obtained one independent appraiser for properties valued \$0-\$750,000 and that FDOT review appraisals were used as the second appraisal for properties valued \$750,001 and higher. He stated that the team recommended that Blueprint 2000 update its Real Estate policy to reflect the current practices.

Table #1: City of Tallahassee, County and BP2000 Appraisal Thresholds

Monetary Thresholds	City of Tallahassee Real Estate Policy: Appraisal Thresholds	Leon County Real Estate Policy: Appraisal Thresholds	BP2000 Real Estate Policy: Appraisal Thresholds
\$0 - \$25,000	In-house Valuation		In-house Valuation
\$25,001 - \$300,000	One Independent Appraisal from a State Certified Appraiser		
\$300,001 and higher	Two Independent Appraisals from State Certified Appraisers		
\$0 - \$500,000		One Independent Appraisal from a State Certified Appraiser	
\$501,000 and higher		Two Independent Appraisals from State Certified Appraisers	
\$0 - \$750,000			One Independent Appraisal from a State Certified Appraiser
\$750,001 and higher			Two Independent Appraisals from State Certified Appraisers

Mr. Ross stated that there was a large difference in the amount of approval authority between the three entities as well. He referenced Table #2 (as shown below, which is on page 8 of the Management Review report).

Table #2: City of Tallahassee, County, and BP2000 Real Estate Approval Thresholds

Monetary Thresholds	City of Tallahassee Real Estate Policy: Final Approval Thresholds	Leon County Real Estate Policy: Final Approval Thresholds	BP2000 Real Estate Policy: Final Approval Thresholds
\$0 - \$25,000	Department Head	County Administrator	N/A
\$25,000 - \$250,000 Less than 10% above appraisal	N/A	County Administrator	N/A
\$25,001 - \$500,000 Less than 25% above appraisal	City Manager	N/A	N/A
\$250,001 - \$500,000 Greater than 25% above appraisal	City Commission	County Commission	N/A
\$500,001 and Higher	City Commission	County Commission	N/A
\$0 - \$750,000 Less than 20% above appraisal	City Commission	County Commission	BP2000 Director
\$750,001 and Higher	City Commission	County Commission	IMC

He stated that the Blueprint 2000 Director had more autonomy to purchase property than the individuals who supervise him. He stated that the team recommended that the Intergovernmental Management Committee (IMC) approve real estate acquisitions up to \$500,000 dollars, and for purchases above \$500,000 to go before the Intergovernmental Agency to bring more accountability.

Mr. Ross stated that Blueprint 2000 is a unique entity that will not be found anywhere else in Florida. There is a small support staff and large consultant firm working through a GEC. He stated that the GEC performs all types of services and tasks relating to the day-to-day operations of the offices such as basic surveying, basic engineering, and developing policies and procedures. He stated that there is an overall contract for GEC services and that all of the tasks are done through annual Letters of Authorization (LOA), which outline the job tasks. He referenced Table #5 (as shown below, which is on page 17 of the Management Review report). Mr. Ross stated that this table illustrates the Program Management and Support cost for the last 7 years.

**Table #5: Summarization of the Yearly
 Program Management and Support Costs for LOA #1 and BP2000**

Fiscal Year	LOA #1	BP2000	Total
FY 2004 ⁽¹⁾	\$412,470	\$828,809	\$1,241,279
FY 2005	\$801,456	\$839,756	\$1,641,212
FY 2006	\$996,469	\$827,223	\$1,823,692
FY 2007	\$714,630	\$988,408	\$1,703,038
FY 2008	\$822,571	\$1,042,394	\$1,864,965
FY 2009	\$702,117	\$1,086,901	\$1,789,018
FY 2010 ⁽²⁾	\$802,180	\$1,150,832	\$1,953,012
FY 2011 ⁽³⁾	\$193,107	\$1,166,506	\$1,359,613
	\$5,445,000	\$7,930,829	\$13,375,829

Notes:

(1) FY 2004 costs are partial year payments, due to the contract commencing mid-year FY 2004.

(2) FY 2010 BP2000 costs are budgeted, not actual costs.

(3) FY 2011 LOA #1 costs represent payments for the first quarter of the fiscal year. Annualized costs for FY 2011 are estimated at \$772,428, bringing the total compensation for LOA #1 to approximately \$6.02 by the end of the FY. FY 2011 BP2000 costs are budgeted, not actual costs. The total costs associated with Program Management will reach \$14 million by the end of FY 2011.

He stated that the interesting thing was that there are built-in costs such as 5% increases and overhead charges. He further stated that there are two rates of overhead: an office rate, which pays for work being done in the GEC main office; and a non-office rate, which pays for work the staff does out of the Blueprint 2000 offices. He mentioned that Blueprint pays for the office space, computers and support. Mr. Ross stated that the team recommended that since government has the built in overhead to be able to absorb some of the cost, the LOAs should be reviewed and renegotiated so that Blueprint utilizes City and County staff to realize potential cost savings. He further stated that it would reduce the amount of work being done by the GEC and therefore be a cost savings.

Commissioner Akinyemi stated that the GEC was doing in-house program management and not engineering work. He stated that their job was to manage projects and move the projects along. Mr. Ross stated that Commissioner Akinyemi was correct but that the GEC was being paid engineering overhead rates that have been approved by the Florida Department of Transportation (FDOT). He stated that the overhead rate ranged from 113% to 135% for internal Blueprint offices and a rate of 162% to 170% for the LPA home office. He further stated that with government, the overhead rates were lower because of the economy of scale and systems already being in place. Mr. Ross stated that there were also line items, performance bonuses, and profits which were not seen in government contracts.

Commissioner Miller asked if it was the bonuses that were not usually built into government contracts. Mr. Ross stated that in government there would be one bonus for an engineer who brought a project in on time. Commissioner Miller asked how the bonuses got into the contract. Mr. Ross stated that they were in the original contract when it was negotiated and that it was the industry standard.

He stated that when Blueprint 2000 was started, it needed to hit the ground running and that some great work has been done. He further stated that now that some projects had been completed and there wasn't enough money to finish the other projects, Blueprint should take advantage of the economies of scale and use the public works departments and the government's engineers to do some of the work. Mr. Ross stated that essentially the IA created a third public works department.

Commissioner Akinyemi asked how long the LPA contract was for and if the contract was indefinite. Mr. Ross stated that the current contract was a five-year contract that was renewed in 2009 for an additional five years under the same terms and that it could be renewed (annually 2014-2019) until Blueprint 2000 was done. Commissioner Akinyemi asked if that was standard. Mr. Ross stated that Blueprint 2000 wasn't realizing savings because the projects have been on-going and that they can't stop in the middle of a project such as Capital Cascades; therefore, the GEC staff wasn't being reduced since the projects are continuing.

Commissioner Dozier asked if the annual LOAs spell out the specific details of the scope of work that the GEC is to perform and if the nature of the contract could be altered in the LOA. Mr. Ross stated that she was correct.

Commissioner Gillum asked if there was a minimum amount of work that the LPA Group was expected to perform. Mr. Ross stated that the annual LOAs spelled out the specific tasks that the GEC was to perform. He referred the Board to Table #8 (as shown below, which is on page 22 of the Management Review report), which showed all the projects and LOAs that were associated with each. He stated that Blueprint 2000 staff annually reviewed the LOAs and the tasks that were needed, and wrote the LOAs to carry the tasks to fruition.

