

**TALLAHASSEE – LEON COUNTY BLUEPRINT INTERGOVERNMENTAL AGENCY
BOARD OF DIRECTORS
Meeting Minutes - September 12, 2016
5:00 pm, City Commission Chambers**

MEMBERS PRESENT

<u>County</u>	<u>City</u>
Commissioner John Dailey	Mayor Andrew Gillum
Commissioner Kristen Dozier	Commissioner Scott Maddox
Commissioner Nick Maddox	Commissioner Curtis Richardson
Commissioner Mary Ann Lindley	Commissioner Nancy Miller
Commissioner Bill Proctor	Commissioner Gil Ziffer, Chair
Commissioner Bryan Desloge	

MEMBERS ABSENT

<u>County</u>	<u>City</u>
Commissioner Jane Sauls	

CITY/COUNTY STAFF

Ben Pingree, PLACE	Ken Morris, Leon County
Charles Hargraves, Blueprint	Wayne, Tedder, COT
Shelonda Meeks, Blueprint	Tony Park, Leon County
Angela Ivy, Blueprint	Lew Shelly, COT
Debra Schiro, Blueprint	Vincent Evans, COT
Autumn Calder, Blueprint	M'Lisa Ingram, COT
Megan Doherty, Blueprint	Matt Cavell, Leon County
Cristina Paredes, OEV	Gary Zirin, Leon County
Lindsay Volpe, OEV	Catherine Jones, Leon County
Young, Ed, OEV	

OTHERS PRESENT

Maribel Nicholson- Choice, Greenberg Traurig*	Cameron Snipes, Kimley Horn & Assoc.
Gary Phillips, Michael Baker*	Ryan Wetherell, Kimley Horn & Assoc.
Michael Schwier, Michael Baker*	Will Butler, REI
Roger Cain, Michael Baker*	Barbara Ehlmann
Bryon Ehlmann	Rob De Villegas
Becki Rutta	Peter Raroling
Johan Van Tol	Robert Clay

* Indicates Blueprint 2000 General Engineering Consultant

Commissioner Gil Ziffer called the meeting to order at 3:05 pm with a quorum.

I. AGENDA MODIFICATIONS

Items number five and six were moved to consent agenda, a revised item #12 was provided, and item #13 was pulled from the agenda. A special meeting of the Intergovernmental Agency will be held on October 27, 2016, 1:00 to 3:00 pm.

Commissioner Nick Maddox moved to accept the agenda modifications; Commissioner Dozier seconded the motion. It passed unanimously.

II. INFORMATION ITEMS

CAC Chairman's Report – Neil Fleckenstein

1. CAC Meeting Minutes (June 2, 2016)

This item was presented as informational only.

2. Blueprint Project Updates

This item was presented as informational only.

3. Magnolia Drive Multiuse Trail Project Update

This item was presented as informational only.

4. Capital Cascades Trail Segment 3 History & Culture Trail

This item was presented as informational only.

III. CONSENT ITEMS

5. Capital Cascades Trail Segment 3D Project Update

RECOMMENDED ACTION:

Approve Option 1: Board approval of the Capital Cascades Trail Segment 3D Project Budget (as described within the agenda item on page 4 of 5) at a cost not to exceed \$20,490,000 and authorizes the project implementation described below:

- a. The CCT Segment 3D from Pinellas to Gamble will be combined (plans, specifications, permits, etc.) with the City's FAMU Way Extension Project Phase II (Pinellas to Gamble).
- b. City of Tallahassee Underground Utilities & Public Infrastructure Department, in coordination with Blueprint Intergovernmental Agency, will administer the Construction Contract and provide CEI Services for the combined projects.

- c. Blueprint Intergovernmental Agency and City of Tallahassee Underground Utilities & Public Infrastructure Department will enter into a Joint Project Agreement for the funding associated with construction and construction related services.
- d. Project funding will come from Blueprint utilizing existing available project funds and Fiscal Year 2017, 2018, and 2019 sales tax allocations.

