

# Blueprint Intergovernmental Agency Citizen Advisory Committee Meeting Minutes

**Date:** June 8, 2017  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for June 8, 2017CAC Meeting

**Committee Members present:**

Hugh Tomlinson	Neil Fleckenstein
Henree Martin	Gordon Hansen
Jim Stevenson	Kent Wimmer
JR Harding	Stewart Proctor
Claudette Cromartie	Kathy Bell
Gina Kinchlow	

**Committee Members absent:**

Allen Stucks	Peter Okonkwo
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**Guests/Presenters/Staff present:**

Ben Pingree	Susan Emmanuel
Al Latimer	LaTanya Raffington
Autumn Calder	Patrick Twyman
Cristina Paredes	Rita Stevens
Darryl Jones	Bonnie Gandy
Ed Young	Dana Powell
Megan Doherty	Theresa Heiker
Angela Ivy	Tony Park
Lindsay Volpe	John Buss
Dan Lucas	Paco de la Fuente

**I. AGENDA MODIFICATIONS**

- Patrick Twyman noted that a late expenditure entry required adjustment of \$39,000 to the FY 2016 Comprehensive Annual Financial Report (CAFR) and Appropriation of FY 2016 Operating Fund Balance. Dana Powell briefly explained the audit process and noted the following highlights:
  - Blueprint Intergovernmental Agency (BPIA) received an unmodified opinion.
  - The audit recommended that BPIA hire an internal accountant.
  - Documentation of policies and procedures regarding the transfer of assets to other governments at project completion.
  - Stewart Proctor requested clarification regarding the large percentage of the operating budgets that were allocated to various unclassified categories. Mr. Twyman explained that in the City's (and consequently BPIA and OEV) effort was made to coding items accurately. Some departments focused more on

- specificity, for example a legal services allocation rather than unclassified professional services. It was not unusual but more of a function of previous year's budget structures.
- Ben Pingree stated that at the first of two public hearings, which would be held at the September CAC meeting, staff would address the constitution of the decision.
  - Item 7: Consideration of a Proposed Prioritization Process for the Blueprint 2020 Connectivity, Community Enhancement, and Quality of Life Infrastructure Projects was taken out of order to allow for questions from the CAC to be addressed by County Public Works staff, Tony Park and Theresa Heiker, and City Stormwater staff, John Buss.
    - Autumn Calder gave a brief history of the prioritization of the first 15 projects. There were 11 remaining to be prioritized ranging from \$1.5 to \$22 million. She presented the revised proposed evaluation criteria. Furthermore, she noted that BPIA sought approval to have the Florida State University Center for Economic Forecasting and Analysis (FSU CEFA) to perform economic impact analyses on the remaining projects.
    - Ben Pingree shared that the purpose of the CEFA analysis was to determine the economic impact of each project, to ascertain how they relate to each other, what the return on investment would be, and to adhere to the Blueprint promise through quantitative figures for a ranking solution. Or, which project would produce the biggest bang for the buck.
    - Kent Wimmer noted that in his evaluation of the 2020 project list, 63.2% of projected funds would be allocated to gray infrastructure with only 37% allocated to green infrastructure transit projects. It seemed that the green projects, the CCQ projects would be held to a different process. He was uncomfortable with the ranking system process that allocated twice as much money for gray infrastructure as it did to making the community a better place to live.
    - Claudette Cromartie requested the CEFA analysis metrics. Ben Pingree stated that while CEFA might not share their "secret sauce" he was certain they would provide an explanation of the process and the industry's best practices. Furthermore, he shared that OEV used the CEFA processes when they were providing analyses for the City or County separate from Blueprint.