Table #8: BP2000 Project Expenditures & Encumbrances FY 2003- FY 2010⁽¹⁾

Letters of Authorization	Project	Preliminary Engineering	Right of Way	Construction	Stormwater	Total	Percent Total
LOA #2	Capital Cascade	\$7,070,466	\$458,481	\$17,035,717	\$0	\$24,564,664	10.97%
LOA #3 ⁽²⁾	Capital Circle NW	\$0	45,586,051	22,605,000	4,285,996	72,477,047	32.38%
LOA #4 ⁽²⁾	Connie to Tram	\$0	3,317,268	32,269,488	\$0	35,586,756	15.90%
LOA #5	Capital Circle NW/SW	5,447,326	41,481,037	\$0	1,540,000	48,468,363	21.65%
LOA #6 ⁽³⁾	Sensitive Lands	\$0	6,691,632	\$0	\$0	6,691,632	2.99%
LOA #7 ⁽²⁾	Tram to Woodville	1,210,108	13,174,000	18,314,128	\$0	32,698,236	14.61%
LOA #8	Woodville to Crawfordville	996,151	\$0	\$0	\$0	996,151	0.45%

LOA #9	Capital Circle SW	2,354,312	\$0	\$0	\$0	2,354,312	1.05%
Total		\$17,078,363	\$110,708,469	\$90,224,333	\$5,825,996	\$223,837,161	100%
Percent Total		7.63%	49.46%	40.31%	2.6%	100%	

(1) Source Blueprint 2000 Master Plan Schedule as of September 31, 2010 - Does not include program management costs as outlined in LOA #1 - #9
 (2) Completed Projects
 (3) Includes land purchases only, does not include payments to the County or City for water quality projects, Lidar imagery or program management costs

Commissioner Dozier asked: if the Board deemed that staff could be assigned tasks, would the LOAs be different based upon the tasks assigned, or would this violate the contract? Mr. Ross stated that the contract could be renegotiated as needed. He stated that the tendency was not to use city or county staff to complete tasks but to use the consultants.

Commissioner Gillum restated his question regarding whether there was a minimum amount of work or payment that the GEC was to be provided. He further asked if the LOAs could be zeroed out. Mr. Ross stated that the LOAs were open ended and could be negotiated as needed and that LOAs could be zeroed out for the projects that have been completed.

Anita Favors Thompson asked if Commissioner Gillum's concern was whether there was enough work to be done. Commissioner Gillum stated that his concern was whether there was a minimum amount that the GEC was to be paid even if work was moved to city and county departments to take advantage of the economies of scale.

Vince Long stated that upon approval of the report, the next step would be to review each LOA and renegotiate them and determine if there was a minimum amount that the GEC was to be paid.

Maribel Nicholson-Choice stated that she understood Commissioner Gillum's question to be a legal question. She stated that the contract had not been reviewed by legal counsel as far as she knew.

Mr. Ross stated that the team's recommendation was for the Planning Director to review the LOAs to see what services could be moved to City or County staff to take advantage of existing staff resources and to lower the costs of the GEC contract. He further stated that the Management Review team didn't have the expertise to review the individual LOAs and that the manager who was running the program should be the one to go through the LOAs.

Commissioner Gillum asked if there were LOAs that went beyond 2011. Mr. Ross stated that he didn't think so and that they would be coming up for renegotiation in September of this year. There were nine LOAs and that they were modified for the upcoming year.

Commissioner Akinyemi reiterated that Table #8 showed that the LOAs were associated with specific projects.

Commissioner Miller referred to Table #7 (as shown below, which is on page 21 of the Management Review report) and asked what the Other Sub-Consultant column represented.

Table #7: Total Payments to LPA and Sub Consultants for LOA #1 - LOA #9

LOA #	LPA	Other Sub consultants	Total
LOA #1	\$2,779,913	\$2,665,087	\$5,445,000
LOA #2	\$2,396,248	\$1,042,534	\$3,438,782
LOA #3	\$230,131	\$685,931	\$916,061
LOA #4	\$1,100,212	\$1,978,427	\$3,078,639
LOA #5	\$300,177	\$4,212,087	\$4,512,264
LOA #6	\$39,431	\$329,690	\$369,121
LOA #7	\$1,051,171	\$1,423,695	\$2,474,866
LOA #8	\$276,026	\$487,567	\$763,593
LOA #9	\$138,787	\$503,459	\$642,246
Total	\$8,312,096	\$13,328,476	\$21,640,572

Note: Payments included here are based on financial records obtained through January 2011.

Mr. Ross stated that the GEC hired sub-consultants to do work, i.e. biologists, hydrologists, or whatever expertise was needed and that column represented the payments to them.

Commissioner Gillum asked if the team observed any sub-consultants to the sub-consultants. Mr. Ross stated that the team did observe cases where there were three layers of consultants. He stated that in government there would be a project manager and then there would be consultants. He further stated that he wasn't sure if work could be hired out to another sub-consultant. Commissioner Gillum asked if there were any restrictions around how this would work. Mr. Ross stated that there were restrictions and that they were to get certifications from Blueprint 2000 to use consultants who were not on the approved sub-consultant list.

Mr. Ross mentioned that the total amount of payments to the GEC and sub consultants was \$21,640,572 for all of the LOAs.

Mr. Ross referred the Board back to Table #8 (as shown above, which is on page 22 of the Management Review report) and stated that it was a condensed version of the Master Plan that Jim Davis produced annually on the capital project budget. He stated that as of October 1, 2010, Blueprint had spent \$223,837,161 on the projects and that almost 50% of the expenditures went to right of way acquisition. The second-highest expenditure was for construction of the projects at 40%. He mentioned that the most expensive project to date was Capital Circle Northwest in which Blueprint simply paid Florida Department of Transportation to purchase right of way and construct the project.

Mr. Ross referred the Board back to Table #9 (as shown below, which is on page 24 of the Management Review report) and stated that it was a case study to compare the project management costs between Blueprint 2000, City of Tallahassee, and Leon County projects.

Table #9: Comparison of Project Management Costs

	BP2000		City of Tallahassee		Leon County	
<i>Road Segment</i>	<i>Capital Circle: Connie to Tram</i>		<i>Orange Ave Extension: Blairstone to Capital Circle</i>		<i>Orange Ave: South Monroe to Blairstone</i>	
Project Management Costs	\$3,088,559	7.74%	\$398,961	3.26%	\$422,267	1.08%
Total Project Cost	\$39,894,048	100%	\$11,862,346	100%	\$38,931,392	100%

He stated the construction cost were hard to normalize due to cost of right of way, stormwater facility requirements in each area, and various other issues. The project management costs for the projects were the only portion that was compared.

Mr. Ross stated that, in a nutshell, the team’s conclusion and staff recommendation was the continued transition of Blueprint 2000 to the Planning Department. He stated that the workload of Blueprint 2000 was going down and that there wasn’t funding for all of the projects. He stated that the Intergovernmental Agency structure would stay the same until all of the bond debt has been paid off, and that only the management of Blueprint 2000 should be changing. Mr. Ross recommended that Blueprint 2000 utilize city and county staff to the greatest extent possible given the current economic times. He mentioned that currently there were two inspectors from the City of Tallahassee working for Blueprint on Capital Cascades Park which was saving approximately \$200,000 in CEI costs, rather than paying the market rate for consultants to do that work. He stated that with two key vacancies in the organization that there was the opportunity to reorganize without interrupting staff resources as it was. He further stated that the Planning Department would be integral in the planning for the sales tax extension in the future and that the change would streamline both departments so that there was one direct report instead of two.

Below is the summary of findings and conclusion from the Management Review report (Pages 25 to 29)

G. Summary of Findings:

Finding #1: Through interviews it was determined that the IMC quarterly meetings were often canceled.

Finding #2: While the CAC is an integral part of the BP2000 Agency, some members of the CAC appear to be serving beyond the term limits set forth in the bylaws and are in violation of the CAC “conflict of interest” clause.

Finding #3: Once the Technical Coordinating Committee (TCC) was changed to an advisory committee, technical decisions tended to be made prior to TCC meetings by BP2000 staff/consultants and the advice of the committee was not always considered when presenting the final recommendations to the IA.