Action by TCC and CAC: An agenda item providing the overall project costs and information on the estimated water quality improvements, floodplain compensation, and flood control for the proposed regional stormwater management facility was presented to the TCC and the CAC at their respective meetings on August 11, 2016. Both the TCC and the CAC accepted the update.

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

RECOMMENDED ACTION:

Approve Option 1: Accept the Tallahassee/Leon County Office of Economic Vitality Status Report.

Option 2: Direct staff to place on each Commission's agenda the modification of current policy relative to the former MWSBE Advisory Committees with the responsibility for reviewing and recommending policy alternatives as well as provide recommendations relative to certification appeals. The consolidated committee will comprise of the following:

- Four appointees from the City Commission;
- Four appointees from the County Commission;
- One appointee from the Big Bend Minority Chamber of Commerce;
- One appointee from the Capital City Chamber of Commerce;
- One appointee from the Greater Tallahassee Chamber of Commerce.

Action by TCC and CAC: This item was not presented to the TCC or CAC.

7. IA Meeting Minutes (June 6, 2016)

RECOMMENDED ACTION:

Approve Option 1: Approve minutes as provided.

Action by TCC and CAC: This item was not presented to the TCC or CAC.

8. Proposed 2017 Meeting Schedule for Blueprint Intergovernmental Agency Board, CAC, and TCC

RECOMMENDED ACTION:

Approve Option 1: Approve the proposed 2017 meeting dates for the Blueprint Intergovernmental Agency Board, TCC and CAC as presented.

Action by TCC and CAC: The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. The TCC concurred with staff's recommendation but noted the importance of holding the regularly scheduled bimonthly meetings. The TCC also discussed holding the TCC meetings two-to-three days in advance of the CAC meetings, and Agency staff agreed to vet alternative meeting dates.

9. Approval to Extend the General Engineering Consulting Contract

RECOMMENDED ACTION:

Approve Option 1: Approve the extension of Michael Baker Jr.'s contract with Blueprint for an additional one-year period.

Action by TCC and CAC: This item was not presented to the TCC or CAC.

Commissioner Nick Maddox moved approval of the consent items; Commissioner Richardson seconded the motion. It passed unanimously.

V. GENERAL BUSINESS / PRESENTATIONS

10. Proposed Revisions to the CAC's By-Laws, Policies, and Procedures

Ben Pingree stated that the proposed revisions addressed the change in membership as indicated in the Second Amended and Restated Interlocal Agreement that was recently approved by the City and County Commissions.

RECOMMENDED ACTION:

Approve Option 1: Approve the revisions as described above, and as reflected in Attachment #1, which is the red line edited copy of the CAC Bylaws.

Action by TCC and CAC: The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. During the discussion of this item, CAC members stated that a representative from the 'Education Community' should be a priority for filling future vacancies. Chair Neil Fleckenstein and other CAC members expressed concern regarding the elimination of the 'Education Community' representative from the CAC membership as a result of the adoption of the Second Amended and Restated Interlocal Agreement. CAC members noted that the economic development and small business communities are heavily represented within the current composition of the CAC.

Staff Notes: In response to the CAC comments, staff notes that the CAC Bylaws have been updated to reflect the current requirements as provided for in the Second Amended and Restated Interlocal Agreement. Neither the 2003 amended and restated interlocal nor the current interlocal specifically designated a member of the educational community for membership on the CAC. However, as was stated at the CAC meeting Section 1.3 (1) 1., of the revised CAC Bylaws, which codify Section 5. 1. of the second amended and restated interlocal, does provide the Board with the flexibility to select the fourth member described within this section from the educational community.

This item was not presented to the TCC.

Commissioner Lindley moved Option 1; Commissioner Dozier seconded the motion. It passed unanimously.