#### **Option #1: Action Item A and B**

**Action Item A: Approve the "Blueprint Promise" criteria for prioritizing the eleven Community Enhancement, Connectivity, and Quality of Life projects and present the results at the September 19, 2017 IA Board meeting.**

**Action Item B: Direct Blueprint staff to retain the Florida State University Center for Economic Forecasting and Analysis (CEFA) to determine the local economic impact of the remaining 11 CCQ projects and incorporate the findings into the prioritization process as applicable. Funding for this analysis will come from the \$300,000 Sales Tax Extension project and be paid back to the project during the FY 2018 Budget process. After the receipt of the 2020 sales tax funds, this amount will be paid back to the Blueprint 2000 capital project fund.**

**Henree Martin moved approval of Option #1, Action Items A and B, with the caveat that the CAC be provided the completed report for review prior to approval. It was seconded by Stewart Proctor.**

**The motion passed 10-0.**

- Autumn Calder summarized the history of the Alternative Sewer Solutions Study and Comprehensive Wastewater Treatment Plan. It would be advanced funded from the Blueprint 2000 fund and reimbursed from the 2020 program.
- The project would be County wide but would focus on the unincorporated areas as there were a minimal number of properties not connected to the sanitary sewer system in the city limits.
- Kent Wimmer requested where the identified Blueprint 2000 funds were originally allocated. Autumn Calder shared that they were originally for acquisition of lands in the St. Marks Headwaters floodplain. While he respected the water quality project he expressed concern that it was another example of shifting funds from green to gray projects. From his perspective, there was no funding allocated for land protection in the 2020 program.
- Theresa Heiker shared the status of active water quality projects in County Public Works such as surface water projects at Lake Munson, Lake Jackson, and Lake Talquin.

**Option #1: Action Item C**

**Action Item C: Direct staff to proceed with advance funding the Comprehensive Wastewater Treatment Facilities Plan, a subproject of the Study, at an amount not to exceed \$500,000, to be implemented by Leon County Public Works in coordination with public and private utilities. The Plan will be funded utilizing unencumbered funds from the Northwest Florida Water Management District (NFWMD) sensitive lands acquisition project and paid back to the Blueprint 2000 program after 2020 revenues have been received.**

**JR Harding moved approval of Option #1, Action Item 3. It was seconded by Henree Martin.**

**The motion passed 10-0.**

**II. INFORMATIONAL ITEMS/PRESENTATIONS**

- Draft Fiscal Year 2018 Blueprint Intergovernmental Agency Operating Budget
  - Informational only
- Draft Fiscal Year 2018 Net Sales Tax Allocation Plan and 2018-2022 Capital Improvements Plan
  - Informational only

- Information on A Request for a Resolution Supporting Project Campus as a “Qualified Target Industry” Applicant and Targeted Business Program Application
  - Informational only
  
- OEV Project Updates
  - Al Latimer noted that OEV published quarterly the Economic Dashboard report and shared interim data updates on year over year progress.
  - Cristina Paredes shared allowable data on the confidential Project Rose, Project Campus, and other business expansion and retention efforts, technology, and records of OEV.
  - Stewart Proctor noted that it would be beneficial to track project percentages i.e. 81% active out of 30 projects.
  - Presentation is on file at Blueprint Intergovernmental Agency.
  
- Blueprint Project Updates
  - Megan Doherty provided a brief overview of the status of Blueprint projects that included:
    - Anticipated completion dates for:
      - Capital Circle Northwest/Southwest be completed within two months with the grand opening to follow in late summer or early fall 2017.
      - Capital Cascades Trail Segment 3, Pinellas Street to Gamble Street, was estimated to take 18 – 24 months, however staff anticipated that the round-a-bout at Gamble Street would be opened in approximately five months.
    - Franklin Boulevard: BPIA was working with County partners and the Contractor to solve the dimpling issues and hoped to have it complete by late summer 2017.
    - Award and recognition opportunities
      - Capital Cascades Trail won several awards and recognitions from the American Public Works Association for Project of the Year in the Transportation category from the state chapter, as well as Project of the Year in the Multi-Function and Structural categories from the local chapter.
      - Smokey Hollow Commemoration Site and the HALS won an award each from the Tallahassee Trust for Historic Preservation.
    - Kent Wimmer requested a status update on the Management and Access Plans for the upper St. Marks and Alford Arm properties acquired by BPIA. County Parks and Recreation was managing the opening of the Headwaters of the St. Marks properties, a trailhead would be constructed on the Baum Road side and was anticipated to be opened in 2018-2019.
    - Presentation is on file at Blueprint Intergovernmental Agency

### III. CONSENT

**ACTION TAKEN: JR Harding moved the consent agenda, with modification to Item 2, as presented. Claudette Cromartie seconded it. The motion passed 10-0**