Finding #4: The BP2000 organization resembles a ‘third’ Public Works department that completes a specific list of projects decided by the City and County Commissions as the Intergovernmental Agency. This structure allowed BP2000 to focus on implementing the specific project list faster than may have otherwise been possible through the minimal staffing and the hiring of consultants through the general engineering contract.

Finding #5: The BP2000 February 2004 Performance Auditing Services Final Report, submitted by MGT of America, described the overall structure of the BP2000 as 'complex,' 'unwieldy,' and 'awkward' from a traditional management perspective. The report does take into account the difficulty of balancing the interests of both public agencies in areas of control, effectiveness, cost and convenience.

Finding #6: The BP2000 Real Estate Policy requires the Agency to procure two independent state-certified real estate appraisals for acquisitions, sales or dispositions of real property in which the estimated value exceeds \$750,000. The current process uses only one appraisal with a review by the Department of Transportation. Based on the interviews with BP2000 staff, and given that many of the appraisals are for land purchased for future transmittal to the Department of Transportation, the process is prudent and efficient.

Finding #7: There is a disparity in the approval thresholds for the City Manager and the County Administrator in their respective roles with the City and County, and the BP2000 Executive Director, supervised by these same individuals. The current arrangement provides too much autonomy and it is counter intuitive to have an agency director that reports to the City Manager and the County Administrator having more authority.

Finding #8: The BP2000 Procurement Policy was last revised on June 17, 2002. The policy should be reviewed for sufficiency and submitted to the IA for approval. If there is no longer a desire to require that the policy be reviewed every five years, then Section 101.08 Sunset Review should be removed.

Finding #9: Neither Section 101.7, 8 of the BP2000 Procedures Policy nor the City Procurement Policy, nor implementing Procedures Manual, address post contract grievances. Rather, these policies address bidder/vendor grievances concerning awarding of bids. The City Procedures Manual also addresses contract non-compliance procedures although this portion of the Procedures Manual has not yet been incorporated into the BP2000 Policy. As a result, the grievance process followed by BP2000, although appropriate, was not supported by Policy language.

Finding #10: As an agency subject to the provision of the Florida Sunshine Law, BP2000 has an obligation to maintain records so they are reasonably accessible to the public as well as for internal business reasons. Although all records are obtainable as currently stored, it would be more efficient to maintain a central location for storage of all records.

Finding #11: In earlier years, evaluations were conducted using an objective analysis which utilized statistical data derived from surveys that focused on evaluating the goals and objectives of BP2000. The past two year reviews have progressed into a satisfaction survey that does not correlate to the goals and objectives of BP2000.

Finding #12: Since 2004, LPA and its sub consultants have been compensated \$5.45 million for Program Management and Support services provided under LOA #1. These costs are expected to total approximately \$6.02 million by the end of FY 2011. BP2000 operating costs are approximately \$7.9 million. The total cost associated with the Program Management element of BP2000 is \$13.4 million and estimated to reach \$14 million by the end of FY 2011. Based on the

scope of services for LOA #1, the actual costs should have decreased from year-to-year, due to the fact that initial program set-up is complete. However, as shown in Table #5, throughout the duration of the contract there is no downward trend of actual costs.

Finding #13: While the biannual reports provide detailed information on the status of all BP2000 projects, it does not necessarily provide accurate information regarding cost savings. In addition, the client satisfaction section should be reviewed in terms of content and information that is provided and list the composition of the review committee. Furthermore, BP2000 should limit the use of non-objective measures, focus on reporting the progress of projects and eliminate the promotion from this document or eliminate the document entirely.

Finding #14: The GEC has continued to meet or exceed the 15.5% Minority Business Enterprise goal provided in the GEC Contract. The GEC is also involved in the MBE Coordination for all BP2000 projects. BP2000 currently uses the City's MBE policy and the County's Local Preference policy.

Finding #15: Since 2004, Public Involvement costs have totaled approximately \$2.38 million under the GEC contract, which includes LOA #1 thru LOA #9. Of this, \$1.9 million is for personnel related expenses for two employees and \$516,000 for an Advertising/Marketing sub consultant. These costs are expected to reach \$2.69 million by the end of FY 2011. Services provided are in-line with those provided by the City's Communications and the County's Public Information departments. The significant difference is that City and County Communication and Public Information departments provide services on an organizational-wide level, while the GEC team provides services for one department. As mentioned earlier, the GEC Public Involvement staff works closely with City and County Communications and Public Information staff to provide information on BP2000 projects.

Finding #16: CEI services have been provided on BP2000 projects by two City employees for construction inspections, in lieu of contracting with sub-consultants for these same services at a cost of \$480,000. This conflicts with the premise of using the current GEC structure where long-term cost savings are achievable through the use of temporary employees instead of permanent employees. In this particular instance the savings for using the existing City staff is \$199,190. Long-term costs of hiring sub-consultants for CEI services may in fact be achievable, but the shortterm impacts that these costs more than double those employee salaries should be taken into account.

Finding #17: Since 2004, LPA has been compensated \$21.6 million dollars for services provided under the GEC contract. Of this, \$8.3 million is for payments made directly to LPA and \$13.3 million for sub consultant services. While the GEC team has been efficient in the set-up and management of the BP2000 program thus far, there may be a more efficient way to provide these services going forward.

Finding 18: A review of projects costs for BP2000 projects, with specific attention to LOA #4 (Connie to Tram) indicated that the Program Management Matrix costs did not completely match expenditures as documented in the City of Tallahassee's financial system.

Finding #19: BP2000 project management currently uses multiple layers of consultants to manage projects.

H. Conclusion:

Based on the report entitled “Blueprint 2000 and Beyond: A Community Based Guide for Economic Development and Natural Resources Management”, City and County Commissions selected high priority projects to be funded from the FY 2004 sales tax extension. A number of these projects were very visible state roadway improvements and other large multi-jurisdictional projects. The Blueprint 2000 report also incorporated a more holistic approach for construction of these projects inclusive of aesthetic stormwater facilities and enhanced bike and pedestrian amenities. In order to effectively manage these projects and get the projects done in an expeditious manner, an intergovernmental agency operating as an independent governing body was established by interlocal agreement between the City and County. The new agency, although similar to both City and County Public Works Departments, was given greater administrative flexibility and approval authority for accomplishing the designated projects such as the high approval thresholds for the Executive Director and IMC for real estate acquisitions. This structure, which is highly dependent on outside consulting resources, accomplished the initial goals of both the City and County and allowed these large high dollar projects to get started and finished quickly.

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 report, even though BP2000 projects were being completed, or were under contract, the project management costs have remained fairly consistent since inception. Also, it is further argued that this form of contract management justifies paying higher overhead costs for private sector contracting than the economies of scale provided in government overhead. This, however, does not appear to be the case since program management costs have stayed consistent throughout BP2000’s existence.

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, it might be financially prudent for City and County management to consider downsizing the current BP2000 structure or bringing the BP2000 function under the oversight of an existing department such as City/County Planning. The Planning Department is in a better position to coordinate with the City and County Public Works Directors of the apparent capacity of the existing engineering and project management expertise.

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 option 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.

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 and the segment of Capital Circle Southwest between Crawfordville Road and Woodville Highway (LOA #2 and #8, respectively).

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 Manger 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.