11. Citizen's Advisory Committee Appointments

Ben Pingree stated that, in accordance with Item #10, there were three new appointments to the updated and amended Citizen's Advisory Committee.

RECOMMENDED ACTION:

Approve Option 1: Approve the following nominations:

- Board Member of the Greater Tallahassee Chamber of Commerce
- Board Member of the Capital City Chamber of Commerce
- Representative from the Network of Entrepreneurs and Business Advocates

Action by TCC and CAC: The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. This item was not presented to the TCC.

Commissioner Dozier moved Option 1; Commissioner Lindley seconded the motion. It passed unanimously.

12. Northeast Gateway: Welaunee Boulevard Funding Strategy

Ben Pingree stated that, pursuant to the Board's direction in February 2016, Blueprint sought multiple partnerships to leverage outside funding with the State Infrastructure Bank (SIB LOAN) being one target. The analysis presented in the item outlined that the PD&E and design must be completed in order to qualify to for a SIB Loan application.

Commissioner Miller highlighted two points made by the CAC, specifically how users would access the highway and how traffic flow in the whole area would work. She thought that it was a discussion that should be had sooner, rather than later. Regarding Welaunee Boulevard as an alternative route to Thomasville Road, she recommended that a larger span of the area be evaluated, such as from Bradfordville to Mahan.

RECOMMENDED ACTION:

Option 1: Upon full execution of the Dove Pond Stormwater Management Facility JPA, Authorize the use of Blueprint 2000 funds to advance fund PD&E and design for the Blueprint components of the Northeast Gateway Phase 1 roadway and authorize Blueprint staff to procure for these professional services. The PD&E will include Segments 2 and 3 in the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. The design will include the roadway from the eastern edge of the Canopy Development area to the proposed Shamrock Way extension ending at Centerville Road. Advance funds will be paid back to the Blueprint 2000 program using Blueprint 2020 sales tax revenues.

Option 2: Direct Agency staff to request that Welaunee Boulevard is added to the FDOT Regionally Significant Roadway Network by the CRTPA Board at the September 19, 2016 CRTPA Board Meeting.

Blueprint 2000 Project Definitions Report Consistency: This project is not one identified in the Blueprint 2000 program. However, the recommendations included in this agenda item are consistent with the Board's direction at the April 1, 2015 meeting directing staff to seek leveraged funds for all 2020 projects to close identified funding gap needs. This would put the Agency in a very good position to receive a SIB loan and begin construction in 2021.

Action by the CAC and TCC: This item was presented to the TCC, who concurred with Agency staff recommendation for Option 1. TCC members noted two specific items to be added to the record:

1. Greg Slay, CRTPA Executive Director, advised that Welaunee Boulevard should be added to the FDOT Regionally Significant Roadway Network to ensure the project is eligible for all FDOT funding sources and programs. The addition of Option 2 to the 'Recommended Action' above reflects this direction from the TCC.
2. The TCC noted that the data showing how vehicle traffic will reach Welaunee Boulevard and be diverted off of Thomasville Road has not yet been presented.

The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. As noted above, Option 2 was added to the 'Recommended Action' based on direction from the TCC.

Commissioner Dozier moved Option 1; Commissioner Maddox seconded the motion. It passed unanimously.

13. Presentation on the Tallahassee-Leon County Economic Development Strategic Plan by VisionFirst Advisors

Item #13 was pulled from the agenda. A special Intergovernmental Agency Board meeting would be held on October 27, 2016 for the presentation of the strategic plan.

Intergovernmental Agency Board Discussion

With staff presentations complete until the public hearing opened, Commissioner Dozier requested a brief staff update on the sound wall in Cascades Park.

Ben Pingree stated that at the June 2016 meeting, the Board effectively requested a “time-out” to allow for the City Commission to consider the best uses of the property uniquely owned by the City. Mr. Pingree understood that an agenda item on the issue would be before the City Commission imminently for their full consideration. Once the Commission received the staff analysis and provided direction to City staff Blueprint would prepare an agenda item for the very next IA meeting with an update on the sound wall. He anticipated that would be the February 2017 Intergovernmental Agency meeting.