1. Approval of the February 9, 2016 CAC Meeting Minutes

**Option #1: Approve the February 9, 2016 CAC meeting minutes.**

2. Acceptance of the FY 2016 Comprehensive Annual Financial Report (CAFR) and Appropriation of FY 2016 Operating Fund Balance

**Option #1: Accept the FY 2016 CAFR and approve additional appropriation to the FY 2017 Operating Budget of \$37,349 for encumbrances and \$1,638,966 for transfer to the Capital Projects Fund. In addition, out of \$1,638,966 available for transfer to the Capital Projects Fund, \$50,000 be allocated to the Capital Cascades Crossing project and \$250,000 be allocated to the Capital Circle Northwest Southwest project.**

3. Status Report on Blueprint Infrastructure Projects

**Option #1: Approve the June 2017 Blueprint Project Updates.**

4. Shade Analysis of the Capital Cascades Trail Segment 3 Playground

**Option #1: Accept staff's analysis.**

5. Status Report of the Operations of the Tallahassee-Leon County Office of Economic Vitality

**Option #1: Accept the Tallahassee-Leon County Office of Economic Vitality Status Report.**

#### **IV. GENERAL BUSINESS**

6. Approval of the Enabling Resolutions and Appointments to the Economic Vitality Leadership Council (EVLC), Economic Vitality Competitiveness Committee (EVCC), and Competitive Projects Cabinet (CPC)

Hugh Tomlinson advocated for a representative from the Northeast Business Association (NEBA) to be included on the EECC.

Al Latimer and Ben Pingree provided a brief presentation of the committees' membership appointment, structure, charge, and term limits.

Stewart Proctor requested clarification on the CAC's involvement with the subject committees. Ben Pingree stated that the BPIA model, required technical expertise and citizen oversight with transparency and accountability up to the Board of Directors, in this case, the twelve elected City and County Commissioners. The establishment of the subject committees served as the technical expertise for the economic development

aspect of the program. There were modifications to the CAC as well, to ensure that it had the business fortitude moving into the 2020 program.

**Option # 1 and 2:**

- 1. Approve the enabling resolutions for the Economic Vitality Leadership Council, the Economic Vitality Competitiveness Committee, and Competitiveness Project Cabinet.**
- 2. Approve and appoint the recommended candidates to serve on the Economic Vitality Leadership Council, the Economic Vitality Competitiveness Committee, and the Competitiveness Project Cabinet.**

**Stewart Proctor moved approval of Option #1 and 2. It failed for lack of a second.**

**JR Harding moved approval of Option #1. It was seconded by Claudette Cromartie.**

**The motion passed 10-0.**

**Claudette Cromartie moved approval of Option #2. It was seconded by Kathy Bell.**

Hugh Tomlinson noted that while it was a distinguished list, NEBA was not included and he therefore could not support it.

**The motion passed 9-1.**

7. Discussed at Agenda Modifications
8. Status Report on the Northeast Gateway: Welaunee Boulevard and Dove Pond Regional Stormwater Facility Projects

Autumn Calder provided a brief overview of the status of the Northeast Gateway: Welaunee Boulevard and Dove Pond Regional Stormwater Facility Projects and requested approval of the Dove Pond Regional Stormwater Facility Joint Project Agreement.

Stewart Proctor abstained from the vote because of his personal business and upon advice of legal counsel through his role with the Planning Commission.

Kent Wimmer questioned why the Board chose to spend \$2 million of Blueprint funds to advance the project. Autumn Calder shared that the public benefit of reducing the downstream flooding and treat stormwater runoff through road construction and use, as well as the public properties that could be developed as a result of the development agreements.

**Option #1: Authorize the Intergovernmental Management Committee to execute the draft Blueprint Intergovernmental Agency – Canopy Community Development District Joint Project Agreement Dove Pond Regional Stormwater Facility on**

**behalf of the Blueprint Intergovernmental Agency Board of Directors as substantially set forth in Attachment #1.**

**Kent Wimmer moved approval of Option #1. It was seconded by Claudette Cromartie.**

**The motion passed 10-1.**

**V. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

There were no speakers to be heard.

**VI. ITEMS FROM MEMBERS OF THE COMMITTEE**

There were no items from members of the committee.

**VII. ADJOURN**

**The meeting adjourned by consensus at 6:40 pm.**