As a result, the management review team met with Senior Executive Staff (Assistant County Administrator, and the City Director of Management and Administration Services) to review the scope of work and preliminary findings. At this meeting it was suggested by the team that the City and County may want to delay or reconsider the hiring of the BP2000 Director due to the possibility that the management of BP2000 could be streamlined by more effectively integrating the City and County Public Works Departments into the BP2000 structure, and realigning the reporting of the Executive Director to the Planning Director. 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 continuation of this transition is recommended for the following reasons:

- *The workload of the BP2000 agency is greatly diminished due to successful completion of projects and lack of additional funding for projects.*
- *The interlocal agreement requires that the Intergovernmental Agency stay intact until all bonds have been repaid. There are no restrictions on the operational structure of the agency.*
- *The Planning Department is jointly funded and managed by the City and County with a reporting structure similar to the BP2000 agency.*
- *Utilization of existing City and County personnel resources in lieu of outside consultants will be more cost effective and possibly contribute to maintenance of these resources given the current economic conditions.*
- *Two key staff members are currently vacant providing an opportunity to restructure with little disruption to current staffing.*
- *If an extension of the sales tax is pursued beyond FY19, it is likely that the Planning Department will be integral in this effort.*

RECOMMENDED ACTION:

Approve Option #1 - Accept the Joint City-County Management Review of the Blueprint 2000 organization.

Ms. Favors Thompson stated that the Intergovernmental Management Committee (IMC) had been discussing the issue since the first of the year. She stated the reorganization that was being proposed had been taken to the original Economic and Environmental Consensus Committee (EECC) membership, with the exception of Commissioner Mustian, to explain why they were looking at a new organizational structure. She stated that the program is at a different place and point than when it was started more than ten years ago. She further stated that most of the projects were completed and that most of the available funding had been spent, although they still intended to leverage funding wherever they could to finish projects that were still on the listing. Mrs. Favors Thompson stated that it was no longer necessary to do some of the things that were done in the past such as the use of the consultants. She stated that she and Mr. Parwez Alam were very aware of the costs of the consultants, but that the EECC's concern was that there was a Blueprint 2000 philosophy. She mentioned that the philosophy was to expedite projects, expanding projects beyond the norm and those aspects of the design and implementation that would go beyond anything that government would typically do.

Ms. Favors Thompson stated then the Board look at the document that compared the acquisition processes and the dollars spent by Blueprint 2000 versus the City and the County and the consultants that were used. She stated that she believed that the product was what both commissions believed was appropriate.

She stated that the IMC was recommending a new structure because Blueprint, being an Intergovernmental Agency, was already similarly designed to the joint Leon County/City of Tallahassee Planning Department. She stated that there was some expertise and talent in both agencies that fit in very well where they were and where they need to be going in the future. She mentioned that there could be some cost savings by utilizing the resources of both City and County and would do more toward the implementation of the last few projects.

Ms. Favors Thompson stated that the EECC members were very concerned about independence, which was expressed at the recent meetings. She stated that they felt that Blueprint 2000 should not be another public works department on the city or the county side, and they wanted the Blueprint philosophy maintained as the program moved forward. She stated that they liked the idea of Wayne Tedder being in the position as director of the program due to having worked with him on a variety of projects. She stated that there were some efficiencies to be gained by utilizing some of the staff on both sides and that some changes could be made to minimize costs for the future.

Mr. Long stated that he wanted to speak to the Management Review timing of the release of the report and the short period of time in the members receiving the report. He stated that the IMC anticipated that the timing would be a double-edged sword because the report was done and was a public document. Given the amount of time between IA meetings, they didn't want everyone in the world reacting to the report prior to the Board getting the document to review. He further stated that it would be entirely acceptable for the Board to accept the presentation and take action

at a later time. Ms. Favors Thompson mentioned that the next meeting wouldn't be until September.

There was discussion on whether to continue discussion of this agenda item or to move to the next agenda modification having to do with the management restructuring.

Commissioner Dozier stated that there were items in the Management Review report that she would like to review; however, she would like to take more time to digest the report.

Commissioner Desloge stated that his suggestion was to accept the report, however, they didn't agree with everything in it. The Chairman's recommendation was moved by Commissioner Dailey. The motion was seconded by Commissioner Maddox.

Commissioner Miller stated that she would like the item placed on the agenda for the September IA meeting for a thorough discussion.

Mrs. Nicholson-Choice stated for clarification the way the recommendations were written regarding the acceptance of the report meant that the Board voted to accept the 19 findings and the recommendations of the report at that time. Commissioner Desloge stated that the Board should add an option #3 to receive the report for review.

Commissioner Gillum stated that many of the recommendations where intended to improve the processes of Blueprint and that he would hate for the improvements to be delayed.

Commissioner Mustian stated that he wanted to congratulate the staff for the job that they did on the report. He stated that he agreed with the EECC intention, to move numerous projects in a short period of time that would have overwhelmed City and County staff. He mentioned that he assumed that the report would go through the CAC before it comes back to the IA in September. Commissioner Mustian stated that he would be in favor of the changes to the consultant contract.

Commissioner Dailey asked again for clarification regarding the acceptance of the report and the comments that were made by Commissioner Gillum and Commissioner Mustian. He stated that if the other members felt that they would like more time to review the report, he understood and suggested that the Board just receive the report for review.

Commissioner Dozier stated that she wouldn't support option #1 at this time because she would like to dig into the findings a little more. However, she agreed that there were items that they should look at more closely, in particular the consultant issue. She suggested the possibility of the Board meeting again, prior to the September meeting, to specifically review the report. She asked if the Board could move forward with the reorganization and give the organization under Wayne Tedder's leadership the opportunity to dig into the findings. She mentioned that they were in the middle of the year and of the LOAs for this fiscal year. It might not be that harmful to wait a couple of months under the current system even though there was consensus to change the structure of the consultants.

Ms. Favors Thompson stated that most of the recommendations involved initiating a process that would give the Board more information. Commissioner Dozier was correct that the process could be started via Mr. Tedder. Ms. Favors Thompson stated that since both commissions would be on break for the summer, it would be a great time for Mr. Tedder to start the process.

Commissioner Dozier asked if the Board could receive the report but request that staff move forward with investigating the findings so that the Board has more information at the September meeting. If the Board agrees with the recommendations, they can be implemented immediately.

Commissioner Gillum suggested that the Board accept the recommendations and allow staff to move forward with implementation so that the Board members can flag items of concern to be revisited in September.

Commissioner Miller stated that a course correction was due. However, how it would be correlated with what the citizens voted on, which was an independent agency that would work on specific projects with the money only being spent on those projects. She stated that there was confusion on where the money for the last penny sales tax went and that people were very clear this time where the money has been spent. She mentioned that as far back as 2004, Wendy Grey and she were concerned with the use of the consultants and sub-consultants, and that with the matrix that was described, she is more concerned.

Commissioner Desloge stated that it was a citizen-driven initiative that would be arm's length away from government. Jim Davis did a spectacular job. Also, the Board couldn't ask for a better person than Wayne Tedder to make the shift. He stated that he needed procedural clarification because most of the Board members had not had the opportunity to review the material in enough detail to say move forward with the recommendations. **Commissioner Desloge suggested that the Board accept the report in concept and move forward to the Department restructuring item and take the next few months to digest the report and revisit it at the next meeting. Commissioner Dailey agreed with the suggestion of Commissioner Desloge for the motion. There being no further discussion the motion passed 9-0.**

Agenda Modification B: Blueprint 2000 and Planning Department Restructuring

Mr. Long stated that Mr. Tedder had been working as the Interim Director since Mr. Davis retired and that he hadn't missed a beat and had done a tremendous job. He stated that as a part of the Management Review, an evaluation was made on whether "form follows function" was a key efficiency principal. He further stated that design was wrapping up on most of the projects and also much of the right of way acquisition had been done. He stated that the structure that was being proposed as (shown below) allowed for better county-wide planning, construction and maintenance of the program and coordination with City and County Public Works Departments. Mr. Long stated that the structure achieved the efficiencies discussed in the Management Review Report and also positioned them for the planning of the future sales tax extension.

He stated that he wanted to point out the bullets on page 4 of the agenda item (shown below), which were effectuated through the Memorandum of Understanding which vests the responsibilities of the Director of Blueprint 2000 and the Planning Director in the new Director of the Tallahassee-Leon County Department of Planning, Land Management and Community Enhancement (PLACE).