Commissioner Lindley questioned if a Comprehensive Plan amendment would be necessary. Wayne Tedder stated that a decision had not been made on that because it would be a point to be discussed by the City Commission. He anticipated that discussion to occur no later than the last meeting in October 2016. If a change in use to residential were to be recommended by the City Commission, a Comprehensive Plan amendment would be required. If that were the case it could follow the upcoming Comprehensive Plan amendment cycle that would be complete in June 2017.

Commissioner Dozier stated that with that schedule and the fact that Blueprint met only three times annually that it was challenging. If the City decided to move forward with the residential component, a Comprehensive Plan amendment would need to be initiated by the City prior to the Board discussing it. She understood that it was City property however, she still has concerns. The vote on the wall was take more than one year earlier. She was in favor of reviewing options; however, it would then be 18-months since the original sound wall decision before the Board had the opportunity to reflect on and discuss any sound mitigation that might come from a residential development.

Mr. Tedder stated that the timing was accurate. It had been one year since the Board directed staff to evaluate the sound wall. Following that, there were discussions at the County Commission Retreat regarding weatherization of the Amphitheater as well as whether that would have any mitigating impacts. It was reported at the June 2016 Board meeting that it would not provide any positive or negative impacts for sound mitigation. The conceptual design was poised to move forward when the “pause button” was pressed. The City Commission would review the requested data regarding the City property in October 2016. The Comprehensive Plan was a joint City-County plan and therefore there would be opportunity in the typical amendment cycle to meet, albeit outside of the Board. For that particular piece of property, the City would make a recommendation because it would be their action that would effectuate the amendment.

Commissioner Dozier state that information was helpful. She further requested Mr. Tedder illuminate her on the decision to have the Department of PLACE complete the conceptual design. Mr. Tedder stated that the biggest unknown at that point was that the property was within the Myers Park Historic Preservation District. Meaning that any type of development, a wall or residence, would have to demonstrate to the Architectural Review Board that it would be consistent with the Historic Preservation policies; in that particular case, adopted by the City Commission.

Regardless of what might be proposed on that site, it would have to pass review outside of the Comprehensive Plan amendment. Mr. Tedder stated that it could be beneficial to consult with the Architectural Review Board to determine if a wall would be something they would recognize as an appropriate solution. Their decision would be the deciding vote on what could be constructed there and how. It was a great check and balance that ensured that whatever was constructed on that property satisfied the rules and regulations that had been adopted for historic preservation.

Robert Clay, Vice President of the Myers Park Home Owners Association, stated that in a joint HOA meeting with Woodland Drives Association, in which a position statement was created. Mr. Clay read the statement for the Board. *“Statement regarding the integrity of the Comprehensive Plan and the potential development of park land: The Myers Park Neighborhood association supported and encouraged the responsible redevelopment of underutilized built up property and unused private property when it is consistent with the Comprehensive Plan in zoning. The Association understands the peril of urban sprawl and the desirability of responsible infill. However, the Myers Park Neighborhood Association, as a matter of public policy opposes opportunistic changes to the Comprehensive Plan and spot zoning. The Comprehensive Plan and zoning constitute a fiduciary responsibility between the government and the citizens, whereby citizens purchase property, pay taxes on that property for many years, and make improvements to their property with the expectation that government will protect their property and investment. The Comprehensive Plan and zoning should be used as a guide for development on a long-term and large scale basis. Changes to them should not be made on a parcel, small area, or incremental basis.*

The Myers Park Neighborhood Association also opposes as a matter of public policy, the sale and development of public, open space and recreational land. The Association particularly opposed the sale of the City Parks and Recreation office parcel which was designated as open space in the 2030 Comprehensive Plan and as park land by the City owned, online property mapping application. It linked two signature parks, Myers and Cascades parks. Such green space was a precious and unrenowable city resource that should be retained by the public for the benefit of current and future generations.