- *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*

Commissioner Akinyemi asked if there was a timeline for the transition and how much of the LPA staff would be absorbed. Mr. Tedder stated that he appreciated the opportunity and that until he was able to hire the Blueprint Manager for additional support that he wouldn't be able to answer the timeline question. He further stated that there were five or six projects coming up in the 5-year Capital Improvement Plan (CIP) that would bring over \$63M into the community. Having the right person in the position would help move the projects as fast as possible.

Mr. Long stated that the new organizational structure would take effect immediately upon approval of the Board. Mrs. Favors Thompson pointed out that Mr. Tedder would be the Director of PLACE and that he would then hire a Planning Manager and a Blueprint Manager that would report directly to him. She stated that the plan was to ask Roxanne Manning to take the Interim Planning Manager position.

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.

Commissioner Akinyemi moved staff's recommendation. The motion was seconded.

Commissioner Miller asked how the CAC, TCC and the IA fit into the organizational structure. Mr. Tedder stated that that structure would not change. Commissioner Miller stated that she hoped that the TCC would be utilized more than it had been used in the past, as pointed out in the findings of the Management Review report. She also asked how staff would be paid that would be utilized to do the work of the consultants because they wouldn't be able to absorb Blueprint's work along with their current duties. Mr. Tedder stated that as an example, if Blueprint were acquiring a property that would eventually be maintained by the county, then county staff would be utilized for the tasks associated with the acquisition. Commissioner Miller pointed out that adding Blueprint 2000 work on top of the existing workload could cause the staff to be overwhelmed. Mr. Tedder stated that Commissioner Miller was correct and that he needed to work through the issues to determine the resources that were available, what would be needed, and that he would keep the Board updated.

Commissioner Dozier stated that she wanted more time to review the findings; however, she was in favor of the reorganization of the Agency. She stated that it made sense to have the planning and implementation together. She mentioned that FAMU Way was a great example of how Blueprint 2000, Planning, and the CRA overlapped to work on a project.

Commissioner Miller stated that she wanted Mr. Tedder to think about the fact that half of his salary would be coming from the sales tax that would expire in 2019 if the penny sales tax wasn't extended. Mrs. Favors Thompson stated that the point was discussed with Mr. Tedder prior to the meeting.

Commissioner Akinyemi asked where the Blueprint 2000 offices would be physically located. Mr. Long stated that they had looked at moving Blueprint's offices to the Renaissance Building. Mrs. Favors Thompson pointed out that there might be a contractual issue to work out in terms of the current location of Blueprint. Commissioner Akinyemi stated that he was sure that the terms of the GEC contract would also need to be addressed.

The motion carried 9-0.

Commissioner Gillum stated that he would like the amended local preference policy back before the Board as well.

Mr. Tedder stated that item #4, **Capital Circle SW PD&E Study Update**, needs to be pulled for discussion.

4. Capital Circle SW PD&E Study Update

Mr. Tedder stated that currently Kimley-Horn is completing the PD&E study for Capital Circle Southwest and the study is due to be completed by the fall of 2011. He stated that the current contract allows Blueprint 2000 to move directly into design with the same consultant. Mr. Tedder stated that his recommendation was to move forward with Kimley-Horn because of the efficiencies that would be created. Their knowledge of the environmental issues associated with

the project is tremendous. He further stated that getting another firm up to speed on the project would create inefficiencies for the Agency and that moving forward with the same consultant would save money.

Commissioner Dailey moved Mr. Tedder's recommendation. Commissioner Mustian seconded the motion. The motion carried 9-0.

III. INFORMATION ITEMS

- 1. CAC Meeting Minutes (February 10, 2011)**
This item was presented as informational only.
- 2. Cascade Park History Fence: Committee Recognition and Example Panel**
This item was presented as informational only.
- 3. Capital Circle Southeast: Woodville Highway to Crawfordville Road – Design/Build Project**
This item was presented as informational only.
- 5. Blueprint Enrollment in Federal E-Verify Program**
This item was presented as informational only.
- 6. Capital Cascade Trail - Segments 3 and 4 Design Update**
This item was presented as informational only.
- 7. FAMU Way House Acquisition and Surplus**
This item was presented as informational only.

Mr. Tedder stated that item #15, **Revisions to Blueprint Real Estate Policy (No. 107) to Include a Relocation Policy for Locally Funded Projects**, needed to be pulled for discussion.

IV. CONSENT ITEMS

- 8. IA Meeting Minutes: February 28, 2011**

RECOMMENDED ACTION:

Approve minutes as provided.

- 9. Capital Cascade Trail – Segments 1 and 3: Construction Engineering and Inspection (CEI) Services**

RECOMMENDED ACTION:

Option 1: Authorize the advertisement for Consultant Construction Engineering and Inspection (CEI) Services for the Capital Cascade Trail, Segments 1 and 3. Authorize the IMC to negotiate and award the contract once Consultant CEI selection activities are complete.

1. Initiate the procurement process for selection of a CEI Firm for Capital Cascade Trail, Segments 1 and 3, to include solicitation of qualifications, short listing, and issuance of the RFP to no less than three firms. The TCC will be requested to review the Scope of Services.
2. Authorize the Intergovernmental Management Committee to negotiate and award a contract with the selected firm and if negotiations are unsuccessful be authorized to move to the next firm in sequence.
3. For CEI Services for Capital Cascade Trail, Segments 1 and 3, authorize Staff to include the CEI budget in the IA Agenda Item requesting authorization to proceed with construction of each of the improvements.

10. Franklin Boulevard Flood Relief Project Update and Authorization to Advertise, Negotiate and Award the Construction Contract

RECOMMENDED ACTION:

Option 1: Authorize the advertisement for Construction Services for the Franklin Boulevard Flood Relief Project at a cost not to exceed \$3,600,000 which includes 20% for CEI services and project contingency.

1. Authorize the Intergovernmental Management Committee to advertise, negotiate and award a contract with the selected construction firm and if negotiations are unsuccessful be authorized to move to the next firm in sequence.
2. Authorize the IMC to negotiate and approve a scope and fee with the CEI firm selected under a separate procurement.

11. Capital Cascade Trail – Segment 3 Ditch Improvement/Box Culvert Project: Authorization to Advertise, Negotiate and Award the Construction Contract

RECOMMENDED ACTION:

Option 1: Authorize the advertisement for Construction Services for the Capital Cascade Trail – Segment 3 Ditch Improvement/Box Culvert Project at a cost not to exceed \$1,800,000 which includes 20% for CEI services and project contingency.

1. Authorize the Intergovernmental Management Committee to advertise, negotiate and award a contract with the selected construction firm and if negotiations are unsuccessful be authorized to move to the next firm in sequence.
2. Authorize the IMC to negotiate and approve a scope and fee with the CEI firm selected under a separate procurement.
3. If additional HUD/FEMA funding becomes available for this project, provide authorization to amend the Master Plan and incorporate into the Capital Budget this new funding to be used for the Segment 3 Ditch Improvement/Box Culvert project.

12. Authorization to Select and Contract Right of Way/Land Acquisition and Relocation Consulting Services Request Advance Funding for Provision of Right of Way Services to COT for FAMU Way Road Project

RECOMMENDED ACTION:

Option 1: Authorize Blueprint, through a RFQ City administered procurement process, to select and contract with at least two (2) right of way/land acquisition and relocation consulting firms to provide right of way/land acquisition and relocation services to Blueprint 2000. Authorize the IMC to negotiate and award the contracts once the firms have been selected through the RFQ process.

13. Request Advance Funding for Provision of Right of Way Services to COT for FAMU Way Road Project

RECOMMENDED ACTION:

Option 1: Approve the advance funding of \$100,000 to be used by Blueprint to create a project in order to provide payment for acquisition services provided to the City of Tallahassee pursuant to a JPA between Blueprint and the City. Under the terms of the JPA the City will reimburse Blueprint for all approved payments it makes for the professional services authorized by the JPA.