In addition, foliage and parks were noteworthy characteristics of Tallahassee and often cited as key attributes to bringing people into our community. Destroying such a part of our park system was shortsighted and inconsistent with both our values and our attractiveness. The City Parks and Recreation and Neighborhood Affairs office complex was an important part of the City legacy and served a vital public function and neighborhood purpose. It was heavily used and thus, under existing City policy, 136.13 Real Estate Property, it could not be considered as surplus and therefore cannot be sold. The Association understood a change in that policy was under consideration, in part to facilitate the sale of the parcel. Such an opportunistic sale of public park land was, in their judgement, a violation of public trust.

VI. PUBLIC HEARING; 5:30 PM

14. Adoption of Fiscal Year 2017 Blueprint Operating Budget

Ben Pingree gave a summary of the item noting continuation on the Blueprint side. Regarding the Office of Economic Vitality, Mr. Pingree affirmed that the Board's standing guidance, for staff to develop a budget within the existing means of prior years of both the City and County respectively, was fully accomplished with the item.

Commissioner Lindley stated that she appreciated the work involved and noted that bringing consulting work in house reflected a considerable savings. She also requested clarification on the distinction between communications and marketing as well as public relations and strategic communications. Mr. Pingree stated that they were complimentary and nuanced. In terms of the outside consultant, the firm that was on board was best positioned to service the needs of the Blueprint office. Staff identified that there was an enhanced need to bring someone in house to handle the day-to-day requirements of public information, communications, and marketing for the infrastructure component and the expanded Office of Economic Vitality. The direct hire positions was also a significant savings to Blueprint. On the additional items that staff felt it better to outsource to access the economy of scale, a vendor had been identified that provided the additional marketing knowledge beyond one internal staff person.

Commissioner Dozier questioned what an external marketing firm could do that an inside staff person could not. Unless it was more strategy versus actual marketing as in the sales tax extension campaign. Mr. Pingree stated that he anticipated various opportunities for the projects coming forward as Blueprint 2000 was closed out and Blueprint 2020 escalated. Examples of specific marketing components of that might be the development of a comprehensive strategic marketing plan or strategic marketing on a project by project basis. Commissioner Lindley questioned if it would be like the 12% for economic development? Would it be a separate piece that required specific marketing? Mr. Pingree confirmed that it would be included.

Commissioner Dozier stated that what she heard in Commissioner Lindley's question and was curious about herself was the detail of what the consultants would be working on. She felt that information would be helpful. Mr. Pingree stated that the presently Blueprint had a time-sensitive, external consultant on contract, a copy of which could be provided with the specifics for the Commissioner. What was proposed in the 2017 budget specifically, was one, internal staff person who would take over where the external consultant left off. Whereas, on February 1, 2016 there was one full time internal person and an external consultant housed at Blueprint that had two layers of administrative costs and overhead.

Regarding the operating budget of the MWSBE program, Commissioner Richardson questioned how it compared to the individual budgets prior to them being combined. Mr. Pingree stated that it was a smaller staff. Cristina Paredes stated that the County had one fulltime and one halftime; the City had three fulltime positions. The staff total currently was three fulltime positions reducing the consolidated staff by 1.5 positions. Commissioner Richardson stated that he heard repeatedly from the past Director of the City's MBE office that they were understaffed and most of their time

was spent on the administrative aspects of certification. That prevented his staff from being in the field which led to abuse, on both sides. With that knowledge, it concerned him that there was fewer staff and wondered if the consolidated office would be hampered in the same respect.