14. Transfer of Remaining funds from Capital Circle Southeast (Tram Road to Woodville Highway) to Capital Cascade Trail – Segment 2

RECOMMENDED ACTION:

Option 1: Approve the transfer of \$450,000 in remaining funds from Capital Circle Southeast from Tram Road to Woodville Highway (E-2 project) to the Capital Cascade Trail Segment 2 project.

There was a motion for approval of the Consent Agenda. Commissioner Maddox seconded the motion. **The motion carried unanimously 9-0.**

15. Revisions to Blueprint Real Estate Policy (No. 107) to Include a Relocation Policy for Locally Funded Projects

Mr. Tedder stated that for federally funded projects Blueprint is required to go through a relocation process that is subject to federal standards. However, for local projects, the Agency is not required to do so. He stated that during public meetings regarding the FAMU Way Extension, there was a desire by the City Commission to look at the Blueprint 2000 relocation policies and to prepare something appropriate for that project. He stated that in short, individuals living in the area will be impacted and it is Blueprint's intention to make the citizens whole and to relocate them to comparable housing as a community standard. He further stated that the policy the Board had in hand would be used for all Blueprint projects that don't have federal

funds and that the attached policy will be utilized. He clarified that the proposed policy would be utilized for all Blueprint 2000 projects unless the Board instructed otherwise.

RECOMMENDED ACTION:

Option 1 Approve revisions to Blueprint's Real Estate Policy to amend Section 107.17 to include additional language regarding relocation benefits when a project is locally funded and renumber Section 107.18, titled "Revisions to Real Estate Policy" to 107.19 and renumber 107.19 titled "Effective Date" to become 107.20 for consistency.

Approve the addition to the policy of a relocation policy to ensure projects administered by Blueprint provide uniform and consistent treatment for persons or businesses displaced by the acquisition of property utilizing local funds and numbering this new section as Section 107.18.

Commissioner Gillum stated that he was in favor of the policy to ensure that projects would remain eligible for federal funds. He pointed out that many of the people who lived along the corridor may be long term renters who have a vested interest in the neighborhood.

Commissioner Gillum moved staff's recommendation. Commissioner Dozier seconded the motion.

Commissioner Akinyemi stated that he would like to know why the agenda item had not been presented to the TCC or the CAC. Mr. Tedder stated that Agency policies that were implemented by the Board and were technical in nature to implement projects which were previously reviewed by the CAC were usually not presented to the TCC or CAC.

Commissioner Mustian stated that he had discussed with Mr. Tedder the properties that were owner-occupied receiving both the right of way incentive payment and relocation benefits. **He stated that he didn't agree that the owners should receive both benefits. Commissioner Gillum stated that he agreed and wanted that adjustment made to his motion since the owners are already being incentivized through the sale of their home.**

Debra Schiro, Blueprint 2000 Attorney, stated that it was her recommendation that the policy be applied consistently to all properties whether the properties are owner-occupied or not. She stated that the relocation payments are a federal government entitlement without regard to whether the owner is receiving any compensation for condemnation purposes. She stated that the Agency wasn't obligated to provide this entitlement, but that she wanted to ensure consistency and fairness. Ms. Schiro stated that the relocation payment is capped at \$22,500 for owners who reside in properties for more than twelve months and \$5,200 for tenants who reside in properties for less than twelve months. She stated she recommended consistency for both owners and tenants.

Commissioner Gillum stated that owners and renters were two inconsistent classes and that an incentive was already embedded in the sale of the property which the renter wouldn't receive. Commissioner Mustian stated that he agreed with Commissioner Gillum.

Commissioner Miller asked how much all of these things would cost. Ms. Schiro stated that a brief analysis was prepared and that the estimate for FAMU Way was approximately \$400,000 for the relocation costs for the 55 parcels impacted. She mentioned that the total cost for the right of way has been estimated to cost approximately \$13.2 million. She stated that there are amounts allowed for moving costs and rent differential.

Commissioner Miller asked for clarification on the differences between those who undergo condemnation proceedings, sellers who accept the incentive offers, and renters. Ms. Schiro clarified the information regarding the caps on the relocation fees. She stated that the incentive amount was based upon a sliding scale formula that would be applied. She further stated that under the current proposed policy, owner occupied properties who accept the incentive would also be afforded the relocation benefits.

Mr. Tedder stated that in some condemnation cases the property owner can't be located and the acquisition is not necessarily a hostile situation; however, the condemnation procedures have to be followed.

Commissioner Desloge stated that for clarification the incentive is offered as a bonus to the property owner to prevent litigation and the costs associated with it. He further stated that it is much less expensive to the government entity to pay the incentive.

Ms. Schiro clarified that there are three options that a property owner has with the incentive program (1.) Accept the offer (2.) Counter the offer (3.) Reject the offer. If the property owner accepts the offer, then they will receive the amount of the appraised value, the incentive amount and the relocation fees. She further stated that if the property owner rejects the offer then the incentive offer is withdrawn and the case is litigated.

Commissioner Dozier concurred with the other commissioners that the renters of the properties were a separate category because they wouldn't receive all of the benefits that the owner-occupied residents receive. Mr. Tedder clarified that the process would be applied consistently for all property owners. Commissioner Dozier stated that her concern was for the long-term renters.

Ms. Schiro stated that for properties that are leased to businesses, the business owners might be entitled to a lease hold interest in the property.

Commissioner Desloge stated that he was in favor of making the property owners and renters whole. However, he was not in favor of facilitating a windfall.

Commissioner Miller asked if in the case where properties are purchased and the house could be moved, whether the property owners had the opportunity to move with the house. Mr. Tedder stated that as outlined in item #7, Blueprint 2000 purchased a house that was only about 3 years old; the staff was working with the City Housing Division to have the house moved. He mentioned that this prevented the house from being demolished and saved the tax payers \$20,000; an affordable housing agency was able to use the house to help someone. He further

stated that Blueprint 2000 would be working with the City and County housing divisions to see if there were other houses in the FAMU Way corridor that could also be moved.

The motion carried 9-0.

V. PRESENTATIONS/ACTIONS/DISCUSSIONS

16. Election of Intergovernmental Agency Vice-Chair

Mr. Tedder stated that he wanted to recognize Commissioner Mustian for serving as the previous IA Chairman.

RECOMMENDED ACTION:

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

Commissioner Mustian nominated Commissioner Miller for Vice Chair. Commissioner Akinyemi seconded the motion. **The motion carried 9-0.**

17. Capital Cascade Connector Bridge Design and Design Contingency Budget

Mr. Tedder stated that staff was asking the Board to move forward with the full design of the project and that the Board authorize a 20% contingency budget for the design phase to address a reuse water line for future irrigation. He stated that Figg Engineers was present to report the results of the May 14, 2011, Design Charette.

RECOMMENDED ACTION:

Options 1 and 2:

Option 1: Concur with the bridge concept recommended by the public at the May 14, 2011, Design Charette.

Option 2: Authorize a design contingency budget of \$50,000. Funds would come from the current Capital Cascade Trail Segment 3 and 4 Master Plan line item

Denney Pate of Figg Engineering reviewed the summary of the design charette which was provided in the Board's agenda materials.

Commissioner Akinyemi asked if the solar panels were optional and what type they were. Mr. Pate stated that they will be the same technology that the military uses in remote areas. He stated that the participants felt that this was a worthwhile investment to make use of the shade structure along with the environmental benefits. Commissioner Akinyemi asked about the color and material that the shade structure would be made of. Mr. Pate stated that the fabric would be some type of open weave canvas material; however, the selection hasn't been finalized and that it would be based on wind resistance and durability.

Commissioner Dozier asked if the solar panels would be built into the fabric and how much it would cost. She asked whether the decision needed to be made upfront on whether to use the solar panels. Mr. Pate stated that the canopies would be separate from the solar panels but they would be pre-fabricated and installed before the canopies were put up and they would be a separate cost item. Commissioner Dozier asked about the self cleaning cement. Mr. Pate stated that it was a new technology that was used on the gateway monuments on the I-35W bridge project in Minneapolis that Figg was a part of, and that the concrete has a titanium dioxide added to the mixture that reacts to sunlight to clean pollution out of the air, and is self cleaning. He mentioned that the technology was moving towards being a coating rather than a full depth application. Commissioner Dozier asked if the technology could deal with graffiti. Mr. Pate stated that in the full depth application the concrete is dense and smooth like marble so from the cleaning aspect it would be easier. He mentioned that if there were graffiti and the surface were scarified, it would re-expose a new titanium dioxide surface.

Commissioner Dozier moved staff recommendation for option 1 & 2. Commissioner Gillum seconded the motion.

Commissioner Miller asked about the placement of the solar panels being driven by design rather than efficiency, and how the solar panels would be cleaned and how the canopies would hold up to the dirt from traffic. Mr. Pate stated that they would pick a color that wouldn't show the day-to-day dirt and that the solar panels tend to be self cleaning, to some degree, with the rain. He stated that nothing would be implemented that didn't have reasonable longevity and efficiency. He stated that the bridge is aligned east-west with a southern exposure and as the sun moves, a particular panel will have a more optimal angle depending on the time of year. Commissioner Miller stated that she didn't see any numbers comparing the price of the concepts and the feasibility given the technology that is proposed and keeping in mind that one of the charges given the firm was to come in under budget. Mr. Pate said that it would be feasible.

The motion carried 9-0. Mr. Tedder stated that he proposed accelerated construction of the bridge in the proposed Capital Improvement Plan so that as soon as the project is designed that the project moved forward to construction immediately.

18. Capital Cascade Trail – Segment 3 (Van Buren Pond) Right of Way Acquisition and Authorizing Resolutions

Mr. Tedder stated that these items were for housekeeping purposes.

RECOMMENDED ACTION:

Option 1: Approve the Resolutions allowing the acquisition of the nine (9) privately owned parcels, and authorize Blueprint to enter into discussions with the County to acquire the one (1) county owned parcel and the state to acquire the one (1) state owned property, which are all required for the construction of the Van Buren Pond stormwater facility.

Commissioner Dailey left the meeting at this point.

Ms. Schiro read the title of each resolution into the record for approval as follows.

Resolution No. 2011-02 - Acquisition of parcel 102T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Miller moved staff recommendation. Commissioner Maddox seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-03 - Acquisition of parcel 103T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Akinyemi moved staff recommendation. Commissioner Dozier seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-04 - Acquisition of parcel 104T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Dozier moved staff recommendation. Commissioner Mustian seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-05 - Acquisition of parcel 105T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Akinyemi moved staff recommendation. Commissioner Mustian seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-06 - Acquisition of parcel 106T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Dozier moved staff recommendation. Commissioner Sauls seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-07 - Acquisition of parcel 104T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Akinyemi moved staff recommendation. Commissioner Miller seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-08 - Acquisition of parcel 108T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Dozier moved staff recommendation. Commissioner Akinyemi seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-09 - Acquisition of parcel 109T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Dozier moved staff recommendation. Commissioner Miller seconded the motion. **The motion carried 8-0.**

Resolution No. 2011-10 - Acquisition of parcel 110T for construction of Van Buren Pond as part of Segment 3 of the Cascade Trail Project

Commissioner Akinyemi moved staff recommendation. Commissioner Dozier seconded the motion. **The motion carried 8-0.**

19. Capital Circle NW/SW: US 90 to Orange Avenue Right of Acquisition (Parcel 803) and Resolution

RECOMMENDED ACTION:

Option 1: Approve the Resolution allowing the acquisition of the permanent drainage easement, Parcel 803, which is necessary for the construction of Capital Circle Northwest/Southwest (SR 263) from Orange Avenue to West Tennessee Street.

Resolution No. 2011-01 - Acquisition of parcel 803 for construction of Capital Circle Northwest/Southwest Corridor Improvement Project from Orange Avenue to West Tennessee Street.

Commissioner Maddox moved staff recommendation. Commissioner Miller seconded the motion. **The motion carried 8-0.**

20. Capital Circle NW/SW: Construction Options

Mr. Tedder stated that the purpose of the agenda item was to request authorization from the IA to modify the design of Capital Circle NW/SW and to authorize Staff and/or the IMC to proceed with the project based on the project bid received in relation to total funding available. He stated that a total of \$52.28 million had identified of committed and potential funding as outlined in the agenda materials. He further stated that the estimate for the total project from Highway 90 to Orange Avenue would be approximately \$60 million in anticipated expenditures without taking

into consideration the state of the economy or actual bids. Mr. Tedder stated the FDOT has strongly encouraged Blueprint 2000 to encumber the SAFETEA-LU funds by the end of September 2011. He mentioned that Blueprint has not acquired all of the right of way necessary for the project; therefore, staff scaled the project back to the right of way that is in hand. He stated that the proposed new limits would be to about 1,300 feet north of Orange Avenue as shown in the attachment in the Board's agenda item.

RECOMMENDED ACTION:

Option 1: Authorize Staff to initiate a low-bid procurement process to construct from US 90 (Tennessee Street) to north of SR 371 (Orange Avenue).

1. If the low bid is **less than \$52.3 million****, authorize the Intergovernmental Management Committee to award a contract to the low-bid Contractor.
2. If the low bid is **more than \$52.3 million****, then authorize staff to bring this item back to the IA for guidance.

** Including Pump Station 77 Demolition and Sewer Construction costs but excluding COT water/sewer utility work

Commissioner Sauls moved staff recommendation. Commissioner Akinyemi seconded the motion.

Commissioner Desloge asked Mr. Tedder how the local preference option would be handled for the project. Mr. Tedder stated that if federal dollars are being used, local preference can't be utilized as a selection criteria.

Commissioner Sauls amended her motion to request local preference if possible. Commissioner Akinyemi seconded the amendment. **The motion carried 8-0.**

21. Cascade Park Update

Gary Phillips, Project Manger, reviewed the information provided to the Board and showed photos of the progress in the park. He stated that there have been changes to the contract and 78 additional days have been given for weather delays. The completion date is September 21, 2012.

Commissioner Sauls asked if Myers Park Drive would be closed permanently once construction is completed. Mr. Phillips sated that she was correct.

Commissioner Desloge stated that he would like to impress upon the public that Capital Cascades Park is designed to be a stormwater facility.

RECOMMENDED ACTION:

No action requested; presented for information only.

22. Name That Park: Cascade Park vs. Cascades Park?

Mr. Tedder stated that staff was bringing this item before the Board for the decision on the official name for the park and the entire greenway.

RECOMMENDED ACTION:

Per the recommendation of the CAC: **Option 1:** The Park should be named Cascades Park. The entire Greenway should be named the Capital Cascades Trail.

Commissioner Mustian moved staff recommendation. Commissioner Sauls seconded the motion. **The motion carried unanimously 8-0.**

23. Cascade Park Amenity Fundraising

Mr. David Bright stated that some of the amenities are funded through design and construction. He reviewed the items that were funded as outlined in the agenda item. The park trails and sidewalks, Meridian Monument Plaza and Stage, Interactive Water Play Fountain, Cascade Fountain and the Meridian Plaza Signature Bridges are all funded. He stated that the History Fence and History Panels, Boca Chuba Artistic Fountain, Hydrological Cycle Educational Fountain, were funded for design but not for construction. Mr. Bright stated that the Commemoration of Centennial Field, Monroe Street Gateway (Grand Staircase) were not funded for design or construction. He stated that the Meridian Plaza would only be partially completed due to the fact that the state-owned Meridian Point building was located directly behind the meridian marker and wouldn't allow for the construction of the entire plaza facility. He mentioned that some of the amenities would be funded by donations. Mr. Bright stated that there was a concept for the Commemoration of Smokey Hollow and that Blueprint would be working with Althemese Barnes of the Riley House on the location and how it would be tied together with the park. He stated that the historic electric building that was located in the park was owned by the City of Tallahassee and that there are ongoing discussions of what would be best to place in the building. Mr. Bright told the Board that Blueprint 2000 was starting a fundraising campaign called "Buy a Brick" to fund some of the amenities and donations were welcome from anyone who would like to donate for the larger items.