Mr. Pingree stated unequivocally, that he wanted to ensure the maximum productivity of the office. The goal was to capture cost savings through the consolidated effort and at the same time, not mutually exclusive, improve service outcomes. Furthermore, staff was embarking on a joint RFP for an updated Disparity Study that would speak to the full consolidation of the offices. He anticipated that report would have recommendations as to staffing levels and more importantly, to the service level. It was the service objectives that were critical. For the 2017 fiscal year, staff was comfortable with the staff levels before the Board and with the achievement of the cost savings. From a staff perspective however, he understood the Commissioner's concerns. Commissioner Richardson was pleased to learn that the Disparity Study would address staffing levels. Mr. Pingree clarified that it would address functionality; essentially, how to balance the internal work that would be done in the government units to ensure that the certified businesses were receiving fair access to the work load. There was also the external component of projecting outward through the community to engage more people with the MWSBE programs. Commissioner Richardson stated that he through the MWSBE office needed to be rebranded to support it being recognized as an integral part of the economic development efforts in Tallahassee. In the past, it was often seen as a burdensome government mandate. However, it played an important role in building and growing locally owned women and minority business that added to the economic development and job creation in the community.

RECOMMENDED ACTION:

Approve Option 1: Adopt the FY 2017 Blueprint Intergovernmental Agency Operating Budget as presented and approve the FY 2017 Operating Budget Resolution (Resolution No. 2016-XX).

Action by TCC and CAC: The CAC recommended approval of Option 1, consistent with Agency staff's recommendation. The TCC accepted the proposed FY 2017 Blueprint Intergovernmental Agency Operating Budget.

Mayor Gillum moved approval of Option 1; Commissioner Richardson seconded the motion. It passed unanimously.

12. Adoption of Fiscal Year 2017 Blueprint Net Sales Tax Allocation Plan and 2017-2020 Capital Improvement Plan

Ben Pingree summarized the item for the Board. Charles Hargraves spoke to the details of three completed projects and the deallocation of their remaining budgets and the reallocation to open projects as well as listing the allocations for individual projects.

Commissioner Lindley and Commissioner Miller raised questions about the 'dimples' in Franklin Boulevard. Commissioner Miller and Commissioner Dozier expressed particular concern about cars veering into bike lanes to avoid the barriers and encouraged cyclists to use the multi-use trail

for the duration of the project. Commissioner Ziffer and Commissioner Dozier reminded the Board of how well the infrastructure of Franklin Boulevard and Cascades Park functioned during Hurricane Hermine.

RECOMMENDED ACTION:

Approve Option 1 and Option 2:

Option 1: Adopt the FY 2017-2020 Blueprint Capital Improvement Plan as presented to implement the FY 2017-2020 Net Sales Tax Allocation Plan and approve the FY 2017 Capital Budget Resolution.

Option 2: Approve the repayment of \$1,191,040 to the Operating Reserves Account to return the balance of this account to \$2,000,000.

Action by TCC and CAC: The TCC and CAC recommended approval of Options 1 & 2, consistent with Agency staff's recommendation.

Commissioner Lindley moved approval of Option 1 and 2; Commissioner Maddox seconded the motion. It passed unanimously.

V. CITIZENS TO BE HEARD

Regarding bike lanes on Welaunee Boulevard Mr. Van Toll stated that plans for 4-foot wide bike lanes met only the minimum standards of various organizations yet, according to current state standards it should be a 7-foot buffered lanes. He proposed that the bike lanes along Welaunee Boulevard be 5-foot to 6-foot minimums because of the anticipated increase in traffic from the Killlearn area. He understood that the hope for the roadway was to provide much needed relief to traffic on Thomasville Road. It would be nice to have the bike lanes wider.

VI. ITEMS FROM MEMBERS OF THE BOARD

There were no items from members of the Board.

VII. ADJOURNMENT

There being no further business, Chairman Ziffer adjourned the meeting at 5:50 pm.

APPROVED:

ATTEST:

Gil Ziffer
Chair of Blueprint IA

Shelonda Meeks
Secretary to Blueprint
Intergovernmental Agency