Commissioner Mustian stated that he had a concern that the citizens would have seen the concepts of the project and wonder why items weren't in the park that were shown. He stated that he wanted to make sure that the citizens' expectations were inline with what would be actually be feasible. He further stated that maybe the unfunded amenities could be included in the sales tax extension discussion.

Commissioner Mustian stated that city staff has been in discussion with Florida State University regarding the Meridian Point and Firestone buildings for some time. He stated that he thought that something could be worked out with them; however, a final decision hadn't been made. He mentioned that whatever decision was made would require funding and that a possible source

would be the downtown CRA. He stated that he hoped to have a decision by the September meeting.

Commissioner Dozier stated that four things (Smokey Hollow commemoration, the shade structure, the grand stair case and the electric building) that were not funded are core items for the park that would bring people into the park and be an economic engine for the community. She stated that opening the park with an old boarded up building didn't make sense. She stated that there needed to be further discussion on the top priorities for the next two years and what could be delayed for the future.

Commissioner Dozier stated that she would like to think outside of the box in handling this issue. She stated that the performing arts center would be coming back with a new proposal for reorganization and that some money has been set aside to fund the center. She further stated that there was enough money already been set aside for a performance base facility. Commissioner Dozier stated that the facility's purpose would be to bring people into the community and generate economic development. She further mentioned that if the performing arts center were added to the Blueprint 2000 program during the sales tax extension, there would be time to generate more funds for the facility in the future. She mentioned when the park opens in September 2012, there needed to be a shade structure because this would allow the park to begin booking performances. Commissioner Dozer stated that the shade structure would not only provide infrastructure, shelter from the weather, lighting but also make it more of a performance space. She stated that it would be a win for the performing arts center because the design would already be in place.

RECOMMENDED ACTION:

For Board information only.

Commissioner Dozier moved to have the funding of the shade structure from the performing arts center money agendaed at the appropriate agency for discussion. Commissioner Desloge seconded the motion.

Commissioner Miller stated that she was in favor of the motion and she looked forward to Shakespeare in the Park using the amphitheater in Capital Cascades Park. She further stated that she agreed that the list of unfunded amenities needs to be discussed and ranked.

Commissioner Gillum stated that he was in favor of the motion. The motion carried unanimously 8-0.

Commissioner Akinyemi left the meeting at this point.

24. Sales Tax Extension

Mr. Tedder stated that the City Long-Range Target Issue Committee had requested that the Sales Tax Extension be agendaed to provide the status of all of the Blueprint 2000 projects. He stated that the agenda item included the verbatim referendum language and the status of each project.

Commissioner Mustian stated that he was very proud of what Blueprint 2000 has done and that the program was started due to a citizen's initiative which forced the City and the County to work together for the bigger picture. He stated that Blueprint was a success story that can be taken back to the voters to ask for the sales tax extension. He further stated that he had read the County's agenda items and he wanted to ask the County Commissioners what role Blueprint and the City Commission would play. He mentioned that if both governments didn't work together for the sales tax extension that he thought the extension would fail. Commissioner Mustian stated that no one entity should control the process.

Commissioner Desloge stated that he agreed with Commissioner Mustian and that at the County Commission meeting the consensus was that the citizens needed to be involved, with some level of staff oversight.

Commissioner Dozier stated that she concurred with Commissioner Desloge. She stated that she had joined the EECC about three years earlier in anticipation of the citizen discussion of the next phase of Blueprint 2000. She stated that her concern was that citizen input is provided up front and in order to prevent competing interests. She mentioned that the direction that staff was given was to come back with a proposal for the structure of the citizen committee. She further stated that there was recognition that the County would work with the City. Commissioner Dozier clarified that there would be a joint decision on who would be on the citizen committee.

Commissioner Gillum stated that he agreed with Commissioner Mustian and that moving forward in a collaborative effort would be the best way to go. He further stated that if the decision is made to move forward with a citizen's committee, each commission should have confidence around the composition of the committee. He mentioned that if the County Administrator and County Staff move forward with defining the process for the committee and the County Commission votes on the composition of the committee without working with the City, then that creates a spirit of disharmony. Commissioner Gillum stated that he recommended a Commission appointment for the City and County to get collaborative thoughts from the two elective sides about a process for moving forward.

Commissioner Miller stated that she wanted to point out the original EECC was not a group that was appointed by the City and County Commissions, but rather made up of several diverse groups in the community who could identify with them. She further stated that one place that she would look for appointments to the committee is from the Blueprint 2000 CAC because they have shown commitment to the Blueprint program.

Commissioner Dozier stated that she had no problem with the county staff coming back to them with a proposal for the framework of the committee and the process for the appointments. She stated she would rather that the City and County be very deliberate about the makeup of the committee and that they think outside the box for the recommendations.

Commissioner Mustian stated that the City wanted to work with the County to set up the process rather than wait to react to actions that the County has taken on its own.

Commissioner Maddox stated that he agrees with Commissioner Mustian; however, he stated that he felt comfortable with staff handling the process at that point. He stated that he felt that it was important that the City and citizens to be involved.

Commissioner Desloge stated that he expected County and City staff to work together to develop the process.

Commissioner Gillum stated that he wanted there to be a partnership in the process.

Commissioner Desloge called for citizens to be heard on this issue.

Mr. Curtis Baynes stated that he wanted to move forward on the sales tax extension and he that he felt that it would be best if the City and County worked together in a collaborative effort.

Commissioner Miller stated that Blueprint has done a phenomenal job of capturing outside funds. She asked staff to provide information on the amount of money that was used on each project from sources other than the sales tax.

Commissioner Dozier stated that she had asked Harry Reed to speak to Mr. Tedder about funding available for sidewalks along Franklin Blvd.

RECOMMENDED ACTION:

No action requested.

25. Proposed FY 2012 Blueprint Operating Budget

Mr. Tedder stated that because of the actions of the Board to reorganize the Agency that there would be a positive change to the budget due to the reduction in staff.

RECOMMENDED ACTION:

Review and comment on the FY 2012 Operating Budget.

26. Fiscal Year 2012-2016 Blueprint Capital Improvement Plan (CIP) and the 2012-2020 Net Sales Tax Allocation Plan

Mr. Tedder stated that the Capital Budget he is trying to pull together and present is similar to what the City's and County's processes show. He stated that he intended to add six projects to the five year CIP for a total of \$63M that would be going into the community.

Commissioner Miller stated that she would like to hear about what is going on with Capital Cascades Segment 4. Mr. Tedder stated that Segment 4 was in the process of being designed and that he hoped that there would be more information to bring to the Board in early 2012.

RECOMMENDED ACTION:

Review and comment on the Capital Improvement Program and the Net Sales Tax Allocation Plan. The Intergovernmental Agency will conduct a Public Hearing and adopt the Budget in September.

VII. CITIZENS TO BE HEARD

There were no additional citizens to be heard.

VIII. ITEMS FROM MEMBERS OF THE COMMITTEE

IX. ADJOURNMENT

There being no further business, Chairman Mustian adjourned the meeting at 5:58 pm.

APPROVED:

ATTEST:

Bryan Desloge
Chairman of Blueprint 2000 IA

Shelonda Meeks
Secretary to Blueprint 2000 IA